

**Advising and Communication Protocol In Cases of Complaints by CUPE  
3903 Members**

**FACULTY  
RELATIONS**

4700 Keele St.  
Toronto ON  
Canada M3J 1P3

1. This protocol addresses cases in which a CUPE 3903 member has made a complaint or a disclosure to the Office of Student Conflict Resolution, Security Services, Health, Safety and Employee Well Being, Counselling and Disability Services or the Centre for Human Rights, including but not limited to a complaint or a disclosure of harassment, discrimination or assault.
2. In all cases in which a full-time graduate student brings forward a complaint or makes a disclosure to one of the above-noted offices relating to their full-time graduate studies, the office will advise the individual that, if he/she is a teaching assistant, graduate assistant or research assistant in CUPE 3903, CUPE 3903 can be contacted for representation in regard to any collective agreement or workplace-related issues. A sheet with CUPE 3903 contact information will be provided.
3. In all cases in which CUPE 3903 members bring forward a complaint or makes a disclosure to one of the above-mentioned offices relating to their employment responsibilities as a teaching assistant, contract faculty member, graduate assistant or research assistant in CUPE 3903 the office will advise the member of the possibility of contacting CUPE 3903 for representation. A sheet with CUPE 3903 contact information will be provided. The CUPE 3903 member will also be directed to the appropriate support.
4. Each of the Faculties will have a designated Associate Dean who will serve as the principal Faculty contact to assist in addressing/coordinating employment and student related matters. Each of the above-noted offices will be advised by January 4, 2016 of the designated Associate Dean in each Faculty, and Faculty Relations will advise CUPE 3903 of the designated Associate Dean by January 5, 2016.
5. The University is currently developing procedures in regard to sexual assault and, in the context of developing these procedures, is considering the establishment of coordinated points of reporting of sexual assault complaints for students and employees. In the event that coordinated points of reporting are established, the relevant offices, in addition to directing the complainant to the appropriate support, will follow steps of the protocol set out in paragraph 2-3 above.

## CUPE 3903 Contact Information

### Location

143 Atkinson Building  
96 The Pond Road  
York University  
Keele campus | [Map](#)

### Office hours

Monday to Friday  
9:00 a.m. to 5:00 p.m.

### Mailing address

CUPE 3903  
143 Atkinson Building  
York University  
4700 Keele Street  
Toronto, Ontario  
M3J 1P3

### Website

[3903.cupe.ca](http://3903.cupe.ca)

### Staff

Raj Virk  
Staff Representative  
Email: [rvirk66@gmail.com](mailto:rvirk66@gmail.com)

416-736-5154 ext. 5

Sheila Wilmot  
Equity Officer  
Email: [CUPE3903.equity.officer@gmail.com](mailto:CUPE3903.equity.officer@gmail.com) 416-736-5154 ext. 3  
Part-time hours: Tuesday, Wednesday and Thursday, 9:00 a.m. to 4:00 p.m.

Sharmeen Khan  
Administrative Coordinator  
Email: [CUPE3903office@gmail.com](mailto:CUPE3903office@gmail.com) 416-736-5154 ext. 2  
Part-time hours: Tuesday, Wednesday and Thursday, 10:00 a.m. to 5:00 p.m.