

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.

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 2021.

Wages (effective September 2019)

- Sessional Lecturer I (SLI): \$16,646.40/FCE
- Sessional Lecturer I – Long Term (SL-LT): \$17,062.56
- Sessional Lecturer II (SLII): \$17,478.72
- Sessional Lecturer III (SLIII): \$17,894.88
- Lessons/music coach: \$93.61/hour
- Accompanist: \$57.57/hour
- Recital adjudication: \$71.57/hour
- Writing Instructor I (WI): \$47.00/hour
- Writing Instructor II (WI2): \$50.54/hour
- Writing Instructor II-Priority (WI2-P): \$52.02/hour
- Sessional Instructional Assistant (SIA): \$46.00/hour
- Teaching-related service: \$46.00/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 SLII, SLIII, WI2 or WI2-P in that hiring unit, have preference. With the consent of the

of the Union, SLII, SLIII, WI2 and WI2-P 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 SLII are guaranteed a 0.5 Full Course Equivalent (FCE) per year. SLIII are guaranteed between 1.5 and 2 FCE per year. Members advanced to WI2P will be offered a contract of no fewer than 300 hours per year for three consecutive 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 SLII. Up to 3 half courses taught as a Unit 1 Course Instructor and 4 half courses while on a CLTA can be counted towards your eligibility. After 3 years at SLII, 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 SLIII.

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. WI2s who have worked for four consecutive years at that rank, with a minimum average of 300 hrs/year qualify for advancement to WI2-P.

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 aren't sure whether you qualify, or if you've been denied advancement or the right to apply, contact the Union right away for assistance. If you are planning on applying for advancement this year, contact the Union as soon 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 must provide advance notice.

Paid Leaves

If you are thinking of taking a leave, contact the Union to guide you through the process. See the CA for information about leaves.

- Pregnancy/parental: up to 17 weeks for pregnancy and up to 35 weeks for parental (37 if you have not taken pregnancy leave).
- 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 \$425 for the first half course, and \$325 for each subsequent half course, to a maximum of \$1,775/year 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 [cont. on next panel]

amounts as follows: 1) 50-99 hours, \$238; 2) 100-299 hours, \$475; 3) 300-449 hours, \$713; or 4) 450 or more hours, \$800. Hourly and SL entitlements can be combined and can also be used for a dependent spouse or child. Enrolment in the HCSA is *not* automatic though you only need to do it once; if you are a first-time Unit 3 member, fill out the enrolment form on our website by following the links for Unit 3, benefits, and HCSA. The benefit year runs 1 Sept - 31 Aug. **NOTE:** unused entitlements do not roll over.

Group RRSP

Unit 3 members may opt to set aside, and the University will match, 5% of their total Unit 3 income (6% for those advanced to SLIII or WI2P) into a Group RRSP. In September of each academic year, you have the option keep your investment in the GRRSP, transfer it to your personal RRSP, or cash it in. Enrolment info can be found on our website.

Unit 3 Fund

This is \$140,000, union-administered fund, is designed to help offset member's professional and conference expenses. Please keep related receipts. Information about eligibility, eligible expenses, and submission deadlines, see the benefits section on the Unit 3 page of the website.

Employee & Dependent Special Circumstances Fund (EDSCF)

The EDSCF provides up to \$1,000 of financial help for members facing emergency medical or non-medical expenses. Medical claims are processed through Green Shield and top up the member's HCSA. Non-medical claims are subject to joint union-employer adjudication, and are paid via off-cycle payroll deposit. See website for details.

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.

CAUT MEMBERSHIP

The Canadian Association of University Teachers (CAUT) works in the public interest to defend academic freedom and 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 various discounts through their affinity programmes. For more information, visit www.caut.ca.

CONTACT INFORMATION

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