

CUPE 2278 COMPONENT I

Teaching Assistants

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 the right to:

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.

RE-APPOINTMENT & HIRING PREFERENCE

Once you have been hired, you are guaranteed further TA appointments for a specific period, depending on your academic classification:

❖ **Doctoral students** – 5 years hiring preference after first employed year

❖ **Masters students** – 2 years of hiring preference after first employed year

❖ **Undergraduate students** – 2 years of hiring preference after first employed year

• The department is required to hire you for at least the same number of hours that you worked during your first year of employment (but not in the same course).

• Recent graduates (those who have completed their degree requirements within 8 months of the term) are eligible for TA work but do not have preference over current students.

• All TA appointments and preference considerations are contingent upon departmental budgets.

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

- ❖ STA Senior Teaching Assistant – \$41.70/hr (graduate student who either 1) coordinates and/or guides other teaching assistants, OR 2) is focused on curriculum development, and has substantial teaching experience, professional development, and/or achievement as a TA.)
- ❖ GTA I – \$38.99/hr (graduate student who has two (2) years' experience as a graduate student teaching assistant.)
- ❖ GTA II – \$37.53/hr (graduate student with less than two (2) years' experience as a graduate student teaching assistant.)
- ❖ UTA I – \$25.62/hr (employee has not yet earned an undergraduate degree in the posted discipline; interacts with students, including giving feedback on assignments.)
- ❖ UTA II – \$23.43/hr (employee has not yet earned an undergraduate degree in the posted discipline; they do not require knowledge of the discipline, or have significant student contact.)

TA positions are salaried positions. The hourly wages above are prorated from your salary.

HOURS

- A full-time TA position is 384 hours per academic year (192/term), which includes 16 hours of paid vacation time.
- TA duties in a single day cannot exceed eight hours without your consent. You cannot be required to work more than 24 hours in a single week, or to work before 7:30 a.m. and after 8 p.m.
- You cannot be required to work 24 hours prior to one of your own final exams.
- Any mandatory work that you do as a TA counts toward your paid hours. These could include but are not limited to:

- orientation/training
- class prep
- attending lectures
- e-mail
- invigilating
- photocopying
- marking/recording grades
- leading labs & tutorials (in-class/online)
- meeting with students/TAs/Instructors

• Managing hours is the responsibility of the TA and the Supervisor. As such they should make efforts to meet at least once during the contract to review the workload.

• 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 to pay you for these additional hours.

• You should not be handing in hour tracking sheets to your instructor, department, or Workday.

KNOWLEDGE OF DUTIES & WRITTEN ALLOCATION OF HOURS

• At the beginning of your contract, you must be provided with an Allocation of Hours form, which outlines your position, the number of employment hours offered, and how these hours should be allocated to various duties over the term.

• Typically the instructor of the course you are working for is in the best position to complete this requirement. An official form can be found at www.cupe2278.ca or in Schedule B3 of the collective agreement. Your instructor/department may use an analogous form.

• You do not need to hand in a timesheet! However, it is a good idea to keep track for your own records.

VACATION AND LEAVES OF ABSENCE

- A full TA position includes 8 hours of vacation per term, prorated for partial appointments. Typically, these hours are used between terms, but other arrangements can be made, if this is not possible.
- A full TA position includes 12 hours of paid sick leave per term, prorated for partial appointments. Notify the instructor as soon as possible. You are not responsible for finding a replacement. Unused sick leave can be carried forward to the next term, to a maximum of 24 hours banked. If you cover for someone those hours need to be compensated.
- 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 deal with the loss of someone you consider family, or was an important Elder in your community.
- Two days of Indigenous Cultural leave for self-identifying members for ceremonial, cultural, or spiritual events.

- Maternity/Parental Leave is available for TAs. This leave is unpaid, but you may be eligible for Employment Insurance or support from the Union's Hardship Maternity Fund.
- There is short-term unpaid Academic leave available to attend conferences or prepare for an academic defense or comprehensive examination. Sufficient notice to your instructor must be provided.
- There is unpaid Cultural and Religious Observance leave available to members who celebrate outside of the recognized holidays. Sufficient notice to your instructor must be provided.

PROTECTION FROM ACADEMIC HARM

The Collective Agreement ensures that any attempts to harm a TA's academic record because of an employment issue, or to make employment decisions based upon a TA'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](https://twitter.com/cupe2278)
contact us: president@cupe2278.ca * advocate@cupe2278.ca
vp@cupe2278.ca * comp1chair@cupe2278.ca

