

# CUPE 3913

Teaching Assistants and Sessional Lecturers at the University of Guelph

A wide-angle photograph of the University of Guelph campus. In the center is a large, multi-story stone building with a prominent clock tower. The building is surrounded by green trees and a paved walkway where several people are walking. The sky is overcast with grey clouds.

## NEWSLETTER JUNE 2024

### FEATURED TOPICS

#### What's going on?

- **Direct Deposit for Benefits and EFAF claims**
- **Benefits Processing**
- **S24 Union Hours**
- **Statement on the UofG Encampment**
- **CUPE Ontario Convention 2024**
- **Happy Pride Month**
- **Guelph Multicultural Festival**
- **Slogan Contest**

#### Learn more about...

- **Appointments for Sessional Lecturers**
- **Benefits:** know your benefits and claim up to \$600 (unit 1) or \$1200 (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

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## DIRECT DEPOSIT



## 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](mailto:adminfinance@cupe3913.on.ca)**

Direct deposit can be set up through PayEdge at the link that was emailed to you. Please reach out to Shelly at [adminfinance@cupe3913.on.ca](mailto:adminfinance@cupe3913.on.ca) with any questions or concerns!

[CUPE3913.ON.CA](http://CUPE3913.ON.CA)

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# What's going on

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## 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( ie: 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.
- Benefits plan reminders:
  - **Unit 1 members:** Limit of \$600 in total for vision/mental health claims. Members can use the \$600 for either expense and for any amount up to \$600.
  - Mental health claims are now being reimbursed at 100%.
  - Remember 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
  - **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.

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

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## S24 UNION HOURS



For the summer semester, the union will be closed on Fridays from May 3 to Sept 1.

## STATEMENT ON THE UofG ENCAMPMENT



The CUPE 3913 executive committee recently released a statement to reiterate our support for members experiencing repression for voicing support for Palestine. You can read our full statement here:

[https://www.instagram.com/p/C7Oy9sQOb8I/?utm\\_source=ig\\_web\\_copy\\_link](https://www.instagram.com/p/C7Oy9sQOb8I/?utm_source=ig_web_copy_link)

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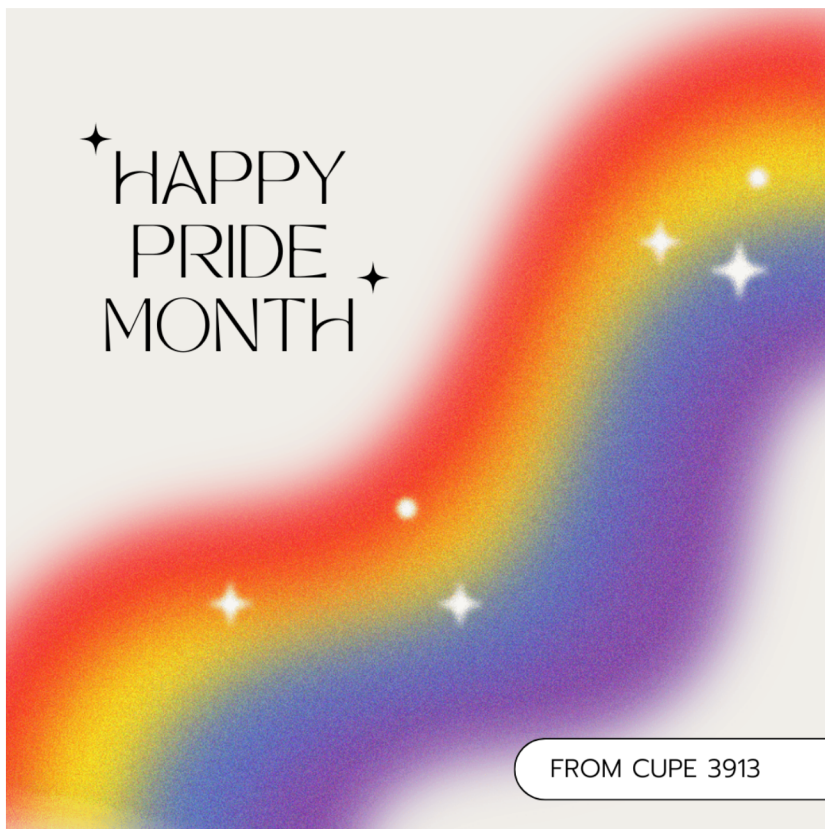
# What's going on

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## CUPE ONTARIO 2024 CONVENTION

CUPE 3913's Vice President External and Vice President Internal served as delegates for the Local at the CUPE Ontario 2024 convention which took place at the end of May. The executives attended several caucuses, including the University Workers' Caucus, the Workers with Disabilities Caucus, the Pink Triangle Caucus, and the International Solidarity Working Group. If you would like to learn more about the 2024 CUPE Ontario convention, please visit <https://cupe.on.ca/convention2024/>

## HAPPY PRIDE MONTH



Happy Pride Month from CUPE 3913! We want to remind members that we are here to support you year-round if you experience discrimination of any kind, and we always welcome suggestions to help support our 2SLGBTQ+ membership. We wish you all a happy and safe pride!

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# What's going on

## GUELPH MULTICULTURAL FESTIVAL



Last weekend, CUPE 3913 executives Scott (left) and Shruti (right) attended the Guelph Multicultural Festival, staffing the Guelph District Labour Council table. Thank you for inviting us to take part in such a fantastic event!

## SLOGAN CONTEST

A graphic for a slogan contest. At the top left is the CUPE 3913 logo. Below it, the words "SLOGAN CONTEST" are written in large, bold, white and yellow letters on a purple background. Below this, a pink box contains the text: "We are looking for a new slogan to commemorate our 30th anniversary! Submit ideas to win a downtown Guelph gift card valued at \$50". Below the pink box, a purple box contains the text: "Due July 5, 2024". At the bottom left, there is a link to the submission form: "LINK TO SUBMISSION FORM: https://forms.gle/16RvzRWPaUVgHDgK9". At the bottom right, there is a QR code.

This fall, CUPE 3913 is celebrating 30 years of representing TAs, GSAs, and Sessionals at the University of Guelph, and your union needs a swag slogan! Submit your ideas of 5-7 words below by July 5, 2024, for a chance to receive a Downtown Guelph gift card valued at \$50! Submit ideas here: <https://forms.gle/c4tpWZyNjL9eFRvq6>

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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.

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Learn more about...

## APPOINTMENTS FOR SESSIONAL LECTURERS

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 Aug 31**
- 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 and mental health claims
- 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](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?



## 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](http://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](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.

[www.fordpartner.com](http://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](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

Responding to Students in Distress



# 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

Grievance Officer

David Said

Health & Safety Officer

Ahmed Mahmood

Equity Officer

Shruti Nadkarni

## Staff

Labour Relations

Coordinator

Jeff Cornelissen

Admin & Finance

Coordinator

Shelly Sarkisian