



## Unpaid Work - Move Me News Publication - CHQ-18-27

We have created a simplified calculation to assist you in making claims under this grievance. The below information in no way prevents the Union from taking a different position in the future in mediation or arbitration or in any way prevents CUPE from resolving this grievance in an alternate manner. This bulletin is to provide information and simplify the issue for members and to advise members on possible methodology for making a claim under this grievance.

The reading of the Move Me News became mandatory in May 2017. We are advising you to put in claims for each month since then that you read the MMN in its entirety. We advise you to claim the actual time you spent reading. Clearly this is challenging for past claims. You may time yourself reading a recent issue of the Move Me News. Divide this time by the number of pages in the Move Me News to arrive at your rate of reading per minute.

30 minutes reading / 12 pages = 2.5 minutes per page

You can then multiply this number by the number of pages in each of the past MMN that you read, which can be found on AcAeronet.

Eg. If a past issue of the MMN has 18 pages x 2.5 minutes per page = 45 minutes

This will give a realistic estimate of how long it actually took you to read the past issues. Going forward, you may just time yourself.

You may put multiple months on one claim as long as you include the dates and details of your calculations in the body of your claim. This is preferable to having 50+ individual claims.

### Making E Claims

When making an E Claim in relation to a grievance, it is important to wait until you receive a denial before sending us a detail of your claim. We need proof that the Company refuses to pay you.

In addition, we need you to show us the detail of the claim. Simply taking a picture of the screen which shows a denial is not sufficient, we need to see the details of each individual claim to prove what it is you asked the Company to compensate you for and how much time / money you claimed.

In terms of the Policy grievances in for General Holiday Pay



**Denis Montpetit**  
**President, Local 4092**

[www.local4092.ca](http://www.local4092.ca)

### Contact Information

Tel: (1) (905) 676-4293

Fax: (1) (905) 676-4763

Email: [office@local4092.ca](mailto:office@local4092.ca)

### Office Hours

**Monday - Friday:**

9:00am to 6:00pm

**Saturdays - Holidays:**

10:00am to 4:00pm

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and the mandatory reading of the Move Me News, it is not necessary to put in separate claims for each month. Multiple months can be compiled in one claim, as long as you set out the details/ calculations in the body of the claim.

Also, until these grievances are resolved, it is important to continue to put in claims for each month going forward.

All claims for YYZ CUPE Local 4092 can be sent to

[office@local4092.ca](mailto:office@local4092.ca)

Given the ongoing nature of these claims and the volume expected, individual grievances will not be filed. A group grievance will be filed at the end of each month for the members who provided claims to the Union.

eClaim can be found online under *AcAeronet > IFS > Crew Scheduling & Planning > Expense Claims > eClaim*

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Our mailing address is:  
cupelocal4092  
25 Belfield Road  
Etobicoke, Ontario M9W 1E8

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