

March 2024—Volume 16, Issue 1

CUSSU Concordia University Support Staff Newsletter



CUSSU SESUC

Note from the President:

Dear Members;

Our fiscal and academic year-end is approaching! It's important to remember that not all types of time carry over, so please keep reading :)



Summer Hours: If you received permission from your supervisor to bank time for some summer hours in 2023/24, and you have not used them yet, please use them before the end of the fiscal year May 31, 2024 – or you will lose them. These hours cannot be forwarded to the next year and UNITY will not carry them over. The only exception to this, as started in **Article 22.09** is : *if the employee is unable to take advantage of summer hours as they occur, the unused hours may be banked and then taken at the time agreed upon with the immediate supervisor—but the agreement must be made in advance.*

Personal Time: & Family Obligation: If you have not used up your time for professional appointments (**Article 26.07**), we would also like to remind you that these hours cannot be brought forward into the next fiscal year (2024/2025), and the same is true for Family Obligation hours (**Article 26.08**).

Vacation 2023/2024 — Article 27

With the permission of your supervisor, you may carry forward up to 10 vacation days into the next budget year (2024/2025), which begins June 1st.

Don't forget to submit your vacation days request for 2024/2025 to your supervisor before May 1st, 2024.

Hope to see you soon at one of our upcoming events!
In solidarity,
Donna Fasciano

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Contributors to this issue

- Donna Fasciano
- Larissa Dutil
- Christabell Moyo
- Jill Kinaschuck
- Jennifer Srey
- Jennifer Muir
- Vidya Khan
- Bo-Kyung Kim

How to verify your My Time in unity:

Go to Carrefour:

<https://hub.concordia.ca/carrefour.html>

Choose My CU Account

➡ Choose Personal

➡ Choose My Time

➡ Choose My Time Off

Choosing between the tabs Current or Past will show you time you have planned and time you have already taken, back to 2022.



My CU Account

Formerly MyConcordia

Find quick links to HR and financial services, accounts and settings, personal information and more items.

[View all account details >](#)

Jump to

- UNITY
- UNITY Support
- My HR
- Outlook (Webmail)
- Moodle
- Pay stubs
- Office 365 tools
- My Faculty Centre

My CU Account

- Personal
- Email & phone
- Finance & procurement
- Faculty & academic
- Administrative systems
- Campus access & safety

Forms, requests & reservations

Find administrative and financial forms and submit requests for campus services.

My Time

Use My Time to:

- Enter, adjust and/or approve timesheets
- Request and/or approve time-off
- Consult schedule and time balances

Additional resources

[Learn more about My Time](#)

[View timesheet deadlines and pay dates](#)

Injury/Near-miss reporting

[Report any injury or near-miss incident](#) on campus or related to a university activity. Doing so allows for corrective actions to be undertaken.

Additional resources

[Learn about Injury/Near-miss](#)

Translation services — FlowFit

[Request a translation](#) using the FlowFit platform.

Additional resources

[Learn more about Translation Services](#)

CONCORDIA Home Help English

Home Screen

Time Entry

My Timesheet

Schedules

My Calendar

My Time Off

My Time off Requests

No tasks found.

Reporting

View Reports

Time off Balances

Family Obligation	0.00
Personal	0.00
Summer Hours	0.00
Time in Lieu	0.00
Time in Lieu - Holiday	0.00
Vacation	0.00
Vacation Carryover	0.00
Vacation Carryover Previous Years	0.00

[Create New Request](#)

Current **Past**

Type	Start Date	End Date	Amount Requested	Status
Time off - Time in Lieu	03/04/2024	03/05/2024	14 Hours	Approved

MOBILIZATION:

Have you heard? CUSSU's t-shirts are finally here and we're participating in our sister union's **T-Shirt Tuesdays!** Every Tuesday, starting February 27th, we will be encouraging all CUSSU members to wear their t-shirts proudly.

Haven't had a chance to nab a snazzy new t-shirt yet?

Here's where you can go to pick one up:

Downtown (SGW):

LB Building: [Helene Medeiros'](#) office, LB-1001-03

FB Building: [Sandra Woywod-Page's](#) office, FB-1030-17

MB Building: [Christabell Moyo's](#) office, MB-12.115

Loyola (LOY):

AD Building: [Jennifer Muir's](#) office, AD-308

We have sizes XS to 3XL available.

And feel free to send us photos of you and your colleagues wearing your t-shirts! We'd love to see you!

You can also feel free to share on our [Facebook Page](#).



UPCOMING EVENTS:

Your mobilization committee and executive committee are hard at work preparing for a round of activities in the months of March and April to ramp up our show of support for our **negotiations committee** and the bargaining that is happening at the table with the employer. Here's what to look forward to — we hope to see you all out *en masse!*

Friday, March 8th: International Women's Day Lunch*

Tuesday, March 12th: Symbolic Picket with our sister unions and in solidarity with the student strike on tuition fee increases. Lunch time, location TBA, on both Loyola and SGW campuses.

Tuesday, March 19th: A Special General Meeting, 9th floor, MB Building @ 5:00 pm (*More information to come, including the Agenda*)* An opportunity to ask questions about negotiations.

Tuesday, March 26th: T-Shirt Tuesday Coffee Break* - Wear your CUSSU T-Shirt and get a free coffee! (*More information to come*)

Tuesday, April 2nd: April Fools! You can't fool (c) **US** (su)!* Coffee Break (*More information to come*)

**Event will be an opportunity to pick up a T-shirt for those still needing to get theirs.*

Scheduled Events—March 8, 2024:

Please come join us for a CUSSU lunch as we celebrate **International Women's Day** on Friday, March 8, 2024, from noon to 2 pm.



Loyola Campus: RF-110

SGW Campus: MB-2.130

March 8 is "International Women's Day". This day gives us an opportunity to reflect on the progress made towards achieving gender equality and celebrate the acts of courage and determination by individuals who have played an extraordinary role in advancing gender equality in their communities.

Globally, International Women's Day is a day of recognition and celebration of the social, economic, cultural, and political achievements of women and girls as well as to raise awareness of the work to be done.

Today, International Women's Day, a day of unity, celebration, reflection, advocacy, and action, is celebrated in countries around the world.

The 2024 Government of Canada's International Women's Day theme is "Invest in women: Accelerate progress". It's a call to action and a reminder that gender equality is one of the most effective ways to build healthier, more prosperous, and more inclusive communities. The inclusive recovery offers the opportunity to advance gender equality and provides economic and social stability for all Canadians.

Together, we can strive to make a better world for every woman, young girls, LGBTQ+ as well as those who are less fortunate by helping to support and raise awareness for gender equality within their communities.

References/Resources:

<https://women-gender-equality.canada.ca/en/commemorations-celebrations/international-womens-day/2024-theme.html>

<https://women-gender-equality.canada.ca/en/commemorations-celebrations/international-womens-day.html>

<https://www.internationalwomensday.com/Mission/Work>

CUSSU Compensation Committee Update:

In January 2023, all CUSSU members received an email from the CUSSU Compensation Committee (CCC), summarizing the agreement between the University and CUSSU, in the Letter of agreement #6 of CUSSU's current Collective Agreement.

A joint committee comprising University and CUSSU members is reflecting on the existing job evaluation plan (JEP). The joint committee consists of 3 university representatives and 3 representing CUSSU; Donna Fasciano, Jennifer Muir and a CSN representative for CUSSU. We are currently working on testing the new tool. The committee went on hiatus in December and should be picking back up soon. We will give you more up-dates on this project in the next CUSSU newsletter.

Sub-Committee for Constitutional Changes has been Formed:

CUSSU's constitution was adopted on July 10, 1991 and since then there has only been one revision, which happened November 2, 2011. A Sub-committee has been formed, made up of 2 Union Council and 2 Executive members, to go through the present CUSSU Constitution.

As per our constitution, when changes are being considered, notice to the membership must be given, which is why there was an agenda item to this effect on the Agenda of the Special General Assembly held Thursday, December 8, 2022 via zoom.

The Committee is still doing its important work, but once the new document is ready to be presented, it will be presented to the Union Council members for approval and then it will be presented to the membership at a Special General Assembly to vote for the changes.



Tax Time!



It's that time of the year again, are you ready? For your income taxes, you can go to Sun Life website and login to your account to access your health, dental and vision claim summary. Meanwhile, Concordia University just issued our T4s and RL1s — you can access these forms in **MY CU Account in Unity** under the **My Tax Slips** portlet. Note only employees doing more than 3 days remotely will receive a T2200 form for working hybrid.

Employee Assistance Program

Do you know that when life becomes a bit too challenging or overwhelming, help is just a click or phone call away? The Employee Assistance Program (EAP) is a benefit offered free of charge to employees of Concordia University through our health provider Homewood Health.

In addition, there are many seminars offered on a variety of topics that you may find interesting.

Below is a list of upcoming lunch time seminars all conveniently held on Zoom.

To register click on: [Employee Assistance Program - Concordia University](#)

MARCH 19, 2024

Tuesday, 12 p.m. – 1 p.m.

Beyond Stigma: Increasing Our Understanding of Mental Health in the Workplace.

Because our mental health is equally important as our physical health.

APRIL 23, 2024

Tuesday, 12 p.m. – 1 p.m.

Establishing Work/Life Harmony.

We work to make a living, but we must also remember to live.



All contact between you and your EAP counsellor is strictly confidential.

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

CUSSU in the Kitchen

... 'cause everyone wants a revolution, but no one wants to do the dishes!

Lemon Blueberry Bread (submitted by Jill Kinaschuk)

INGREDIENTS

2 cups all-purpose flour spooned & leveled
2 teaspoons baking powder
½ teaspoon salt
½ cup vegetable or canola oil
1 cup granulated sugar
1 cup sour cream or plain Greek yogurt
2 large eggs
2 tablespoons fresh lemon juice
1 tablespoon lemon zest
2 teaspoons vanilla extract
1 cup blueberries + 2 teaspoons all-purpose flour

LEMON GLAZE

1 cup confectioners sugar
1.5 to 2 tablespoons fresh lemon juice use more or less as needed

INSTRUCTIONS

To make the bread: Preheat the oven to 350°F (180°C). Spray a 9x5-inch loaf pan with nonstick cooking spray, line the pan with parchment paper, and set aside.

In a large bowl, whisk the flour, baking powder, and salt together until well combined. Set aside.

In a separate mixing bowl, whisk the oil, sugar, sour cream, eggs, lemon juice, lemon zest, and vanilla extract together until fully combined. Add the dry ingredients to the wet ingredients and mix until just combined.

In a separate bowl, toss the blueberries with 2 teaspoons of flour. Then, gently fold the blueberries into the batter.

Pour the batter into the prepared loaf pan and bake for 55 to 70 minutes or until a toothpick inserted into the center comes out clean. Baking time will vary slightly depending

on if you use fresh or frozen berries. If needed, cover loosely with foil for the last 10 to 15 minutes of baking to prevent excess browning.

Remove from the oven and allow to cool for about 20 minutes in the loaf pan. Carefully remove from the pan and transfer to a wire rack to cool completely.

To make the glaze: Once the bread has cooled, whisk the powdered sugar and lemon juice together until fully combined and no lumps remain. If your mixture is too thick, slowly add a little more lemon juice. You want the glaze to be thin enough to drizzle, but thick enough to set up on the bread. If the glaze is too thin, add more powdered sugar as needed.

Drizzle the glaze on top of the bread and spread it around. Set aside for 15 to 20 minutes to give the glaze time to harden.

<https://www.livewellbakeoften.com/blueberry-lemon-bread-with-lemon-glaze/>



HOW TO REACH US

Address: 2130 Bishop St., Rm MI-303

Tel: 514-848-2424 ext. 8644

E-mail: CUSSU@concordia.ca

cussu.grievances@concordia.ca

President cell: 438-865-0756

VP Grievance cell: 438-869-5709

Executive Committee Members

Donna Fasciano - President

Jennifer Muir - VP General

Jennifer Srey - Interim VP Grievance

Bo Kim - Secretary

Vidya Khan - Treasurer

David Babcock - VP Health & Safety

Larissa Dutil - Interim VP Information

Christabell Moyo - VP Women's Issues

Calendar

March 8, 2024 - Nego meeting with University

March 8, 2024 - International Women's Day Lunch (SGW & LOY)

March 12, 2024 - Symbolic Picket (SGW & LOY)

March 19, 2024 - Special General Assembly

March 26, 2024 - T-Shirt Tuesday Coffee Break

**April 2, 2024 - April Fools!
You can't fool (c)US(su)!**

Have suggestions or Ideas for the newsletter?



News From Members

The CUSSU newsletter is packed with practical advice on various issues of interest to the support staff. We want to give you the opportunity to stay in touch with us, and to tell us what useful information you would like to see on the CUSSU website and CUSSU newsletter. **Newsletters are usually published four times per year**, and is sent to all members as a benefit of our membership.

If you have a problem and would like your fellow members to help, send your questions, suggestions or comments to cussu@concordia.ca. This email address is protected from spambots.

The Executive seeks to support and assist you, our members, by keeping you informed of any new developments in the University. **Your union delegates:**

Email us at cussu@concordia.ca

CUSSU Website: Please check out our CUSSU website at www.CUSSU.net

Did you know CUSSU has a [Facebook](#) Page?



Annexes contacts David Babcock ext. 4141	LB Building contacts Stuart O'Driscoll ext. 3483 Helene Medeiros ext. 2435 Aneil Mehta ext. 2653 Larissa Dutil ext. 4750	MB Building contacts Christabell Moyo ext. 2982 Donna Fasciano ext. 2530
EV Building contact Kelly Routly ext. 3901 Beata Tararuj ext. 3103	GM Building contact Michel Erkie ext. 4906	Loyola Campus contacts Vidya Khan ext. 3702 Karen Holder ext. 2223 Andrea Jakob ext. 2054 Jennifer Muir ext. 2080
FG Building contact Sheri Bernier ext. 2029	Hall Building contacts Bo Kim ext. 7327 Jennifer Srey ext. 2051 Thomas McGurk ext. 2050	
FB Building contacts Jose Medeiros ext. 2643 Sandra Woywod-Page ext. 2300 Jill Kinaschuk ext. 2310		