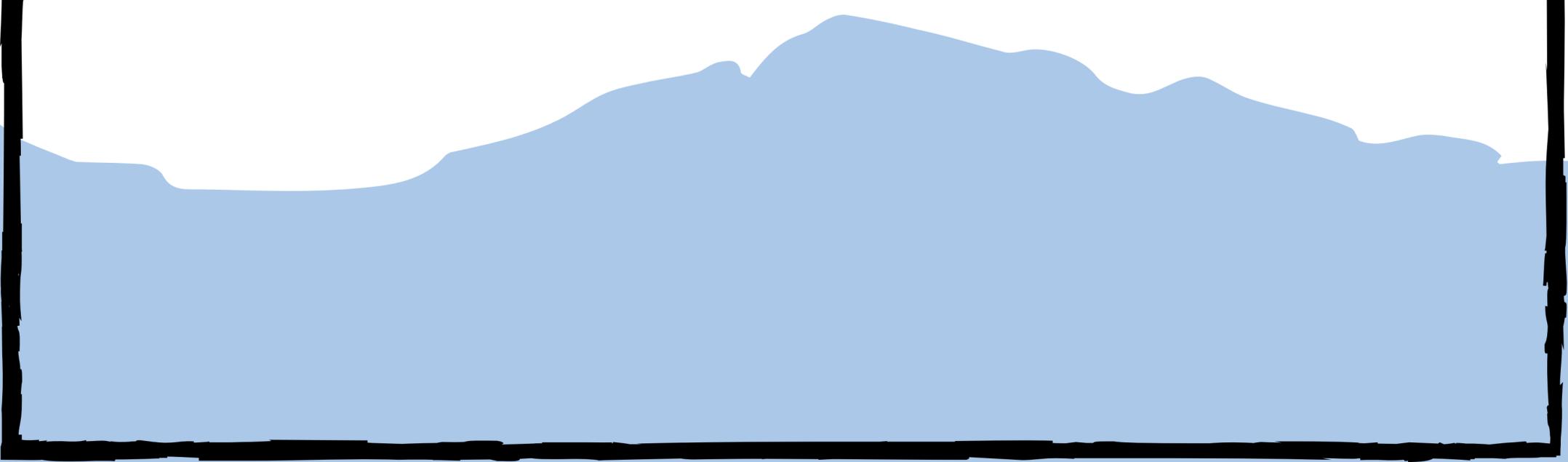


WELCOME TO CUPE 4600



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WHAT IS CUPE, LOCAL 4600?

WE'RE YOUR UNION!

The Canadian Union of Public Employees (CUPE) Local 4600 is here to defend your rights in the workplace. We work to improve your working conditions and ensure your employer treats you fairly and with the respect you deserve.

ALL TEACHING ASSISTANTS, INTERNALLY-FUNDED RESEARCH ASSISTANTS AND CONTRACT INSTRUCTORS AT CARLETON ARE MEMBERS OF CUPE 4600

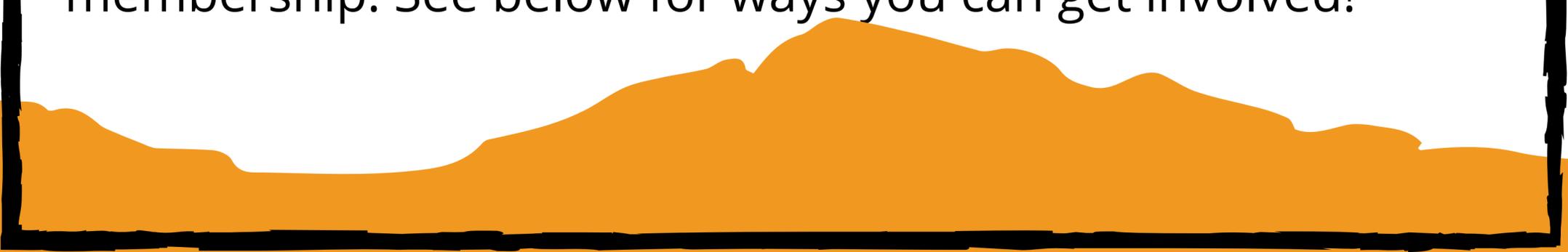
Teaching assistants and internally funded Research Assistants are members of Unit 1. Contract Instructors are members of Unit 2. Each Unit has a separate collective agreement that is re-bargained every three years.

YOU CAN FIND A COPY OF YOUR COLLECTIVE AGREEMENT ON OUR WEBSITE

www.cupe4600.ca

YOUR UNION IS MADE UP OF PEOPLE JUST LIKE YOU

CUPE 4600's Executive positions and departmental Stewards are elected annually from among the membership. See below for ways you can get involved!



HOW TO CONTACT YOUR UNION

The union office is located at:
2211 Dunton Tower, Carleton University

WE CAN BE REACHED AT

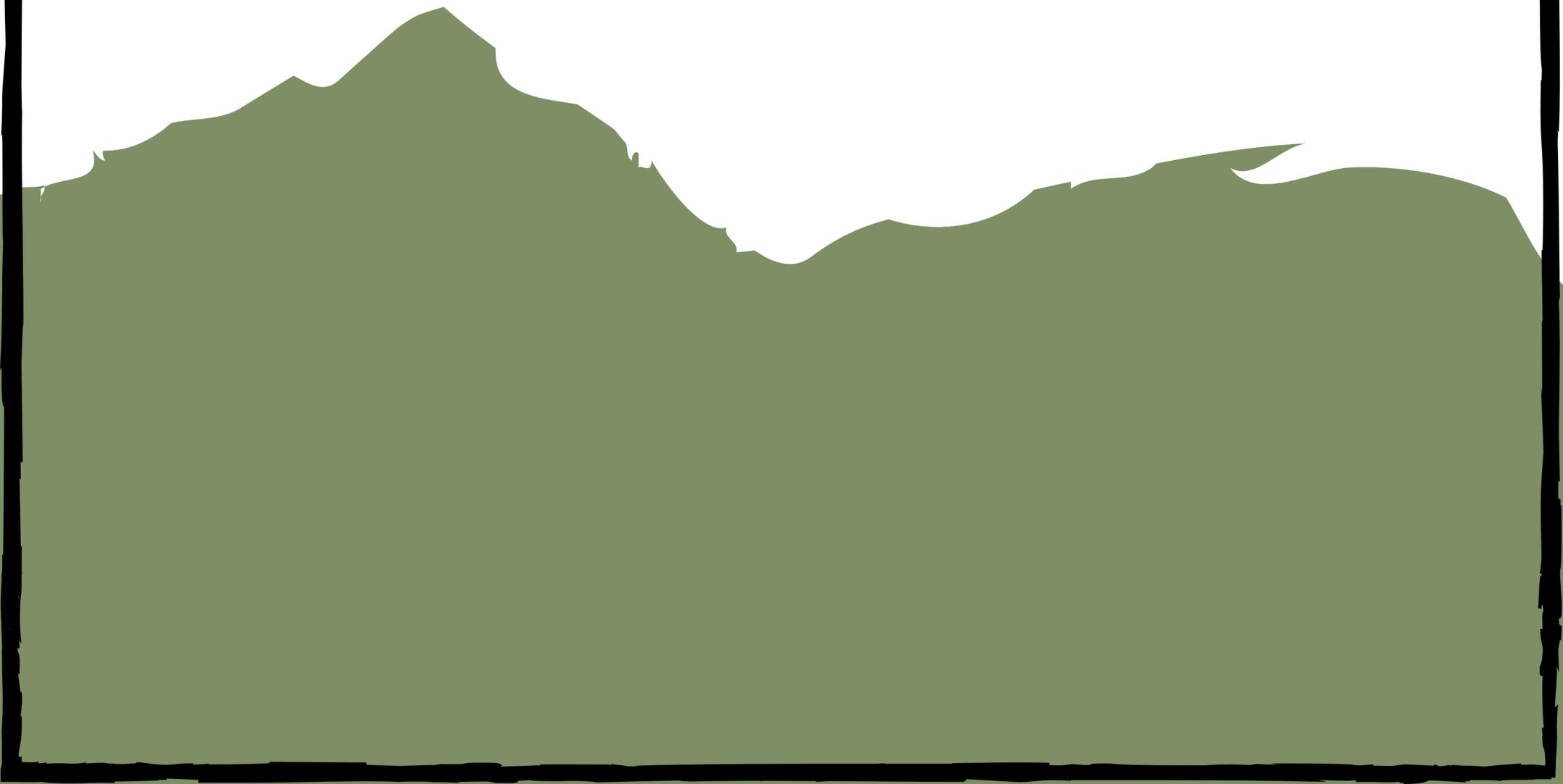
613 520 7482

info@cupe4600.ca

cupe4600.ca

Twitter: @CUPE4600

Facebook: CUPE4600



WHAT DOES YOUR UNION DO?

PROTECTING YOUR RIGHTS AT WORK

We're here to advocate for you on any workplace concerns or issues, including hiring, job postings, your contract, disciplinary issues, leaves of absence, training, benefits, etc. If you ever feel your rights are violated please don't hesitate to contact info@cupe4600.ca for advice and advocacy.

COLLECTIVE BARGAINING

Since it's founding in 1979, your union has negotiated over 20 Collective Agreements with Carleton University, and steadily improved the wages, job security, and benefits for all TAs, Internally funded RAs, and Contract Instructors.

SOCIAL JUSTICE

CUPE 4600 helps union members take collective action on a wide range of community and international issues.



UNIT 1:

COLLECTIVE AGREEMENT HIGHLIGHTS

The collective agreement lays out the rights and responsibilities for employers and employees. It is important to familiarize yourself with the collective agreement to ensure your rights in the workplace are being respected. If you ever have any questions or concerns feel free to contact info@cupe4600.ca

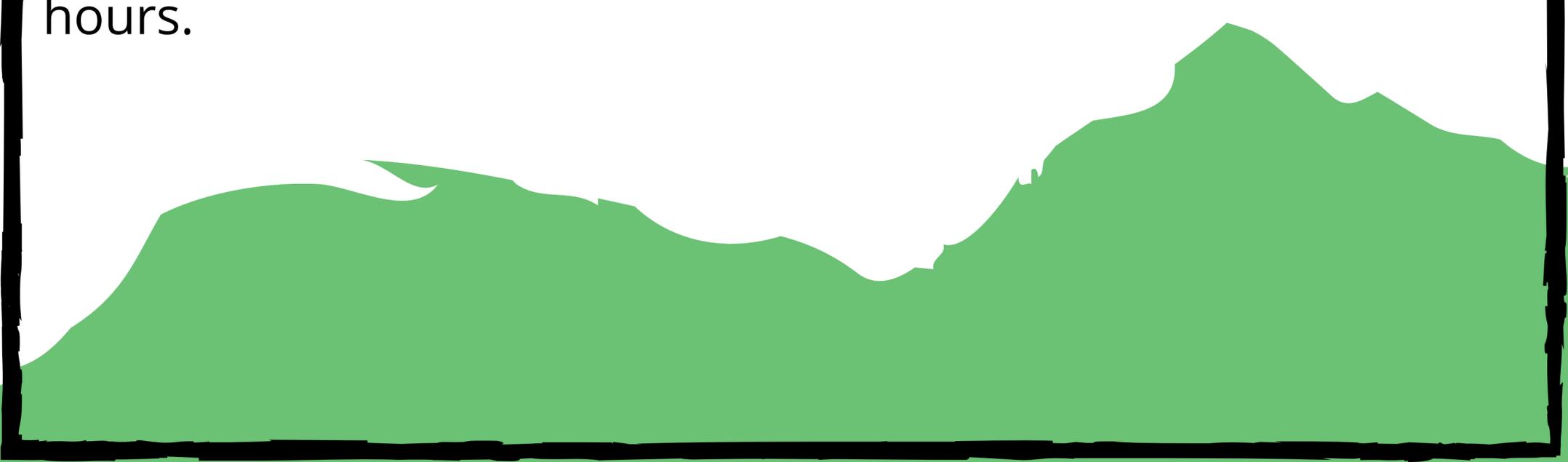
Benefits: Through bargaining your union has secured the creation of a number of benefits for Contract Instructors, including health & dental, childcare, mental health support, and more. For more info visit the benefits page found [here](#). Your benefits can be used in conjunction with the benefits provided through the Graduate Student Association, you essentially have two benefit plans, make sure you take full advantage of both!

Paid Training: TAs are granted 5 additional work hours each academic year for pedagogical training. You must complete the training to be granted these extra work hours. You can find links for the pedagogical training [here](#). You are also required to complete compliance training by the following deadlines (Fall: October 15th, Winter: February 15th, Summer: June 1st)

Working Hours Cap: You cannot be required to work more than 130 hours per term. TAs are encouraged to track their hours using the Work Log sheet provided [here](#). If you are being asked to work more than your maximum hours please contact info@cupe4600.ca.

Marking Turn Aounds: Instructors are required to give you at least 5 business days to mark any assignments.

Overtime: Members cannot be required to work overtime. If your duties will exceed your allocated hours, contact your supervisor in advance. If you wish to work overtime you may apply with your supervisor to have overtime hours approved by the department chair. Normally, the process for approving overtime takes up to 30 days, and so it is advisable to notify your supervisor as far in advance as possible. Due to the shift to online instruction in 2019 and unpredictable workloads, the Employer has agreed to shorten overtime processing to 5 days. You will not be paid for hours worked overtime if they are not first approved by the department so it is very important to track your work and stay within your allotted hours.



Getting a TA-ship: TAships are split into two categories, priority and out of priority TAs. Out of priority TAs are granted contracts only after all priority TAs have been offered contracts. Priority TAships are granted in your offer of admission, and you do not need to apply for them. If you were not granted a priority TAship in your offer of admission you can apply for an out of priority TAship on Carleton Central. If you work a full (130 hour) TAship in your first academic year as an out of priority TA you are automatically considered a priority TA for the remainder of your program's normal duration. Out of priority TAs must indicate their interest in a position and fill out a requisite form by the following dates each term: Fall Term (August 15th), Winter Term (December 15th), Summer Term (April 15th). Priority TAs who wish to defer a TAship must submit a leave of absence request.

PhD students with priority are guaranteed 10 TAships across 5 years of study, normally assigned for Fall and Winter terms unless a leave of absence is requested. PhD students are allowed to defer priority TA-ships for up to five consecutive years, Master's students are allowed to defer priority TAships for up to three consecutive years.

Holidays: You are not required to work any days that the University is closed (see the university calendar for these dates [here](#)).

Anti-Harrasment and Anti-Discrimination: The Collective Agreement articulates your right to a discrimination and harrasment free work place and clearly defines what harrasment and discrimination entail, and the complaint process (including whistle blower protection). If you ever have any questions or concerns regarding your work place environment feel free to contact info@cupe4600.ca. We are here to advocate for you.

Sick Leave: You are also eligible for paid sick leave if you are unable to work due to an illness or accident, as long as you meet the conditions set by the Collective Agreement. Members accumulate one hour of sick leave per 10 hours worked, and can be advanced sick leave when needed. If you wish to take sick leave contact info@cupe4600.ca for more information and support during this process.

TA Advance: Carleton does not issue the first pay to Teaching Assistants until the end of the first month of each term. Teaching Assistants holding a TA position of 130 hours can apply for the TA Advance, and receive short-term funding to help them bridge the gap in income. Via the TA Advance, you can receive up to \$750 in the middle of the first month of the term. Any amount received via the Advance is repaid to Carleton through automatic deductions on your first three pay. To apply for a TA advance fill out the form found [here](#). The deadline for the TA advance is typically in the first week of September.

UNIT 2

COLLECTIVE AGREEMENT HIGHLIGHTS

The collective agreement lays out the rights and responsibilities for employers and employees. It is important to familiarize yourself with the collective agreement to ensure your rights in the workplace are being respected. If you ever have any questions or concerns feel free to contact info@cupe4600.ca

BENEFITS

Through bargaining your union has secured the creation of a number of benefits for Contract Instructors, including health & dental, a CI Professional Development Fund, and more. For more info visit the benefits page found [here](#).

ANTI-DISCRIMINATION AND ANTI-HARRASMENT

The Collective Agreement articulates your right to a discrimination and harrasment free work place and clearly defines what harrasment and discrimination entail, and the complaint process (including whistle blower protection). If you ever have any questions or concerns regarding your work place environment feel free to contact info@cupe4600.ca. We are here to advocate for you.

Academic Freedom: The collective agreement defines your rights and responsibilities in relation to academic freedom, including your right to state you are employed by Carleton as long as you do not purport to speak on the employer's behalf.

Discipline and Discharge: The Collective Agreement lays out how disciplinary actions are taken and the employee's rights during disciplinary proceedings.

Hiring and Incumbency: The employer is required to follow all hiring and incumbency policies as established by the collective agreement, including policies around payment for any cancelled courses, the hiring of Article 17 Contract Instructors, and job posting rules.

Teaching Evaluations: The employer has the right to evaluate your teaching performance and make decisions based on your evaluation. The Collective Agreement lays out how you will be evaluated and how your evaluations will be used.

Paid Training: The employer (Carleton University) is responsible for paying employees for any required training.



WHO IS YOUR BOARD?

The Executive board is elected every Spring by the membership. Feel free to reach out to board members individually or email info@cupe4600.ca

President: Noreen Cauley

Keeping this local moving forward

VP Internal: Caitlin Hart

For all issues concerning the functioning of the local

VP External: Josh Hawley

For solidarity with other organizations

Recording Secretary: Meg Lonergan

For keeping track of our decisions

VP Unit 1: Laura Hnatiw

Representing Teaching Assistants and internally funded RAs

VP Unit 2: Morgan Rooney & Cheryl Cundell

Representing Contract Instructors

Chief Stewards Unit 1: Sarah Fiander

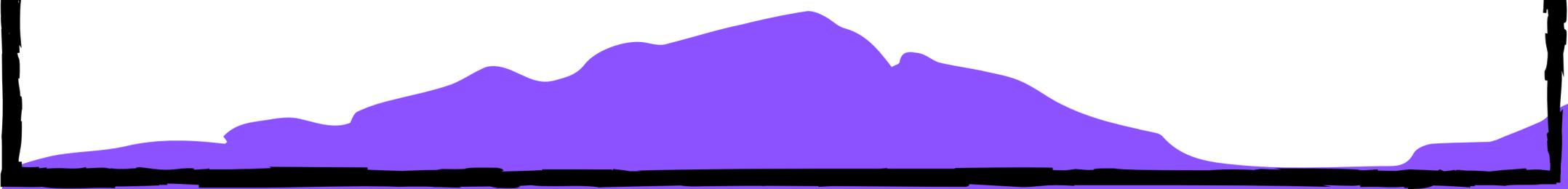
When issues arise for Unit 1 members

Chief Steward Unit 2: Gareth Park

When issues arise for Unit 2 members

Secretary Treasurer: Zahra Montazeri

Keeping our piggy bank healthy



GET INVOLVED!

BECOME A DEPARTMENTAL STEWARD

Stewards act as the face of the union in each department, making sure the concerns of members are passed on to the union. You don't have to have any prior union experience. As a steward your job will be to make sure the members in your department are informed of any important information pertinent to their work. If you think you might be up to this important task email info@cupe4600.ca with the name of your department to get the process started.

CAUCUSES

One key way in which members can get involved is by joining a caucus. Caucuses are forums where members can get together with others who have similar interests or concerns, and strategize their union involvement and participation. If you would like to join any of the following please email info@cupe4600.ca to get more information about meeting dates and times.

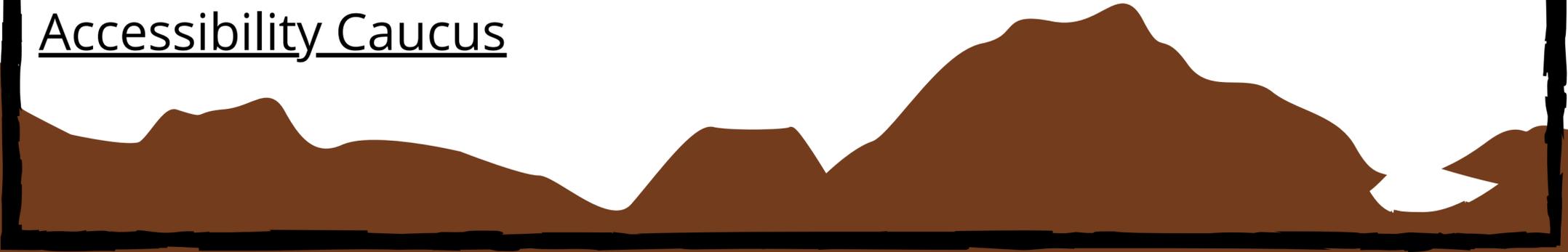
[Rainbow Caucus](#)

[Women's Caucus](#)

[International Students' Caucus](#)

[Undergraduate Caucus](#)

[Accessibility Caucus](#)



COMMITTEES

Another key way in which members can get involved is by joining one of our Committees. Committees are the engines of our Local! They work closely with the Executive and Caucuses to turn ideas into action. Like caucuses, they are a great opportunity to meet your fellow union members and make a difference, not just by fighting to improve working conditions on campus, but in the wider community beyond the university. If you would like to join any of the following please email: info@cupe4600.ca to get more information.

Mobilization Committee

External Affairs Committee

Human Rights Committee

Health and Safety Committee

Constitution Committee

Finance Committee

Bargaining Research Committees

Equity Committee

