

## **DONATIONS**

WHEREAS Lee Wiggins has established a fund intended to help to partially subsidize daycare costs that graduate and undergraduate students who are not members of CUPE Local 3903 members incur at the Centre;

WHEREAS a number of parents and board members who use Lee Wiggins are CUPE Local 3903 members and feel responsible to assist all student-parents in accessing quality family care services;

WHEREAS student organizations on campus will find it difficult to financially support this fund due to the cuts instituted by the Ford government via the so-called "Student Choice Initiative";

BIRT CUPE Local 3903 donate \$2,500 to the Lee Wiggins Student Subsidy Fund

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BIRT CUPE Local 3903 donate \$1,000 to the legal fund in support of Ariana Markle's civil proceedings against Toronto Police Services via Saron Legal Professional Corporation

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# BYLAWS

## Article 10: Committees

(g) Committee members must recuse themselves from all deliberations and votes related to their own applications or ones that present a conflict of interest. In cases where recusals will prevent the committee from achieving quorum, the Vice-Presidents shall take part in the deliberations and votes.

(h) Collective Agreement fund adjudicating committees and committees with a general membership approved budget line will meet with the Treasurer and/or Financial Coordinator at the beginning of their new term, prior to the adjudication of any application or approval of any spending.

## APPENDIX C - WAYS AND MEANS FUND

### **Preamble**

The Ways and Means (W&M) Fund is available to members of all bargaining units who have experienced a recent, unexpected hardship that resulted in unexpected financial stress/hardship. Examples of such hardships include, but should not be viewed as limited to, a death in the family, unforeseen illness of the member or their dependants, theft and/or legal costs and other emergency circumstances.

This fund is available only to members of the Local, except in the case of the death of a member, where funds can be made available to the member's next-of-kin. The definition of next-of-kin and necessary documentation will be determined by the W&M Committee. For these exceptions, a minimum of \$10,000 of the W&M annual budget will be earmarked.

A minimum of \$10,000 will be earmarked for the purpose of assisting any member with a disability requiring work related accommodation.

### **Adjudication Process**

Due to the urgency of the applications, the Committee shall endeavour to meet every two weeks to every ten (10) business days and no longer than two (2) weeks to adjudicate new applications and review any appeals.

Committee members shall endeavour to give applicants' notice of the Committee's decision as soon as practicable no longer than two (2) days following the subsequent adjudication meeting.

Due to the finite nature of the fund and the desire to assist as many members as possible, no member will receive more than \$1,500 per Collective Agreement year. In cases where it is deemed necessary by the Committee, this limit can be waived.

### **Appeals**

Committee members can must report an appeal to the CUPE 3903-Executive Committee; and the Executive Committee will make the decision. W&M Ways and Means Committee members will prepare the appeal application for 'blind review', which means that the name of the applicant who is appealing the Committee's decision is redacted blacked out from the forms. The W&M Committee will also provide the Executive Committee with a brief rationale as to their decision. This appeal application for blind review will be adjudicated by the CUPE 3903 Executive Committee; and their decision is final. Prior to rendering a final decision, the Executive Committee may, if they deem necessary, request the rationale on the Ways and Means Committee decision after the initial blind review has been made.

## **Committee Members**

Only members in good standing (as outlined in the CUPE 3903 Bylaws) are eligible to serve on the Ways and Means Committee.

Upon election/acclamation to the Ways and Means Committee, the Committee members shall take the oath of membership and the oath of office (as outlined in the CUPE 3903 Bylaws and the Ways and Means Committee Members Guide) at the General Membership Meeting (GMM) on the occasion of election or at the immediately subsequent GMM.

Upon election/acclamation to the Ways and Means Committee, the Committee members shall sign an Applications Adjudicating Confidentiality Agreement form (as outlined in the Ways and Means committee members guide) at the General Membership Meeting (GMM) on the occasion of election or at the immediately subsequent GMM. The signed forms shall be remanded to the GMM Chair and filed in the CUPE 3903 Office. The Applications Adjudicating Confidentiality Agreement form must be signed before a Committee member can begin adjudicating applications.

Ways and Means Committee members shall undertake Anti-Oppression training as outlined in the Ways and Means Committee Members Guide.

The Ways and Means Bookkeeper shall receive training from the CUPE 3903 Secretary-Treasurer and/or CUPE National Financial Officers training at the beginning of their term on the Committee.

## **Penalties for Breaching Confidentiality**

All personal information submitted by applicants must be dealt with in a strictly confidential manner by the Committee members. If an applicant believes that her personal information was shared outside the Committee, the allegation must be delivered in writing to a member of the Committee. It must be delivered within five (5) days of when the applicant became aware that personal information was allegedly shared.

At the next meeting of the Committee, the allegation shall be reviewed, and the Committee member(s) alleged to have shared the information will have an opportunity to respond to the allegation(s). Any Committee member(s) named in the allegation shall be excused from the meeting and the Committee will rule on whether a breach of confidentiality occurred. The Committee shall consider if any information was shared outside the Committee, and if so, was it personal in nature.

If there is no consensus, a secret ballot vote shall be taken. Any Committee member(s) accused shall not have a vote in relation to any allegation about their own conduct. The majority votes shall determine the decision of the Committee. The individual who made

the allegation(s) will be advised of the Committee's decision in writing within twenty-four (24) hours.

Only an applicant who is not satisfied with the decision of the Committee may file an appeal to the Local 3903 Executive Committee. Any appeal must be filed within three (3) days of receiving the Committee's decision.

During any appeal period, a Committee member found to have breached confidentiality by the Committee shall be suspended from the Committee, and not participate in its business. If no appeal is filed, a Committee member who has breached confidentiality will be removed from office immediately upon the expiry of the time for filing an appeal.

If the Local 3903 Executive Committee determines that a Committee member did not breach confidentiality, the Committee member's suspension will be lifted immediately. If the Local 3903 Executive Committee determines that a Committee member did breach confidentiality, that Committee member will be removed from office immediately. The applicant who filed the appeal will be advised of the Executive Committee's decision in writing within twenty-four (24) hours.

### **Finances**

The Ways and Means fund shall be administered in quarterly allocations in order to ensure that the fund is not depleted during any one period of time.

The quarterly cap is defined as such, first quarter is October-December, the second quarter is January-March, and the third quarter is April-September.

In the event of a strike/lockout, this fund shall be frozen commencing the 1<sup>st</sup> day of a strike/lockout and will continue to be frozen until the day after the strike/lockout ends.

### **Committee Structure**

Elections of committee members are conducted every March in a General Membership Meeting (GMM). The Committee is comprised of three local CUPE 3903 members.

Honorarium for this committee is \$1000.00 per calendar year, per position.

The Committee's mandate is to make funds available to Local CUPE 3903 members who find themselves in unexpected financial crisis, for example, death in the family, unforeseen illness of the member or their dependants, theft and/or legal costs and other emergency circumstances.

The maximum award amount from this fund per application is \$1000.00 per year.

## **Reporting**

The committee must report to a General Membership Meeting (GMM) every third quarter.

The Committee's year-end report will be presented to the Local CUPE 3903 Executive Committee, and the Labour Management Committee (LMC) for submission to the Employer, no later than two (2) weeks after the August 31<sup>st</sup> year-end. The Local CUPE 3903 cannot receive the next yearly instalment of funds until such as report is given to the Employer via the Labour Management Committee.

## APPENDIX D – EXTENDED HEALTH BENEFIT FUND COMMITTEE

### **Preamble**

The Extended Health Benefits Fund (EHBF) is collectively bargained by and for all bargaining unit members of CUPE 3903. ~~members in Units 1, 2 and 3. The agreed to amounts are provided to the Union by the Employer for each September to August Collective Agreement year at the start of it. The Extended Health Benefits Committee (EHBC) is a group of CUPE 3903 members elected annually at a General Membership Meeting. Their role is to adjudicate applications. The Equity Officer serves on the committee ex-officio.~~

The purpose of the EHBF is to support members with health care costs that would cause an undue financial burden and that are not covered by the Sun Life Insurance plan, whether due to lack of coverage by the plan or exhaustion of benefits. In setting up the policy, guidelines and allocation process for the EHBF, the Union recognizes that there is a strong relationship between a range of social factors and a person's health and well-being. Such social determinants of health include, but are not limited to: income, social support, education and literacy, employment and working conditions, housing, health services, nutrition and coping skills. The Union also recognizes that inequitable access to resources and supports may be specific and/or systemic. People may have a lack of access due to poverty and they may be denied access due to one or more forms of social exclusion (such as racism, sexism, ableism heterosexism and transphobia). Health issues and health inequities are thus often deeply intertwined.

This understanding also incorporates the fact that there is a finite amount of money in the fund for a growing union membership ~~of approximately 3400~~. Ongoing collective bargaining is critical to continuing to improve member access to funds to support them with health care expenses.

### **Role of the Extended Health Benefits Committee**

The EHB Committee's collective role is to give equitable access to and allocation of a finite amount of funds in each Collective Agreement year to members of CUPE 3903 as per this policy. ~~The EHBC members sign a confidentiality agreement at the start of their term. The Committee makes decisions based on all the guidelines set out below in the policy. Committee members do not deliberate on their own EHB application.~~

### **Fund Types, Funding Periods and Budget**

~~There are two fund types: Option A for extended health care needs that are unexpected and urgent that present an undue financial burden, and Option B for extended health care needs that are foreseeable or planned that present an undue financial burden. Option A claims are adjudicated on a monthly basis. Option B claims are made on a going forward basis and adjudicated three times a year, with application deadlines of September 10, January 10 and May 10.~~

There are three funding periods each year. The \$100,000 in the Fund for the 2010-2011 year will be allocated as follows:

	<b>Sept 10 to Jan 9</b>	<b>Jan 10 to May 9</b>	<b>May 10 to Sept 9</b>
<b>Option A (40%)</b>	<b>13,400</b>	<b>13,400</b>	<b>13,200</b>
<b>Option B (60%)</b>	<b>20,100</b>	<b>20,100</b>	<b>19,800</b>
<b>Total: \$100,000</b>	<b>33,500</b>	<b>33,500</b>	<b>33,000</b>

At the end of each Collective Agreement year the EHBC will update this budget for membership approval to reflect the coming year's funds.

### **Adjudication Allocation Guidelines**

The following guidelines are used in the application review and fund allocation process. They include basic eligibility requirements, factors assessed for fair and equitable disbursement and eligible expenses.

#### **Basic Eligibility**

- The Committee will endeavor to adjudicate applications on a monthly basis for both:
  - expenses which have occurred (requiring receipts)
  - foreseeable expenses (requiring invoices/estimates)
- Due to the limited availability of funds, access to the fund is restricted to members only, not their family members or dependants. The exception is with reproductive technologies.
- Health care expenses made during a Collective Agreement year will only be reimbursed during that year.
- MEHB member eligibility follows Sun Life insurance plan eligibility. Thus members may make claims for five ~~four~~ months after the date of their last contract, as long as the expense made or proposed is in the Collective Agreement year in which the member applies.
- ~~Generally Option A expenses will only be considered in the funding period in which they are incurred.~~
- All applications must be fully completed in order to be considered.

#### **Equitable Disbursement Factors**

- Members may apply as many times as they wish in a year.
- ~~After the first funding period,~~ priority will be given to first time applicants that year.
- Due to the finite nature of the fund and the desire to assist as many members as possible, no member will receive more than \$3,000 per Collective Agreement year. In cases of extreme need, the Committee can waive this limit.
- Approved applicants should expect to receive a portion of the costs applied for, with the possibility of an annual top-up based on the status of the fund.



- Applicants who display increased need due to large upfront healthcare costs, social marginalization, or other factors may be provided up to their yearly limit in a single adjudication. Consideration will be given to members who have international student status and/or who are single people with dependents.
- ~~Option B applicants have the opportunity to identify in an equity statement any form of social marginalization they experience (for example, as a result of race, ethnicity, class, sexual orientation, ability, etc.) and how this affects the needs they are trying to meet with the application.~~
- ~~Approved applicants will generally receive between 25% and 50% of the costs applied for.~~
- ~~As this is a financial needs based fund, the Committee may follow up with members whose net income appears large in comparison to the EHB amount being requested.~~
- Committee members shall endeavour to give applicants notice of the Committee's decision as soon as practicable.

### ***Eligible Expenses***

Support from this fund might range from the one time purchase of an assistive device to an ongoing regiment of therapy or to unexpected health needs resulting from a sudden accident or injury. This includes assistance with costs associated with longer-term disabilities and/or care needs that are not otherwise covered by under other health insurance plans. Cosmetic procedures are not covered. *In addition*, the following is covered:

- Non-MD psychotherapy
- Travel health insurance (does not include baggage or cancellation insurance)
- Acupuncture
- Orthotics ~~(with a doctor's note)~~
- Vision care expenses, once the regular plan coverage is exhausted (proof of exhaustion required)
- Emergency dental work, once the regular plan coverage is exhausted (proof of exhaustion required)
- ~~Prescription drugs after coverage is spent, once the regular plan coverage is exhausted (proof of exhaustion required)~~
- Naturopathy, Chiropractic, Physiotherapy, Psychologist, Podiatry and Massage Therapy ~~(this last one with a doctor's note within the last year)~~ once the regular plan coverage is exhausted (proof of exhaustion required)
- Incidental health expenses (e.g. hospital parking, emergency taxis, crutches/canes, etc.)
- Other services ~~delisted~~ ~~de-listed~~ from OHIP

### **Appeals**

When a member notifies the Committee that they wish to appeal a committee decision on their application, the member's application will be reviewed by one committee member, one designated Executive Committee member, and the Equity Officer (ex-officio).

To be considered the appeal must be submitted within one month of the member's receipt of the Committee's original decision.

**Application Forms**

There are two application forms, Option A and Option B.

## APPENDIX E - PROFESSIONAL DEVELOPMENT FUND

### *Professional Development Fund (PDF)*

#### Application Instructions

##### Preamble

The Professional Development Fund (PDF) is available to members of all bargaining units ~~Units as noted by Articles 15.16 (Unit 1) & 15.19& (Unit 2) & 19 (Unit 3) of the Collective Agreements.~~

##### Criteria & Procedures

~~The total expenditure of the PDF shall not exceed \$100,000 in the contract year.~~

- This money will be distributed three times per ~~contract~~ Collective Agreement year, in periods that correspond with academic terms and peak conference periods:

<b>Period 1 (FALL)</b>	Sep 1 — Dec 31	<b>Deadline:</b> Jan 10
<b>Period 2 (WINTER)</b>	Jan 1 — May 31	<b>Deadline:</b> June 10
<b>Period 3 (SUMMER)</b>	June 1 — Aug- 31	<b>Deadline:</b> Sept 10

- Priority will be given to applications for events that occur within the current period (e.g., applications for conferences in October will be given priority in the Fall period. If submitted in the Winter period, the same application will be considered lower priority and will only be funded if money remains after all current applications are processed)
- The PDF does not cover capital costs such as equipment, software, stationary, and books.
- ~~All applications must include a self-addressed, stamped envelope so that your award may be mailed to you.~~

##### Amounts & Distribution of Awards

- In each funding period, a maximum amount of funding is made available for disbursement.
- In the interest of awarding monies equitably to all eligible applicants, the maximum individual award for conference presentations in any academic year will not exceed \$600~~400~~. The maximum individual award in any academic year for all other costs will not exceed \$2500. Depending on the availability of matching funds, this maximum may also be adjusted to ensure widest coverage of the applicant pool.
- A member may only draw up to the total maximum of \$600~~400~~ in a given academic year.

The PDF committee will endeavour to review applications as soon as possible after the competition deadline. Normally, funds are distributed within 6-8 weeks of the deadline.

Committee members shall endeavour to give applicants' notice of the Committee's decision as soon as practicable.

## **BUDGET**

To reflect CUPE 1281-3903 bargaining results and the need for general housekeeping, it is recommended that budget lines related to staff and accounting be amended.

To reflect the need for and possible hiring of an additional, part-time staff member in the role of Assistant Staff Representative, it is recommended that budget lines related to staff be amended.

To reflect the need to procure comprehensive union management software (incl: grievance tracking software, a membership portal, etc.) in conjunction with other post-secondary CUPE locals, it is recommended that budget lines related to the Grievance Committee, software, and staff be amended.

NOTE: Due to the sensitive nature of budgetary information, exact budget lines and amounts cannot be broadcasted via public forums. This information was included in the August 20th, 2019 Treasurer's Report and will be repeated in the September 18th, 2019 Treasurer's Report.