

# 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](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



# 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, we did make significant, precedent setting improvements to the Collective Agreement.

We'll re-start the bargaining process September 2025. The first date is Sept. 24th!

## MAJOR WINS

- Earlier TA assignments & AODs
- Trial premium pay for work over the holidays (additional \$10/hr) (for 2023 and 2024)
- Priority extension application
- 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

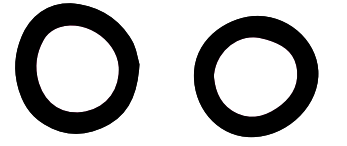
4% vacation pay  
3% public holiday pay

## 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



[cupe4600.ca/bargaining](https://cupe4600.ca/bargaining)



# 2025-26 BARGAINING PRIORITIES



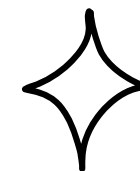
## PAY & PROTECTIONS

Stipend increase, pay protections in declared states of emergency, closure period premium pay



## IMPROVED HEALTH BENEFITS

Establish prescription drug coverage + better dental & mental health coverage



## WORKLOAD IMPROVEMENTS

TA-Student ratio, cap split TAs, more time to complete marking, hard cap on weekly hours



## JOB SECURITY & CONDITIONS

Priority extensions, AI protections, right to protest/organize, RA provisions

# TA ADVANCE

***Carleton does not issue  
the first TA payment until  
the end of the first month  
of each Term.***

***Applications due  
September 10!***

## 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 the Unit 1 Tab on our website 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

RA<sub>s</sub> AND UNDERGRAD  
TA<sub>s</sub> 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 hours (attendance is taken at each training/workshop).**

Schedule of Trainings and Registration can be found via Carleton Central and/or [carleton.ca/gradpd/](https://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.



<https://cupe4600.ca/u1-new-member-resources>

## **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/>



# 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:

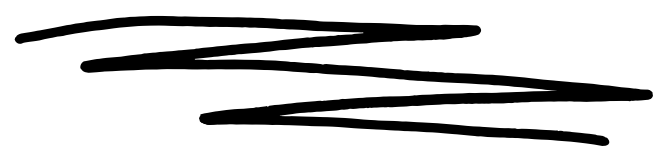
You can refuse duties/work that was not originally specified on your AOD. Or, you may renegotiate the hours allotted on your AOD to include the additional duties.



<https://cupe4600.ca/>



# 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.

Make sure to let your supervisor know your program/course deadlines ahead of time.



https://cupe4600.ca/

## TRACK YOUR HOURS!

Check the Unit 1 New Members resources page for the tracking spreadsheet.

# 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).

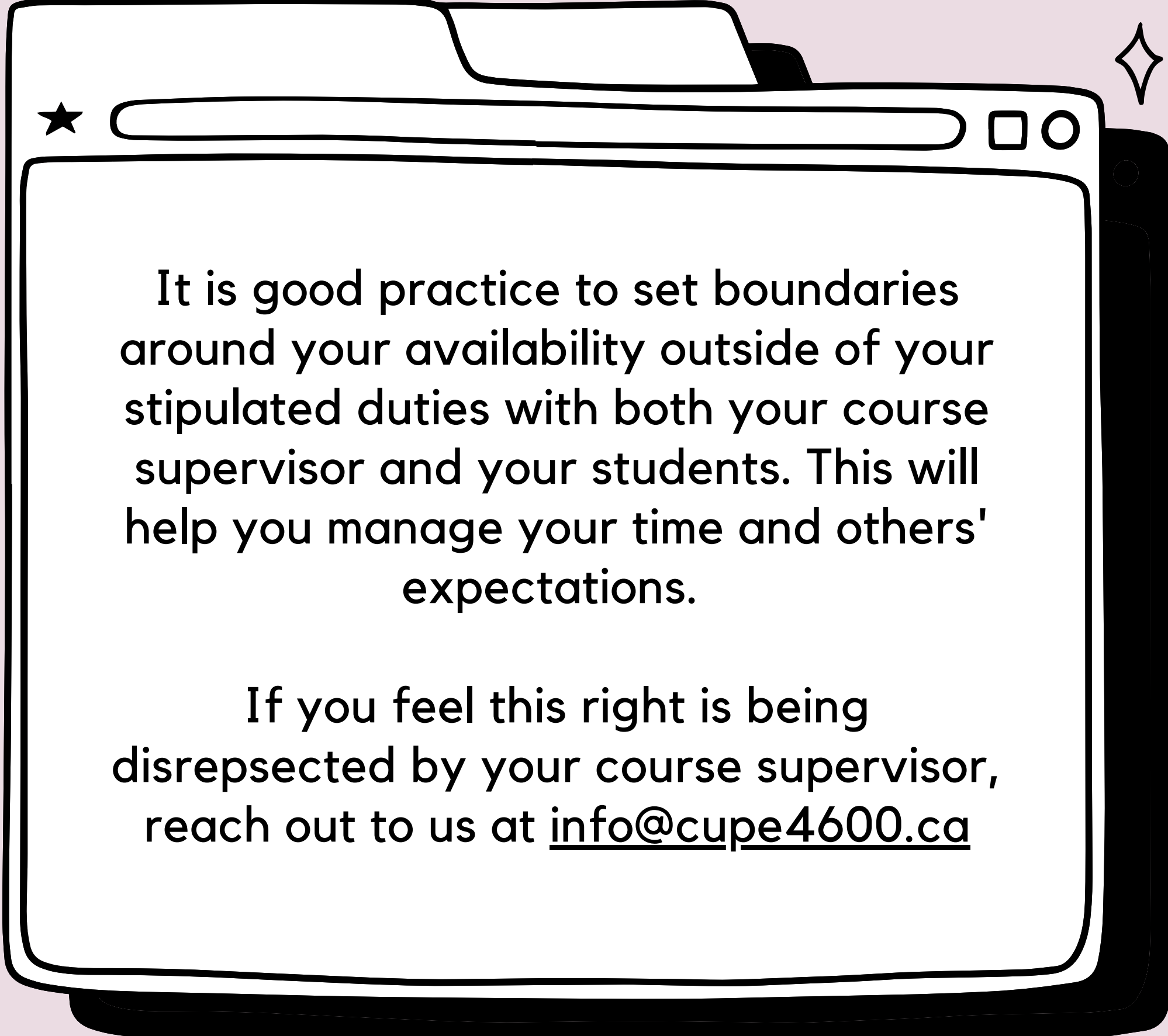
Tracking your hours can help in cases where you are asked to do additional hours.

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

# RIGHT TO DISCONNECT

**As per Ontario legislation,  
you have a right to  
disconnect outside of  
regular working hours.**

**See Carleton's  
"Disconnecting from Work  
Policy".**



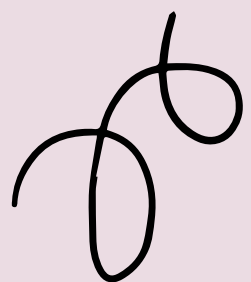
It is good practice to set boundaries around your availability outside of your stipulated duties with both your course supervisor and your students. This will help you manage your time and others' expectations.

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 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

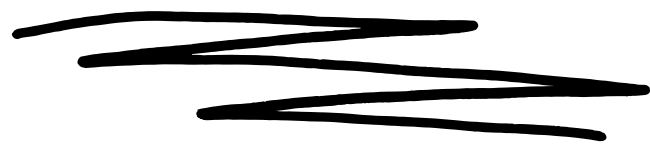
Protection from tuition increases throughout your degree. See Article 23.



[gsceverywhere.ca/login](https://gsceverywhere.ca/login)



# GREENSHIELD



***Your plan ID is  
CTA+Student number-00  
(e.g., CTA100123456-00)***

## REGISTER ONLINE FOR ACCESS

Your TA benefits are secondary to the Graduate Students' Association (GSA) or Carleton University Students' Association (CUSA) benefits which are primary benefits.

TA benefits cover some dental, vision, physio, massage, chiropractic, and mental health care.

# OTHER RIGHTS & LEAVES



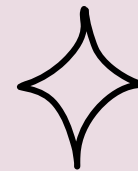
## RELIGIOUS/CULTURAL HOLIDAYS

With 10 days advanced notice, you may observe religious holidays that fall outside the official Provincial/Federal Holidays.



## PREGNANCY & PARENTAL LEAVE

If you are a returning TA, you may be able to receive parental leave benefits for a term (95% for first 6 weeks, 65% for remaining 11)



## CONFERENCE LEAVE

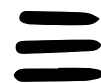
You may apply for paid leave of up to five days to participate in academic conferences (up to 3 times per academic year).



## GENDER AFFIRMATION LEAVE

You may apply for a paid leave of up to four weeks for medical procedures related to gender affirming care.

\*See Article 22 - Leaves for more details and other leaves you have access to.



READ OUR EMAILS



ATTEND UNIT 1 CAUCUSES



ATTEND GENERAL  
MEMBERSHIP MEETINGS



ATTEND THE ANNUAL  
GENERAL MEMBERSHIP  
MEETING



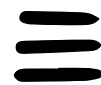
# STAY ACTIVE!

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Want more info?

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





## DEPARTMENTAL STEWARD

First point of contact if any issues arise

Honourarium: \$225/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



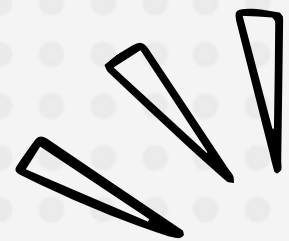
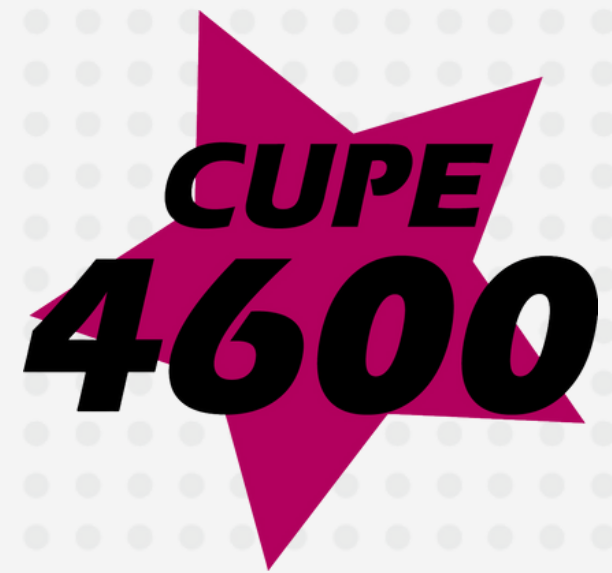
# WANT TO GET INVOLVED?

Want more info?

Visit our website: [cupe4600.ca](https://cupe4600.ca)

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





*STAY UPDATED*

