

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 student or postdoctoral-fellow T.A., course instructor, invigilator or C.P.O., you are a member of Unit 1.

YOUR UNION RIGHTS

The Unit 1 Collective Agreement (CA) sets out the rights and responsibilities of the Union, bargaining-unit members and the Employer. A copy will be available on the Local's website soon. The current C.A. expires on 31 December 2020.

Wages (effective Sept 2019)

- Course Instructor: \$16,116.00/full course.
- Teaching Assistants: \$45.33/hour + 4% vac.
- CPO: \$31.62/hour + 4% vac.
- Assistant Invigilator: \$29.87/hour + 4% vac.
- Invigilators: \$41.82/hour + 4% vac.
- Peer Assistants: \$39.09/hour + 4% vac.

All members who have been employed for 5+ years get an addition 2% vacation pay.

Guaranteed Graduate Funding

All departments offering research-stream graduate degrees must provide a funding package of no less than \$15,000 per year, plus tuition and fees, for 5 years. Your department may count a *maximum* of \$8,200 of Unit-1 work towards meeting their funding commitment. Any additional hours worked must be paid at the union rate *over and above* your department's funding commitment.

Appointments

Unit 1 jobs that are not part of the subsequent appointment process must be publicly posted, and all members have a right to apply to, and be considered for, these positions as per the hiring criteria in our CA. Graduate students have hiring preference over undergraduate and postdoctoral applicants. You have the right to: 1) be notified by negotiated dates; 2) review the offer of employment and the Distribution of Hours and Allocation of Duties

(DDAH) form *before* accepting a job; and 3) file a grievance with the Union should you feel the posting and hiring processes were not followed properly.

Subsequent Appointments

For Ph.D. students, the first 2 appointments set the floor for the minimum hours allotted to you in your 3rd-6th appointments. These subsequent appointments must be *at least* equal to the total hours of the larger of the 1st or 2nd appointment (up to 280 hours). Moreover, if your 1st or 2nd appointment is at least 35 hours, your remaining entitlements must be *at least* 50 hours. The department must give due consideration to your expressed preferences as to the nature (which course) *and* the location (which campus) of the appointment. You also have a one-time right to defer a subsequent appointment (further deferrals are at a department's discretion) and the right to hold it in abeyance if on approved S.G.S. leave. You can always apply for more work over and above your entitlement.

Overwork Protection

Each department has a Workload Review Committee (Article 11:05) that meets to review assignments that the departmental steward feels exceeds a reasonable workload. The first time you work in Unit 1, your supervisor must meet with you on paid time to discuss workload management. For each TAship, your supervisor must meet with you at the midpoint of the course to discuss workload and, if necessary, revise your DDAH (Article 16:11). You should keep a log of the hours you work and, if you feel you may be unable to perform your duties within your contracted hours, file a Workload Review Form with your supervisor *before* you run out of hours.

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 C.A. for information about benefits.
- Non-birth parent: up to 1 week.
- Bereavement leave: 3-5 days.
- Compassionate leave: 5 days/year.
- Sick leave: 5 days/year.
- Serious illness/gender reassignment: up to 4 months.
- Domestic/sexual violence: 1 month.

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

For more information, please consult the Unit 1 benefits tab on the website.

Health & Dental Benefits

In order to be eligible for a CUPE plan, you must be a member of Unit 1 who has been employed for at least 30 hours of work during the plan year (1 Sept to 31 August 31).

- Plan A (benefits + HCSA): If you are registered in a U of T base plan (UTSU, SCSU, GSU or Postdoctoral), you and any *enrolled* dependents will have access to extended benefits and a \$300 HCSA (Health Care Spending Account).
- Plan B (HCSA only): members without a base plan have access to a \$300 (\$600 if you have enrolled dependents) HCSA.

Financial Assistance Funds (FAFs)

The Union receives \$3.2 million/year to provide financial assistance to members.

- Top-up Fund: brings the total net funding of members in the funded cohort to \$18,000
- Childcare Financial Assistance Fund (CFAF): partially reimburses out-of-pocket expenses
- UofT Family Plan Assistance Fund (UFPAF): partially reimburses out-of-pocket premium costs to enroll dependents in base plans
- Research Assistants Defence Fund (RADF): covers members forced to undertake taxable RAships to receive their funding package
- International Health Plan Assistance Fund (IHPAF): covers members who pay premiums out of pocket to enroll themselves or their dependents in UHIP
- Unfunded Student Assistance Fund (USAF): covers members who have never been part of a funded cohort (undergraduates, all Masters, unfunded doctoral students, etc.)
- Tuition Assistance Fund (TAF): provides rebates to post-funded Ph.D.s so their out-of-tuition is no more than \$2,800 per year
- Sexual and Domestic Violence Survivors Fund (Survivors Fund): provides immediate and individualized support for members who are survivors of sexual and/or domestic violence
- Trans Fund: provides immediate and individualized support for members who self-identify as transgender
- International Workers Legal Fund (IWLF): helps cover expenses for members facing legal troubles related to visa and/or immigration status that interferes with their ability to perform Unit-1 work

For eligibility requirements, please visit the Union website. The amount any individual will receive is determined by their circumstances and the total applicants to the fund.

UNION STRUCTURE & MEMBERSHIP

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. Once your application is approved, you will be able to participate in membership meetings, vote in referenda and 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 F/W session. In between, stewards representing members in each department meet monthly. If there is no steward in your department, please consider volunteering. The 10-member Executive Committee oversees the day-to-day affairs of the Union. Their meetings are open to all members. A list of representatives can be found on the website and member portal.

GRIEVANCES

Grievances are the normal way in which problems are solved in a unionized workplace where the C.A. governs the relationship between an employer and employees. A grievance is filed when a member or the Union believes that the Employer has violated some part of the C.A. Please contact the Union if you have questions or concerns.

CONTACT INFORMATION

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