

## CUPE 2278

# QUICK GUIDE

CUPE 2278 admin: [administration@cupe2278.ca](mailto:administration@cupe2278.ca)  
[www.cupe2278.ca](http://www.cupe2278.ca)

Department rep email: \_\_\_\_\_

### HOW TO CONTACT YOUR UNION

For general information, check out our website. For any questions, contact your CUPE 2278 department representative or, if necessary leave a message at our union office: 604-822-0424.

***\*All communication is strictly confidential, and we will not take action on your behalf without your permission.\****

### WHO IS A MEMBER OF CUPE 2278?

Everyone hired by UBC as a Teaching Assistant and/or a Marker is a member of the Canadian Union of Public Employees (CUPE), Local 2278. If you worked in either of these positions during the last 12 months, you are a current union member, even if you are currently not working or are no longer a student.

### RE-APPOINTMENT & HIRING PREFERENCE

- Once you have been hired, you are guaranteed further TA appointments for a specific period of time, depending on your academic classification:
  - ◆ **Doctoral students** – 4 years hiring preference over new GTA Is after first employed year
  - ◆ **Masters students** – 1 year of hiring preference over new GTA IIs after first employed year
  - ◆ **Undergraduate students** – 2 years of hiring preference over new UTAs after first employed year
- The employer is required to hire you for at least the same number of hours that you worked during your first year of employment, but is not

required to offer you a TA position in the same course you worked the previous year.

- All TA appointments and preference considerations are contingent upon departmental budgets.

### WAGES & EMPLOYMENT CLASSIFICATION (As of Sept. 1, 2018)

There are currently six wage categories for members of CUPE 2278. Your wage classification is determined by the degree(s) you have earned and/or your job duties:

- ◆ **STA Senior Teaching Assistant** – \$34.81/hr (enrolled in a graduate program; tasks include coordinating and/or guiding other teaching assistants)
- ◆ **GTA I** – \$32.53/hr (has a graduate degree in the posted discipline *OR* is enrolled in doctoral program)
- ◆ **GTA II** – \$31.30/hr (has an undergraduate degree in the posted discipline *OR* is enrolled in a masters program)
- ◆ **UTA I** – \$17.49/hr (employee has not yet earned an undergraduate degree in the posted discipline; interacts with students, including giving feedback on assignments)
- ◆ **UTA II** – \$15.61/hr (employee has not yet earned an undergraduate degree in the posted discipline; does not have substantial student contact)
- ◆ **Marker** – \$14.98/hr (not defined by degree level; marking with no substantial student contact)

## TEACHING ASSISTANT vs MARKER

- No employee may be hired for both a TA and a Marker position within the same course.
- Markers are employees appointed to positions which involve only marking without substantial student contact.
- Marking that requires substantial student contact is work to be paid at the appropriate UTA, GTA, or STA level.

## HOURS

- A full-time TA position is 192 hours per term.
- TA duties in a single day cannot exceed 8 hours without your consent. You cannot be required to work more than 24 hours in a single week. You cannot be required to work before 7:30 a.m. and after 8 p.m. You cannot be required to work 24 hours prior to one of your own final exams.
- Any mandatory work that you do as a TA counts toward your paid hours, including orientations, class preparation, attending lectures, marking and recording grades, preparing/conducting labs and tutorials, meeting with students/TAs/instructors, e-mail, administration of online classroom environments, invigilating, training, and photocopying.
- If you anticipate that your workload will exceed the number of hours in your appointment, you should notify the instructor or departmental TA coordinator so that they can reallocate some of your work, or establish an additional appointment to pay you for these additional hours.

## KNOWLEDGE OF DUTIES & WRITTEN ALLOCATION OF HOURS

- Prior to the beginning of the term, you must be provided with an Allocation of Hours form. This is a written document outlining your position, the number of employment hours offered, and how these hours should be allocated to various duties over the term.
- Typically the instructor of the course you are working for is in the best position to complete this requirement. An official form can be found at [cupe2278.ca](http://cupe2278.ca) to assist in fulfilling this requirement, but your instructor/department may use an analogous form.

## VACATION, SICK LEAVE, PARENTAL LEAVE, CONFERENCES, & EXAMS

- A full-time TA position includes 8 hours of vacation per term, prorated for partial appointments. Vacation hours are counted toward reaching the total number of hours in an appointment, and are not treated as a “day off” from regular duties.
- A full-time TA position includes 12 hours of paid sick leave per term, prorated for partial appointments. TAs must notify their instructor that they are sick as soon as possible, in which case the instructor is responsible for finding a replacement TA. Unused leave can be carried forward to the next term, to a maximum of 24 hours banked.
- Maternity/Parental Leave is available for TAs. This leave is unpaid, but you may be eligible for Employment Insurance or support from the Union’s Hardship Maternity Fund.
- There is a short-term unpaid leave available to attend conferences, or prepare for an academic defense or comprehensive examination. Sufficient notice to your instructor must be provided.

## PROTECTION FROM ACADEMIC HARM

The Collective Agreement ensures that any attempts to harm a TA’s academic record because of an employment issue, or to make employment decisions based upon a TA’s academic record, are strictly prohibited and subject to the grievance procedure. Your status as a student and as an employee of UBC are separate and distinct – one cannot affect the other.

## HAVE ANY PROBLEMS?

Please get in touch with your department representative who will assist you with resolving any issues.

***\*Reminder: All communication between yourself and CUPE 2278 is strictly confidential.\****

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