

## SCHEDULE C - NOTICE OF MEETING

It is understood and accepted that each Department shall give to each of its employees and to the Union written notice of the orientation meeting. Such notice shall be consistent with the sample form set out below. The Union and employees shall be given such notice at least **two** weeks in advance of the date of the orientation meeting.

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### NOTICE OF MEETING

In accordance with Article 3.02 of the Collective Agreement between the University of British Columbia and the Teaching Assistants' Union (CUPE 2278), the Employer shall arrange and hold an induction/orientation meeting of all members of the Bargaining Unit in each Department (Faculty in non-departmentalized Faculties). All members of the bargaining unit are expected to attend. During this meeting, time shall be provided for a representative of the Union to discuss the function of the Union, expectations, responsibilities and duties of teaching assistants and markers as well as their rights as members of the Union.

Date of Meeting: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_