

CUPE 2278 COMPONENT III

COLLECTIVE AGREEMENT: JULY 1, 2022 - JUNE 30, 2025

QUICK GUIDE

www.cupe2278.ca    @unbccupe2278
contact us: unbc@cupe2278.ca

YOU HAVE RIGHTS!

As a Grad TA and a member of CUPE 2278, you have protections against:

- Harassment
- Discrimination
- Academic retaliation
- Whistleblowing
- Unpaid work
- Working more than 8 hours per day

HOW TO CONTACT YOUR UNION

For general information, check out our social media pages (@unbccupe2278). For any questions or concerns, contact your CUPE 2278 Component III Chairperson at unbc@cupe2278.ca.

All communication is strictly confidential, and we will not take action on your behalf without your permission.

YOUR SUPERVISOR AND YOU

A Grad TA is responsible to only one supervisor per contract - usually the instructor for the course.

PROTECTION FROM ACADEMIC HARM

The Collective Agreement ensures that any attempts to harm a Grad TA's academic record because of an employment issue, or to make employment decisions based upon a Grad TA's academic record, are strictly prohibited and subject to the grievance procedure. Your status as a student and as an employee of UNBC are separate and distinct - one cannot affect the other.

WHO IS A MEMBER OF CUPE 2278?

Everyone hired by UNBC as a Graduate Teaching Assistant is a member of the Canadian Union of Public Employees (CUPE) Local 2278. You remain a member for 12 months after the end of your employment, even if you are currently not working.

WHAT ARE THE DUTIES OF A GRADUATE TEACHING ASSISTANT?

The purpose of Graduate Teaching Assistants is to assist Faculty in delivering some or all of the following:

- Prepare/deliver tutorials/labs
- Mark student assignments/exams
- Invigilate exams
- Hold office hours
- Give lectures

All Grad TAs should track their hours, and it is your responsibility to ensure that you are not exceeding the allotted hours for each task.

TEACHING ASSISTANT vs STUDENT ASSISTANT

Other student employees at UNBC, such as Student Assistants and Markers, perform some of the same duties as Grad TAs. Any position which involves the following should be hired as a Grad TA and receive the wages of a Grad TA:

- Marking/proctoring exams involves substantive feedback to students, with the intent of guiding the student
- Students can resubmit work based on comments from the marker
- Marker holds office hours or other ways to communicate with students with the intention of providing support

JOB POSTINGS AND APPOINTMENT TERM

A list of available Grad TA positions, the application procedure, and deadlines for Grad TA applications are posted on the UNBC Human Resources website.

Grad TAs are hired as salaried employees with contracts usually lasting one semester in length. The total hours in a contract are based on the average hours per week. Average weekly hours can be anywhere from 2 to 18 hours per week, and will be specified in the job posting as well as your contract and workload agreement.

HOURS

Any mandatory work that you do as a Grad TA counts towards your paid hours, including:

- workshops and training
- class/lab preparation/clean-up
- attending lectures
- marking and recording grades
- preparing/conducting labs and tutorials
- emailing students
- administration of online classroom environments
- invigilating exams
- photocopying and printing

Grad TA duties in a single day cannot exceed 8 hours without your consent. You cannot be required to work before 7:45 AM and after 10:00 PM. You cannot be required to work 24 hours prior to one of your own final exams.

If while tracking your hours, you anticipate that your workload will exceed the number of hours in your contract, you should notify your supervisor so that they can reallocate some of your work or establish additional pay to compensate you for all of your work.

WORKLOAD AGREEMENT

Prior to the beginning of the term, Grad TAs and their supervisors must complete a Workload Agreement. This is a written document outlining your position, the number of employment hours offered, and how these hours should be allocated to various duties over the term.

Grad TAs and supervisors must meet at least once during the term of their employment to ensure the workload of the TA aligns with the Workload Agreement.

BENEFITS

Grad TAs receive \$100 per semester (not including spring/summer) that they are employed in lieu of health benefits. This benefit is not contingent upon GTAs having healthcare costs and will be included in the last paycheque of each term of employment. As this benefit is per term, it is not dependent on the number of hours in the Grad TA's contract. Grad TAs will receive this benefit once per term, even in situation where they have multiple contracts in the same term.

TAKING LEAVE

- Grad TAs are afforded 6% vacation pay per paycheque in lieu of vacation days.
- Grad TA positions allow for the equivalent of one week average hours of sick leave. Grad TAs must notify their supervisor that they are sick as soon as possible.
- Two paid days per calendar year. Indigenous cultural leave is available for Grad TAs that self-identify as Indigenous to attend ceremonial gatherings or cultural activities.
- Unpaid leave is also available for new parents and Grad TAs participating in union activities.

HAVE ANY PROBLEMS?

Please get in touch with your union chairperson, leadership committee, or department representatives, who will assist you with resolving any issues.

All communication between yourself and CUPE 2278 is strictly confidential.

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