



ASPA REPORTS PRESENTED FOR THE ANNUAL GENERAL MEETING APRIL 28, 2020

ASPA PRESIDENT'S REPORT

Our AGM will be held Tuesday April 28, 2020 (via Zoom) and as I write this report in early April the world is a very different place than it was just three or four weeks ago. The COVID-19 pandemic has changed all of lives dramatically in a very short time, but we will get through this and life will resume so we need to continue to work together and support each other as union members and even more importantly as human beings. No one knows the long term effects this event will have on our lives but someone recently gave me a quote that I thought was very appropriate and was food for thought for me, "before we all rush to get back to normal, lets decide on what sort of normal we want to go back to".

I see this as an opportunity for all of us to see how things like working remotely could be offered to more people that are interested in doing this either full or part time. It could benefit both employees and the employer who can reduce their space needs and associated capital costs of having to keep adding space. Done on a larger scale it could have an impact on climate change as we have already seen in large cities around the world when they go into lockdown. Working remotely doesn't work for all positions but let's start looking at these opportunities to see what the "new" normal looks like.

As per the constitutional changes that were approved at the Special Membership meeting on April 6, 2020, this will be the first time we will be using electronic voting to elect members of the executive. We have 6 positions up for election and the nominating committee has done an excellent job in getting 12 people to run in the election which is fantastic. **Please make sure you use your right to vote and submit your votes online as per the notice you will be receiving by email before the deadline.** It would be great to see a very high turnout for this vote.

I want to thank all the volunteers on our various committees for their commitment to making the lives of our members a little better. Without you, the work of ASPA could not get done. In the last year we revamped several our committees and updated all their terms of reference to help ensure they were still relevant. We will continue to review the committees we have to ensure we are meeting the needs of our members as much as possible. I wanted to point out just a couple of the committees that had significant events/contributions this past year.

- The social committee held several very successful events including the family BBQ at the Forestry Farm in July, the river cruise in October, the pizza lunch in November and the holiday social in February. I hope we can get back to having events like this

again in the not too distant future as they are great opportunities for networking, socializing and just kicking back.

- The communications committee has been doing great work in profiling our members on a regular basis and in getting pertinent communications out to all of you as needed. Thanks to everyone on the committee for your hard work and to Karen for her member profiles!

I also want to thank all the members of the executive for their commitment to ASPA and our members. We had a couple of changes to the executive after last year's AGM and as per our constitution for filling vacated executive positions mid-way through the year, the executive appointed Chris O'Grady to fill the vacancy left when Joanie Crandall left the university in August 2019 and also elected Dawn Giesbrecht to fill the Vice President position Joanie had held. In January the executive appointed Colin Liu to fill the vacancy of Garrett Federko who left for an exempt position. Colin also took on the job of treasurer for which we are all grateful for.

We have three executive members who have come to the end of their terms after 6 years on the executive.

- Andrea Smida has been involved with ASPA for over a decade and has worked on several our committees, was an ASPA rep for the annual All Unions Pancake Breakfast held in September, and a representative for ASPA with the SFL. Thank you, Andrea, for your work over the years and I know you will continue to support and be involved with ASPA.
- John Costa has been on the executive for six years and has also been involved in many of our committees. John was the lead person for ASPA's 40th anniversary events in 2018-19 which were a great success. John's work on the defined contribution pension plan has been tireless as he has worked towards getting ASPA a voting voice on the committee that is run by the faculty. Thank you, John, for all your work on these and the many other committees and items you have contributed to over the last six years.
- Dawn Giesbrecht has been on the ASPA executive for six years and has been President, Vice President, and Co-Lead Negotiator during that time. Dawn has devoted a lot of time and effort in supporting and representing our members in these roles and she is definitely a hard act to follow for anyone taking on the presidency. Dawn was part of the negotiating team for our last collective agreement and is now our Co-Lead negotiator during this round of talks along with Hugh Wagner our hired co-lead. But beyond the negotiating team Dawn is a tireless advocate for members rights with the employer and for which we are all the better for. Thank you Dawn for all the work you have given to ASPA and we will be relying on you going forward both in negotiations and as a resource when we need it.

As all of you are aware, we lost our long time assistant Annetta Gellner on March 25, 2020 after a brief battle with cancer. Annetta served ASPA for 21 years and just retired in October 2019. I want to acknowledge Annetta's contribution to ASPA over those years as we grew from a membership of about 400 members to over 1,400 members now. Without her as the constant in the ASPA office, especially when she was the only one, ASPA would not be where it is today. Our condolences go out to her family along with our thanks for her contribution to ASPA.

I also want to thank Darcy Hryn-Bird our Member Services Officer for her support and especially for helping when we short staffed in the office over the summer and early fall. Your tireless commitment to our members is appreciated. She deals with everything from simple questions to filing grievances to dealing with layoffs. Every day brings

something new to her desk and if you need any assistance with work related questions or issues please contact her.

Our new Administrative Assistant Angeline Hainstock joined us in October 2019 and has been diligently learning all there is to learn about ASPA and the university. Welcome Angeline!

As you will see in the other reports from committees and our member services officer it has been a very busy year for ASPA, and our members and I will briefly touch on just a few of them that were important from my viewpoint.

- The monthly unions working together lunches has continued over the past year and they are a useful point of contact for the presidents of each union to have an informal and frank discussion of the issues we are each facing. It also allows us to identify common challenges that we can take as a group to administration. An example of this was what we saw as a lack of information around the discrimination and harassment process after many reorganizations in People and Resources left us all wondering how a discrimination or harassment complaint was being dealt with. This is still a work in progress, but we were able to meet as a group with administration to air our concerns.
- The ASPA executive held a one-day retreat in May 2019 and discussed how we wanted to move forward on a few issues in the coming year. This annual event is useful for us to identify priorities to work on over the next year and we plan to continue these.
- ASPA won a significant arbitration in January 2020 related to the elimination of the Zone Manager positions with Facilities back in 2018. This was a long process, but we were successful in arguing our case and it is now with our lawyer and the university lawyers to come up with a settlement. We hope that this sets some precedent and gives the employer pause on eliminating positions and then turning around and reposting positions that contain most of the work of the position they just eliminated.
- The University introduced a couple of programs in early November 2019 that caught all the unions by surprise as there was no previous discussion with us prior to their announcement. The Vacation Purchase Plan and Partial Leave Initiatives were offered to the Finance and Resources employees as a pilot program according to People and Resources with the possibility this could be offered to more units in the future. Our concern was that some of the details of these programs were in contravention of our collective agreement, so we met with the employer and got these sorted out. None of this would have been necessary if they had simply had a discussion with the unions prior to offering the programs and we advised them of this but we also gave them notice that in the future if they did something similar, we would not hesitate to file an unfair labour practice. We would rather they come to us well in advance of any changes they are thinking of that affect our members so we can have a discussion rather than always having to file a grievance.
- We continued to have a few layoffs throughout the year which was very hard for the members laid off. Before the COVID-19 pandemic we were expecting more layoffs in the coming year because of what the university was saying about how bad their finances were but now things are up in the air and the future is not clear. ASPA will continue to support members much as we can if layoffs happen.
- Bargaining has been ongoing since October 2019 and you will find more information in the negotiations report. As we communicated back in March, we have reached an impasse with the employer and a conciliator has been appointed by the province to see if we can reach an agreement. I want to thank all of our negotiation team members for all of their work as it has involved many long hours and even though we

are at an impasse the team continues to discuss how we can reach an agreement that is in the best interests of you, our members.

Lastly, I want to thank all of you for your support by participating in our surveys, our social events and providing feedback to us over the last year. As the executive cannot represent you effectively without active engagement and support of the membership so please continue to talk to us, participate in events and surveys, and volunteer with ASPA for a committee or let your name stand for a position on the executive. It is great opportunity for learning new things and is a very rewarding experience being part of ASPA

Respectfully submitted by
Curtis Larson
ASPA President

BARGAINING TEAM

Our team last met with the employer's team on the morning of March 5. We presented to them, the proposal that we posted on our website. The university's team rejected our proposal and declared an impasse. That same day they filed the Notice of Impasse with the Minister of Labour Relations and Workplace Safety to request the Minister to appoint someone to mediate our dispute.

We have since received notice that Kevin Eckert, Senior Labour Relations Officer, has been appointed as our conciliator. We have dates booked to meet with him at the beginning of May. Given that we are still in a pandemic, with most people working from home, and the buildings at the University closed, we are looking at a variety of options which will allow us to hold these meetings.

In addition to working with the conciliator, we need to negotiate an Essential Services agreement with the employer that can be agreed upon by both parties. The employer has indicated that many positions would fit the essential services guidelines. We understand and recognize the value that ASPA members bring to the University but believe that there are very few positions on campus that would fit the definition of 'essential', as defined by the legislation.

We are asking for your support. We are working hard, in these difficult times, to bring forward a fair collective agreement with modest improvements.

We appreciate your patience with this process. As you can see there are still a few hurdles to jump.

Sent on behalf of your ASPA bargaining team (Hugh Wagner, Dawn Giesbrecht, Curtis Larson, Colleen Cochrane, Graham Wisser, Milan Bogunovic, Darcy Hryn-Bird)

Respectfully submitted by
Dawn Giesbrecht
ASPA Vice President
Co – Lead ASPA Bargaining Team

COMMUNICATIONS & PUBLIC RELATIONS COMMITTEE

The ASPA Communications Committee was joined with the ASPA Public Relations Committee on August 1, 2019 and as such, it was renamed the ASPA Communications & Public Relations Committee. The C&PR Committee meets once a month to discuss ways of informing and educating our members. We also regularly approve items (e.g., news articles, member highlights, member interest articles) for the ASPA website and newsletter, and communications sent out by the ASPA Executive, through email via group consensus.

The members of the C&PR committee over the last year were:

Susan Cook
John Costa
Angeline Hainstock
Darcy Hryn-Bird
Rozalia Kasleder
Peter Krebs
Karen Mosier (Chair)
Yolanda Palmer-Clarke
Andrea Smida

Angeline Hainstock joined our C&PR committee in October 2019 and we thank her for her assistance with preparing the agenda, keeping the minutes and maintaining the ASPA website <https://aspasask.ca/>.

Our *Member Highlights* and *Member Interest Articles* written by Karen Mosier, and the *Did You Know?* columns written by Darcy Hryn-Bird are published monthly, or when able, and continue to inform members about their rights as well as relate the happenings in the life of current and past members.

The *Labour in the News* articles collected by Darcy Hryn-Bird are published regularly and these updates primarily inform members about bargaining action and issues from within our group as well as local, provincial and national labor organizations.

An integral part of our communication is our ASPA e-newsletter, compiled by Angeline Hainstock, that is published quarterly. This e-newsletter provides links to pull all the information posted on our website during the previous four months to update our membership.

Thank you to all our volunteer committee members for their hard work this last year. It is greatly appreciated! We are always looking for more committee members, so if you are interested in joining our C&PR committee please let myself or Angeline know.

Respectfully submitted by
Karen E. Mosier
Communications and Public Relations Chair

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)

The EFAP Board consists of representatives from the Employer and from the unions on campus of 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 provider 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. The contract with ComPsych is expiring this year and will go to tender.

Respectfully submitted by
Christopher O'Grady

FINANCIAL REPORTS

The 2019-2020 Audited Financial Statements will be distributed electronically in advance of the meeting online.

JURSDICTIONAL REVIEW COMMITTEE (PREVIOUSLY SCOPE AND CLASSIFICATION)

The Committee has 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 meet with the SBA's from units across campus, as well as Human Resources to determine the jurisdiction for each position. During the current situation with COVID-19 these meetings are no longer being handled weekly and will be dealt with as positions come up and only with the corresponding union.

Research Positions

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.

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.

Respectfully submitted by
LaVina Watts
ASPA Vice President

Member Services Report

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 good 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), four (4) have been heard at arbitration and we await decision on three (3) of them.

ASPA had a successful award with one of the arbitrations that was heard last year. This arbitration related to the interpretation of Article 16 – Layoff. Where the arbitrator confirmed that the employer can not lay off a permanent or seasonal member if most of their work is just being shifted to another member or individual.

Many of the grievances that ASPA currently has outstanding however 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, denial of tuition waiver and salary continuance policy discriminatory.

Another major duty of the MSO is to provide education to members and the executive. The MSO continues to provide monthly new member orientation, which are well received by these members.

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
- Workplace conflict
- Harassment
- Leave of Absence
- Resignation
- Layoffs

ASPA had twenty – three (23) layoffs in 2019 of which the MSO attends the majority of these and is responsible to do any follow up necessary. This is down from the thirty-three (33) that we had in 2018.

The MSO also supports the Bargaining and Communications Committees. With ASPA's hiring of Angeline Hainstock in the Administrative Assistant position the level of support for the Communications committee has lessened.

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 no doubt be very challenging in that we continue to bargain an agreement with the employer, and

no one knows for sure what our new world reality will look like due to the pandemic fallout. Looking forward to meeting with many ASPA members and working with the ASPA Executive in the year ahead. I also want to take this time to thank all the Executive, and Committee members and Angeline for all the great work they do on behalf of ASPA.

ACADEMIC DEFINED BENEFIT PLAN

Since I became the ASPA observer at for the Academic Defined Benefit Plan I have attended two meetings, one at the end of September and the other in mid-November.

The first meeting was relatively brief, and no future plans were discussed because the committee did not have quorum. The main results were that for quarter ending June 30, the return was 2.6% which was a little under Total Fund Benchmark (3.1%). The plan had been in flux, due to adding real estate to their portfolio, but that has now been completed. The quarter that ended on September 30th, tentatively is showing better returns, 10%+ but that was not official. Year to date returns are around 12%, but it looked like this last year as well, before a very poor 4th quarter. Since there were not enough faculty members there, all that was done is the review of the investments.

The second meeting in November had quorum so the meeting was longer and had more discussion. Heather Fortosky nominated as chair, and she was accepted. The quarterly report (ending Sept 30th) recent quarter grew at 2.1%, 12.4% net over the year. Currently a little behind the benchmark, but changes in the last couple of years to the investment strategy, including real estate is part of it, but since it takes so long to transition the portfolio is the reason, and we have met expectations in the last quarter. Allocation to bonds .05 below minimum level so it must be reallocated from equities (10,000,000). Jarislowsky Fraser is one of managers, and they have been downgraded from buy to sell in 2012 and have now returned to qualified in 2016. Other asset management groups are rated BUY. When they were originally downgraded Aon Investment Consulting suggested that we might replace them, but it was decided at that time by the Pension Committee to keep them. Growth in portfolio was 4.5 million dollars in the last year.

About each of the managers:

Jarislowsky Fraser (used for Canadian Equities, U.S. Equities and Non-N.A. Equities)- focused on high quality growth, but tries to remain conservative, less exposure to highfliers. This strategy protects value very well in down markets, and on balance trails a little on up markets. Similar results in the U.S. and Canada for their performance. Overall, over performance in the foreign markets, but uses the same strategies. Since these markets have struggled more, their approach has been more successful. TDAM EPOCH Global Equity, again under performs in up markets but over performs in down markets

TD Greystone Real Estate, new to us overall. But is performing well.

(questions about TD total control now that they bough Greystone, added to JF being owned by Scotia Bank, so possibly too much controls by banks).

SIPP wants to move TDAM Equities to a Global Equity plan that does not include Canada. Also allowing JF to invest in their emerging market funds (the rules do not allow more that 20%, but JF typically caps at 5%). This has been approved.

Respectfully submitted by

Michael Cuggy

OCCUPATIONAL HEALTH COMMITTEE (OHC)

The University of Saskatchewan OHC consists of four management representatives appointed by the Vice-President Finance and Research (VPFR) and eight employee representatives equitably appointed by the unions at the university. The role of the OHC is to monitor the workplace, provide advice, and make recommendations to the employer for eliminating/controlling hazards to ensure a healthy and safe working environment. Susan Cook (VetMed) and Peter Krebs (Arts & Science) represent over 1300 ASPA members on the OHC. Susan Cook is the co-chair of the OHC, along with Rob Kliewer (Safety Resources).

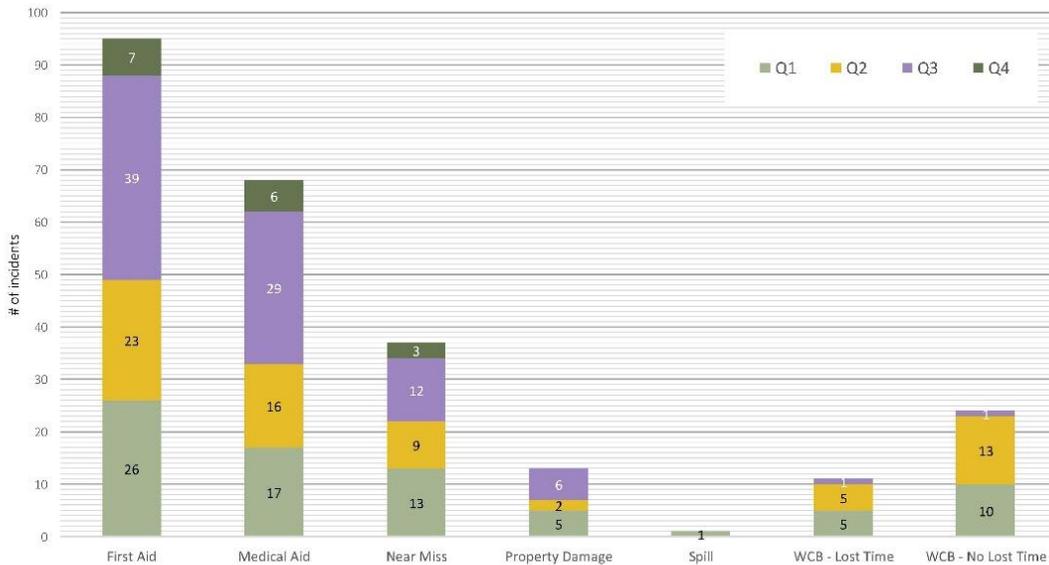
Three years ago, the Ministry of Labour and Relations and Workplace Safety (MLRWS) mandated a 25% reduction in University of Saskatchewan Workman's Compensation Board reportable incidents. The U of S has achieved a marked reduction in WCB reportable incidents and continues to work toward the 25% goal. In 2018, there were 373 total incident reports, with 21 WCB Lost Time and 62 No Lost Time. In 2019, there were 361 total incident reports, with only 11 WCB Lost Time and 24 No Lost Time. The Ministry & WCB have agreed to the U of S progressing to stage three of the Compliance Improvement Program. Safety Resources continues to follow the agreed upon actions outlined in the compliance improvement plan.

Safety Resources continues to work 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. Also, Safety Resources continues to work with all Local Safety Committees to continually improve local safety management systems, with the goal of continual improvement.

2019 Incident Statistics for the University of Saskatchewan

Data from January 1 – December 31, 2019

University of Saskatchewan - Incidents by Category (2019 - Quarterly)



UNIVERSITY OF SASKATCHEWAN
Safety Resources
 SAFETYRESOURCES.USASK.CA

There was one Dangerous Occurrence this year involving electrical shock. There was also a small fire/smoke caused by an old kettle in poor condition. Everyone should always remember to 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 anything is off that needs to be off, and to keep your mind clearly on the work at hand. Safety Resources has added a “Report a Hazard” button on the [Safety Resources website](#). This notice goes directly to a Safety Resources member who can quickly mobilize staff to take care of the hazard. This is a preferred method to report icy roads and sidewalks, or other general hazards. General repair and maintenance requests should continue to be directed to [Facilities Support Services](#). Incidents and near-misses should be reported only through the “[Report an Incident](#)” system. The U of S conducted the first emergency lockdown drill on Thursday, January 30, 2020. A report will be provided by Usask Safety Resources in April regarding the value of the drill, survey results and how to continually improve this practice moving forward. University OHC incident reporting to the Local Safety Committees will be on a quarterly basis, with the first 2020 OHC Report released in late April.

RESEARCH COMMITTEE

The ASPA Research Committee consists of the following members:

- Sanjukta Choudhury, John Costa, Peter Krebs, Neha Milan, Stephanie Mulhall (on leave), Chris O’Grady, Tanya Robertson-Frey and Marla Rogers
- ASPA staff support: Angeline Hainstock

The ASPA Research Committee's purpose is to identify topics and themes of interest to ASPA, the executive and its members, and develop and execute a member survey plan. The Research Committee is one of the only official means the Association uses to gather feedback from the membership, making its role strategically important. As such, surveys contribute to a deeper understanding of our members, their interests and priorities and helps to inform decisions, planning and negotiations. The committee's four pillars are:

1. Soliciting **feedback** on matters that are important to members
2. **Identifying** issues that concern members
3. Increasing **awareness** of issues important to the wellbeing members and the association
4. **Engage** members and build greater solidarity

Examples of past surveys include a pre-bargaining survey, use of social media survey, and a survey on tuition waivers and compensation models. Surveys in the coming months will focus on questions that emerge from the Collective Bargaining Agreement negotiations currently underway, and other themes such as: new ASPA member orientation and U of S onboarding; an envisioned Zone Model of ASPA member representation; and discrimination and harassment and others.

The committee meets as needed, about every two months, on average.

Please note: If you have a talent for surveys, analysis, good discussion, and are interested in the vital work of the Research Committee, we invite you to contact the Research Committee.

Respectfully submitted by
The ASPA Research Committee

SASKATCHEWAN FEDERATION OF LABOUR (SFL)

The Executive Committee usually meets 5 times a year which includes each morning of the annual fall convention. The most recent Executive Council Meeting was to be held in March but as per the COVID-19 pandemic it was cancelled. The SFL is also urging the Minister of Labour Relations and Workplace Safety to provide presumptive workers compensation coverage for Saskatchewan workers who are exposed to COVID-19 on the job. These frontline individuals are putting themselves at risk to provide critical services to the people of Saskatchewan. They are asking the government to confirm that the Saskatchewan WCB will provide these individuals with compensation coverage during their employment.

I sit on the SFL Education committee which usually meets twice per year however there have been no meetings to date. The education committee allows 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.

This years SFL/CLC Spring School and the Prairie School for Union Women Conference have both been canceled for this year.

The SFL is still 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
Vice President

SOCIAL COMMITTEE
Annual Report (2019-2020)
By Henry Xu Tan

Goals: to provide informal socials to ASPA members

Website: <https://aspasask.sharepoint.com/committees/social/SitePages/Home.aspx>

Members: currently social committee has 8 approved volunteering members, they are: Henry Xu Tan (Chair), Dan Zhao, Carla Zorn, Anne-Marie Cey, Heather Neufeld, Bassey Bassey, Gina DiPaolo McGuire, Connor O'Hagan

ASPA STAFF: Angeline Hainstock (Joined October 2019)

Activities:

• **2019 Activities:**

- AGM social on April 30th at Louis Loft, 58 members participated.
- ASPA Family Summer BBQ on July 14th at Forest Zoo, 24 families participated.
- ASPA Social Prairie Lily Boat Tour on Oct 3rd, 68 people participated.
- ASPA Pizza Social on Nov 20th at Education Building, 283 members participated.

• **2020 Activities:**

- ASPA Post Holiday Social held on February 6th @4-6 PM, at Louis Loft, 84 members participated.

2020 Plan:

There are 8 additional social events are planned as described as below:

- **April AGM Social:** cancelled because of pandemic COVID 19
- **May Pizza Social:** on hold because of pandemic COVID 19
- **ASPA Family Appreciation BBQ:** on hold because of pandemic COVID 19
- **September Social:** Pizza Social and Prairie River Boat Networking Event
 - ✓ Status: planned but not approved.
- **November Social:** Pizza Social
 - ✓ Status: planned but not approved.

TUITION REIMBURSEMENT FUND REPORT

2018-2019 Academic Year • February 20, 2020

The ASPA Tuition Reimbursement Fund was established in 2008 and has been administered for twelve consecutive academic years: 2007-2008 to 2018-2019. 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 150 applications received for the 2018-2019 academic year.

Undergraduate Applicants	
Number of Undergraduate Applicants	132
Number of Ineligible Undergraduate Applicants	5
Total of Undergraduate Recipients	127
Graduate Applicants	
Number of Grad Studies Applicants	18
Number of Ineligible Grad Studies Applicants	1
Total of Graduate Recipients	17

144 applicants were successful in receiving partial tuition reimbursement for at least one U of S course, completed between May 1, 2018 and April 30, 2019.

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." \$180,526 was available for the 2018-2019 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, 2018 – April 30, 2019). In the 2018-2019 academic year, applicants received \$50 per eligible credit unit for a total payout of \$178,950.00.

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 2018-2019 academic year will have received a T4A by February 28, 2020. 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>).

2019-2020 ASPA Tuition Reimbursement Fund Application Form

The 2018-2019 ASPA Tuition Reimbursement Fund online application form will be made available March 1, 2020 for students. The deadline to apply is April 30, 2020. The application form is 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 2020 from the university. The \$180,000 plus the carry forward balance of \$1,576 provides a total of \$181,576 available for the 2019-2020 ASPA Tuition Reimbursement Fund.

ENQUIRIES

Eligibility Criteria and Scholarship Amount

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

Payments and Refunds

Student Finance and Awards
E40 – 105 Administration Place
Tel: 306-966-4595
Email: student_accounts@usask.ca

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