

# The YUSA Times

## The Communications Committee is back!

We're back! Welcome to the first edition of the 2015 YUSA Times Newsletter brought to you by the Communications Committee! Our committee members are: Sylvia Bosch-Karas, Karen Reid, Joy Raymond, and Rosa Tarulli.

Our goal as your committee is to keep the YUSA membership informed and up to date. We want to hear

what's important to **you!** If there is something that you want to hear about or contribute, email us at [yusa-times@gmail.com](mailto:yusa-times@gmail.com).

Nous sommes de retour! Bienvenue à la première édition du bulletin YUSA Times de 2015. Ce bulletin vous est présenté par votre comité des communications. Les membres du comité sont : Sylvia Bosch-Karas, Karen

Reid, Joy Raymond et Rosa Tarulli.

Notre objectif en tant que comité est de tenir informés les membres de YUSA. Nous voulons savoir ce qui est important pour vous! Si vous voulez qu'on aborde un sujet en particulier ou si vous avez quelque chose à contribuer, veuillez nous envoyer un courriel à [yusatimes@gmail.com](mailto:yusatimes@gmail.com).

## Did you know you should contact YUSA when .....

By: Sylvia Bosch-Karas

- Your manager calls a meeting to discuss performance issues, attendance management issues or starts to discuss this in a meeting. You can ask to stop the meeting and say that you would like union representation. Often if a steward is present, the manager's behaviour and tone is quite different (see article 7.07).
- Your vacation requests are constantly being restricted. It's in our contract that the taking of an annual vacation is in the Employee's interest. Both operational requirements as well as an Employee's preference are to be taken into consideration (see article 28.01).
- You are being told that you have to work overtime. All overtime is voluntary and you have the

right to refuse a request to work additional hours (see article 26.07, 26.08).

- You are filling out a Job Questionnaire or Significant Change Form and would like assistance. YUSA will find an experienced Job E Rater to give you some guidance on completing these forms efficiently.

### Remember.....

- To always document any issues arising in the workplace and follow up verbal discussions with an email where appropriate. Creating a paper trail is important for future reference.
- You do not need to give detailed medical information to your manager (this is confidential). General information is sufficient when asked or

when calling in. Examples: "I have a medical appointment" or "This is (members name), I am calling in sick today."

- Medical documentation such as doctor's notes etc. Do Not go to your manager. All medical documentation goes to the Employee Well Being Office. If your manager requests documentation, send it to EWB and follow up with an email to your manager. Address: Employee Well Being Office, HR – 233 Kinsmen Bldg.
- If you experience difficulties with any of the above, you can have a 7.07 (c) meeting with your manager with a YUSAPUY steward present to clarify these or other parts of our collective agreement.
- Remember, don't assume the union knows. If you are having issues in the workplace, contact the union office at Ext. 55109.



## Coming Down the Line

### Upcoming Events:

- ✓ Retirees Luncheon (May 2015)
  - ✓ YUSA BBQ (June 2015)
  - ✓ Convocation (June 2015)
  - ✓ Pan Am Games (July 2015)
  - ✓ Parapan Games (August 2015)
  - ✓ Rogers Tennis (August 2015)
- Watch out for:**
- ✓ Brown Bag Lunches
  - ✓ Open Forums
  - ✓ Farmer's Market

## YUSAPUY

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190 Albany Rd. 2nd Floor  
Toronto, Ontario  
M3J 1P3  
Phone # 416-736-5109  
Fax # 416-736-5519

# YUSA(cated)!

## YUSA Marketplace

Have you been to the YUSA Marketplace yet? This initiative allows YUSA members to post goods to sell, rent or give away to others on-line. If you are interested in posting an ad, please email [media@ccu-csc.ca](mailto:media@ccu-csc.ca) with the following information:

1. Name of good
2. Brief Description
3. Price
4. Photo (if you choose)
5. Non-York University email and/or phone number
7. Duration of posting - one week or two weeks

The ad will remain for either one week or two (you choose). If the items sells, or you would like to remove the ad, please send a note to Sean Cain at: [media@ccu-csc.ca](mailto:media@ccu-csc.ca)

Please visit the site often, as postings will appear on a regular basis. A few items have already been posted - you can view them here: <http://yusapuy.ca/members/marketplace/>

YUSA reserves the right to refuse an ad that is deemed inappropriate.

## YUSA Perks

Did you know that as members of YUSA we get some perks? Check out a few of the items below:

Professional Development funds (more information coming in our next newsletter)

Get some links to coupons and discounts at: <http://yusapuy.ca/members/rewards-program/>

Check your email or contact the YUSA office for perks during special sales like:

- Exclusive access to L'Oreal sales
- Exclusive access to the Adidas Group store

## Contributions & Comments

If you want to have your say, or have questions, contact us!

**Email:** [yusatimes@gmail.com](mailto:yusatimes@gmail.com)

## Welcome and Goodbyes

We would like to welcome new members to the YUSAPUY family and warm felt goodbyes to members moving on!

## YUSATIMES CONTEST

Enter for your chance to win a \$25.00 prepaid VISA gift card! Email [yusatimes@gmail.com](mailto:yusatimes@gmail.com) by May 1st 2015 with your answers!

- Question 1: What is YUSA's anniversary date? (Must provide the month, day, and year)  
 Question 2: How old will YUSA be as of January 1st 2016?

\*If more than one person submits correct answers, a name will be drawn from a group of those who submitted the correct answers by the deadline.

## Good News at York

Do you have a good news story to share? Have you seen someone or something that has contributed to a positive work environment? We want to hear from you! Please send your Good News at York story to [yusatimes@gmail.com](mailto:yusatimes@gmail.com)

## Bargaining

The latest Yusa Bargaining Update will be issued later this week - it will be sent out on the listserv first and then on hard copy.

## Commuter's Corner

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Do you have a commuter's story to share?

Email us at: [yusatimes@gmail.com](mailto:yusatimes@gmail.com)