

CUPE 3913

Teaching Assistants and Sessional Lecturers at the University of Guelph

30 years of **actually** improving life

NEWSLETTER AUGUST 2026

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What's going on: Announcements

UNION CLOSURE: AUGUST 21 - SEPTEMBER 7

Our office will be closed from August 21 to September 7, with regular services resuming on September 8. Emails sent to the Executive team during this period will be responded to after services resume.

To help avoid delays, please submit any benefit claims at least two weeks before August 21 to allow sufficient time for processing ahead of the closure. Claims submitted too close to the closure period, or during the closure, will experience delays in being processed. We understand that delayed reimbursements can be challenging, so we encourage members to submit claims as early as possible.

Thank you for your understanding, and we hope you enjoy the remainder of your summer!



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What's going on: Announcements

GDLC LABOUR DAY EVENT

Join CUPE 3913 at the 129th Annual Labour Day Picnic! Celebrate Labour Day with fellow union members, families, and the wider labour community at the 129th Annual Labour Day Picnic, hosted by the Guelph and District Labour Council!



**GUELPH AND DISTRICT LABOUR COUNCIL
INVITES YOU TO THE 129TH**

LABOUR DAY PICNIC



11AM-2PM

**SEPT, 7TH,
2026**

RIVERSIDE PARK UNDER THE LARGE RED PAVILLION

709 Woolwich St, Guelph

- LIVE MUSIC
- FREE KIDS ACTIVITIES
- FREE FOOD WHILE IT LASTS

We'll be there enjoying an afternoon of community, solidarity, and celebration—and we'd love to see you there! Labour Day is an opportunity to recognize the collective efforts of workers and the achievements won through solidarity. Whether you're a long-time member or new to CUPE 3913, this is a great chance to connect with your union and celebrate the strength of our labour community.

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What's going on: Announcements

GDLC CALL FOR ARTISTS

MORE THAN / ART CALL FOR ARTISTS

WINNING SUBMISSIONS WILL HAVE THEIR
ART SHOWCASED DURING OUR CHARITY ART
AUCTION IN SUPPORT OF ROYAL CITY MISSION'S
COMMUNITY DAYTIME SHELTER ON OCTOBER 17TH

- IF SOLD, 100% OF YOUR SET RESERVE PRICE GOES TO YOU.
- AUCTION PROCEEDS ABOVE THE RESERVE SUPPORT THE WORK OF RCM
- ACCEPTING ORIGINAL ART AND SKETCHES OF A LARGER PIECE.

DEADLINE TO SUBMIT IS OCTOBER 1, 2026

FOR MORE INFORMATION OR TO SUBMIT YOUR ARTWORK, PLEASE VISIT:

ROYALCITYMISSION.CA/MORETHANART

OR CONTACT NICOLE AT GDLABOURCOUNCIL@GMAIL.COM



ROYAL CITY
MISSION



MORE
THAN > MEALS



Royal City Mission is looking for submissions of traditional visual art, pottery, or donations of musician time. If you have a visual or performing art you want to donate but aren't sure if it is what they are looking for, please reach out. They are also looking for a musician to play during the auction (honorarium available).

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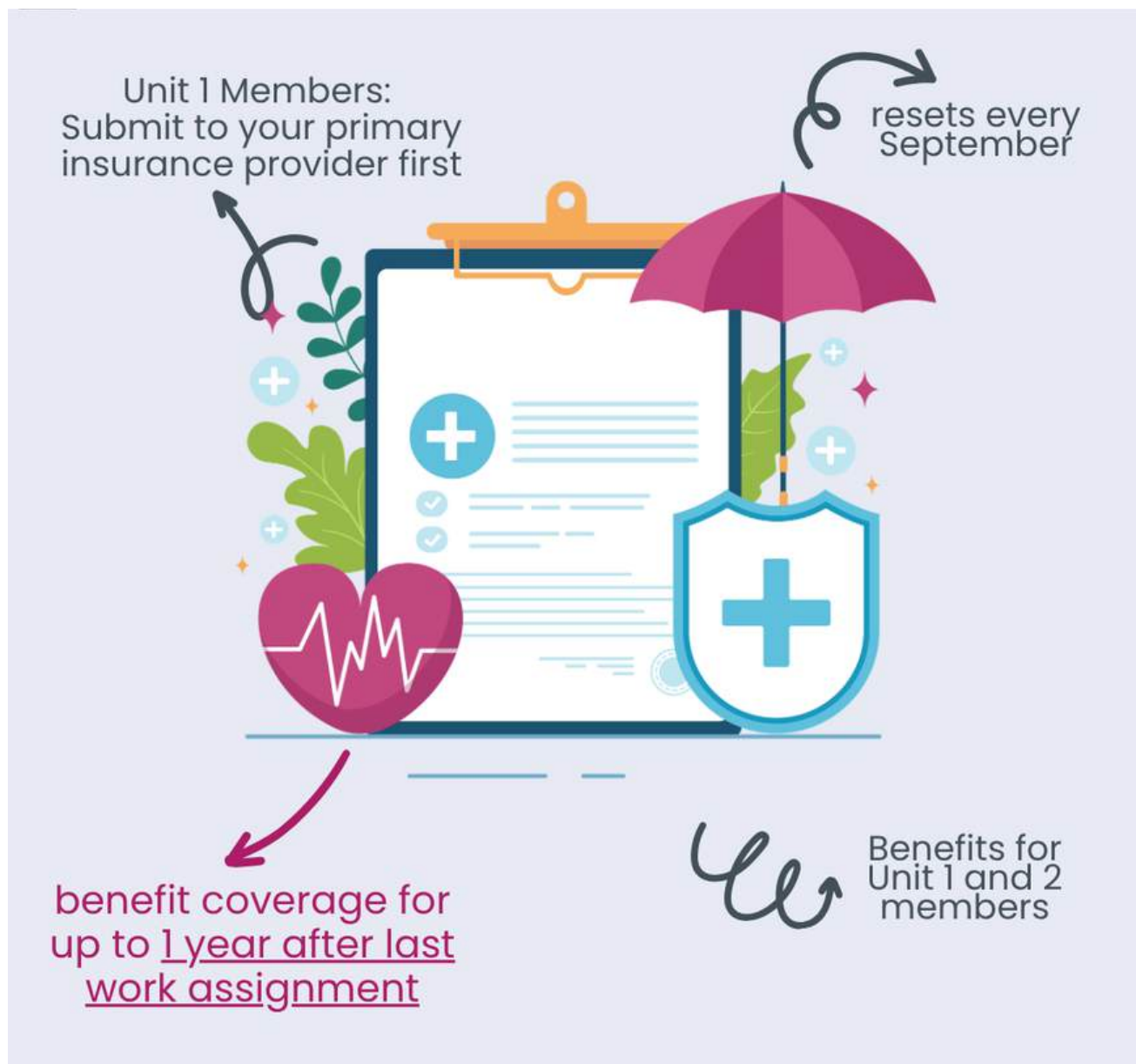
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What's going on: Announcements

SUBMIT YOUR OUTSTANDING BENEFITS CLAIMS

A quick reminder to submit your benefits claims—especially any outstanding ones. Funds tend to run lower toward the end of summer, so getting your claims in early helps ensure you receive reimbursement as soon as possible.

With reduced summer hours in place, earlier submissions will be processed more quickly, meaning money back in your pocket sooner. If you've been meaning to submit a claim, now's a good time to do it!



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What's going on: Announcements

HOW TO SUBMIT YOUR CLAIMS



SUBMIT YOUR EXPENSES TO YOUR HEALTH INSURANCE PROVIDER

ALUMO.ONLINECLAIMSACCESS.NET/EN/LOGIN



For students, this is through the GSA/CSA My Student Plan (becoming Alumo).

If you have questions about coverage or any issues with your student healthcare, contact the Student Services Coordinator at guelphplan@mystudentplan.ca

First time accessing Alumo/My Student Plan? You'll need to register your account before you can submit any claims.

You can update your contact information and direct deposit information by clicking on the person icon on the dashboard. This information should be up-to-date for your reimbursements to go through.

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What's going on: Announcements

HOW TO SUBMIT YOUR CLAIMS



SUBMIT YOUR EXPENSES TO YOUR HEALTH INSURANCE PROVIDER

ALUMO.ONLINECLAIMSACCESS.NET/EN/LOGIN



To submit your claim, you must fill out information about who the service provider is, add the claim details, and then provide supporting documents.

Add Claim Details

Please enter the following details from your receipt.

* Required information

Service *

Service date* YYYY-MM-DD

Service amount *

Is this an initial visit? *

Additional Coverage

Has any portion of this claim been submitted to another insurance? e.g. Spousal plan *

+ Add another service

Review and submit your claim.

It will take a few days for your claim to be processed. Once it has been processed, you can begin the process of submitting to your CUPE 3913 benefits.

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What's going on: Announcements

HOW TO SUBMIT YOUR CLAIMS

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DOWNLOAD YOUR CLAIM STATEMENT FROM ALUMO

ALUMO.ONLINECLAIMSACCESS.NET/EN/LOGIN



From the dashboard, you can see your recent claims. To go further back, select "see history":

Health	[REDACTED]	Served on Jul 23, 2026	Submitted \$135.00 Paid \$108.00	Processed ✓
Submitted Jul 23, 2026				
Dental	[REDACTED]	Served on Jul 23, 2026	Submitted \$68.80 Paid \$68.80	Processed ✓
Dental	[REDACTED]	Served on Jul 23, 2026	Submitted \$48.40 Paid \$48.40	Processed ✓
Dental	[REDACTED]	Served on Jul 23, 2026	Submitted \$121.00 Paid \$121.00	Processed ✓

To access your claim statement, select the claim. This will open up the claim details. Select "view statement" to download a PDF **Explanation of Benefits**. Keep this document, to submit to CUPE 3913 with your initial documentation from the provider.

Claim Details

Processed ✓ [View statement](#)
Payment ready by Jul 24, 2026

Patient	Benefit type
[REDACTED]	Health
Service	
Psychologist (Licensed)	
Service date	Submission date
Jul 23, 2026	Jul 24, 2026
Claim ID	Payment ID
[REDACTED]	[REDACTED]

Payment breakdown

Submitted total	\$135.00
Additional coverage amount	\$0.00
Paid total	\$108.00

Close

Did you know you can customize your dashboard to show you different benefit balances?

Benefit Balances

[Customize](#)



*For dental coverage, dentists will complete the predetermination paperwork on your behalf. You just need to provide them with the information on your **dental benefit card**.*

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What's going on: Announcements

HOW TO SUBMIT YOUR CLAIMS



CREATE YOUR CUPE 3913 BENEFIT CLAIM

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

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Hi [REDACTED]

Welcome to the CUPE 3913 Members' Portal!

This is the place where you can access all member-restricted information and resources.

Important

To help us stay connected, we kindly ask you to update your contact information on the Personal Information page. Please make sure your phone number, email, and home address are up to date, so we can reach you when needed.

[UPDATE MY CONTACT DATA](#)

Select "Claims" from the options on the side. This will show you all the claims you have previously submitted, the fund you submitted to and the status.

Number	Claimant	Relationship to Member	Fund	Claim Amount	Occurrence Date	Status	Action
[REDACTED]	[REDACTED]	Self	Unit 1	\$27.00	05/07/2026	Approved	
[REDACTED]	[REDACTED]	Self	Unit 1	\$262.90	04/10/2026	Approved	
[REDACTED]	[REDACTED]	Self	Unit 2	\$262.90	04/10/2026	Denied	
[REDACTED]	[REDACTED]	Self	Financial Assistance Fund	\$500.00	04/10/2026	Approved	

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What's going on: Announcements

HOW TO SUBMIT YOUR CLAIMS



CREATE YOUR CUPE 3913 BENEFIT CLAIM

CUPE3913.ON.CA



+ Create Claim

Click on "Create claim" then fill out the claim record.

Create Claim Record

Overview

Number

Status

Pending

Denial Reason

Claimant *

Fund *

Unit 1

Is Mental Health Claim

☐

Claim Amount

C\$

0

Occurrence Date *

yyyy-mm-dd



Member Comment

Attachments *

Choose Files

No file chosen



Tip: Clicking on the icon in the bottom right opens up the accessibility menu, to making navigating the claims process accessible to all.

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What's going on: Announcements

HOW TO SUBMIT YOUR CLAIMS

3

CREATE YOUR CUPE 3913 BENEFIT CLAIM

CUPE3913.ON.CA



+ Create Claim

Click on "Create claim" then fill out the claim record.

Create Claim Record

Overview

Number

Status

Pending

Denial Reason

Claimant *

Fund *

Unit 1

Is Mental Health Claim



Claim Amount

C\$

0

Occurrence Date *

yyyy-mm-dd

Member Comment

Attachments *

Choose Files

No file chosen

The fund defaults to Unit 1. Make sure you double check whether you are submitting your claim to the appropriate fund before submitting.

Remember to submit documentation from your service provider AND the explanation of benefits.

Not submitting the explanation of benefits is the number one reason why claims are denied and this slows the reimbursement process.

If you can, combine both documents into 1 PDF file. If you can't combine documents, you can try to upload individual attachments.

You will receive a confirmation email once your claim is submitted.

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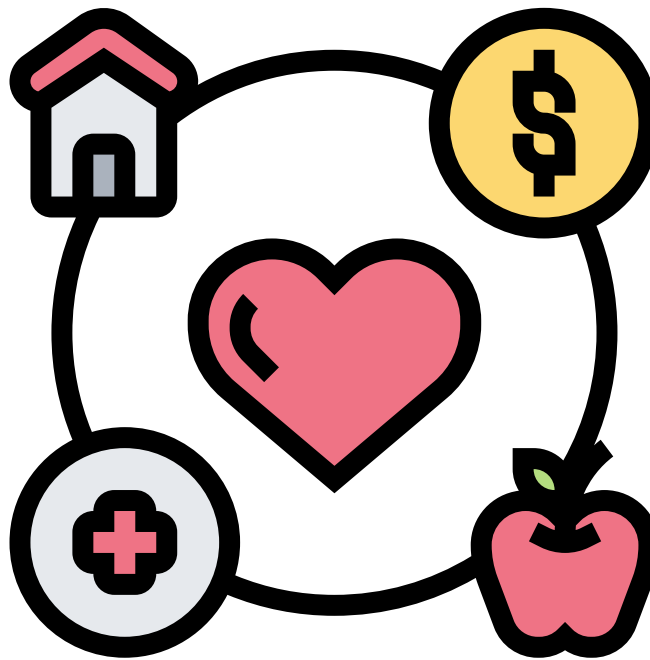
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What's going on: Reminders

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

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

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What's going on: Reminders

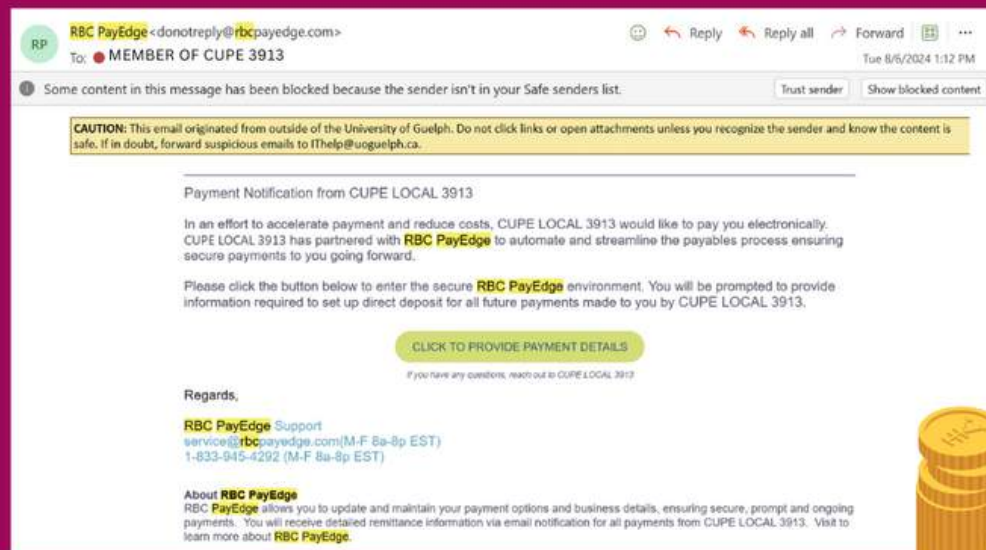
RBC PAYEDGE

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.**

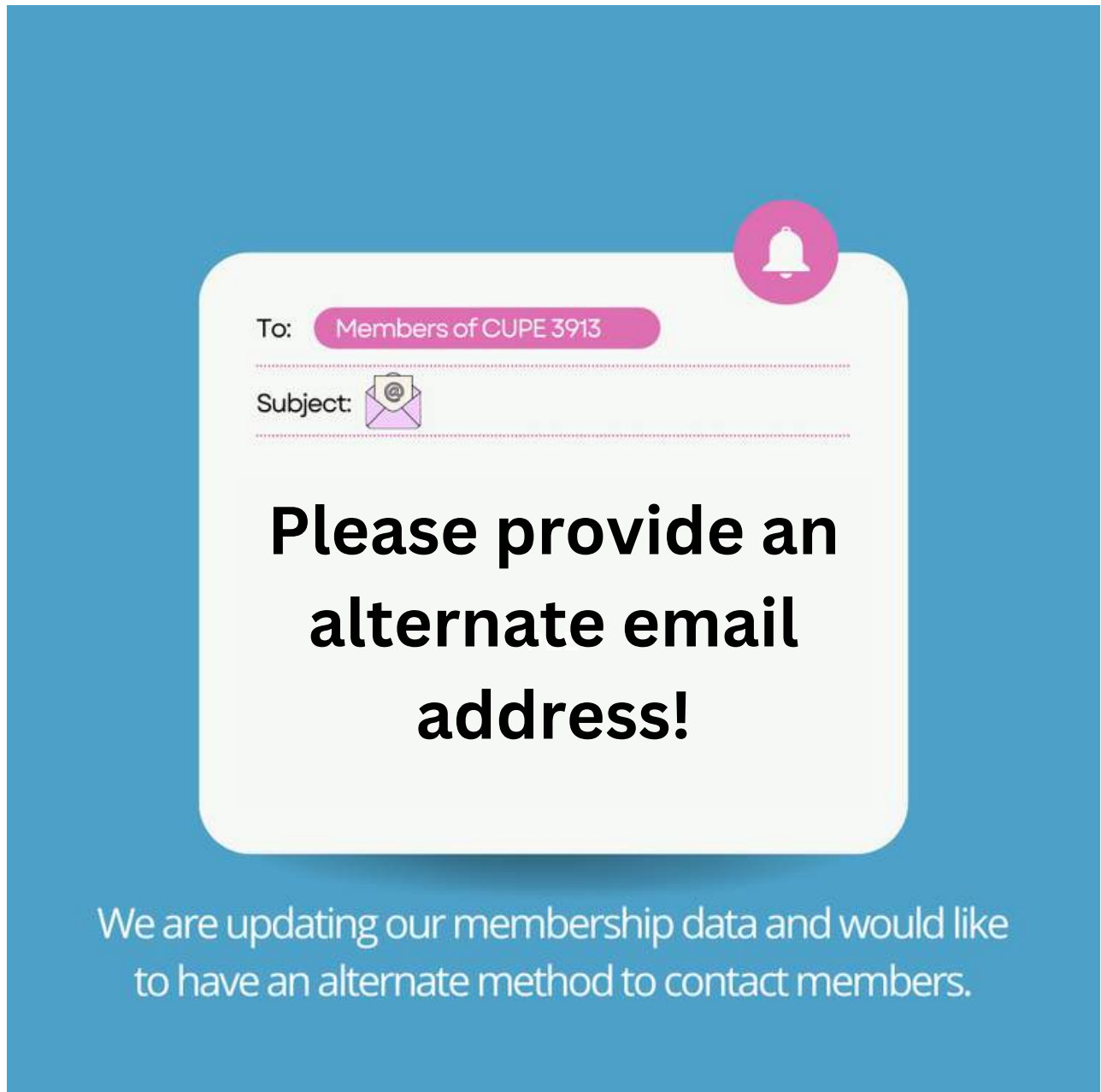
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What's going on: Reminders —

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 2025 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): 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 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.

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 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

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



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/>

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

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Vice-President Internal
Amanda Wuth

Vice-President External
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