

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 issue

What We Do.....	2
Updates from the November General Membership Meeting	2
Collective Agreement	3
Updates to the Collective Agreement	3
Stewardship Opportunities	4
Personal Development Bursary...4	
Local 3905 Graduate Award	5
Executive Committee Elections ...5	
Get Involved!.....	6

We’re on the web!

Website:
www.cupe3905.lakeheadu.ca

Facebook: CUPE 3905

Twitter: CUPE3905



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: 10:00 AM—1:00 PM

Tuesday: 9:00 AM—11:00 AM

Wednesday: 1:00 PM—3:00 PM

Thursday: 2:30 PM—5:30 PM

Friday: Closed

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

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 students 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 Lakeheadu. 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.

Updates from the November General Membership Meeting

At the General Membership Meeting on November 16th, 2012,, the Bylaws and Collective Agreement ratification votes took place. The members unanimously voted "yes" to accepting both the new Bylaws and Collective Agreement. The amended Bylaws can be viewed on the "Bylaws" page of the CUPE Local 3905 website, and the new Collective Agreement will be posted on the website once the document is finalized.

Also at this GMM, five Personal Development Bursaries were awarded for the Fall applications. The recipients of the Fall Personal Development Bursaries were:

Victoria Danco: attended the International Conference on Mercury as a Global Pollutant

Brenda Magajna: attended Campylobacter Helicobacter + Related Organisms (CHRO 2011)

Hossein Tavakoli Dinani: attended the Conference on Quantum Information and Quantum Control

Radcliffe Siddo: attended The Mathematics Education into the 21st Century Project

Taslim Alani: attended the Pan-Canadian Feminist Gathering (ReBELLEs)

Congratulations to all recipients! Remember that the next Personal Development Bursary application deadline was March 1, so if you have attended a conference/workshop, or will be before the deadline, make sure to fill out an application! The deadline for the next Personal Development Bursary application is August 1, 2012, so don't forget to download the application from our website!

If you would like more details on the changes to the Bylaws, or would like to read the General Membership Meeting minutes, please visit the CUPE Local 3905 website at

www.cupe3905.lakeheadu.ca.

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
- 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

Updates to the Collective Agreement

CUPE Local 3905's Collective Agreement expired in August 2011, and so in the fall Collective Bargaining took place to agree upon a new agreement. This new agreement was ratified by the membership at the General Membership Meeting on November 16th, 2011. Below are just summaries of the main updates to the Collective Agreement. If you would like to view the changes in greater detail, or view the entire Collective Agreement, check out our website at cupe@lakeheadu.ca.

- **Wage Increases**
Year 1 (effective September 1, 2011) - 2.00%
Year 2 (effective September 1, 2012) - 2.00%
Year 3 (effective September 1, 2013) - 1.75%
- The Orillia campus will be represented under the Collective Agreement.
- The Grievance Procedure has been clarified in regards to the supervisor and the chain of command.
- The definition of a Half-Time Assistantship has been clarified and made more concise, and clearly states that a Half-Time Assistantship takes place in one of either the Fall, Winter, or Spring/Summer terms.
- Article 16.03 now clarifies that a Full-Time Assistantship will total 270 hours, and a Half-Time Assistantship will total 135 hours.
- The definition of an Employment Supervisor has been clarified to state that it is the individual responsible for directing the duties to which an employee is assigned.



Social Networking

Want convenient updates on the activities of your Local? We're on the web, and not just a website; we update regularly on Facebook and Twitter, too! Follow us or like us to receive regular, convenient updates:

Facebook: CUPE 3905

Twitter: CUPE3905

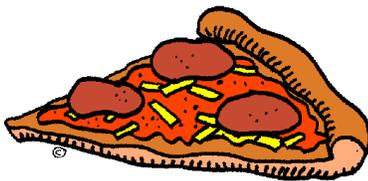
And of course, feel free to check out our website at www.cupe3905.lakeheadu.ca, or e-mail us at cupe@lakeheadu.ca.



General Membership Meeting

Local 3905 will be holding a General Membership Meeting on **Tuesday, April 3rd, at 5:00 PM in AT-1010.**

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. This is also a great opportunity to eat free pizza! All members have a vote! Mark the date on your calendars, and we will see everyone there.



Stewardship Opportunities

Are you looking for an opportunity to get more involved with your CUPE local? Do you have interest in helping out your fellow students/colleagues? Or, would you like a reputable volunteer position to include on your resume? CUPE Local 3905 has the opportunity you are looking for.

Stewards are graduate students/employees who act as the first point of contact within each academic faculty or department. There are up to two stewards for each faculty within the university. Stewards are expected to attend at least one stewards' meeting per term, be empathetic and considerate of their fellow graduate/research assistants, and be able to maintain confidentiality in dealing with their 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.

If this sounds like something you would be interested in or would like more information on, make sure to attend the General Membership Meeting in April and speak to the Chief Steward, or send an e-mail to: cupe_chief_steward@lakeheadu.ca.

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

Applications for the CUPE Local 3905 Graduate Award are currently available on our website (www.cupe3905.lakeheadu.ca). There will be three awards of \$1000 granted to graduate level students holding a B average who demonstrate financial need. Preference will be given to one international student and one single parent. The deadline is April 1st, so make sure to download your applications now and submit them to the Office of Graduate Studies!

Executive Committee Elections

There will be an election held for members of the Executive Committee at the upcoming General Membership Meeting. If you would like to be more involved with your local, consider nominating yourself at the meeting! Here are brief descriptions of the Committee positions:

President

The President of the Executive Committee oversees the activities of all other members of the Committee, and attends the university's internal relations committee (IRC) meetings. The President is also an ex-officio member of all other committees that the Executive members attend.

Vice-President

The Vice-President chairs the Bargaining Team, most importantly prior to and during negotiations. The Vice-President is also involved in local education, and fills in for the President when necessary.

Secretary-Treasurer

The Secretary-Treasurer is involved in all financial aspects of the local, and chairs the Budget Committee meetings. The Secretary-Treasurer is also expected to make a financial report at the end of every year.

Chief Steward

The Chief Steward coordinates the stewards' network and chairs Stewards Committee meetings. The Chief Steward also reports on the activities of the stewards, as well as all grievances and complaints, to the Executive Committee.

Recording Secretary

The Recording Secretary is responsible for maintaining all records, especially in regards to meetings. The Recording Secretary is also responsible for all local communications, such as minutes, agendas, etc.



Donation Requests

Local 3905 exists to support its members, and one of the ways it can do so is by supporting its members' community. Part of the Local's budget is dedicated to donations, and the members of the Local can vote at membership meetings to determine recipients of donations, if there are any applicants. If you or your organization would like to apply for funding, download the application on the Sponsorship page on our website: www.cupe3905.lakeheadu.ca

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 contact 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 department in the university, and are charged with the role of recruiting and organizing members in their departments. They serve as a liaison between the members from their departments 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

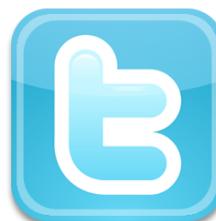
UC 0021A
955 Oliver Road
Thunder Bay, ON
P7B 5E1
807-343-8801
cupe@lakeheadu.ca
www.cupe3905.lakeheadu.ca

Social Networking Contest!

Want convenient updates from your local? Check us out on the web! Not only do we update our website regularly, we also link these updates to Facebook and Twitter! Follow or like us on Facebook and Twitter by **March 16th**, and you will be entered in a draw to win a \$25 gift card for either Eat Local or Campus Tech!



CUPE 3905



CUPE3905