

## SPRING SEMESTER TIMELINE: 2019

### HOW TO GET A JOB FOR SUMMER 2019

Centralized Job Posting site: [www.sfu.ca/dean-gradstudies/job-postings.html](http://www.sfu.ca/dean-gradstudies/job-postings.html)

- TAs and TMs: [www.tssu.ca/be-a-ta/](http://www.tssu.ca/be-a-ta/)
- All TA/TM postings should be up for 2 weeks
- Sessional Instructors: [www.tssu.ca/getting-sessional-work/](http://www.tssu.ca/getting-sessional-work/)
- Sessional instructor postings vary by department – check their website

### EVENTS & SOCIALS

**Fri 4 Jan:** TA/TM Day Social, Diamond Alumni Centre, 4<sup>30</sup>pm – 8pm; Club Iliia, 8pm

**Thu 31 Jan:** *Survivor Totem Pole* Film & Dialogue, SFU Woodward's, 6:30pm

**Fri 15 – Sun 17 Feb:** Member Bargaining Retreat, Loon Lake Lodge & Retreat Centre

### GENERAL MEMBERSHIP MEETINGS

**Tue 22 Jan** 5<sup>00</sup>pm – 7<sup>00</sup>pm, Burnaby WMC 2220 (Free dinner!)

**Wed 27 Feb** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Surrey SUR 2750 (Free dinner!)

**Thu 22 Mar** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Vancouver HC 1600 (Free dinner!)

### STEWARDS MEETINGS

**Mon 14 Jan** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Vancouver HC 1425 (Free dinner!)

**Tue 12 Feb** 5<sup>00</sup>pm – 7<sup>00</sup>pm, Burnaby AQ 3154 (Free dinner!)

**Thu 14 Mar** 4<sup>30</sup>pm – 6<sup>30</sup>pm, Surrey SUR 5080 (Free dinner!)

### SFU SPRING 2018 SEMESTER

**Wed 2 Jan** Orientation

**Thu 3 Jan** Classes start

**Fri 4 Jan** TA/TM Day & Social

**Mon 18 Feb** Family Day Classes cancelled. Offices closed.

**Tue 19 – Fri 24 Feb** Reading Break Classes cancelled.

**Mon 8 Apr** Last day of classes

**Wed 10 – Wed 24 Apr** Exam period

**Fri 19 Apr** Good Friday Classes cancelled. Offices closed.

**Mon 22 Apr** Easter Monday Classes cancelled. Offices closed.

**Tue 10 Apr** Last day of classes

### YOUR CURRENT SPRING JOB: BENEFITS

**TSSU Member Childcare Fund application**

- Information: [www.tssu.ca/childcare/](http://www.tssu.ca/childcare/)
- To apply: [esas.its.sfu.ca/faa/childcare](http://esas.its.sfu.ca/faa/childcare)

**Sign up for MSP & TSSU Extended Health and Dental**

- Forms: [www.tssu.ca/forms/](http://www.tssu.ca/forms/)
- Scan and submit forms to [benefits@sfu.ca](mailto:benefits@sfu.ca) to be covered for that month
- Coverage starts in the month in which you apply, so don't delay!

**Get your Guard.me refund**

- If you're in Guard.me, get some money back: [www.tssu.ca/guard-me](http://www.tssu.ca/guard-me)

**Continuing benefits**

- Members without appointments in Summer can stay on Extended Health/MSP
- You must complete the application forms before the end of Spring semester!
- You will have to provide payment when you submit your form

### YOUR CURRENT SPRING JOB: DEADLINES

**Jan – Apr: Stewards distribute Logbooks to members in departments**

- Departments distribute (purple) Collective Agreements (CA) to all members
- Collective Agreements are provided by HR

**Fri 4 Jan: Complete Time Use Guidelines (TUGs)** [CA Appendix C]

- Completed by course supervisor, in consultation with TA/TM, end of Week #1
- In most cases: 42 hours in prep line, and don't forget to add stat pay!

**Fri 4 Jan: Evaluation Criteria** [CA Article XVII & Appendix E]

- All TAs/TMs get evaluated at least once a semester
- Supervisors must state evaluation criteria by end of Week #1

**Wed 16 Jan: Sign up for Tuition Deferment by (no financial penalty)**

- Detailed directions: [www.tssu.ca/tuition-deferment/](http://www.tssu.ca/tuition-deferment/)
- NOTE: If you are not on payroll yet, you cannot sign up for tuition deferment!

**Wed 6 Jan (approx.): Automatic/Mandatory Workload Reviews** [CA Appendix C]

- Should be initiated after Week #5 or when the course is significantly progressed
- The department advises supervisors by Week #5 about the review

**Beginning of Spring semester: turn in Logbook Lotto to AQ 5129 or [coordinator@tssu.ca](mailto:coordinator@tssu.ca) by Tue 22 Jan**

**Every month: Stipend Request Forms**

- Submit TSSU committee stipend request forms to the TSSU offices
- Forms page: [www.tssu.ca/forms](http://www.tssu.ca/forms)

# TEACHING SUPPORT STAFF UNION (TSSU)

AQ5129 • [tssu.ca](http://tssu.ca)



[tssu@tssu.ca](mailto:tssu@tssu.ca)



[/tssu.ca](https://www.facebook.com/tssu.ca)



[@tssu](https://twitter.com/tssu)



[/tssu1978](https://www.instagram.com/tssu1978)

OFFICE:  
(778) 782 4735

MEMBER REP:  
(778) 782 4695

