

Welcome to



**Representing contract academic staff at
the University of Toronto since 1975**

Welcome to the **University of Toronto Education Workers, CUPE Local 3902**: the Union that represents contract academic employees at the University of Toronto. Our membership includes Teaching Assistants, Student and Postdoctoral Course Instructors, TA Trainers, Accessibility Services Workers, Exam Invigilators, Lab Demonstrators, Writing Instructors, Sessional Lecturers and Postdoctoral Research Fellows.

Over 40 years ago, we became the first student employees in Canada to unionize, and since that time we have grown to be Canada's largest and strongest Union of academic workers, with five bargaining units representing over 9,500 members.

As a sessional lecturer, music professional, writing instructor or sessional instructional assistant, you are a member of Unit 3.

UNION STRUCTURE, MEMBERSHIP & PARTICIPATION

As a member of a CUPE 3902 bargaining unit, 2.45% of your salary will be deducted for Union dues. We encourage you to become a political member of the Union by signing a membership card. This gives you a voice and vote in membership meetings, and affords you the right to run for elected positions.

Our Union is democratic. Major decisions are made at general membership meetings. We will hold at least 3 GMMs during the Fall/Winter session. In between, stewards representing members in each department meet on a monthly basis. If there is no steward in your department, please consider volunteering. The 10-member Executive Committee meets weekly to deal with the day-to-day affairs of the Union. These meetings are open to all members. A list of all representatives can be found on the member portal on the Union website.

YOUR UNION RIGHTS

The Unit 3 Collective Agreement (CA) sets out the rights and responsibilities of the Union, members and the Employer. A copy is available on our website. The current CA expires on 31 August 2017. Negotiations between your Bargaining Team and the Employer began in August and more dates are scheduled for the Fall term.

Wages (effective January 2017)

- Sessional Lecturer I (SL1): \$14,718.14.
- Sessional Lecturer I – Long Term (SL-LT): \$14,997.00.
- Sessional Lecturer II (SL2): \$15,647.70.
- Sessional Lecturer III (SL3): \$16,370.70.

- Lessons/music coach: \$88.38/hour + 4%
- Accompanist: \$54.36/hour + 4%
- Recital adjudication: \$67.57/hour + 4%
- Writing Instructor I (WI): \$44.38/hour + 4%.
- Writing Instructor II (WI2): \$47.72/hour + 4%.
- Sessional Instructional Assistant (SIA): \$43.43/hour + 4%.
- Teaching-related service: \$43.43/hour

Appointments

All available jobs (excluding positions assigned in accordance with job security provisions of our contract, see *Hiring/Job Security*, below) must be posted, and will be emailed to those who have worked for, or applied to, that department in the previous 24 months.

Hiring Criteria/Job Security

Different hiring criteria apply for SLs, SIAs, WIs and Music Professionals. These can be found in Articles 14-17 of the CA. Members who are qualified for a position, and hold the rank of SL2, SL3 or WI2 in that hiring unit, have preference. With the consent of the Union SL2, SL3 and WI2 members with the greatest experience in a course or position may be automatically offered the position, without the requirement of a job posting. Members advanced to SL3 are guaranteed to 2 Full Course Equivalents per year. Members advanced to WI2 who have worked for at least 5 consecutive years at a Writing Centre and have averaged 300 hours in the 3 most recent years, will be offered a contract of no fewer than 300 hours, normally over 2 terms, in each of the next 3 consecutive academic years.

Advancement for Sessional Lecturers & Writing Instructors

If you have taught at least 8 half-courses (at least 4 in one Department) at the U of T in 4 of

the past 6 years, you may apply to be advanced to the rank of SL2. Up to 3 half courses taught as a Unit 1 Course Instructor and four half courses while on a CLTA can be counted towards your eligibility. After 3 years at SL2, if you have taught an average of 4 half courses per year over the previous 3 academic years, you qualify to apply to advance to SL3.

Writing Instructors who have been employed in at least 4 of the past 6 years and have completed 600 hours of service are entitled to apply for advancement to WI2.

Deadlines and details about the advancement process are available on our website and in Appendix A, A-2, and B of the CA. If you think you may qualify but aren't sure, or if you've been denied advancement or the right to apply, please contact the Union right away for assistance. If you are planning on applying for advancement this year, you should contact the Union as early as possible for additional information.

Evaluations

You have the right to be informed, in writing, of any problems regarding your work performance and must be given the opportunity to respond to and address any problems raised. Where an evaluation involves a classroom visit, the department shall provide sessional lecturers advance notice.

Paid Leaves

If you are thinking of taking a leave, contact the Union to guide you through the process.

- Pregnancy/parental: up to 17 weeks for pregnancy and up to 35 weeks for parental (37 if you have not taken pregnancy leave). See the CA for information about benefits.
- Non-birth parent: up to 1 week.

- Bereavement leave: 3-5 days.
- Compassionate leave: 5 days/year.
- Sick leave: 6-8 days/academic session.
- Serious illness: up to 2 months.
- Gender-reassignment: up to 2 months.

Health & Safety

You have the right to a safe, accessible and harassment-free workplace. If you feel a task assigned to you is unsafe, you have the right to refuse that work without fear of consequence.

YOUR UNION BENEFITS

Health Care Spending Account (HCSA)

If you have a Sessional Lecturer appointment of one half course or more, you can claim from \$325 to \$1,625/year (\$325 per half course to a maximum of 5 half courses or \$1,625) for any health-related expense allowed under the *Income Tax Act*. If you're an hourly-paid employee (SIA, Music or Writing Instructor) you can claim amounts as follows: 1) 50-99 hours, \$162; 2) 100-299 hours, \$325; 3) 300-449 hours, \$487; or 4) 450 or more hours, \$650. Hourly and SL HCSA entitlements can be combined. These entitlements can also be put towards your spouse and children. Enrolment in the HCSA is NOT automatic though you only need to do it once; if you have been hired into Unit 3 for the first time, fill out the Unit 3 HCSA enrolment form on our website by following the links for Unit 3, benefits, and HCSA. The benefit year runs from 1 Sept – 31 Aug. Please note that unused entitlements do not roll over.

Group RRSP

The CA contains a provision allowing Sessional Lecturers to set aside 5% of their total Unit 3 income (6% for those advanced to SL3) into a

Group RRSP run by Standard Life. The University will match that contribution. At the beginning of each academic year (September), you will be permitted to retain your investment in the GRRSP, transfer it out to your personal RRSP, or cash it in. Enrolment details are on our website.

Unit 3 Fund

All members of the Union employed in Unit 3 may be eligible to have some of their professional or conference expenses reimbursed through the Unit 3 Fund. This is a union-administered fund, of \$100,000 total, designed to offset member's professional expenses. Please keep related receipts. Information about eligibility, eligible expenses, and deadlines for submission is published on our website under benefits Unit 3.

CAUT MEMBERSHIP

The Canadian Association of University Teachers (CAUT) is an outspoken defender of academic freedom. CAUT works actively in the public interest to improve the quality and accessibility of postsecondary education. If you sign a Union membership card, you are also a member of CAUT. This grants you access to discounts on car rental, travel insurance and moving costs through their affinity programmes. CAUT also offers scholarships and awards for postdocs. For more information, visit their website: www.caut.ca.

CONTACT INFORMATION

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