



THOMPSON RIVERS
UNIVERSITY
FACULTY ASSOCIATION

Faculty Handbook

(2014 – 2015)

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The Thompson Rivers University Faculty Association (TRUFA) represents all faculty—full and part-time credit instructors, full-time non-credit instructors, counsellors, librarians, educational coordinators, instructional designers and other instructional support employees. The Association was certified as the collective bargaining agent for faculty on February 12, 1974.

As the faculty bargaining agent, TRUFA has a traditional trade union mandate: to improve the salary and working conditions of its members and protect their collective rights. At the same time, however, TRUFA is also a professional association, working to maintain high educational standards at TRU, ensuring that faculty work and students learn in an environment free from harassment and physical danger, and promoting TRU in the academic world.

TRUFA is affiliated with the Federation of Post-Secondary Educators of B.C. (FPSE) and, along with the other 19 BC faculty unions and their nearly 10,000 members, TRUFA participates in province-wide initiatives that seek to improve the B.C. public post-secondary educational system. FPSE lobbies the provincial and federal governments for increased post-secondary education spending, works with other public sector unions through the B.C. Federation of Labour, and coordinates with other Canadian university faculty associations through the Canadian Association of University Teachers (CAUT).

TRUFA is your association. Through general faculty meetings, you have the opportunity to express your views, vote on Association policies, and elect colleagues to represent your interests on the TRUFA Executive Board. Five TRUFA table officers—President, Vice-President, Chief Steward, Salary & Working Conditions Chair, and Performance Review Coordinator—plus an additional 17 representatives are elected at the Annual General Meeting (AGM) held every April. Major policy decisions and approval of constitutional or by-law amendments takes place at the AGM.

The Executive Board, consisting of elected representatives from all TRU faculty constituencies plus the chairs of all standing committees, is the decision-making body for the Association between general meetings. The Executive makes and implements operational decisions on a week-by-week basis. Apart from speaking out at general meetings, you can contact your representative on the Executive so that he or she can address your concern or raise your issue. All but in-camera Executive meetings are open to faculty and any individual faculty member can address the Executive upon request.

Each TRUFA standing committee has a clearly defined role. As you'll see in this Handbook, the committees deal with bargaining, contract administration, human rights, status of non-regular or contract faculty, faculty leave, professional development, human rights, status of female academics, health and safety, and disability management. The committee chairs also represent our members on FPSE's provincial committees.

The Association is only as effective as the collective commitment by faculty members. We urge you to get involved with TRUFA--attend a general meeting, speak to your Executive representatives, even consider running for an elected position! Your participation ensures a stronger collective voice for all of us.

The Faculty Handbook is intended to help newly appointed faculty members acquire a general overview of TRUFA and to provide all faculty members with resources of particular interest to them.

The goal of the Association is to revise this manual on a yearly basis, which therefore means that this Faculty Handbook is a work in progress. It is also our goal that, with each reissue, this handbook becomes a better and more accessible source of information for faculty. In order to accomplish this, we will rely heavily on feedback from those who use it.

Any suggestions or ideas you have regarding any aspect of this handbook would be greatly appreciated. Please forward any suggestions or ideas to Marian Griffin, local 4024, e-mail admin@trufa.ca or trufa@shawcable.com .

TRU FACULTY ASSOCIATION 2014-2015 Executive Board Members



President
Tom Friedman
Phone: 250-374-3040
E-mail: president@trufa.ca



Vice President
Star Mahara
Phone: 250-828-5441
E-mail: mahara@trufa.ca



Past President, Deputy Steward &
Communications Officer
Jason Brown
Phone: 250-377-6040
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Treasurer
Peggy McKimmon
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Executive Secretary
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Salary and Working Conditions Committee
Co-Chair, Bargaining
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Salary and Working Conditions Committee
Co-Chair, Performance Review Committee
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Human Rights Committee Chair
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Tripartite Representative
Mark Wallin
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E-mail: mwallin@trufa.ca



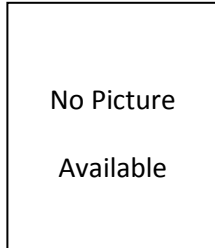
Tripartite Representative
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Bipartite Representative
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Phone: 250-828-5218
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Bipartite Representative & Chief Shop Steward
Bernie Kirkey
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Bipartite Representative
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Sessional / Limited Term Contract Faculty
Committee Co-Chair
Teresa Fedorak
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Sessional / Limited Term Contract Faculty
Committee Co-Chair
John Hart
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Status of Women Committee Co-Chair, and
Equity Committee Co-Chair
Gail Morong
Phone: 250-852-6836
E-mail: gmorong@trufa.ca



Status of Women Committee Co-Chair
Jennifer Murphy
Phone: 250-377-6047
E-mail: jemurphy@trufa.ca



Equity Committee Co-Chair
Monica Sanchez
Phone: 250-377-6073
E-mail: msanchez@trufa.ca



Occupational Health & Safety Committee
Representative
Joanna Urban
Phone: 250-371-5542
E-mail: jurban@trufa.ca



Williams Lake Representative
Barbara Bearman
Phone: 250-392-8043
E-mail: bbearman@trufa.ca

Tom Friedman – President, TRU Faculty Association

Office: TRUFA – House #1

Phone: 250-374-3040 or TRUFA cell 250-319-6404

E-mail: president@trufa.ca



The President of the TRU Faculty Association is elected by the membership at our Annual General Meeting, held each April, and serves for a one-year term. The President chairs the 22 member TRUFA Executive Board, serves as an *ex officio* member of all Association standing committees and represents our membership both inside and outside TRU. I believe that the primary role of the Association President is to lead and coordinate a collective effort to improve faculty working conditions and maintain the high educational standards of TRU. To achieve these goals, the President must listen to the concerns of individual faculty, consult with departments and

divisions across campus, and work closely with other B.C. faculty associations through the Federation of Post-Secondary Educators of B.C (FPSE).

As the representative of TRU's 600+ tenured and contract faculty, the President must ensure that the Association works in the best interests of all faculty. The President must be able to work effectively with the elected representatives on the Executive Committee, the Association's decision-making body. The President's role on the Executive is to provide leadership, as well as to balance – at times – conflicting interests, and ensure that the Association's standing committees fulfil their mandates.

The President, along with the Chief Steward and the Bargaining Chair, sits on the Labour Management Consultative Committee, an informal problem-solving and communication forum where issues affecting our members are addressed with TRU administration prior to grievance or bargaining processes. I meet regularly with the TRU Vice President Academic and Provost, and other administrators, as well as with representatives from CUPE, the TRU support staff union. The TRUFA President also represents the Association at TRU Board of Governors and Senate meetings, and acts as a liaison with other TRU-affiliated organizations, including the Student Union and the TRU Foundation.

Outside TRU, the President represents our membership on FPSE's Presidents' Council, and at the B.C. Federation of Labour, the Canadian Labour Congress (CLC) and the Canadian Association of University Teachers (CAUT). The President also acts as the main spokesperson for the Association in the external community and makes presentations to government committees and other public bodies.

If you have questions or concerns, please contact me at the following e-mail: president@trufa.ca .

Star Mahara – Vice President, TRU Faculty Association

Office: Science Building – S215

Phone: 250-828-5441

E-Mail: mahara@trufa.ca



Welcome to the TRU Faculty Association! I am looking forward to my term as Vice-President and doing what I can to achieve the objectives of TRUFA and to work in other ways on your behalf. Constitutionally, the role of the Vice President is to assist the President in all matters and to assume the duties of the President in his/her absence. I will also be undertaking other duties over the year including: TRUFA observer on Faculty/School Tenure and Promotion Committees, providing leadership in policy analysis and development, working with you to strengthen Faculty Council as the democratic collective

voice of all faculty members, and supporting you to engage in collegial governance as we move forward in our growth and development as a unique and comprehensive university, and leading consultation and revisions to the TRUFA Constitution.

I encourage you to become familiar with the many resources available to you as a member of TRUFA and to be active in your Faculty Association. Come to TRUFA events where you can enjoy the company of and build relationships with colleagues from across the institution. Seek out members of the Executive, Shop Stewards, or other TRUFA Committees when you need advice or other help to exercise your rights related to the planning and execution of your educational responsibilities, enabling you to provide high quality education for your students. Feel free to contact me at local 5441 or e-mail mahara@trufa.ca . I'm located in room S215 in the Science Building.

The following TRUFA committee representatives report to the TRUFA Vice President, who then in turn passes on related information to the Executive Board:

Equivalent Workload Committee (3 Yr Term--5 Positions):

Stan Miles	International Building – IB2045	250-371-5876
Brian Bouthillier	Old Main Building - OM2764	250-371-5899
Cindy Ross Friedman	Science Building – S348	250-828-5424
Dana McIntyre	Trades Building – TT258	250-377-6094
Michael Woloszyn	Arts & Ed Building – AE175	250-377-6148

Education Policy Committee Representative (2 Yr Term):

Chris Montoya	Williams Lake – WL2025	250-392-8132
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Pension Advisory Committee Representative (4 Yr Term):

Peggy McKimmon	Old Main Building – OM3787	778-471-8384
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Disability Management & Rehab Committee Representatives (2 Yr Term):

Peggy McKimmon	Old Main Building – OM3787	778-471-8384
Star Mahara	Science Building – S215	250-828-5441

Professional & Scholarly Development Committee Representative (2 Yr. Term):

Elizabeth Templeman	Old Main Building – OM1631	250-828-5277
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If you have questions about issues related to these committees, please contact one of the representatives.

Treasurer, TRU Faculty Association

Peggy McKimmon

Office: Old Main Building – OM3787

Phone: 778-471-8384

E-mail: pmckimmon@trufa.ca



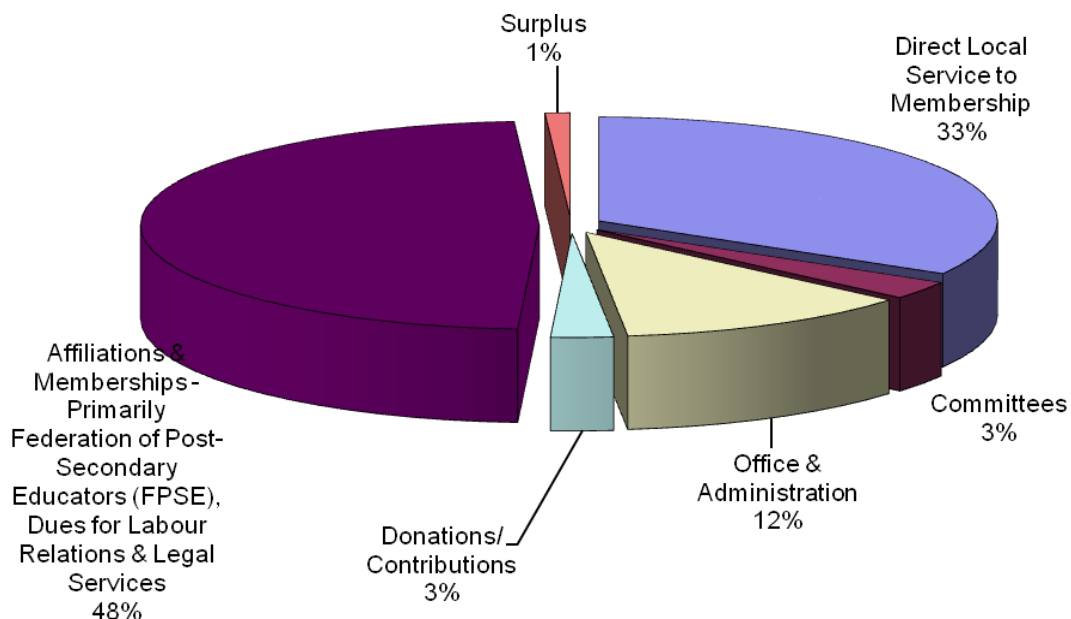
The Treasurer for the TRU Faculty Association oversees all financial activities, and ensures that appropriate financial reports are made available to the Executive Board on a timely basis.

The Treasurer assures that appropriate safeguards are in place to insure the financial integrity of the Association.

The Treasurer also has primary responsibility of preparing the annual budget and the financial reports, and presenting them to the membership for approval at the Annual General Meeting held in April of each year.

Below is the disbursement of estimated dues received from faculty for the 2014-2015 budget.

Disbursement of Dues



Salary and Working Conditions Committee – Co-Chairs



John Turner
Bargaining Prep Chair
Phone: 250-371-5831
Office: OM2776
E-mail: jturner@trufa.ca



Lloyd Bennett
Performance Review Chair
Phone: 250-828-5480
Office: OM1523B
E-mail: lbennett@trufa.ca

The role of SWCC is the examination of salary and working conditions of TRUFA members and recommendation of changes as needed. Whereas the shop stewards enforce the collective agreement, SWCC works towards improving the collective agreement. This improvement occurs with language changes and new articles during bargaining years, and Letters of Understanding at other times. When members have a concern, issue or question, they can contact one of the SWCC members. All concerns, issues and questions are discussed at SWCC meetings and may result in the circulation of a survey, referral to shop stewards, or new language being developed for the collective agreement.

The Bargaining Committee Co-Chair of SWCC is also a member of the local Labour Management Consultative Committee and serves as TRUFA's rep to FPSE's (Federation of Post-Secondary Educators of B.C) Bargaining Contract and Review Committee (BCRC). Bargaining years are the busiest for SWCC, as members of SWCC are asked to join the local bargaining team. The years between bargaining are important for information gathering and setting priorities for the next round of bargaining. SWCC is dedicated to serving the needs of all TRUFA members, thus SWCC deals with minority as well as majority issues.

The Performance Review Committee Co-Chair of SWCC is in charge of making sure that our members undergo performance reviews for the reasons established in the Collective Agreement and that the rights of our members are observed in such procedures. This person also makes sure that there is always a TRUFA representative when Performance Review Committees (PRC) are set up in each department. Members of SWCC represent TRUFA in PRCs.

SWCC is made up of 18 elected TRUFA members, representing all instructional categories. Each member serves a 2 year term that is renewable.

2014-2015 Salary and Working Conditions Committee (SWCC)

<u>Name</u>	<u>Representative Title</u>	<u>Office</u>	<u>Phone</u>
Mohd Abdullah	Bipartite Rep	HL426	250-371-5961
Lucille Anderson	Bipartite Rep	S146	250-828-5297
Derek Cook	Bipartite Rep	AE291	250-828-5244
Andrew Idzikowski	Bipartite Rep	IB2007	250-371-5904
Lloyd Bennett (Co-Chair)	Tripartite Rep	OM1523B	250-828-5480
Ehsan Latif	Tripartite Rep	IB2052	250-377-6026
Robin Nichol	Tripartite Rep	OM2597	250-377-6136
Cindy Ross Friedman	Tripartite Rep	S348	250-828-5424
John Turner (Co-Chair)	Sessional/Limited-Term Rep	OM2776	250-371-5831
Monica Sanchez	Sessional/Limited-Term Rep	AE397	250-377-6073
Bruce Campbell	Vocational Trades Rep	TT258	250-371-5811
Dana McIntrye	Vocational Trades Rep	TT258	250-377-6094
Anne MacDonald	Vocational Non-Trades Rep	FAN110	250-828-5186
Kim Moshenko	Vocational Non-Trades Rep	OM2770	250-828-5293
Vacancy	Instructional Support Rep		
Melissa Svendsen	Instructional Support Rep	L212	250-852-7832
Gail Morong	Open Learning Rep	OL329	250-852-6836
Chris Montoya	Williams Lake Rep	WL2025	250-392-8132

Bernie Kirkey – Chief Steward, TRUFA Stewards Committee

Phone: 250-828-5377

Office: International Building – IB2009

E-mail: steward@trufa.ca



The function of the TRUFA Stewards Committee is to administer the Collective Agreement. In other words, if a situation arises where a provision of the Collective Agreement is violated, then the Stewards will move to stop that action, and seek an appropriate remedy. While grievances and arbitrations are the actions that get the most attention, we often begin a dispute resolution by engaging in informal discussions with administrators.

If you have a complaint or an inquiry regarding your conditions of employment, even if an administrator has told you that you have no grounds for a complaint, please feel free to contact a steward.

The steward you talk to will bring your complaint to the Stewards Committee, where it will be further studied and discussed. If a violation of the Collective Agreement is identified, and if informal discussions do not bring about a resolution, the Committee will launch a grievance to resolve the matter.

The first step of the grievance process is a meeting between a representative of TRU Human Resources, the relevant Dean or Director, and the Stewards assigned to that case. If a resolution is not reached, another meeting is held, usually with the same people as above, and a representative of the Senior Administration of TRU. Again, if no resolution is reached, then we could have a meeting with a Settlement Officer appointed by the Labour Relations Board or we could take the grievance to arbitration, where the decision made by an arbitrator is binding. The decision to go to arbitration is made by the TRUFA Executive and Federation of Post Secondary Educators of B.C.

We encourage faculty members to read and become familiar with the Collective Agreement. It is your primary means of protection against violation of your rights by the employer.

If a situation arises that does not seem to be covered by the Collective Agreement, again feel free to contact a Steward. Some working conditions might not be specifically addressed in the Collective Agreement, but fall under the umbrella of past practice. While we cannot always grieve violations of past practice, we have been successful in advocating for our members on many issue not directly related to the Collective Agreement.

There are currently twelve members on the Stewards Committee, each elected for two year terms at the Annual General Meeting (AGM) in April. At the first meeting of the committee following the AGM, the Chief Steward is elected. The Committee itself meets almost every week. While it is at times very demanding work, I have found being part of

the Stewards Committee to be very rewarding. I would encourage anyone interested in this work to consider running for a TRUFA Steward position at the next AGM.

The faculty members on the Stewards Committee for 2014-2015 are:

<u>Name</u>	<u>Office</u>	<u>Local</u>
Lloyd Bennett	OM1523B	250-828-5480
Jason Brown, Deputy Chief Steward	OM2768	250-377-6040
Alex Church	OM2754	250-371-5683
Bernard Igwe, Deputy Chief Steward	AE231	250-828-5149
Bernie Kirkey, Chief Steward	IB2009	250-828-5377
Mike Looney	OL435	250-852-6832
Rhonda McCreight, Williams Lake	WL2031	250-392-8026
Peggy McKimmon	OM3787	778-471-8384
Hafiz Rahman	IB2040	250-377-5755
Alice Stoddard, Williams Lake	WL2035	250-392-8168
John Sutton	TT288	250-377-6159
John Turner	OM2776	250-371-5831

Status of Women Committee



Gail Morong, Co-Chair
Office: Open Learning – OL329
Phone: 250-852-6836
E-mail: gmorong@trufa.ca



Jennifer Murphy, Co-Chair
Office: A&E Building – AE2786
Phone: 250-377-6047
E-mail: jemurphy@trufa.ca

The Status of Women Committee is primarily funded by the TRU Faculty Association (TRUFA), and is usually co-chaired by two faculty members who are elected for a 2-year term and sit on the Faculty Association Executive with one vote. The committee organizes and participates in events focused on women's issues such as the December 6th Montreal Massacre Remembrance and International Women's Day. The committee works in partnership with other groups, such as the TRUFA Human Rights Committee and TRUFA Equity Committee to bring in speakers to educate about relevant women's issues, both here in Canada and globally. Each year, committee members also bring in new ideas for making our TRU campus more women and family friendly.

The Status of Women Committee welcomes interested students, staff, faculty and administration to work with us. If you are interested in participating on this committee, or if you would like further information, e-mail Gail Morong at gmorong@trufa.ca or Jennifer Murphy at jemurphy@trufa.ca .



Derek Cook – Chair, Human Rights Committee

Phone: 250-828-5244

Office: A&E Building - AE291

E-mail: dcook@truca.ca



To put it simply: our concern is the protection of your rights, your neighbour's rights, your colleagues' rights, and the human rights of people in the rest of the world – people whose rights are either ignored or are deliberately abused by oppressive governments.

What Can the Human Rights Committee Do For Faculty Members?

We can supply information on:

- Academic Freedom
- Aboriginal Rights
- Personal and Sexual Harassment
- Racism and Discrimination

Also, on our newly installed Human Rights notice boards (A & E second and third floors) you will find the Universal Declaration of Human Rights, the Canadian Charter of Rights and Freedoms, and the B.C. Human Rights Code, and letters supporting the work of human rights activist world-wide. Periodically the Human Rights Committee has speakers brought in to speak to the university community regarding human rights issues.

What Can Faculty Members Do To Support Human Rights?

- Defend your Academic Freedom rights
- Please support the committee's efforts to promote and safeguard human rights by adding your signature to letters posted on our notice boards.

At present, committee members are:

Derek Cook – Chair
Bruce Campbell
Charles Hays
Cindy Ross Friedman
Darrell Laird
George Johnson
Juliana West
Mark Wallin
Nela Mora-Diez
Nina Johnson
Surinder Dhanjal
Kim Naqvi

Non-Regular Faculty Committee (Sessional, Continuing Sessional & Limited Term Contract faculty)

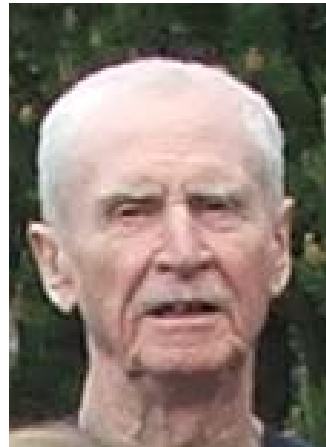


Teressa Fedorak, Co-Chair

Office: Old Main – OM2455

Phone: 250-371-5639

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John Hart, Co-Chair

Office: A&E Building – AE186

Phone: 250-371-5731

E-mail: jhart@trufa.ca

WHAT: TRU Faculty Association's Non-Regular Faculty Committee (NRF) is extremely important because it identifies issues and promotes the improvement of working conditions that apply to all TRU faculty hired on a contract-to-contract basis, known as sessional faculty.

The TRU Non-Regular Faculty Committee was established in 1990 primarily to represent the interests of part-time contract faculty who joined the faculty union that year. Most other faculty unions in British Columbia established similar local committees at the same time. Representatives of these local committees form the provincial Non-Regular Faculty Committee, as standing committee of the Federation of Post-Secondary Educators of B.C. (FPSE). The working conditions of non-regular faculty vary widely from one post-secondary institution to another within British Columbia and the FPSE NRF Committee acts in a coordination role to ensure that non-regular faculty issues are addressed. The FPSE Committee has been instrumental in improving the working lives of contract faculty through negotiated gains made both in the Common Agreement and in local collective agreements.

The TRU NRF Committee discusses issues affecting sessional faculty and makes recommendations to the TRUFA Salary and Working Conditions Committee (SWCC), whose responsibility is negotiating collective agreements on behalf of faculty. The TRU NRF Committee plays a major role in determining what specific issues will be negotiated in each round of bargaining.

The Committee hosts social events for sessional faculty, such as a beginning-of-the-semester welcome get-together.

WHO: The TRUFA NRF Committee Chair (Co-Chair) is a member of the Faculty Association Executive and so attends all Executive meetings and votes on issues that affect the running of the Association. The Chair (Co-Chair) also presents reports to the Executive on the activities of the NRF Committee.

The Chair attends two meetings of the FPSE Standing Committee per year in Vancouver to report on the activities of the local Committee, to present issues important to the local, to participate in the goals and projects of the FPSE Standing Committee, and to bring issues and ideas back to the local Committee.

The Chair of each local NRF Committee also attends two meetings of another FPSE Standing Committee as a liaison and representative of sessional members.

The Committee consists of the Chair (Co-Chair), plus any interested sessional faculty and holds meetings from time to time to inform members of current issues and to plan functions.

HOW: Any concerned sessional/limited term contract/continuing sessional faculty member is invited to join the Committee. In time, the configuration of the Committee might include a volunteer or elected sessional faculty representative from each division or possibly each department at TRU, ensuring the coverage of special issues affecting faculty working in certain areas.

A current goal of the Committee is to develop a mentorship program for contacting, guiding, and informing new sessional faculty at TRU.

Contact Teressa Fedorak tfedorak@trufa.ca or John Hart jhart@trufa.ca if you are interested in participating on the committee, or have any questions or concerns as a sessional/limited term contract /continuing sessional member.

Joanna Urban - TRUFA Representative on FPSE's Workplace Health & Safety Environment Committee & TRU's Joint Occupational Health & Safety Committee

Office: Science Building – S352

Phone: 250-371-5542

E-mail: jurban@trufa.ca



The Joint Occupational Health and Safety Committee (JOHSC) has the responsibility to play an important role in creating a culture of safety within TRU. To achieve this, the Joint Occupational Health and Safety Committee works to ensure all members of the TRU community are knowledgeable as to the requirements of the Occupational Health and Safety Program. This committee is composed of employees and management representatives and mandated by Worksafe BC. There are a number of Safety subcommittees in more high risk areas (Faculty of Science, Trades and Technology, for example). The subcommittees deal with concerns specific to their areas while the JOHSC committee look at issues that

may affect the health and safety of the campus population as a whole. JOHSC meetings are held the first Monday of the month beginning at 2:30pm. Meeting minutes, terms of reference, and committee membership can be found at: <http://www.tru.ca/hsafety/safetycommittee.html>

If you wish to have any safety concern added to the JOHSC meeting agenda, please contact me at jurban@trufa.ca or any other member of the JOHSC committee. In addition, I am the TRUFA representative to the Federation of Post-Secondary Educators (FPSE) Workplace Health & Safety Environment Committee. This committee meets twice annually and examines common safety concerns from other FPSE locals. Please contact me with anything you wish me to take forward to this provincial committee.

The JOHSC is responsible for making recommendations to TRU's Presidents' Council on safety related issues that may then be used to form policy. Some of the issues that fall under the JOHSC's mandate include; smoking on campus, air quality in buildings, ensuring safe working conditions and necessary safety equipment are in place in all areas, adequate security and first aid.

Equity Committee



Gail Morong, Co-Chair
Office: Open Learning - OL329
Phone: 250-852-6836
E-mail: gmorong@trufa.ca



Monica Sanchez, Co-chair
Office: A&E Building – AE397
Phone: 250-377-6073
E-mail: msanchez@trufa.ca

The TRUFA Equity Committee represents the interests of equity-seeking groups at TRU, including but not limited to Aboriginal people, people from racialized groups and ethnic minorities, persons with disabilities, women, gay, lesbian, bisexual, and transgendered persons. The main purpose of the Equity Committee is to increase public awareness, seek improvements in equity issues at TRU, create a safer campus climate for members of equity-seeking groups, advocate for improvements to equity issues at TRU and critically examine current TRU and TRUFA practices as they affect negotiations and practices. Membership is open to TRUFA members from equity-seeking groups, as well as TRUFA members who are interested in equity issues. The Committee tries to meet at least once per month between September and June.



**Elizabeth Templeman – Professional & Scholarly Development
Committee Representative**

Office: Old Main – OM1631

Phone: 250-828-5277

E-mail: etempleman@tru.ca



I just wanted to let all of you know that I will be your representative to the provincial Federation of Post-Secondary Educators of B.C. (FPSE) Professional & Scholarly Development Committee meetings.

The responsibility for faculty professional and scholarly development is shared between the individual, Thompson Rivers University and the B.C. Ministry of Advanced Education. It is both an obligation and a right. Faculty must have the opportunity to enhance and direct their own development, and the Ministry and TRU have an obligation to facilitate faculty development through the provision of time, assistance and money.

Provincial Federation of Post-Secondary Educators of BC (FPSE) meetings are held each year once in the Fall and again in the Spring. Please e-mail me at etempleman@tru.ca with issues or questions you may have regarding Professional & Scholarly Development. I will be pleased to have them raised at regular Executive Faculty Association meetings, and the provincial FPSE meetings.

Frequently Asked Questions:

- 1. How do I get involved in the Faculty Association?**
- 2. How do I get on the Faculty Association's e-mail list?**
- 3. How is the Faculty Association's e-mail list (TRUFA-L) different from the Staff mailing list?**
- 4. When are the general meetings?**
- 5. How do I bring a concern or issue to the attention of the Union?**
- 6. What is FPSE, and why does such a large portion of my dues goes to it?**
- 7. What happens if I cross a picket line on campus?**
- 8. What is Ceridian?**
- 9. What is TRUFA.ca?**

1. How do I get Involved in the Faculty Association?

The Faculty Association is your Union. Without the involvement of members, we simply could not function. You should plan to attend every general meeting. The previous pages should have given you an idea of who in your area is already involved in the Faculty Association. Talk to them regularly to find out what is happening.

Many committees recruit members on a volunteer basis. You can just contact the chair of the committee you are interested in. Some committees have their members elected at the Annual General Meeting. Do not be afraid to have your name stand for any position.

2. How do I get on the Faculty Association's e-mail list?

The Faculty Association has an e-mail list to help in the distribution of information, and as a forum for the discussion of Union business. To join that list, simply contact Marian Griffin, the Faculty Association Administrative Assistant, by phone, 374-3040 or email admin@trufa.ca or trufa@shawcable.com .

There is no automatic way to get on this e-mail list, unlike other e-mail lists you may be a member of. This is in order to keep this list only for Faculty Association members.

3. How is the Faculty Association's e-mail list (TRUFA-L) different from the Staff mailing list?

Basically, the Faculty Association's e-mail list is commercial-free and deals only with issues of interest to faculty. There is also a restriction on who can post items to the list: only members of the TRUFA Executive and Marian Griffin.

4. When are the general meetings?

The Annual General Meeting (AGM) takes place close to the end of April. Other general meetings take place as the need arises. Dates, times and places of any general meetings are always posted on the trufa-l e-mail list, and TRUFA's website. You can also find notices on Faculty Association's clip boards located throughout TRU.

5. How do I bring a concern or issue to the attention of the Union?

If you think the issue may be a violation of the collective agreement, or any other act that guarantees you any rights (such as the Employment Standard Act or the Workplace Compensation Act), then you should see any Shop Steward (see Page 13).

If on the other hand your concern is more about some changes you would like to see in your working conditions, then you should discuss it with any member of the Salary and Working Conditions Committee (SWCC) (see Page 11).

In addition, you can discuss your issues with your representative on the Executive, as well as with any member of any Standing Committee that represents issues related to your concerns (such as the Human Right Committee and the Status of Women Committee.)

In any case, do not hesitate to discuss any issue with your Union Officers. They are involved in making decisions concerning bargaining and renewal of contract, as well as various lobbying activities. It is important to hear what issues are important to you.

6. What is FPSE, and why does such a large portion of my dues go to it?

FPSE is the Federation of Post-Secondary Educators of British Columbia (acronym FPSE). FPSE represents the faculty at 18 public colleges and institutes, as well as 6 other post-secondary institutes. FPSE has a number of well trained staff representatives who assist us in the following:

- Training for Union Officers—your elected officers, while dedicated, most often have training in other areas than how to run a union. FPSE is very helpful in producing a training manual, as well as coming to our institution to provide very informative sessions.
- Legal Support—any grievance may end up at arbitration. At that point, the Faculty Association is represented by a lawyer paid by FPSE. We can also get advice at any point before we get to arbitration, in order to give our member the best representation possible.
- Bargaining Support—we can have a staff representative from FPSE at any bargaining we are involved in. They bring with them the experience of countless bargaining sessions. We have to remember that the Human Resource Director is usually a trained professional in labour management.

- Strike Defense Fund—in the event of a strike, FPSE supports us with strike pay for as long as the strike lasts. We do have a defense fund at our local level, and that is because FPSE’s strike pay only comes in after 3 “working days” on strike.
- Lobbying—with the weight of so many professionals in post-secondary education, FPSE is able to effectively lobby both the provincial and federal government; both for better working conditions for us, as well as better access for students.

7. What happens if I cross a picket line on campus?

The Faculty Association’s strike pay policy calls on the Association to assess “...the equivalent of a day’s salary for each infraction” when a member crosses a TRUFA picket line.

What gives a union strength is the solidarity of its members. History has taught us that only by standing strong together can we achieve better working conditions.

8. What is Ceridian?

The Employee and Family Assistance Program provided through Ceridian is a confidential counselling and resource service for employees and their families.

Ceridian provides skilled professional counseling and support for such issues as:

- ❖ Financial issues:
 - Budgeting
 - Debt management
 - Saving and Investing
- ❖ Well-being issues:
 - Relationships
 - Stress
 - Depression
 - Health
 - Addiction & Recovery
- ❖ Legal issues:
 - Free telephone consult with lawyer
 - Up to 25% discount on in-person referrals with Program legal network
 - All areas of law covered with exception of employment law

- ❖ Health & Wellness issues:
 - Coaching with a Dietician
 - Stop Smoking Centre
 - Nurse Line

- ❖ Childcare & Parenting issues
 - Childcare locator
 - Parenting consults
 - Behavioral issues
 - Disabilities

- ❖ Older Adult Care issues:
 - Retirement concerns
 - Finding elder care
 - Caregiver resources

- ❖ Work issues:
 - Communication
 - Career
 - Interpersonal relationships
 - Conflict

- ❖ Everyday issues:
 - Research into consumer issues
 - Research into community resources
 - Research about education

Ceridian can be reached at 877-207-8833.

For additional information please visit the Ceridian website at www.lifeworks.com .

Contact the TRU Faculty Association office at 250-374-3040 or email admin@trufa.ca for the username and password to access information on the website.

9. What is TRUFA.ca?

TRUFA.ca is the Union's website that provides information available to the public, as well as a secure section that only faculty members can access. To access the website's secure "Members Only" area you will need a TRUFA generated username and password to log in. If you do not already have this access information, contact the TRUFA office at 250-374-3040 or admin@trufa.ca .

This website is where documents can be accessed such as the Collective Agreement, Constitution & By-Laws, and others as needed. The site calendar with important dates will be kept updated, as will other data.

To access the website go to:

<http://www.trufa.ca/>

Be advised that there is absolutely no connection between trufa.ca and tru.ca or the local-area network at TRU. Therefore, you do not have an account at trufa.ca until one has been created for you by TRUFA. Once an account has been created for you, access to the secure faculty “Members Only” area can be accessed at any time by logging in with your username and password.

TRUFA urges all faculty members to become familiar with using the “Members Only” section on trufa.ca, as the Union has an obligation to keep its members informed on faculty related issues.