

CUPE 3913

Teaching Assistants and Sessional Lecturers at the University of Guelph

30 years of **actually** improving life



NEWSLETTER JANUARY 2025

FEATURED TOPICS

What's going on?

- **Announcements:**

- Happy new year!
- Upcoming elections in W25
- We are looking for college and department stewards!
- Winter 2025 payroll preparedness
- Petition to Reinstate Payroll Deduction
- Library supports available

- **Events:**

- Winter Membership Meeting: January 30th, 2025, 7-9 PM

- **Reminders**

- RBC PayEdge
- Please provide an alternative email address in our members portal
- Track your hours!
- Become a member in good standing (MGS)

Learn more about...

- **Appointments for Sessional Lecturers**
- **Benefits:** know your benefits and claim up to \$600/\$1300 (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: Announcements

HAPPY NEW YEAR!



Happy new year to all our members. Your executive committee is excited to begin another year of advocacy to actually improve life at the University of Guelph. Keep reading for some exciting opportunities to get involved with the union this year!

CUPE3913.ON.CA

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What's going on: Announcements

UPCOMING ELECTIONS IN WINTER 2025



CUPE 3913 W25 Election



**Are you interested in getting involved with the union?
Consider running in the W25 elections!**

Please note that members must be in good standing to run or vote in elections!

Important dates

Nomination period: Jan 30-Feb 6

Campaign period begins: Feb 7

Campaign Statements: Due Feb 20

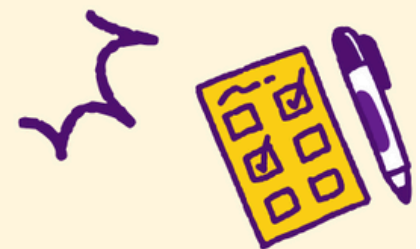
Campaign period ends: March 7

Voting period: March 10-24

Results announced: March 27 at spring membership meeting



**More information will
be available at our
Winter Membership
Meeting on Jan 30!**



CUPE 3913 will be holding elections in the Winter 2025 semester. Please see above for important dates and information. To vote, members must be in good standing (see page 12). The election, including available positions, will be discussed at the Winter Membership Meeting on Jan 30 (see page 8).

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What's going on: Announcements

WE ARE LOOKING FOR

COLLEGE & DEPARTMENT STEWARDS!

We are looking for people who are able to work with a team and are passionate about making UofG a better place for TAs and Sessionals.

AVAILABLE POSITIONS LISTED BELOW!

These positions come with semesterly honoraria of \$100 for department stewards and \$200 for college stewards. The time commitment is a few hours per month.



COLLEGE OF BIOLOGICAL SCIENCE:

Department of Integrative Biology
Department of Molecular and Cellular Biology

COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES:

CEPS College Steward
Department of Chemistry
School of Computer Science
Department of Mathematics and Statistics
Department of Physics
School of Engineering

ONTARIO AGRICULTURAL COLLEGE

OAC College Steward
Department of Food Agricultural Resource Economics
Department of Animal Science
School of Environmental Sciences
Department of Food Science
Department of Plant Agriculture
School of Environmental Design and Rural Development

IF YOU ARE INTERESTED, PLEASE CONTACT:

president@cupe3913.on.ca

COLLEGE OF ARTS:

Department of History
Department of Philosophy
School of English and Theatre Studies
School of Fine Art and Music
School of Languages and Literatures

LANG SCHOOL OF BUSINESS:

Department of Economics/Finance
Department of Hospitality & Tourism
Executive Programs

ONTARIO VETERINARY COLLEGE

OVC College Steward
Department of Clinical Studies
Department of Pathobiology
Department of Population Medicine

UNIVERSITY OF GUELPH-HUMBER

Business
Early Childhood Studies
Family and Community Social Services
Justice Studies
Kinesiology
Media Studies
Psychology

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What's going on: Announcements

WINTER 2025 PAYROLL PREPAREDNESS

- *Please note that this statement comes directly from HR at UofG.*
- *We are distributing this information because we lack confidence in UofG to distribute this information in a timely and equitable manner.*






Statement from UofG HR

“HR has been working on a support model for the new HR systems that has been informed by feedback from across campus. The goal is to ensure that end-user teams are well-equipped and supported to manage the high volume of appointments effectively with a focus on balancing workload, reducing stress, and improving the user experience. Here are the specific ways support will be provided. To improve support for ALL end-users of Gryphons at Work (HRMS), HR is implementing improvements to their support framework, including:

- A redesigned and simplified Gryphons at Work Knowledge Site (GAWKS), which will continue to be the first point of support for all end users
- Enhanced training and education workshops on key topics related to position management and appointment entry
- Improved and easier-to-access user guides and documents
- More timely and transparent communication about system updates, process clarifications, and known issues”

Gryphons At Work (HRMS) Support Model for the Winter Term

Specific to Colleges, Athletics, Ridgetown Campus & the Library ————— *For ALL System Users* —————

 Dedicated HR Support Team <ul style="list-style-type: none">❑ Every College has been assigned a team of HR support staff to provide in-the-moment support❑ Users will be able to contact their HR Support Team through a dedicated MS Teams channel❑ <i>Duration: 8-weeks (Dec-Jan)</i>	 Workflow Specific Workshops <ul style="list-style-type: none">❑ Appointment Entry❑ CUPE3913 Appointment Entry for TAs and Sessionals❑ GRA Appointment Entry❑ Position Management and Budget	 By-Request Training <ul style="list-style-type: none">❑ HR will provide topic-specific training and education at the request of College AOs and / or ADFO, based on the need of the College or Department	 Improved Communications <ul style="list-style-type: none">❑ More timely and regular updates to the community on training, education, enhancements and supports❑ Email communication as well as updated documents posted to the Gryphons At Work Knowledge Site for reference	 Enhanced GAW Knowledge Site <ul style="list-style-type: none">❑ Our Gryphons at Work Knowledge Site has been redesigned and simplified to provide easier navigation, faster answers, and better information
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What's going on: Announcements

PETITION TO REINSTATE PAYROLL DEDUCTION

CUPE 3913

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Support graduate students!

Sign CUPE 3913's petition calling on the University of Guelph to **reinstate the payroll deduction option for tuition payments.**



Sign here!

<https://forms.gle/z5gvwtdX6tPhXVCn6>

Please sign CUPE 3913's petition calling on the University of Guelph administration to reinstate payroll deduction as a method of tuition payment. You can find the petition here:

<https://forms.gle/SWHUn7qvdlgC1rjyv6>

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What's going on: Announcements

LIBRARY SUPPORTS AVAILABLE

Welcome to the Winter 2025 semester! Writing & Learning Services in the McLaughlin Library provides FREE consultations, workshops, and programs for all scholars (staff, faculty, and students) at all levels. Please share this information widely, with your colleagues and your students!

CONSULTATIONS [ONLINE AND IN-PERSON]



TIME MANAGEMENT, STUDY STRATEGIES, and PRESENTATIONS

- Book a Learning Appointment (starting January 13, 2025)
- Includes support for managing projects, reducing procrastination, practicing presentations, managing heavy reading loads, preparing for qualifying exams, plus online resources

ENGLISH LANGUAGE ACADEMIC SUPPORT (EAL)

- Book an EAL Appointment (starting January 20, 2025)
- Includes English Language Support for writing, reading, speaking, listening and intercultural communication for registered University of Guelph students, visiting or postdoctoral scholars, staff, or faculty members

WRITING

- Book a Writing Appointment (starting January 20, 2025)
- Includes support for all stages of academic writing, such as mapping out research projects, getting started and revising drafts, organizing your thesis or book chapters, creating writing plans for projects and sabbaticals, plus online writing guides, templates, and videos

Workshops

For more information on our workshops, visit the Library Events Calendar.

QUESTIONS?

For more information, please reach out to writing@uoguelph.ca (for EAL and Writing) and learning@uoguelph.ca (for time management, study strategies, and presentations).

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What's going on: Events

W25 MEMBERSHIP MEETING

A winter-themed poster for a membership meeting. The background is a dark blue night sky with falling snow and a forest of evergreen trees. The text is centered and reads: "Winter 2025" in a white cursive font, "MEMBERSHIP MEETING" in a large white serif font, "January 30th, 2025" and "7-9 PM" in a white sans-serif font, "In person: UC 441" and "Remote:" in a white sans-serif font, and the Zoom link "https://us02web.zoom.us/j/88346908595" in a white sans-serif font. A QR code is located in the bottom left corner. In the bottom right corner, there is a white rounded rectangle containing the CUPE 3913 logo and tagline: "CUPE 3913 Teaching Assistants and Sessional Lecturers at the University of Guelph 30 years of actually improving life".

Winter 2025

MEMBERSHIP MEETING

January 30th, 2025
7-9 PM

In person: UC 441
Remote:

<https://us02web.zoom.us/j/88346908595>



CUPE 3913
Teaching Assistants and Sessional Lecturers at the University of Guelph
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The Winter 2025 membership meeting will be held on **January 30th, 2025, from 7-9 PM**. Discussion will focus on the upcoming elections. The meeting will be hybrid, with the in-person meeting in UC 441. Zoom link: <https://us02web.zoom.us/j/88346908595>

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What's going on: Reminders

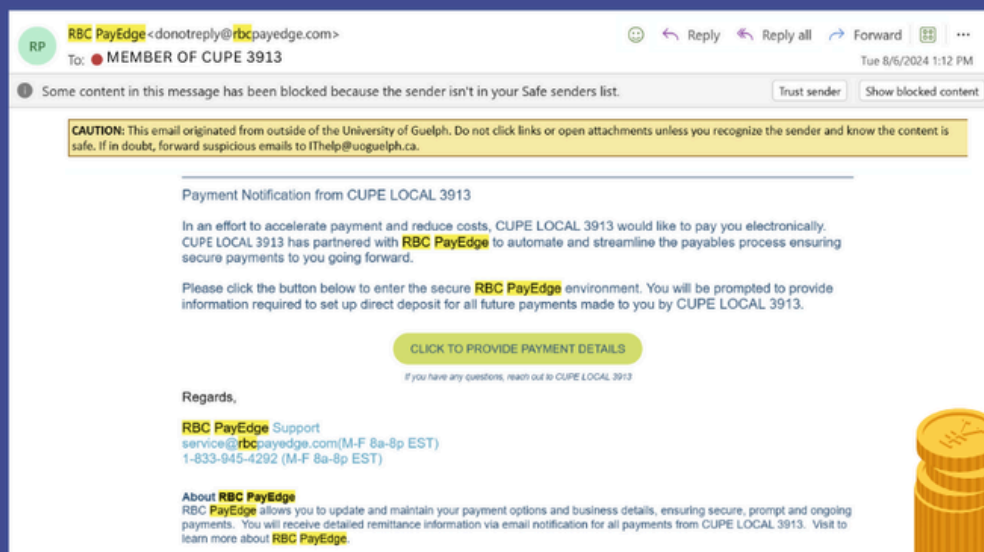
RBC PAYEDGE

RBC PAYEDGE

CUPE 3913 manages direct deposit through RBC PayEdge. If you file a claim with us, you will receive an email like the one below.

This email is legitimate. You are required to click the link in order to input your information to receive your payment.

We have heard from many members inquiring about the legitimacy of these emails, so we are putting out this statement to advise all members that these emails are indeed coming from us.



We would like to remind members that as of Fall 2024, CUPE 3913 is now paying out benefits claims through direct deposit. To register, you need to input your information to RBC PayEdge when prompted. If you receive the above email, **it is legitimate.**

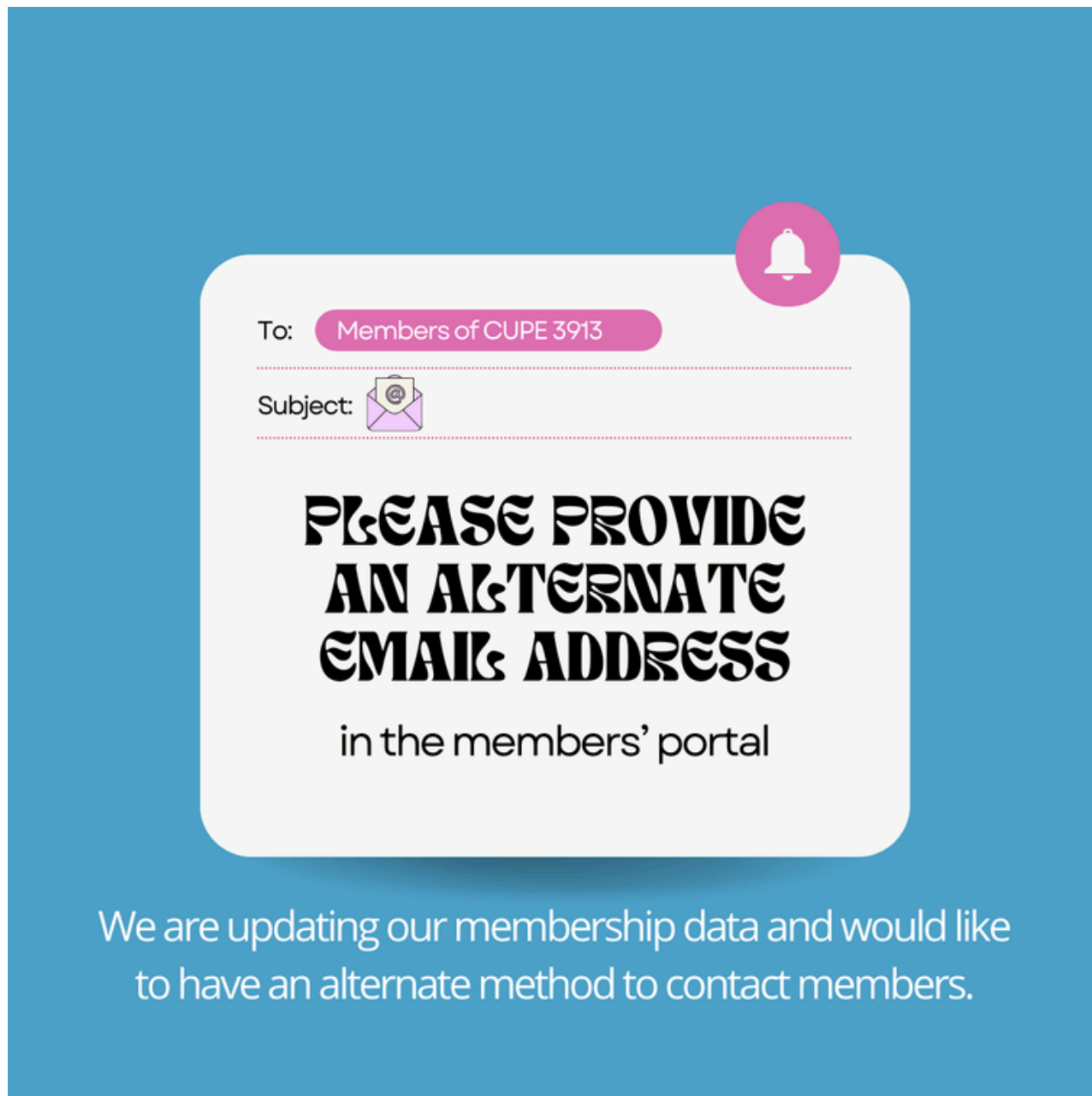
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What's going on: Reminders

PLEASE PROVIDE AN ALTERNATE EMAIL ADDRESS IN OUR MEMBERS' PORTAL!



We are asking members to provide an alternate, **non-UofG email address** in our members portal so that we can continue to contact you in case we lose access to UofG's system. Please input alternate email addresses in your account at cupe3913.on.ca. Thanks!

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What's going on: Reminders

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: Reminders

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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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 \$1300, 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?



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.

Partner code: 1E716

www.fordpartner.com

What about the Financial Assistance Fund (FAF)?

Formerly, Unit 1 members (TAs) experiencing financial hardships could apply for up to \$500 in financial assistance per academic year. Unfortunately, due to the University's failure to pay members in a timely manner in the F24 semester, the FAF has been exhausted for the duration of the academic year. CUPE 3913 has filed a grievance with the university to recoup some of this money, but unfortunately this is a time-consuming process, and we don't expect this fund to be available again until September 2025. Discussions are ongoing with the university to resolve this issue.



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