

Start of Term

Pay begins at the end of the first month. Find the form on our website (U1: Other Benefits) to apply for a **\$750 advance**, which will be deducted from your first three paychecks.

Deadline Sept. 10, 5 pm.

If your TA position doesn't work, you have **5 days** to **ask for a different position**. But **do not reject the first offer** until you have a new one. Take screenshots of everything!

Your first paid hour of work should be a meeting with your TA supervisor to go over your **Assignment of Duties (AOD)** at the start of. The AOD is an hourly breakdown of your responsibilities. Every hour of work you do should be accounted for here.

At this first meeting, you can ask questions about your responsibilities, set boundaries, and negotiate about how long it will take you to accomplish tasks.

Do not work more hours than you are paid! Answering emails is work. Preparing for a course is work. Discussing your TA work with the supervisor is work.

Most members' problems with supervisors get solved with one email cc-ed to CUPE 4600

Track Your Hours

CARLETON WORKS BECAUSE WE DO

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Questions? Problem with a supervisor?

Contact your departmental steward,
Chief Stewards Unit 1, or
Vice-President Unit 1!

- ✉ vp.unit1@cupe4600.ca
- ✉ ta.chief.steward@cupe4600.ca
- ✉ Info@cupe4600.ca

To learn more about our benefits and protections as CUPE 4600 Unit 1 members, check our website and read the Collective Agreement!

 www.cupe4600.ca

 [@cupe4600](https://www.instagram.com/cupe4600)



TAs, Internally-Funded RAs, SAs

ESSENTIAL BENEFITS & PROTECTIONS



- We are unionized!
- Get \$750 TA Pay Advance
- Track Your Hours
- Health Benefits
- 15 Hours Paid Sick Leave
- Paid Pedagogical Training

Benefits & More

For forms & more info, visit our website.

- The union's health benefits through GreenShield act as a top-up to your health benefits through the GSA or CUSA. They were won through bargaining and are completely free of charge for you! They include dental, vision, physiotherapy, mental health coverage, and more.

Your GreenShield plan ID number through the union:

CTA+your student #-00
(e.g., CTA100123456-00)

- Get reimbursed up to \$9/hr for childcare for children under 12.
- Facing a financial emergency? Apply to our Emergency Fund.
- Beyond your 130 paid TA hours, you can do 5 hours paid pedagogical training. Register on Carleton Central or carleton.ca/gradpd
- We have protections around grading timelines. You must be given at least 5 week-days for marking turnaround. See Articles 14 and 15 of the Collective Agreement.
- We have protections around the maximum number of hours of work per week - this should never exceed 20 hours.

Leaves

130 hour TA-ships get **15 paid hours sick leave** per term and 65 hour TA-ships get 7.5 with no documentation required. The hours don't accumulate across terms. You can access 10 more sick-leave hours with documentation showing serious illness.

Paid leaves include: parental leave for new parents, sexual violence leave, gender affirmation leave, compassionate leave upon loss or illness of family, and court leave.

See the collective agreement for details.

UPCOMING EVENTS

- Sept. 7 **ODLC Labour Day Picnic** 12pm-3pm (meet at City Hall to march together, picnic after at McNabb park)
- Sept. 15 & 18 **Joint GSA Health Benefits workshop** 10am-12pm (virtual)
- Sept. 16 10:00 - 12:00: **UHIP Health Benefits Workshop with GSA** 10am-12pm (Virtual)
- Sept. 22 **Pancake Breakfast** 9am-11am (Location TBA)
- Sept. 25 **Radical History Walking tour** 12pm (National Gallery) *Must register to attend*
- Oct. 5: **Campus United BBQ** 12pm-2pm (Location TBA)

Union 101

A union is a democratic body of workers that protect each other.

Teaching Assistants, Service Assistants, and internally-funded Research Assistants are Members of Unit 1 of CUPE 4600. Contract Instructors make up Unit 2.

The Units bargain separate collective agreements with Carleton every 3 years.

A collective agreement is like a contract, except it is between Carleton and the 2000+ Teaching Assistants, Service Assistants, and internally-funded Research Assistants.

We bargain for wage increases, benefits, and working conditions. Everything in this pamphlet was won through bargaining.

In our last round of bargaining, we secured pay increases, improved dental and mental health coverage, an increased emergency fund and a joint committee to study the impact of AI on working conditions.

Get involved and have your say: What changes do you want to see in our workplace?

**A UNION IS ITS
MEMBERS -
WE ARE THE UNION!**

