

# CUPE 3913

Teaching Assistants and Sessional Lecturers at the University of Guelph

30 years of **actually** improving life

## NEWSLETTER

DECEMBER 2025

### FEATURED TOPICS

#### What's going on?

- **Announcements:**

- Statement on Pay Issues
- Union Closed: December 12 - January 5
- We are looking for college and department stewards
- Poverty Reduction Strategy Survey
- YDGF's Holiday Market Donation Call-Out

- **Reminders**

- Reminder to Unit 1 Members
- Hiring questions?
- 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

## STATEMENT ON PAY ISSUES

CUPE 3913 members continue to experience overpayment and other issues with their university pay in the Fall 2025 semester, and your union continues to work to address them.

CUPE 3913 would like to emphasize that these are management issues, and not union issues. CUPE 3913 has had conversations with Human Resources (HR) at the University of Guelph, emphasizing communication, flexibility, and transparency with members in these matters. Recent emails with members shared with you have shown that HR is listening. They are apologizing and offering reasonable payment options.

CUPE 3913 calls for the university to resolve this issue as soon as possible, and we have been assured that steps are being taken to do so.

If you believe that the university has not communicated with you transparently and have not offered reasonable payment options, please contact Scott Duchesne at [president@cupe3913.on.ca](mailto:president@cupe3913.on.ca) with details about your situation, and we will contact HR with your case.



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# What's going on: Announcements

## UNION CLOSED: DECEMBER 12- JANUARY 5

The Union will be closed for the winter break from **December 12 - January 5**. CUPE 3913 Executives and staff will respond to any emails received during this time, after they are back in office.



## HAPPY HOLIDAYS



This time of year offers an opportunity to pause, rest, and reconnect — whether that is with family, friends, chosen family, or simply with yourself. We recognize and respect the many traditions, cultures, and observances represented within our membership, and we hope this season brings you moments of peace, reflection, and renewal in whatever ways are most meaningful to you.

Wishing you a safe, restful, and refreshing holiday season, and a strong start to the year ahead.

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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.



#### ONTARIO VETERINARY COLLEGE

##### OVC College Steward

Department of Biomedical Sciences  
Department of Clinical Studies  
Department of Pathobiology  
Department of Population Medicine

#### LANG SCHOOL OF BUSINESS:

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

#### COLLEGE OF SOCIAL AND APPLIED HUMAN SCIENCES

Geography  
Political Science  
Sociology and Anthropology  
Collaborative International Development  
Studies

#### UNIVERSITY OF GUELPH-HUMBER:

Early Childhood Studies  
Family and Community Social Services  
Justice Studies  
Liberal Studies  
Psychology

#### ONTARIO AGRICULTURAL COLLEGE

Food Agricultural Resource Economics  
Food Science  
Animal Science  
School of Environmental Design and Rural  
Development

#### COLLEGE OF ENGINEERING:

Civil, Environmental, and Water Resources  
Engineering  
Electrical and Computer Engineering  
Interdisciplinary Engineering  
Mechanical Engineering

#### COLLEGE OF COMPUTATIONAL, MATHEMATICAL, AND PHYSICAL SCIENCES:

Department of Chemistry  
School of Computer Science  
Department of Mathematics and Statistics  
Department of Physics

IF YOU ARE INTERESTED, PLEASE CONTACT: [president@cupe3913.on.ca](mailto:president@cupe3913.on.ca)

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# What's going on: Announcements

## POVERTY REDUCTION STRATEGY SURVEY

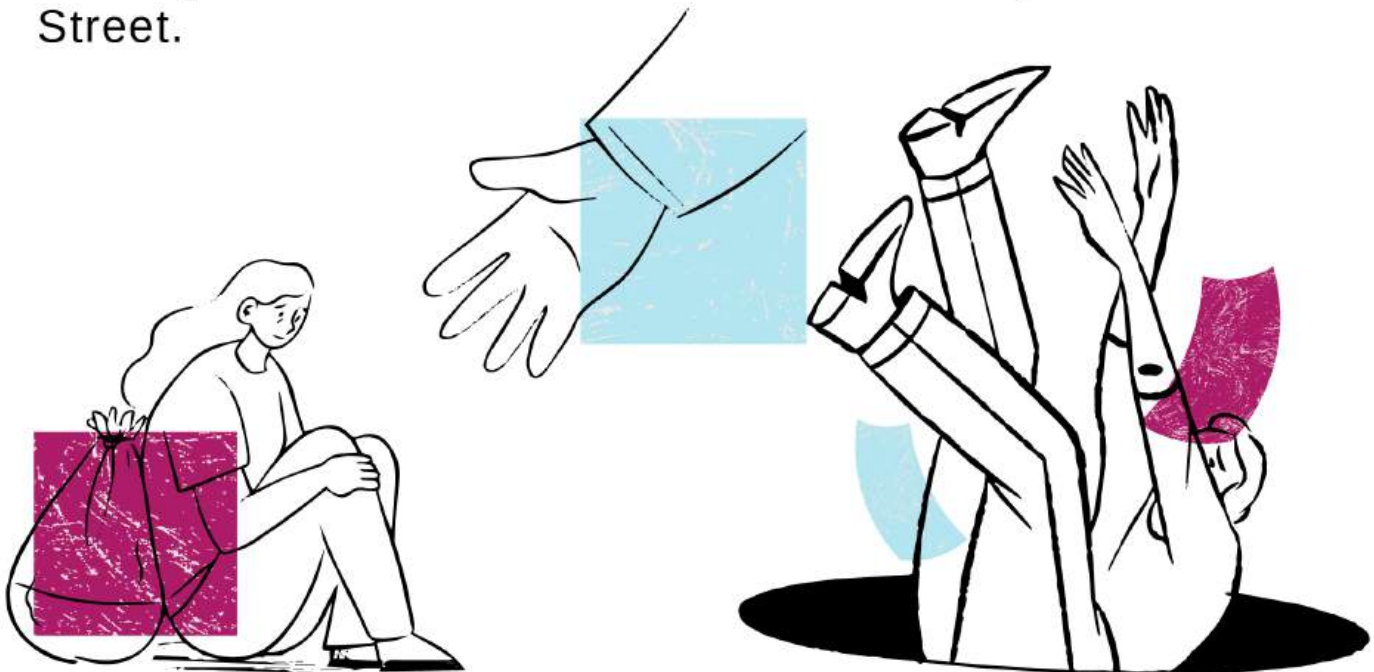
The Government of Ontario is conducting public engagement on its Poverty Reduction Strategy.

The MPP for Guelph, Mike Schreiner, wants to hear from local stakeholders. You can find the survey links at <https://www.ontario.ca/page/consultation-poverty-reduction-strategy> to share your voice. There are separate survey links to hear from:

- individuals
- non-profits, governments, Indigenous or public sector entities
- employers or industry associations

People can also send written submissions, audio recordings or photos.

Paper copies of the surveys are available at the Guelph Wellington Coalition for Social Justice Office, 173 Woolwich Street.



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# What's going on: Announcements

## YDGF'S HOLIDAY MARKET DONATION CALL-OUT

Your Downtown Guelph Friends is hosting their 7<sup>th</sup> annual holiday market and is looking for donations of gift-able items. If you have something you would like to donate, please do so before December 21.

## YDGF'S HOLIDAY MARKET DONATION CALL-OUT



### THE FOLLOWING GIFTABLE ITEMS ARE NEEDED:

TIM HORTONS GIFT CARDS IN AMOUNTS \$5 AND \$10  
CHILDREN'S TOYS IN NEW OR LIKE-NEW CONDITION  
GIFTS FOR MASCULINE-PRESENTING FOLKS (OFTEN OVERLOOKED)  
GIFTS FOR FEMME-PRESENTING PEOPLE  
CARDS, GIFT BAGS & GIFT WRAP

**WE WOULD LIKE TO START COLLECTING  
THESE ITEMS THE WEEK OF NOVEMBER 3RD  
DM US FOR A DONATION PICKUP TIME**

Contact info below for donation pick-up or drop-off, or any questions  
Facebook: Your Downtown Guelph Friends  
Email: [sarahbayliss714@gmail.com](mailto:sarahbayliss714@gmail.com)

**CUPE 3913**  
Teaching Assistants and Sessional Lecturers at the University of Guelph

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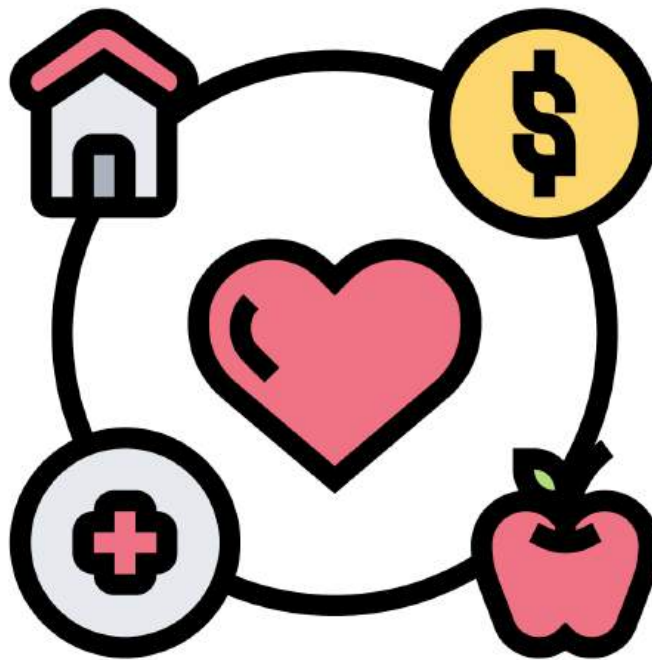
# What's going on: Reminders

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## REMINDER TO UNIT 1 MEMBERS RE: BENEFITS

Are you a Unit 1 member planning to submit a claim for health benefits? If so, please read this important reminder.

**Unit 1 members need to first submit their claims to their primary insurance provider (which is usually the GSA benefits plan).**



Once assessed they can **then make a claim with CUPE** for the uncovered amount.

**The Explanation of Benefits needs to be submitted along with their claim documents.**

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# What's going on: Reminders

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## HIRING QUESTIONS?

DO YOU HAVE QUESTIONS ABOUT HIRING?

Do you feel like the **hiring policies weren't followed**, or someone with **less experience** or **who didn't meet the qualifications** was **hired over you?**

**Hiring questions are time sensitive and must be dealt with ASAP!**

Please contact our labour relations coordinator, Jeff, to ask questions.

**DO NOT WAIT!**

You can reach Jeff at  
[labourrelations@cupe3913.on.ca](mailto:labourrelations@cupe3913.on.ca)

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# What's going on: Reminders

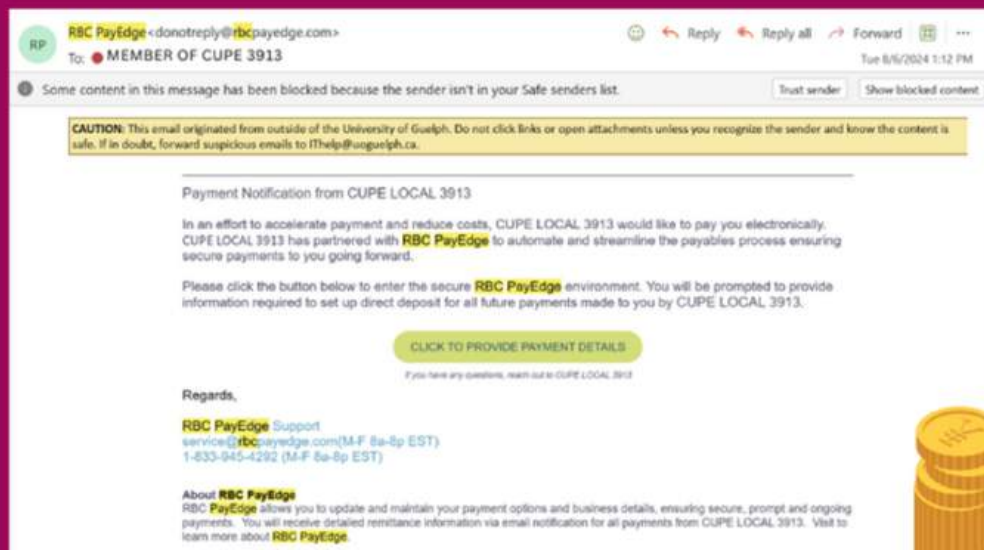
## RBC PAYEDGE

### 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.**

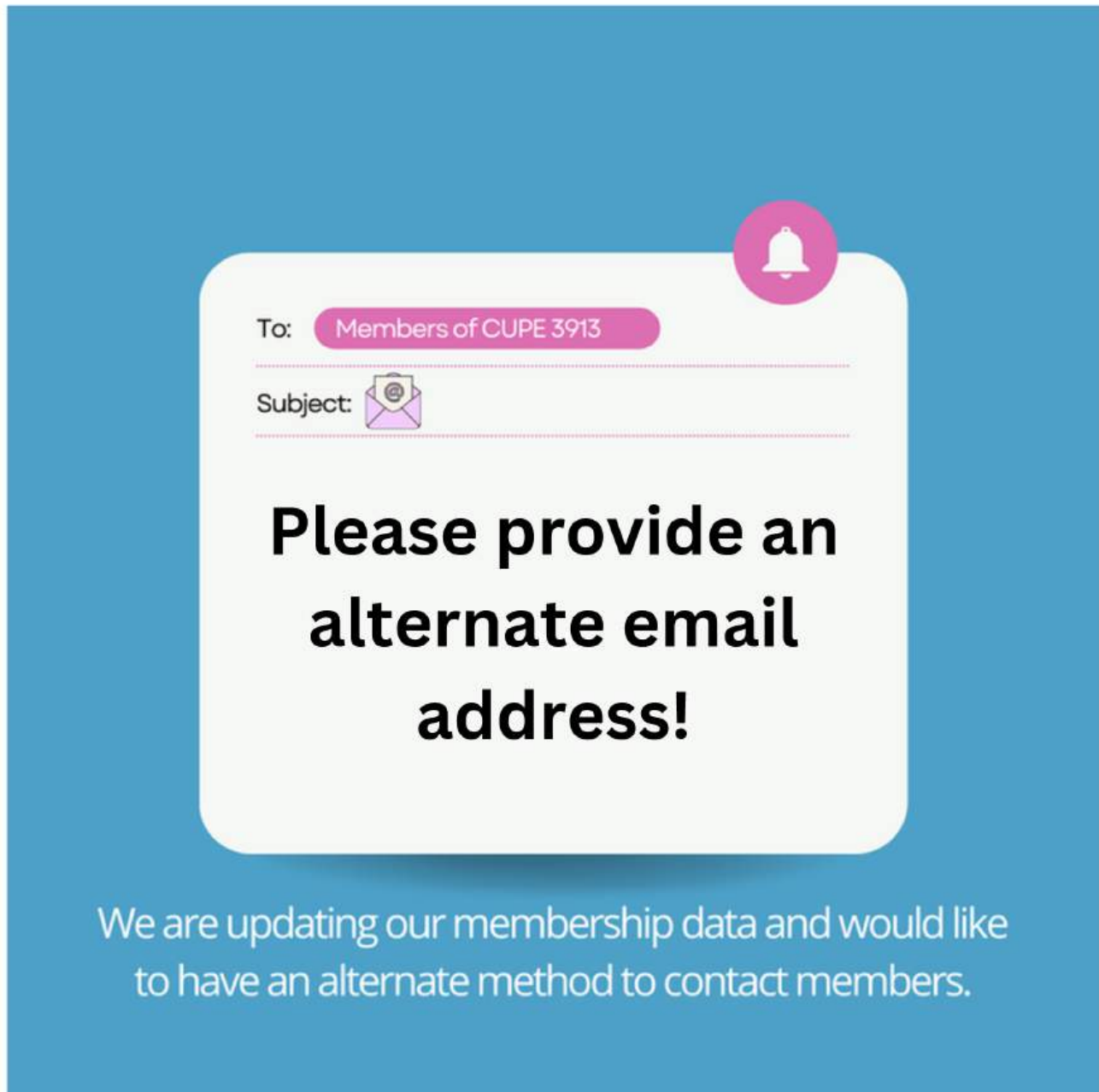
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# What's going on: Reminders —

**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](https://cupe3913.on.ca). Thanks!

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# What's going on: Reminders

## TRACK YOUR HOURS!

reminders!



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 2025 semester to prevent over-work. Please visit [cupe3913.on.ca/Members/New-Members/Hours-Tracking](https://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

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## 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](mailto: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](mailto:benefits@cupe3913.on.ca)

## UNIT 1 (TAs and GSA-1s):      UNIT 2 (Sessional Lecturers):

- \$600 total for vision, prescription, and mental health claims
- 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](mailto:labourrelations@cupe3913.on.ca) to discuss the  
issue and get insights into possible solutions.

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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](http://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](http://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.

# HAVING MONEY PROBLEMS?



## Take advantage of CUPE 3913's discounts

### Discounts on Online Psychotherapy Services

Offered by Dr. Ana Bahamonde, Psy.D., in both Spanish and English. Dr. Bahamonde is registered with the College of Registered Psychotherapists of Ontario (CRPO) and provides individual therapy using a client-centered, goal-oriented approach.

Additional information on therapy types, resources, Dr. Bahamonde's professional background, and therapeutic approach can be found at <https://br2heal.ca/>. Services also include **coaching, career counselling, and clinical supervision for psychotherapists** — offerings that may be of particular interest to CUPE members.

CUPE members are eligible for a 15% discount on their first three sessions by indicating the coupon BR2HEAL-CUPE3913 during the initial assessment or first session.

If you have any questions, contact Dr. Bahamonde directly at [br2heal.ca@gmail.com](mailto:br2heal.ca@gmail.com) or (647) 629 1751.



## 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](mailto:mentalhealth.training@uoguelph.ca)

#### Student Support Network

- Peer-to-peer support. Fall/Winter Mon-Fri: 12pm-10pm [wellness.uoguelph.ca/ssn](http://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](http://wellness.uoguelph.ca)

## OTHER RESOURCES

**Mental Health Training**  
[morefeetontheground.ca](http://morefeetontheground.ca)

**Feeling Better Now**  
[feelingbetternow.com/uoguelph](http://feelingbetternow.com/uoguelph)

## AVAILABLE AT ALL TIMES

**Campus Community Police**  
Trent Building on Campus  
x2000 or 519-840-5000; [uoguelph.ca/police](http://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](mailto: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](http://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



## Support Resources for Graduate Students

The University of Guelph Graduate Student Association has partnered with several new service providers and wellness partners to host wellness events and workshops:

<https://gsaguelph.ca/wellness-events-and-workshops/>

**Tonia of Time + Space Solutions** specializes in life, career, and ADHD coaching. She runs large group sessions and small support groups. If you are looking for ongoing support, you can sign up for small support groups that hold up to 6 students. If you attended the last session on Aug 14th you can register for a one-time support group to follow up on the topics covered to help you integrate what you learned.

**Tara and Melissa of MintOT** are occupational therapists, supporting graduate students in functioning and thriving. They also run small support groups and large group sessions.

To learn more, or sign up for a workshop, visit the GSA's wellness events and workshops page.



# EXECUTIVE COMMITTEE AND STAFF CONTACT

## Executive

President

Scott Duchesne

Vice-President Internal

Amanda Wuth

Vice-President External

Grace Goderre

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