

MEMORANDUM

THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
Room 350 - 2075 Wesbrook Mall
Vancouver, BC
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<http://www.hr.ubc.ca>

Date: July 28, 2010

To: Deans, Directors, Department Heads and Administrators

From: Linda McKnight, Director, HR – Advisory Services

CC: HR Advisors & Associates
Peter Lane, CUPE 2278

Re: ANNUAL REMINDER: CUPE 2278 – Dues Deduction and Orientation

All memos from UBC Human Resources are posted online at www.hr.ubc.ca/memos.html.

This memorandum is intended as a reminder of certain obligations of departments/faculties to your Teaching Assistants and Markers under Article 3 of the Collective Agreement with CUPE Local 2278 (“the Union”).

Article 3.01 requires that:

- Each employee in the Union’s bargaining unit complete a written dues check-off request upon commencing employment with the University.
- Download Schedule B of the Collective Agreement and ensure that this form is completed for each employee in the Union’s bargaining unit in your Department/Faculty. This form can be accessed in PDF format online at:
http://www.hr.ubc.ca/files/pdf/collective_agreements/CUPE2278_SCHEDULE_B_2_.pdf
- Completed forms should be sent via e-mail to the Union office at cupe2278@interchange.ubc.ca.

Article 3.02 requires that:

- Each department or Faculty (in non-departmentalized Faculties) hold an induction/orientation meeting of all employees in the Union’s bargaining unit by the eighth week of the first term of the Winter Session;
- Each employee and the Union are given written notice of the meeting at least two weeks in advance of the date of the meeting. That notice must be consistent with the form set out in Schedule C of the Collective Agreement. The Schedule C Form can be accessed in PDF format here: http://www.hr.ubc.ca/files/pdf/collective_agreements/CUPE2278_SCHEDULE_C.pdf
- A representative of the Union be provided with time to discuss the function of the Union, expectations, responsibilities and duties of teaching assistants and markers as well as their rights as members of the Union;

- Where departments handle orientation on an individual basis, they will inform the Union and the Union may then arrange its own meeting. The Department will distribute to all employees in the Department written notices provided by the Union of any union-organized orientation meeting.
- Completed forms should be sent via e-mail to the Union office at **cupe2278@interchange.ubc.ca**.

Teaching Assistants and Markers may contact the Union to request print copies of the Collective Agreement or they may download and/or view it online at http://www.hr.ubc.ca/collective_agreements/.

Should you have any questions with regard to the foregoing, please call your Human Resources Advisor or Assistant.