

WELCOME TO CUPE 3908

A Mini Orientation Guide for Unit 2 Members

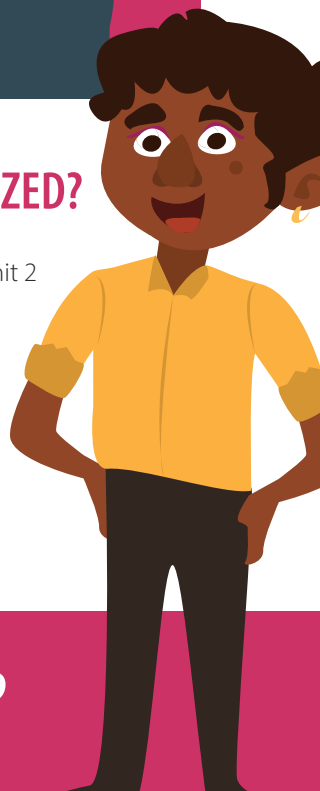


DID YOU KNOW THAT YOU'RE UNIONIZED?

Your union is here to support you and advocate for you!

With over 300 members, you're in good company. Most Unit 2 members are Graduate Teaching Assistants (GTAs), but many work as Student Markers (SMs), Academic Assistants (AAs), and/or Computer Lab Advisors (CLAs).

This orientation guide provides a brief summary of what your union does for you, and of your Collective Agreement (CA). For more information and a copy of your CA visit: cupe3908.org/unit-2



KNOW YOUR ROLE!

Each position has different expectations, intricacies, and responsibilities, all of which are outlined in your Collective Agreement (CA), the contract between you and Trent University. A GTA, an AA, and an SM aren't the same.

Here are just a few of the key differences, with citations from your CA:

- A full or half GTA position is a maximum of 120 or 60 hours per term, and can include leading seminars, assigning and marking students' work, attending lectures, and other duties as required (Article 19.01, 17.01)
- On average, a GTA position should have about 10 hours of work per week (Article 19.01)
- GTAs do mandatory training that includes the AODA, workplace harassment, WHMIS, and privacy laws and it's paid as a part of their 120/60 hours (Article 17.01, 19.01, 22.01)
- The university provides all GTAs with an office and all course materials (e.g. textbooks, lab equipment, and printing) to do their job at no cost to the GTA (Article 11.01-.02)
- An AA can lead some tutorials or do some marking for a course but is NOT responsible for ALL tutorials or seminars or ALL the marking of a student's work (Article 17.02)
- An SM is responsible for marking, grading, and commenting on students' work (Article 17.04)
- **You can work an outside job if you want and as many hours as you can handle. Just be sure to balance your work and studies**

TIME ALLOCATION & YOUR WORKLOAD

Don't break a sweat — part of your Course Supervisor's role is to establish reasonable workloads, responsibilities, and hours with you. For example:

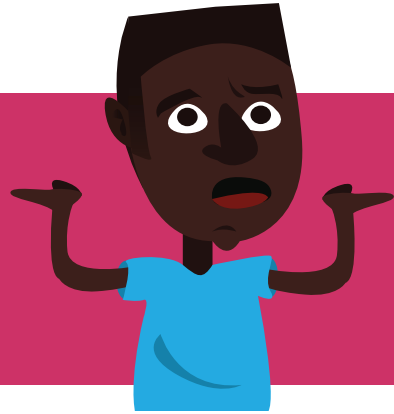
- The course supervisor should check in with GTAs before the end of the second week of classes to discuss duties and provide a timeline for the course activities (Article 19.03)
- The course supervisor must conduct a workload review before the final course withdrawal date to determine if GTA workload hours will exceed the GTA hours per term/year (Article 19.05)

Use the CUPE Hours Worksheet to make tracking your hours easy!



WHAT IF YOU GET SICK?

We've got you covered! Your CA entitles you to sick leave and paid leave for bereavement, pregnancy, professional development, and more. You're responsible for contacting your Course Supervisor to notify them of your leave or to request a leave in advance when applicable (Article 21.01 - 21.11).



FINANCIAL SUPPORT - WE'VE GOT YOUR BACK

Did you know that as a Unit 2 member you may be eligible for additional financial support? These are some of the supports available:

- **Professional Development & Employee Assessment Fund:** All full-time GTAs are eligible for up to \$300 each academic year for professional development!
- **UHIP Reimbursement:** All full-time International GTAs, without OHIP coverage, are eligible for a reimbursement of up to \$200.
- **Comfort Fund:** This fund Recognizes important moments in the lives of all of our members through a \$25 gift card from the local.



COVID-19 AT TRENT

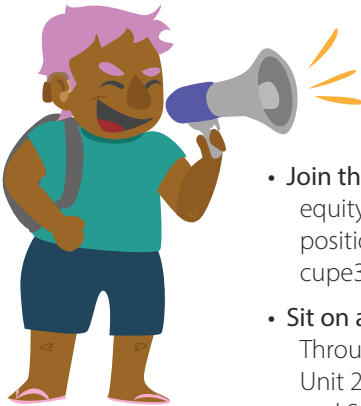
You should feel safe and supported while working. Remember to track the time you have spent completing mandatory COVID-19 safety training. This training is part of your paid hours and should be recorded in your Hours Worksheet.

If you have any questions or concerns, please reach out to us. Your mental and physical health is important to us!



GET INVOLVED WITH YOUR UNION

There are plenty of ways to get involved with CUPE 3908 besides attending our awesome events and meetings! Here are some of the ways:



- **Become a Unit 2 Steward:** This position is flexible and only requires a small time commitment. Learn your CA and help your fellow members! This position has a stipend of \$50 per term.
- **Join the Equity Committee:** Are you passionate about equity issues? We'd love to have you apply. This position has a \$50 per term stipend. Visit cupe3908.org/equity to learn more.
- **Sit on a committee as a Unit 2 member:** Throughout the year we will send out requests for Unit 2 members to sit on committees, like the Health and Safety Committee.

CONTACTING YOUR UNION SHOULD BE SIMPLE...

And it is! There are plenty of ways to get in touch with us — and no question or problem is too small! We're here to help you. Getting in touch is confidential — we don't do anything without your consent.

As a Unit 2 member, your main contacts are:

- **Lead Steward Unit 2 — steward2@cupe3908.org**
Contact for grievances and anything regarding employee and employer relationships.
- **Vice President Unit 2 — vp2@cupe3908.org**
Contact for general union information, university relations, and getting involved
- **Yvonne LaRose, our Office Manager — office@cupe3908.org**
Contact for funding applications

For a full list of contacts for the CUPE 3908 Executive please visit our website: cupe3908.org/contact-us. You can also find us on twitter and Facebook.

YOUR CUPE 3908 EXECUTIVE WISHES YOU ALL THE BEST IN THE ACADEMIC YEAR AHEAD!