

Minimum Guarantee Assignment Form

Please complete and submit this form to your graduate program office by July 31.

Student information		
Surname	Given name(s)	
Student Number	Graduate Program	
Please indicate which term(s) you are unable to undertake a minimum guarantee assignment:		
☐ Fall 20__ ☐ Winter 20__ ☐ Summer 20__ ☐ I am available in all three terms		
Please provide your reasons for your unavailability in the above term:		
To be completed by student		
Student signature	Date (mm/dd/yyyy)	
To be completed by Supervisor and Graduate Program Director		
I certify that the student's reasons for unavailability during the identified term(s) above are legitimate.		
Supervisor name	Signature	
Graduate program director name	Signature	
FGS use only		
Decision ☐ Approved ☐ Denied	Date (mm/dd/yyyy)	FGS signature

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.

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In accordance with the CUPE 3903 Unit 1 Collective agreement, the Faculty of Graduate Studies provides students who are members of the CUPE 3903 Unit 1 Priority Pool with an assignment form by which they can indicate the academic term(s) that they consider themselves unavailable to take on a minimum guarantee work assignment. Please note that in order to consider yourself unavailable to work during a specific term you must demonstrate exceptional circumstances. Such reasons may include:

- Engagement in off campus activity associated with the program of study, approved according to FGS regulations for students absent from campus.
- Medical circumstances, child care responsibilities, or other compassionate grounds when the member is not on an approved leave of absence from the program.
- The graduate program director and supervisor and/or advisor has certified that additional activity will jeopardize the bargaining unit member's ability to make satisfactory academic progress in the associated term and the Dean of the Faculty of Graduate Studies approves.

FGS will make every reasonable effort to assign persons in conformity with submitted requests. Should a member's circumstances change after submitting a form, we request that a new form be submitted as soon as possible.

For your reference, information on the Minimum Guarantee can be found online in the CUPE 3903 Unit 1 Collective agreement; "Letter of Agreement: Additional Funding for Priority Pool Members", p.64-67.

yorku.ca/unit/faculty-relations