

SUMMER SEMESTER TIMELINE: 2015

HOW TO GET A JOB FOR FALL 2015

May – July

Centralized Job Posting site for Summer 2015: tssu.ca/centralized-job-posting-system/

- all postings should be up for 2 weeks
- you can set up a page alert to track them: tssu.ca/how-to-set-up-a-google-alert/

September 1st

You must receive job offers for Summer 2015 by this day.

TSSU DAY

May 15th

Friday, end of the first week of class

- 3³⁰pm – 5³⁰pm, AQ 3182: Social Justice Movies (free movies and snacks!)
- 6pm – 9pm, Highland Pub: TSSU Pub Night (cheap beer and highballs!)

GENERAL MEMBERSHIP MEETINGS

May 19th (Tue)

12³⁰pm – 2³⁰pm, **Burnaby MBC 2296, (Free Lunch!)**

June 24th (Wed)

5³⁰pm – 7³⁰pm, **Surrey Centre 5100, (Free Dinner!)**

July 30th (Thu)

4³⁰pm – 6³⁰pm, **Harbour Centre 2245, (Free Dinner!)**

STEWARDS MEETINGS

May 12th (Tue)

12³⁰pm – 2³⁰pm, **Burnaby MBC 2294/96, (Free Lunch!)**

June 11th (Thu)

4³⁰pm – 6³⁰pm, **Harbour Centre Rm 1325, (Free Lunch!)**

July 6th (Mon)

12³⁰pm – 2³⁰pm, **Burnaby MBC 2290/92, (Free Lunch!)**

SFU SUMMER SEMESTER

May 7th/8th (Thu/Fri)

Orientation

May 11th (Mon)

Classes start

May 18th (Mon)

Victoria Day. Classes cancelled, offices closed.

June 9th-12th (Tue-Fri)

Convocation

July 1st (Wed)

Canada Day. Classes cancelled and offices closed.

August 3rd (Mon)

BC Day. Classes cancelled and offices closed.

August 10th (Mon):

Last day of classes

August 12th – 21st

Exams

YOUR CURRENT SUMMER JOB: BENEFITS

May to August Sign up for MSP & TSSU Extended Health Benefits and Dental

- forms: tssu.ca/resources/forms/
- submit forms to Strand Hall in May to be covered for that month
- coverage starts in the month in which you apply!

August:

Continuing Benefits

- members without appointments in Spring can stay on Extended Health and MSP
- you must complete the application forms *before the end of Spring semester!*
- you will have to pay at the beginning of the semester

TSSU Member Childcare Bursary Application

- instructions: sfu.ca/students/financialaid/grad/bursaries.html (late applications are accepted)
- if you're turned down, contact the TSSU to help with the appeal process (high success rate!)

YOUR CURRENT SUMMER JOB: DEADLINES

May:

Stewards distribute Logbooks to members in departments

- departments distribute new (green) Collective Agreements to all members
- (Collective Agreements are provided by HR)

May 15th

Complete Time Use Guidelines (TUGs) [p69/74 in the Collective Agreement]

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

Evaluation Criteria [p72 & 73 in Collective Agreement]

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

May 25th

Sign up for Tuition Deferment by (with no penalty)

- detailed directions: tssu.ca/2012/09/05/tuition-deduction-deferment/

June 8-12th

Automatic/Mandatory Workload Reviews [p70/75 in the Collective Agreement]

- should be initiated by the end of Week #5 or after 1st major assignment

July – August

Turn in Logbook Lotto to AQ 5129 or tssu@tssu.ca

Every Month

Stipend Request Forms (forms: tssu.ca/resources/forms/)

- submit committee stipend request forms to the TSSU offices

Teaching Support Staff Union (TSSU)

AQ5129

www.tssu.ca

tssu@tssu.ca

facebook.com/tssu.ca

@tssu

helpline:
604-652-6202

office:
778-782-4735

