



Accessibility Committee end of year report 2019-2020

Members: Odelia Bay, Drew Danielle Belsky, Cath Duchastel, Dion Tubrett

The committee was elected at the March 2019-2020 AGM. We had 12 AC meetings and 7 working meetings over the course of the academic year. During that time, the committee has planned several specific actions as well as visioning possible future actions.

The bulk of our energy this year was directed at developing, circulating and analyzing an accessibility survey of CUPE 3903 members and a townhall to discuss the results and solicit feedback.

Completed activities:

1. Orientation handout on access and accommodation
2. Access zone and accessibility strategy at 3903 welcome BBQ
3. Community Outreach - Disability pride march & Kevin Jackson Memorial, Sept 21, 2019
 - a. Endorsed the Memorial for CUPE Member Kevin Jackson and Toronto Disability Pride March. As part of this, we contributed to his memorial fund and had a visible presence at the March with marshals and a number of members were present
 - b. Networked with queer, Mad activists and offered support and collaboration in future endeavors.
4. Accessibility survey - Report to AGM, Mar 16, 2020
5. Accessibility town hall - Feb 27, 2020

Activities and projects in process:

1. Consultation with Shay Erlich and Jen Roy for future accessibility audit of union infrastructure
2. Ongoing visibility & outreach efforts

Projects for the future:

1. Handbook with accessibility and accommodation information for union members with disabilities
2. Accessibility audit of CUPE 3903
3. Accessibility toolkits for the local in collaboration with CUPE 3903 members

Budget - Total spent = \$3137.50

The committee retained a rollover budget plus this year's allocation totalling \$7000, of which less than half was used. The greatest costs were associated with the townhall, which included implementing as many accessibility procedures as possible, both to ensure maximum participation and as proof of concept. The second largest outlay was a one-time donation in memory of a former member and disability activist who passed away suddenly in July 2019.

1. Donations - \$1000 to Kevin Jackson Memorial
2. Accessibility townhall - total = \$1675
 - o ASL interpretation - \$700 (+ mileage not yet submitted)



- CART - \$475
- Facilitation - \$500
- 3. Access audit consultation - \$462.50

Meetings (Minutes posted to CUPEForums.ca)

In addition to minuted meetings, there were also a number of “working” meetings in which committee members came together to cooperatively draft documents and/or strategize various activities.

1. Mar 12, 2019 - minutes approved
2. Mar 19, 2019 - minutes approved
3. Mar 29, 2019 - minutes approved
4. Apr 5, 2019 - minutes approved
5. Apr 9, 2019 - working meeting - orientation draft
6. May 10, 2019 - minutes approved
7. July 5, 2019 - minutes approved
8. Aug 2, 2019 - minutes approved
9. Aug 9, 2019 - minutes approved
10. Sept 13, 2019 - minutes approved
11. Sept 20, 2019 - minutes approved
12. Sept 27, 2019 - working meeting - survey draft
13. Dec 11, 2019 - minutes approved
14. Jan 14, 2020 - working meeting - survey analysis
15. Jan 23, 2020 - working meeting - townhall planning
16. Jan 31, 2020 - working meeting - draft survey report
17. Feb 6, 2020 - minutes approved
18. Feb 12, 2020 - working meeting - townhall planning
19. Mar 12, 2020 - annual report and wrap up

Appendices

Orientation handout

Accessibility survey (including townhall recommendations)



All-University Pensions Committee

Reporting period 2019-20 (April to March), by Sylvia E. Peacock

The volunteer position as a Trustee is time consuming and bears responsibility for due diligence. The frequencies of meetings at the board level are four times a year, and I volunteered for two other positions, one on the subcommittee for sustainable investing in infrastructure and the other on a search committee for sustainable investing of the overall portfolio. The latter position is still on hold, due to COVID and the very sensitive nature of possible policy changes involved. Members are worried that a policy change and firm commitment towards sustainable investments in the fund may jeopardize the maximization of profits for the funds. The fund needs to balance the risks and the benefits of all their investments and all trustees are sworn to due diligence in committing to this outcome.

The overwhelming number of managers in the York University Pension equity portfolio adheres to the implementation of ESG criteria and that is a hopeful sign for the future; although the pessimists may judge it as too little, too slow from a climate change perspective, and I concur. But the fund budget presented in December 2019 showed our pension fund to be on solid financial footing which is also important given that our pensioners live on a fixed income.

The sustainable investment goals of the investment principle still needs to be aligned with the endowment fund. On this point, I am pressing for a stronger emphasis on including measures that may be used to alleviate climate change, so perhaps a carbon footprint analysis, a UNPRI signatory, a yearly internal carbon audit, or a combination of measures.

In conclusion, there remains a willingness to merge the intricate problem of financial outcomes and sustainability issues with the possibilities and a vast array of problems connected to information asymmetry in finance and corporate governance. Tentative optimism is perhaps the best way to frame the process of steering a mid-sized fund like YorkU's to embrace a goal to pursue better corporate citizenship at the end of 2019 going into 2020. Online meetings and zoom sessions have not facilitated the possibilities for concerted interventions, as technology remains a means of control.



Bargaining Research and Preparation Committee

Committee Members: Jessica Ireland, Stephanie Latella, Dhouha Triki

Committee Mandate: The purpose of this committee is to support the ongoing research and logistical needs of the local in regard to bargaining preparation. Part of the work of this Committee will be surveying the membership regarding potential proposals and ongoing collective agreement concerns, reporting on comparative language in other collective agreements, and further researching matters arising from survey results. During a bargaining year, the committee will focus on strategic research that can inform bargaining. The committee answers to the Stewards Council or the Bargaining Mobilization Committee. The committee consists of three members and is elected annually at the Annual General Meeting.

Honorarium: \$500 per year, per position.

This committee was acclaimed at the October 31, 2019 GMM. It is the first such committee for CUPE 3903. This has meant that we are just figuring out our role as a committee.

We met with the Executive Committee in December 2019 to outline possible research tasks. It was decided that we would focus on researching open and coordinated bargaining in the history of our local and in other locals. We have been doing this work with the help of our CUPE National Rep, as well as by examining our own archives and reaching out to former Bargaining Team members. We hope to prepare a report on our findings so far for the incoming Bargaining Team this month.

We have also agreed to support the Stewards Council in developing and circulating bargaining surveys. The Stewards Council is best placed to survey the membership, and the BRAP committee can organize and summarize responses for the Bargaining Team, as well as maintaining records for future rounds of bargaining.

Through our work as a committee we have noticed that our local loses institutional memory because of high membership turnover, a problem which is also compounded when we face staff turnover as we have in the last year. We would like to see tighter coordination between the BRAP committee, the Archives Committee, Executive officers, and staff to remedy this issue.

Tasks for the incoming committee members:

1. Collect data from survey questions collected the departmental from Lunch and learns
2. Analyze data collected from the surveys sent to membership



Bursaries Committee

By Sabine Dreher and Erin Grosjean, March 2019 – March 2020

Tasks required by by-laws: Two members from the union meet two times per year with representatives of the employer and graduate studies in order to evaluate applications and oversee disbursements for four different need-based bursaries: Master's Bursary Fund, Ph.D. Completion Fund, Graduate Student Bursary Unit 1 and Graduate student Unit 3 Bursaries. Committee representatives are not eligible for the bursaries.

Tasks performed during the period and their result (state if they are finished or a projected completion date):

Recognizing that PhD students do not always finish their work in the Fall term, in February 2019, we put forward a change to the PhD Completion Fund in order to implement 3 adjudication periods. This was meant to allow for students completing in any term to be eligible to receive funding. This was approved by the Executive on February 27, 2019. The committee now meets 3 times per year: March for the Spring allocation, June for summer, and September for fall. Deadlines for applying for bursaries are announced on the FGS website.

We met April 12th, 2019, in addition to our meeting of February 26, 2019 due to some issues that arose with 16 students incorrectly filing their applications for the Unit 1 bursaries. These students, all in Engineering, submitted their Student Financial Profiles at the wrong time and incompletely, which precluded them from consideration during our February adjudication. In order to correct the issues, we re-adjudicated those students, disbursing funds accordingly. As we had already depleted the Unit 1 Bursary Fund with the February adjudication, we formally requested to have unused funds moved from the Unit 3 Bursary Fund, without prejudice, in order to fund the eligible students. This was approved by the CUPE 3903 Executive on April 17, 2019 (see attachment).

At the April 12th meeting, we also discussed: measures FGS could take to clarify the process/deadlines for the Student Financial Profile; the state of the UHIP Fund; and the implementation of adjudicating students for the PhD Completion fund in summer. As a result, FGS updated on their website to prevent a similar issue happening again in the future with the Student Financial Profile. We also discussed the fact that the UHIP is under tremendous pressure, as the fund is being depleted by students to cover the primary's premiums before it can be used to help International students cover the cost of their dependents. As such, we requested the transfer of unused funds from the Unit 3 Bursary Fund in order to help these students cover the costs of their dependents' premiums. This request was approved by the CUPE 3903 Executive on April 30th, 2019 (see attachment).

We also agreed to meet again in summer in order to adjudicate the MA Bursary Fund and the PhD Completion Fund. That meeting took place on July 4, 2019 without incident. No Fall meeting took place, as there were no eligible applicants for the PhD Completion Fund for that round.

Due to scheduling, the late January deadline for the Unit 1 and 3 Bursary Funds and PhD



Completion Fund for Fall/Winter 2019-2020, and the complex COVID-19 situation, the meeting for adjudicating current applications to these funds took place via Zoom on March 19, 2020. The Funds are disbursed each time, according to the following prioritization:

1. Sole support parents with any number of children; international students
2. Single students who have disabilities or extenuating health concerns
3. Married students with any number of children and an unemployed spouse; Married students with any number of children and a spouse that receive OSAP
4. Married students with any number of children and a spouse who is employed; married children without children and an unemployed spouse; Married students with no children and a spouse who receives OSAP
5. Single students who pay rent
6. Married students without children and an employed spouse; single students who do not pay rent.

Total approximate hours worked: 3 meetings for ~3 hours each; ~3 hours for emails = 12 hours for each member.

Difficulties in performing the tasks:

None—FGS is very organized and has implemented a thorough and efficient system for assessing the applications. They also now seem to have an excellent Financial Officer and a receptive Dean, both of whom wish to work collegially with CUPE. The previous two financial officers were not really adjusted to a university environment.

Results of Fund adjudication:

- PhD Completion Fund (\$100000): a total of \$54000 was disbursed to 39 applicants in July 2019. There were no eligible applicants in either the Fall or Winter 2019-2020 terms
- Unit 1 Masters Bursary Fund (\$107000): a total of \$93750 was disbursed to 64 applicants in July 2019.
- Unit 1 Bursary Fund (\$225000): a total of \$325200 was disbursed to 203 applicants in March/April 2019. This was made possible by the transfer of \$100,200 from the surplus funds in the GA Bursary Fund. A total of \$418950 was disbursed to 281 applicants in March 2020. This was made possible by the transfer of \$193950 from the surplus funds in the GA Bursary Fund. These transfers of unused Unit 3 funds have enabled the Committee to not only provide funding to more applicants, but have enabled the Committee to significantly increase individual bursary amounts. For the March 2020 round, 6 applicants were not given CUPE bursaries due to their receipt of other, significant bursaries from FGS (over \$3500). This decision was taken together with the CUPE 3903 Executive in order to maximize the number of students who could receive funding.
- Unit 3 GA Bursary Fund (\$275000): a total of ~\$4200 was disbursed to 2 applicants in March 2019. A total of \$26400 was disbursed to 14 applicants in March 2020. Surplus funds were used to top up the Unit 1 Bursary Fund, as outlined above.

Relevant letters from CUPE Exec and disbursement breakdowns attached.

Unit 1 Bursary Fund Disbursement – March/April 2019

Student Financial Profile Rank FALL/WINTER 2018-2019							
Category	ExpCirDesc						
		Award Value	# of applicants	# of recipients	Total	Additional Recipients	
0	CUPE 1						
1	Sole Support Parents with any number of children; International and Domestic students	\$ 2,500	13	13	\$ 32,500	-	-
2	Single students who have disabilities or extenuating health concerns	\$ 2,100	9	9	\$ 18,900	-	-
3	Married students with any number of children and an unemployed spouse; Married students with any number of children and a spouse who receives OSAP	\$ 2,000	36	36	\$ 72,000	4	8,000
4	Married students with any number of children and a spouse who is employed; married students without children and an unemployed spouse; Married students with no children and a spouse who receives OSAP	\$ 1,600	15	15	\$ 24,000	-	-
5	Single students who pay rent;	\$ 1,400	94	94	\$ 131,600	10	14,000
6	Married students without children and an employed spouse; Single students who do not pay rent	\$ 1,100	21	21	\$ 23,100	1	1,100
10	Shows no financial need; resources exceed expenses	\$ -	29	0	\$ -	1	-
	Grand total		217	188	\$ 302,100	16	23,100
	Amount Available				\$ 225,000		- 77,100
	CUPE 1 Bursary [cc 126405] Award 1276(D); 1277(V)						
	Balance (Transfer from Unit 3 Bursary Fund authorized by CUPE)				\$ (77,100)	From CUPE 3 Funds	\$ (100,200)

Unit 1 Bursary Fund Disbursement – March 2020

	Student Financial Profile Rank FALL/WINTER 2018-2019					
Category	ExpCirDesc					
0	CUPE 1	Award Value	# of applicants	# of recipients	Total	Rec'd Other Bursaries
1	Sole Support Parents with any number of children; International students	\$ 1,800	111	110	\$ 198,000	1 student
2	Single students who have disabilities or extenuating health concerns	\$ 1,650	22	19	\$ 31,350	3 students
3	Married students with any number of children and an unemployed spouse; Married students with any number of children and a spouse who receives OSAP	\$ 1,550	28	26	\$ 40,300	2 students
4	Married students with any number of children and a spouse who is employed; married students without children and an unemployed spouse; Married students with no children and a spouse who receives OSAP	\$ 1,400	19	19	\$ 26,600	
5	Single students who pay rent;	\$ 1,200	88	88	\$ 105,600	
6	Married students without children and an employed spouse; Single students who do not pay rent	\$ 900	19	19	\$ 17,100	
10	Shows no financial need; resources exceed expenses	-	56	0	\$ -	
	Grand total		343	281	\$ 418,950	6 students
	Amount Available					
	CUPE 1 Bursary [cc 126405] Award 1276(D); 1277(V)					
	Balance				\$ (193,950)	from CUPE 3 Funds

Unit 3 Bursary Fund Disbursement March 2019

Student Financial Profile Rank Fall/Winter 2018-2019					
Category	ExpCirDesc				
0	CUPE 3 GA Bursary FALL/WINTER 2018-2019	Award	# of Applicants	# of recipients	Total
1	Sole Support Parents with any number of children; International students	\$ 2,500	0	0	\$ -
2	Single students who have disabilities or extenuating health concerns	\$ 2,100	2	2	\$ 4,200
3	Married students with any number of children and an unemployed spouse; Married students with any number of children and a spouse who receives OSAP	\$ 2,000	0	0	\$ -
4	Married students with any number of children and a spouse who is employed; married students without children and an unemployed spouse; Married students with no children and a spouse who receives OSAP	\$ 1,600	0	0	\$ -
5	Single students who pay rent;	\$ 1,400	0	0	\$ -
6	Married students without children and an employed spouse; Single students who do not pay rent	\$ 1,100	0	0	\$ -
10	Shows no financial need; resources exceed expenses	\$ -	1	0	\$ -
	Grand total		3	2	\$ 4,200
	Amount Available				\$ 275,000
	CUPE MA Bursary [c.c. 126503] Award 1561(D); 1562(V)				
	Balance				\$ 270,800

Unit 3 Bursary Fund Disbursement March 2020

Student Financial Profile Rank Fall/Winter 2019-2020					
Category	ExpCirDesc				
0	CUPE 3 GA Bursary FA19-WI20	Award	# of applicants	# of recipients	Total
1	Sole Support Parents with any number of children; International students	\$ 2,500	3	3	\$ 7,500
2	Single students who have disabilities or extenuating health concerns	\$ 2,100	5	5	\$ 10,500
3	Married students with any number of children and an unemployed spouse; Married students with any number of children and a spouse who receives OSAP	\$ 2,000	1	1	\$ 2,000
4	Married students with any number of children and a spouse who is employed; married students without children and an unemployed spouse; Married students with no children and a spouse who receives OSAP	\$ 1,600	0	0	\$ -
5	Single students who pay rent;	\$ 1,400	3	3	\$ 4,200
6	Married students without children and an employed spouse; Single students who do not pay rent	\$ 1,100	2	2	\$ 2,200
10	Shows no financial need; resources exceed expenses	\$ -	1	0	\$ -
	Grand total		15	14	\$ 26,400
	Amount Available				\$ 275,000
	CUPE MA Bursary [c.c. 126503] Award 1561(D); 1562(V)				
	Balance				\$ 248,600



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
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Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Thursday, February 28, 2019

RE: PhD Completion Fund deadlines & use of GA Bursary surplus for U1 Bursary

Dean Loebel,

Based on the recommendations of our Bursaries Committee members, the Executive Committee has approved of the following adjustments with regards to the adjudication of Collective Agreement bursaries. Please note, that these adjustments should be assumed to occur without prejudice.

- The PhD Completion Fund will have 3 rounds of disbursement per year (January, June, and September) rather than the current practice of the single disbursement during the Summer term.
- \$80,000 from the Unit 3 GA Bursary Fund will be made available to the U1 Graduate Student Bursary Fund for the 2018-2019 academic year.

If you have any concerns or questions, please don't hesitate in contacting me.

Sincerely,

Michael Laurentius
Secretary-Treasurer
CUPE Local 3903

143 Atkinson Building
York University
4700 Keele Street
Toronto ON. M3J 1P3

sectreasurer3903@gmail.com



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
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Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Wednesday, April 17th, 2019

Via E-mail: condotta@yorku.ca
tavaresj@yorku.ca
fgsdean@yorku.ca

RE: Issues concerning the U1 Graduate Student Bursary Fund; Information request

Ida:

Based on the recommendations of our Bursaries Committee members, the Executive Committee has approved of the following adjustment with regards to the adjudication of a Collective Agreement bursary. Please note, that this adjustment should be assumed to occur without prejudice.

- Up to an additional \$20,200 from the Unit 3 GA Bursary Fund will be made available to the U1 Graduate Student Bursary Fund for the 2018-2019 academic year.

In addition, we are concerned by the state of the CUPE 3903 UHIP Fund. From our understanding, the fund is no longer sufficient at its current size due an increasing number of international students. Could you provide the Union with the following information:

- The number of international students who were also members of CUPE 3903 (thus eligible for the UHIP Fund) during the 2011/12, 2012/13, 2013/14, 2014/15, 2015/16, 2016/17, 2017/18, and 2018/19 academic years
- The amount made available via the CUPE 3903 UHIP Fund to our members for each of the academic years. Did the Employer's contribution remain \$77,000 the entire time?

Ultimately, we would like to know whether the UHIP Fund requires a supplement via the application of the fund protection provision in the Unit 1 (15.24) and Unit 3 (21) Collective Agreements.

If you have any concerns or questions, please don't hesitate in contacting me.

Sincerely,

Michael Laurentius
Secretary-Treasurer, CUPE Local 3903

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Friday, March 20th, 2020

Via E-mail: condotta@yorku.ca
fgsdean@yorku.ca

RE: Transfer of funds to supplement UHIP and Unit 1 Graduate Student Bursary Funds

Ida:

Based on the recommendations of our Bursaries Committee members, the Executive Committee has approved of the following adjustments with regards to the adjudication of Collective Agreement bursaries. Please note, that these adjustments should be assumed to occur without prejudice.

- Up to \$203,800.00 from the Unit 3 GA Bursary Fund will be made available to the U1 Graduate Student Bursary Fund for the 2019-2020 academic year.
- Up to an additional \$9,330.00 from the Unit 3 GA Bursary Fund will be made available to the CUPE 3903 UHIP Fund for the 2019-2020 academic year. Given the \$20,670.00 transfer authorized on November 20th, 2019, the total transfer from the Unit 3 GA Bursary Fund to the CUPE 3903 UHIP Fund for the 2019-2020 academic year will amount to up to \$30,000.00.
- Exclude CUPE Local 3903 bargaining unit members who will be awarded either the (1) General Motors of Canada Limited Bursary for Graduate Students in Computer Science or (2) Fiera Sceptre Inc. Bursary from consideration for the U1 Graduate Student Bursary or the Unit 3 GA Bursary for the 2019-2020 academic year.

If you have any concerns or questions, please don't hesitate in contacting me.

Sincerely,

Michael Laurentius
Secretary-Treasurer, CUPE Local 3903

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Communications Committee
Summary Report Prepared by Firoza Elavia:

The Communications Committee met on April 16, 2019:

Visioning meeting to prepare for the year ahead and organize for upcoming bargaining year.
What type of campaigns to organize; posters, hashtags
Funding deadlines update on website
Alliances with York student groups; academic organizations – OSSTF, ETO
How to deal with Ford govt. cuts – Provincial, CUPE Labour Movement
Alliances w OCAP, and Climate – labour focus.

The Communications Committee met on July 3, 2019:

September launch campaigns: re: benefits, union solidarity, twitter hashtags, FaceBook
Freedom of Information access – for York;
Welcome BBQ;
Posters – Ways and means Fund flyer, Professional Develop. Fund, Extended Health Benefits.
Social media strategies; how to get members involved
Videos and/or text/pictures for website
CUPE National Conference
Equity issues on FB;
Executives' profiles for webpage; questions for Exec.

The Communications Committee met on Sept. 25, 2019:

Grant in Aid;
Posters -- Ways and means Fund flyer, Professional Develop. Fund, Extended Health Benefits --
language & design; Executive blurbs from: CSU1, VPU1 & CO

Prepare four questions for Comms. Comm. For Exec. blurbs.

The Comm. Committee met on Nov. 27, 2019:

The Comm. Committee met on Jan. 31, 2019:

Bargaining strategies;
OCUFA – Contract Faculty day (once/yr.): Feb. 12; social day of action: “Broken Promises”
#, tweet, template tweet after 3pm re: jobs, living wages, hiring practices
#fairness4CF
Selena Phillips-Boyle: contacted CC Oct. 15th , 2019 – freelance photographer & videographer; I (Firoza) will contact her;
Bargaining tab on website: i) vocabulary sheet ii) graphic timeline
Blurb of 2 people speaking; general outreach about who we are and what we do; how members can stay informed; incremental nature of bargaining
Wikipedia page – VPU2 would update
Google Doc for projects & comments;



Town Hall – end of February
Bargaining surveys – 2nd wk. of Feb.
Website cleanup: CUPE National – 10 different templates; wordpress
Accessibility Counsel – hearing, visual, cognitive;
Translation into French;
Moving our forms online

Met with Selena Phillips-Boyle on March 2, 2019:

Firoza, CO; Selena at meeting

Discussion on photos, writing and videos – what she does and can do for us re: videos and communications strategy.
Rates for shooting, editing & consultation
Bargaining videos: how many? How long? Projected timeline for completion & publishing?
Rough Contract

The Communications Committee met on March 6, 2019:

My report with Selena Phillips-Boyle was discussed
Discussion on: types of videos we want; how many? How long?
process for hiring an external person; Projected timeline for completion & publishing?
Categories of videos; how much to spend & where.
Rates for shooting, editing & consultation for Selena too high.
Our total budget; Comms. Would have extra budget during bargaining; CO would make an open call; CO would pass it by 1281 Shop Steward.



CUPE Toronto District Council

By Edward Wong

For the past year, I have provided updates from our local to the CUPE Toronto District Council. I have also participated in discussions and decision-making processes at the council. In addition to my role as a delegate, I also served as the youth chair on the council, reporting issues relevant to young workers and engaging in my ongoing work to address relevant labour concerns. This has included organizing Chinese grocery store workers and engagement in the Hong Kong labour movement.

By Alia Karim

I offered to be on the CUPE Toronto District Council this past year. This Council is meant to organize local political actions, provide bargaining support for locals in Toronto, and promote strong public services with good jobs which is at the heart of CUPE's mandate.

I am sorry to inform you but the Council only met once since I've been in the position. They met last September which I could not attend due to a scheduling conflict, and then they canceled their October meeting because it coincided with voting for the Federal Election. Sadly, I have not heard from them since. I'm not sure if something has happened to the Chair or if they're going through a transition, but I haven't heard from anyone who helps to coordinate the Council. As such, I have nothing significant to report.

By Megan Hillman

CUPE Toronto District Council meets from 7-9pm every 3rd Monday of the month. Delegates from CUPE locals across the city meet to share information about what is happening in individual locals. We have been trying new initiatives to make the meetings more productive with some success.

Actions that District Council have been involved in this year:

1. Women's March
2. Trans March, Dyke March and Pride Parade
3. Toronto Caribbean Carnival (formerly Caribana)
4. Labour Day Parade

Elections: delegates worked to get labour-friendly candidates elected to city hall and the school boards.

Local Support: we have provided picket line support to striking locals and helped organize buses to support striking locals outside of Toronto.

We have also helped support the \$15 and Fairness campaign and TTC Riders.

CUPE Toronto District Council has also worked hard to make sure retirees are included in local committees, in district councils across the province, and at the Ontario CUPE convention by fighting for fee waivers.



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CUPE 3903 is entitled to 7 delegates but only 3 regularly attended this year – Nicole Leach, Edward Wong, and Megan Hillman. It would be fantastic if more members could attend. There are lots of ways to be involved in the District Council: The Women’s Committee, the Education Committee, the Equity Committee, the Political Action Committee and the Retiree Committee.

One of our delegates resigned from her position as Recording Secretary due to the ableist and

discriminatory treatment she was experiencing. District Council asks delegates to “please stand if you are able” for the reading of the Equality Statement and, in requesting a phrasing change to be more inclusive, other delegates and members of the executive felt threatened and pushed back. We remain committed to trying to make District Council more inclusive for all delegates.

Currently one delegate from 3903 – Megan Hillman – sits on the CUPE Toronto District Council executive as the Women’s Chair.



Employment Equity Committee

***Members: Elena Chou, Firoza Elavia, Nadia Habib (until December 31, 2019),
Sheila Wilmot (until March 2020)***

Report on activities for 2019-2020:

1. The three members of the 2018-2019 Employment Equity Committee – Elena Chou, Firoza Elavia, and Nadia Habib - (henceforth referred to as the EEC) were re-elected in March 14, 2019 at the 3903 Annual General Meeting for 2019-2020.
2. The EEC met with the Employer on April 4, 2019.
3. The EEC was invited to sit in a meeting with the 3903 Grievance Committee on April 11, 2019.
4. The EEC was scheduled to meet with the Employer on May 7, 2019 to follow up with a list of items that we were discussing earlier in 2018-2019, such as: increasing the response rates for Units 1, 3 and 4 for the Self-ID employment equity surveys; getting an update on the Unit 2 accommodations process that could be publicly available for members; getting an update on video remote interpreting (VRI); and getting an update on core competency training for upper level administration at York. However, this meeting was cancelled at the request of Rob Lawson, Faculty Relations, on May 6, 2019, and notice was only sent to Raj Virk and Sheila Wilmot (on a day in which Sheila Wilmot did not work). The EEC had already planned to meet in the morning prior to our meeting with the Employer in order to prepare, and so we discussed updates on the items for discussion. A decision was made collectively at the end of our EEC meeting to file a policy grievance against the Employer due to the Employer's continual failures to implement an EE plan in a timely manner.
5. The policy grievance was filed by Sheila Wilmot on May 9, 2019 against the Employer, in which the Employer had 25 days to complete a Step 4 response. Mihaela Stancescu, acting on behalf of Rob Lawson, requested an extension until July 15 to complete the response, to which the EEC agreed.
6. The EEC met on June 5, 2019 to further discuss the policy grievance against the Employer. A mediation date was set for October 17, 2019.
7. The EEC was invited to sit in a meeting with the 3903 Grievance Committee on July 19, 2019.
8. On October 17, 2019, the EEC had our Step 4 grievance meeting with Arbitrator Chris Albertyn.

We agreed to a Memorandum of Settlement (henceforth referred to as the MoS) that included:

- a. An agreement between the EEC and the Employer to meet five times a year: twice in the winter, once in the summer, and twice in the fall from 10:00am-1:00pm, with the meeting dates to be set at the next meeting on November 20, 2019.
- b. A discussion of email communication twice a year (end of February and end of October) to encourage completion of the self-ID surveys, especially for Units 1, 3 and 4.
- c. A detailed review of the EE plan with objectives and timelines for completion of listed objectives and tasks.



- d. Accommodation procedures for Unit 2 to be finalized and made publicly available to members.
9. The EEC was invited to sit in a meeting with the 3903 Grievance Committee on October 31, 2019.
 10. The EEC met on November 6, 2019 in order to become more fully acquainted with the MoS from October 17, 2019 as well as to prepare for our meeting with the Employer on November 20, 2019.
 11. The EEC met with the Employer on November 20, 2019 as per our first scheduled meeting date from the MoS. We continued where we left off from our previous meeting back in January 22, 2019 on discussing the challenges that York Faculty Relations, Annette and York IT were all having in working to increase self-ID survey response rates for Unit 1s, as well as issues related to: incorporating the new intersectionality language in CUPE 3903 job postings; equity and accountability in relation to the Unit 1 course ticketing process: various mandatory and core competency training for departmental level administrators and Deans/Associate Deans; and Unit 2 disability accommodation procedures. We also set the dates for future joint EEC meetings with the Employer: January 23, 2020; March 26, 2020; June 18, 2020; September 24, 2020; and November 26, 2020, all from 10:00am to 12:00pm.
 12. The EEC was invited to sit in a meeting with the 3903 Grievance Committee on January 15, 2020.
 13. The EEC met on January 21, 2020 to prepare for our meeting with the Employer on January 23, 2020.
 14. The EEC met with the Employer on January 23, 2020 as per our second scheduled meeting date from the MoS.
 15. The EEC met with the Employer on March 26, 2020 as per our third scheduled meeting date from the MoS.
 16. The EEC was invited to sit in a meeting with the 3903 Grievance Committee on June 12, 2020.
 17. The EEC met with the Employer on June 18, 2020 as per our fourth scheduled meeting date from the MoS.



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Extended Health Benefits (EHB) Committee

The Sept 2019 to March 2020 committee was comprised of Erin Grosjean, Thania Vega, and Niloofar Golkar. Up until our meeting on March 11, we adjudicated 282 applications of which 6 were held for further documentation required, and 11 were rejected due to ineligibility. We have as of this date spent \$174,374 (out of \$220k) which is just over half of the total requested (around \$300k). We met 4-5 weeks (sometimes more for a total of 10 times) and allocated around \$25 to \$45k per meeting.

This year proved to be very challenging as the transition from paper to online applications meant a lot of added work for adjudicators. In particular, we had to re-configure the adjudication process to meet new documentation requirements, and there was a significant increase in the number of applications. As a comparison, in the 2018-2019 period there were 144 applications (compared to 282 for this year) and this was already supposed to be a particularly busy year given that we were coming off the strike.

We are putting forward motions to add an additional adjudicator for the following period to meet this increase in the workload, as well as to increase the honoraria of this committee and the committees going forward.

Motions

Whereas there was an increased workload (both in terms of re-configuring the adjudication process and an increase in the number of applications) due to the transition from paper to online application forms;

BIRT the 2019-2020 EHB adjudication Committee gets a one-time increase of their honoraria from \$1500 to \$2250 for each person.

Whereas there has been an increase in the number of applications to EHB due to the transition to online application forms;

BIRT the EHB adjudication Committee is expanded from 3 to 4 members.

BIRFT the EHB honoraria is increased from \$1500 to \$2000 per person.



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Labour-Management Committee
By Hilary Davis, Unit 2 LMC Representative

My tenure as the Unit 2 representative on LMC began in March 2019 and ended December 31, 2019 because I was awarded an SRC and became a member of YUFA on January 1, 2020. During my tenure I served as the Unit 2 representative as well as the 3903 co-chair on this committee.

My responsibilities included the following:

- I attended two meetings (approximately) a month from March thru December. One was the LMC meeting with all representatives on both the CUPE and the Employer's sides. The second (approximately) monthly meeting was with the co-chair from the Employers' side and held a week in advance of the LMC meeting.
- I scheduled both the co-chairs meeting and LMC meetings.
- I initiated and finalized the agenda for the LMC meeting.
- I usually wrote the first draft of the LMC report after each LMC meeting and when it was finalized, I sent it to 3903 Communications officer for posting.
- I responded to LMC-related email from the other CUPE representatives on the LMC committee as well the 3903 Executive members involved with LMC and the co-chair on the Employer's side. I also answered email from members that was sent to the LMC email account. In addition to trouble-shooting problems as they arose, as the Unit 2 LMC rep I advocated for better communication and accessibility around PER and T2200 for Unit 2 members and institutional policies regarding Unit 2 representation at the Faculty and Department level as well as an institutional policy around Unit 2 office space, furniture, and computers.



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Unit 4 Labour Management Committee Annual Report

Committee Members

Stephanie Power, Chief Steward Unit 4, Scott Library, LMC Co-Chair
Sharona Brookman, Osgoode Law Library
Susan Bryant, Bronfman Business Library

Purpose & Goals

The purpose of the Unit 4 Labour Management Committee is to function as a collaborative advisory body, making recommendations to the Union and/or the Employer with respect to its discussions and conclusions. The Unit 4 LMC recognizes the unique challenges and opportunities that come with part-time work in the libraries and archives and works collectively to ensure that the value of our membership's professional and educational experience is recognized and that our working conditions and duties are distributed fairly and with respect to our expertise as information professionals.

Goals

Our members identified several areas where efforts of the LMC could assist in meeting strategic goals of YUL while addressing the working and safety conditions of U4 membership, including:

- The maximum hours of work, i.e. exceeding 17 hours per week and/or integrating
- flexibility of the hours so that an average of 17 could be worked over a pay period or
- contract rather than the rigid standard currently in place.
- Determining protocols for planned and unplanned university closures.
- Printing the 2018-2021 Collective Agreement, which was ratified in November 2018.
- Formal or informal protocol regarding unpaid leaves and the coordination of requested
- time off.
- Accommodations processes.
- Safety and wellness concerns (e.g. working from home, access to security services,
- access to communication tools, security incidents, and public health issues)

Logistics

The Unit 4 LMC's goal was to meet with the Employer on a bi-monthly basis, giving time for the Employer and the Union to research and/or enact recommended actions. The LMC Co-Chairs (Stephanie Power for the Union; Mihaela Stancescu, then Diane Pestrin for the Employer) remained in communication between meetings and held Co-Chair meetings when necessary. In between LMC meetings, Union members of the LMC met with CUPE Staff Representative(s) to strategize and determine the best course of action to move recommended actions forward. Our meetings were held in Scott Library and scheduling was coordinated by the LMC Co-Chairs to ensure that committee members were able to attend with reasonable notice.



Meetings Attended

Meetings with the Employer:

- April 30, 2019
- August 13, 2019
- November 26, 2019
- January 14, 2020

Meetings with Staff Representatives:

- April 2, 2019
- November 14, 2019
- December 11, 2019
- March 5, 2020

Co-Chairs' Meeting

- December 18, 2019

Accomplishments and Challenges

Accomplishments

While progress was often slow for the Unit 4 LMC, there was movement on some key issues raised by the LMC and Unit 4 members more broadly, including:

- Establishing protocol for Emergency Weather Closures to ensure all scheduled staff will be compensated for work missed due to emergency closures due to inclement weather
- Informal agreement reached on the issue of unpaid leaves, where part-time staff felt they were unable to take vacation time for fear of reprimand. Flexibility built into PT roles allows for some movement in terms of which specific days are worked and for how long a U4 can work at one time (e.g. three 5-hour shifts vs. two 8-hour shifts).
- Improving communication and safety standards by ensuring all members have access to telephone service.
- Ensuring the Employer was meeting required deadlines and communication requirements regarding issues such as: New job postings, posting of seniority listings, confirmation of application(s).
- Better communication between Osgoode HR and the Union with respect to new hires and the posting of U4 positions.
- Updating accommodation procedures to ensure that CUPE 3903 members have the tools and knowledge to apply for accommodations when necessary. Draft protocol is still being developed by Rob Lawson (Faculty Relations) and Sheila Wilmot (CUPE 3903) and will be brought to the LMC for review before the pamphlet is distributed broadly.
- Improving communication and understanding of the concerns and importance of part-time archivists and librarians, especially as YUL continues to move through restructuring and the re-examination of the nature of part-time work.

Challenges

Our work this year in the Unit 4 Labour Management Committee has been about resolving a number of issues raised by our members. This has been a challenge due to the employer's slow progress on a number of issues, including the maximum hours of appointment and the remuneration of members for unplanned university closures.



The Employer's position and/or understanding of the issues being discussed often seemed opaque and/or unclear. This situation has improved in the last few meetings, largely due to a change in the LMC Co-Chair on the employer side. Some specific challenges included:

- Logistical issues during the implementation of the Unit 4 LMC which delayed our first meeting with the Employer until April 30th. We have since established a working timeframe and meeting schedule that is mutually beneficial for all members of the committee.
- Communication with the Employer's original LMC Co-Chair was difficult. The Co-Chair did not appear to be familiar with the relevant CA articles and official communication required of them. For example:
 - Scheduled meetings were "forgotten" by the Employer.
 - Unpreparedness for meetings and apparent unfamiliarity with Unit 4's CA, e.g. not following Article 5.01 which states that designated Co-Chairs "shall alternate in presiding over meetings". As a result, meetings were unfocused and fruitless.
- The printing of the 2018-2021 Collective Agreement took an unreasonable amount of time and the Chief Steward and LMC were not given the opportunity to provide feedback, as required by our Collective Agreement, before the CA was publicly posted. Further, print copies were not made available to the membership until January 2020, more than a year after the agreement was ratified.

Goals Not Yet Met

The issue of the maximum hours of work has been an ongoing problem for Unit 4 members since the creation of the Unit. Since a section of YUFA's Collective Agreement stipulates that any hours worked beyond 50% FTE is considered a YUFA appointment, CUPE-4 members are limited to a maximum of 17 hours per week.

We are working towards the Employer allowing some flexibility regarding working more hours one week and fewer hours the other week within a single two week pay period, as long as the total number of hours within the pay period does not exceed 34. To this end, we have met with YUFA Librarians to overcome any reservations YUFA and The Employer may have around this issue in the hope that this will sway both the Employer and the members of YUFA to allow us more flexibility during our appointments. A tentative solution to this issue has been reached, but will not likely be met before the end of the current LMC's appointment.

Recommendation(s) for the Proceeding Committee

We recommend that Unit 4 Labour Management Committee continue to work collaboratively with other library organizations (YUFA, YUSA) to ensure that our respective Collective Agreements can work together, rather than in opposition. As information professionals and colleagues, the Unit 4 LMC believes it is in the best interest of both the membership, our colleagues in YUFA, and the Employer to work together to achieve our shared goals.

Items that still require the attention of the LMC include:

- Maximum hours of work and working collaboratively with our colleagues in YUFA to determine a mutually beneficial solution to the issue of the 17-hour cap.



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- Planned closures and Unit 4 compensation; Though our CA guarantees a minimum of 12 hours of work per week, members of Unit 4 lose an entire pay period when the university closes for Winter Break putting undue financial strain on the membership.
- Unplanned closures (i.e. COVID-19) and Unit 4's options for completing minimum / maximum hours of work remotely.
- Scheduling of Unit 4 workers. Specifically, ensuring that scheduled shifts are coordinated at least two weeks in advance with exceptions for emergencies due to illness or extenuating circumstances beyond the Employer's control.
- Continuation of clear and transparent communication between the HR, the DLO, and the Union.

Respectfully submitted to CUPE 3903 by the Unit 4 LMC,

Stephanie Power, LMC Co-Chair & Chief Steward, Unit 4
Sharona Brookman, Osgoode Law Library
Susan Bryant, Bronfman Business Library



Postings Officers

By David Ravensbergen (U1) and Alie Hermanutz (U1)

As of this year, all postings committee work is being managed through a new committee email account (cupe3903postings@gmail.com), replacing the previous system of using the email addresses of individual committee members. This will ensure continuity in the committee's work and improve communication with departmental representatives and Faculty Relations. We have also created a brief manual outlining the committee's responsibilities and workflow, which is included at the end of this report. We see this manual as an important reference for the orientation of new committee members, as the bulk of the committee's work falls between the election of committee members at the CUPE 3903 Annual General Meeting and the April 22 deadline for fall/winter postings. Further discussion of the challenge of committee turnover and postings deadlines are included below.

This report is divided into three sections. In the first section, we discuss ongoing postings issues that have carried over from previous years, and new issues that have cropped up during the current period. Section two outlines our recommendations for the coming year. Section three outlines the workflow of the committee.

For the sake of brevity, most issues identified with particular postings have not been included. Questions, comments, or concerns regarding this report can be directed towards dravensbe@gmail.com and/or alie.hermanutz@gmail.com.

Section One: Ongoing Issues

New and Revised Postings

- We have made a concerted effort to ensure that all NEW and REVISED postings are submitted to our new committee email address (cupe3903postings@gmail.com) for review prior to their upload to the CUPE Job Board. Rob Lawson of Faculty Relations has been supportive of this effort and has assisted us in reminding all departments to send all postings and postings-related correspondence to our committee email account.
- Several departments continue to disregard the requirement to send NEW and REVISED postings for review, in violation of Article 11.05.2 of the 2017-2020 Unit 2 collective agreement. For Summer 2020 postings, the following departments violated 11.05.2: Nursing, Engineering, Mechanical Engineering, History, and Humanities.
- We have notified all offending departments and will continue to send reminders in advance of the next postings cycle. If compliance does not improve, we would suggest considering the possibility of a policy grievance.
- Emergency postings continue to be an issue within some departments. In many instances, postings are uploaded to the Job Board after the common postings date without being marked as emergency postings. One posting in the Education department was posted to the Job Board with a 24-hour deadline, violating the 48-hour requirement outlined in the collective agreement. Further details on problems with emergency postings are provided below.



Faculty of Health Issues

- Postings in the School of Nursing in the Faculty of Health are excessively long, detailed and complex, falling far outside of the standard template used by other departments. While we recognize that postings for clinical course directorships in Nursing will necessarily differ from postings in other departments, much of the information listed on Nursing postings could be dramatically reduced. Many of the details could be shifted over to the departmental website. The creation of a Nursing LMC has improved some of the issues in Nursing postings, but work remains to be done.
- Multiple postings across the Faculty of Health (specifically the Psychology, Health Studies, and Nursing departments) include a requirement for applicants to obtain a WHMIS (Workplace Hazardous Materials Information Systems) Certificate (Level 1) within one month of hiring, and to attend ‘train the trainer’ sessions. These postings do not specify that attendance at these programs will be counted as paid work per Article 15.02.3. We have raised this issue with Rob Lawson and departmental representatives and have yet to receive a clear response. If unresolved, this issue could be taken up as a policy grievance.

Summer 2020 Postings Deadline Violations

- Multiple departments uploaded regular postings to the Job Board after the common postings date (January 31), in violation of Article 11.09.1 of the 2017-2020 Unit 2 collective agreement. Postings designated as ‘emergency postings’ are permitted to be uploaded beyond the common postings date. Offending departments include Nursing, Engineering and Mechanical Engineering.

Section 2: Recommendations

The most pressing issue facing the Postings Committee in the 2020-21 academic year is Rob Lawson’s retirement and replacement as Associate Director of Faculty Relations. Although certainly not without his flaws (and his structural position as an antagonist of our union and its members), Rob has years of institutional memory and understands the collective agreement reasonably well, and has established relationships with individual departments. It is unclear whether his replacement will be an internal hire with working knowledge of the collective agreement and the particularities of departmental personalities and procedures, or an outsider who will attempt to implement a wholly new approach. We recommend requesting a transition meeting with Rob and the incoming Associate Director in order to ensure maximum possible cooperation on postings.

We should also note that while Rob Lawson is retiring, as far as we are aware his assistant Charles Bisram (bisr590@yorku.ca) will be staying on at Faculty Relations. Charles has years of experience and should be a primary point of contact during the transitional period as the new Associate Director settles into their job.

A related issue concerns the timing of the election of new members to the Postings Committee. As the current committee members will be transitioning out of their positions, it is vital that the 2020-2021 committee members are given rapid orientation and training. However, since the timing issue recurs annually, we recommend considering some possible revisions to the committee.

Per Article 11.09.1 of the Unit 2 CA, the common postings date for the upcoming



fall/winter sessions is April 22. This means that all NEW and REVISED postings must be given to the committee by April 5 (at least two weeks in advance of the common postings date)—a mere 5 days into the new committee’s term. New committee members will almost immediately begin receiving draft postings from departments, and may initially have difficulty recognizing problematic postings language. The difficulties posed by this timing challenge could be resolved in different ways:

- The role of Postings Committee members could be redefined so that incumbent members are responsible for April postings even after new members have been elected at the AGM. However, depending on the schedules and other roles taken on by incumbent members (such as Executive Committee positions), this approach may not always be feasible.
- The dates for the election of new Postings Committee members could be changed in order to give new committee members time to familiarize themselves with their roles before the April postings rush. We recommend that the nomination and election period for this committee be moved to an earlier date (such as at the February GMM) to allow more time for this transition.

Until a change is made to the Postings Committee to address this timing challenge, we recommend that prospective committee members are made aware of the workload in April, and can commit to attending training shortly after the AGM and taking on the bulk of the committee’s work in the weeks immediately following the election.

Given the complexity of postings in the School of Nursing, we recommend that training and orientation for new Postings Committee members also includes meeting with the Nursing LMC or other 3903 Nursing members familiar with departmental requirements. The Nursing LMC has been doing great work in addressing postings problems. Ensuring that Postings Committee members are up to speed on the latest developments and familiar with Nursing requirements will help to increase compliance in this department.

For postings across departments, Rob Lawson has agreed that a requirement for published research and ‘recent teaching experience’ should generally be moved from the ‘Required’ to the ‘Preferred’ qualifications section. Furthermore, he has agreed to specify that ‘recent’ be specified to mean ‘within the last five years’. Social Science has been exemplary in amending their postings in line with this change, but this issue should continue to be taken up with the new Associate Director of Faculty Relations and departmental chairpersons in order to ensure broad compliance.

In general, the committee’s work can be improved through closer cooperation with the Grievance Committee. We would also like to encourage individual members who have encountered issues with postings to reach out to the committee.

Section 3: Committee Workflow

The Postings Committee is responsible for ensuring that all employment postings uploaded to the CUPE Job Board (<https://cupejobs.uit.yorku.ca/>) comply with the collective agreement. It follows that the majority of the workload for the Postings Committee is concentrated during two periods: from early April to May 31st, as postings for the upcoming fall/winter session are submitted; and from early January to early February, as postings for the upcoming summer session come in. As referenced above, the dates are specified in article 11.09.1 of the collective agreement.



The majority of postings on the Job Board recur every academic session without any change, and therefore do not need to be reviewed by the Postings Committee. If a member notices that a change has been made to a regular, recurrent posting without that posting being marked as NEW or REVISED, they should notify the Postings Committee. Similarly, NRAs are monitored by Unit 2 members, and generally do not merit close scrutiny by the Postings Committee (aside from ensuring deadline compliance). Again, if a member notices an issue with an NRA (beyond issues pertaining to a hiring grievance) they should notify the committee. CSSP postings are mainly monitored by the Postings Committee for deadline compliance—they must be posted to the Job Board within the timeframe outlined in the collective agreement.

The Postings Committee's work is focused on evaluating NEW and REVISED postings. To that end, the Postings Officers should contact the Associate Director of Faculty Relations in mid-December or early January, and again in early March, to ask that they remind all departments of their obligation to send all NEW and REVISED postings to the Postings Committee for review in advance of the common postings date. Since there will be a new Associate Director as of 2020, this would be an appropriate time to request an in-person meeting to discuss a framework for communication and workflow.

As NEW and REVISED postings are sent by departments to the Postings Committee, those postings should be reviewed as quickly as possible so they can either be approved for the Job Board or contested with the Associate Director of Faculty Relations. Postings should be checked against the general regulations in the collective agreement, and compared with previous and similar postings to look for any irregularities or unacceptable changes (such as problematic language that increases workload or inflated requirements for application to the positions). If there is no issue with a given posting, the Postings Committee should reply to the department and clear the posting for the Job Board.

If the Postings Committee has concerns about language in a particular posting, the first step is to reply to the department and tell them to hold off on uploading the posting to the Job Board as we discuss the posting with the union. Next, the Postings Officers can contact a relevant member of CUPE 3903 in order to seek clarification about a possible collective agreement violation in any given posting, if necessary. Otherwise, the next step is to email the Associate Director of Faculty Relations to discuss the contested postings language and put forward a proposed remedy. If the Associate Director agrees with the position of the Postings Committee, it is important to confirm that the change in postings language will be communicated to the department directly by the Associate Director. The Postings Committee should also contact the department to request that the agreed-upon changes to the posting be made before the posting is uploaded to the Job Board.

If the Associate Director disagrees with the position of the Postings Committee, the reasons should be noted and checked against the language of the collective agreement. If possible, the Postings Committee can continue to argue that its position is supported by the collective agreement. Otherwise, the Postings Committee should note the issue with the posting in the committee's collaborate Google Sheet, particularly if an issue has arisen that should be pursued in bargaining. Any such issue should then be communicated to a 3903 staff member or member of the Executive Committee.



Professional Development Fund (PDF) Committee

General:

- The committee has been able to consistently adjudicate PDF applications in a timely manner, within 3-4 weeks of submission deadlines.
- TCF adjudication took place months into the Nov 2019 and January 2020 with the head of the Teaching Commons. Two meetings were necessary as there were paper applications that were in the PDF filing cabinet that were misfiled and not found until January. Therefore, a second meeting was required.
- Increased number of emails by members confused/upset by limited reimbursement from the fund compared to the maximum amount outlined on PDF form.
- Members are reminded that the fund is finite and increasingly called upon;
- Members are forwarded to other possible avenues of funding within the local and York University.
- Jotform has been an extremely useful tool for the PDF.

Possible/suggested bargaining issues re: PDF

- A needed increase to the PDF, since we are approaching the point where we can only give out ~66% of the allowable maximum to applicants per session. This Fall 2019 session had a maximum of \$437.36 and Summer 2019 session was \$366.00 maximum compared to the \$600 allowable maximum. With ever-increasing flight costs and conference registration fees, our members are in need of additional financial support from the Professional Development Fund.
- The committee acknowledges that the \$600 is far less than most members need to help fund their conference expenses, even when members are able to receive financial assistance from other funds. There is a needed increase in financial support from York to help support research dissemination by York's Unit 1, 2, and 3 members.
- Given that many conferences have and will be cancelled due to the COVID-19 (coronavirus), the PDF committee recommends that we assist members with their accrued expenses that were not eligible for refund.

Other Recommendations:

- The committee recommends a mandatory transition meeting between outgoing and incoming PDF committees to ensure a smooth transition process. The incoming PDF coordinator needs to have sufficient information about the state of the fund and ongoing communication with members experiencing issues (such as on hold applications, lost cheques, etc.). The 2019 transition was very difficult for members of the PDF committee, resulting in a delay of funds being released to members. It took double the hours to complete the same amount of work due to numerous issues that had not been dealt with by the previous committee, which were not passed along to the new committee. After all of these issues were handled, the PDF committee was able to adjudicate the Fall 2019 at a much more efficient pace.
- The PDF committee suggests that the annual report for PDF/TCF be moved to the end of



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August, when the PDF/TCF term ends.

PDF - Summer 2019 (adjudicated Sept-Oct 2019):

Total applicants: 293

Successful applicants: 162

Unsuccessful applicants: 131

Denied: 17 (16 already received max, 1 had no contract)

Duplicate: 65

Future Round: 29

On Hold, Needed more documents: 20

Unit 1 applicants: unknown (our apologies as we did not know we needed to keep track of these numbers. We will make sure we have this information for the next round [Winter 2019-2020])

Unit 2 applicants: unknown

Unit 3 applicants: unknown

Maximum amount for section A: \$366.00 (61% of max.)

Maximum amount for low-priority (outside of session) section A: \$241.56

Maximum amount for section B/C/D: \$152.50

Maximum amount for low-priority (outside of session) section B/C/D: \$101.67

Total amount adjudicated: \$44,208.04

PDF Fall 2019 (adjudicated Jan 2020):

Total applicants: 116

Successful applicants: 95

Unsuccessful applicants: 21

Rejected: 12 (3 no contract, 1 did not attend event, 5 adjudicated in Fall 2018 [jotform error], 3 for items outside scope of PDF)

Future Round: 6

On Hold - didn't send required documentation: 3

Unit 1 applicants: unknown (our apologies as we did not know we needed to keep track of these numbers. We will make sure we have this information for the next round [Winter 2019-2020])

Unit 2 applicants: unknown

Unit 3 applicants: unknown

Maximum amount for section A: \$437.46 (72.91%)

Maximum amount for low-priority (outside of session) section A: \$291.64

Maximum amount for section B/C/D: \$182.28

Maximum amount for low-priority (outside of session) section B/C/D: \$121.52

Total amount adjudicated: \$33,000.00

TCF 2019

Total applicants: 7

Successful applicants: 1

Unsuccessful Applicants: 6

Rejected: 5 (The reasons why the other applications were not approved varied. 3 activities were outside of the scope for the TCF. 2 were not members and therefore, not approved)



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On Hold: 1(due to missing documentation)

Unit 1 applicants: unknown (our apologies as we did not know we needed to keep track of these numbers. We will make sure we have this information for the next round [Winter 2019-2020])

Unit 2 applicants: unknown

Unit 3 applicants: unknown

Total amount adjudicated: \$641.00 (Please note that some money was used from the TCF to cover mistakes made by PDF in the Summer 2019 round due to miscommunications between previous and current PDF committees).