



# YUSAPUY

## May 2020 Reports

## **President's Report - Sonny Day**

Dear YUSA Members,

Our current situation is often described as "unprecedented." The university transitioned in the span of a week to moving almost all staff to working from home. We have for the first time ever moved exams, and entire academic programs almost entirely online. The campus, one of the largest in the country and usually bustling with activity, stands quiet, its doors locked. In the midst of this the university suffered its worst ever cyber attack resulting in a significant shutdown of IT systems that lasted the better part of a week.

I know many members are concerned about how their jobs may be affected. We have already seen many of our Unit 2 members lose their employment at least temporarily. The good news for now is that our summer enrollments are very strong, but we don't know yet what the fall will look like. We've been communicating with the membership regularly about the challenges and developments so I won't repeat everything we've sent except to say that we are working very hard to ensure that both our members' health and safety and their employment is protected.

York University will persevere and so will the York University Staff Association. We will look back on this time not just as unprecedented, but as a challenge that we surmounted together. I know in the midst of this situation it can seem like there is no end in sight, but in the years to come we will look back and tell stories about how we persevered together. This story is still being written and much of what will come to be depends on our solidarity in supporting one another.

Even as we deal with COVID-19, as a union we continue to achieve significant milestones.

Some of these milestones are small; for example we are gearing up for our first ever presentation of the budget in an entirely online format.

Some of these milestones are bigger; I want to highlight our recent affiliation with the Toronto and York Region Labour Council and our establishment of a Decent and Stable Work Task Force.

### **Toronto and York Region Labour Council**

I'm very happy to report that early in 2020 the YUSA Executive Board has passed a motion to affiliate with the Toronto and York Region Labour Council. The Council represents over 100,000 workers from across the GTA and will be celebrating their 150th year anniversary next year. It's longevity and robust membership are a testament to its value as a unifying force in the Toronto labour movement. YUSA is an independent union and while we are proud of our independence, it is critical that we continue to forge alliances and be part of this broader labour movement. By joining the labour council we can draw upon the resources, learn from, contribute to, and have a voice in the thriving labour movement in our city. Also because the labour council is local it makes it accessible for our members to attend and participate in events.

We are looking for a member-at-large to represent YUSA as a delegate so if you are interested please email [yusapuy@yusapuy.ca](mailto:yusapuy@yusapuy.ca). The council holds meetings on the first Thursday of the

month from 7:30 - 9:30. These meetings are typically held near Lawrence and the DVP, but currently due to COVID-19 are being held online via Zoom.

YUSA now has three affiliations which are highly complementary. Nationally we are affiliated with the Confederation of Canadian Unions which is a Canada-wide confederacy of independent unions. Provincially we are affiliated with the Coalition of Post-Secondary Workers of Ontario, which represents unionized staff at universities in Ontario. Now locally, we are affiliated with the Toronto and York Region Labour Council which represents workers in many sectors across our city and region.

### **Decent and Stable Work Task Force**

At the 2020 Executive Board Planning Session this year the board approved a motion to establish a Decent and Stable Work Task Force. As a union we have noticed a trend where positions that had previously been posted as continuing are now being posted as contracts or temporary positions. As we are now seeing, members in contract positions have much less job security than members in continuing positions. We also are concerned about “temporary” Unit 2 positions being posted over and over, to the point where they are no longer temporary. We need to advocate for decent and stable work for all our members. Launching a campaign like this is new territory for YUSA and so the board has approved funding to engage with a campaign coordinator who will help us hit the ground running and put us on a solid footing for bargaining next year. We are currently in the process of selecting a coordinator and we will update you as the campaign progresses.

Sonny Day  
President  
York University Staff Association

## **May Report – 1<sup>st</sup> Vice President**

It is hard to believe that the first half of 2020 is coming to an end, and we are all working from home. No one could have imagined that we would be living in a world with so much uncertainty and change. If someone would have told me last year that we would all be working from home in 2020, I would not have believed it, but here we are. While some duties have come to a stand-still during the pandemic, others have become increasingly busy. Here is what I have been working on over the past few months in my role as 1<sup>st</sup> Vice President.

### **Job Evaluation**

The committee has been working via Zoom meetings since March when the work from home protocol came into effect. There were a few issues with Compensation not having proper technology, but everything has been worked out and meetings are continuing as originally scheduled. The jobs in the rating queue are current and they are being rated within a month or two of being submitted.

On January 22<sup>nd</sup> and 29<sup>th</sup>, 2020, York and YusApuY held new job evaluation rater training. Six YusApuY members were successfully trained. Some are currently working on their shadow rating component and the others have completed the shadowing and are ready to join the joint job evaluation committee rating meetings beginning in June.

### **Appeals**

The appeals queue is currently at a manageable level. Part of my role as 1st Vice President is to write all the job evaluation appeal rationales. It is a time-consuming process but a necessary component of job evaluation. Currently, there are 18 appeals in the appeals queue. Five appeals are written and ready to be heard by an appeal rating committee. The remaining Yusa members with appeals in the queue have submitted their factors for the rationale to be written. It is my goal to write as many of the remaining appeal rationales as possible, while working from home. Once we return to York (whenever that may be) appeal committee meetings will be scheduled so they can be finalized.

### **Job Evaluation Drop-in Sessions**

The year started off with monthly drop-in sessions at Keele and bi-monthly drop-in sessions at Glendon. This year, we began offering quarterly drop-in sessions at Miles Nadal and Osgoode Professional Development. We wanted to ensure that the majority of our membership had access to this service. While we are not able to have face to face drop-ins currently, I am still available by email and telephone to help with job evaluation related questions; reviewing statement of significant change forms and questionnaires prior to them being sent to the Compensation Office.

### **Benchmark Committee**

No work has been completed on the benchmark committee since we began working from home. There is no way for each of the committee members to access the job summaries and questionnaires remotely. It is important that we complete the benchmarks project to ensure that we have current and relevant benchmarks to work with while in the rating room. Until we can get back to our offices, we will have to put this project on hold.

On another note, Rick Wheler a Senior Compensation Analyst who sits on the Benchmark Committee and is present at most of the joint job evaluation rating dates is retiring effective June 2020. Happy Retirement Rick!!!

### **Electronic Job Evaluation Questionnaire**

YusApuY and York University completed a project concept document to outline exactly what we wanted the electronic job evaluation questionnaire to look like. We met on October 25, 2019 to present UIT with the completed documents for them to assess if they had the staffing and resources needed to complete the project for us. We were disappointed to find out they would not be able to meet our needs. We decided that at the very least we need to have an AODA electronic version of the current forms. I am happy to announce that the statement of significant change form, the job evaluation questionnaire and the temporary assignment of duties form are now available electronically and AODA compliant. Going forward, anyone requesting these documents will receive them electronically. No more paper!!!

### **Unit 2 Sore Thumbing**

The Unit 2 Job Evaluation Plan was a tool created to evaluate short term and part time positions with limited requirements. It was to be used by the Employer to allow them to quickly post short term work assignments with minimal delay. The Unit 2 job evaluation plan has a smaller number of factors, levels and wage rates and if used the way it was intended, would likely still capture the work adequately. However, the employer has shown us that they are hiring highly qualified individuals into Unit 2 positions and abusing the time limits which were originally created to prevent the erosion of our Unit 1 jobs. Currently, the employer is capitalizing by hiring people short term, at low wage rates and without benefits.

We began the Unit 2 sore thumbing project with a series of meetings with the employer, YusApuY and a job evaluation consultant, Olivia Batt. We hired Olivia to assist us in reviewing the Unit 2 positions and the corresponding job evaluations, as we do not have the time or the extensive experience with the Unit 2 process, to do this work ourselves. Her involvement is part of the larger way we are approaching the precarious work issues at York. Turning Unit 2 jobs into Unit 1 positions is a top priority for YusApuY.

### **PATAC**

A meeting for the Parking and Transportation Advisory Committee was scheduled for March 12<sup>th</sup>, however, it was cancelled due to an emergency meeting regarding the covid19 pandemic. The York Region Transit Employee Pass, a Presto machine at Glendon, and online purchase/renewal parking passes were the main topics to be discussed at the March 12<sup>th</sup> meeting. The next committee meeting has been scheduled for June 9<sup>th</sup> via Zoom.

I am looking forward to seeing the YusApuY members back on campus, as soon as it is safe to do so. Until then, stay healthy and safe everyone!!

In Solidarity,

Wanda Hollingshead

1<sup>st</sup> Vice President

## 2<sup>nd</sup> VP Update to the Membership

Dear members of YusApuY,

It's been a busy start to 2020! As always there was lots going on around campus, and then the COVID-19 pandemic state of emergency was declared, and things have shifted considerably as a result. I want to take this opportunity to let you know about some of the initiatives and work underway by your 2<sup>nd</sup> VP. In addition to answering inquiries by email and over the phone or zoom, attending meetings with members and liaising with the Employer, here are some of the highlights of the work I've been doing on your behalf and will continue to do throughout 2020:

### External relationships

One of the core functions of the 2<sup>nd</sup> VP is to be a liaison between YusApuY and external organizations with whom we have relationships. As you know from my reports from last year, since I've been in the union office I've been building on our established relationships with the Confederation of Canadian Unions (CCU) and the Coalition of Post-secondary Workers of Ontario (CPWO).

In terms of the CCU, a meeting was held in January 2020, which I reported on already. The next CCU meeting was scheduled for May, but as a result of COVID-19 has been cancelled. There will be a virtual meeting in June, details still to be confirmed. The CCU is hopeful that their regular October meeting will occur. For highlights of the work CCU has undertaken over the last few months, check out the [CCU website](#) and the latest newsletter, [CCU Connections](#).

Members of the CPWO have been in conversation with one another to share details about what's happening on our various campuses with respect to COVID-19 and the various actions being taken in response to the pandemic at universities across the province. The information we've shared among our unions has been helpful in our conversations with York as we advocate for our Unit 1 and Unit 2 members during this difficult time. The official CPWO meeting for May 2020 has been cancelled as a result of the pandemic and we're unsure when it will be rescheduled at this time. I'll keep you all updated once we know more.

In addition to strengthening these existing relationships with other unions and labour organizations, we've also been working to establish new relationships. For instance, last year YusApuY participated in a few events hosted by the Toronto and York Region Labour Council and attended a few of their delegates meetings as guests. Earlier this year, the Executive Board voted to affiliate with the Labour Council, and I'll be one of the delegates who participates in their monthly meetings. Our affiliation with the [Toronto and York Region Labour Council](#) will allow YusApuY to connect with other unions to advocate locally and provincially for conditions and policies that benefit all working people, just as YusApuY bargains the wages, benefits and conditions in our workplace. We believe that our connectivity to the broader labour movement in Toronto and York Region will strengthen the local labour movement overall. The Labour Council has conducted many successful campaigns, which you can read more about [here](#).

One of the things we experimented with last year was a day of political action on June 7, the first anniversary of the Ford government. Using resources from the Toronto and York Regional Labour Council, we hosted lunch hour drop-in sessions to brainstorm questions that our membership would pose to MPPs about their policy choices and the impacts on working people. Despite our current circumstances that require social distancing, I'm hopeful that we'll have some creative ideas for more political action this year.

## **Job posting reviews**

I've been monitoring job posting details since coming into the union office in 2019 as I reported on last year. I continue to monitor trends related to hiring. One of the trends is the length of the hiring process and the number of cases where the hiring process seems to be delayed. In many cases, the hiring process is taking many months and we don't believe this is fair or reasonable. We've raised our concerns with the Employer and reiterated that we expect for the hiring process not to be unreasonably delayed. Where there are delays, we expect for the union to receive the reasons for the delay. The language of our Collective Agreement requires it and to the best of my ability, I intend to ensure that this vital aspect of our Collective Agreement is upheld. As I mentioned last year, we filed a grievance about this already. Another concern we have is when members leave departments (due to retirement or otherwise) and those positions aren't posted as full-time, continuing positions and instead are posted as a contract or Unit 2 positions. We advocate in the strongest possible terms for full time, continuing work for our members. We also keep a close eye on the postings for positions that have been excluded from our bargaining unit (such as CPM postings), and file grievances as necessary where we believe that positions should be posted as YUSA positions.

## **Benefit / Sun Life issues**

We continue to encourage all members to review your claim reimbursements from Sun Life to ensure that there aren't any issues with your benefits claims. If you're concerned about a claim, here are the steps that we recommend:

- First, try to sort the issue out directly with Sun Life. If you initiate a "live chat" session with a Sunlife rep either on their website or in their app, you will be able to either screenshot or copy and paste your conversation into a word document as a record of your conversation. Make sure you note the date and time, and the name of the representative you were speaking with.
- In some cases, you will be required to escalate to someone else at Sun Life, and it's possible that you'll be required to do that over the phone. Again, it's important to make a record of the conversation, including the date and time, who you spoke with, what you asked and what the response was. It's important to note what documents you were inquiring about (e.g., the claim that was submitted, the response from Sun Life, etc.)
- Contact the Pension and Benefits office ([askpb@yorku.ca](mailto:askpb@yorku.ca)) to see if they can advocate or intervene with Sun Life.
- If you can't resolve the issue, please send the details in an email to [yusapuy@yupsapuy.ca](mailto:yusapuy@yupsapuy.ca) including your claim, the response from Sun Life to the claim, notes from your call(s), screen shots, etc., and we will see if we are able to investigate further for you. Please use the subject "SunLife issue/inquiry" or something similar so we can keep all these requests together.

We will advocate for you and as necessary, we are filing grievances related to benefits.

## **Membership survey**

Last year, the Executive Board developed a survey to get to know what the membership thinks has been working well and what hasn't been working in terms of the union's work, our initiatives and communications. (You can find the results [here](#)). The Executive Board struck a working group to review the results and recommend a few projects that would ensure that we're making changes that align with what the membership wants. While COVID-19 has disrupted some of our plans, the working group will be focusing on communication, and redesigning the union's website and developing content and resources to share more information and to share our information in new ways. I am taking the lead in working with the working group.

## **Committee work**

For 2020, I will continue to work with the Constitution and Policy Committee, the Nominations Committee and the Communications Committee to help facilitate their work. Because all members

of the Constitution and Policy Committee are new this year, I've been heavily involved in bringing the committee members up to speed, helping to facilitate their meetings and acting as a resource in the work that's currently underway. Please see the committee report for a full list of what's been accomplished to date.

### **Parking & Transit issues**

Last year I was YusApuY's representative on the Parking and Transit Advisory Committee (PATAC) and leading issues related to parking and transit. We pressed for the PATAC Committee to be reactivated at the beginning of the year last year. There were three scheduled meetings: April, September, and December. The December meeting was cancelled.

Here's a summary of the advocacy on your behalf in 2019 related to parking and transit:

- We advocated for York to investigate the York Region transit "YRT@Work" Program
- We advocated to ensure that the York University Go train stop would remain in effect
- We raised concerns over driver and pedestrian safety at certain intersections on campus
- We raised concerns about physical and financial accessibility and security related to transit changes
- We opposed changes to the reclassification of parking lots that would result in increased costs

For 2020, Wanda has taken over on transit-related issues. If you have questions or concerns related to transit issues on campus, I encourage you to email [transit@yusapuy.ca](mailto:transit@yusapuy.ca).

### **Cross Campus Alliance**

Last year I was the lead for the union in terms of our relationship with the Cross-Campus Alliance (CCA), a group of staff, faculty and student unions on campus that come together to build solidarity between the union groups on campus. In 2019, we met several times and hosted a pre-Labour Day drop-in Solidarity Mixer so that all members of our respective union groups could come together, mingle and share stories in camaraderie. I also took the lead on the jointly developed and endorsed messages to the University President regarding the University's response to inclement weather as well as it's response to the repeal of Bill 148 and loss of protections for our most precarious workers on campus. For 2020, Wanda has taken over on CCA-related matters.

I want to thank you for entrusting me with this important work. It's my pleasure to work on your behalf. Stay safe and well. Take care of yourself and loved ones.

In solidarity,

Breanne Whitwell

2<sup>nd</sup> VP



May 4, 2020

## YusAPuy Membership Officer's Report

It happened so fast – within a week, we had to make the adjustment to working from home. I know that it's been a little overwhelming for me. You see, down time is important. That block of time where you can just shut it off and go home and come back the next day somewhat refreshed. For me, my ride home after work was my down time. And all of a sudden, my day literally almost seamlessly transitions from wake up to work to dinner to bed and repeat. I had to learn to shut if off! All of a sudden there's no driving, no fighting traffic, no looking for a parking space, and for those members that take the TTC, no rush hour hustle and bustle. Amidst this new reality that we find ourselves in, it's important to try and maintain that down time. I take my two 15-minute breaks and my full lunch hour. Go for a walk around the block just to clear your head and if you can't do that than just step away take that time to take your mind off of work. These are unprecedented times we find ourselves in, and above all things work related, we need to ensure we take care of our own wellbeing.

It has been a pleasure & privilege to represent you as your Membership Officer for a third year. I have enjoyed meeting with our new members. This gives me the perfect platform to let them know about YusAPuy. That we are a grassroots union and encourage everyone to get

involved. There are numerous benefits that come with being a member of a union, it gives us the opportunity to earn a better wage, access to benefits, pension and to work in a safe workplace. There are plenty of ways to become involved in YusAPuy activities, so please don't hesitate to reach out if you are interested.

On April 27, 2020, I conducted my first Unit 1 orientation Zoom meeting to welcome new members. Some of our new members have been hired while we have been working remotely and have not as yet stepped foot on campus. Since January, we have welcomed fifty-nine newly hired YusApuY Unit 1 members. It's always exciting to see our union grow.

Until we see each other on campus again, please, stay safe and stay healthy.

In solidarity,

Mary Polesel

## Treasurer's Report - May 2020

Greetings YUSAPUY Sisters and Brothers,

So far 2020 has been an interesting year to say the least.

I hope this report finds you and your family safe and well and I hope you are climatizing to this temporary way of life.

In January the Executive Board which consisted of some returning and some new faces had our 2020 planning session and we were able to compile an agenda for 2020 that looks exciting and promising.

I would like to update you on two of the items on my priority list.

1. The budget layout: from the feedback I've received from the general meetings in 2019 and from emails I've received from my fellow YUSA members you wanted a different layout to the budget. Good news we have a budget that has been approved by the EB and we are happy to be able to send this out to you for review and if you have any questions please email [treasurer@yusapuy.ca](mailto:treasurer@yusapuy.ca).
2. The Treasurers Transition Document: This document is near completion and will be ready before this year's election.

Based on the current circumstances the EB is looking at options of how to address the budget meeting. So, keep an eye open for more information's to follow.

I sincerely appreciate and thank you all for your patience and support.

Be Well & Safe.

In Solidarity,  
Sheila Ferreira  
Treasurer

## Officier de Glendon – mai 2020 / Glendon Officer May 2020

Bonjour de mon salon !

Wow, je n'arrive pas à croire qu'on est déjà en mai (même presque en juin) ! Le soleil brille dehors et, à ce temps-ci de l'année, plusieurs d'entre nous nous ennuyons de notre beau campus. Nous avons dû nous adapter au fonctionnement à distance en moins d'une semaine et cela a représenté un grand choc pour nous tous. Cela fait maintenant un peu moins de cinq mois depuis le commencement officiel de mon mandat en tant qu'Officier de Glendon cette année. Le temps passe vite !

Starting a new position is never as seamless as you think it will be. Scarlett held this position for so many years and did so much behind the scenes she deserves a very sincere thank you. We can thank Scarlett for coordinating the Yoga with YUSA that has been a hit with staff at the Glendon Campus and had continued through until the closure in March.

L'adage est vrai – on ne sait pas ce que l'on ne sait pas. Le travail qu'effectue YUSAPUY par le biais de ses comités, des travaux du Conseil Exécutif et du travail de bénévoles est beaucoup plus volumineux que je n'aurais pu l'imaginer. Je suis impressionnée et encore plus heureuse de pouvoir jouer un rôle plus important au sein de l'organisation. Une chose que je ne savais pas, c'est que le mandat d'un an est un peu mythique puisqu'on ne compte vraiment que 8 mois entre le début de l'année et la saison électorale. Cela veut donc dire que toute personne entrant en fonction à YUSA ne dispose que de 8 mois pour apprendre un nouveau poste, se familiariser avec le rôle et accomplir toutes les tâches qu'elle veut accomplir. Cet exercice en soi m'a obligée à suivre une courbe d'apprentissage accélérée et je suis reconnaissante à tous ceux qui ont pris le temps pour me guider au long de cette transition.

### **What have we done at Glendon this year so far?**

After the 2020 EB planning session, we had a couple of meetings at Glendon on January 31<sup>st</sup> and February 7<sup>th</sup> for me to understand how to best represent and advocate for the needs of our members.

Au cours de ces réunions, nous avons discuté de certaines préoccupations au niveau de la visibilité et de la solidarité au campus Glendon. Nous avons également parlé de séances libres, des besoins de communication bilingue pour les événements et communications à l'intention de Glendon et des préoccupations en matière de traduction. Nous nous sommes également rattrapés de façon générale sur la réalité d'un employé de Glendon.

Coming back from our meetings at Glendon, I reported to the EB the desires for a monthly drop-in which is a unique hybrid of a YUSAPUY drop-in session along with Job-Evaluation Session for consistent visibility and contact with the union at our campus. The EB was receptive and, with the help of the fantastic office staff of YUSAPUY (who deserve every bit of praise for all that they do), we had planned and scheduled monthly drop-ins and were JUST ABOUT to sort out our monthly "YUSA Safe Space" lunch room ...and then in March the campuses closed and we went remote. Everything changed. Now that we are working remotely, I am in contact with YUSAPUY to convert these planned drop-ins and lunches to virtual meetings. Stay tuned for more details!

L'adaptation au travail à la maison et aux responsabilités de mon nouveau poste a présenté pour moi un grand défi. La rapidité avec laquelle notre syndicat s'est adapté aux réunions et au travail en ligne m'a impressionnée. Le travail continue à se faire, et je continue à être à votre disposition !

A standard Glendon Officer email account has been set up at [glendon.officer@yusapuy.ca](mailto:glendon.officer@yusapuy.ca) which will be able to provide information, context and succession planning in the future. It also gives a direct way for you to reach your Glendon Officer at an email not owned and managed by York University. I also continue to be available to you through [rosa.tarulli.glendon@gmail.com](mailto:rosa.tarulli.glendon@gmail.com). I've endeavoured to keep any communications specific to Glendon bilingual in a consistent manner. I've also been actively working with the office staff on updating the Glendon YUSAPUY mailing list.

Je tiens à remercier tous ceux qui sont venus aux réunions, ou qui m'ont fait part de leurs idées par courriel ou par téléphone.

### **Joignez-vous à nous en communauté et en solidarité**

Nous avons besoin de plus de représentation à Glendon. Nous n'avons que 2 personnes (y compris moi-même) qui sont activement impliquées dans les activités de YUSAPUY sur notre campus. Cela ne représente que 2 personnes à Glendon sur plus de 70 membres et, par contre-coup, seulement 2 paires de yeux et d'oreilles de la part du syndicat sur notre campus. J'aimerais vivement voir un plus grand nombre de membres de Glendon devenir des délégués syndicaux, se joindre aux comités, mieux se familiariser avec la convention collective et établir un véritable sentiment de solidarité et de communauté avec nos membres à Glendon.

If you have any more questions or you want more information on getting involved, I am a fountain of knowledge and resources for you! Members have continued to reach out to me either directly through [rosa.tarulli.glendon@gmail.com](mailto:rosa.tarulli.glendon@gmail.com) or [glendon.officer@yusapuy.ca](mailto:glendon.officer@yusapuy.ca). You will notice that if you email my office mailbox, I will often forward it out to these accounts to ensure that there are never any glitches or concerns about being on the employer's system.

L'important, c'est que vous me contactiez quand vous en avez de besoin. N'hésitez jamais à me poser une question en m'envoyant un courriel. Si vous préférez que je vous rappelle, je peux le faire aussi ; il suffit de me laisser votre numéro de téléphone dans votre message. Si je ne sais pas la réponse, je serai contente de l'obtenir ou de vous diriger vers la bonne ressource.

It has been a steep learning curve and an absolute pleasure to work with and for you as your Glendon Officer. I look forward to a brighter second half of the year!

Rosa Tarulli  
2020 Officier de Glendon pour YUSAPUY  
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647-697-1291

## **May 2020 YusApuY Unit 1 Bargaining Committee Report**

The Unit 1 Bargaining Team met in March to discuss updates to collective agreements in our sector, as well as conditions affecting the public sector in general. At that time, the committee was tasked with reviewing sections of our current collective agreement and comparing those with gains made in similar areas by other institutions. In this way, we can see how and if our language can be improved to the benefit of our membership in the upcoming round of bargaining.

While in-person meetings have been pushed back, there is plenty of work to be done in the leadup to bargaining year 2021 and we look forward to sharing with you the results of those efforts, via whatever medium avails itself to us. Above all, we hope you are staying safe and healthy.

In solidarity,

YUSAPUY Unit 1 Bargaining Committee

# Constitution & Policy Committee Interim Report, 2020

Dear YUSAPUY Members,

2020 has been quite a year for the C&P Committee. I'd like to give a shout-out to Felicia Sukhu and Peter Hur, the C&P Committee members I have the privilege of working with. Despite the steep learning curve, the three of us at last feel that we have a solid grasp of what needs to be done and are well on our way to taking the necessary steps to further the vision of YUSAPUY. I'd like to also give a shout-out to Breanne Whitwell and Sonny Day for supporting and assisting us in the learning process, and especially to Breanne for attending every meeting to ensure we were on the right track. We would not have come this far without them.

As of our last meeting, the following action items have taken place:

- A complete review of suggestive changes made to the YUSAPUY Constitution by the previous year's C&P Committee. Some changes were adopted, others were amended and then adopted.
- A review of the constitutions for LUSU and AESES.

As of our last meeting, the following action items are currently in progress:

- Drafting language for the constitution around the following key areas –
  - Addressing motions
    - The lifecycle of a motion
    - The process if quorum to address a motion at a meeting is not met
    - The buffer time between a motion reaching the end of its lifecycle and being brought up again at subsequent meetings
    - Clarification around what constitutes a viable motion
  - The process for motions pertaining to constitutional change
    - Addressing the process for putting forward a motion that aims to change a part of the YUSAPUY Constitution
    - Clearly defining the types of motions that are constitutional in nature
  - Creating a separate process for motions that pertain to a change in dues

As of our last meeting, the following action items have been tabled and will commence once the current pending items have been completed:

- Changing the language on the YUSAPUY Constitution to indicate that terms for all positions on the YUSAPUY Executive Board will be two years instead of one year
- Addressing the notion of e-voting and drafting language to include this in the YUSAPUY Constitution
- Including a section for the YUSA2 category of employees
- Drafting a "mission statement" for YUSAPUY

I'd like to close my report by once again thanking my fellow committee members for their hard work, especially during this uncertain time. Neither of us could have anticipated that our first year as committee members would be the year of a global pandemic. Regardless of this, with the support of the officers and EB, I'm certain we'll continue to put out great work while doing our best to serve the YUSAPUY community.

I invite any and all YUSAPUY members to connect with me should they have any questions and/or concerns.

Sincerely and in solidarity,

Ammad Khan  
Chair, Constitution & Policy Committee

## Communications Committee Report

Dear YUSApuy Members,

First, let me begin with a sincere wish that you and your families are all well. Please keep looking after yourself, physically, mentally, and in whichever way you need to keep moving forward through this most interesting and unusual time in history.

The Communications Committee for 2020 is comprised of YUSA members Emma Posca (Chair), Barbara Thurston (Co-Chair), and Rosa Berdejo-Williams (Member), as well as Breanne Whitwell, our 2nd Vice-President. We attended an all-day Deep Diversity training session on December 4th, 2019 with Shakil Choudhury, author of Deep Diversity®: Overcoming Us vs. Them. In January, the planning session for the Executive Board was held on the weekend of January 11, 2020.

We held our first meeting on February 10, 2020, where we discussed what the committee wants to accomplish this year, and we agreed upon Spring, Summer, and Fall/Winter newsletters. Through email and meetings, we determined topics for the first newsletter and decided to use the Sway software, continuing the tradition as set by the 2019 Committee.

As well, Breanne Whitwell, Barb Thurston, and Rosa Tarulli are reviewing the results of the comments from last year's member engagement survey, with regard to communications. We hope to review comments received and input them into our website, and in further communications initiatives.

We have completed our first newsletter, and will be sending it out next week, before starting on the Summer newsletter.

Be well, and stay safe!

In solidarity,

### **Committee Members**

Emma Posca, Chair

Barbara Thurston, Co-Chair

Rosa Berdejo-Williams



## May 2020 Grievance Committee Report

Not halfway through the year, and we've reviewed 50 grievance files to date. CPM postings are thoroughly reviewed by the officers and exclusion grievances filed when we feel positions posted should be in the YUSA bargaining unit.

Something new this year - instead of reviewing files after step 2 meetings, a grievance committee member is now attending step 2 meetings. This gives the committee a more in-depth understanding of the process and grievance file, and it also allows for only one officer to attend the step 2 meeting.

Number	Type of Grievance
25	Job Posting
5	Job Closure
1	Sick Time Accrual (Policy)
2	Benefits
1	Failure to notify JHSC (Policy)
5	Discipline
1	Termination
10	Exclusion (Policy)

The 2020 Grievance committee.

Anne Marie Khan  
Anne Ralph (Chair)  
Zanita Shameselarijani  
Elspeth Staniland (A)  
Kimberly Wilson (Co-Chair)

In Solidarity,  
Grievance Committee

## May 2020 Report to the YUSAPUY

### Membership

#### YUSAPUY Health and Safety Committee

Paula Gowdie Rose, Chair (x55074, [pgowdie@yorku.ca](mailto:pgowdie@yorku.ca))

Zanita Shamselarijani, Co-Chair (x77520, [zanitas@yorku.ca](mailto:zanitas@yorku.ca))

Members of the YUSAPUY Executive Board

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*The YUSAPUY Health and Safety Committee is a Standing Committee of YUSAPUY, entrenched in YUSAPUY's Constitution. Our mandate is to work with, advocate for, support our Members on issues relating to occupational health and safety, i.e., issues in the workplace that affect YUSAPUY Members' health and safety whether in their direct workspaces, in the course of completing work responsibilities or anywhere on the employer's property.*

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#### **Safety - for ourselves and others**

*March 2020. This date will forever have significance for the York University community, Ontario and Canada. The date our communities were significantly impacted by the coronavirus COVID19.*

*In March 2020, we were thrust into changes we had little or no control over or consented to. The ways we work, love, communicate, interact with others, worship, care for others, eat, maintain our health, seek out goods and services, our lifestyles, value systems, our freedoms – every aspect of our lives was suddenly **confronted** by this virus, and this was complicated by fear – fear of contracting a deadly virus. Are these changes temporary or are they our new normal? Talk about major disruptions! It is little wonder then that daily news reports sound the alarm about increased levels of stress, anxiety and violence, including domestic violence, all brought on by these changes.*

*Stop. Breathe. Take a moment to think about your life in this moment. Acknowledge the changes in your life. We may not have chosen these changes but recognize and acknowledge the reasoning behind the sudden changes. We can't be sure of next steps but appreciate that these changes are for the greater good of our communities and be hopeful. Hopeful that this state of being is temporary and that we will move positively beyond where we are today.*

*This too shall pass!*

*Look around and be grateful for what you have, and what is available to you. Lean into your friends, family, communities. Tap into resources that are available to you at this time. Embrace healthy habits, especially now, to build and maintain your immune system. Self-care. Adhere to*

*the directives of health authorities - wash hands frequently with water and soap and use hand sanitizer when hand washing is not possible, practice social distancing.*

*We are hopeful that this experience has served to remind us of what should be important in life, and that this experience will result in better relations among humans not only in our own communities but across the globe.*

*The focus of this article is about working remotely and caring for yourself and family particularly during this time. As with your colleagues, Your Health and Safety Committee is still available to you – see below for the Committee list. Do not hesitate to reach out with any questions and/or concerns.*

*In closing, we take this opportunity to acknowledge Committee Members for their commitment to serve the YUSAPUY Membership.*

*Take care of yourself and family,  
PGR and ZS*



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#### **Working Remotely**

We trust you are being mindful of work habits while working remotely.

York has made available tools specifically for working remotely at <https://computing.yorku.ca/offcampus/>. These include a "soft phone" that allows you to use your work extension for work related phone calls on your cell phone or computer. A caution about providing your home and personal cell numbers to others or sharing your home address for work purposes. Yours and your family's safety should be safeguarded.

Health, Safety and Employee Well Being (York) has provided some resources related to working remotely, including ergonomics. Please see the following links:

- <https://yulink-new.yorku.ca/group/yulink/covid-19>
- <https://yulink-new.yorku.ca/group/yulink/ergonomics>.

Additionally, the Occupational Health Clinics for Ontario Workers (OHCOW) has made available some resources for Safely Working from Home - <https://www.ohcow.on.ca/safely-working-from-home.html>.

Remember to take frequent breaks, get up and change your posture. If you are not able to get out for walks, try exercising and stretching at home according to your abilities, eating healthy, keeping connected with family and friends. The Arts, i.e., painting, music, singing, theatre, etc., can be quite therapeutic, so are pets. **Self-care** - you will

hear this a lot now but it really is true. Take some alone time, run a bubble bath (if this is something you enjoy), read a book, enjoy a glass of your favourite beverage, call/face time/Google Duo, etc., a friend you have not connected with for a long time. The temperature seems to be moving into double digits so start seeding some plants, poke your head out a window, if this can be done safely, or stand at a window or go outside for a few minutes if you have a backyard, and get some sun. Whatever you do, take care of yourself within the healthcare directives!

### Workplace Accommodation While Working Remotely

If you were being accommodated in the workplace due to a medical condition and had been provided with certain equipment/assistive devices, you may be able to take these items home for use during the remote operation of the university - please contact your manager. Also, non-equipment related workplace accommodations, e.g., modified hours, modified duties, limitations and restrictions, should also be respected according to your Workplace Accommodation Plan (WAP) or your healthcare provider, as applicable. Periodic updates to the Employee Well Being (EWB) department is required according to your WAP, as applicable. Of course, it is recognized that there are currently difficulties around obtaining medical documentation from healthcare providers as some healthcare providers are either closed or are only providing limited services remotely. If this applies to you and you are being asked by EWB to provide updated medical documentation and are experiencing difficulties doing so, simply indicate this to your EWB contact.

Additionally, if you are experiencing ergonomic issues while working at home, please relay these to your manager. It is understood that there may be some challenges and differences in how employees will be supported during this time. It is also understood that some *Work From Home Agreements* were modified by administrators of certain divisions to indicate that employees were responsible for their own ergonomic issues (YUSAPUY is dealing with legal concerns related to Work From Home Agreements). Having said this, as is normal practice under employment laws,

#### DO YOU NEED ACCOMMODATION IN THE WORKPLACE?

- Are you disabled?
- Have you recently been injured or suffer from an old injury that affects your ability to work?
  - Have you been injured in the workplace?
- Are you in contact with the **York Health, Safety and Employee Well Being (HSEWB) department** or **WSIB**? Seeking long term disability?

**YOU ARE NOT ALONE!**

YUSAPUY: Tel: 416-736-5109/Email: [yusapuy@yorku.ca](mailto:yusapuy@yorku.ca)

concerns related to work/workplace should be relayed to your manager.

### Additional resources

This is a mix of websites that you may find interesting and helpful – these are suggestions. Use your judgement and common sense and participate, or not, according to your own individual abilities and preferences. **Think and practice safety – safety for yourself and those around you.**

To keep up to date with information about COVID19 and related directives:

- Canadian Government: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- Ontario Government: <https://covid-19.ontario.ca>
- World Health Organization (WHO): <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- York University: <https://coronavirus.info.yorku.ca>

### Nutrition/eating/food and exercise

- At home exercises: <https://www.acefitness.org/education-and-resources/lifestyle/blog/6593/top-25-at-home-exercises/>
- Free exercise programs: <https://www.youtube.com/user/joannasohofficial>
- Exercise, nutrition: <https://www.livestrong.com>
- Free online yoga classes: <https://www.youtube.com/playlist?list=PLZkDZKOcvYTh4dRDXQ71m7gQUmWkDmLAI>
- Free online yoga: <https://greatist.com/move/free-yoga-videos#less-than-30-minutes>

### Health, including Mental Health and mindfulness

- EFAP (short term services available to York full time and part time employees): <https://www.shepell.com/en-ca/>
- Sunlife (health benefits available to York full time employees): <https://www.sunlife.ca>
- Anxiety Canada: <http://www.anxietycanada.com/covid-19/>
- Canada Life: Workplace Strategies for Mental Health: <https://www.workplacestrategiesformentalhealth.com>
- Canadian Mental Health Commission: <https://www.mentalhealthcommission.ca/English>
- Centre for Addiction and Mental Health (CAMH): <http://www.camh.ca>
- Free online guided meditation: <https://www.yogajournal.com/meditation/best-free-online-guided-meditations-for-beginners>

## Sexual Violence

- The Centre for Sexual Violence Response, Support & Education (Centre): <https://thecentre.yorku.ca>  
The Centre offers **Online Training Modules** (Certificate issued at completion): <https://thecentre.yorku.ca/online-training-modules/>.

## The Arts

- Mirvish Productions:  
[https://www.youtube.com/watch?reload=9&v=TVuMtk0v0Go&feature=youtu.be&utm\\_source=20200505&utm\\_medium=email&utm\\_campaign=meanwhile](https://www.youtube.com/watch?reload=9&v=TVuMtk0v0Go&feature=youtu.be&utm_source=20200505&utm_medium=email&utm_campaign=meanwhile)
- Shaw Festival:  
[https://www.youtube.com/watch?v=JPKHwkiqG7w&utm\\_source=wordfly&utm\\_medium=email&utm\\_campaign=EmailShawCabaret%2325%2F4TIX20&utm\\_content=version\\_A](https://www.youtube.com/watch?v=JPKHwkiqG7w&utm_source=wordfly&utm_medium=email&utm_campaign=EmailShawCabaret%2325%2F4TIX20&utm_content=version_A)
- Canadian Opera Company (COC): Digital Content Hub (Opera at Home)-  
<https://www.coc.ca/Hub#Opera%20At%20Home>
- Measha Brueggergosman, Canadian Soprano:  
<https://www.measha.com/en/>
- Art Gallery of Ontario: <https://ago.ca>
- Mayworks: <https://www.nightshfts.org>
- CBC: <https://www.cbc.ca/music/an-up-to-date-list-of-canadian-live-streams-to-watch-during-covid-19-1.5500113>
- <https://www.billboard.com/articles/columns/pop/9335531/coronavirus-quarantine-music-events-online-streams>

## Occupational Health and Safety

- Canadian Centre for Occupational Health and Safety:  
<https://www.ccohs.ca>
- The Occupational Health Clinics for Ontario Workers (OHCOW): <https://www.ohcow.on.ca>
- Workers Health and Safety Centre: [www.whsc.on.ca](http://www.whsc.on.ca)

### YUSAPUY Health and Safety Committee

Each Member of the YUSAPUY Health and Safety Committee participates in, or is associated with, a [York JHSC](#).

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\*More experienced/Seasoned Health and Safety Rep  
CW=Certified Worker (completed certification training)

## **Job Evaluation Committee Report**

May, 2020

May started out with International Workers' Day, also known as May Day to celebrate labourers and the working class, and now we are almost in to June! I hope that you are staying healthy and safe during these unprecedented times.

For those of you who don't know, there are two parts to being a member of the Job Evaluation Committee. One, we have monthly lunch time meetings to get together and discuss as a group, any issues, questions or concerns taking place in the Rating Room; and secondly, the Rating Room – where there are two YusApuY members and two Management members (typically a Compensation Analyst and a CPM) looking over jobs that have been submitted for rating.

We have been busy these last few months. As of today, since January, our Raters have rated ~72 jobs. These are New Vacant jobs; New Revised jobs; and jobs that have been submitted by YusApuY members for Significant Change, as well as Temporary Promotion of Duties forms. We also have ~14 upcoming jobs in June.

We have a great base group of Raters that have really been working hard the last 5 months – and for that I thank you! We also have 6 new Raters-in-Training who are shadowing and hope they will move up to Full Raters soon so that some of the “pressure” can be spread out – share the love! 😊

As we know, in March, our world changed. And that meant how we do our meetings, and that included our work in the rating room.

Our first rating meeting done by Zoom was supposed to be on March 25, but it had to be pushed a week as HR needed to get the Analysts the proper equipment to host Zoom meetings. We were finally able to do 2 half days of rating, one on April 1<sup>st</sup> and one on April 3<sup>rd</sup>. There were some issues with headsets; contacting Designated Managers; digital copies of jobs, but overall it was okay. I still prefer sitting in the rating room with paper copies of jobs that need to be rated – I think that's the old school gal in me!

As I have said before, there are a group of Raters that step up and do the work: 7 people filling 18 rating slots (9 days) this quarter; 10 people filling 16 slots last quarter which equated to 11 people filling 34 rating slots for the first two quarters. I realize that some have taken a leave; some are busy during certain sessions; others are part of other committees, but that leaves a small group of people doing the work. We need more!

Trust me, I get it – YusApuY members are busier now (well, before Covid hit) than we have ever been – people leaving jobs or jobs being closed; those jobs not being filled; more responsibilities piled on; it seems like it never ends, but we need to ensure that the Job Evaluation process is fair and equitable – that is the beauty of having a Joint Committee. We get to have a say in every single job that is posted – and that is pretty amazing. Not many organizations do that.

SO – if you are interested in being a Job Evaluation Rater, please let us know by emailing the YusApuY office, or reach out to me by email and we can put you on the list for when the next training session takes place.

Go to the YusApuY website for more information on becoming a Job-E Rater.

Thank you, and please stay safe and healthy.

Scarlett Farquhar, [sfarquhar@gl.yorku.ca](mailto:sfarquhar@gl.yorku.ca)  
Co-Chair, YusApuY Job Evaluation Committee

## Nominations Report – May 2020

As I write my May report this year, we are all still in our homes, working remotely and self isolating.

This has certainly been a year like no other.

So far this year, both Tammy Paglia as Co-Chair and myself as Chair, have participated in the Executive Board two-day planning session in January held at York, as well as the bi-weekly Executive Board meetings. The Executive Board meetings are of course happening via Zoom over the last few months. This means we are still able to get through all the regular business of the union, of which there is always lots to get through, however now we have the occasional dog or cat who tries to join in the meeting.

The Nominations Committee will soon start going through the Elections Policy highlighting areas that need to be revised and working on new language. Every year we come across situations where we find the language needs to be updated for clarity etc. Once completed the changes will be brought to the Executive Board for approval. The Committee is also waiting for the budget for this year to be finalized and approved by the Executive Board, after which we will once again start preparing an Evote for the approval of the 2020 budget.

We have seen a steady increase in members putting their names forward to become Stewards over the last year, which is great to see. If anyone is interested in becoming a Steward, please reach out and send me an email.

Even though I am loving the commute lately, I look forward to life going back to normal and being able to see all our co-workers and fellow YusApuY members once again back at York.

Hope everyone continues to stay safe and stay well.

In Solidarity,

Sylvia Bosch-Karas

### **Committee Members**

Sylvia Bosch-Karas, Chair

Tammy Paglia, Co-Chair

Leah Xing