

WELCOME TO CUPE 3902

The **Canadian Union of Public Employees Local 3902** represents Sessional Lecturers, Sessional Instructional Assistants, Writing Instructors and Music Instructors who joined the local in August 2004 as **Unit 3**. CUPE 3902 also represents TAs and student and Post-Doc course instructors (Unit 1), Victoria College contract teaching staff (Unit 2), and St. Michaels College contract teaching staff (Unit 4). Our website is www.cupe3902.org. CUPE 3902 Unit 3 belongs to the **Canadian Association of University Teachers** (CAUT), which includes permanent faculty and contract academic staff. CAUT offers prestige, professional fellowship and additional resources and services to its members. Unit 3 members receive the CAUT Bulletin by mail. For more information, visit www.caut.ca.

Our current Unit 3 Collective Agreement was only recently ratified. It is retroactive to September 1, 2012 and expires on August 31, 2014. The Collective Agreement sets out your rights and responsibilities and those of our employer. You should receive a copy of it with this letter, and can also view it on our website.

BENEFITS YOU SHOULD KNOW ABOUT

Health Care Spending Account (HCSA): If you have a Sessional Lecturer appointment of one half-course or more, you can claim from \$275 to \$1,375/year (\$275 per half course to a maximum of 5 half courses or \$1,375) for any health-related expense allowed under the Income Tax Act. If you're an hourly-paid employee (SIA, Music or Writing Instructor) you can claim \$275 if you are contracted for at least 100 hours of work per year. A member who meets the both the hourly and SL eligibility threshold is entitled to both the hourly and SL HCSA allotments. These entitlements can also be put towards your spouse and children. Enrolment in the HCSA is NOT automatic though you only need to do it once; if you have been hired into Unit 3 for the first time, fill out the Unit 3 HCSA enrolment form on our website by following the links for benefits, Unit 3 and HCSA. The benefit year runs from September 1 - August 31. You must claim your annual entitlement by August 31, as your entitlement each year does not roll over.

Group RRSP: The Collective Agreement contains a provision allowing Sessional Lecturers to set aside 5% of their total Unit 3 income (6% for those advanced to SL3) into a Group RRSP run by Standard Life. The University will match that contribution. At the beginning of each academic year (September), you will be permitted to retain your investment in the GRRSP, transfer it out to your personal RRSP, or cash it in. Enrolment details are on our website – follow the links for benefits, Unit 3, GRRSP.

Unit 3 Fund: All members of the union employed in Unit 3 may be eligible to have some of their professional or conference expenses reimbursed through the Unit 3 Fund. This is a union-administered fund designed to offset professional expenses. Please keep related receipts. Information about eligibility, eligible expenses, and deadlines for submission will be published shortly on our website under benefits Unit 3.

YOUR RIGHTS

Leaves: You are entitled to a number of paid, partially paid and unpaid leaves, including sick leave, pregnancy/parental/paternal leaves and compassionate leave. Details of these can be found in Article 19 of the Collective Agreement.

Vacation pay: Hourly-paid members of the bargaining unit have 4% of gross salary added to their regular wages. Sessional Lecturers' stipends include vacation pay.

Job Postings: All available jobs (excluding positions assigned in accordance with job security provisions of our contract, described below in Hiring/Job Security) must be posted, and will be e-mailed to those who have worked for (or applied to) that department in the previous 24 months (be sure to advise your department if your email address changes at all), and copied to the Union. We post them on our website as soon as we can.

Hiring/Job Security: Different hiring criteria apply for Sessional Lecturers, Sessional Instructional Assistants, Writing Instructors and Music Professionals. These can be found in the Articles 14, 15, 16, and 17 (respectively) of the Collective Agreement. Members who are qualified for any given position, and who have been advanced to the rank of Sessional Lecturer 2 or 3 or Writing Instructor 2 in that hiring unit, are preferred candidates for such positions. Members advanced to SL3 are afforded a guaranteed complement of up to 2 Full Course Equivalents per year. An SLII or SLIII member may be appointed to a position without the position being posted, by agreement of the employer and the union.

Advancement for Sessional Lecturers & Writing Instructors: If you have taught courses (in any capacity) at the UofT in 4 of the past 6 years* and you have taught at least between 8 half-courses (and at least 4 in one Department), you may apply to be advanced to Sessional Lecturer 2. After 3 years at SL2, if you have taught an average of 4 half courses per year (during a 3 year period), you qualify to apply to advance to Sessional Lecturer 3. Writing Instructors who have been employed in at least 4 of the past 6 years* and have completed 600 hours of service are entitled to apply for advancement to Writing Instructor 2. Deadlines and details about the advancement process are available on our website and in Appendix A, A-2, and B of the Collective Agreement. If you think you may qualify but aren't sure, or if you've been denied advancement or the right to apply to advance, please contact the union right away for assistance. If you are planning on applying for advancement this year, you should contact the union as early as possible for additional information. **(Note: if you have worked 4 of the past 7 years, in multiple departments or writing centres, contact the union).*

Evaluations and Progressive Discipline: You have the right to be informed, in writing, of any problems regarding your work performance and must be given the opportunity to respond to and address any problems raised. You have the right to Union representation in any disciplinary meeting.

Grievances: The grievance procedure is there to allow you to question the way the Collective Agreement is being administered. Every union member has the right to be represented by the union if they wish to file a grievance alleging a violation of their collective agreement rights. All enquiries are held in strict confidence and we will not proceed with a grievance without your explicit permission. Many potential grievances are resolved without the initiation of a formal process, so please contact us if you have any concerns.

UNION MEMBERSHIP, STRUCTURE & PARTICIPATION

As a member of a CUPE 3902 bargaining unit, 2.45% of your salary will be deducted for Union dues. If you choose, you may also join the union by signing and returning the membership application we will send you. This gives you voice and vote in membership meetings, allows you to access the Unit 3 Fund, and affords you the right to run for elected Union positions.

Our Union is democratic. Major decisions are made at general membership meetings. We will hold at least two GMMs during the Fall/Winter session. In between, Stewards who represent members in each Department meet on a monthly basis. The Executive Committee, eight members elected in the Spring who receive an honorarium for their service, meets bi-weekly to deal with the day-to-day affairs of the Union. Members may attend any Executive Committee or Stewards' Council meetings if they choose. Meetings are posted on our website and highlighted in our bi-monthly newspaper, *The Guardian*. If there is no Union Steward in your Department, please volunteer. A list of stewards can be found on the website.

In order to provide professional representation and assistance in the administration of the Union and our Collective Agreement, the Union employs two Staff Representatives, an Office Coordinator and an Office Administrator - Finance. Contact information for all elected union officers and staff is available on the website.

General Inquiries: info@cupe3902.org, 416-593-7057 **Grievance Concerns:** go@cupe3902.org
Specific Unit 3 Concerns: vc3@cupe3902.org, 416-806-3902