

# TA QUICK GUIDE

Know Your Rights!






# KNOW YOUR RIGHTS

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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](mailto: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 (teach nearly 50% of courses at Carleton)

# 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:

TA-  
STUDENT  
RATIO

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

WORKING  
CONDITIONS

- Earlier Assignments  
- Marking turnarounds  
& weekly hours caps

## STRIKE MANDATE VOTE

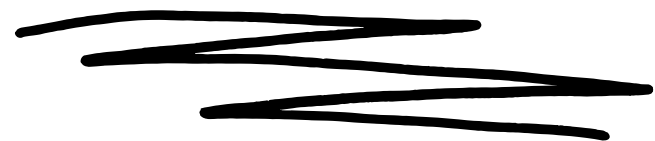
An election that asks members if they support the bargaining team and proposals



<https://cupe4600.ca/new-members>



# TA ADVANCE



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!

## 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 [cupe4600.ca/new-members](https://cupe4600.ca/new-members) 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.

*(OPTIONAL)*

✧ ✧ **PAID PEDAGOGICAL TRAINING** ✧ ✧



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/](http://carleton.ca/gradpd/)

ASSIGN-  
MENT OF  
DUTIES

MARKING  
TURN-  
AROUNDS

HOURS  
CAP &  
HOLIDAYS

A hand-drawn browser window with a title bar, address bar, and search bar. The title bar contains the text 'CUPE 4600' and navigation icons. The address bar is empty. The search bar contains a magnifying glass icon. The main content area contains the following text:

***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/new-members>

# ASSIGNMENT OF DUTIES



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

## COURSE SUPERVISOR

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

## 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.

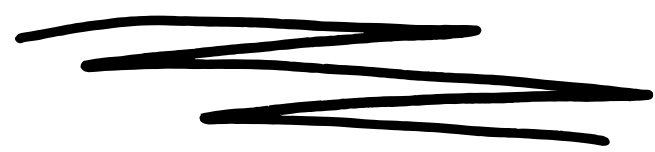




<https://cupe4600.ca/new-members>



# 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:

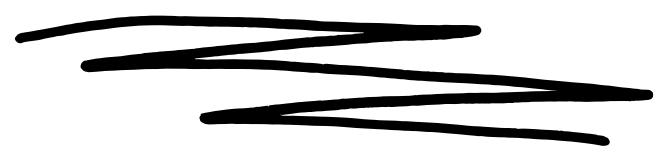
You can refuse duties/work that was not originally specified on your AOD. Or, you may renegotiate the hours allotted on your AOD to include the additional duties.



<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*

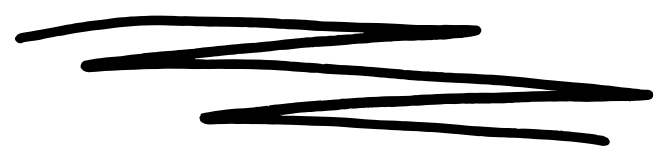
You also cannot be required to fulfill marking within 5 days immediately prior to an examination, thesis/research paper defense (or equivalent), or within 3 days immediately prior to any other course requirement, in your own degree program.



https://cupe4600.ca/new-members



# WORKING HOURS CAP



IF YOU ARE ASKED TO WORK MORE THAN YOUR MAXIMUM HOURS PLEASE CONTACT [INFO@CUPE4600.CA](mailto:INFO@CUPE4600.CA)

## OVERTIME NOT REQUIRED

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

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

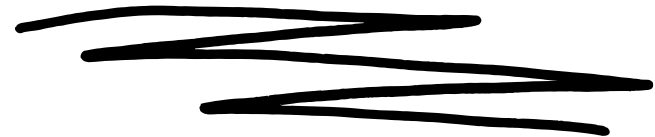
However, you can be paid overtime for additional hours, but it must be explicitly approved by the department chair first.



https://cupe4600.ca/new-members



# WORKING HOURS: HOLIDAYS



YOU CANNOT BE REQUIRED TO  
COMPLETE TA WORK DURING HOLIDAYS  
AND/OR WHEN THE UNIVERSITY IS  
CLOSED.

## WORK-LIFE BALANCE ?!

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.

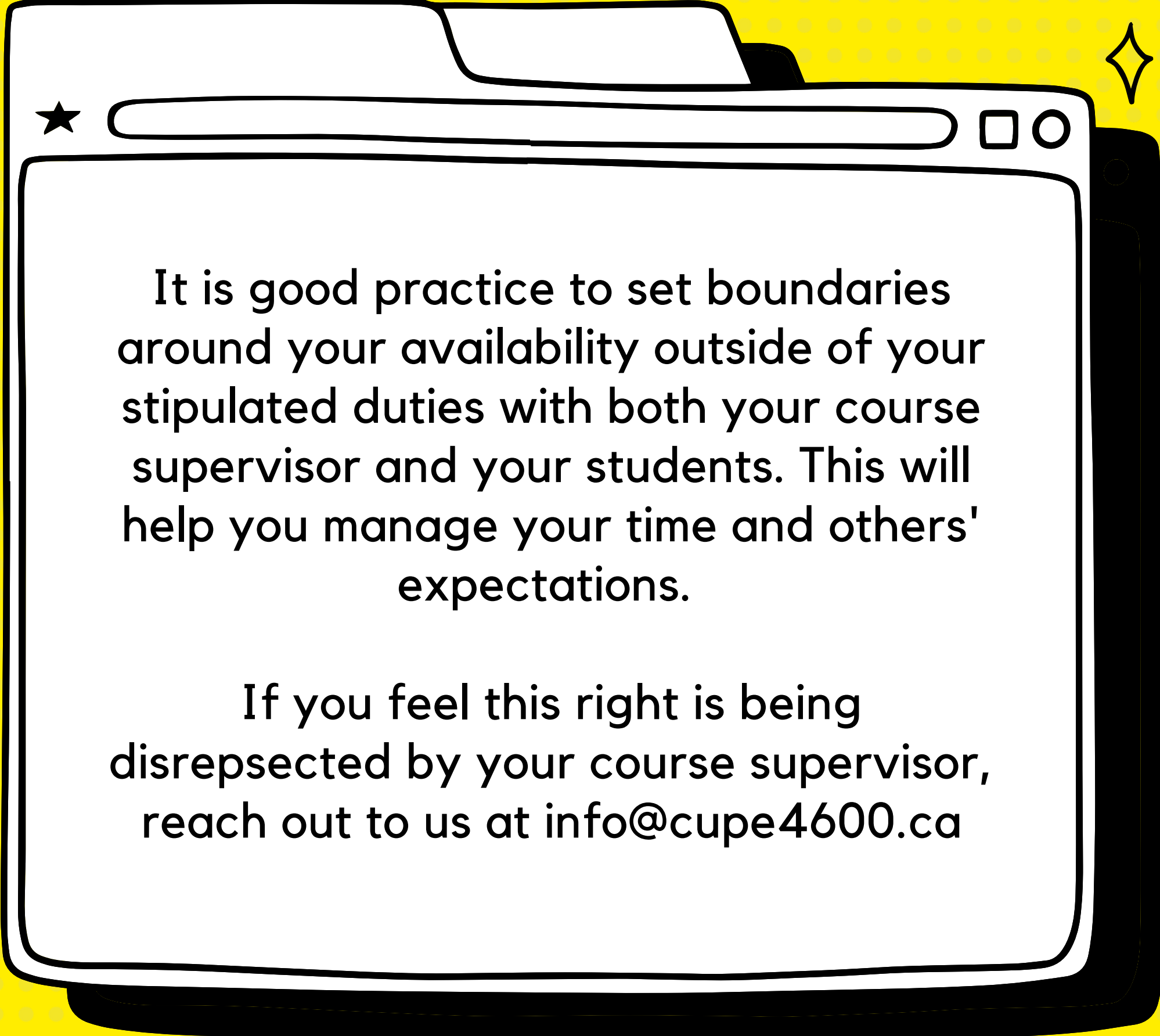
If you are asked to complete hours still left in your contract (e.g., mark an exam or final papers) over or after the Winter holidays, please reach out to us at [info@cupe4600.ca](mailto:info@cupe4600.ca)  
**See Article 19 in CA for list of Holidays.**

# 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](mailto: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.



## 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



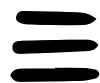
# WANT TO GET INVOLVED?

**Want more info?**

Check out [cupe4600.ca/caucuses-committees/](https://cupe4600.ca/caucuses-committees/)

Email [info@cupe4600.ca](mailto:info@cupe4600.ca)





**ATTEND THE BARGAINING  
RESEARCH COMMITTEE**



**ATTEND UNIT 1  
CAUCUSES,  
TOWNHALLS, AND  
GENERAL MEMBERSHIP  
MEETINGS**



**ATTEND A  
BARGAINING SESSION**



# STAY ACTIVE!

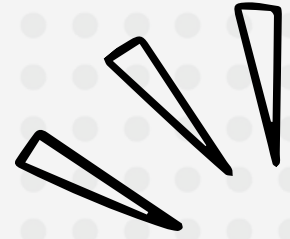
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**Want more info?**

Email [info@cupe4600.ca](mailto:info@cupe4600.ca)







**STAY UPDATED**



**SITE**

cupe4600.ca

**EMAIL**

info@cupe4600.ca

**SOCIALS**

@CUPE4600

