

CUPE 3913

Teaching Assistants and Sessional Lecturers at the University of Guelph

NEWSLETTER SEPTEMBER 2024

FEATURED TOPICS

What's going on?

- **Welcome new members!**
- **Reminder: Track your hours!**
- **Become a member in good standing (MGS)**
- **Upcoming events:**
 - International members' social
 - New members' social
 - Pre-fall membership meeting BBQ
 - Fall membership meeting
 - Disorientation week
 - Tabling for F24
- **Benefits reminders:**
 - Benefits processing
 - Reminder to submit claims for 2023-2024 academic year
 - Benefits balance reset
 - Direct deposit through PayEdge
 - Prescription coverage for Unit 1 members

Learn more about...

- **Appointments for Sessional Lecturers**
- **Benefits:** know your benefits and claim up to \$600/\$1200 (Unit 1/Unit 2)
- **Special discounts for CUPE 3913 members:** car and home insurance, Ford & Lincoln vehicles
- **Student Wellness support resources**
- **Contact information**

What's going on

WELCOME NEW MEMBERS!



CUPE 3913 wishes a warm welcome to all new members!

We are here to help teaching assistants and sessional lecturers with advocacy, grievances, and contract negotiations with U of G.

This is our monthly newsletter which includes important information including benefits, hours-tracking, and exciting upcoming events. We hope you enjoy the updates, but if not, you can unsubscribe at any time using the “unsubscribe here” button at the bottom of the email.

Welcome to the union - we're so glad you're here!

CUPE3913.ON.CA

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What's going on

REMINDER: TRACK YOUR HOURS!



CUPE 3913 would like to remind members to track their hours to prevent over-work.

If you are approaching the maximum number of hours allocated in your contract, contact your supervisor so hours can be re-allocated or overtime can be negotiated.

Remember that Unit 1 members (TAs) can spend a maximum of 24 hours/week on teaching duties.

To download CUPE 3913's hours-tracking spreadsheet, visit the link below.



Or visit:
<https://cupe3913.on.ca/Members/New-Members/Hours-Tracking>

Please make sure to track your hours for the Fall 2024 semester to prevent over-work. Please visit cupe3913.on.ca/Members/New-Members/Hours-Tracking. to access CUPE 3913's hours-tracking template, and make sure to review your contract and Collective Agreement to make sure you know your rights.

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What's going on

BECOME A MEMBER IN GOOD STANDING

Become a Member **IN GOOD STANDING**

BECOME AN ACTIVE MEMBER AND VOTE ON IMPORTANT
ISSUES FOR TAs AND SESSIONAL LECTURERS!



**VISIT [HTTPS://CUPE3913.ON.CA/MEMBERS/UNIT-2-
SESSIONALS/BECOME-A-MGS](https://cupe3913.on.ca/members/unit-2-sessionals/become-a-mgs)**

Would you like to become an active union member and gain the ability to vote on issues that are important to TAs and sessional lecturers? If so, please become a Member in Good Standing by filling out the form at the above QR code or by visiting:
<https://cupe3913.on.ca/Members/Unit-2-Sessionals/Become-a-MGS>

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What's going on: Events

INTERNATIONAL MEMBERS' SOCIAL



Join CUPE 3913 and the GSA for our International Members' Social happening on September 24, 2024, from 4-6 PM in the Lookout (5th floor of the UC). This event will provide an opportunity for International Members to connect with each other and get to know us. We will provide icebreaker activities, snacks and refreshments.

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What's going on: Events

NEW MEMBERS' SOCIAL

New Members' Social!

- Meet other new members of CUPE 3913 and the GSA
- Get to know the executives
- Learn about your rights, benefits, and resources available at the University of Guelph

• **Networking**

• **Activities**

• **Snacks**

**SEPTEMBER 25, 2024, 4-6
PM, THE LOOKOUT**

You're invited!

BROUGHT TO YOU BY

**CUPE
3913**



Join CUPE 3913 and the GSA for our New Members' Social happening on September 25, 2024, from 4-6 PM in the Lookout (5th floor of the UC). This event will give New Members a chance to connect with each other and get to know us. We will be hosting a round of trivia and providing snacks and light refreshments. See you there!

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What's going on: Events

PRE-FALL MEMBERSHIP MEETING BARBECUE



Join CUPE 3913 on September 26 from 4-6 PM for our pre-fall membership meeting barbecue! This event will take place at the CUPE 3913 office, located at 25 University Avenue East in Guelph. We will be providing grilled hotdogs and hamburgers (vegan options available), as well as drinks and light snacks. Can't wait!

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What's going on: Events

FALL MEMBERSHIP MEETING



The 2024 Fall Membership Meeting will be on September 26 from 7-9 PM with in-person (UC 441) and virtual (Zoom) attendance options. The meeting link will be shared with members by email. If you would like to vote in the meeting, make sure register as a member in good standing via the google form prior to the event.

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What's going on: Events

DISORIENTATION WEEK

SUSTAINING COMMUNITY

DIS-ORIENTATION WEEK 2024

**MONDAY, SEPTEMBER 16-
FRIDAY, SEPTEMBER 20**

Scan for more information!

Dis-ORIENTATION
Guelph

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What's going on: Events

DISORIENTATION WEEK



DIS-ORIENTATION
Guelph

Wednesday,
September
18 3-5PM
Location TBD

Teach-in on Housing and Food Insecurity

Angry about the rising cost of living in
Guelph?

Come learn about the impacts that the
UofG has on housing and food insecurity
for both students and community
members. Help us brainstorm solutions
that will inform the ways that CUPE 3913
and the GSA support our community in
the coming year.

17356



CUPE 3913
Teaching Assistants and Sessional Lecturers at the University of Guelph
30 years of **actually** improving life

CUPE 3913 and the GSA will be co-hosting an event at Disorientation Week! Come to our teach-in on housing and food insecurity to learn about the impacts of UofG's over-enrolment crisis on the Guelph community on Wednesday, Sept 18 from 3-5 PM, location to be determined. Keep an eye on our social media for updates!

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What's going on: Events

TABLING FOR FALL 2024 SEMESTER

TABLING SCHEDULE FOR F24 SEMESTER

OCT
9

All tabling will occur in the University Centre from 10 AM - 2 PM.

NOV
6

Stop by for some free coffee, swag items, and helpful information!

DEC
4



**CUPE
3913**

CUPE 3913 and GSA executives will be tabling in the UC this semester. Come visit us on October 9, November 6, and December 4 for some free coffee, swag items, and helpful information!

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What's going on: Benefits

BENEFITS PROCESSING

With the launch of the new website, we want to address some important information to our members:

- The address remains the same <https://cupe3913.on.ca/>
- Your login is your uoguelph or guelphhumber email address
- Members will be required to change their password during their first login.
- Please update your member profile and add family members if needed

Claims

- To submit a claim,
 - Select “My Account”(top right)
 - From the pulldown menu select the type of claim that you would like to make (i.e. Unit 1 claim, EFAF claim, or Unit 2 claim)
 - Select "New Claim" Enter the claim information, click next
 - On the next page upload your claim documents and click submit.
- We have changed the structure of the benefits plan
 - **Unit 1 members:** the limit of \$300 for vision & \$300 for mental health has changed to \$600 in total for vision/mental health claims and now also includes prescription medications. Members can use the \$600 for any eligible expense and for any amount up to \$600.
 - Mental health claims are now being reimbursed at 100%.
 - **Unit 2 members:** the limit of \$1000 and \$200 for prescriptions has changed to \$1200 for any medical expense currently covered under the benefits program.
- EFAF claims are now being processed through the members portal. We are no longer processing EFAF claims via email.
- EFAF application forms are no longer required.
- **Unit 1 -** please be reminded to ***submit health claims first to their primary insurance provider*** (CanadaLife through the GSA), and be sure to submit an “explanation of benefits” when submitting your claim to CUPE

Please note that we are in the process of determining how benefits will be dispersed according to the new collective agreement, and changes will come into place as of September 2024. Details will be announced soon!

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What's going on: Benefits

REMINDER TO SUBMIT BENEFITS CLAIMS FOR 2023-2024 ACADEMIC YEAR

REMINDER

BENEFITS CLAIMS FOR THE 2023/2024 ACADEMIC YEAR MUST BE SUBMITTED BY SEPTEMBER 15, 2024. THESE CLAIMS CAN COVER EXPENSES THAT FALL BETWEEN SEPTEMBER 1, 2023, AND AUGUST 31, 2024.

Benefits claims for the 2023/2024 academic year must be submitted by **Sept. 15th, 2024**. These claims can cover expenses that fall within your political membership and occur between Sept. 1st, 2023, and Aug. 31st, 2024.

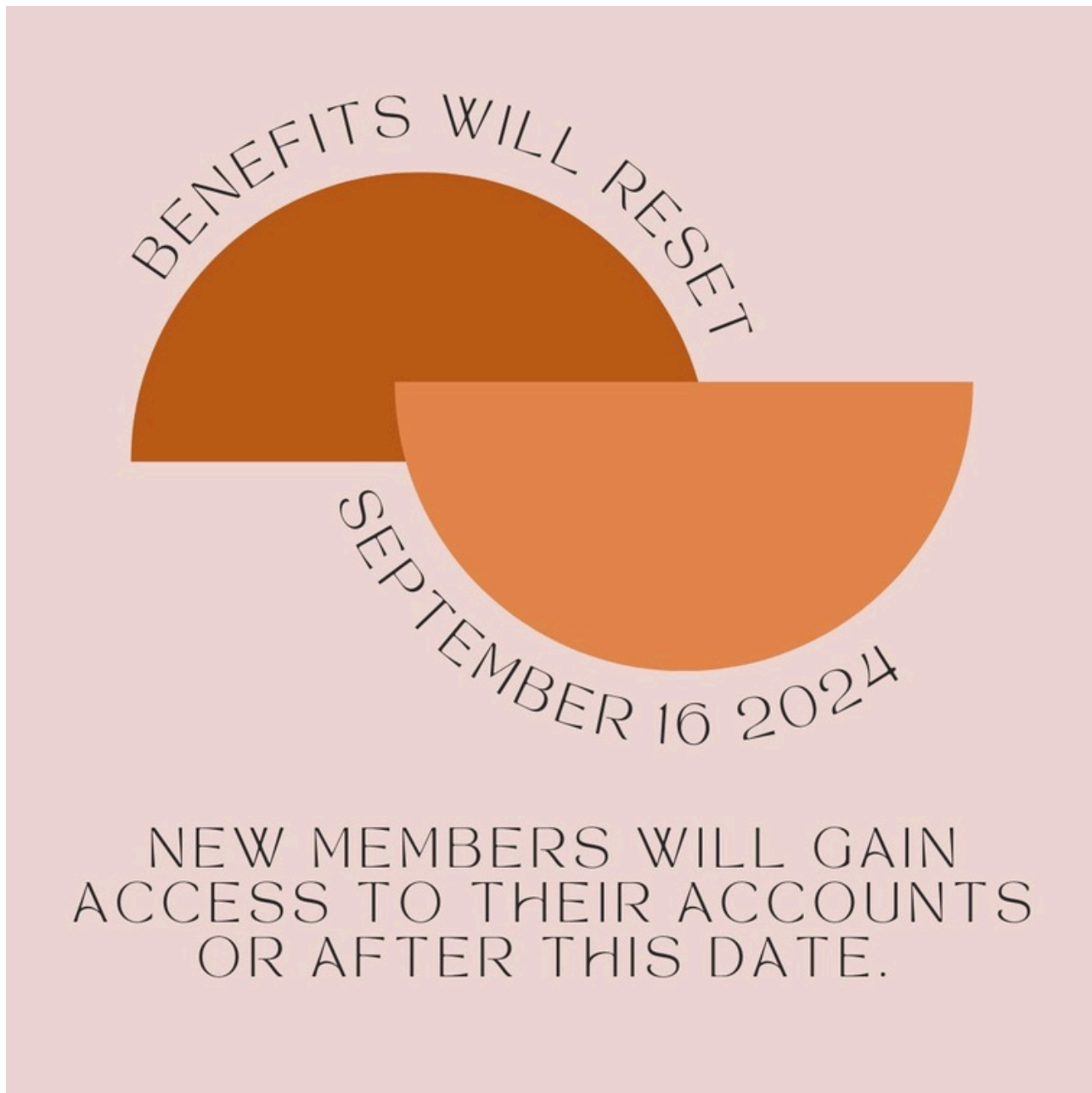
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What's going on: Benefits

BENEFITS BALANCE RESET



Member benefits balances will reset on September 16, 2024. New members will gain access to their CUPE 3913 account on or after this date.

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What's going on: Benefits

DIRECT DEPOSIT THROUGH PAYEDGE



DIRECT DEPOSIT

We are pleased to announce that **the union is now able to offer direct deposit service to our members**. We are using the PayEdge platform to facilitate this new service. We will be onboarding members once their benefit/EFAF claims are approved.

Once your claim is approved, you will receive an **email from PayEdge requesting that you complete your supplier profile** which includes banking information. **This only has to be completed with the first claim** after we go live on the platform. Your payment will be processed in 3-4 business days after your account is activated or claim approved.

If you have any questions please contact Shelly at
adminfinance@cupe3913.on.ca

Reminder to members that we have switched to direct deposit with RBC Payedge for benefit payments. After your claim submission, you will receive an email from RBC payedge with a link requesting your direct deposit information if you have not already done so.

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What's going on: Benefits

PRESCRIPTION COVERAGE FOR UNIT 1 MEMBERS

PRESCRIPTION COVERAGE AVAILABLE FOR UNIT 1 MEMBERS

STARTING FALL 2024 SEMESTER



When submitting expenses, please include the explanation of benefits from Canada Life which indicates the amount they will reimburse you.

We are pleased to announce that starting Fall 2024, Unit 1 members can submit prescription related expenses. When submitting such expenses, include the explanation of benefits from Canada Life which indicates the amount they will reimburse you.

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Learn more about...

APPOINTMENTS FOR SESSIONAL LECTURERS

We often receive questions regarding appointments to positions involving open competitions for sessional lecturers. This information is general and does not specifically speak to appointments for TAs or positions that hold **Right of First Refusal (RoFR)**.

Please refer to Appendix F of our Unit 2 collective agreement to see how competing RoFR's are decided upon. When there is an open competition for a sessional lecturer position and two or more candidates apply and the qualifications are demonstrably equal, then the most senior candidate should receive the appointment.

As per Article 11 of our collective agreement, before the hiring, a selection committee must establish a **rubric for evaluating applicants' application**. The rubric will be specific for the position and could include things like education, publications, previous teaching experience in the area, other work experience, seniority points, etc.

One candidate may have strengths in one area while another candidate has strengths in a different area. On the rubric, the areas would be scored for each applicant. If two candidates are relatively equal, then the most senior candidate should receive the offer. If a lower senior candidate is demonstrably more qualified, as per the rubric, then the lower senior candidate would receive the job offer.

If you believe you should have received an offer but did not, feel free to reach out to our **Labour Relations Coordinator**, Jeff at labourrelations@cupe3913.on.ca.

We can discuss your specific concern and we can contact the University for more information around that specific hiring decision. It is worth questioning if you have questions regarding hiring.

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Understanding CUPE 3913's Health Benefits

Grad students have benefits through the GSA; as workers, Units 1 and 2 are entitled to *additional benefits** offered by CUPE 3913:

- Supplemental health benefits cover the academic year (Sept 1-Aug 31); claims must be submitted by Sept 15
- Members are entitled to benefits for up to 1 year following their last work assignment
- Must use GSA benefits before you access your CUPE benefits
- Claims can be made through our website
 - FAQs re: how to submit a claim online + more info on benefits are also available on our site
 - Questions? benefits@cupe3913.on.ca

UNIT 1 (TAs and GSA-1s):

- \$600 total for vision, prescription, and mental health claims

UNIT 2 (Sessional Lecturers):

- Any expense under the Income Tax Act 118.2(2) up to \$1200, including
 - Dental
 - Prescription drugs
 - Vision care
 - Physiotherapy
 - Massage therapy
 - Chiropractic
- Prescription drugs

EXPERIENCING DIFFICULTIES IN YOUR ROLE AS A WORKER? WE CAN HELP

Our Labor relations Coordinator is here to advise you

Reach out to Jeffrey Cornelissen
labourrelations@cupe3913.on.ca to discuss the
issue and get insights into possible solutions.

Some things to know about resolving work issues

The earlier you contact us, the better

If an issue has arisen, contact us as soon as possible with the pertinent details so that we can offer you guidance on how to proceed.

You are in charge of all decisions

There are many ways a work issue can be resolved; we can lay out your options so that you can make an informed decision that works best for you. However, only *you* will decide what will happen.

EXPERIENCING DIFFICULTIES IN YOUR ROLE AS A WORKER? WE CAN HELP

One option is an informal resolution

The Union can bring the issue to the Office of Faculty and Academic Staff Relations (FASR) in the hopes that it will be addressed appropriately. We will discuss with you how we will present the problem to FASR to ensure your comfort. Note that we are able to settle the vast majority of issues through this route.

Another option is to file a grievance

If the matter is more serious or is not resolved appropriately through the informal route, we can file a formal grievance (though only if this is a route that you choose).

What is a grievance?

A grievance is a complaint put forth by the Union articulating that the employer has acted (or failed to act) in a way that violates the Collective Agreement. A grievance by the Union on behalf of the member.

Find more information about grievances and the grievance process on our website [here](#).

HAVING MONEY PROBLEMS?



Apply for the Emergency Financial Assistance Fund (EFAF)

Unit 1 members (TAs) experiencing financial hardships may apply for up to \$500 in financial assistance per academic year. To be eligible, you must have had a work assignment within the past year

How do I apply?

- Visit our website at cupe3913.on.ca, login, and under the “my account” tab you can submit an EFAF Claim



Take advantage of CUPE 3913's discounts

Car and home insurance

CUPE members receive a discount at Economical Insurance AND can win 1 of 36 cash prizes of \$5,000 when you call for a quote.

www.nationalbrokers.com or call 905-597-3390

Discounts on Ford and Lincoln vehicles

CUPE members are part of the Partner Recognition X-Plan Vehicle Pricing Program that gives you special pricing on many makes and models.

www.fordpartner.com



STUDENT RESOURCES

The following services are available to students. Virtual, phone and in-person appointments available as guidelines allow.

Student Wellness Services:

*All located in the J.T. Powell Building, on the first floor. 8:30am – 4:30pm (check online for individual services and hours)

Health Services – x52131

- Drop-In Clinic as well as booked appointments with doctors

Counselling Services – x53244

- Drop-in Counselling. Fall/Winter Mon to Fri: 1pm-3:30pm

Wellness Education & Promotion Centre – x53327

- Email to discuss training options and to book a training mentalhealth.training@uoguelph.ca

Student Support Network

- Peer-to-peer support. Fall/Winter Mon-Fri: 12pm-10pm wellness.uoguelph.ca/ssn

Accessibility Services – x56208

- Students requiring academic accommodations because of a disability (temporary or permanent)

*Current information on Student Wellness Services' hours and locations: wellness.uoguelph.ca

OTHER RESOURCES

Mental Health Training
morefeetontheground.ca

Feeling Better Now
feelingbetternow.com/uoguelph

AVAILABLE AT ALL TIMES

Campus Community Police

Trent Building on Campus
x2000 or 519-840-5000; uoguelph.ca/police

Here 24/7 Crisis Line (Guelph or K-W)

1-844-437-3247 or
CMHA Crisis Line (Ontario) 1-833-456-4566

Text Crisis Line

Text UOFG to 686868

Good2Talk Crisis Line

1-86-925-5454

SEXUAL VIOLENCE RESOURCES

Sexual Violence Support Services on Campus (Non-Urgent)

x53020, Mon. to Fri.: 8:30am – 4:30pm
svinfo@uoguelph.ca

Women In Crisis - 1-800-265-7233

24-Hour Crisis Support for Sexual or Domestic Violence. All genders welcome.

Guelph General Hospital Care and Treatment Centre for Sexual and Domestic Violence

153 Delhi Street, 519-837-6440 x2728
or call x2210 After Hours

Sexual Violence Support & Information

wellness.uoguelph.ca/sexual-violence-support

STAFF RESOURCES

Employee & Family Assistance Program (EFAP)

The EFAP is available to eligible employees and their immediate family members in need of confidential, professional counselling for personal, family, relationship, and wellness issues.

Access at any time: 1-800-663-1142 or contact the Manager of Occupational Health and Wellness at x5213

EXECUTIVE COMMITTEE AND STAFF CONTACT

Executive

President

Scott Duchesne

Vice-President Internal

Kathleen Nolan

Vice-President External

Kimber Munford

Unit 1 Steward

Michael Yu

Unit 2 Steward

Evren Altinkas

Finance Officer

Angelica Nascimento de
Oliveira

Grievance Officer

Alexis Fabricius

Health & Safety Officer

Ahmed Mahmood

Equity Officer

Shruti Nadkarni

Staff

Labour Relations
Coordinator

Jeff Cornelissen

Admin & Finance
Coordinator

Shelly Sarkisian