

# CUCEPTFU News

Fall 2019



## HAVE YOU GOT PROTECTION?

**The collective agreement is our protection. It is a legally binding contract between the instructors at Continuing Education, as represented by our union, the Concordia University Part-time Faculty Union (CUCEPTFU-CSN), and the employer, Concordia University. This document, available at [www.cuceptfu.org](http://www.cuceptfu.org), sets out our working conditions. Now, a new collective agreement is being negotiated.**

Since 1991, CUCEPTFU has been protecting the rights of instructors at Continuing Education. Teams elected by the General Assembly have negotiated a series of collective agreements. Currently, the CUCEPTFU negotiating team of Marylee Wholey, Beverley LeBlanc and Perry Shearwood, assisted by Sébastien Boisvert, the counsellor delegated by our union federation, is meeting regularly with Concordia representatives Pierre Claude Bourke and Gabriel Prévost of Employee Relations, Human Resources, as well as CCE Director of Administration Ariane Cloutier. Your union representatives are bringing to the negotiating table a set of demands which emerged from discussions with CCE instructors in CUCEPTFU Executive meetings, Union Council meetings and the General Assembly. The General Assembly will ratify the new collective agreement when negotiations are completed. Details of the negotiations toward a new collective agreement appear elsewhere in this newsletter.

Our rights are also protected by our solidarity with other university teachers across the province. CUCEPTFU is a member, along with unions representing instructors at many Quebec universities, of the Fédération nationale des enseignantes et des enseignants du Québec (FNEEQ-CSN). Through FNEEQ, CUCEPTFU works together with other unions in a process of coordinated negotiation, so that gains made by instructors at one university can be translated into gains for instructors across Quebec.



A grievance procedure, laid out in Article 8, protects instructors if provisions of the collective agreement are violated. When a grievance is filed, efforts are made in monthly meetings of the parity Labour Relations Committee to resolve the matter. If these efforts are ultimately unsuccessful, the parties go before an arbitration hearing and an arbitrator makes a decision. The arbitrator can impose sanctions on the university for not adhering to the collective agreement. To date, we have been able to find mutually agreed upon solutions to almost all problems that have arisen. Since 1991, only two grievances have gone before an arbitrator, one of which was decided for CUCEPTFU and one for the university.

In practice, a common understanding by the administration and the union of the collective agreement eliminates the necessity of frequently filing grievances. For this reason, at the conclusion of our current negotiations, CUCEPTFU plans to work together with the university to organize a training session, at which union representatives and all Continuing Education administrators will develop a shared interpretation of the provisions of our collective agreement.

The Labour Relations Committee is a parity committee. The purpose of the committee is to discuss and resolve any question relative to the application and interpretation of the collective agreement and labour conditions (clause 3.07 of the CA). The committee undertakes an important number of tasks related to its mandate (clause 3.09 of the CA).

Marylee Wholey, Perry Shearwood and Beverley LeBlanc represent CUCEPTFU while Pierre Claude Bourke, Employee Relations, Concordia Human Resources; Gabriel Prévost, Employee Relations, Concordia Human Resources; and Ariane Cloutier, Director, Administration, CCE, represent the administration.

The committee usually meets once a month. The most recent meeting was October 3, 2019 and the next meeting is December 5, 2019. The following are some of the issues that have been addressed by the committee in 2019.

- Your representatives communicated to the committee the results of meetings of English Department instructors concerning changes proposed to the Intensive English Language Program teaching schedule by the administration. Discussions resulted in Letter of Agreement 2019-001. This LOA means that as of Fall 2020 the morning teaching schedule in the IELP will be 15 hours per week and the afternoon teaching schedule will be 11 hours per week.
- Concordia Payroll has not consistently posted instructors' Records of Employment (ROE) to the Services Canada website, as required by law. Subsequent to discussions in the Labour Relations Committee, and pending implementation of new human resources software, instructors are being asked to notify Payroll five days after the termination of a contract, if ROE are required. Contact information for Payroll appears elsewhere in this issue. If problems are encountered with obtaining ROE in a timely manner, please contact a member of the CUCEPTFU Executive.
- As a result of consultations in the Labour Relations Committee, Departmental Advisory Committees have been set up. A joint meeting of representatives of all departments was held in spring 2019. Meetings with the representatives of each department and the administration will be held this fall.

The CUCEPTFU team of Marylee Wholey, Beverley LeBlanc and Perry Shearwood, with the able assistance of FNEEQ counsellor Sébastien Boisvert, has been meeting regularly since January 2019 with administration representatives Pierre Claude Bourke, Ariane Cloutier and Gabriel Prévost to negotiate the renewal of our collective agreement. The previous agreement expired in September 2018. The negotiation of all non-monetary items has now been completed and in upcoming meetings the monetary items will be broached.

The negotiating team has stood firm in the face of unworkable proposals by the administration, the vast majority of which were withdrawn. At the same time, gains have been made in areas that are important to our members.

- The consensus among instructors in the English Department that the teaching schedule in the intensive program should remain substantially the same has been enshrined in the collective agreement. As of fall 2020, the morning teaching schedule will be 15 hours a week while the afternoon schedule will be 11 hours a week.
- It has been confirmed that test preparation courses in the English Department, such as the IELTS, are workshop courses limited to 18 students, unless the instructor agrees to more, in which case a stipend will be paid for each additional student.
- A definite numerical limit has been established for class size in laboratory courses in the Computer Department and the Photography Department. When the number of students exceeds 25, a stipend will be paid, up to a maximum class size of 35. As well, the class size must be determined with reference to the pedagogical goals of the course.
- The French Department Personnel Committee will now have two union representatives, up from one. The English Department Personnel Committee will have two union representatives instead of three.
- It has been agreed to extend digital communication of information.
- Participation in professional development and training activities by instructors in non-intensive programs has been recognized in Article 10.
- Changes in Article 12 have clarified the process by which instructors can show themselves qualified to teach a course.
- Compassionate leave has been expanded, in line with Quebec labour standards.
- The deadline for filing a harassment complaint has been extended from 90 days to two years.
- Personnel Committee representatives will be consulted so that instructors participating in hiring interviews will be knowledgeable in the field of the interviewee.
- Instructors may be assigned courses in more than one department. In the event of a schedule conflict in assigned courses, the instructor has a deadline to notify the administration of her or his decision.

**DO YOU NEED HELP?**

**ON THE TRAIL OF  
YOUR RECORD OF  
EMPLOYMENT (ROE)**

Concordia University provides counselling services to CUCEPTFU instructors and to the members of their families free of charge through Homewood Health. CUCEPTFU has negotiated full access to these services for instructors at Concordia Continuing Education. Concordia's Employee Assistance Program (EAP) is a strictly voluntary and confidential counselling, referral and information service that provides a broad range of services to employees like you, as well as your immediate family.

Homewood Health is a trusted Canadian company specializing in providing employee assistance and workplace solutions. For over 30 years, they have helped thousands of employees and family members resolve personal and work-related issues. Consider using the program when your own efforts at resolving issues are not working, you feel overwhelmed or you want to prevent problems from escalating. Remember that these services are not only there for people in crisis. You can access services any time to improve your overall health and well-being. Services in either English or French are available to you at no cost 24 hours a day, 7 days a week. For assistance please call Homewood Health at:

1-800-663-1142 (English Services)  
1-866-398-9505 (French Services)  
International (Call Collect): 604-689-1717  
TTY: 1-888-384-1152

Some other programs available through EAP are the Concordia Drug and Alcohol Recovery Program (DARP), if you are concerned about substance abuse, and the "I Quit" Smoking Cessation Program, for anyone who would like to quit smoking.

The Concordia EAP Coordinator can be reached at 514-848-2424, ext. 3667 for further information concerning all available programs.  
E-mail: EAP@concordia.ca

CUCEPTFU's representative on the EAP Committee is Lili Ullmann.  
E-mail: liliu@videotron.ca

- You may be entitled to Employment Insurance (EI) if you are not under contract.
- The provision of ROE by the university is an obligatory part of claiming EI.
- Nevertheless, the Concordia administration has now told us that you must request a ROE from Payroll if you are receiving salary on two consecutive paydays, even if you are not working for more than 5 days.
- Check the Services Canada website to determine if Payroll has uploaded your ROE:  
<http://www.esdc.gc.ca/en/ei/roe/index.page>
- Notify Payroll if the ROE is not there.
- Payroll contact information appears below.
- Contact a member of the CUCEPTFU Executive if you have problems.

**Payroll Contacts**

**Employees with family name C,D,E,G,R:**

Antonietta Martuccio  
(514) 848-2424 ext. 5909

**Employees with family name B,S,T,U,W,X,Y:**

Diane Rambaran  
(514) 848-2424 ext. 4917

**Employees with family name A,H,I,J,K,L:**

Karima Poonja  
(514) 848-2424 ext. 4915

**Employees with family name E,M,N,O,P,Q,V,Z:**

Susan Jafari  
(514) 848-2424 ext. 4177

Assistants, Payroll

- ROE
- Earnings and deductions
- Tuition deduction

## CUCEPTFU HOLIDAY PARTY! SAVE THE DATE

FRIDAY, NOVEMBER 29, 2019

at **La Pizella**

2080 St. Mathieu, just north of De Maisonneuve  
More details to follow

### PROFESSIONAL DEVELOPMENT FUNDING 2019-2020

Congratulations to those instructors who have been awarded professional development funding!

<b>Adeline Caute</b>	Conference-APFUCC	French	\$1,662.15
<b>Carol Hawthorne</b>	Conference-Online Learning Consortium	English	\$2,911.20
<b>Joseph Hulet</b>	Conference-Autodesk	Computer	\$2,911.20
<b>Emily Keenleyside</b>	Conference/Presenter, International Council of Museums (ICOM)	Learning and Study Skills	\$2,911.20
<b>Veselina Kitkarska</b>	Conference-TESOL	English	\$2,759.89
<b>Louis Lapointe</b>	Conference-Info Presse seminars	Communications	\$623.48
<b>Sandra Novalija</b>	Conference-TESOL	English	\$2,758.89
<b>Brendan Wood</b>	Courses-Tuition	Computer	\$1,787.12

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Contributions: Tanya Ullmann and Perry Shearwood.  
Thanks to the CUCEPTFU Executive for their feedback.  
Concordia University Continuing Education Part-Time Faculty Union  
(FNEEQ-CSN) Syndicat des chargé-e-s de cours à l'éducation aux adultes  
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