

WELCOME TO CUPE 3908

A Mini Orientation Guide for Unit 2 Members

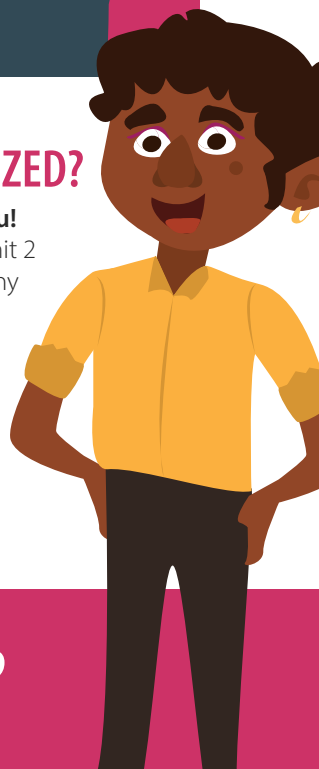


DID YOU KNOW THAT YOU'RE UNIONIZED?

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), Student Lab Demonstrators (SLDs), and/or Proctors.

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, SM, SLD, and a Proctor 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 18.01, 20.01-20.02**)
- On average, a GTA position is 10 hours of work per week (**Article 20.01**)
- Trent provides all GTAs with an office and all course materials to do their job at no cost (e.g. textbooks, lab equipment, and printing) (**Article 12.01-.02**)
- Over the course of any Unit 2 contract all mandatory or assigned training will count towards available working hours and be paid for. If any training exceeds your available working hours then you will be compensated at your hourly job rate, with approval. (**Article 20.01.02 - .03**)
- An AA can lead some tutorials, under direct supervision, 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 18.02**)
- An SLD is responsible for assigning, marking, and evaluating, lab or workshop work (**Article 18.03**)
- An SM is responsible for marking, grading, and commenting on students' work (**Article 18.04**)
- A proctor aids Course Instructors in administering exams by handing exams out, collecting them and being present during the exam (**Article 18.05**)
- **You can work an outside job if you want and as many hours¹ 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:

- Course supervisor should check in with GTAs before the end of the second week of classes to discuss duties and provide a timeline for all course activities (**Article 20.02.03**)
- Course supervisors must conduct a workload review before the final course withdrawal date to determine if GTA workload hours will exceed their hours per term/year (**Article 20.02.05**)

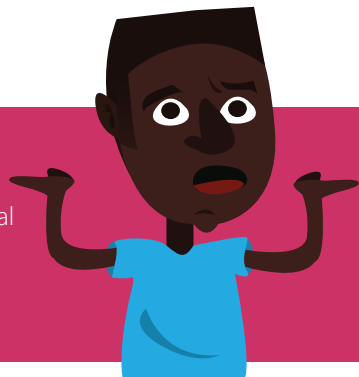
Use the **Hours Worksheet** on our site to make tracking your hours easy!

¹ Please note that if you have a scholarship and/or study permit you may have hourly work restrictions. Always follow the stipulations laid out in your visa and/or scholarship policy.



WHAT IF YOU GET SICK?

We've got you covered! **Your CA entitles you many different types of leave, including:** medical leave, bereavement leave, pregnancy/parental leave, professional development leave, and more. You're responsible for contacting your Course Supervisor to notify them of your leave or to request a leave (**Article 22.01-.13**).



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 \$600² 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 \$50 gift card from the local.
- **Gender Affirmation Fund:** This \$5000 first come, first served fund supports members, their domestic partners, and dependent children with the social, legal, medical, and any other costs associated with transition.



For full details on funding and financial support provided by CUPE 3908, please visit: cupe3908.org/unit-2

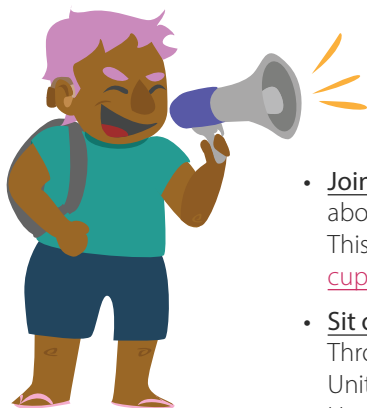
CAN YOU CLAIM ANY EXPENSES ON YOUR TAXES?

You might be able to! If you're only provided a shared office space, then you may request a T2200 form from Trent. This form allows you to deduct expenses that you incurred as a condition of your employment, such as a home office. Submit your T2200 request to your Dean's office by March 15. Your form will be returned within 10 working days. **For more information about the T2200 form and which expenses are claimable, please visit the Canada Revenue website.**

² For the duration of the 2024-2028 Collective Agreement or until such a time that the surplus in the fund has been exhausted, employees may claim a maximum of \$1000.00 per year.

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 \$100 per term.
- **Join the Equity Committee:** Are you passionate about equity issues? We'd love to have you apply. This position has a \$100 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 La Rose, 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 [Facebook](#).

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