

## **ASPA ANNUAL REPORTS PRESENTED FOR THE ANNUAL GENERAL MEETING – APRIL 30, 2019**

### **ASPA PRESIDENT'S REPORT**

ASPA's Annual General Meeting will take place on April 30, 2019, at 2:30pm in Arts 241. We hope very much to see you there. The highlight of this year's AGM will be the election of next year's ASPA Executive members. Make sure you come out and meet all of the candidates. And I encourage you to consider offering your name as a candidate. If you are interested in joining the Executive and have any questions, don't hesitate to contact any of the current members. Or consider participating in one of the existing committees or suggesting a new one. ASPA is considering engaging in some new initiatives for members over the next academic year and would love to see you involved. It's a great learning opportunity and a wonderful way to meet other ASPA colleagues from all across campus. ASPA members are a dynamic group of people. It was good to see ASPA members mingling at the February Social at the University Club. The social following the AGM will be at Louis' Loft. Don't forget to RSVP to the social invitation.

I would like to take this opportunity to say thank you to all of the volunteers that make ASPA work possible. Your engagement in ASPA activities make ASPA the strong association that it is. Currently (as of February), ASPA is 1,421 members strong. ASPA members are important knowledge workers contributing to the university's success both on and off campus.

ASPA participated in a number of activities over the past year, including attending a monthly meeting to support the campus unions' ability to work together. The University of Saskatchewan Faculty Association has been two years without a contract and are currently in negotiations with the Employer. PSAC negotiated the first collective agreements for graduate students and postdoctoral fellows. The Resident Doctors of Saskatchewan will be bargaining in the spring. CUPE 3287's collective agreement expires August 31, 2019. CUPE National Post Secondary Education Task Force has developed a campaign to make post-secondary education an election issue.

The 3 presidents had a meeting with University of Saskatchewan President Peter Stoicheff in November. They discussed the new university Strategic Directions and the current impetus for Indigenizing the campus. He shared the university's plan to double the size of Computer Science and Engineering and to extend work-integrated learning. President Stoicheff referred to the notion of "engagement/impact with innovation" and the U15 focus on the development of student skills and mobility.

October 31, 2018 marked ASPA's 40<sup>th</sup> anniversary of certification. It was a delight to see so many members attending the luncheons and the workshop in October. Thank you for participating in the events. It was also wonderful to be able to publicly acknowledge the dedicated work of Annetta Gellner, who has been serving ASPA for an amazing 20 years, and Darcy Hryn-Bird, who has been working for ASPA for 5 years. Their work on behalf of ASPA is greatly appreciated.

The ASPA Executive had a one-day retreat in December themed on building community and solidarity. Discussion centered on bargaining. Hugh Wagner, who has been hired as ASPA's lead external negotiator, joined the retreat and spoke to the necessity of finding out what members want (ASPA "being with you and with your support") through consultations and surveys. He discussed the importance of community and caring for one's neighbor and promoting the

cooperative spirit. He spoke to the importance of open communication in bargaining: e.g. through 60-90 minute meetings, lunch-and-learns, and selective and effective communication. The Executive has full confidence in his ability to negotiate a fair agreement for ASPA members. Watch your email in the fall as we plan to create an opportunity for members to meet him in the fall. Expect to be kept in the bargaining process loop. ASPA has now provided its notice of bargaining to the Employer. As there will be no increase in the provincial budget for post-secondary education for the second year in a row, we will wait to see how the university will respond in its own budget plans.

An informal problem resolution committee, AECC is made up of representatives from ASPA and the university to consider, discuss, and come to agreement on matters relating to the interpretation and application of the Collective Bargaining Agreement (CBA) and issues of mutual concern aside from grievances and changes in the CBA. Meetings over the past year have generally taken place every other month. Onboarding for new employees was developed by the university during the year and website resources created, which was initially shared at one of these meetings. ASPA requested information about the metrics of the Voluntary Exit Program and were provided only with the 78 approved departures and an estimate that 60-70% of the people who left had been replaced.

We continue to watch for updates from our CUPE 1975 colleagues as they attempt to negotiate a fair agreement. ASPA has offered verbal and written support and some members participated in the March rally for CUPE 1975 in the Bowl. Please continue to watch the ASPA Advocate and check for updates. Please read the FAQ section and do not hesitate to contact ASPA with any questions.

ASPA has been working to unionize research employees. There remain a number of positions at the university that are not unionized. PSAC has expressed interest in unionizing some of the employees in non-unionized positions and in working cooperatively with ASPA to do so.

The three presidents and the member service officer have travelled to both Prince Albert and Regina to do outreach to off-campus members. These were great opportunities to connect and to learn about ASPA members' work and to have small group discussions about ASPA. They also attended a wrongful dismissal arbitration and, at the time of writing, there are several other arbitrations in queue.

The University Staff Excellence Award committee will meet in April to choose the two recipients of the Excellence Award to recognize exceptional contributions by non-academic staff members. The ASPA President participates on this committee, along with representatives from CUPE 1975, exempt staff, faculty, HR, and a representative from the President's office. We are delighted to report that the 2018 Service Award recipients were Alexis Dahl and Dale Claude.

I would like to offer my thanks to each of the members who acted as chairs of ASPA committees or ASPA representatives on committees for your dedication over the last year.

Thank you to each of the Executive members whose terms are ending with the April AGM. Your contributions have been much appreciated: Lisa Bagonluri, John Costa, Sheila ffolliott, Curtis Larson, and John Wallace. We hope to see you around the table again in the future.

On behalf of ASPA staff Darcy Hryn-Bird and Annetta Gellner, current ASPA Vice Presidents Dawn Giesbrecht and LaVina Watts, Treasurer Sheila ffollott, and ASPA Executive members Lisa Bagonluri, John Costa, Jeff Humm, Curtis Larson, Peter Krebs, Andrea Smida, Henry Tan, and John Wallace.

Respectfully submitted,  
Joanie Crandall

### **BARGAINING TEAM**

As you likely already know, ASPA's current collective agreement expires on April 30, 2019 so early last year, ASPA put a call out to its members to see who would be interested in learning more about the bargaining process. About 20 members came forward and, through a series of events, they learned more about the process of bargaining. This culminated in a two-day workshop in which participants studied the theory of negotiating and took part in a mock bargaining exercise. Following this, the committee was formed using the following criteria: at least four (4) ASPA members in good standing with at least two (2) ASPA executive members, of which one (1) should hold the title of the President or Vic President. Attempts will be made to ensure that the membership will reflect the diversity of its members. I am proud to announce the members of your ASPA negotiating team; Milan Bogunovic, Colleen Cochran, Dawn Giesbrecht, Curtis Larson, Graham Wisser. The team is supported by ASPA's Member Services Officer, Darcy Hryn-Bird.

In the fall, the ASPA Executive decided to hire professional negotiator, Hugh Wagner. He has a long career as a union advocate. He is currently the General Secretary of the Grain and General Services Union, is a labour member of the Saskatchewan Labour Relations Board and has extensive bargaining experience. After meeting him a couple of times, I am confident that Hugh is the right person to help us negotiate a fair agreement.

The bargaining team has met several times since January to review our collective agreement and the results of the pre-bargaining survey. More than 50% of our membership responded to the survey. I would like to say thank you to all of those members that took the time to fill it out. Your input is greatly appreciated since this information is very important to us when determining our members' priorities. This provides us with valuable information which will help us to focus our efforts. Over the next few months the team will continue to meet to analyze the collective agreement as well as the bargaining survey data.

The notice to bargain was sent to the employer at the beginning of March. We will send a communication out to the membership when we find out the employer's team and again when we have dates scheduled to bargain with the employer.

Sincerely,  
Dawn Giesbrecht  
ASPA Co-Lead Negotiator

## COMMUNICATIONS COMMITTEE

The ASPA Communications Committee comprises eight dedicated member volunteers who meet regularly to discuss ways of informing and educating our members. The members of the committee are:

Susan Cook  
John Costa  
Joanie Crandall  
Darcy Hryn-Bird  
Peter Krebs  
Rozalia Kasleder  
Karen Mosier  
Yolanda Palmer-Clarke

We extend our heartfelt gratitude to Darcy Hryn-Bird for her oversight of the committee until October 2018, when Yolanda Palmer-Clarke assumed the role of committee chair.

Throughout the year, we maintained communications with our members through our website managed by Darcy Hryn-Bird. Our *Member Highlights* and *Did You Know?* columns continue to inform members about their rights as well as relate the happenings in the life of current and past members. *Labour in the News* is published monthly. This primarily updates and informs members about bargaining action and issues from within our group as well as other bargaining groups from local, provincial and national labour organizations. An integral part of our communication is our e-newsletter that is published quarterly. This e-newsletter summates the key points that were communicated during that period and is sent out to the membership.

In January 2019, we met and planned a communications strategy for the year that channels the educative platform of the group. As a team, we also collaborate to review and edit communication being channelled to the membership.

A big thank you to all the volunteers for their tireless and dedicated effort!

Prepared by Yolanda Palmer  
Communications Committee Chair

## EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)

The EFAP Board consists of representatives from the employer, and from the unions ASPA, USFA, CUPE 1975 and CUPE 3287. The Board meets quarterly, and in its meetings provides oversight of the university's EFAP program.

All University of Saskatchewan employees and their family members or those living within the employee's household are eligible to use the EFAP program **free of charge**. In-person EFAP counselors are located at the U of S Saskatoon campus as well as in various locations across Saskatoon, Canada and the world.

<https://wellness.usask.ca/help/efap.php>

The EFAP services are provided by a third-party provider, ComPsych. The provides submits quarterly EFAP Utilization Reports to the EFAP Board. Additionally, ComPsych provides quarterly user satisfaction survey results that facilitate quality monitoring of the EFAP services provided.

Respectfully submitted,  
Peter Krebs

## **FINANCIAL REPORTS**

The 2018-2019 Audited Financial Statements will be distributed at the door.

## **JURSDICTIONAL REVIEW COMMITTEE (PREVIOUSLY SCOPE AND CLASSIFICATION)**

Weekly jurisdictional review meetings

The Jurisdictional Review meetings are held weekly and the purpose is to review new positions that are being created and posted at the University of Saskatchewan and ensure they are placed within the appropriate bargaining unit. Representatives from ASPA, CUPE 1975 and others unions meet with the SBA's from units across campus, as well as Human Resources to determine the jurisdiction for each position.

Supervisors

The issue of supervisors has been on the agenda for quite some time. For some background:

*In May of 2016 a provision of the Saskatchewan Employment Act came into effect deeming that supervisors cannot be in the same bargaining unit as non-supervisors. A few employers put applications before the Labour Review Board to have the supervisors pulled out of their union. An initial test case of this law that was heard and the ruling came down that the law does not 'apply retroactivity'. This means that existing certification orders, such as the one ASPA holds, remain intact and unchanged. Effectively, the law cannot go back in time and change things and supervisors should remain the bargaining unit that they are part of.*

A few weeks ago however the LRB has decided that it now wishes to bring this item to a full hearing because the board felt the decision was not correctly decided. So again we wait. It appears that the University in the meantime has done its best to get around this issue by trying to make supervisors exempt and out of the ASPA Collective Bargaining unit.

Research Positions

Another issue we are seeing a lot of new job postings that are being labelled as "research" and not a part of any bargaining unit simply because they are research funded. ASPA continues to

remind the University that unless the individuals are performing pure research, they are to be a part of a bargain unit.

#### Clinical Associates

It was recently decided that all Clinical Associates are to be considered primarily academic in nature and therefore should now be members of the University of Saskatchewan Faculty Association. As such, a number of APSA members have now been placed under the jurisdiction of USFA.

ASPA values the positive relationship we have built with the University administration and the other unions/associations on campus and we continue to work hard to ensure all staff members at the University are treated fairly and are respected.

Submitted by  
LaVina Watts  
ASPA Vice President

### **MEMBER SERVICES**

Prepared for the AGM by Darcy Hryn-Bird, ASPA Member Services Officer (MSO)

The position of the Member Services Officer was created in 2013. I have had the fortune of serving in this position since its inception. The primary purpose of the position is to: *“support the ASPA executive and the membership. Reporting directly to the executive and working closely with other ASPA staff, the Members Services Officer works in an advisory and advocacy capacity on labour relations issues, especially with respect to members’ individual and collective issues around collective agreement administration.”*

The MSO is responsible for all grievance handling including that of liaising with and assisting ASPA’s counsel at arbitration. Currently ASPA has twenty – four (24) outstanding grievances. Of those twenty four (24), eight (8) are slated for arbitration.

Since the last AGM ASPA has had three grievances go to arbitration. One was adjourned the day before the hearing and two are still awaiting an award. The remaining arbitrations are either not yet scheduled or are to be heard in the fall or next year. The length of time for a grievance to go from filing to award can vary but on average the process is over a year.

The majority of the grievances that ASPA currently has outstanding relate to the employer failing to deduct dues on positions which we believe should be within our bargaining unit. The employer has placed these positions in the “research” category, which currently sits outside of any bargaining unit. The themes of the other grievances are: termination, termination in a probationary period, wrongful layoff, denial of leave of absence, failure to recognize casual hours for purpose of calculating service, incorrect severance pay, and salary continuance policy discriminatory.

ASPA did have an award come out on December 24, 2018. ASPA had filed a grievance in 2016 because our casual members did not receive a signing bonus. ASPA was not successful. The

grievance was denied by the arbitrator. Should ASPA be in receipt of signing bonuses' in the future ASPA will attempt to ensure that our collective agreement language clearly articulates the inclusion of our casual members.

Another major duty of the MSO is to provide education to members and the executive. In August of last year ASPA implemented a monthly orientation session for new members to ASPA, this has been well received by those who have attended. As of April 1, ASPA has had sixty – one (61) new members take advantage of this orientation. In addition, a handful of new members have chosen to have one- on-one sessions with an executive member. In the upcoming year, as time permits, we are hoping to bring back the Brown Bag session and are always looking for ideas on what the members would like to hear about so if you have some thoughts on topics for the Brown Bag drop me a note at [darcy@aspasask.ca](mailto:darcy@aspasask.ca) with your idea. The MSO also provides an education session for new members of ASPA's executive at least once a year. Education of the members also includes writing articles for the website. These articles (Did you know?) can be found on ASPA's website at [www.aspasask.ca](http://www.aspasask.ca). Topics in the past year were:

- Personal/Family Leave
- Email address – Usask.ca
- Pay stubs

The MSO responds to a number of enquiries from members, the general themes of these enquiries in no particular order are the following:

- Tuition Waiver
- Tuition Reimbursement
- Merit
- Salary Continuance (including Short and Long term Disability)
- Return to work
- Accommodation
- Hours of work
- Position Review
- Work place conflict
- Harassment
- Hiring Process
- Leave of Absence
- Resignation
- Layoffs

ASPA had thirty – three (33) layoffs in 2018 of which the MSO attends the majority of these and is responsible to do any follow up necessary. This is down from the forty – four (44) that we had in 2017.

The MSO is a challenging but rewarding position. ASPA members are very dedicated to the University and passionate about the work they do. The upcoming year will be very busy as this role supports both the Bargaining Team and the Communications Committee. Looking forward to the year ahead and want to thank all of the Executive, and Committee members and Annetta for all the great work they do on behalf of ASPA.

## NON-ACADEMIC PENSION AND BENEFITS COMMITTEE (NAPBC)

Hello All,

I am the ASPA observer on the Non-Academic Pension and Benefits Committee (NAPBC). I have been an observer on this committee for 3 years. Please see my update below.

Yours Respectfully,

Karen E. Mosier

### MEETING DATES

Here are the meeting dates for the NAPBC committee for the 2018 – 2019 fiscal year:

- May 18, 2018
- June 12, 2018
- June 19, 2018
- September 20, 2018
- November 15, 2018
- February 26, 2019

### INVESTMENT FIRMS

The University of Saskatchewan Non-Academic Pension Plan invests with 6 investment managers: **Burgundy Asset Management Ltd.; Connor, Clark & Lunn Financial Group; Harding Loevner; Phillips, Hager & North Investment Management Ltd.; Sprucegrove Investment Management Ltd.;** and **TD Greystone Asset Management.** In addition to the investment managers, the services of an external consulting firm **Aon Hewitt** are required to monitor the manager and total fund performance. Raymond Aoki of Aon Hewitt attends the NAPBC meetings on a quarterly basis to report on the performance of the managers and the fund as a whole.

### INVESTMENT PERFORMANCE

Total fund performance:

	Performance (%)			
	1 year	2 years	4 years	10 years
Total Fund (gross)	-1.9	4.1	6.2	8.4
Benchmark	-1.1	3.7	5.3	7.9

Distribution of assets among investment managers as of December 31, 2018:

Investment Manager	Market Value (\$000)
Burgundy	35,090
Connor, Clark & Lunn	32,730
Harding Loevner	81,408
Phillips, Hager & North	99,328
Sprucegrove	79,757
TD Greystone	32,442

## **REVISED STATEMENT OF INVESTMENT POLICIES & PROCEDURES**

The Statement of Investment Policies & Procedures was revised:

- Update the wording that ties responsibilities from individuals to groupings
- Update to reflect current demographic and funding statistics (s.1.04)
- Change to the benchmark for Global Equities to the MSCI World Net Total Return Index (Cdn. \$)
- Change to the benchmark for Bonds to the FTSE Canada
- Change to the benchmark in Canadian Real Estate benchmark to the REALpac/IPD Canada Property Fund Index
- Board of Governors definition was expanded to include all committees

### **CUPE 1975 Non-Academic LTD Rate Changed**

- On July 1, 2018, the CUPE 1975 Non-Academic Long Term Disability (LTD) plan premium rate changed to 2.580% of payroll from 2.480% of payroll. The premium renewal rate for the 2018-2019 year reflects the retroactive elimination and refund of the Provincial Sales Tax (PST) on insurance premiums. The renewal rate was reviewed and approved by the Non-Academic Pension and Benefits Committee

### **RETIREE OBSERVER POSITION**

- The retiree observer position on the NAPBC was removed

## **OCCUPATIONAL HEALTH COMMITTEE**

Members Peter Krebs and Susan Cook

The Ministry of Labour and Relations and Workplace Safety (MLRWS) have mandated a 25% reduction in Workman's Compensation Board reportable incidents. The U of S has achieved a 16% reduction in WCB reportable incidents, and continues to work toward the 25% goal.

To achieve the mandated 25% reduction, the following actions have been implemented:

- Safety Resources is working with the top 4 colleges/departments contributing the highest number of incidents on campus. Trends are being identified and corrective actions put in place to mitigate the risk of additional incidents occurring.
- The Ministry & WCB have agreed to the U of S progressing to stage two of the Compliance Improvement Program by allowing the workplace safety management system assessment on July 24-26. This safety audit was conducted in the University Services Building, with a focus on the trades groups within Facilities. Safety Resources is continuing to follow the agreed upon actions outlined in the compliance improvement plan. The largest deficit highlighted in the audit was a lack of inspections process and documentation management related to it. The major gap is with supervisor/employee inspections and recording followup of problems identified.

There have been three Dangerous Occurrences this year involving electrical shocks. Everyone should remember to always evaluate the risks and hazards of your work, ensure all hazard mitigations are in place, that all equipment is in good working order, double check that current is off if you need it to be off, and keep your mind clearly on the work at hand.

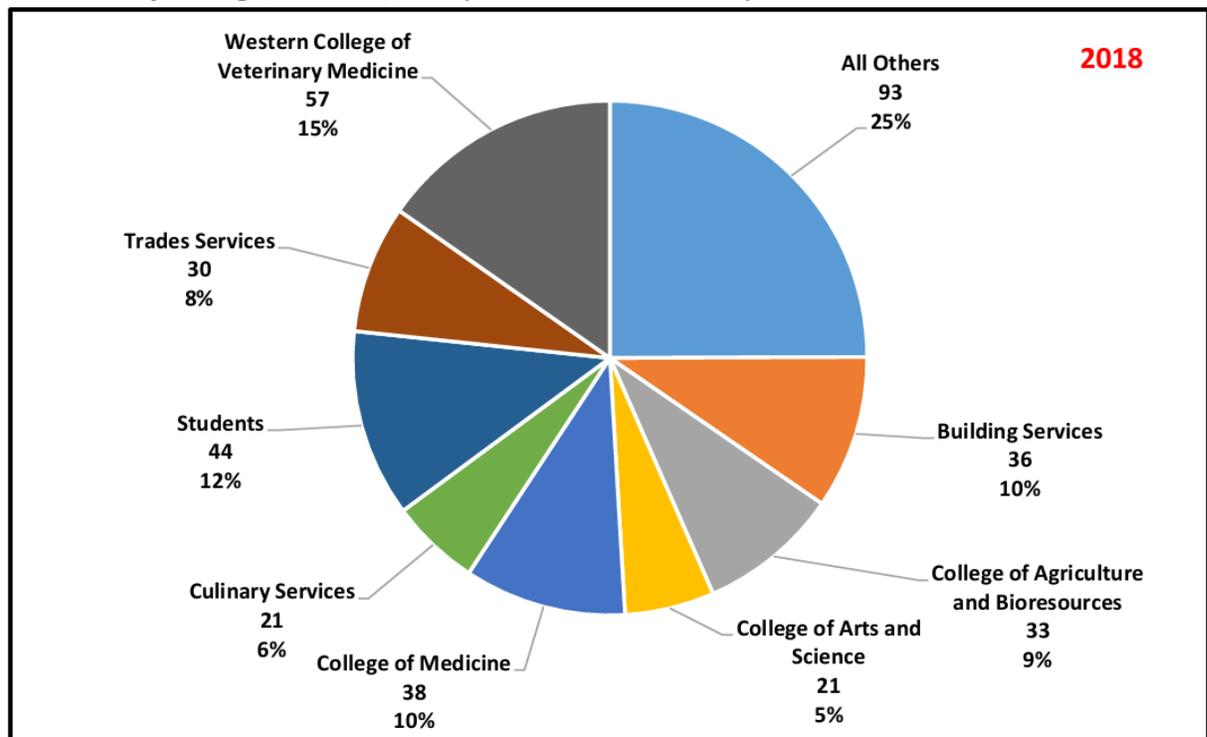
The OHC has developed a report, which outlines crosswalks, roadways, and wheelchair access deficiencies on campus. This has been forwarded to the University Institutional Planning and Land Development group, asking for resolution of the problems

These issues include:

- Health Sciences crosswalk: large hole that interrupts the walking path, which prevents wheelchair access.
- Campus Drive, connecting to College Drive: difficulty for larger groups to cross College Drive in allotted time frame.
- Rayner Dairy Facility: Kids Camps (grades 3-6) travel to this building from other locations on campus. There is no identified crosswalk here. Some suggestions were lines painted on the road, indicating a crosswalk, and that there should also be a crosswalk sign.

The Arts and Science LSC's have been reconfigured to two (from three) LSC's, aligned with commonalities within the occupants.

**Incidents by College/Division/Unit ( 10 or more incidents)**



## RESEARCH COMMITTEE

The RC membership consists primary of ASPA volunteers, complemented by ASPA staff support. We are grateful to all committee members for contributing their time and expertise to the committee:

- Volunteers: John Costa, Sanjukta Choudhury, Peter Krebs, Stephanie Mulhall, Megan Palmer, Tanya Robertson-Frey, Marla Rogers
- ASPA staff: Annetta Gellner

The function of the ASPA Research Committee is to develop and implement a research plan in support of the ASPA Executive, Negotiating Team, and other committees.

Reporting to the ASPA Executive, the committee will be responsible for compiling important data in support of bargaining and member relations. The committee will provide fact checking support to the Negotiating Team when information is put forward by the Employer during bargaining. The Research Committee will contribute to the education of the membership, while developing a more comprehensive understanding of our members and their views.

Research Committee meetings take place monthly, and are typically ending within 60 minutes, rarely within 90 minutes. Meetings are scheduled by Annetta Gellner, who also prepares meeting minutes.

Over the past 11 months, the Research Committee completed a number of surveys.

- 2018 ASPA census
- ASPA Brown Bag Sessions
- 40<sup>th</sup> Anniversary Survey
- Use of Social Media survey
- 2019 ASPA Pre-Bargaining Survey

**We would like to thank all ASPA members who took the time to respond to the surveys.** Your input is invaluable in guiding both the strategic and day-to-day operations of ASPA. Visit the ASPA website to view the results of selected past surveys

Respectfully submitted  
The ASPA Research Committee

## SASKATCHEWAN FEDERATION OF LABOUR (SFL)

This is an exciting and incredibly interesting group. The Executive Committee meets 5 times a year and each morning of the annual fall convention. The most recent Executive Council Meeting was held in February. I now understand exactly how strong and far reaching our support system is with the SFL. I also sit on the SFL Education committee, which meets twice per year. These committees allow for the opportunity to hear what other unions and associations throughout the province are experiencing and what steps and measures are being done to create a larger voice to the government. We also have access to education and

professional development opportunities and as such ASPA has created a new Education Committee to see how we might be able to utilize these for our membership.

The following people have been approved to sit on SFL Committees for two-year appointments. Executive member who participate in the meeting would be required to take a vacation day to participate.

- LaVina– Education Committee
- Yolanda – Women of Colour Committee – SFL funded
- Joanie – Women’s Committee
- Andrea – Indigenous Committee
- Dawn – Central Strategy Committee
- Darcy – Occupational Health and Safety

There will be a SFL/CLC Spring School being offered on May 6-10, 2019 in Moose Jaw. The deadline for registration was April 1, 2019. The Prairie School for Union Women Conference is being held on June 9 - 13, 2019, in Waskesiu.

There will be a Winnipeg General Strike Gala in Winnipeg on May 15<sup>th</sup>. A movie has been created for this event called ‘The Stand!’, and the movie has reached international acclaim and will be at both Cannes and TIFF this year.

- Every grade 11 student will get a free copy
- Manitoba Federation of Labour has a list of the events
- <http://mfl.ca/sites/default/files/1919EventsPoster-Oct29%5B1%5D.pdf?191>

The SFL is also looking for Youth members to sit on the Executive Committee. ASPA itself is always looking for representatives from our younger workforce. If you or someone you know would be interested in participating on a committee, please let me know.

**Respectfully submitted by LaVina Watts**

## **SOCIAL COMMITTEE**

The Social Committee organizes informal socials for ASPA members.

Current Social Committee members include Henry Xu Tan (Chair), Joanie Crandall, Jun Li, Dan Zhao, Carla Zorn, Anne-Marie Cey, Heather Neufeld, Bassey Bassey, Inimfon Udoetok, Gina DiPaolo McGuire, and Chapi Mwangi.

The 40<sup>th</sup> anniversary committee took the lead in organizing social events for 2018 to celebrate ASPA’s 40<sup>th</sup> anniversary of certification.

The February Social was held on February 8, 2019, at the University Club, and 70 members participated. A number of social events for members are currently being planned for the remainder of 2019.

Submitted by Henry Xu Tan

## TUITION REIMBURSEMENT FUND REPORT

2017-2018 Academic Year • March 7, 2019

The ASPA Tuition Reimbursement Fund was established in 2008 and has been administered for eleven consecutive academic years: 2007-2008 to 2017-2018. Every year the ASPA member and the family member are each required to complete an application form which must be submitted by April 30.

### Applicants

There were 152 applications received for the 2017-2018 academic year.

### Undergraduate Applicants

Number of Undergraduate Applicants	133
Number of Ineligible Undergraduate Applicants	6
<b>Total of Undergraduate Recipients</b>	<b>127</b>

### Graduate Applicants

Number of Grad Studies Applicants	19
Number of Ineligible Grad Studies Applicants	1
<b>Total of Graduate Recipients</b>	<b>18</b>

145 applicants were successful in receiving partial tuition reimbursement for at least one U of S course, completed between May 1, 2017 and April 30, 2018.

### Funding

In the past, funding for the ASPA Tuition Reimbursement Fund came from the unexpended Accountable Professional Development Account (APDA) balances of ASPA members who have left University employment and 50% of the unassigned APDA funds over the individual account maximum of \$6,000. The annual allocation was at ASPA's discretion. This funding arrangement expired on April 30, 2011 with the previous Collective Agreement and the first allotment of the funding agreement was received on May 1, 2012.

According to Article 12.12 of the new Collective Agreement, "Effective May 1, the university will provide an annual allotment of \$180,000 to the TRF." \$185,584 was available for the 2017-2018 tuition reimbursement. Per the guidelines, the pool of applications was reviewed and the eligible number of credit units was tallied. The annual contribution was then divided by the number of credit units eligible applicants successfully completed during the academic year (May 1, 2017 – April 30, 2018). In the 2017-2018 academic year, applicants received \$46 per eligible credit unit for a total payout of \$185,058.00.

### Scholarship Payments

Applicants were emailed regarding the status of their application. The ASPA Tuition Reimbursement was applied directly to the applicant's U of S student account. If the student had a credit on their account, a refund cheque was mailed to the student by Student Accounts and Treasury.

## **Taxation**

In 2009, as a result of a Tax Court of Canada case, the taxation requirements for the ASPA Tuition Reimbursement Fund changed. The revised taxation requirement is that scholarship amount(s) paid to an employee's family member are taxable to the family member. Thus, any family members who received a scholarship (tuition reimbursement) for the 2017-2018 academic year will have received a T4A by February 28, 2019. Details on this taxation policy are available from the Canada Revenue Agency website (<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/dctn/ttn-eng.html>).

## **2018-2019 ASPA Tuition Reimbursement Fund Application Form**

The 2018-2019 ASPA Tuition Reimbursement Fund online application form was made available March 1 2019 for students. The deadline to apply is April 30, 2019. The application form is located in the Scholarships and Bursaries channel in PAWS. The application form must be completed by the student. Once the student applicant has completed the application, an automated email is sent to the identified ASPA family member, who confirms or denies the indicated relationship to the applicant in PAWS (through the ASPA/USFA Award Relationship Verification channel). Applicants can expect a notification email (sent to their university email address) by late August.

It is expected that, in accordance with the last Collective Agreement, the fund will receive a transfer of \$180,000 in May 2019 from the university. The \$180,000 plus the carry forward balance of \$526 provides a total of \$180,526 available for the 2018-2019 ASPA Tuition Reimbursement Fund.

## **Enquiries:**

### **Eligibility Criteria and Scholarship Amount**

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**Alex Beldan**, Awards Officer  
Student Finance and Awards  
E40 – 105 Administration Place  
Tel: 306-966-2897  
Email: [alex.beldan@usask.ca](mailto:alex.beldan@usask.ca) or [awards@usask.ca](mailto:awards@usask.ca)

### **Payments and Refunds**

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**Student Finance and Awards**  
E40 – 105 Administration Place  
Tel: 306-966-4595

Email: [student\\_accounts@usask.ca](mailto:student_accounts@usask.ca)

Submitted by:  
**Alex Beldan**, Awards Administration Officer  
Student Finance and Awards  
Teaching, Learning and Student Experience