

Quick Guide to the CUPE 2278 Collective Agreement

September 1, 2014 - August 31, 2019

CONTACT

Please direct all communication with the Union to:

administration@cupe2278.ca

All communications are strictly confidential.

WHO IS A MEMBER OF CUPE 2278?

Typically, you must be a registered student at UBC in order to be hired as a TA or Marker. 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.

WAGES & EMPLOYMENT CLASSIFICATION

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

- ◆ **GTA I - \$31.04/hr** (has a graduate degree in the posted discipline OR is enrolled in doctoral program)
- ◆ **GTA II - \$29.87/hr** (has a bachelors degree in the posted discipline OR is enrolled in a masters program)
- ◆ **UTA - \$14.90/hr** (employee has not yet earned a bachelors degree in the posted discipline)
- ◆ **Marker - \$14.29/hr** (classification defined by job duty, not by degree level)

TEACHING ASSISTANT VS. 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 for the same course, they must be paid the relevant TA wage for all of that course's hours in their appointment.
- Markers may ONLY be assigned job duties that include objective, "key-type" (Scantron style) marking.
- If you are marking short answer or essay exams, papers, or using a grading scheme that seems subjective, then you are a TA rather than a Marker.

REAPPOINTMENT AND HIRING PREFERENCE

- Once you have been hired, you are guaranteed further TA appointments for a specific period of time, depending on your academic classification.
 - Doctoral students - 4 years of hiring preference beyond initial appointment year
 - Masters students - 1 year of hiring preference beyond initial appointment year
 - Undergraduate students - 2 years of hiring preference over new UTAs beyond initial appointment

- It is only 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.
- All TA appointments and preference considerations are contingent upon departmental budgets.

HOURS

- A full-time TA position for the Winter Term is **192 hours per term**. Commonly, TAs are hired separately for Term 1 and Term 2. Many TAs are commonly hired for a specific number of hours considered less than full-time (e.g. 96 hours/term for a 1/2 TAship).
- Your TA 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 before 7:30 a.m. and after 8 p.m. without your consent. 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 counts toward your paid hours**, including: class preparation, attending lectures, marking and recording grades, prepping/conducting labs and tutorials, meeting with students/TAs/instructors, e-mail communications, administration of online classroom environments, invigilating, training, photocopying.
- **If you anticipate that your workload will exceed the number of hours in your appointment you should notify the instructor or departmental TA coordinator** so that they can reallocate some of your work, or establish an additional appointment, paying you for these additional hours.

KNOWLEDGE OF DUTIES AND WRITTEN ALLOCATION OF HOURS

- Prior to the beginning of the term, the employer must provide you with an Allocation of Hours Form. This is a **written document outlining your position, the number of employment hours offered, and how these hours should be allocated to various duties** throughout the term. Typically the instructor in the course you are working for is in the best position to complete this requirement. An official form is appended to the CUPE 2278 Collective Agreement (Appendix D) to assist in fulfilling this express purpose. Your department may use an analogous form.

VACATION, SICK LEAVE, PARENTAL LEAVE, CONFERENCES, & EXAMS

- A full-time TA position includes 8 hours of vacation per term, pro-rated for partial appointments. Vacation hours are counted toward reaching the total number of hours in an appointment, and are not treated as a "day off" from regular duties. All TAs also receive 4% vacation pay, already factored into the relevant wage.
- A full-time TA position includes **12 hours of paid sick leave per term**, pro-rated for partial appointments. TAs must notify the instructor that they are sick as soon as possible. The instructor is responsible for finding a replacement TA. Unused leave can be carried forward to the next term, to a maximum of 24 hours banked.
- Maternity/Parental Leave is available for TAs. This leave is unpaid, but you may be eligible for support from the Union's Hardship Maternity Fund. There is also short-term unpaid leave available to attend conferences, or prepare for an academic defense or comprehensive examination. Notice must be provided.

PROTECTION FROM ACADEMIC HARM

- As TAs, our working environment is the same as our academic environment. Your Collective Agreement ensures that any attempts to harm a TA's academic record because of a strained labour relationship, or to make employment decisions based upon a TA's academic record, are prohibited and subject to the university's grievance procedure.
- **Your status as a student and as an employee of UBC are separate and distinct - one cannot affect the other.**