

# Quick Guide to the CUPE 2278 Collective Agreement

September 1, 2010 – August 31, 2014

## WHO IS A MEMBER OF CUPE 2278?

All UBC Teaching Assistants and Markers are part of the Canadian Union of Public Employees (CUPE), Local 2278. If you worked in either of these positions during the last 12 months, you are a current union member, even if you are currently not working or are no longer a student. Typically, you must be a registered student at UBC in order to be hired as a TA or Marker.

## WAGES & EMPLOYMENT CLASSIFICATION

There are four wage categories for members of CUPE 2278. Your wage classification is determined by the degrees you've earned, and the duties of your job.

- Graduate TA I (has a masters or doctoral degree OR is enrolled in doctoral program)- \$30.73/hr
- Graduate TA II (already has a bachelors degree OR is enrolled in a masters program)- \$29.57/hr
- Undergraduate TA (employee has not yet earned a bachelors degree) \$14.75/hr
- Marker (classification defined by job duty, not by degree level) - \$14.15/hr

## TEACHING ASSISTANT VS. MARKER

- Job duties can help differentiate between whether an employee is classified as a TA or Marker.
- **No employee may be hired for both a TA and a Marker position within the same course.** If an employee's job duties require them to do both TA and Marker work, they must be paid the relevant TA wage for all of the hours in their contract.
- Teaching Assistants may be assigned job duties that include:  
Lecture attendance, tutorial/laboratory preparation and attendance, marking and grading, invigilation, planning meetings, student consultation, job training, etc.
- Markers may ONLY be assigned job duties that include:  
Objective "key type" marking.
- If you are marking short answer or essay exams, papers, or using a grading scheme that seems subjective, it is likely that you are a TA rather than a Marker.

## REAPPOINTMENT AND HIRING PREFERENCE

- Once you have been hired as a TA, you are guaranteed further TA appointments for a specific period of time, depending on your academic classification.
  - Masters students – 2 years of hiring preference
  - Doctoral students – 5 years of hiring preference
- It is required that you be rehired for at least the same number of hours that you worked during the first academic year that you were employed. The employer is not required to offer you a TA position with the same course that you worked for the previous academic year.

## HOURS

- A full-time position for the Winter Term is **192 hours per term**. Commonly, employees are hired for only 1 term, or for a specific number of hours that is considered less than full-time employment. (e.g. 96 hours/term for a ½ TAship)
- Your job duties in any single day cannot exceed a span of 8 hours without your consent. You cannot be required to work more than 24 hours in a single week. You cannot be required to work during the 24-hour time period prior to one of your own final exams.
- **Any work that you do as a TA/Marker counts towards your contract hours**, including: class preparation, attending lectures, marking, conducting labs and tutorials, meeting with your students or the instructor, e-mail communications with students, administration of online classroom environments, invigilating exams, training, etc.
- **If you anticipate that your workload will exceed the number of hours in your contract you should notify the instructor** so that they can reallocate some of your work, or establish an additional employment contract, paying you for these additional hours.

## EMPLOYMENT CONTRACTS AND WRITTEN ALLOCATION OF HOURS

- Your department must provide you with a **written employment contract** prior to the start of the term, outlining the position title and the number of employment hours offered.
- Prior the beginning of the term, the employer must provide you with a **written document explaining how the hours in your employment contract should be allocated** throughout the term. Typically the instructor in the course you are working for is in the best position to complete this requirement. One option for completing this requirement is to use the unofficial form provided on the CUPE 2278 website and in your orientation materials.

## VACATION, SICK LEAVE, MATERNAL/PATERNAL LEAVE, CONFERENCES, & EXAMS

- A full-time TA/Marker position includes **8 hours of vacation per term**; this is pro-rated for partial appointments. (e.g. 4 hours of vacation for 96-hour appointments). Typically, vacation hours are counted towards reaching the total number of hours in an employment contract, and are not treated as a “day off” from regular duties.
- A full-time TA /Marker position includes **12 hours of paid sick leave**; this is pro-rated for partial appointments. (e.g. 6 hours of sick leave for 96 hour appointments). To qualify for sick leave, employees must notify the instructor that they are sick as soon as possible. The instructor is responsible for finding a replacement TA/Marker. Unused leave can be carried forward to the next term, to a maximum of 24 hours banked.
- Maternity/Paternal Leave is available for TAs/Markers. This leave is unpaid, but you may be eligible for EI payments or support from the Hardship Maternity Fund.
- Conference Leave – Short-term leave to present at an academic conference.
- Academic Defence and Comprehensive Exam Leave – Up to 3 Days, unpaid, must provide notice.

## PROTECTION FROM ACADEMIC HARM

For the vast majority of TAs/Markers, our working environment is the same as our academic environment. In the latest collective agreement, we gained ‘protection from academic harm’, meaning that any attempt to harm a TA’s academic record because of a strained labour relationship is subject to the university’s grievance procedure. To our knowledge, this item is the first of its kind in North America. Please contact us if you have questions or if you have any problems with your TAship – we’re here to help you. All inquiries will be treated with absolute confidentiality.