

# 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), St. Michaels College contract teaching staff (Unit 4), and internally funded Postdoctoral Fellows in their research capacity (Unit 5). Our website is [www.cupe3902.org](http://www.cupe3902.org). CUPE 3902 Unit 3 also belongs to the **Canadian Association of University Teachers (CAUT)**, which includes permanent faculty and contract academic staff across Canada. CAUT offers prestige, professional fellowship and additional resources and services to its members. For more information, visit [www.caut.ca](http://www.caut.ca).

Our current Unit 3 Collective Agreement was negotiated and ratified during the 2014-15 year. The term of the agreement from September 1, 2014 to August 31, 2017. The Collective Agreement sets out your rights and responsibilities and those of our employer. You can get a copy of the agreement on our website (Unit 3 tab, documents section).

## 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 \$325 to \$1,625/year (\$325 per half course to a maximum of 5 half courses or \$1,625) 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 amounts as follows: 50-99 hours: \$162; 100-299 hours: \$325; 300-449 hours: \$487; 450 or more hours: \$650. Hourly and SL HCSA entitlements can be combined. 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 Unit 3, benefits, and HCSA. The benefit year runs from September 1 - August 31. Please note that unused entitlements do 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, of \$100,000 total, designed to offset member's professional expenses. Please keep related receipts. Information about eligibility, eligible expenses, and deadlines for submission is published 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, surgery leave, pregnancy/parental/non-birth parent 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 (Article 14.18). SL2 or 3 and WI 2 members with the greatest experience in a course or position may be automatically offered an available position, without the requirement of a job posting, pending consent of the union.

**Advancement for Sessional Lecturers & Writing Instructors:** If you have taught courses at the UofT in at least 4 of the past 6 years\* and you have taught at least 8 half-courses (and at least 4 in one Department), you may apply to be advanced to Sessional Lecturer 2. Up to three half courses taught as a Unit 1 Course Instructor and four half courses while on a CLTA can be counted towards your eligibility. After 3 years at SL2, if you have taught at least an average of 4 half courses per year over the previous 3 academic years, 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 in at least 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:** If you believe that the Collective Agreement has been violated, you have the right, subject to the provisions of Article 12, to file a grievance. The grievance procedure is there to allow you to question the way the Collective Agreement is being administered. 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, 2.65% (currently) 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.

Additionally, there is an official CUPE 3902 listserv for Unit 3 members over which important information from the Union is disseminated on an as needed basis. Please send an email to [info@cupe3902.org](mailto:info@cupe3902.org) to request to be added to this listserv if you are not sure if you are already on it.

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, ten members elected in the spring who receive an honorarium for their service, meets 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. 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 full-time 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](mailto:info@cupe3902.org), 416-593-7057 **Grievance Concerns:** [go@cupe3902.org](mailto:go@cupe3902.org)  
**Specific Unit 3 Concerns:** [vc3@cupe3902.org](mailto:vc3@cupe3902.org), 416-806-3902