

CUPE 2278 COMPONENT I

Exam Invigilators

COLLECTIVE AGREEMENT: SEPTEMBER 1, 2022 – AUGUST 31, 2025

QUICK GUIDE

www.cupe2278.ca

YOU HAVE RIGHTS!

As a member of CUPE 2278, you have protections against:

- Harassment & Discrimination
- Academic retaliation
- Unpaid work
- Work hour protection

YOU HAVE BENEFITS!

As a member of CUPE 2278, you have rights to certain leaves:

- Paid Sick Leave
- Domestic Violence Leave
- Bereavement Leave
- Cultural & Spiritual Leave
- Academic Leave

HOW TO CONTACT YOUR UNION

For general information, check out our website, www.cupe2278.ca. Check your inboxes & our social media pages (@cupe2278) for general notices.

For any questions or concerns, contact your CUPE 2278 President, Vice-President, or Component I Chairperson. For more serious concerns reach out to our Advocate. All emails at the end of this Quick Guide.

All communication is strictly confidential, and we will not take action on your behalf without your permission.

WHO IS A MEMBER OF CUPE 2278?

Everyone hired by UBC as a Teaching Assistant, Exam Invigilator at the Centre for Accessibility, and/or a Graduate Academic Assistant is a member of the Canadian Union of Public Employees (CUPE) Local 2278. If you have worked in any 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.

HIRING & REHIRING

- Students of UBC are eligible to be hired as an Exam Invigilator as long as they are not enrolled in courses which have examinations being completed.
- Exam Invigilators hired for the Academic Year are understood to be employed for the entire Winter Session, both Term 1 (Fall) and Term 2 (Winter). Exam Invigilators who are employed for the Summer Session are understood to be employed for both Summer Terms. At the end of each session, employees will be canvassed about their desire to work in the following Sessions.
- Invigilators and Senior Invigilators employed in the prior Academic Year shall be returned in seniority order.
- Senior Exam Invigilators are hired as shift based positions and are permanent roles.

WAGES & EMPLOYMENT CLASSIFICATION (As of Sept. 1, 2023)

There are currently two wage categories for CUPE 2278 Exam Invigilators. Your wage classification is determined by your job duties:

- ❖ **Senior Exam Invigilator** – \$27.82/hr (Senior Exam Invigilators are Exam Invigilators that are appointed to provide invigilation expertise during high-volume periods).
- ❖ **Exam Invigilator** – \$23.22/hr (Exam Invigilators check-in students for their exams, start and end exams, support students who have questions including contacting instructors for clarification, and provide ongoing invigilation during an exam).

HOURS & SCHEDULING

- Employees shall have a daily maximum of eight (8) hours and weekly maximum of forty (40) hours. Hours over these will be paid at twice the regular rate.
- Shifts are normally four hours and range from 7:30am until 10:00pm Monday to Friday during the normal period. Final Exam periods may see an adjustment of shift length and days of the week.
- Employees will be scheduled on a weekly basis and schedules will be posted weekly on Friday before 5pm the week before. Availabilities are required before the end of day the Thursday of the week prior.
- Final Exam availability (December & April) is required for the full month no later than seven days before the first day of exams.

VACATION AND LEAVES OF ABSENCE

- Vacation pay shall be calculated and paid to employees semi-monthly with their normal pay.
- Exam Invigilators are entitled to five days of paid sick leave per the Employment Standards

Act.

- Up to five days paid leave of absence is available to any member who is addressing domestic violence in their life.
- Five days of paid bereavement leave is available to members dealing with the loss of a loved one. Open to individuals deemed as “recognized family” by the employee. This leave is also available for the loss of an Elder in Indigenous communities.
- Two days of Indigenous Cultural leave for self-identifying members for ceremonial, cultural, or spiritual events.
- Maternity/Parental Leave is available for Exam Invigilators. This leave is unpaid, but you may be eligible for Employment Insurance or support from the Union’s Hardship Maternity Fund.
- There is unpaid Cultural and Religious Observance leave available to members who celebrate outside of the recognized holidays. Sufficient notice to your supervisor must be provided.

PROTECTION FROM ACADEMIC HARM

The Collective Agreement ensures that any attempts to harm an Exam Invigilator’s academic record because of an employment issue, or to make employment decisions based upon an Exam Invigilator’s academic record, are strictly prohibited and subject to the grievance procedure. Your status as a student and as an employee of UBC are separate and distinct – one cannot affect the other.

HAVE ANY PROBLEMS?

Please get in touch with your union president, chairperson, leadership committee, or department representative, who will assist you with resolving any issues.

All communication between yourself and CUPE 2278 is strictly confidential.

www.cupe2278.ca * @cupe2278
 contact us: president@cupe2278.ca * advocate@cupe2278.ca
vp@cupe2278.ca * comp1chair@cupe2278.ca