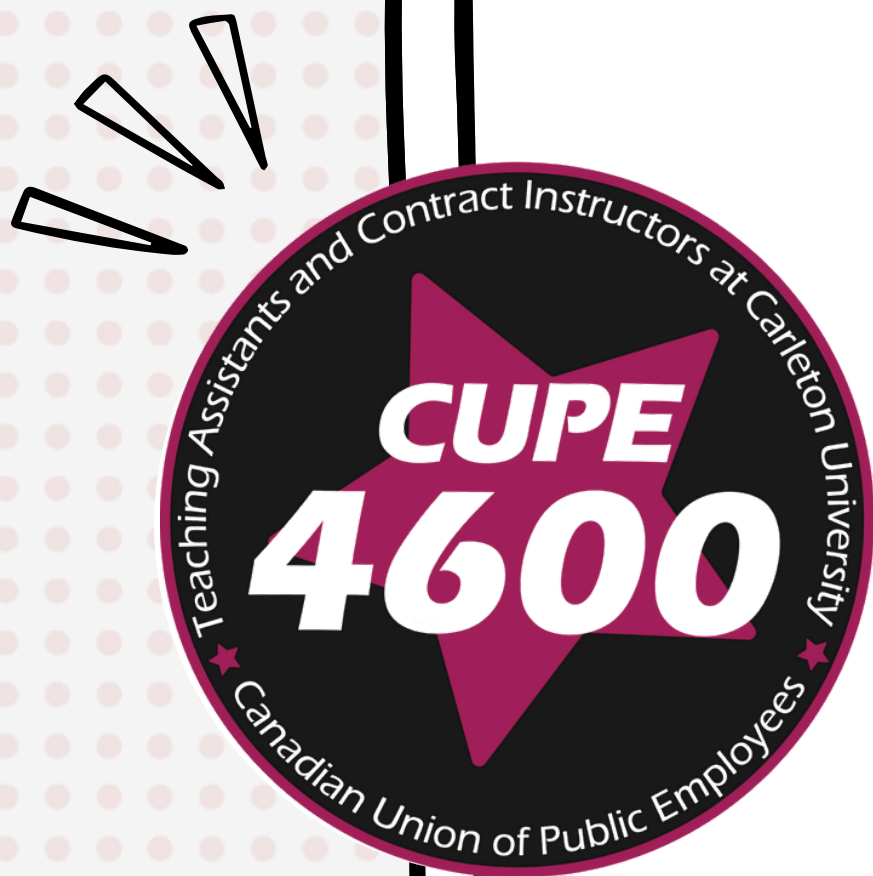




TA & RA QUICK GUIDE

✧ **Know Your Rights!** ✧





KNOW YOUR RIGHTS

We know the start of a term is busy and that you might be overwhelmed with information overload.

That's why we created this quick guide to help ease you in!



READ THIS QUICK GUIDE

This will provide some highlights and things you should know right now.



COLLECTIVE AGREEMENT

It's important to familiarize yourself with the collective agreement (CA) to ensure your rights are being respected.



ASK QUESTIONS

If anything is unclear or you have concerns about your role, reach out to us! info@cupe4600.ca



HISTORY

Since 1979, members just like you have negotiated over 20 Collective Agreements with Carleton University, and steadily improved the wages, job security, and benefits for all Teaching assistants, Service Assistants, Internally-funded Research Assistants, and Contract Instructors.

CUPE 4600

Largest Union at Carleton
with over 4000 Members

UNIT 1

Teaching, Service,
and internally-
funded Research
Assistants

UNIT 2

Contract Instructors

RECENT BARGAINING

In the 2022-23 academic year, both Units went on the Local's first Strike.

We just finished another round of bargaining in 2025-26.

✧ 2025-26 MAJOR WINS ✧

- Internally-funded RAs will now receive AODs
- TAs will not normally be assigned to more than two courses with distinct subjects
- Hard cap on weekly hours at 20 hrs
- Increased work hiatus for thesis defenses from 5 to 7 days
- Modest AI protections - will not submit data/intellectual property to AI
- Established a week of paid surgery leave
- Increases to dental coverage from 20% capped at \$1500 to 50% capped at \$3000
- Increases to mental health coverage and childcare subsidy
- Doubled the Emergency fund from 20k to 40k annually
- Fought off university's attempts to: include weekends in working days, remove priority status, remove Emergency Fund

HISTORICAL PAY GAINS

Year	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
GR %	2.7%	1.6%	2.5%	0.0%	0.1%	1.0%	3.0%	3.0%	3.0%	2.5%	2.5%	2.5%
UG %	3.5%	1.6%	1.6%	0.0%	1.0%	1.0%	4.5%	4.5%	4.5%	2.5%	2.5%	2.5%

PLUS

4% vacation pay
3% public holiday pay

CURRENT PAY GRID

	Sept. 1, 2025	Sept. 1, 2026	Sept. 1, 2027
Grad 130 Hour Contract	\$6193	\$6347.50	\$6506.50
Grad 65 Hour Contract	\$3,096.50	\$3,173.75	\$3,253.25
Grad Hourly Rate	\$47.64	\$48.83	\$50.05
Undergrad Hourly Rate	\$28.70	\$29.42	\$30.16

TA ADVANCE

***Carleton does not issue
the first TA payment until
the end of the first month
of each Term.***

***Applications due
September 10!***

FULL TAs

Holding a position of 130 hrs/term, can apply for an advance of up to \$750 to help bridge the gap in income. Go to the Unit 1 Tab on our website to find the application form.

NOTE:

The advance is paid at the middle of the month. Any amount received via the Advance is repaid to Carleton through automatic deductions on your first three pay checks.

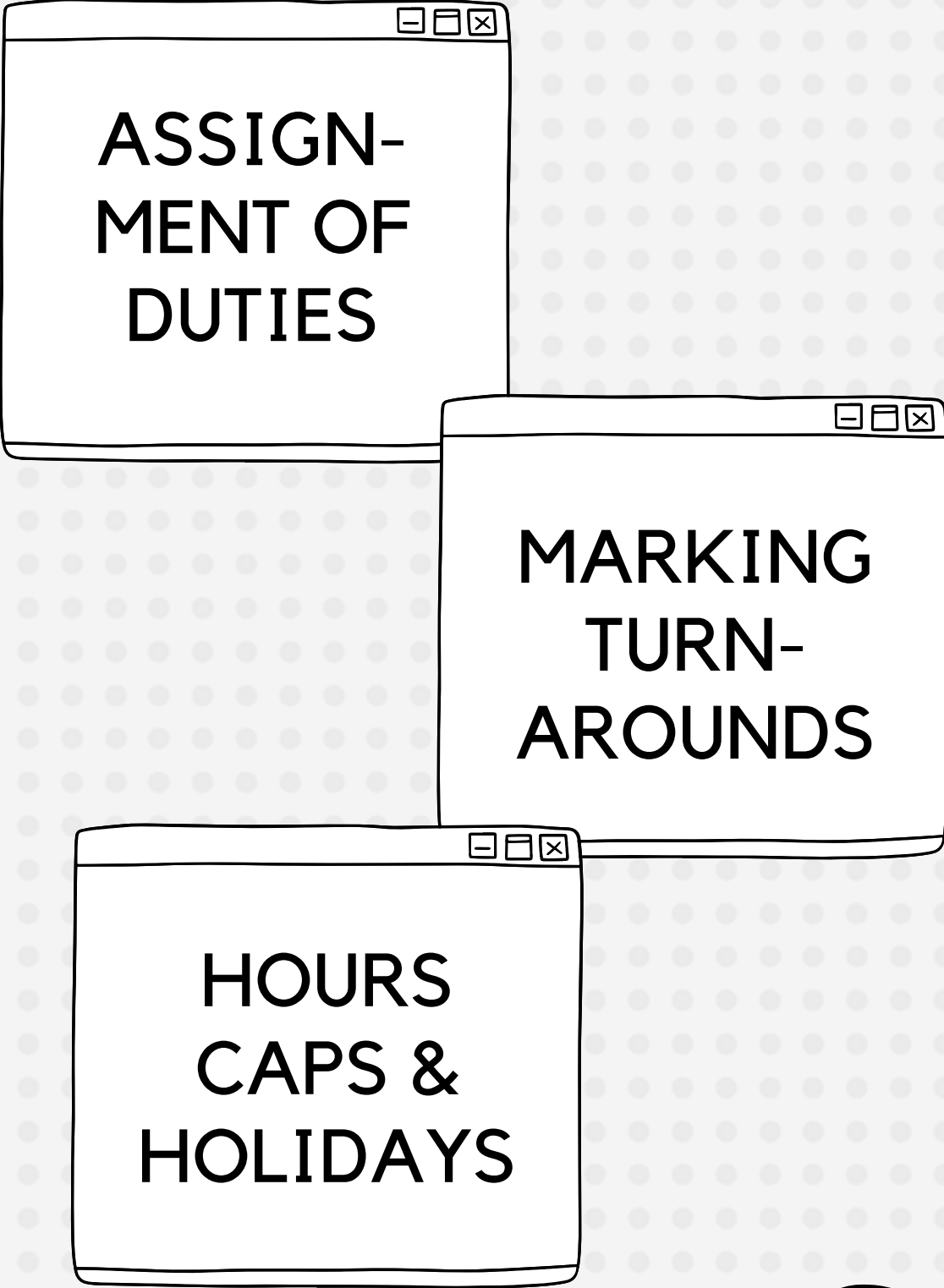
PAID PEDAGOGICAL TRAINING

RA_s & UNDERGRAD
TA_s INCLUDED!

You can be paid an extra 5 hours (at the hourly rate) per academic year for attending training and workshops.

***You must complete the training to be granted these extra hours (attendance is taken at each training/workshop).**

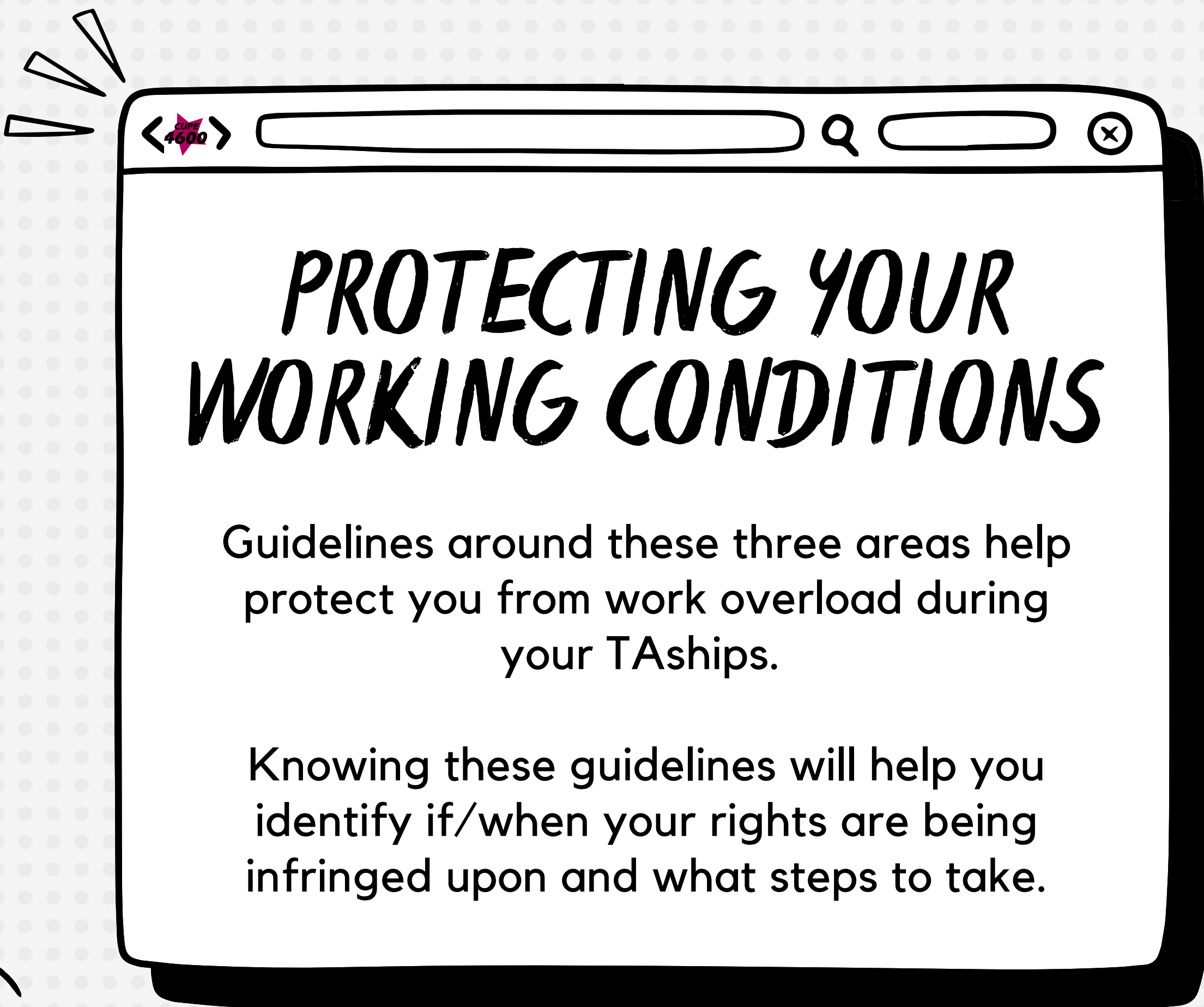
Schedule of Trainings and Registration can be found via Carleton Central and/or carleton.ca/gradpd/



ASSIGN-
MENT OF
DUTIES

MARKING
TURN-
AROUNDS

HOURS
CAPS &
HOLIDAYS



PROTECTING YOUR WORKING CONDITIONS

Guidelines around these three areas help protect you from work overload during your TAships.

Knowing these guidelines will help you identify if/when your rights are being infringed upon and what steps to take.



<https://cupe4600.ca/u1-new-member-resources>

COURSE SUPERVISOR

Refers to the instructor/professor of the course that you are assigned to.

ASSIGNMENT OF DUTIES

Your AOD should provide a comprehensive breakdown of the duties and their respective hours as well as a weekly hours breakdown.

BEFORE STARTING YOUR DUTIES

You should receive a copy of the AOD and have a meeting with the course supervisor. **You can negotiate your AOD:** e.g., if you know marking a particular assignment will take longer than the allotted hours.

TRACK YOUR HOURS!

Keep track of the hours that you work—from answering emails to marking assignments, **it all adds up.** If you notice that you're working more hours than allotted, make sure to discuss it with your course supervisor.



<https://cupe4600.ca/>



ASSIGNMENT OF DUTIES



*When in doubt, check your
AOD!*

*If your course supervisor is
unresponsive to negotiation,
reach out to us!*

MIDTERM MEETING:

Your course supervisor must also meet with you at the mid-point of the term to check in on the AOD and tracking of hours. This is to make sure your time/hours allotted are respected.

NOTES:

You can refuse duties/work that was not originally specified on your AOD. Or, you may renegotiate the hours allotted on your AOD to include the additional duties.



<https://cupe4600.ca/>



WEEKLY HOURS CAP & FLUCTUATIONS

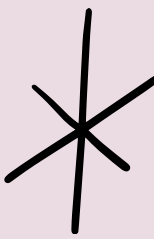
Your duties should not exceed an average of more than 10 hours per week.

There is now a **hard weekly hours cap at 20 hours per week**, though this should only be for large marking requirements and not a regular occurrence.

Course supervisors should minimize excessive fluctuations in the hours of work, and should avoid changes to duties within the last two weeks of term.



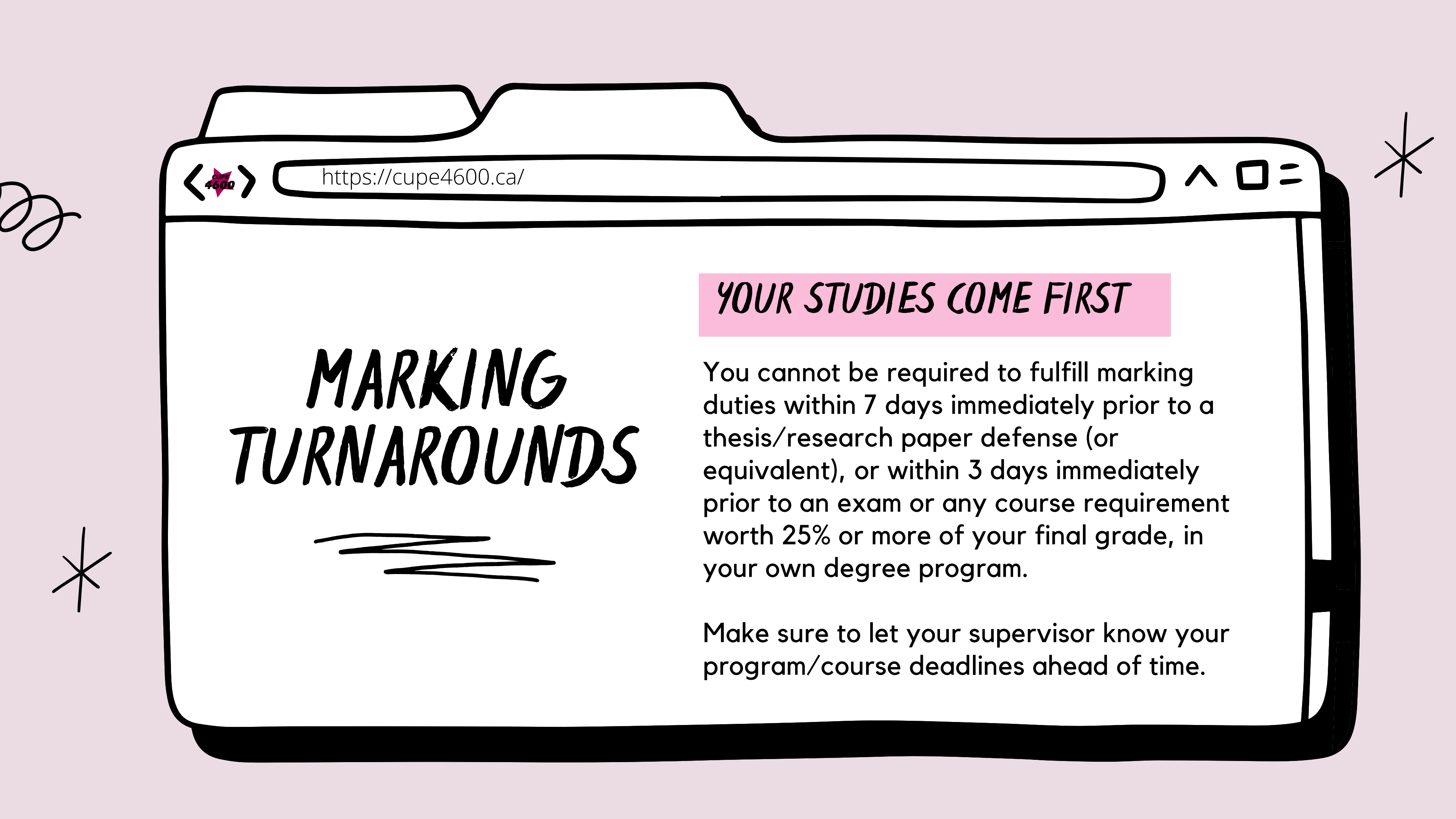
MARKING TURNAROUNDS



AT LEAST A WEEK

Course supervisors are required to give you at least 5 working days to mark any assignment from the time you're given instructions/rubrics and the materials to be marked.

If the marking is set to take more than 20 hours, they must provide up to an additional 5 working days to complete marking.



MARKING TURNAROUNDS



YOUR STUDIES COME FIRST

You cannot be required to fulfill marking duties within 7 days immediately prior to a thesis/research paper defense (or equivalent), or within 3 days immediately prior to an exam or any course requirement worth 25% or more of your final grade, in your own degree program.

Make sure to let your supervisor know your program/course deadlines ahead of time.



cupe4600.ca/

SEE ARTICLE 31

for more information and
deadline details

END OF TERM DUTIES

*During your mid-term
meeting your Supervisor
must indicate whether there
will be marking to complete
past the end of term.*

If yes, you have options, which you'll need to choose between by Nov 15/Mar 15:

- **Fall Term:** agree to do the duties during the University Closure Period (UCP)
- **Fall & Winter Terms:** complete the required hours within the first 3 working days into the next Term
- **Fall & Winter Terms:** discuss a rearrangement of assigned duties, where practicable and to be completed within the remainder of the term



cupe4600.ca/unit-1/u1-new-member-resources/

TRACK YOUR HOURS!

Check the Unit 1 New Members resources page for the tracking spreadsheet.

CONTRACT HOURS

If you are asked to work more than your maximum hours, please contact info@cupe4600.ca

OVERTIME NOT REQUIRED

You cannot be required to work more than the total number of hours allotted on your AOD (generally 130 or 65 hrs per term).

Tracking your hours can help in cases where you are asked to do additional hours.

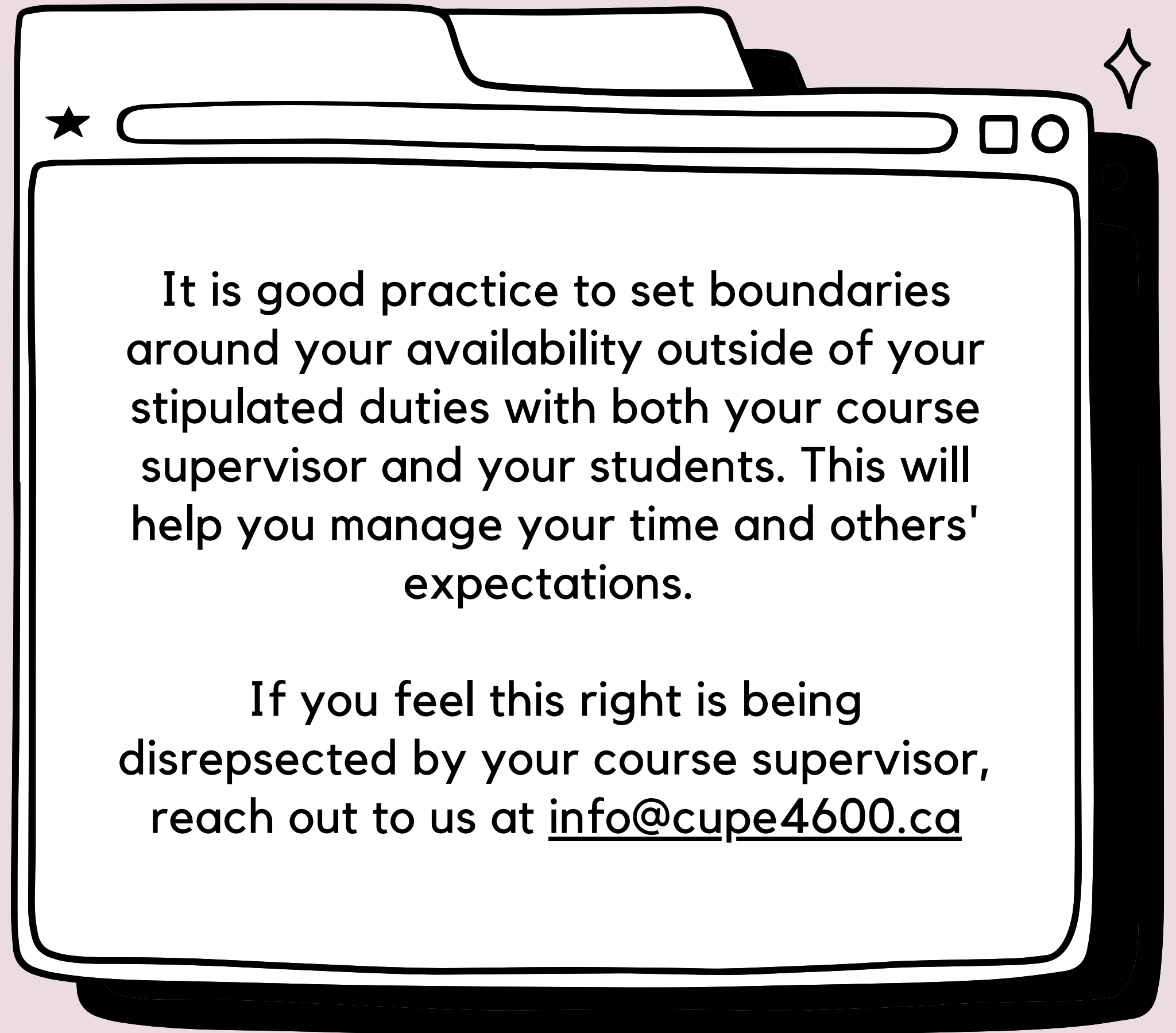
However, you can be paid overtime for additional hours, but it must be explicitly approved by the department chair first.

RIGHT TO DISCONNECT



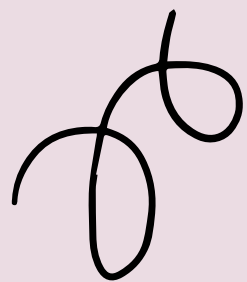
**As per Ontario legislation,
you have a right to
disconnect outside of
regular working hours.**

**See Carleton's
"Disconnecting from Work
Policy".**



BENEFITS*

While we always strive for more and better benefits, your fellow colleagues have negotiated the following benefits over the years:



EMPLOYEE ASSISTANCE FUND

Works as a top-up to the Graduate Student Association health plan and is also through Greenshield. See Article 24 of the CA.

SICK LEAVE

15 hours of sick leave without medical documentation. Plus another 10 hours with medical documentation. See Article 21.

TUITION INCREASE ASSISTANCE

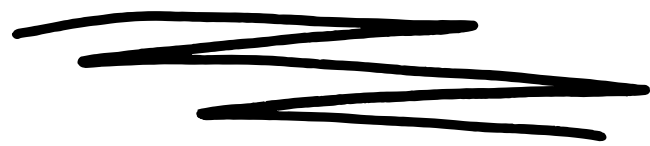
Protection from tuition increases throughout your degree. See Article 23.



gsceverywhere.ca/login



GREENSHIELD



Your plan ID is
CTA+Student number-00
(e.g., CTA100123456-00)

REGISTER ONLINE FOR ACCESS

Your TA benefits are secondary to the Graduate Students' Association (GSA) or Carleton University Students' Association (CUSA) benefits which are primary benefits.

TA benefits cover some dental, vision, physio, massage, chiropractic, mental health care as well as the childcare subsidy.

See our [website](#) for the coverage booklet.

OTHER RIGHTS & LEAVES



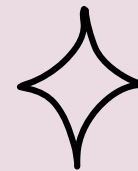
RELIGIOUS/CULTURAL HOLIDAYS

With 10 days advanced notice, you may observe religious holidays that fall outside the official Provincial/Federal Holidays.



PREGNANCY & PARENTAL LEAVE

If you are a returning TA, you may be able to receive parental leave benefits for a term (95% for first 6 weeks, 65% for remaining 11)



CONFERENCE LEAVE

You may apply for paid leave of up to five days to participate in academic conferences (up to 3 times per academic year).



GENDER AFFIRMATION LEAVE

You may apply for a paid leave of up to four weeks for medical procedures related to gender affirming care.

*See Article 22 - Leaves for more details and other leaves you have access to.

OTHER RIGHTS & LEAVES

SURGERY LEAVE (NEW!)

Paid leave of up to one week with documentation after exhausting the sick leave provisions.

COURT LEAVE

With written request and documentation, paid leave of up to 10 hrs/week and no more than 30 hrs/term less what the court pays.

SEXUAL VIOLENCE LEAVE

Paid leave of up to 3 weeks to deal with an incident of domestic or sexual violence.

BEREAVEMENT

Up to 15 hrs for critical illness or death of someone considered to be family.

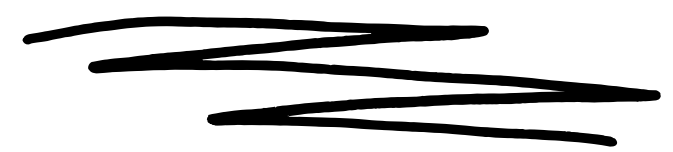
*See Article 22 - Leaves for more details and other leaves you have access to.



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AI GUARDRAILS

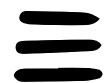


KEEP CARLETON HUMAN

IS AI TAKING OVER YOUR DUTIES?

Your data and/or intellectual property cannot be submitted to any AI or Machine Learning models unless mutually agreed to.

While the University has stated that they don't have *current* plans for AI to diminish the role of TAs, we've heard instances of TAs being forced to use AI for marking and feedback. If you are asked to use AI, please let us know: info@cupe4600.ca



READ OUR EMAILS



ATTEND UNIT 1 CAUCUSES



**ATTEND GENERAL
MEMBERSHIP MEETINGS**



**ATTEND THE ANNUAL
GENERAL MEMBERSHIP
MEETING**

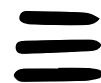


STAY ACTIVE!

Want more info?

Email info@cupe4600.ca





DEPARTMENTAL STEWARD

First point of contact if any issues arise

Honourarium: \$225/term



MOBILIZATION COMMITTEE

Organize the membership and plan events!



CAUCUSES

- Disability & Accessibility Caucus
- BIPOC Caucus
- Rainbow Caucus
- Gender Equity Caucus
- International Students Caucus
- Undergraduate Caucus



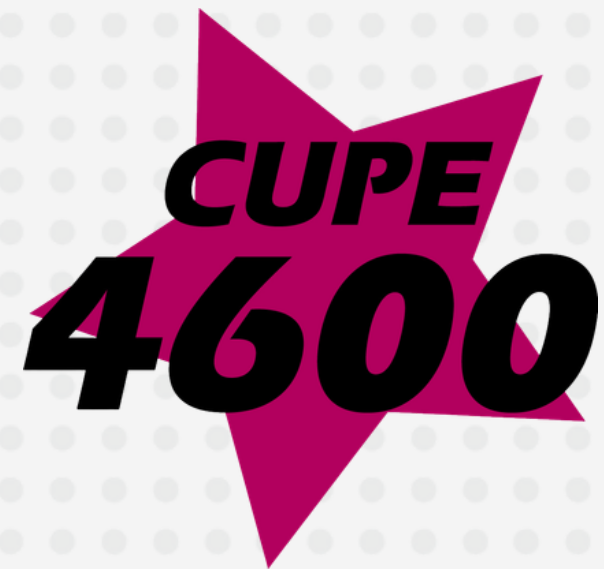
WANT TO GET INVOLVED?

Want more info?

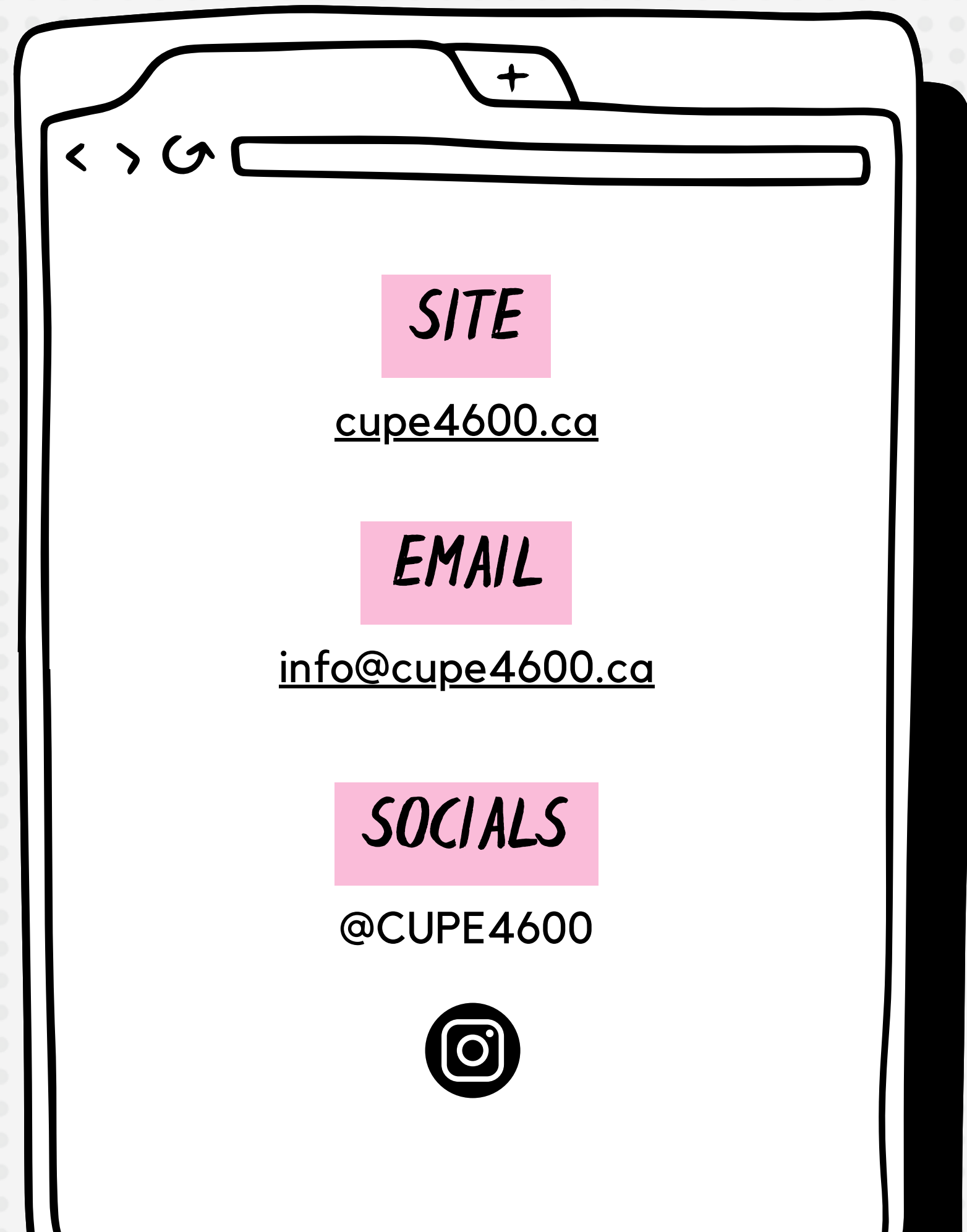
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