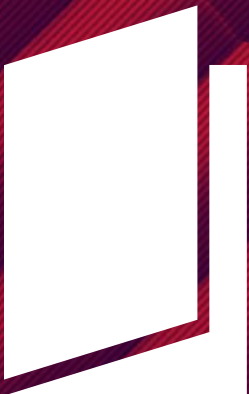




**2626**

THE UNION OF  
**STUDENT  
WORKERS**  
AT uOTTAWA



SCFP·CUPE  
**2626**

DEFENDING  
YOUR  
**RIGHTS**

*since 1997!*

# COLLECTIVE AGREEMENT

## 101

Our **Collective Agreement** is a written contract between your Employer (uOttawa) and your Union (2626). This contract outlines your work conditions, benefits, etc.

**Here's a summary.**

### WHAT CUPE 2626 HAS DONE FOR YOU

#### Favourable Wages

- \$43.29/hr TA/RA graduate students
- \$26.97/hr TA/RA undergraduate students

#### Workload

- Max 25 hrs/wk, 40 hrs/wk for two consecutive weeks
- Double the regular salary for acting as substitute teacher

#### Job Security

- A minimum of one full appointment (130hrs) per year
- Renewable for 5 years (PhD) or 2 years (Master's)

#### Working Conditions

- All materials required for your work must be provided at no cost
- No employee will be required to work in an environment they feel is unsafe, or in which they experience harassment or discrimination
- You cannot be asked to perform tasks that are not included in your contract

### YOUR BENEFITS (see page 2)

#### Funding

- Financial aid
- Emergency Conference
- Solidarity Health and Dental **(NEW!)**

#### Tuition Support

#### Leaves

#### Free Parking

#### Software Rebates

### YOUR DEMOCRATIC RIGHTS (see page 6)

#### General Assemblies

- Exercise your right to vote as a member

#### Elections

- Elect the people running the Union
- Be a candidate!

#### Stewards' Council

- Sign-up to represent your Department
- Make decisions to benefit all members

#### Committees

- Help us organize campaigns and events

### COLLECTIVE AGREEMENT

**Online:**

# YOUR UNION MATTERS

**CUPE 2626** is the union that represents students who work academic jobs uOttawa — thousands of Teaching or Research Assistants, Lab Monitors, Markers, Demonstrators, Tutors, Proctors, and even Lifeguards.

Unions are associations of workers who promote social justice. They work primarily to improve the quality of life and working conditions of their members. Successes achieved by one union can impact working conditions in all sectors of the economy. Union officers understand that people must work together to solve problems, and unions are a mechanism for doing so.

## [A BIT OF HISTORY]

CUPE 2626 is a local section of the broader organization of the Canadian Union of Public Employees (or “CUPE National”), and was formed in 1997 following a unionization drive organized by TAs and RAs in Computer Science and Electrical Engineering in order to fight back against the arbitrary nature of contract attribution and pay rates in different departments. Following unionization, working conditions, salaries, and contract attribution were standardized across campus, ensuring everyone received an equitable treatment.

Being unionized means that CUPE 2626 works to ensure you, as an employee, are treated fairly and provided a safe & healthy environment to work in. CUPE 2626 negotiates with uOttawa to produce a contract called collective agreement. Our Collective Agreement is an integral part of our member’s individual employment contracts. It outlines — among other things — the rights, benefits, and work conditions of student workers at uOttawa.

If you work as a Teacher’s Assistant, Research Assistant, Lab Assistant, Exam Proctor, Corrector, Tutor, or Lifeguard, then you are a unionized member of CUPE 2626, and are entitled to these rights and benefits. You retain your membership up to 12 months after the end of your last contract, if you remain a student.

THIS SHORT GUIDE COVERS  
ALL THE BASICS OF BEING  
**A STUDENT AND A WORKER**  
AT uOTTAWA.

Union of  
**Student Workers at uOttawa**  
613.562.5345 • info@2626.ca  
2626.ca • UCU 303



# YOUR BENEFITS PACKAGE

Article 32 of our Collective Agreement specifies how much uOttawa should pay you.

As a member of 2626, you also have access to **many benefits.**

## SOME YOU MUST APPLY FOR, SUCH AS THE FOLLOWING FUNDS

### FINANCIAL AID

This fund seeks to assist you in cases of demonstrated financial need. You can apply once per semester.

### EMERGENCY

This fund aims to provide support if you require financial assistance as a result of unforeseen circumstances.

### CONFERENCE

This fund reimburses the costs associated with attending a conference for the purpose of presenting research that is not part of your thesis.

### SOLIDARITY

This fund is intended for groups and individuals working on events, projects, and campaigns which directly or indirectly benefit members of 2626, such as departmental graduate student conferences or anti-poverty actions.

### NEW IN 2017! HEALTH & DENTAL

This fund is intended to help to cover medical costs above those covered by your current insurance plan.

## OTHERS COME AUTOMATICALLY, OR UPON REQUEST TO uOTTAWA

This benefit is intended to mitigate the effects of tuition fee hikes for union members, by keeping the increase to a maximum of 1.5% annually.

### TUITION SUPPORT

These rights exist so you can take time away from your job without consequences, under certain conditions.

### LEAVES & ABSENCES

This benefit makes it easier for union members to work on campus during weekends and holidays.

### FREE PARKING

## FIND OUT MORE

To learn more about your benefits, and to apply to one of our funds, visit [2626.ca/benefits](http://2626.ca/benefits)



# LOOKING FOR YOUR **NEXT** CONTRACT?

Teaching Assistant, Research Assistant, and Lab Assistant positions should be posted by each department at least 15 working days before the new academic semester. Marker and Proctor positions are generally posted later during the semester.

If you are a full-time Master's student and worked a TA or RA position in your first year, you are **guaranteed** 130 paid hours of work in your second year of studies; if you are a full-time PhD candidate and received a TA or RA position in your first year, you are **guaranteed** 130 paid hours of work in your second, third, fourth, and fifth years of study. Each individual department is responsible for informing its graduate students about their job entitlement by June 30 of each year.

## [FIND THE RIGHT CONTRACT]

Visit our website to find out where to look for new job postings and how to apply

**Before you start a new position** at uOttawa, you should get an employment offer which clearly states the amount of hours you will work, how much you will be paid for these hours, the job description, and the timeframe of the contract itself. All contracts receive a set wage per hour based on the position and level of study.

**Once you accept your contract**, you and the supervising professor will need to meet to decide the specific duties you will be performing and the expected amount of hours allocated for each duty (i.e. office hours, grading specific assignments, etc.). The total amount of hours allocated to your tasks must match the total hours of your contract.

This meeting can be a very important space to discuss the expectations of both you and your professor, as well as the calendar of this work. Keep track of the hours spent on each task and make sure they match the amount allocated! It is not uncommon to surpass the expected amount of hours designated for each task. **And this is not your fault** — how much time a given task may take can be miscalculated. Knowing the expectations of the professor you work for and regularly communicating how long given tasks are taking will help to create a healthy work environment and ensures that you will not be overworked.

**Maintaining effective communication with the person you work for can be a daunting task, and that is why we are here to help.** Members are encouraged to talk to us for tips on how to communicate with the Employer (uOttawa) and its representatives (the Professor and the Department). We can offer informal tips and remind you what you have a right to expect and refuse from your working environment.

## FIND OUT MORE

For more information visit [2626.ca/overwork](https://2626.ca/overwork)

SCFP-CUPE  
**2626**

# WE CAN HELP YOU

While we all strive for a healthy working environment, that is not always the reality. An unhealthy work environment may not be readily identifiable and can take on much more subtle forms.

Common examples of problems that arise for members include: *surpassing the number of hours in your contract, being expected to perform additional tasks which are not included or related to the tasks in your contract, and being pressured to work more than 25 hours in one week.*

## [ANTI-HARASSMENT]

uOttawa has the responsibility to create a safe and healthy work environment for all employees; as such, harassment is not and should never be tolerated.

Harassment — in any form — is of serious concern to us. If you feel that you have experienced any kind of harassment, we invite you to contact us for support. In any meetings or discussions surrounding an incident of harassment, you have the right to have a representative from CUPE 2626 with you or to represent you if the you do not feel comfortable attending such meetings.

**WE ARE HERE TO LISTEN, AND WE ARE HERE TO HELP.**

Whether the issue is big or small, you have the right to expect a healthy, productive work environment and experience as a worker. CUPE 2626 exists to help you if you feel uncomfortable in any way.

**All** issues brought to our attention are taken seriously, and CUPE 2626 tailors its approach for the context-specific situation you are experiencing. **There are many ways to address a work related issue (both informally and formally), depending on your preferences and the issue at hand.** Speaking out against workplace issues should not stigmatize you within your department or among professors. In fact, it is an important mechanism that helps ensure and maintain a healthy work environment for everyone.

## GET IN TOUCH

If you want to talk about a situation that makes you uncomfortable, contact us [info@2626.ca](mailto:info@2626.ca) or **613.562.5345**



# FREQUENTLY ASKED QUESTIONS

Here are some answers to the most frequently asked questions about our work, your rights and duties as an employee, etc.

**Got questions?  
Just ask!**

## **What is the difference between CUPE 2626 and the Graduate Student Association (GSAÉD)?**

CUPE 2626 represents you as a worker holding a contract position, while GSAÉD represents you as a graduate student. If you have a workplace issue or question (i.e. tax returns for your TA position, unpaid hours of work, etc.) contact CUPE 2626. If you have a question or issue related to your graduate studies at the University of Ottawa, you should contact the GSAÉD. If you have questions concerning your role as a worker, talk to us!

## **Is it possible for unused hours of one contract to be carried over to another once the first contract expires?**

No. Once the end date of a contract arrives, the contract is finished whether or not all hours were used. It is the responsibility of the supervisor to ensure that your tasks reflect the number of hours available, within the timeline of the assign contract. You can agree to change the end date of a contract, but can not be obligated to do so.

## **I am being asked to complete tasks not outlined in my contract, what should I do?**

The professor you are working for can ask you to perform new tasks not explicitly mentioned in your contract, as long as they are still relevant to the work (i.e. supervise a re-take exam). You cannot be asked to do tasks which are not connected to your contract (i.e. personal work for the Supervisor or tasks of a research assistant while working a teaching assistant contract and vice versa).

Furthermore, any additional tasks must be factored into the remaining hours of your contract. If you are confused as to whether a specific task falls into your contract, contact us!

## **I think I will finish the hours in my contract before I complete all the tasks or before the end date of the contract, what should I do?**

If you suspect that you will finish your allotted hours before the end date of your contract or before the completion of your assigned tasks, you must first fill out a Workload Review Form (Appendix E of our Collective Agreement) and present it to the professor you work with. You can find this form on our website. The professor must then meet with you within 4 business days of receiving the form to discuss how best to finish your tasks within your remaining hours.

It is possible to receive additional hours to complete your contractual tasks, if deemed necessary by the professor and you agree to do them. In that case, approval must be given in writing by the Chair of the hiring department before you start the additional work.

## **JUST ASK!**

Looking for a specific information? Easy, just ask us!  
[info@2626.ca](mailto:info@2626.ca) 613.562.5345

**SCFP-CUPE  
2626**

# THIS UNION IS RUN BY ITS MEMBERS

**CUPE 2626** is a democratic organization committed to providing opportunities for its members to shape their work spaces and the future of their union.

**Here are a few ways to  
get involved!**

## GENERAL ASSEMBLIES

General Assemblies allow members to elect union officers, vote on union finances, approve bargaining priorities, and generally have their say in union affairs. In a normal academic year, CUPE 2626 organizes two General Assemblies, one in each semester.

### MOTIONS

A motion is a formal proposal for action. You can put forward a motion, participate in debates, and vote on the motions proposed during a General Assembly.

### ELECTED POSITIONS

You can run for various elected positions. They allow members to become closely involved in union business and are usually paid.

### OVERSIGHT

During a General Assembly, elected officers will provide reports on the business of the union.

**[NEXT GENERAL ASSEMBLY: NOV 15<sup>TH</sup>]**

## COMMITTEES AND SPECIAL ACTIVITIES

Stewards sit on our Stewards' Council where they represent student workers in their Department. The Stewards' Council takes decisions between General Assemblies, and plays an important role in keeping our members informed about union activities.

### STEWARDS' COUNCIL

The 2626 team is hosting events throughout campus, during which we discuss ongoing issues and answer questions. Free coffee!

### COFFEE WITH CUPE

Each Winter semester, labour unions and students associations on campus organize the Keep Education Public week, with conferences and activities on the issue of the chronic underfunding of higher education.

### KEP WEEK

## FIND OUT MORE

For more information visit [2626.ca/getinvolved](https://2626.ca/getinvolved)

