



CUPE3902 JHSC Reimbursement Form

This form is intended to be completed by the **CUPE3902 Unit 1, Unit 3, Unit 6, and Unit 7** member who was appointed to an applicable JHSC by their union and is requesting pay related to approved JHSC activities as per the [collective agreement](#). Please complete the below form and submit electronically to ehs.jhsc@utoronto.ca and hso@cupe3902.org.

Please ensure the pay request is submitted by the 10th of every month in which the JHSC activity occurs or by the 10th of the subsequent month if the JHSC activity occurs after the 10th of the prior month.

| | |
|---|--------------------------------------|
| Name of CUPE3902 Member | |
| Personnel Number | |
| JHSC you are a member of | |
| I am confirming that the hours submitted for the reimbursement occurred when I was employed as a CUPE3902 employee and appointed to the above JHSC. | Unit 1 Unit 3 Unit 6 Unit 7 |

| Date of JHSC Activity | Rate of Pay | Number of Paid Hours | Name and Description of Participated Activities *One activity per line |
|-----------------------|-------------|----------------------|---|
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For a list of reimbursable JHSC activities and appointment guidelines, please see Appendices.

Manager Co-Chair Signature:

Date:

An email can be appended to this form in lieu of a signature



Appendix A: Reimbursable JHSC activities

| Activities | Allotted Time |
|---|--|
| Meeting | As required for the duration of the meeting |
| Meeting Preparation <ul style="list-style-type: none"> - Selecting meeting date - Accepting meeting invitation - Downloading meeting materials - Reviewing minutes | One Hour |
| Workplace Inspection | As required for the duration of the workplace inspection |
| Workplace Inspection Preparation & Reporting <ul style="list-style-type: none"> - Reviewing space(s) for inspection - Coordinating access - Reviewing previous inspection report - Completing inspection report | One Hour |
| JHSC Certification (Part 1, Part 2, and Refresher) <ul style="list-style-type: none"> - Selecting training date, reviewing emails prior to the certification, download course content, etc. for the purpose of JHSC Certification is not reimbursable as it falls within the requirement as part of completion of the certification - Breaks and lunch are unpaid | As legislated as 6.5 hours each day |
| EHS401 JHSC Orientation & Quiz | One hour |
| EHS415 JHSC Workplace Inspection & Quiz | One hour |
| Other applicable EHS training course | As required pending pre-approval from manager co-chair and EHS |
| Other applicable meetings as requested by EHS <ul style="list-style-type: none"> - MLTSD Visits - Critical Investigation - Work Refusals | As required |
| Attend the beginning of hygiene testing | As required |
| Activities that are not scheduled or sanctioned by your JHSC (i.e., union health and safety meetings) is not a JHSC requirement and thus not reimbursable. | |

Appendix B: Appointment Guidelines Examples

CUPE3902 Unit 1, Unit 3, and Unit 5 appoints are jurisdiction based. For example:

- A TA working on all three campuses can be appointed to any applicable JHSC given there is a vacancy, and they work within that jurisdiction (i.e., they work in the unit that JHSC represents).
- A Sessional Lecturer cross-appointed to the Department of Anthropology, Faculty of Arts and Science (FAS) and University of Toronto, Mississauga campus (UTM) can be appointed to both FAS South and UTM JHSC given there is a vacancy, and they work within that jurisdiction (i.e., they work in the unit that JHSC represents).
- A TA providing support for the Department of Political Science at University of Toronto, Scarborough Campus (UTSC), and FAS can be appointed to both UTSC, and FAS Sidney Smith JHSC given there is a vacancy, and they work within that jurisdiction (i.e., they work in the unit that JHSC represents).
- A Sessional Lecturer for Human Biology, FAS, located in Wetmore Hall can be appointed to FAS South only as another JHSC covers Residence and its operations.