TA 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
CUPE 4600

Largest Union at Carleton with over 4000 Members

UNIT 1
Teaching, Service, and internally-funded Research Assistants

UNIT 2
Contract Instructors (teach nearly 50% of courses at Carleton)

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.
WE ARE IN BARGAINING!

A team of elected members are currently negotiating a new Collective Agreement with the Employer (the University).

It's important to stay informed and actively involved in bargaining since these negotiations will determine your wages and working conditions for the next three years. Be ready to provide input on Articles and to vote YES for better working conditions and fair wages!

PRIORITIES:

- WAGES
  - cost of living adjustment
  - parity between undergrad & grad students

- WORKING CONDITIONS
  - Earlier Assignments
  - Marking turnarounds & weekly hours caps

- TA-STUDENT RATIO

STRIKE MANDATE VOTE

An election that asks members if they support the bargaining team and proposals
NOTE:
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 cupe4600.ca/new-members to find the application form.

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.

CARLETON DOES NOT ISSUE THE FIRST TA PAYMENT UNTIL THE END OF THE FIRST MONTH OF EACH TERM.

APPLICATIONS DUE SEPTEMBER 16 BY 4:30 PM!
YOU CAN BE PAID AN EXTRA 5 HOURS (AT THE TA/HOURLY RATE) PER ACADEMIC YEAR FOR ATTENDING TRAINING AND WORKSHOPS.

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

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

ASSIGNMENT OF DUTIES

MARKING TURN-AROUNDS

HOURS CAP & HOLIDAYS
ASSIGNMENT OF DUTIES

YOUR AOD SHOULD PROVIDE A COMPREHENSIVE BREAKDOWN OF THE DUTIES AND THEIR RESPECTIVE HOURS.

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 you work for the course—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/new-members

COURSE SUPERVISOR

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

WHEN IN DOUBT, CHECK YOUR AOD!

IF YOUR COURSE SUPERVISOR IS UNRESPONSIVE TO NEGOTIATION REACH OUT TO US!

MIDTERM MEETING:
Just as you are required to meet prior to the start of your duties, you are required to meet near 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/new-members
MARKING TURNAROUNDS

COURSE SUPERVISORS ARE REQUIRED TO GIVE YOU AT LEAST 5 BUSINESS DAYS TO MARK ANY ASSIGNMENT.

YOUR STUDIES COME FIRST

You also cannot be required to fulfill marking within 5 days immediately prior to an examination, thesis/research paper defense (or equivalent), or within 3 days immediately prior to any other course requirement, in your own degree program.

https://cupe4600.ca/new-members
You cannot be required to work more than the total number of hours allotted on your AOD (130 hrs per term for full TAs & 65 hrs/term for half TAs).

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.

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

OVERTIME NOT REQUIRED
This works in tandem with the five business day marking turn-around to make sure you have time for rest and/or your own studies.

If you are asked to complete hours still left in your contract (e.g., mark an exam or final papers) over or after the Winter holidays, please reach out to us at info@cupe4600.ca

See Article 19 in CA for list of Holidays.
RIGHT TO DISCONNECT

AS PER THE ONTARIO GOVERNMENT’S NEW LEGISLATION, YOU HAVE A RIGHT TO DISCONNECT OUTSIDE OF REGULAR WORKING HOURS.

SEE CARLETON’S “DISCONNECTING FROM WORK POLICY”.

It is good practice to set boundaries around your availability outside of your stipulated duties with both your course supervisor and your students. This will help you manage your time and others’ expectations.

If you feel this right is being disrespected by your course supervisor, reach out to us at info@cupe4600.ca.
BENEFITS

While we can 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**
Members can apply for a leave and accumulate 1 hour of sick leave per 10 hours worked. See Article 21.

**Tuition Increase Assistance**
Protection from tuition increases throughout your degree. See Article 23.
WANT TO GET INVOLVED?

DEPARTMENTAL STEWARD

First point of contact if any issues arise
Honourarium: $200/term

MOBILIZATION & STRIKE COMMITTEES

Crucial during bargaining years!

CAUCUSES

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

Want more info?
Check out cupe4600.ca/caucuses-committees/
Email info@cupe4600.ca
STAY ACTIVE!

- Attend the Bargaining Research Committee
- Attend Unit 1 Caucuses, Townhalls, and General Membership Meetings
- Attend a Bargaining Session

Want more info?
Email info@cupe4600.ca
STAY UPDATED

cupe4600.ca

info@cupe4600.ca

@CUPE4600