

Welcome to



Representing contract academic staff at
the University of Toronto since 1975

Welcome to CUPE 3902 Unit 1. CUPE 3902 is the Local that represents contract academic employees at the University of Toronto. Unit 1 membership includes Teaching Assistants, Student and Postdoc Course Instructors, Accessibility Services Workers, Exam Invigilators, Peer Assistants, 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 10,000 members.

**As a student or postdoctoral-fellow
TA, course instructor, invigilator or
CPO, 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 CA expires on 31 December 2023.

Wages (effective Jan 2022)

- Course Instructor: \$16,123.78/full course, \$8,061.89/half course + 4% vac. (\$1,000 additional pay for first-time Course Instructors).
- Teaching Assistants: \$47.17/hour + 4% vac.
- CPOs: \$32.90/hour + 4% vac.
- Assistant Invigilator: \$31.08/hour + 4% vac.
- Invigilators: \$43.52/hour + 4% vac.
- Peer Assistants: \$40.67/hour + 4% vac.

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

Guaranteed Graduate Funding

Your department may count a *maximum* of \$7,895 (effective September 2022) of Unit 1 work in your funding package. 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 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.

Overwork Protection

Your signature on the job description only indicates that you have received the DDAH and reviewed it. Supervisors can reallocate duties (without changing the total hours or significantly changing the nature of duties) during employment. There must be a mid-course review to review hours (which can result in reallocation). Employees concerned about overwork can file a Workload Review Form (prior to doing any overwork) which can result in reallocation or additional pay. You do not have to do any work not specified in your DDAH.

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* 70 hours. After their 6th appointment, Ph.D. students are entitled to 70 hours of work per academic year until they graduate; this work is offered in the same way that regular subsequent appointments are offered.

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 have a one-time right to defer a subsequent appointment (further deferrals may also be granted) 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.

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 61 weeks for parental (63 if you have not taken pregnancy leave). Contact the Union for more information.
- Non-birth parent: up to 1 week.
- Bereavement leave: 3-5 days.
- Compassionate leave: 5 days/year.
- Sick leave: 1-8 days/year.
- Serious illness/gender transition: 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

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

- Student Workers Assistance Fund (SWAF): increases funding up to \$20,000 for students in the funded cohort and up to \$15,000 for all other students
- 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
- 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 and/or non-binary
- 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
- Black and Indigenous Workers Fund (BIWF): helps cover expenses for members impacted by anti-Black/anti-Indigenous racism

For eligibility requirements, please visit the Unit 1 Benefits page on the 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. To become a political member, sign your membership card on the Member Portal. Once your application is processed, you will be able to participate in meetings, vote in elections, and access Union funds.

Your Union is democratic. Major decisions are made at general membership meetings. Stewards representing members in each department meet monthly. If your department doesn't have a steward, please consider volunteering. The 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. A grievance is filed when a member or the Union believes that the Employer has violated some part of the CA. Please write to grievance.inquiries@cupe3902.org if you have questions or concerns. Your communications with CUPE 3902 staff are confidential and staff will never share your personal information without your permission. Nothing moves ahead without your express consent.

CONTACT INFORMATION

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