



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

June 1, 2017

Barry Miller
Executive Director, Faculty Relations
Room 276 York Lanes
York University
4700 Keele St, Toronto, ON M3J 1P3

RE : NOTICE TO BARGAIN - Canadian Union Of Public Employee, Local 3903 and York University

Please be advised that CUPE 3903, in accordance with the *Labour Relations Act* and the Collective Agreements of Units 1, 2 and 3, do hereby serve notice within the 90 day statutory period to commence bargaining.

CUPE 3903 in preparation for negotiating the renewal of the existing Collective Agreement, in good faith requests the disclosure of the following items:

- Copies of all Employer Policies;
- Copies of the master insurance policies for all employee benefit plans and information about the equivalent premium per member;
- A full members list, with emails, addresses and phone numbers as per CA article 22;
- Total monetary value of the Collective Agreements for the past 10 years;
- A copy of the Underwriting Agreements with all insurers;
- Total yearly wages paid for each unit (Units 1, 2 and 3) during the term of the contract;
- The Master Contract, including updated amendments for all benefits;
- Full financial statements of the University for the last 3 years including projections for the coming 3 years and an accounting of all funds;
- All financial reports or audited statements of the benefit plan for the last 3 years;
- Identification of any initiatives currently undertaken or to be undertaken, which will impact bargaining unit members. This includes, but is not limited to layoffs, divestment, disposition of property and facilities, acquisitions, and relocation of staff to other facilities;
- Breakdown on the number of bargaining unit employees participating in the York University Pension Plan and the number of those eligible;
- An updated conversion list that outlines the number of members recommended for conversion, the number converted, and how long each converted member was in the pool before receiving conversion;
- A list of members who applied for conversion since 2000, with how long they were in the conversion pool at the time of application;



- Detailed report on the employer's methodology of implementing employment equity requirements under FCP and CA including LSTA and conversion hiring processes;
- Equity breakdown (from the self-ID employment equity surveys) of Conversion and LST appointments since the implementation of the self-ID employment equity surveys;
- Breakdown of 2015-16 CSSP appointments by type (e.g. CD, online course, practicum, lab, studio, practicum, Tutorial, etc.) and by faculty and department;
- CSSP Guarantee (Payout) round for 2016;
- Existing and proposed academic planning documents;
- The total cost of the Employee and Family Assistance Plan, and its governance and administrative procedures and policies;
- Costing breakdown by unit for the Group Dental Plan, Group Drug Plan, and Group Vision Care Plan, and Paramedical Services for the previous three years;
- A list of all employees currently enrolled in the Sunlife/York University Health Benefits Plan and total number of dependents registered;
- Volume and distribution report since 2011 for each year categorized by department;
- Number of unit 1 "tickets" since 2011 for each year categorized by department;
- Number of Unit 1 Masters students doing a Tutor 1 appointment since 2011 for each year categorized by department;
- A list of Graduate Assistant assignments for the previous 3 years;
- A list of Undergraduate Work Study Program assignments by department for the 2016-17 academic year including job description;
- A list of Research Assistant assignments including job description for the previous 3 years including job description;
- All educational or instructional materials provided to departments, faculties, and other student or labour unions at the university concerning the development or implementation of the fellowship funding model, including slides in their entirety as they were presented during meetings, as well as the versions that were handed out in hard copy;
- Number of Unit 2 Tutor 1 positions since 2011 for each year categorized by department
- Number of "flips" of U2 to U1 (under 10.01.2 U1 CA) since 2011 for each year categorized by department;
- Number of YUFA retirees teaching in CUPE unit 2 since 2011 for each year categorized by department;
- The number of online courses since 2011 for each year categorized by department;
- Breakdown of Unit 2 Membership – Number of members who have less than 5 years, 5 years but less than 10 years, 10 years but less than 20 years, and 20 years+. In addition please provide calculations for the average amount of teaching that is done by each category;
- Monetary amounts paid out in grievance settlements since 2011 broken down by year, hiring unit, by Article(s) grieved, and grievance step at which the settlement was reached;
- York University enrollment data (undergraduate and graduate students) by faculty since 2011;



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- Class sizes since 2011, with year-to-year changes;
- A copy of all affiliation agreements the University has made with outside educational institutions or agencies;
- Financial reports from all employer adjudicated and co-adjudicated funds, including where applicable the number of applications accepted and rejected per year since 2011, including the following funds: Books/Supplies Fund, Graduate Student Bursary Fund, Masters Bursary Fund, PhD Completion Fund, Thesis Allowance, UHIP Fund, Professional Expense Reimbursement Fund, PhD Completion Fund, Thesis Allowance, UHIP Fund, Tuition Reimbursement, Tuition Waiver, Professional Expense Reimbursement, Graduate Assistant Bursary Fund, Kilometrage Allowance, Conference Travel Fund, Research Costs Fund, Teaching Development Fund, Research Leave, Research Grants Fund and Travel Costs Fund.

Please confirm whether and when, you will be providing this information.

Note: The Union reserves the right to seek further information as needed to facilitate this round of bargaining. Please contact the Union to arrange mutually agreeable dates for negotiations.

Sincerely,

Graeme Reniers
Chairperson, CUPE 3903