

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



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)





RECENT BARGAINING

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

While we didn't get everything you deserved (e.g., double digit wage increase), we did make significant, precedent setting improvements to the Collective Agreement.

MAJOR WINS:

- Earlier TA assignments & AODs
- Premium pay for work over the holidays (additional \$10/hr)
- Access to additional Priority Terms
- Improved paid sick leave and pregnancy/parental leave
- Four weeks paid gender affirmation leave
- Access to paid pedagogical training for undergrad TAs
- Mental health coverage
- An Emergency Fund

HISTORICAL PAY GAINS

| Year | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|------|------|------|------|------|------|------|------|------|------|------|------|------|
| GR | 0% | 2% | 1.5% | 2.1% | 1.6% | 1.6% | 0% | 1% | 1% | 3% | 3% | 3% |
| UG | 0% | 2% | 2% | 3.5% | 1.6% | 1.6% | 0% | 1% | 1% | 4.5% | 4.5% | 4.5% |

PLUS

4% vacation pay
3% public holiday pay

CURRENT PAY GRID

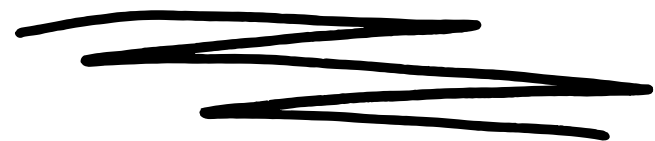
| | Sept. 1, 2022 | Sept. 1, 2023 | Sept. 1, 2024 |
|-------------------------------|---------------|---------------|---------------|
| Grad 130 Hour Contract | \$5,696.50 | \$5,867 | \$6,042.50 |
| Grad 65 Hour Contract | \$2,848.30 | \$2,933.45 | \$3,021.20 |
| Grad Hourly Rate | \$43.82 | \$45.13 | \$46.48 |
| Undergrad Hourly Rate | \$25.62 | \$26.78 | \$28.00 |



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 15
BY NOON!

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 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

RAS AND UNDERGRAD
TAS NOW 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 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/

ASSIGN-
MENT OF
DUTIES

MARKING
TURN-
AROUNDS

HOURS
CAP &
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.

[Signature]

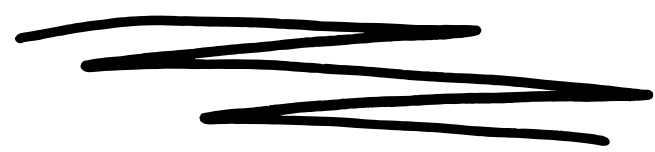


<https://cupe4600.ca/welcome-new-members>

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 HOUR 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!

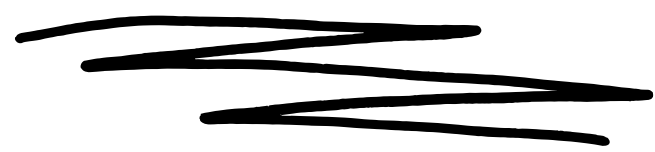
Keep track of the hours you work for the course —from answering emails to marking assignments, **it all adds up.** If you notice that you're working more hours than allotted, make sure to discuss it with your course supervisor.



<https://cupe4600.ca/welcome-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:

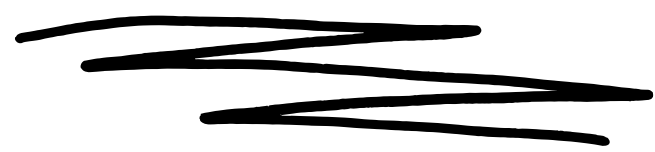
You can refuse duties/work that was not originally specified on your AOD. Or, you may renegotiate the hours allotted on your AOD to include the additional duties.



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



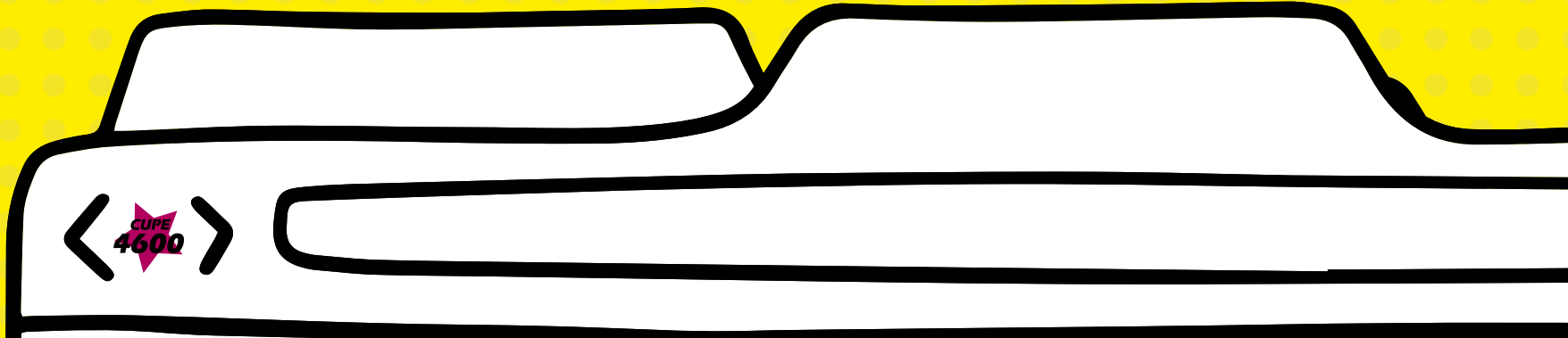
MARKING TURNAROUNDS




COURSE SUPERVISORS ARE REQUIRED
TO GIVE YOU AT LEAST 5 WORKING
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.



WORK DURING THE HOLIDAY CLOSURE PERIOD




GUIDELINES:

During your Midterm Meeting or before November 1, your Supervisor must indicate whether there will be marking to complete during the Holiday closure period between Dec. 24-early Jan. If yes, you have three options, which you'll need to choose between by November 15:

- Choose to work during the closure period and be paid an additional \$10/hr
- Choose to do the work before and after the closure
- Choose to have your duties rearranged to end before the closure period

NEW THIS YEAR

If you have questions or encounter issues with your supervisor about this, please reach out to us at info@cupe4600.ca

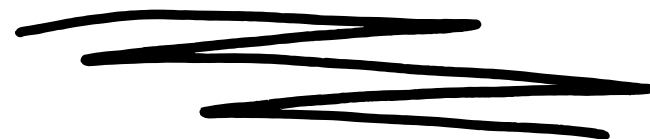




https://cupe4600.ca/new-members



HOURS CAP



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 (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.

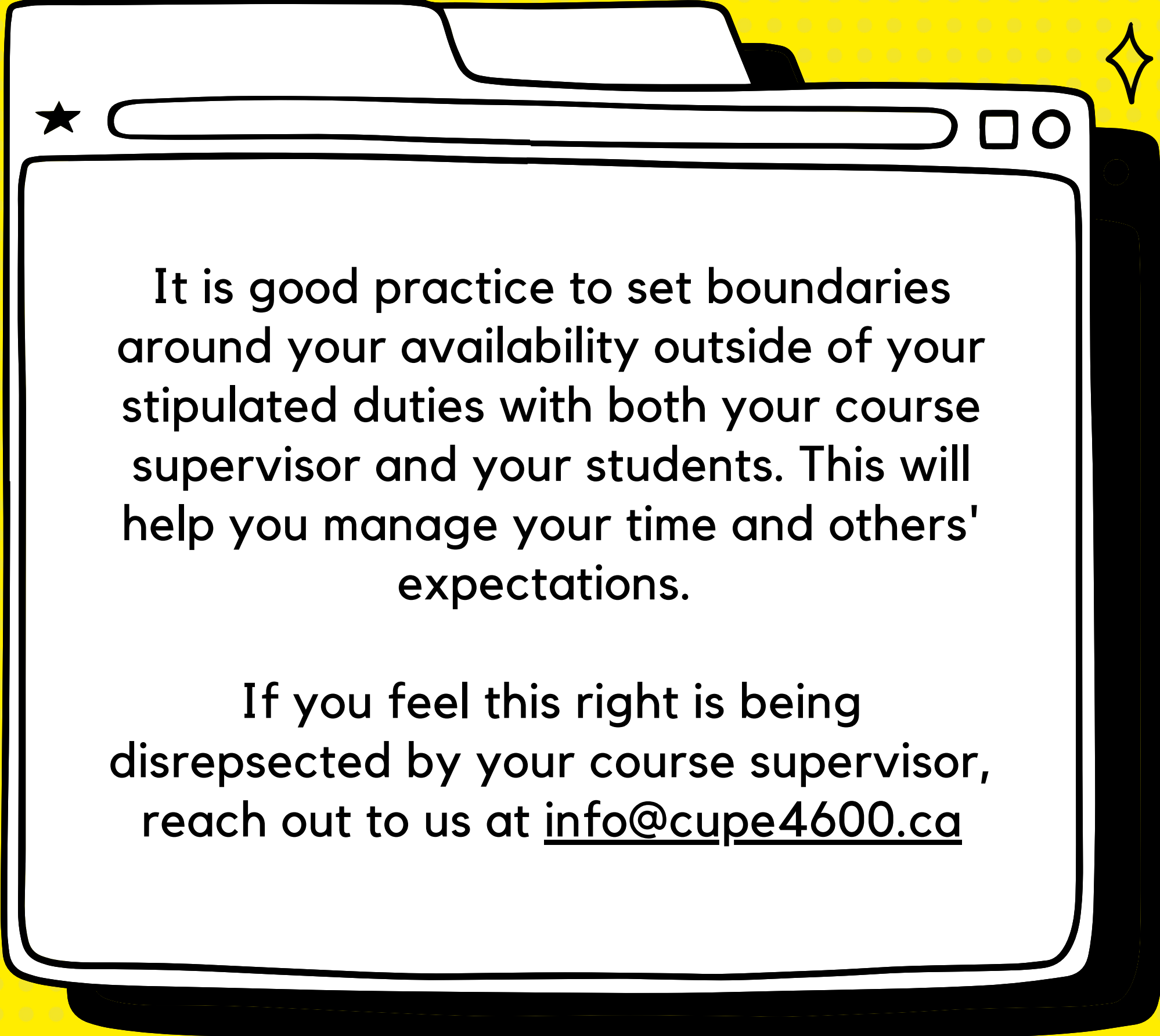
However, you can be paid overtime for additional hours, but it must be explicitly approved by the department chair first.

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

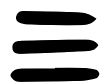
Works as a top-up to the Graduate Student Association health plan and is also through Greenshield. See Article 24 of the CA.

SICK LEAVE

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.



READ OUR EMAILS



ATTEND UNIT 1 CAUCUSES



**ATTEND GENERAL
MEMBERSHIP MEETINGS**



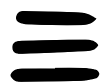
**ATTEND THE ANNUAL
GENERAL MEMBERSHIP
MEETING**



STAY ACTIVE!

Want more info?
Email info@cupe4600.ca





DEPARTMENTAL STEWARD

First point of contact if any issues arise

Honourarium: \$200/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



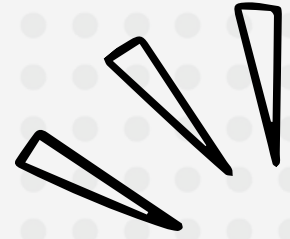
WANT TO GET INVOLVED?

Want more info?

Visit our website: cupe4600.ca

Email info@cupe4600.ca





STAY UPDATED



SITE

cupe4600.ca

EMAIL

info@cupe4600.ca

SOCIALS

@CUPE4600

