



Canadian Union of Public Employees

Local 3903

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This manual can be found online at:
cupe3903.org/members-manual-and-handbooks

Credits:

This member's manual was prepared by the Executive Committee and staff, building on the work of volunteers from the 2014-15 and 2017-18 Bargaining Mobilization Committees and previous efforts of CUPE 3903 members.

Land Acknowledgement

We would like to acknowledge that this space is the traditional territory of Tkaronto (where there are trees standing in the water), a gathering place for the Anishinaabe, Haudenosaunee, Huron Wendat, and many other nations that travelled and travel through this territory.

Tkaronto is part of treaty 13 and the Dish with One Spoon Wampum Belt Covenant. The dish is Southern Ontario, a land which we all share and eat out of together. This means that we must care for the land and all creatures residing on it, and that we need to limit what we take from the land so that there is enough for everyone else. Reconciliation requires more than just words — it requires education and action.

Resources:

- Kanyen'keha:ka Culture, Language, Indigenous Food Sovereignty, and Land-Based Education:
<https://www.onedishproject.com/>
- Native Land: <https://native-land.ca/>
- Toronto Indigenous Harm Reduction:
<https://www.torontoindigenoushr.com/>
- Indian Residential School Survivors Society:
<https://www.irsss.ca/donate>
- CUPE's *Water is Life* campaign:
<https://cupe.ca/water-is-life>

“[i]t's one thing to say, 'Hey, we're on the territory of the Mississaugas or the Anishinaabek and the Haudenosaunee.' It's another thing to say, 'We're on the territory of the Anishinaabek and the Haudenosaunee and here's what that compels me to do.'” – Hayden King, *Toronto Metropolitan University*

Equality Statement

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate any behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment.

Discriminatory speech or conduct, which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too, does discrimination on the basis of ability, age, class, religion, language and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society, and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff and elected officers must be mindful that all persons deserve dignity, equality and respect.

Second International Decade for People of African Descent

Recognizing the ongoing challenges faced by people of African descent, the UN General Assembly adopted resolution A/79/L.25, proclaiming the Second International Decade for People of African Descent, commencing on January 1, 2025, and ending on December 31, 2034, with the theme “People of African Descent — recognition, justice, and development.” This extension underscores the international community's commitment to addressing issues of racism, racial discrimination, xenophobia, and related intolerance, and to promoting the full inclusion and participation of people of African descent in all aspects of society.

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PART 1: WELCOME TO CUPE 3903



You are a worker, and CUPE 3903 is your Union!

CUPE 3903 represents contract faculty, teaching assistants, graduate assistants, part-time librarians and archivists, and workers at the Canadian Observatory on Homelessness at York University. CUPE 3903 is a local of the Canadian Union of Public Employees (CUPE), a national union whose membership exceeds 600,000 workers—making it Canada's largest union.

CUPE 3903 is your union. As a union, we continuously struggle to improve the working conditions of our approximately 3,000 members. York promotes the funding package it offers to graduate students, and relies heavily on

the precarious work of our members to deliver courses and other services. Yet our members have had to fight hard against the York administration to win the wages, rights, and benefits in our Collective Agreement (CA).

The key distinction between unionized and non-unionized workplaces is the protection provided by the Collective Agreement (CA) between workers and their employer. In non-unionized workplaces, employees have limited protection and recourse against mistreatment by employers, who can arbitrarily change the terms and conditions of employment.

In a unionized environment, workers have protections and recourse via written and legally binding guarantees in our CA. Being a member of CUPE 3903 protects your wages and benefits, and provides a certain measure of job security. If our employer breaches any provision in our contract, we can take action through the established grievance procedure outlined in the CA. Every year, we file dozens of grievances to defend members' rights and working conditions.

In the last five rounds of bargaining, we have won tremendous gains that include (but are definitely not limited to) the following areas:

- We negotiated the first collective agreement for the new Unit 5, workers at the Canadian Observatory in Homelessness! This first CA includes hiring procedures that recognize seniority, an improved wage grid, and reconciliation proposals, among several provisions!
- In our most recent Units 1, 2, & 3 bargaining and strike, we won a new \$25,000/year fund to support racialized members experiencing racial discrimination, harassment, and violence; this is a proposal we have fought for unsuccessfully in previous rounds of bargaining!
- We also in our most recent bargaining and strike won a new Mentoring Fund of \$10,000/year to provide mentoring, professional development, and other supports

among the units, especially for employment equity groups.

- Guaranteed funding packages for graduate student workers, including protection from tuition increases.
- Additional funds and protections for international graduate students.
- Research leaves for contract faculty.
- One of the strongest benefits packages in the university sector: including vision, drug, dental, and paramedical health benefits, with an additional extended health benefits fund, a trans fund, and a childcare fund.
- Inclusive employment equity language alongside strong protections from harassment and discrimination in the workplace.
- Job security programs for contract faculty.

In 2016, we won the first Collective Agreement for part-time librarians and archivists at York, which substantially increased their pay and provided them with access to a wide range of benefits. In 2018, we won a revitalized job security program for long-serving contract faculty (Special Renewal Contracts) and modest improvements for graduate student members. In our most recent bargaining and strike, we won retroactive pay (for both wages and GIA) despite an expired wage re-opener, and ensured eligibility for everyone who held a contract during the 2020-2023 collective agreement, regardless of current status, thus setting a new higher floor for future wage gains and fighting back the Employer's push to restrict the eligibility!

In spring of 2024, we also gained our newest unit, Unit 5, which consists of all employees at the Canadian Observatory on Homelessness, except supervisors.

Because of the collective work we do and the resounding strength of our members' contributions, our Collective Agreements set the national standard in the higher education sector. With your help, we continue to work to improve our contract in each round of collective bargaining.

If you think you're being treated in a way that violates your rights, contact the Union. We can help—that's what we do!

In addition to protecting your rights as workers, CUPE 3903 is active in the wider labour movement and supports other social justice struggles. We have a number of active social justice groups that you are encouraged to join (see Part 2). Our strength as a union comes from the active commitment to social justice—both in the workplace and beyond—of our members.

CUPE 3903 Practices Social Unionism

CUPE 3903 engages in social unionism. We focus on mobilizing, organizing, and making the world better even beyond our workplaces. This means fostering meaningful ties to our communities and championing social justice. Our union is member-driven, and that means that as a member, you're empowered to have a say in everything that happens. You can vote at meetings, access transparent information about whatever is happening, and build the union you want to see. Being in a social union means being a part of something bigger and working with your fellow members toward real change.

Structure of CUPE 3903

According to CUPE 3903's Bylaws, the structure of the local shall consist of the following:

- a) the Membership;
- b) the Executive;
- c) Stewards' Council;
- d) Caucuses;
- e) Working groups; and
- f) Committees.

This section describes the two key decision-making bodies in the union, while the next section deals with the organizational structure of the membership.

The Membership

CUPE 3903 is a member-driven union. As such, the membership is the highest decision-making body in the Local. Typically, a **General Membership Meeting (GMM)** is held at least once a month. The Executive Committee may also call (or 25 members can petition the Executive to call) a Special GMM (SGMM). At SGMMs, only items associated with the reason for the meeting (e.g. bargaining updates, bylaw changes) may be discussed. Also, the **Annual General Membership Meeting (AGM)** is held in March.

All members are encouraged to attend to learn about, question, discuss, and participate in the activities of the Local. Membership meetings are a great way to get informed about the issues we face and how to get involved with any of the committees or working groups that are active within the union. Check our website, Instagram, Facebook, and Bluesky to stay connected. The best all-in-one source of updates is the weekly newsletter, so subscribe to keep informed about news, meetings, and events.

The Executive Committee

The Executive Committee is elected annually by the membership to execute the decisions made by members at regular monthly GMMs, and to handle the day-to-day activities of the union. There are currently 15 positions on the Executive Committee, seven of which are designated for particular units (one Vice-President for each of Units 1, 2, and 3, and one Lead Steward from each of Units 1, 2, 3, 4, and 5) so as to ensure adequate and balanced representation and mobilization across the diverse range of workers CUPE 3903 represents. While they are unit specific positions, the VPs and Lead Stewards work for the entire union, and not just their particular unit.

The Executive Committee meets regularly. **These meetings are open to all members of the union**, and you are welcome to attend. Check out our website or event calendar (cupe3903.org/calendar/) to see when the next meeting is taking place. You can also see “Part 2: Getting Involved” to learn about the other various councils, working groups, committees, and caucuses in the union.

Five Units – One Union

Although CUPE 3903 is a single union local, we actually have multiple separate Collective Agreements (CA), one for each of the worker groups (or “units”) we represent. Each CA includes what is called a “scope clause”; this clause defines which employees are covered by each agreement.

Two basic principles guide the way our CAs divide us into units: 1) the type of work we are contracted for, and 2) our student status (if any) at the time of receiving the contract. Your work will typically fall within one distinct unit. Still, there are some specific exceptions and because it is common for people’s type of work and student status to change from year to year, it is possible for someone to switch Units over time.

Which Unit am I in?

- **Unit 1:** Full-time graduate students with a teaching contract (note that teaching includes demonstrating, tutoring, and marking).
- **Unit 2:** Members who have a teaching contract and are not full-time graduate students, often referred to as contract faculty or sessional instructors.
- **Unit 3:** Full-time graduate students with a Graduate Assistantship or a Research Assistantship that is not predominantly for the purpose of advancing their progress towards fulfillment of their program and degree requirements.
- **Unit 4:** Part-time librarians and archivists.

- **Unit 5:** All workers at the Canadian Observatory on Homelessness, except supervisors.

There are many differences between units: pay rates, summer work guarantees, available funding, etc. See Part 3: Collective Agreements for more details.

Post-Contract Political Membership

Any member whose employment terminates may maintain their membership for 12 months following the end of their last contract. In this 12 month period, they are “political members.”

CUPE 3903 Union Dues

As you will notice on your monthly pay stub, union dues are subtracted from your pay on a monthly basis. The benefits of union dues outweigh the costs! Being a member of the union not only guarantees your rights as a worker, but also provides you with wage protections, access to health, dental, and vision care, a drug plan, childcare subsidies, research and conference travel funds, leaves related to sickness, childcare, bereavement, and more.

Dues help the union to mobilize the membership and fight for the rights and interests of members, including legal costs for grievance mediations, arbitration hearings, and overall legal advice. Our staff members who provide day-to-day support to the Executive Committee and who provide assistance to rank-and-file members in cases of grievances and other matters are paid from union dues. Paying union dues is a big part of what keeps the essential services that the union provides consistently available to support members, no matter what they’re facing in the workplace.

If the membership decides to take strike action in support of its bargaining demands our strike fund, maintained by dues, is essential for running an effective strike. Our dues mean we can also provide limited support to various social justice groups and organizations working toward changing the

society in which we live for the betterment of workers and our communities. Dues are the financial foundation that allows your union to do all the things it is able to do, from supporting members to supporting our communities.

Our Office

CUPE 3903's office is located on the Keele Campus, at 143 Atkinson (96 The Pond Road), and is usually open from 10AM - 5PM on weekdays (with some exceptions). Members are always welcome to stop by and ask questions, access resources, or just hang out. There are various amenities available to members, such as coffee, and tea, and a microwave and fridge members may use. You can find a list of what executives will be around in the office at the bottom of each weekly newsletter and on the contact page. **Union spaces are your spaces; you are always welcome.**

Deadlines at a Glance

September

- 10th - Professional Development Fund (all units)
- 30th - PhD Completion Fund (Unit 1)
- 30th – Childcare Fund, Trans Fund, and SASSF (all units)

October

- 1st - Research Grants Fund (Unit 2)

November

- 1st - CSSP Blanket Application Deadline (Unit 2)
- 10th - Research Cost Fund (Units 1 & 3)

January

- 10th - Professional Development Fund (all units)
- 31st - Blanket Application Deadline (Units 1 & 2)
- 31st - PhD Completion Fund (Unit 1)
- 31st - Childcare Fund, Trans Fund, and SASSF (all units)

February

- 1st - Teaching Development Fund (Unit 2)

March

- 1st - Conference Travel Fund (Unit 2)
- 1st - Research Grants Fund (Unit 2)
- 10th - Research Costs Fund (Units 1 & 3)

May

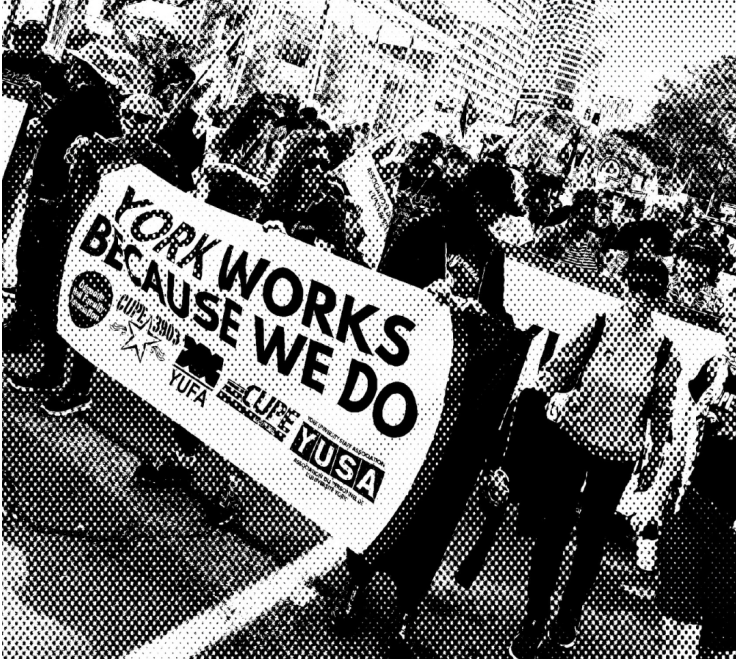
- 31st - PhD Completion Fund (Unit 1)
- 31st - Childcare Fund, Trans Fund, and SASSF (all units)

June

- 1st - Conference Travel Fund (Unit 2)
- 10th - Professional Development Fund (all units)

August

- 31st - Tuition Costs Fund (Units 1 & 2)



PART 2: GETTING INVOLVED

Committees, caucuses, and working groups are not only very important to our local's success, but are also a great opportunity to meet other active union members with interests similar to yours! The people on the committees help enforce and implement the gains we have made in collective bargaining. Committee work varies from tasks such as overseeing the disbursement of various funds to mobilizing for collective actions. See below for a detailed list of all of our many committees, caucuses and working groups, and contact them or a steward to find out how you can get involved!

Stewards' Council / Bargaining Mobilization Committee

Stewards' Council meets at least once a month to discuss issues, plan political actions, and identify grievances.

Stewards play an important role by communicating information to members and mobilizing within their departments, both around York-specific issues and in relation to other social justice struggles in the community as a whole. Each department or hiring unit should have at least one steward. **If you don't have a steward, why not become one?** Being a steward is a great way both to learn about your rights, responsibilities, and benefits as an union member, and to protect these hard-won provisions with and for your colleagues.

Since we are in a bargaining year, the Stewards' Council has become the **Bargaining Mobilization Committee (BMC)**. The BMC is tasked with the mobilization, organization, and education of members in support of our bargaining team and our demands at the bargaining table. While all stewards are automatically members of the BMC, you don't have to be a steward to participate!

If the membership decides through a democratic and legal vote that strike action is necessary, the BMC transforms into the Strike Committee. The Strike Committee focuses on organizing the logistics of a strike, including setting up safe and effective picket lines, organizing regular collective meetings, rallies, and demonstrations, and organizing a variety of alternative strike support activities so that all members can participate.

At all times, the role of stewards includes:

- Attending Stewards' Council meetings and GMMs
- Clarifying each unit's CA provisions for members in their department or hiring unit
- Answering questions from members in departments
- Passing on reminders about union meetings and other information
- Organizing departmental meetings or actions, especially when collective responses are necessary
- Encouraging member participation in the union's day-to-day functioning

- Keeping members informed about issues in the Local and important struggles in the community

During bargaining, the role of stewards also includes:

- Participating in the Bargaining Mobilization Committee
- Keeping members informed of bargaining updates and encouraging members to attend open bargaining or otherwise get involved
- Participate in bargaining mobilization tasks and actions

New Stewards & Stewards' Council meetings

Stewards' Council/Bargaining Mobilization Committee meetings generally take place once a month. We are always looking for new stewards in all departments and are seeking to broaden representation of all five units on the Council. If you would like to be a steward, or know of others who do, contact one of the Lead Stewards. See the list of email addresses for the Lead Stewards at the beginning of this manual.

All members are welcome to attend and participate in the Stewards' Council/Bargaining Mobilization Committee. For more information, contact any of our Lead Stewards.

Caucuses

Trans Feminist Action Caucus

The Trans Feminist Action Caucus (TFAC) is an autonomous body of CUPE 3903 that consists of all women, trans, gender queer and gender variant members of the Local. The Caucus was formed under the Constitution of Local 3903, which states that the members of any group discriminated against on the grounds enumerated in the Ontario Human Rights Code have the right to form exclusionary caucuses within the Local.

The Trans Feminist Action Caucus began in 1986 as the Women's Caucus. The Women's Caucus was formed to improve the situation of women and to combat sexism at York, within CUPE 3903, in the trade union movement, and in the broader community. On July 17, 2003, the Women's Caucus was renamed the Trans-identified, Women-identified Caucus (TIWI) in order to better reflect our opposition to all forms of gender oppression and its intersections with other forms of oppression. Three years later, at the TIWI AGM on February 23, 2006, the membership of the Caucus expanded to include all gender queer and gender variant members of the Local. We simultaneously decided to change our name in solidarity with this broadening of mission and mandate and became the Trans Feminist Action Caucus.

TFAC works in coalition with other relevant critical feminist organizations on campus in an effort to improve the position of all women, trans, gender queer and gender variant people at York University and within the labour movement. To this end, TFAC defines "sexism" to include any type of gender or sex-based discrimination or oppression. With this we also recognize that other factors such as race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, age, marital status, family status and/or ability may exacerbate discrimination on the basis of gender. TFAC has a number of active committees including the Sexual Assault Survivor Support Fund Committee and the Trans Fund Committee.

The Sexual Assault Survivor Support Fund Committee adjudicates the Sexual Assault Survivor Support Fund (SASSF). This is a fund of \$10,000, supported by union dues, administered throughout the year. In the 2018 strike we were able to secure a \$50,000 contribution to the fund by York in the 2018-19 year. We continue to fight for York to properly support this fund. Members can draw on this fund to an **annual maximum of \$3000**. The Committee recognizes that legal support can be very expensive and will consider adjusting the yearly maximum based on need. **Application deadlines:** Sept. 30, Jan. 31, May 31. More information on

this fund can be found here:

cupe3903.org/funds/sexual-assault-survivor-support-fund/

The Trans Fund Committee adjudicates the Trans Fund. The Trans Fund supports trans members in their everyday life necessities as well as for surgeries. The committee understands 'trans' to be a broad and inclusive term that includes transgender, transsexual, genderqueer, intersex, two-spirit, non-binary, and gender variant among others. Members can draw on this fund to an **annual maximum of \$7500 and a lifetime maximum of \$22,500; with a lifetime clothing maximum of \$1000. Application deadlines:** Sept. 30, Jan. 31, May 31. More information on this fund can be found here: cupe3903.org/trans-fund/

If you are a woman, trans, gender queer and/or gender variant member of the Local you are automatically a member of TFAC. TFAC members can email the TFAC Co-Chairs at tfac1@cupe3903.org or tfac2@cupe3903.org with any questions you might have. TFAC also has a newsletter that you can sign up for!

BIPOC Caucus

The Black and/or Indigenous and/or People of Colour (BIPOC) Caucus is open to all members of CUPE 3903 who self-identify as Black, Indigenous, and/or People of Colour. This caucus was formally established in Fall 2025 in order to support racialised members facing violence and harassment in their workplaces and the academic/activist communities. The caucus elects a Chair annually to sit on the local's Executive Committee.

The work of the BIPOC Caucus includes but is not limited to:

- Developing policy recommendations to address racism and advance equity both internally within the union and externally with the broader York University community.

- Initiating subcommittees or campaigns to address anti-racism and equity issues.
- Promote mutual support and advocacy for BIPOC members in the workplace and in union spaces
- Sending delegates to equity-based conferences, conventions, and committees.
- Organizing BIPOC members for demonstrations, campaigns, and actions addressing racial justice.

All members who self-identify as Black, Indigenous, and/or People of Colour are automatically members of the BIPOC Caucus. Join in at a meeting, and email any questions to the BIPOC Caucus Chair at bipoc@cupe3903.org.

Disability Caucus

The Disability Caucus is CUPE 3903's newest caucus! It is open to all members of CUPE 3903 who self-identify as disabled and/or with the experience of ableism, sanism, and/or audism. The Disability Caucus operates with an understanding that these experiences intersect with racism, anti-Blackness, sexism, transphobia, homophobia, anti-fatness, classism, settler coloniality, religious discrimination, linguistic discrimination, ethnic discrimination, and other forms of systemic oppression.

Two Disability Caucus Co-Chairs form part of the union's Accessibility Committee and help support the Disability Caucus' work. Key priorities for the Disability Caucus include creating spaces for disabled members to be in community with each other, supporting disability inclusion and justice in the Local, and fostering dialogue about ableism. To find out when the next Disability Caucus meeting is, make sure to check the weekly newsletter and CUPE 3903 website calendar.

Working Groups

Working groups are open, self-determined, and semi-autonomous groups that exist to carry out targeted work both internal and external to the union. Any member can

create a new working group by presenting a motion to the General Membership that includes the objectives and process of the working group. As such, new working groups may exist that are not listed in this manual. See the email list of Executive Committee members at the beginning of this manual.

First Nations Solidarity Working Group

The First Nations Solidarity Working Group (FNSWG) is a body of CUPE 3903 members focused on the issues and struggles of Indigenous peoples. They liaise with the community to promote Indigenous solidarity and sovereignty. FNSWG also facilitates crucial donations that support Indigenous organizations and struggles.

Palestine Solidarity Working Group

The CUPE 3903 Palestine Solidarity Working Group is comprised of rank-and-file union members dedicated to advocating for Palestinian liberation through various events and initiatives at York University. Get in touch with them through this linktree: <https://linktr.ee/cupe3903palsol>

Committees

An excellent, generally time-limited way to help out your union colleagues, gain valuable experience, and make a contribution to your Local is to join one of our many Committees. Committees are elected bodies that carry out the work of the union. Committee members generally receive an honorarium to recognize their efforts.

Committees perform a wide variety of different tasks, from adjudicating funds, running the Local's communications strategy, sitting on advisory bodies, and much more. You can see the full list of committees at cupe3903.org/committees. The membership of most committees is decided by a balloted vote at the Annual General Membership Meeting in March, but there are often opportunities that come up throughout the

year to get involved. For further information about our Committees, please contact one of our Vice-Presidents.

Emails from Your Union



The CUPE 3903 Newsletter

This is the easiest way to stay in touch with the union! Stay up to date with news bulletins and a weekly newsletter. Traffic on this list is kept to a minimum, generally just once per week on Monday mornings at 9:30AM. We encourage all members to subscribe to the newsletter! To subscribe to this newsletter and others, visit cupe3903.org/newsletter.

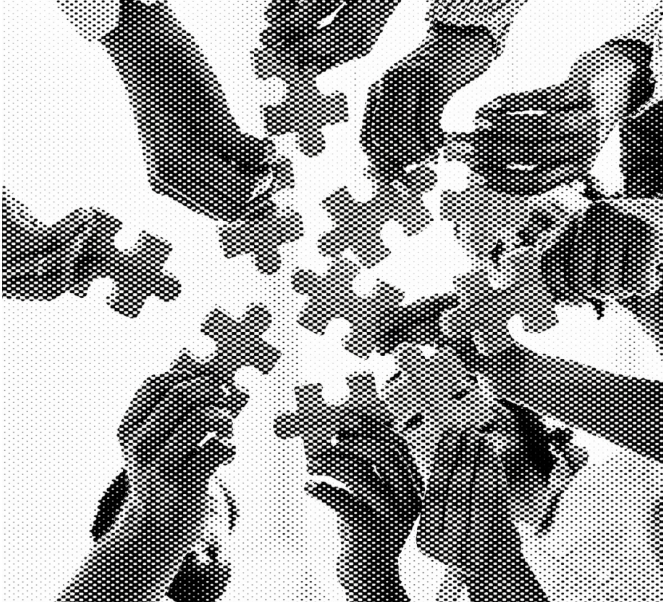
If you have any events or news you would like to send out to your fellow members, you can email the Communications Officer at communications@cupe3903.org. The Communications Officer will consider all submissions sent by Friday evening for the following Monday's newsletter, but the more notice you can give, the better.

More Newsletters

TFAC newsletter: The Trans Feminist Action Caucus hosts a closed listserv for women, trans, gender queer, and gender variant members of CUPE 3903.

Stewards' Council newsletter: To be added to the Stewards' Council listserv and get emails about upcoming meetings for stewards as well as ways to get involved, contact the Lead Steward of Unit 1 (lsu1@cupe3903.org)!

Archive Project newsletter: This sporadically scheduled newsletter has interesting historical information, plus info about ways to get involved with archiving initiatives in CUPE 3903! To sign up, email the Archive Coordinator at archive@cupe3903.org.



PART 3: COLLECTIVE AGREEMENTS

A **Collective Agreement** (CA) is a contract between a group of workers and their employer. CUPE 3903 is proud to have won CAs that set the standard within and beyond the university sector. Though CUPE 3903 is a single union, it is composed of five separate units—each with its own CA. When Units 1, 2, and 3 bargain, all three units confront the Employer at the bargaining table together. This has resulted in the strongest CAs for graduate student university workers and contract faculty in the country.

This section covers some highlights of the rights accorded to CUPE 3903 members under the Collective Agreements. Electronic copies of all Collective Agreements are available online at: cupe3903.org/collective-agreement/

Your Rights as a Unionized Worker

Academic Freedom

As a Course Director (CD), you have absolute academic freedom to run your courses the way you want. As a Teaching Assistant, you have to adhere to the direction set by the Course Director, but have freedom in running your tutorial, as you feel necessary. As a part-time librarian or archivist, you have academic freedom in the design, methodology, and presentation of library materials for which you are responsible.

In all cases, you must adhere to the Ontario Human Rights Code. You also have the right NOT to have your work electronically monitored. The Employer (including, for TAs, the CD) cannot check your email or computer to survey your work, or videotape your class. Unit 5 members also have specific privacy-related rights, so be sure to check your CA!

Discipline

You cannot be disciplined without the Employer going through a series of steps. The burden of proof lies with them, and you have the right to union representation at any disciplinary meetings. You also have the right to confidentiality. If you anticipate the launching of disciplinary action, or have been issued a “Notice of Meeting,” you should contact the union office. See Article 8 in each of the CAs.

Resources and Workspace

Members of Units 1, 2, and 4 are entitled to adequate office space, such as a desk, computer, printing, and photocopying services in the performance of their duties, and should also be given the course textbooks and reading materials for free. Unit 5 members are entitled to such if they work out of the in-person office space. See Article 15.01 of the Unit 1 and 2 Collective Agreements, Article 18.01 of the Unit 4 Collective

Agreement, or Article 19.02 of the Unit 5 Collective Agreement.

Funds, Bursaries, and Leaves

As a union member, you are eligible for a number of funds, bursaries, and leaves. For instance, in case of a financial emergency, you can apply to the Ways and Means Fund. You can learn about funds and application deadlines in Part 7: Funds and Deadlines of this manual or on our Funds and Benefits page (cupe3903.org/funds/other-funds/).

Leaves can be taken if you need to take some time off for conferences, injuries or disabilities, jury duty, bereavement, caregiving, emergencies, sickness, transgender transition, and pregnancy. In addition, Unit 2 members can take leaves for research. All leaves are described in the CA and a staff member (see contact page at the front of this manual) can answer your questions or help you with arranging a leave.

Employment Insurance

In the 2011-2012 round of bargaining, the Union won language that makes each CD worth 535 hours for EI purposes. The number of hours for a Teaching Assistantship is 357 hours. See Part 6 of this manual for more information on EI.

Graduate Funding

The funding package offered to most graduate students is the result of long battles by past CUPE 3903 members. As a result of these struggles, members in Unit 1 and Unit 3 can expect to receive, in addition to wages:

- PhD or Master's Fellowship (once a term, applied to tuition)
- Grant-in-Aid (one a month while you hold a contract)

- Graduate Financial Assistance (once a term, to your student account)
- International Tuition Offset (international students only; once a term, to your student account)

Tuition Indexation

Tuition indexation is how we talk about our guaranteed rate of tuition at York University. It means that **if tuition is raised, funding is raised in an equal amount**. This provision was won by our union in collective bargaining, defended during the 78-Day strike in 2000/2001, and improved in the 2011-2012 round of bargaining. In 2015, we went on strike to protect this language after the Employer raised tuition by 50% for international students. We fought for this language for 11 months in 2015-16, through a mix of political and legal strategies, and we won!

Overwork Protection

All Tutor (Type 2) positions held by Units 1 and 2 members have a set number of hours to protect from overwork. For a full Fall/Winter assignment, that is 270 hours, or an average of 10 hours per week. For shorter or smaller contracts, that number is pro-rated (e.g. an assignment in only one semester is typically 135 hours). The weight/hours of your contract will be listed on your offer of appointment.

If you find yourself doing more, that's not acceptable. It's very important to fill out a workload form with your Course Director (CD) at the start of your contract, and **keep a record of your hours**, as it helps keep track of the amount of work you do, and provides proof of overwork when it occurs. If you are being overworked, it is your responsibility to request a meeting - in writing - with the CD as soon as you are aware that you are working more than the average of 10 hours per week or will go over the maximum contract hours.

Members are highly encouraged to contact one of their department Steward, the Staff Representatives, their Lead Steward, or the Grievance Officer at the same time. **You are**

entitled to have, and we strongly suggest you do have, a Union representative with you at all meetings concerning overwork. If an informal resolution can't be reached, you can file an overwork grievance.

Job Security

Members of Unit 2, Unit 4, and Unit 5 have seniority provisions that determine who will be offered contracts. The principle is that the most senior qualified candidate should receive the offer.

Unit 2 members also have access to job security programs that have various eligibility criteria:

- The **Continuing Sessional Standing Program (CSSP)** offers a measure of predictability for mid-seniority, mid-intensity contract faculty
- The **Long Service Teaching Appointments (LSTA)** are a limited number of multi-year appointments for high seniority contract faculty
- **Conversions** offer a small number of high seniority members an opportunity to be converted to a tenure-track position

Professional Expense Reimbursement (PER)

Every contract faculty (Unit 2) member is entitled to claim expenses for home office and teaching supplies including books, printer ink, paper, hard drives, printers, and journal subscriptions. You will need to submit original receipts. How much you can claim depends on your teaching intensity.

Tuition Waivers

Members of Unit 2 may be eligible for a tuition waiver for most undergraduate and graduate degrees at York. Members of Unit 2 and Unit 4 may be eligible for tuition waivers for their dependents.

Grievances

What is a grievance?

Grievances are the legal vehicle through which unions make complaints when there is a violation of the collective agreement (your contract) or labour law. While a grievance can seem intimidating, union staff will help you every step along the way. Grievances are a standard process; you should not feel you are unduly “rocking the boat” or otherwise making trouble by filing a grievance if you believe your rights have been violated.

The grievance process

The grievance process begins when a member of the union realizes that one or more of their rights under the Collective Agreement have been violated. A grievance follows different steps, each representing an escalation if the issue can't be resolved at the previous step.

Informal Resolution

Raise the issue with your direct supervisor/manager/course director. For Units 1-4, they must meet with you within seven days of when you raised the issue and give you a written answer within five calendar days. For Unit 5, the 10 day period for informal resolution runs concurrent to the 10 days to file a grievance. This step is informal and you can do it on your own.

Step 1

The union files the grievance with the department Chair/Director/Manager. They must set a meeting to discuss the issue within 10 calendar days, and give a response in writing within 10 calendar days of the grievance meeting. The grievance must be initiated within 28 days (for Units 1-4) or 10 days (Unit 5) of when you became aware of the issue; note that the informal resolution step does not pause the clock.

Step 2

Within 17 calendar days (for Units 1-4) or 10 days (Unit 5) of the Step 1 response, if the issue is not resolved we file with the Dean or designate of the Faculty and Faculty Relations (for Units 1-4) or the COH's Executive Vice-President (for Unit 5). They must convene a meeting to discuss the grievance within 14 calendar days (for Units 1-4) or 10 calendar days (For Unit 5), and must provide a response in writing within 21 days (for Units 1-4) or 10 days (for Unit 5) of the meeting.

How Do I Initiate a Grievance?

If you think you have a grievance, it's important to act promptly, as there may be time limits involved. The first thing to do is to contact your Lead Steward or union staff to discuss the issue (see contact list at the front of this manual). They will help you understand your options and what to do next. It's always best to share any documentation and evidence that you have with your Union representative; they will also help you determine what other material you might need for a successful case.

PART 4: HEALTH BENEFITS PLAN



The following section pertains to the health benefits plan for members of Units 1, 2, 3, and 4. Unit 5 is on a different benefits plan, although it is also with Sun Life.

Health and Dental Benefits

Our core health benefits plan is provided and administered through SunLife Insurance (Policy Number: 014098). Some of the core policies covered by this plan are:

- Vision Care: \$400 every two years from the first use (Glasses, contacts, eye exams)
- Dental Care: \$3000 every calendar year (Oral exams, certain dental procedures)

- Prescription Drugs: 100% coverage of prescribed medication
- Paramedical Services (e.g. Counseling, naturopaths, and chiropractors): \$2000 for any one expense every calendar year; for a total of \$3000

For more details please check out the Sun Life Policy Package at cupe3903.org/benefits/benefits-plan/

Who is covered?

All CUPE 3903 members and their dependents (spouses, common law or same-sex partner, and dependent children; parents and siblings are ineligible) are covered under this plan from the first day of your contract until **5 months after the end of your contract**. Any contract gaps of longer than 5 months require you to re-enroll your dependents, if any, in the Sun Life plan once you start a new contract.

There is an exception to the 5-month extension. If you are a Unit 1 member in years 1 through 5 of the priority pool and have had a TA assignment in one term, followed by an 8-month gap, you are eligible for those additional 3 months of coverage. You have to collect your expense receipts during that 3-month period, which you can then submit once you re-enroll at the start of the new contract.

Do I need to enroll in the plan?

CUPE 3903 members are automatically enrolled in Sun Life benefits. However, if you have dependents, you will have to enroll them manually.

Dependent Enrolment Process: An Overview

There is an electronic form which you can access to enroll or change your dependents into the Sun Life benefits plan. If you have not already signed up for Passport York as an employee

you will first need to set this up to obtain your username and password to access this online enrolment form.

Once you have your Passport York information you can access this page:

https://askus.yorku.ca/portal/service?btn=9&itil_requesttype_id=3&root_category=29&shownewticket=true&categoryid=29&id=316. Be sure to upload the supporting documentation for your dependents. Check the cupe3903.org website for more details about how to enroll!

Do I pay upfront?

Some practitioners will cover your expense upfront, while others will require you to cover your expense and file for reimbursement from Sun Life Insurance. This process will vary by practitioner.

How do I make a claim and get reimbursed?

After enrolment, you can make claims online at sunlife.ca. To submit online, you will need to register with Sun Life. You will need your policy number (014098) and your employee number to register. Once registered, you can login to file claims and get further information on your benefits. Sun Life also has a mobile app! Compensation and claims are processed within 48 hours and are directly deposited to your bank account.

You can also send your claims by completing a claim form with the necessary paperwork, and mailing it to the address attached to the form. The claim forms are available on the union's website.

What do I do if I exhaust my coverage or incur other expenses?

If you exhaust your coverage or your expense is not covered by Sun Life you can apply to our Union's Extended Health Benefits Fund. Depending on the number of applications, you may receive full or partial reimbursement for additional expenses. Note that the Extended Health Benefits Fund only covers expenses incurred by the member (not dependents). See the "Extended Health Benefits" section that follows.

What if my contract ends?

Your benefits continue for five months following the end of your contract. As such, you should hold on to your drug card and continue to use it until your coverage expires or you get a new contract.

Notes for international students

What is the difference between this plan and UHIP? The latter is for international students only. It is designed to pay the cost of the hospital and medical services which members and their family members may need to maintain their health while in Canada. The plan provides coverage comparable to that of OHIP for Ontario residents. The CUPE 3903 Health Benefits plan is in addition to, and separate from, UHIP; if you have a contract and are a member of CUPE 3903 you are eligible for these benefits.

Information about UHIP is available on the [York International website](#). You can enroll online and print your UHIP card. Note that your member ID is "YU" followed by your student number (e.g.: YU123456789) and your policy number is 050150.

Numbers you might need

Employee Number (this is also your benefits ID number). It starts with "1" and appears on your pay stub. Pay stubs can

be found on hrselfserve.info.yorku.ca; graduate student members may also be able to ask their Graduate Program Assistant.

Policy Plan Contract Number: 014098

Sun Life's number: 1-877-SUN-LIFE
(1-877-786-5433)

Sun Life's website: www.sunlife.ca

Other questions?

When you have questions, the first person to contact is a Pension & Benefits Administrator at the York Pension and Benefits Office. You can reach them at:

Phone: 416-736-2100 ext. 27572

Email: askpb@yorku.ca

If they are not able to address your problem, then contact CUPE 3903 staff.

Extended Health Benefits Fund (EHB)

CUPE 3903 has negotiated a substantial fund for extended health reimbursement. This fund is administered through an elected committee of members. The amounts reimbursed vary depending on the number of requests received.

The purpose of the EHB is to support members with health care costs that would cause an undue financial burden and that are not covered by the SunLife Insurance plan (the insurance company that administers our Health and Dental plan). This fund is for members' own health related costs and does not cover health costs for dependents. The only exception is for reproductive technologies, as members and their partners are eligible for reimbursement.

In setting up the policy, guidelines, and allocation process for the EHB, the Union recognizes that there is a strong relationship between a range of social factors and a person's

health and wellbeing. Health issues and health inequities are thus often deeply intertwined. The Union also recognizes that there is a finite amount of money in the Fund for a membership of thousands. Ongoing collective bargaining is critical to continuing to improve member access to funds to support the reimbursement of extra health care expenses.

The EHB Fund is available to all members of CUPE 3903 from their first day of employment until 5 months after their last contract has expired. There are two parts of the fund: Option A is for extended health care needs that are **unexpected** and **urgent** and that present an undue financial burden. This option is for expenses you need to make right away. Option B is for extended health care needs that are **foreseeable** or **planned** and that present an undue financial burden. This is for expenses expected during the upcoming term.

EHB Fund Coverage

Support from this fund might range from the one-time purchase of an assistive device, to an ongoing regimen of therapy, 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 under other health insurance plans. Cosmetic procedures are not covered.

In addition, the following can potentially be covered:

- Non-MD psychotherapy, once the regular plan coverage is exhausted (proof of exhaustion required)
- 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 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 de-listed from OHIP

If you have any questions about the Extended Health Benefits Fund, please see the relevant page on our website (<https://cupe3903.org/benefits/extended-health-benefits-fund/>) or contact the EHB Committee at ehb@cupe3903.org.

How to apply

Please fill out the jotform at:

<https://form.jotform.com/cupe3903/2026-ehb-fund-form>

Employee and Family Assistance Program

Due to the persistent advocacy and lobbying by various CUPE 3903 members and staff, as of May 2017 all members have access to the Employee and Family Assistance Program (EFAP), which provides free, confidential mental health and overall wellness services. EFAP is delivered by an arm's length, third-party provider independently from York. To find out more, go to:

<https://yulink-new.yorku.ca/group/yulink/employee-and-family-assistance>

PART 5: BARGAINING AS COLLECTIVE ACTION



2026 is a bargaining year for CUPE 3903 Units 1, 2, & 3!

Collective bargaining happens when our collective agreements (CAs) expire, which currently occurs every three years. Bargaining is an opportunity to amend our working conditions to protect our rights, fix what's not working, and negotiate for improvements.

CUPE 3903 draws its strength from member-driven organizing, which has resulted in CAs that are the gold standard across Canada. During bargaining, important decisions are always directed and approved by the membership. Units 1, 2, and 3 bargain together, **in coordination**, and we always engage in **open bargaining**: nothing that happens at the table is secret, and members are always welcome to come observe and participate in caucus

discussions. The active involvement of rank and file members in the many stages and numerous levels of bargaining is essential to our collective success.

“York Works Because We Do” is a statement of fact—members of CUPE 3903 do the majority of the teaching at York, in addition to providing invaluable research, library and archival work, and other support for undergraduate students. Because of our essential role in this university, our working conditions have real effects on undergraduate students, research, and the university as a whole. Additionally, since we are sector leaders, we set the standard: a victory for CUPE 3903 sets the stage for victories for other unions across the university sector.

What’s at Stake

Every round of bargaining is important in its own way, and distinct priorities emerge. We always bargain for better wages and benefits, as well as to protect and ideally enhance job security. For Units 1 and 3, we also expect to have to fight to protect healthcare for international student members, given the Employer’s attacks on the UHIP Fund. For Unit 2, we are also taking a strong stand against the so-called ‘hotshot clause’, which is used to undermine seniority for Unit 2 members. The membership will decide, collectively, what proposals are the most important, and this can evolve quickly, for example if the Employer tables concessions. Check out the bargaining page on the website for the full text of all the proposals, as well as bargaining team updates and other bargaining resources.

We don’t have the best contract in the country because we asked for it nicely. We have had to fight to keep and improve our contracts each and every round of bargaining. Without strong membership-driven mobilization during bargaining, especially during the current era of cost-cutting, York can and will attempt to **weaken** our CAs in its favour.

How we bargain

CUPE 3903 operates under the model of **open bargaining**.

The membership directs important bargaining decisions: members elect the Bargaining Team (BT), determine bargaining priorities, help formulate proposals, and regularly weigh in on the bargaining process. Members are encouraged to attend bargaining meetings where you can observe, pass notes to the BT, and participate in BY caucuses.

Open bargaining keeps York accountable! York cannot mislead members about their proposals, our bargaining process, or hide their demeaning attitudes. In addition the presence of members in bargaining meetings shows York that the BT has the support of the membership. Open bargaining also keeps the BT accountable to the membership.

Bargaining decisions are driven by the membership and that includes any decision to go on strike. **The final decision to strike rests with the general membership.** Going on strike is a last resort. We make sure to exhaust all of our options at the bargaining table, and members will get to vote on any strike action before it is taken. Bargaining is therefore strengthened and defined by our collective power as workers fighting for each other.

The Bargaining Process

Step 1: the BT prepares bargaining surveys, which the members fill out to help inform bargaining proposals. This happened over Winter 2026.

Step 2: The BT prepares the bargaining proposals and brings them to the membership for discussion and approval. This happened over Spring and early Summer 2026.

Step 3: The Union provides Notice to Bargain to the Employer, which officially starts the process. In 2026, such notice was given on June 10, along with a list of information requests.

Step 4: The Union and Employer teams meet to exchange proposals and discuss problems and solutions. This is the first stage of bargaining proper, and it can last as long as both sides feel like progress is still happening.

Step 5: If either side feels like they've reached an impasse where they can't keep making progress on their own, they can file for conciliation with the Ministry of Labour. The Ministry will then appoint a third-party conciliator who will try to bring the parties closer together.

Step 6: If necessary, the bargaining team may call for a Strike Mandate Vote (see below for more information).

Step 7: If, with the help of the conciliator, there is still not enough progress being made to reach a deal, either side can request that the conciliator issue something called a 'No Board Report'. This report begins a 17-day cooling off period. At the end of those 17 days, as long as the union has a positive strike mandate vote, we are in a legal strike position. The decision to go on strike always rests with the membership; even with a positive strike mandate, there will be a final vote to go on strike if the membership deems it necessary.

Step 8: Whether it's as the result of direct negotiations, with the help of a conciliator, or to end a strike, eventually a deal is reached. The membership must ratify any tentative agreement in order for it to take effect.

What's a Strike Mandate Vote?

If the Bargaining Team, with the approval of the membership, deems that we are not getting enough progress at the bargaining table, they may call for a Strike Mandate Vote (SMV).

The SMV is a legal requirement to get into strike position, but more importantly, it's one of the strongest leverage tools we have at our disposal. Historically, **York has refused to move on anything of importance without the union getting a strike mandate**. From their perspective, there is no reason to offer us anything unless there is a potential consequence for not doing so. This unfortunate attitude means that the BT will typically call for a SMV to get more leverage at the bargaining table; the decision to go on strike or not comes later.

Because the SMV is our best leverage, it's crucial that there is a **large turnout** and a **high yes vote** to ensure that the Employer knows we're serious about getting the deal we deserve and presents their best possible offer. Getting this outcome for a membership of around 3000 people means it's all hands on deck in the lead up to the vote: talking to colleagues, tabling, participating in phone-banking, stuffing envelopes, etc. The **Bargaining Mobilization Committee** is always looking for more members who want to get involved! Get in touch with a Lead Steward (see contact page) or check the calendar on the website for the next meeting!



PART 6: EMPLOYMENT INSURANCE

Employment Insurance (EI) is supposed to be the safety net that kicks in when a worker becomes unemployed. This section covers frequently asked questions about Employment Insurance as it relates to all CUPE 3903 members.

Who is eligible? Most workers who have accumulated enough hours of work paying into EI, who are out of work for 7 consecutive days for reasons beyond their control (such as the end of a contract), and who are available for work, are eligible to claim benefits.

How many hours do you need? The number ranges from 420 to 700 hours and depends on several factors. The minimum number varies by geographic region and in different periods because the federal government bases the figure on the local official unemployment rate.

If you live in the Greater Toronto Area (GTA), currently the minimum is 630 hours in the 52 weeks prior to becoming unemployed. This is called the “qualifying period.” This qualifying period will be less than 52 weeks if you had an EI claim within that period, and your EI claim will be automatically reactivated on re-application. The qualifying period might be extended to a maximum of 104 weeks in specific circumstances, such as if an illness, injury, or pregnancy prevented you from doing EI-insurable work.

You will need records of employment (ROEs) for the 52-week period before your separation from work. You can add together all EI-insurable jobs you have had in those periods to make up those hours so you need to get ROEs from all of your past employers. If you think you might qualify for the 104-week extension, make sure you get ROEs sent to Service Canada for the full 104 weeks.

If you are eligible for benefits, York University will automatically send your ROE to Service Canada soon after the end of your contract. You can confirm receipt of this ROE by setting up a My Service Canada account online to manage your EI claim.

How do hours work for TAs and CDs? Each full TAship counts as 357 hours (for the ROE) and each CD counts as 535 hours.

How much are the benefits? Benefits are paid at 55% of your average weekly earnings (based on your earnings over the last 6 months) to a weekly maximum of \$668 (2024 rate). There are no benefits paid for the first week of unemployment.

How long do benefits last? This also depends on the local unemployment rate and your total hours worked in a qualifying period. For the current GTA rate, this could be from 17 to 42 weeks. The more insurable hours you've accumulated, the longer you're eligible to receive benefits.

When did I start and stop work? That depends on the contract. Currently York contract end dates are the end of the month (e.g. April 30). Start dates may vary.

While on benefits what do I do? You are required to be available for employment and to be actively looking for work.

These are separate criteria. "Available" means that if someone offered you a job tomorrow you would take it. That is why you cannot claim benefits while out of the country. "Actively looking" means that you are doing everything reasonable to find work in your general field in which you found work before. Since part-time academics have established a pattern of work as part-time academics, you are allowed to restrict your search to academic work, at least for the first few months of benefits. After that, the federal government will expect you to broaden your search to related kinds of work.

What if I am applying for maternity, parental, sick or compassionate leave? You need a minimum of 600 hours in the 52 weeks prior to the leave to qualify for maternity, parental, sick, and caregiving leave EI benefits. There is a maximum of 15 weeks of payment for maternity and sick leave, and 35 weeks for parental leave.

There are also paid leaves in your collective agreement that can be paid out as supplemental benefits to EI. Talk to one of the union staff before requesting your parental leave if you are planning to also take EI parental benefits.

Questions? Need help applying? Check the CUPE 3903 contact page to reach out for help!



PART 7: FUNDS AND DEADLINES

Through bargaining, CUPE 3903 has won the following funds for its members, guaranteed through the provisions of our Collective Agreements. Many of the forms along with more detailed information about the funds can be found on the CUPE 3903 website.

All Units Funds

Childcare Fund

Deadlines: January 31, May 31, September 30. Apply internally via CUPE 3903.

The Childcare Fund is a fund of ~\$275,000 per year, which was won for 2018-2019 and 2019-2020. It is meant to offset the childcare costs for members with childcare responsibilities. The fund is disbursed equally to all members

who have childcare responsibilities and who apply. To apply, fill out the jotform (<https://form.jotform.com/92429058337261>).

The Collective Agreement also includes child care subsidy funding of \$50,000 allocated to each of the on-campus child care facilities—Student Centre Childcare (www.yorku.ca/children) and the York Co-Operative Day Care Centre (daycare.info.yorku.ca). These amounts are pooled among all applicants, hence amounts vary, with reimbursement levels determined by the number of eligible members applying for a subsidy in any given year.

To apply: You will need to provide proof of parental responsibilities by providing documentation such as, but not exclusive to, copies of birth certificates or guardianship papers. For children with disabilities/additional needs a letter from a medical care provider shall be submitted. The union will destroy all personal information with the exceptions of the fact that you have children, the age of your youngest child, and whether any of your children have different abilities.

Extended Health Benefits Fund

Apply when needed (rolling adjudications happen throughout the year). Apply internally via CUPE 3903.

The purpose of the Extended Health Benefits Fund is to support members with health care costs that would cause an undue financial burden and that are not covered by the SunLife Insurance plan provided by our Collective Agreement. Please note these funds are not administered by the Sun Life Insurance Plan, and are administered by the Extended Health Benefits Committee of CUPE 3903. See the “Extended Health Benefits Fund” page in this manual for more info.

Professional Development Fund

Deadlines: January 10, June 10, September 10. Apply internally via CUPE 3903.

The Professional Development Fund provides funding to members in all Units to support them in attending and presenting at conferences, and with other professional development expenses.

A total of \$137,000 is allocated to this fund for purposes such as assisting new employees (priority to those within the first two years of employment) to develop professional competence and ability, to assist employees in upgrading professional qualifications, and to help cover some of the expenses associated with presenting at conferences (airfare, hotels, etc.). The PDF does not cover capital costs such as equipment, software, stationery, and books, but does cover conference funding and professional development such as fees for courses, programmes, and workshops. You can apply via jotform (<https://form.jotform.com/92431073655254>).

Trans Fund

Deadlines: January 31, May 31, September 30. Apply internally via CUPE 3903.

A fund of \$40,000. The Trans Fund is administered three times a year except in emergency situations where members can apply to the committee on an on-going basis. The committee understands "trans" to be a broad and inclusive term that includes gender queer, transgender, transsexual, and gender variant, among others. The fund is to be used to support members in their everyday transition-related life necessities as well as for surgeries. You can apply via jotform (<https://form.jotform.com/93417707463260>).

Ways and Means Fund

Emergencies Fund and Hardship Fund

Apply as needed (rolling adjudications happen throughout the year). Apply internally via CUPE 3903.

A fund of over \$245,000. Intended as a fund to cover financial needs not addressed by other Collective Agreement funds. This fund has recently been split into two funds to cover both unexpected emergency-related financial needs and ongoing financial hardship. You can apply online via Jotform (<https://www.jotform.com/260416229523251>).

Sexual Assault Survivor Support Fund

Deadlines: January 31, May 31, September 30. Emergency applications to the fund are accepted year-round. Apply internally via CUPE 3903.

A fund of \$50,000 to help survivors offset costs such as counselling, legal support and lost wages. Members can draw on this fund to an annual maximum of \$1000 and a lifetime maximum of \$3,000. The Committee recognizes that legal support can be very expensive and will consider adjusting the yearly maximum based on need.

You can apply online via Jotform (<https://form.jotform.com/93418059946267>).

Kilometreage Allowance

Apply as needed to the department that required the travel (the department will direct you on the required application procedure) Travel costs will be reimbursed when members must travel to a place of work other than the campus where they normally work and these costs are in excess of that member's normal travel costs. Car expenditures will be reimbursed at 45 cents/km.

Unit 1 Specific Funds

Graduate Student Bursary Fund

A fund of more than \$238,000 distributed on the basis of need, especially prioritizing international students, single parents with childcare expenses, and those who incur large,

uncovered medical expenses. Apply through the Financial Aid, Awards, and Scholarships application.

Masters Bursary Fund

A fund of \$107,000, distributed on or after June 15th to assist members in the summer who do not have other sources of funding (excluding bursaries). First priority is for members who will be returning to a Master's program in Fall, second priority is for those who will be entering a PhD program in the Fall. Apply through the Financial Aid, Awards, and Scholarships application.

PhD Completion Fund

Deadlines: September 30, January 31, May 31. Apply via FGS in your last term.

A fund of \$100,000, distributed in the second month of your last term on the basis of need to members who have no funding in the last term of their PhD studies.

Research Costs Fund

Deadline: November 10 and March 10. Apply via FGS.

A fund of \$110,000. Applicants can receive up to \$1600 each per year. Funds are distributed by Department so deadlines vary. See your department for specific details.

Thesis Allowance

Apply as needed, via FGS.

This fund is designed to offset costs of the final form of a MRP (\$200), Master's Thesis (\$300), or Doctoral Dissertation (\$400). Allowable expenses include but are not limited to photocopying, binding for two copies, and certain expenses related to the production of other media. A full list of what is and is not covered is available on the application form.

Tuition Costs Fund

Deadline: August 31. Apply internally via CUPE 3903.

A total of \$10,000 of the PDF fund will be allocated each year to offset tuition costs for courses, programs, or conferences related to members' employment. Regular graduate student fees at York are not covered by this fund. Find the application here:

<https://form.jotform.com/92440519443254>

UHIP Fund

No need for an application; this fund is automatic. Total of \$81,737, distributed evenly amongst international students in the bargaining unit who use UHIP.

Unit 2 Specific Funds

Conference Travel Fund

Deadlines: October 1, March 1. Apply via Faculty Relations.

A total of \$100,000 to support attendance at scholarly, professional, or artistic conferences. Professional Expense Reimbursement (PER).

Contract faculty members have this allowance to use towards professional development. They receive an allotment of \$375 per 6-credit course directorship or 1/3 of \$375 per 6-credit Tutor 1 position (to a maximum of \$1125 per year). See Part 3 of this manual for more details.

Research Grants Fund

Deadlines: October 1, March 1. Apply via Faculty Relations.

A fund of \$190,000. Members can only receive funds once per year. Minor Grants of up to \$8000 are available at either deadline; Major Grants with a value of one course directorship

in salary plus one applicable prior experience credit are available only in the spring round.

Teaching Development Fund

Deadline: February 1. Apply via York's Teaching Commons.

To assist in the development of a new program of study, new courses and teaching materials, and teaching skills. Five minor teaching development grants of \$1000 will be provided, as well as two major grants of the same value as the salary of one course directorship. Only those contract faculty who have held at least one Type 1 or equivalent position in each of the two years prior to the start of this contract year will be eligible for the major grants.

Adjudicated by CUPE 3903 and the York Teaching Commons. Application can be found on our website (cupe3903.org/funds/other-funds/#unit-2-funds)

Tuition Costs Fund

Deadline: August 31. Apply internally via CUPE 3903.

A total of \$10,000 of the PDF fund will be allocated each year to offset tuition costs for courses, programs, or conferences related to members' employment. Regular graduate student fees at York are not covered by this fund.

Tuition Waiver

Provides a full tuition waiver for dependents or spouses (including common-law and same-sex partners) of contract faculty members who have held an average of 2.5 full course equivalents per year for three years (see our website for application: cupe3903.org/funds/other-funds/#unit-2-funds).

Contract faculty members themselves, who have held at least three Type 1 positions or equivalent in the last three years, including at least one in the last year, will receive a tuition fee

waiver for any York University undergraduate or graduate program to which they are admitted. This will be limited to part-time fee levels. (Note: enrolling full-time would make the worker a Unit 1 member).

Unit 3 Specific Funds

Graduate Assistant Bursary Fund

A fund of \$275,000 to be distributed according to need for Unit 3 members, prioritizing international visa students. Apply through the Financial Aid, Awards, and Scholarships application.

Research Costs Fund

Deadline: November 10, March 10. Apply via FGS.
A fund of \$110,000. Applicants can receive up to \$1600 each per year. This fund is run on a department-by-department basis, so exact deadlines vary. See your department for specific details.

UHIP Fund

No need for application.
Total of \$81,737, distributed evenly amongst international students in the bargaining unit who use UHIP.

Unit 4 Specific Funds

Tuition Waiver

Members who are eligible qualify for a tuition waiver for undergraduate or graduate York University degree credit work (part time only; see our website for application: cupe3903.org/funds/other-funds/). Dependents of eligible members also qualify for a tuition waiver (part or full-time).

Please see the Collective Agreement or speak to your Lead Steward to determine If you are eligible.