

CONTRACT INSTRUCTORS' HANDBOOK



ABOUT CUPE 4600

CUPE Local 4600 represents over 3000 Teaching Assistants, internally-funded Research Assistants, Service Assistants (Unit 1), and Contract Instructors (Unit 2) at Carleton University. In 1979, TAs and RAs unionized as CUPE 2323, while CIs unionized as CUPE 3815 in 1995. **In 1998, the two unions merged to form CUPE 4600, believing that a larger unified group of contract academic workers would be stronger in the fight for fair wages and working conditions.**

The provisions, protections, and benefits in your Collective Agreement have been hard-won through the long-term persistence and perseverance of members just like you. In addition to above average salary increases, there have been significant gains in the last two rounds of bargaining (2022-23 and 2025) including intellectual property rights and improved academic freedom, pregnancy and parental leaves and benefits, gender-affirming care leave, adding dependants to the tuition waiver and increasing the amount, and carriage over the adjudication of the Professional Development Fund.

2025-2028 Salary Grid (Article 22)

	September 1, 2025	September 1, 2026	September 1, 2027
0.5 Credit	\$9,074	\$9,255	\$9,440
1.0 Credit	\$18,145	\$18,508	\$18,878
Increase	Parity adj 3% + 2%	2%	2%

Salaries are inclusive of vacation pay (4%), but public holiday pay (3%) is calculated over and above salaries set out here (i.e., \$9,255 becomes \$9,532.65, less applicable deductions).



LAND ACKNOWLEDGEMENT

CUPE 4600 acknowledges that our offices and place of work are located on unceded Algonquin territory. The intent of our acknowledgement is to recognize the myriad ways that our larger colonial communities are implicated in the ongoing impacts on First Nations peoples. Through this acknowledgement we hereby commit to continually recognize and challenge the influences of settler society on our working and living conditions, and the impacts of genocide, oppression, and exclusion on the wider communities around us.

CUPE 4600 Membership



If you have a signed contract, you are automatically enrolled as a Member of the Union and will have dues deducted from your pay.

You will remain a Member-in-good-standing for two years after your last contract.

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UNDERSTANDING THE HIRING PROCESS

Postings

After courses have been assigned to Faculty, pre-posting appointments are made, and then the remaining pool of courses are posted for CIs. Pre-posting appointments include doctoral student and post-doctoral fellow appointments (Article 17s) and Visiting Scholars.

In this past round of bargaining, many changes were made to create a standardized posting system across all faculties and departments.

Regular Postings

Courses for Fall and Winter terms will be posted May 1 to May 31 (or next contiguous working day). Courses for Summer will be posted December 15 to January 31 (or next contiguous working day). Postings must be listed on the Faculty website, but may also be available on departmental websites. The university will post the public course schedule at least five working days before the closing of the regular posting window, which may help you make decisions on which courses to apply for based on availability.

Late Postings

Courses that become available after the regular posting windows above will be posted as they become available and must remain posted for at least 14 days. Departments must also notify members via email about late postings.

Hiring decisions are made based on incumbency and seniority.

Incumbency

You gain a 60 month (5 year) incumbency for courses you've taught. This short-lists you by seniority points for hiring for the same course in future hiring rounds.

Where there is more than one incumbent, the CI with more seniority points will be appointed (see Article 16).

Seniority

Seniority points correspond with the credit workload (e.g., 0.5 credit = 0.5 seniority points).

Accrued seniority expires after 24 months* if you have not worked as a CI, except where there is an approved leave (see Article 16).

Where there are no incumbents for a course, the department must consider other qualified members with seniority who have applied before considering external candidates.

Emergency Hires

Where the need for a CI position arises within six weeks of the first day of classes or after classes have commenced, the course must be offered to the most senior incumbent. If the most senior incumbent is unavailable, then the course must be offered to the next most senior incumbent until the incumbent list is exhausted, before moving on to other qualified members with seniority. If there are no incumbents or senior qualified members the position may be filled externally.

Contract Offers & Acceptance

Contract offers must be made on the following timelines:

Regular Postings: within 30 calendar days after the closing date for applications

Late Postings: within 14 calendar days after the closing date for applications

Emergency Offers: Within 5 days of the contract start date

You must respond to contract offers electronically within the following timelines:

Regular Postings: maximum 7 calendar days

Late Postings: maximum 3 calendar days

Emergency Offers: maximum 3 calendar days

New Course Design

If you design a new course not previously listed in the Academic Calendar for a department, you should be offered the course without competition the first time the course runs. If the course is not offered in the first year after design, the department may negotiate a suitable compensation for the design work with you.

*Seniority Extension:

To account for the recent cuts to available courses due to Carleton's financial situation, your 2025-28 Collective Agreement (CA) contains a Letter of Understanding which extends the seniority period. **For the life of the CA, your seniority points won't expire.** However, as of September 1, 2028, if you have not taught in the previous two years, your seniority points will expire. We encourage you to keep track of your seniority points which are available both on our [website](#) and [Carleton's](#).

Course Cancellations

Where a course is cancelled for any reason within four weeks before the start of the first scheduled class, you must receive a preparation fee based on the following scales:

- Not less than three weeks before class:
 - September 1, 2025: \$834
 - September 1, 2026: \$863
 - September 1, 2027: \$893
- Less than three weeks but more than one week before class:
 - September 1, 2025: \$903
 - September 1, 2026: \$935
 - September 1, 2027: \$968
- One week or less before class:
 - September 1, 2025: \$1,323
 - September 1, 2026: \$1,369
 - September 1, 2027: \$1,417

Article 17s

As noted above, doctoral students and postdoctoral fellows may be appointed to teach up to a lifetime max of 2 credits. Such appointments assist with professional development in their field. Generally, this amounts to a handful of appointments per faculty each year.

Displacement: If you are the senior incumbent for a course that has been assigned as an Article 17, you may be offered another course if one is available or otherwise be credited with the seniority for the course that you have been displaced from.

Displacement of CIs who have incumbency shall not exceed 1.5 course credits per department per academic year.

TA Leave from Duties: Doctoral students cannot hold a TAsip and CI contract during the same term. **If you are a doctoral student with TA priority, you must submit a TA leave from duties form for the term in which you hold a CI contract to prevent your priority status from being revoked.**

BENEFITS & LEAVES

Benefits include the health plan, but also any provisions that are considered additional to your general rights as an employee.

Health Plan & Benefits

Greenshield Health Plan

Our health plan provider is [Greenshield](#).

Look out for an email from CanBen to enrol, add a spouse and/or dependant(s), add additional coverage, or opt-out.

Register your account online to get started.

Your plan ID is CLT+Employee ID (e.g., CLT100123456).

The premiums (approx. 35%) for these benefits will be deducted in equal instalments from your pay.

Coverage includes:

- prescription drugs
- dental care
- vision care
- physio, massage, chiropractic, & naturopath care
- mental health care
- gender affirming care
- travel insurance
- Telus Health Virtual Care

You can add accidental death and dismemberment insurance for an additional cost.

You may also opt to extend your coverage for terms in which you are not teaching.

Other Health & Wellness Benefits

EFAP: CIs on active contract and their families may access confidential counseling and referral service through the University's Employee and Family Assistance Program (EFAP).

Walk-In Clinic: CIs on active contract may access the campus walk-in clinic.

Athletic Facilities: CIs have free access to the Athletic and Physical Recreation Centre from the commencement of their appointment, which will cease at the end of the academic year in which you teach.

Professional Development Funds

Carleton now provides two funds of \$45,000 each per academic year which are administered by the Union.

Teaching Related Expenses: including books and materials required for the performance of your teaching duties and responsibilities which are otherwise not provided by Carleton.

Professional Development Activities: including academic and professional conferences, association fees, and other professional development resources relevant to your teaching.

The maximum you can receive per academic year is \$1,100.
The eligibility criteria and form can be found on our [website](#).

Tuition Waiver

If you have taught at least 2.0 credits within the previous 36 months (3 yrs) with at least one contract within the last year, you are eligible for a tuition waiver for courses at Carleton of up to \$1,000 per academic year.

Based on the same eligibility criteria, you are also entitled to a tuition waiver of up to \$1,000 for each of your dependants (under 26) for credit courses offered at Carleton.

Waivers are on a first come, first serve basis up to a max of \$25,000 per year. See Article 26 for more details or find the forms on our website under [Unit 2 Other Benefits](#).

Teaching Awards & Grants

CI Teaching Award - \$2,000: Carleton distributes five CI teaching awards each academic year (generally one per Faculty) to recognize outstanding CIs. You may be nominated by a colleague or apply directly.

CI Teaching Innovation Grant - \$6,000: Carleton awards two grants to CI applicants per academic year.

[Applications](#) due Nov. 20 each year.

Paid Leaves

Pregnancy & Parental Leave Benefit

CIIs who have completed at least 13 weeks of employment in the two terms immediately preceding the anticipated date of delivery and have an active contract on the date the leave commences are eligible to receive a pregnancy/parental leave benefit. **You must provide at least four weeks written notice.**

Seniority will be extended by the extent of the leave taken.

The pregnancy and parental leave benefits are as follows:

- For the first two weeks of pregnancy/parental leave, ninety-five (95%) of your regular salary, less any applicable EI earnings.
- Forty-five (45%) of your regular salary for the remaining term of the appointment held at the time the leave commenced, less any applicable EI earnings.

Average weekly earnings for your CI position shall be based on the number of calendar weeks in the academic term in which you take pregnancy/parental leave.

Short Parental Leave: If the partner of a birth parent chooses not to take the above parental leave and benefit, they may arrange up to three consecutive days free of duties on the occasion of the birth of their child.

Gender Affirmation Leave



With medical documentation, you may be granted a paid leave of absence of up to four weeks for medical procedures related to gender affirming care. Leave may be extended without pay with additional medical documentation.

Sexual Violence Leave



If you are pursuing a complaint under the University's *Sexual Violence Policy* or pursuing informal resolution (see Article 9.5 (b)), you may be granted a paid leave of up to 3 weeks with no expectation to make up the duties.

Sick Leave, Bereavement, & Compassionate Leave



You are entitled to up to two weeks for each type of leave without loss of pay in any academic session. Duties during the absence must be rescheduled/rearranged.

Court Leave



Upon written request and documentation, a paid leave of absence will be granted less what the court pays for the performance of court duties for the length of the court proceedings or until end of the current term (whichever is first).

Academic Conference Leave



You may apply for paid leave of up to one week once a year to participate in academic conferences.

Religious Accommodation Leave



Upon 30 days written notice to Department Chair, CIs may access paid time off for other/additional religious observances to the standard provincial public holidays. Duties during the absence must be rescheduled/rearranged.

Paid Leaves Nuances & Foibles

Prorated Salary: Where an authorized absence for sick, bereavement, and compassionate reasons lasts longer than two weeks, the Employer may opt to prorate your salary to account for the additional time missed.

Contract Termination: Where an authorized absence continues for more than three weeks in a term, the Employer may opt to terminate the remainder of the contract. In such a case, if you've worked at least four weeks of the term, you will still be credited with the respective seniority.

Unpaid Leaves

With prior written notice and relevant documentation, CIs may take an unpaid leave of up to two years for medical, compassionate care, academic, professional, or research reasons in which seniority is maintained for the length of the leave.

Statutory Holidays

You cannot be required to work on the following statutory holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- National Day for Truth and Reconciliation*
- Thanksgiving Day
- Christmas Day
- Boxing Day

You are also not required to work on any day that the University is closed in accordance with the schedule in the academic calendar.

***National Day for Truth and Reconciliation (NDTR)**



Notwithstanding the above, if you are required to teach a scheduled class or hold an exam on the NDTR, you will receive a premium payment of \$115.00 subject to the usual statutory deductions. This premium payment is a one-time payment over and above the CI equivalent rate of pay for that day. If you are not required to teach a scheduled class or hold an exam on the NDTR, you won't be entitled to the premium pay.

YOUR RIGHTS AS A CI

You are entitled to a safe working environment free of harassment, discrimination, and violence.

Academic Freedom

The common good of society depends upon the free and open exchange of ideas.

Academic freedom is defined as the freedom to teach, examine, question, and learn without deference to prescribed doctrine, without interference from outside bodies, and in compliance with legislation, and with regard for the academic freedom of others.

It includes the freedom of CIs to organize course content and learning activities, to assess and evaluate student academic performance, to select pedagogical approaches, and to assign educational material in a manner consistent with academic standards, the course description, and the learning outcomes for the course, as approved by the University.

Academic Freedom comes with the duty of scholarly integrity, meaning that the freedom must be used in a manner consistent with the responsibility to base teaching and scholarship in an honest, ethical, and rigorous search for knowledge. Academic freedom is not unlimited, it does not confer legal immunity, nor does it diminish the obligations of members to meet their duties and responsibilities as CIs.

CIs are not required to engage in scholarly activities other than as necessary for the performance of their teaching duties.

Intellectual Property

Ownership

You own all intellectual property (IP) rights with respect to original work produced for your assigned course(s).

Teaching and Learning Services (TLS) & Information Technology Services (ITS)

Using or receiving support from TLS or ITS does not grant Carleton joint IP rights.

License for Use

Carleton has a non-exclusive, royalty-free, non-transferable license without territorial restrictions to use any work created in the course of your employment for non-commercial administrative purposes for a minimum of a 5-year period after your last contract.

In the event of an unplanned absence or unavailability, Carleton may use your materials for academic continuity of the course not to exceed the term the course is taught in.

Exceptions

- Where the University has contributed assistance in the creation or development of the IP, whether by way of funds, resources, facilities and/or support, or technical personnel employed by the University beyond that which is normally provided for the performance of your job duties as a CI at the University. In such cases, the IP rights are jointly owned.
- Where there is a mutually agreed upon contract between the CI and the University or the University and a third party, which assigns the ownership rights of the IP to the University or the third party.
- Where you are using materials that were developed by someone else.

Working Conditions

Email & Library Access

Once you have a signed contract, you will have access to:

Carleton Email: You will be given a CUnet email account (which is generally firstnamelastname@cunet.carleton.ca) to conduct your teaching/campus related business with. Email access will be maintained for a period of 24 months from the last day of the academic term in which you held a contract.

Library Services: You may opt to have your course readings and materials available to your students via the Library. You may also use the library for your own research purposes. Library access will be maintained for a period of 12 months from the last day of the academic term in which you held a contract.

Teaching and Learning Services & Information Technology Services

You can access resources and assistance with course materials and tech set-up.

Campus Facilities & Services Access

- Appropriate space and use of computing and audio-visual facilities, services, and equipment
- Allocation of classrooms equipped with computer and multimedia equipment
- Office supplies, printing, photocopying, and mail services
- Where possible, a CI will not be required to share an office with a TA

Teaching Assistants

Once TA hours have been allocated to support your course, the assignment of their hours will be determined by you via the Assignment of Duties form found in Carleton Central.

CIs should receive TA support equal to that of Faculty members teaching the same course with similar class sizes.

If after a course has commenced, the number of hours of TA support allocated to that course is reduced without a corresponding reduction in duties, you can request prorated compensation for the increased duties (e.g., a TA takes an unexpected lengthy leave). The compensation request must be made within 15 working days after the end of the term.

Right to Union Representation and Affiliation

You generally have a right to be represented by and receive advice and support from your elected CUPE 4600 Leadership and Staff. You also have a right to be affiliated/involved with the Union without reprisal or discrimination.

Meetings to Discuss Teaching Performance & Action Plans

If you are asked to attend a meeting regarding your teaching performance or subsequently to set up an action plan, you have a right to be accompanied by a Union representative (see next section for more information on student experience questionnaire).

Discipline

Carleton cannot discipline, suspend or discharge you without just and proper cause. Disciplinary action must be reasonable and proportionate to the seriousness of the specific violation. You must be notified in writing of the reason for the disciplinary meeting at least two working days in advance and must be informed of your right to have union representation at a disciplinary meeting (though you may choose not to).

Prior to the imposition of any discipline, the Employer has the right to impose a non-disciplinary suspension with pay during the period of an investigation of a matter or until the end of the current appointment, whichever comes first.

If there is no subsequent disciplinary action, all documents relating to a disciplinary action will be removed from the personnel record 18 months from when the disciplinary action was recorded or where a CI has taught 1.5 credits, whichever occurs first.

Grievance Process

If you think that your Collective Agreement rights have been violated, you have a right to seek advice and representation from your Union Leadership and Staff. Collective Agreement interpretation can sometimes be tricky, so it's important that you collect evidence and provide as much information as possible surrounding the potential violation.

The Union has carriage over grievances, which means that you cannot file your own grievance to the university. Your Chief Steward, the Business Agent, and the Grievance Committee (sometimes with assistance of CUPE National and/or a legal expert) will determine if an incident is grievable or arbitrable. However, you can be as involved in the process as you are comfortable/have capacity for.

Indigenous CIs

If you are Indigenous, you may make arrangements to have an Indigenous Elder or Knowledge Keeper present at the meeting as a silent support person at teaching performance meetings and disciplinary meetings.

Accommodation

You have a right to reasonable accommodations pursuant to the Ontario *Human Rights Code* up to the point of undue hardship.

If you require an accommodation you may reach out to your Department Head or Labour Relations to start the process. You are entitled to Union representation at any meetings regarding requests for accommodation.



YOUR RESPONSIBILITIES AS A CI

Teaching Duties

University Requirements

As a CI, you must adhere to the dates and deadlines set out in the [Academic Calendar](#). This means you must comply with university policies, procedures, and deadlines for providing course outlines and for reporting and reviewing the grades of your students. You must also comply with reasonable procedures and deadlines as necessary for the well-ordered operation of the University.

Classroom & Curriculum Requirements

- Teach assigned courses conscientiously and competently, in accordance with course outlines which may be provided by your department.
- Conscientiously prepare and organize subject matter and/or revise subject matter to reflect changes in the field, in accordance with appropriate departmental guidance.
- Work in cooperation with course coordinators.
- Organize and structure classroom and/or laboratory activities within the limits set by curriculum requirements and available facilities and adopt reasonable means to maintain a learning environment which is both productive and orderly.
- Provide course materials in an accessible format to students. You are not required to use Brightspace.

Student Interaction

- Deal ethically and fairly with students, foster a free exchange of ideas, not allow or perpetuate discrimination and harassment, respect the principles of confidentiality in a manner consistent with their instructional role, and provide students with information in the course outline regarding instructional and evaluation methods
- Inform students and department of times when you will normally be available for consultation. **Students should only email you at your Carleton email address. You do not have to provide students your personal phone number. We advise against communicating with students using personal emails or phone numbers.**

Student Experience Questionnaire (SEQs)

Conducting SEQs is required for all courses with enrolments of five or more students. You will receive instructions and deadlines from the University.

For in-person classes, you may choose whether to conduct the SEQs in person or online. **We recommend in-person SEQs where possible.** If a class is hybrid or online only, the evaluation format will be electronic.

The SEQ score in any course will be determined by the Instructor score reported in the Average Column on the Retrospective Teaching Evaluation Report produced by the Office of Institutional Research and Planning (OIRP).

The questionnaire allows for students to make detailed comments to assist the instructor in evaluating all aspects of the course. **Student comments are not to be seen or used by the University.**



Any assessment of teaching performance will be based on your performance in a specific course or courses within an academic unit/department within a two (2) year period.

When assessing your teaching performance, the Academic Head must consider relevant factors including but not limited to: course outlines, student assessment strategies, SEQ scores, your role in developing course materials, adherence to applicable deadlines and University regulations, responsiveness to student inquiries, and peer evaluations, if applicable.

Data gathered electronically via any digital program or platform (e.g., Brightspace or Zoom) shall not be considered when evaluating teaching performance without written notification at least 48 hours in advance. When an Academic Head intends to use electronic data in an assessment of teaching performance, you must be advised in writing in advance and must be provided with an opportunity to respond to the data.

As noted above, if you are called to a meeting to discuss your teaching performance, you are entitled to Union representation.

Supervising Teaching Assistants

If you are assigned one or more TAs to assist with the delivery of a course, you are considered the Supervisor. TAs have their own [Collective Agreement](#) rights, just like you.

You must complete an Assignment of Duties (AOD) for each TA that accounts for all of the contract hours and hold a meeting at the start of term to discuss the duties and expectations with your TA(s). The first meeting must be conducted prior to the start of duties or the second week of term (whichever comes first) and must provide as much detail as possible including an estimated weekly breakdown of hours.

Near the mid-point of the term, you must meet with your TA(s) to discuss the progress of the course, assess whether the remaining duties can be completed within the hours allocated, and negotiate any necessary changes to the AOD. A record documenting the progress of the course as discussed at the mid-term meeting must be kept.

Any changes to duties must be discussed with the TA(s) with at least two weeks notice and confirmed in writing to the TA(s) and department. Efforts should be made to avoid changes to duties within two weeks of the last day of classes.

Assignment of Duties

Must include:

- Total number of students enrolled in course/section
- Total number of students assigned to the TA
- All contract hours must be accounted for

Duties may include:



reading lecture materials and assigned readings, teaching, demonstrating, conducting seminars, leading discussions, supervising laboratories, preparing classes, attending lectures, training on new technology; WHMIS training, marking, providing feedback to students, consulting with students, office hours, setting up tests, experiments, exams, and lab sets, preparing written or audio-visual materials, conducting field trips, proctoring exams, compiling and uploading grades, conferring with the you as required, providing research assistance or other academic support assistance, monitoring and animating class discussion via educational technologies, the internet, or on email, and other related duties.



Weekly Average & Maximums

TA hours should not normally exceed an average of more than 10 hours per week and **cannot exceed 20 hours in any calendar week**, except in the case of a position compressed into a shorter time period. Anticipated fluctuations must be clearly identified at the pre-term and mid-term meetings based on the assignment and needs of the course.

Marking Deadlines

TAs must be given at least 5 working days from the date they are given marking instructions and access to the material to be marked to complete marking. Where marking an assignment is set to take more than 20 hours, the TA can be provided up to 5 additional working days to complete marking.

TAs cannot be required to grade/correct papers or examinations during a period of 3 calendar days immediately prior to an examination, or 7 calendar days for a thesis defense or honours research paper defense (or equivalent), or during a period of 3 calendar days immediately prior to any other course requirement worth 25% or more of their final grade in a course, as reflected in the course outline, in their own degree program.

Sick Hours

TAs may take up to 15 hours of sick leave per 130-hr contract (prorated for fewer hours) without medical documentation. If a TA exhausts the 15 hours of sick leave, they may, with medical documentation, access an additional 10 hours of sick leave.

Additional Hours

TA contracts are generally 130 or 65 hours. TAs are encouraged to keep track of their hours and are not required to complete hours in addition to their contracts. However, if there are remaining duties for the course, and the TA is willing, you may apply to for additional hours from your department. Any additional hours must be approved by the Academic Head before completion in order to avoid non-payment and possible grievances.



End of Term Work

Fall Term: University Closure Period (UCP)

TAs cannot be required to work on Christmas Day, Boxing Day, and New Year's Day (or the substitute holidays if applicable). At the midterm meeting and no later than Nov. 1, you must inform your TA(s) of a request to work during the UCP. TAs have until Nov. 15 to elect one of the following options if they cannot complete duties during the UCP:

- decline the request to complete the duties during the UCP and complete the required hours within the first 3 working days following the reopening of the University in January;
- discuss with you a rearrangement of assigned duties, where practicable and to be completed within the remainder of the term prior to the UCP.



If a TA does not elect one of the options by Nov. 15, they will have forfeited their ability to choose an option and will be required to complete the duties as assigned.

Winter Term

At the midterm meeting and no later than March 1, you must inform your TA of a request to work past the end of term. TAs have until Mar. 15 to elect one of the following options:

- complete the required hours within the first three (3) working days past the end of the winter term.
- discuss with you a rearrangement of assigned duties, where practicable and to be completed within the remainder of the winter term

If a TA does not elect one of the options by Mar. 15, they will have forfeited their ability to choose an option and will be required to complete the duties as assigned.



PAY INFORMATION

The pay grid can be found at the top of this document.

Payroll

You will need to fill out tax forms and provide banking information for direct deposit to the payroll department at Carleton in order to get paid.

Unless otherwise requested and agreed to by the Employer, salaries will be paid in equal semi-monthly instalments over the term of the appointment. Payment will be made on the next-to-last banking day prior to the 15th of the month and the next-to-last banking day prior to the end of the month. You will be provided a statement of earnings and deductions with each payment.

Pay Over and Above the Regular Salary

Course Preparation Meetings

Where an Academic Head requires an you to attend a course preparation meeting in advance of the start of the term, you must be compensated in the amount of \$50 per course preparation meeting not to exceed \$100 per course.

Mandatory Training

At point of first hire, you will receive a one-time payment of \$225 for time spent conducting on-boarding activities, such as attending mandatory orientation, and completing requisite training required by legislation. The payment will be made upon proof of completion of all mandatory training.

Any additional training required by the Employer will be paid at a prorated rate in accordance with the amount above and will not exceed \$225 per training activity. This payment will only be made upon proof of completion of the additional training.

Loss of TA Hours

If after a course has commenced, the number of hours of TA support allocated to that course is reduced without a corresponding reduction in duties, you can request prorated compensation for the increased duties. The request for compensation must be made no later than 15 working days after the end of the term.

Deferred Exams

Where the Registrar's Office grants approval for a student to defer a final exam beyond the end of the period of the contract and you are required to mark deferred final exams, you will be compensated \$150 per exam.

Greater than Minimum Salary

If your salary for a course at the date of signing of this Agreement (March 31, 2026) was greater than the minimums set out in the pay grid, that salary cannot be reduced for as long as you teach that course.

Tax Documents & Employment Insurance

T4: Carleton will issue a T4 with the requisite income and deduction information before the end of February of each year you are employed.

T2200: You may request in writing that the Employer complete the form required by Canada Revenue Agency (currently the T2200 Form) to use in support of a claim for home office expenses. Your request should provide a rationale and should not be unreasonably denied.

We have an active grievance against Carleton over T2200 issuance. If your request for a T2200 was/is denied, please contact vp.unit2@carleton.ca

Record of Employment (ROE): You are eligible to receive an ROE if you have had a work stoppage in excess of five working days. An ROE is only required if you wish to immediately apply for Employment Insurance benefits. You can request an ROE directly from payroll@carleton.ca.

Unemployment Insurance: For the sole purpose of Employment Insurance eligibility, CIs will be deemed to have worked 235 hours for a half-credit (0.5) course and 470 hours for a full-credit (1.0) course.

Official University Closure

In the event the University declares an emergency and the University closes and cancels all scheduled classes, Employees shall continue to receive their regular salary and benefits through to the end of their current appointment in the academic term in which the emergency occurs.

UNION 101

“A union gives a **democratic structure** to the employees of a workplace, providing the mechanism to elect people into specific roles and duties, and to make collective decisions. Unions also organize workers so that they can have a formal relationship with the employer and **restore some balance to the power dynamics** within that relationship, helping to ensure the problems that arise can be dealt with in an efficient manner. Unions are like local governments that **organize the demands of their workers and present these demands to their employers.**” (Loreto, 2012, p. 30)

— Loreto, N. (2012). *From Demonized to Organized: Building the New Union Movement*, p. 30.

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Executive Board

The Executive Board is your Union Leadership. It's made up of elected (or acclaimed) members of both Units and conducts the everyday business of the Union including budget development, handling of arising issues and grievances, scheduling meetings and events, carrying out the decisions of the membership, as well as bargaining.

Meetings

As a Member of CUPE 4600, you are entitled and encouraged to attend a variety of meetings and to get involved.

General Membership Meeting: Held at least once per term to conduct the general business of the Union. Vote on motions and donations, get board and financial updates, and learn about any issues facing the Membership.

Annual General Meeting: Held once a year near the end of March or early April, where final board reports are given, the next annual budget is proposed, and elections are held.

Unit 2 Caucus: Held at least once per term, for CIs only to conduct Unit 2 business and/or discuss arising issues affecting CIs.

Mobilization Committee: Held several times per term to plan activities and events.

Your Dues

Dues are calculated at 2.42% of your gross earnings and automatically deducted bi-monthly by payroll. Dues make up the operating budget, strike fund, and international social justice fund.

Stewards

Departmental Stewards act as a first point of contact for any arising issues. If you don't know who your departmental steward is, reach out to your Chief Steward at ci.chief.steward@cupe4600.ca

Get Involved!

Read the emails we send, attend a meeting or event, join a committee or caucus, become a steward for your department, or run for a vacant board or council position. Check our [website](#) for the list of caucuses and committees!



If you have any questions, issues, or think any of your Collective Agreement rights have been violated, don't hesitate to reach out to info@cupe4600.ca!

CONTACT US

EMAIL
info@cupe4600.ca

WEBSITE
www.cupe4600.ca

INSTAGRAM
[@cupe4600](https://www.instagram.com/cupe4600)

A UNION IS ITS MEMBERS!