

QUICK GUIDE

CUPE 2278 Comp. III Chairperson: unbc@cupe2278.ca
www.cupe2278.ca

YOU HAVE RIGHTS!

As a Grad TA and a member of CUPE 2278, you have protections against:

- Harassment
- Discrimination
- Academic retaliation
- Whistleblowing
- Unpaid work
- Working more than 8-hours per day

HOW TO CONTACT YOUR UNION

For general information, check out our Facebook page. For any questions, contact your CUPE 2278 Comp. III Chairperson at unbc@cupe2278.ca.

****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 UNBC as a Graduate Teaching Assistant is a member of the Canadian Union of Public Employees (CUPE), Local 2278. If you have worked in this position during the last 12 months, you are a current union member in good standing, even if you are currently not working.

YOUR SUPERVISOR AND YOU

A Grad TA is responsible to only one supervisor per contract—usually the instructor for the course.

WHAT ARE THE DUTIES OF A GRADUATE TEACHING ASSISTANT?

The purpose of Graduate Teaching Assistants is to provide assistance to Faculty in delivering course material. Grad TAs normally perform some or all of the following duties:

- Prepare and deliver tutorials and labs
- Mark student assignments and/or exams
- Invigilate exams
- Hold office hours
- Give lectures

All Grad TAs should track their hours, and it is your responsibility to ensure that you are not exceeding the allotted hours for each task. A spreadsheet template for tracking your hours and duties is provided on the CUPE 2278 website.

JOB POSTINGS AND APPOINTMENT TERM

- ◆ A list of available Graduate Teaching Assistant positions and the application procedure will be posted on the Human Resources website one month before the start of each semester.
- ◆ Job postings will include: the course title and number, estimate of the number of positions available per course, current salary, number of hours per week, description of expected duties, and the deadline for application.
- ◆ Grad TAs will be hired as salaried employees with contracts lasting one semester in length.
- ◆ Average contract hours can be anywhere from 2 to 18 hours per week, and will be specified in the job posting as well as your contract and workload agreement.

TEACHING ASSISTANT vs MARKER

- Other student employees at UNBC, such as Student Assistants and Markers, also perform some of the duties of Grad TAs. However, these groups cannot be hired to directly replace a Grad TA position.
- If you perform the work of Grad TA you should be paid an equitable and correct wage.

HOURS

- Grad TA duties in a single day cannot exceed 8 hours without your consent. You cannot be required to work before 7:45 a.m. and after 10:00 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 Grad TA counts toward your paid hours, including workshops and training, class preparation, attending lectures, marking and recording grades, preparing/conducting labs and tutorials, e-mailing students, administration of online classroom environments, invigilating, and photocopying.
- If while tracking your hours you anticipate that your workload will exceed the number of hours in your contract, you should notify the supervisor so that they can reallocate some of your work, or establish additional hours to pay you for all of your work.

KNOWLEDGE OF DUTIES & WRITTEN ALLOCATION OF HOURS

Prior to the beginning of the term, you must be provided with a Workload Agreement. 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.

VACATION PAY, SICK LEAVE, PARENTAL LEAVE, & UNION ACTIVITIES

- All Grad TAs are afforded 6% vacation pay per paycheque in lieu of vacation days.
- A Grad TA position allows for the equivalent of one (1) week average hours of sick leave. Grad TAs must notify their instructor that they are sick as soon as possible.
- Maternity/Parental Leave is available for Grad TAs. This leave is unpaid, but you may be placed back in your original position or reassigned to a new position when you return.
- There is also unpaid leave available for any Grad TA to participate in union activities. Sufficient notice to your supervisor must be provided.

PROTECTION FROM ACADEMIC HARM

The Collective Agreement ensures that any attempts to harm a Grad TA's academic record because of an employment issue, or to make employment decisions based upon a Grad TA's academic record, are strictly prohibited and subject to the grievance procedure. Your status as a student and as an employee of UNBC 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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