

JOB POSTINGS AND OFFERS

CUPE 2626 members have voiced their concerns about the increasing lack of information provided in CUPE job postings and offers of employment such as the disappearance of the name of the course and of the course code.

Members are also denouncing the difficulty to make an informed decision about CUPE job offers when they include so little information. Strong demands have thus been put forward to improve, for example, job offers by adding the course code and name, the language of the course, a clearer picture of the distribution of hours throughout the semester, as well as tasks and responsibilities.

WHAT DOES THE COLLECTIVE AGREEMENT SAY ABOUT JOB POSTINGS AND OFFERS?

Our Union understands that the Employer benefits from this lack of clear information, which is why we have collectively fought, throughout the years and rounds of bargaining for Faculties and Departments to provide as much information as possible in the job postings and offers.

In the current 2626 Collective Agreement, the Employer must minimally provide the following information:

CONTENT OF THE JOB POSTING (18.3.5)

Job postings shall provide a brief description of the work, the classification and rate of pay, qualifications required, location of the employment, language in which the work will be required to be performed (where deemed necessary), Supervisor (if known), overall time requirements, a reasonable estimate of course enrolment, person to whom application is to be made, application deadline, specific documents required in the application deadline, any conditions of employment and any other pertinent information.

CONTENT OF THE ACCEPTED JOB OFFERS (18.4.4.2)

Accepted offers of appointment shall be accompanied by a web link to copies of, and instructions for completing:

- the Description of Duties and Allocation of Hours form (Appendix B)
- Guidelines for preparing the Description of Duties & Allocation of Hours form (Appendix C)
- the Workload Review form (Appendix E)
- the Informal Evaluation form (Appendix F)
- the CUPE 2626 application form

ONCE THE EMPLOYEE HAS BEEN ASSIGNED TO A SUPERVISOR... (31.3)

- If the offer of employment includes a proposed detailed list of tasks and time assigned to each task, the offer of employment shall reference the fact that the Employee may request to meet with their Supervisor to discuss any potential modification to the tasks assigned
- If the offer of employment does not include a detailed list of tasks, the Supervisor shall complete the Description of Duties and Allocation of Hours Form (i.e., Appendix B), in accordance with the Job Description Guidelines (i.e., Appendix C), which will include a detailed list of tasks and indicate the approximate time to be spent on each task and its preparation. The Employee may request to discuss with their Supervisor any potential modification to the tasks assigned

WHAT CAN WE DO TO MAKE JOB POSTINGS AND OFFERS BETTER?

Now that you know what is currently expected from the Employer in regards to job postings and offers, it's important to keep making sure your 2626 Collective Agreement is respected and to warn your Steward or the Anglophone Stewards Representative when it's not.

As we slowly approach the next round of bargaining (the Collective Agreement expires August 2022), it's even more important to:

1. Discuss with other 2626 members how we could improve the language related to job postings and offers.
2. Inform your elected Union Representatives about these desired changes in order to fight for these at the bargaining table. You can submit your input to: pres@2626.ca

More questions?

Please reach out to your Steward or the Anglophone Stewards Representative if you have any questions or concerns about job postings and offers.