



**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 form, submit to the management co-chair for approval, and then email the approved form to [ehs.jhsc@utoronto.ca](mailto:ehs.jhsc@utoronto.ca) and [hso@cupe3902.org](mailto:hso@cupe3902.org).

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

Name of CUPE3902 Member			
Personnel Number			
JHSC you are a member of			
Course you are supporting (course code)	Course End Date	Location (building and room number)	
Please note, once your contract ends for the course(s) and if a new contract is not in place, you will no longer be part of that JHSC as you are not conducting work within that JHSC’s jurisdiction. In other words, any reimbursement request submitted for JHSC-related activities will not be processed if they are not conducted within the same time period as your employment contract.			
I am confirming that the hours submitted for the reimbursement occurred when I was employed as a University employee and appointed to the above JHSC.			

Date of JHSC Activity	Rate of Pay	Number of Paid Hours	Name and Description of Participated Activities *One activity per line

For a list of reimbursable JHSC activities and appointment guidelines, please see Appendices.

Manager Co-Chair Signature:		Date:	
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An email can be appended to this form in lieu of a signature



**Appendix A: Reimbursable JHSC activities**

<b>Activities</b>	<b>Allotted Time</b>
JHSC Meeting <ul style="list-style-type: none"> <li>- Quarterly meetings (every three months)</li> <li>- Ad hoc meetings as scheduled by the JHSC</li> </ul>	As required for the duration of the meeting
Meeting Preparation required for JHSC meeting activities/tasks <ul style="list-style-type: none"> <li>- Selecting meeting date</li> <li>- Accepting meeting invitation</li> <li>- Downloading meeting materials</li> <li>- Reviewing minutes</li> </ul>	One Hour
JHSC Workplace Inspection	As required for the duration of the workplace inspection
JHSC Workplace Inspection Preparation & Reporting <ul style="list-style-type: none"> <li>- Reviewing space(s) for inspection</li> <li>- Coordinating access</li> <li>- Reviewing previous inspection report</li> <li>- Completing inspection report</li> </ul>	One Hour
JHSC Certification (Part 1, Part 2, and Refresher) <ul style="list-style-type: none"> <li>- 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</li> <li>- Breaks and lunch are unpaid</li> </ul>	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 it relates to the JHSC's duties	As required pending pre-approval from manager co-chair and EHS
Other applicable meetings as requested by EHS <ul style="list-style-type: none"> <li>- MLITSD Visits</li> <li>- Critical Investigation</li> <li>- Work Refusals</li> </ul>	As required
Attend the beginning of hygiene testing	As required
Activities that are not scheduled/required/requested/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, Unit 5, Unit 6, and Unit 7 appointments 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.

Updated: May 19, 2023