

Good morning,

We hope this email finds you well as the Fall Term is coming to an end.

You are receiving this email because prior to September 2021, you had completed the Faculty of Engineering TA Training program and were informed that you were only to complete the Anti-Oppression Training (2-hours) to satisfy the requirements of the new, University-wide 5-hour TA training that came into effect in September 2021 (https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/ta-training/).

Your Union (CUPE Local 3906) raised concern that you were only being provided access to two of the five paid hours. We are writing to inform you we have recently reached agreement that will allow you to be paid for completing an additional 3-hours of training that is offered as part of the TA mandatory training. The 3-hours will allow you to receive a total of 5-hours of paid training as provided for in the **Letter of Understanding re: Training** that can be found in the collective agreement (https://hr.mcmaster.ca/app/uploads/2019/02/CUPE-Local-3906_Unit-1-Collective-Agreement_FINAL.pdf).

In order to receive payment for the training, you must successfully complete all 3-hours of training, including achieving a score of 100% on the quiz that is part of each training module, by no later than **December 31, 2021**. Information about how to register for the training can be found at: https://hr.mcmaster.ca/app/uploads/2021/08/TA-Training-Communication_How-to-Register.pdf

For those of you who successfully complete the 3-hours of training, you will be paid the 3-hours on the January 28, 2022 pay deposit.

Please note that if you do not successfully complete all 3-hours of training as noted above, you will not be paid for any partially completed training and you will not be able to complete the training, with pay, at a later date.

If you have already received payment for completing the 5-hours of mandatory TA training, you are not eligible to receive additional payment for the 3-hours noted above.

Thank you in advance and please contact David Ryan, Employee/Labour Relations (ryandv@mcmaster.ca) or CUPE (brad@cupe3906.org) if you have any questions about the information provided.