

Newsletter

CUPE *Canadian Union of Public Employees*

Local 3905

Lakehead University Student Academic Workers



Canadian Union of Public Employees

The Canadian Union of Public Employees was founded in 1963 and has grown to become Canada’s largest trade union with nearly 600,000 members across the country; representing workers in the fields of healthcare, education, municipalities, libraries, universities, social services, public utilities, emergency services and airlines.

Local 3905

CUPE Local 3905 represents nearly 400 undergraduate, graduate and research assistants at Lakehead University. Local 3905 has a number of key objectives, including:

- Advancing the interests of the local members
- Regulating relations between employers and employees by means of collective bargaining and joint consultation
- Assisting in improving the quality of education at Lakehead University by means of active participation in teaching methods, curriculum and course content
- Developing and maintaining professional standards of skill, maintaining fair rates of pay as well as fair terms and conditions of employment in recognition of skill
- To act as a lobbying agent on behalf of members to all agencies with an interest in post-secondary education in Ontario

Inside this pamphlet

What We Do.....	2
Welcome from the President	2
Collective Agreement	3
Benefits	3
Message from the Vice President	4
Personal Development Bursary ...	4
Local 3905 Graduate Award	5
Message from the Chief Steward	5
Get Involved!.....	6

We're on the web!

Website:
www.cupe3905.lakeheadu.ca
 Facebook: CUPE 3905
 Twitter: CUPE3905



CUPE 3905 Executive Board

The Executive Board is the governing body of the Local. Board members are elected by the membership for one-year terms, and work to serve the interests of the membership throughout the year. The Executive meets at least once a month in formal meetings and maintains the day-to-day function of the Local. The Executive Board members for the 2012/2013 academic year include:

President:

Scott Miller

Vice-President:

Patrick Gauthier

Recording Secretary:

Krish Homagain

Secretary-Treasurer:

Li Yu

Chief Steward:

Brendon Johnson

Office Administrator:

Samantha Enders

What We Do

CUPE Local 3905 provides a number of services to its members. Here are some that may be important to you:

Representing Graduate Students

As the sole representation of graduate and teaching assistants on campus, Local 3905 has the responsibility to voice members' concerns to the wider university community on any and all issues.

Grievances

A grievance is a perceived breach of your rights under the collective agreement. If you believe your rights have been violated, you may want to speak to a union representative for assistance. We can help you better understand your rights or, if necessary, file a grievance.

Personal Development Bursaries

Each year, 15 Personal Development Bursaries, each valued at up to \$500, are awarded to assist Local 3905 members presenting or speaking at conferences and events outside Thunder Bay.

Health and Safety

Ensuring the health and safety of Local 3905 members is everyone's responsibility. As such, if you have concerns with health or safety issues in laboratories, office spaces or work areas, we want to hear from you. Contact us at cupe@lakeheadu.ca

Office Space

Access to adequate office space is required for all members to complete their assigned duties as teaching assistants and research assistants at Lakehead University. If you lack proper office space or have other work space issues, we want to hear from you at cupe@lakeheadu.ca.

Local 3905 Graduate Award

Beginning in the Fall of 2011, the Local has established a Graduate Award to support members in their academic studies. The award consists of three, \$1000 dollar awards available to full time graduate assistants who demonstrate financial need and hold a minimum B average. Preference for one award will be given to international students and another to single parents. For application details contact the Faculty of Graduate Studies or cupe@lakeheadu.ca.

Welcome from the President

Greetings Brothers and Sisters:

CUPE Local 3905 represents student academic workers at Lakehead University. As a member of this local, you are a part of an organization that promotes equality, openness and collaboration within Lakehead University and the community abroad.

In addition to the advocate services the local provides, we also have a number of academic support programs available to our members. For example, the Local provides three \$1,000 financial awards and one \$250 bursary to GAs demonstrating financial needs. We also offer 15 Personal Development Bursaries to members attending a workshop, course, or conference outside of Thunder Bay.

To get the most out of the local, you need to get involved in whatever way fits your busy schedule. Attending membership meetings or joining a committee are all important ways to ensure that all workers are being treated equally and with the utmost respect by all other peers and associates. This is especially important this year, because our existing contract will expire in August 2014. We will be always looking for your input on a new contract in the coming months.

Have a great year, and check the website, Facebook and Twitter regularly for postings of upcoming meetings and events. If you have any issues in the workplace, questions, or recommendations, do not hesitate to contact any of your union executives at cupe@lakeheadu.ca.

Peace and Solidarity,

Scott Miller
President

Collective Agreement

The CUPE Local 3905 Collective Agreement sets out the terms and conditions of your employment as a student worker here at Lakehead University. It is an important part of the employee-employer relationship and is useful to understand. If you haven't read the collective agreement already, here are a few key points:

- You are protected from harassment and discrimination
- You must not work over 20 hours/week, and your work must not average more than 10 hours/week
- You can take time off work for a number of reasons, but certain conditions DO apply
- Employees become eligible to receive benefits after having worked for three months
- If you have solely developed course materials, you have the right to use this material in subsequent educational settings
- All materials required for your work must be provided for free, including keys

Benefits

Dental, vision, and medical benefits

As a member of CUPE Local 3905, you are entitled to dental, vision, and medical benefits. Your benefit coverage begins in September and ends at the end of August. As your employer, Lakehead University covers much of the cost of these benefits. Benefits information can be found at www.cupe3905.lakeheadu.ca.

Employee Financial Assistance Fund

Lakehead University has also established an Employee Financial Assistance Fund to assist employees with academic and living expenses (including child care expenses). See the Department of Graduate Studies for more details.

Employee Assistance Program (EAP)

Your Employee Assistance Program (EAP) will provide you and your significant others with confidential, professional assistance for personal problems that may negatively affect your wellbeing. All designated employees are eligible to use the EAP free of cost. Contact the Behavioural Sciences Center in St. Joseph's General Hospital for more details.

For a more detailed summary of your benefits, or to view benefits information, visit www.cupe3905.lakeheadu.ca.



Office Hours

Need to file a Personal Development Bursary application?

Confused about some of the language in the Collective Agreement?

Or do you just want to know more about your CUPE local?

Drop by the office! Our hours for this semester are:

Monday: 9:00 AM—11:00 AM

Tuesday: 1:00 PM—4:00 PM

Wednesday: 2:00 PM—5:00 PM

Thursday: 10:30 AM—12:30 PM

Friday: (by appointment)

Should you ever need to contact us outside of office hours, feel free to use the following means:

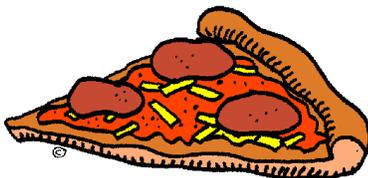
e-mail: cupe@lakeheadu.ca

Phone: (807) 343-8801



General Membership Meeting

Local 3905 will be holding a General Membership Meeting on **Wednesday, November 14th, 2012**. The venue for the meeting is UC2020 (LUSU boardroom). This venue is under renovation so the alternation venue is AT3004 (ATAC Boardroom). This is a great opportunity to get a better understanding of your CUPE organization, meet some of your fellow CUPE members, and get involved with your Local. All members have a vote! Mark the date on your calen-



Message from the Vice President

Greetings to all new and returning graduate students. The CUPE executive is eager to help make your graduate assistantships a smooth, enjoyable, and fulfilling experience.

As Vice President, it is my job to keep the executive and membership up to date on university affairs which may influence us as graduate student workers. More importantly, it's my responsibility voice our concerns to the Internal Relations Committee, the Faculty of Graduate Studies Council, and the Lakehead University Student Union. I encourage you all to get involved by coming out to membership meetings, joining committee's, and staying in touch with the CUPE executive.

Please remember that CUPE will serve your needs best if you keep us informed about your experience as a graduate student worker, and let us know about any issues that have arisen.

Best wishes in the coming year. Check out website, Facebook and Twitter pages for your local 3905 fix! Make the most out of your GA, and you'll find it to be a deeply rewarding and fulfilling experience, as it has been for me.

Sincerely,

Patrick Gauthier

Vice President

Local 3905 Personal Development Bursary

Each year, 15 personal development bursaries, each valued at up to \$500, are awarded to assist Local 3905 members presenting or speaking at conferences and events outside Thunder Bay.

To apply, fill out the "Personal Development Bursary" application form on the CUPE Local 3905 website. Personal development bursaries are subject to the guidelines listed below. Completed forms must be handed in to the CUPE 3905 office in UC 0021A. Any questions can be directed to cupe@lakeheadu.ca, or 807-343-8801.

Application Guidelines

1. The Local will award five personal development bursaries each semester to students who have presented research at an academic conference outside of the Thunder Bay area. Successful applicants will be reimbursed for the costs incurred to present their research, as proven with receipts, up to a maximum of 500 dollars. If more than five eligible applications are submitted, a lottery will be held to determine successful applicants.
2. To qualify for a bursary, members must complete the application form, along with evidence that the research was presented prior to the application deadline, complete with receipts detailing the costs incurred.
3. Personal development bursaries will be awarded towards the end of each semester. Application deadlines are as follows: August 1st, November 1st and March 1st.
4. Members can apply once for each conference that they have attended in the year prior to the membership meeting, as long as the member has not yet been awarded a personal development bursary for attendance at that conference.
5. Members who have submitted applications for more than one conference will only be awarded a maximum of one bursary per year, unless there are fewer than five entries total, upon which their additional entries become eligible for the remaining bursaries.
6. If all 15 bursaries are not awarded by the end of the academic semester, defined as the end of April, applicants failing to receive bursaries over the last year will be entered into a lottery to determine a recipient. Failing this, all remaining personal development bursaries will be awarded in the following academic year.

CUPE Local 3905 Graduate Award

Type of Funding Award

Award Year: 2012/2013
Value: \$1,000

Eligibility

- Must be a current member of the C.U.P.E. 3905
- Awarded based on financial need

Preference will be given to one international student and one parent

Application

Faculty of Graduate Studies Deadline: April 01, 2013
How to Apply: [Download Application \(PDF\)](#)

<http://graduatestudies.lakeheadu.ca/uploads/docs/Forms/Funding/CUPE-Financial-Assistance-Application.pdf>

Message from the Chief Steward



My name is Brendon Johnson and I am once again pleased to serve as your CUPE Local 3905 Chief Steward for the 2012/13 academic year. My role is to support our membership with workplace issues related to the collective agreement between CUPE 3905 and Lakehead University. This may include but is not limited to:

- Abusive supervisors or co-workers
- Sexual or racial harassment
- Workplace health and safety issues
- Dissatisfaction with union actions
- Grievance issues

I am also responsible for the coordination of the stewards' council. The stewards council is made up of CUPE 3905 members who act as the first point of contact within your academic faculty. There are up to two stewards for each faculty in the university. Stewards are expected to attend at least one stewards' meeting per term, be empathetic and considerate of your fellow grad assistants, and be able to maintain confidentiality in dealing with your stewards' duties. There is a small stipend of \$100 available per steward upon successful completion of duties that is disbursed at the end of each term.

Becoming a steward is a great way to make a difference and gain valuable experience; I encourage all of you to get involved in some way with your Local. If this sounds like something you would be interested in or would like more information on, make sure you speak to the Chief Steward, or send an e-mail to: cupe_chief_steward@lakeheadu.ca.

We are here to serve you, as you navigate through your post-secondary education as a graduate student worker.

In Solidarity,

Brendon Johnson
Chief Steward



Transit Pass for Winter

Transit passes for winter term (Jan-Apr) are available for purchase.

Graduate students are able to buy them for \$37.50 from the LUSU office. If you plan on using public transit, make sure to pick one up in the New Year.

Questions?

Curious about how to interpret a section of the collective agreement? Need help with a workplace or work-space issue? That's what we're here for! Stop by, or get ahold of us at:

Office: UC 0021A

Phone: 807-343-8801

E-mail: cupe@lakeheadu.ca

Get Involved!

There are a number of great ways to get involved with CUPE Local 3905. These positions are a great way to support your fellow student academic workers while advancing the objectives of the Local. Most of the positions pay, too! Watch your e-mail, check out the website, Facebook, and Twitter, and come out to the General Membership Meeting to get involved.

Trustees

The role of the Trustees is to act as an auditing committee on behalf of the members. The books and accounts of the Local and the Executive board are examined at least once a year, and a written report is prepared for the members. Trustees also ensure that monies are not unlawfully spent, and that any concerns are made aware to the Executive board.

Stewards Council

Stewards are representatives of the Local for each faculty in the university, and are charged with the role of recruiting and organizing members in their faculties. They serve as a liaison between the members from their faculties and the Executive, and advise members on matters involving the collective agreement and grievances. Stewards report to the Chief Steward and sit on the Stewards' Council.

Membership Services Committee

The goal of the Membership Services Committee is to organize any and all activities related to welcoming new members and educating the Local. Possible activities including organizing orientation, the information luncheon, an orientation party, and orientation information.

Health & Safety Committees

CUPE has representatives on two of the three Health & Safety Committees, the Labs & Studios Committee and the Offices & Classrooms Committee. These committees exist in order to: establish and review inspections, review accident/incident/near-miss reports, make recommendations to improve workplace health and safety conditions, and to review the functioning of the Internal Responsibility system in their respective workplaces.

CUPE Local 3905

UC 0021A
955 Oliver Road
Thunder Bay, ON
P7B 5E1
807-343-8801
cupe@lakeheadu.ca
www.cupe3905.lakeheadu.ca

We're on the Web!

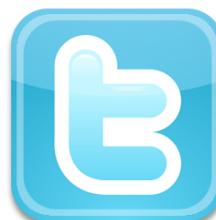


Check us out at:

www.cupe3905.lakeheadu.ca



CUPE 3905



CUPE3905