

Welcome to

CUPE

3906



What is a union?

A union:

- Is an organized group of workers
- Provides supports and benefits to workers
- Gives workers the **POWER** to negotiate with their bosses
- Allows for collective bargaining and collective agreements

A collective agreement:

- A contract negotiated between a union and an employer
- Outlines the protections that the union has achieved through bargaining, wages, hours, benefits, working conditions, rights of employees, and more
- Find yours here:
<https://cupe3906.org/files/2023/04/U1-CA-2022-FINAL-FINAL-VERSION-for-printing.pdf>





Who is the union?

You are the union!

- Unions level the playing field between employees and our bosses to bargain for better wages, health and safety standards, health and dental benefits, and more
- The wage gains and benefits in our collective agreement were won by workers just like you

THANK A UNION

- | | |
|--------------------------|-------------------------------|
| 1. Weekends | 14. Collective Bargaining |
| 2. Paid Vacation | 15. Breaks |
| 3. Family Medical Leave | 16. Wrongful Termination Laws |
| 4. Paid Sick Leave | 17. Age Discrimination Laws |
| 5. Child Labour Laws | 18. Raises |
| 6. Social Security | 19. Sexual Harassment Laws |
| 7. Minimum Wage | 20. American Disabilities Act |
| 8. 8 Hour Work Day | 21. Holiday Pay |
| 9. Overtime Pay | 22. Equal Act Pay |
| 10. Health & Safety Acts | 24. Civil Rights |
| 11. Health Care | 25. Workers Compensation |
| 12. Dental | |
| 13. Vision | |





Who is CUPE 3906?

C

Canadian

U

Union of

P

Public

E

Employees

This is you!



Unit 1: Teaching Assistants, Demonstrators, Tutors and Super Tutors, Markers, and Research Assistants who receive a research assistantship in lieu of a teaching assistantship

Unit 2: Sessional Faculty and Hourly Rated Sessional Music Faculty, Sessional Faculty employed in the MELD program

Unit 3: Postdoctoral Fellows (with the exception of those Postdoctoral Fellows employed in the Faculty of Health Science)



What do we do as a union?

We **support** and **advise** on all work-related issues you might encounter as a member.

We **negotiate** all contracts for all 3 units, file **grievances** for contract violations, administer your **benefits**, and provide a **voice** at the table for academic workers at McMaster.



"WHEN I USED TO HARASS NON-UNION WORKERS,
THEY WOULD JUST QUIT! NOW, WITH THE UNION,
THEY FILE A GRIEVANCE!"

What is a grievance?



- If your rights are violated, you can seek a resolution through **the grievance process**
- Grievance = official complaint, backed up by labour law
- You do not go through this process alone: the union will support you every step of the way
- Issues of harassment, discrimination, accommodation, persistent overwork, and more can be addressed through the grievance process

If you think your rights have been violated, contact
president@cupe3906.org



What are your union benefits?

Dental (Class A TAs only)

- \$1,000 per calendar year
- Eligibility by **academic year** (Sep 1- Aug 31)

Family dental plan (Class A TAs only)

- \$2,000 per calendar year
- Eligibility by **academic year** (Sep 1- Aug 31)

Employee Family Assistance Program

- Free counselling through Telus Health
- Mental health, addiction, relationships, work-life balance, etc.

Gender Affirmation Fund

- Provides funds for a wide variety of expenses related to affirming gender identity

Reproductive Health Fund

- \$150 / academic year
- A groundbreaking win from the 2022 strike
- Provides funds for expenses related to reproductive health, i.e. menstrual products, IUD insertion, prenatal vitamins, etc.

Health Care Spending Account

- \$350 every two years
- Medical expenses not covered by the GSA's Health Care Plan, i.e. glasses

Child Care Rebate

- \$450 per year

UHIP Rebate for international students

- \$250 per year

Find more information and brochures here: <https://cupe3906.org/tas-unit-1/>





Reminder!

The deadline for opting out of Dental coverage or opting into the Family Dental coverage is

SEPTEMBER 26, 2023

If you have benefits inquiries, contact benefits@cupe3906.org





Hours of Work

- **Help prevent overwork by tracking your hours from the start!**
 - See **Article 12** of your [Collective Agreement](#)
 - A common grievance in Unit 1 is related to **workload**
 - You should have a meeting with your supervisor and fill out an **Hours of Work form** before you start working
 - **Keep track of the hours you work throughout your employment**
 - If you are running out of hours, alert your supervisor to find an accommodation
 - If the matter is not resolved: contact your union!
-
- Most normal assignments = **130 hours + 3 hours (Health and Safety training) + 5 Hours (Paid TA Training for new TAs)**
 - A compressed assignment = **260 hours + 6 hours (Health and Safety training) + 5 hours (Paid TA Training for new TAs)**

**If you think your rights have been violated,
contact your department steward or the union!**

APPENDIX "B": HOURS OF WORK FORM

The parties agree that this Appendix sets out the fields of information to be included in the "Hours of Work" Form.

The course instructor and the employee are to fill out this form in accordance with Article 12.03. If changes are required to this form or additional hours are required, they are to follow the process in Article 12.04.

Academic Term(s): _____ Start Date: _____ (if not beginning of term)
Department/School/Unit of Employment: _____ Course Name & Number: _____
Employee Name: _____ Email Address: _____
Employment Supervisor: _____ Email Address: _____

Check Classification: (See Schedule "A")	<input type="checkbox"/> "A" Employees holding an Undergraduate Degree	<input type="checkbox"/> "B" Employees not holding an Undergraduate Degree
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Duties	Approx. Hours	Details - Include nature of tasks and expectations of grading. Indicate any weeks where the projected workload is likely to vary from an average of 10 hours.
1. Leading Tutorials/Overseeing Laboratories/Field Trip Supervision		
2. Student Consultation (Emails, Office Hours)		
3. Grading (Marking, Entering Marks)		
4. Preparation (Reading, Attending, Lectures, Meeting with Instructors)		
5. Invigilating		
6. Other		

Hours of Work (fill in the blanks):
Specify total number of hours of work (between 32 and 260): _____
add 3 hours if work is for 1 term, add 6 hours if work is for 2 terms (i.e. 6 unit appointment) + _____
Total Hours (not including 5-hours for Mandatory TA Training) = _____

Required Health and Safety Training Courses	I acknowledge that the mandatory health and safety training required for my Teaching Assistantship position, as outlined at: https://hr.mcmaster.ca/app/uploads/2019/02/TA-RA-Training-Matrix.pdf has been completed, or will be completed by the time my position commences. Yes <input type="checkbox"/> No <input type="checkbox"/>
Mandatory TA Training (Anti-Oppression & Pedagogy)	I acknowledge that I am required to complete 5-hours of mandatory TA training, in addition to the hours of work noted above. The specific training workshops that I am required to complete will be determined in consultation with my Supervisor/Department and will be completed within the first 2-weeks of the start date of my appointment. More information about the training is available at: https://hr.mcmaster.ca/mandatory-ta-training Please Note: TAs are expected to complete this 5-hour paid training once during their employment as a Unit 1 member at McMaster (not once per appointment).

We acknowledge that we have discussed duties and anticipated hours of work as above.

Employee's Signature _____	Date _____
Employment Supervisor's Signature _____	Date _____

In the event of a conflict between the contents of this form and the Collective Agreement, the Collective Ag.

A copy will be sent by email (staff@cupe3906.org) to the Union office, normally on or before the following assignments in the Fall Term; February 28th for assignments in the Winter Term; May 31st for assignment Term. If the commencement of the employee's duties in the applicable academic term occurs after the so the Hours of Work form will be sent to the Union office within 5 business days after completion by the Em employee.



Adjusting Hours of Work

12.04 Hours of Work Adjustments/Additional Hours of Work

- (a) If, at any time during an assignment, either the employee or Employment Supervisor wishes to amend the allocation or number of hours on the Hours of Work Form, either party may request and will be granted a meeting for this purpose within 5 business days.
- (b) As soon as an employee has a reasonable belief that they will be unable to perform the duties of the position within the hours specified, they shall request and will be granted a meeting with their Employment Supervisor within 5 business days.
- (c) Any changes to the employee's assignment will be attached to the *Hours of Work* form and such revisions will be initiated by both parties. A copy of the revised form will be retained by the Department and forwarded to the Union.
- (d) If the matter is not resolved to the employee's satisfaction, they may then meet with their Employment Supervisor and Department Chair (or their delegate) or their Department for a final determination. If the employee chooses to have a Union Representative present at such a meeting, any subsequent grievance would be filed at Step 2 of the grievance procedure as outlined in Article 10.
- (e) Unless the Steps provided for in 12.04 have been followed, and written permission received, no employee shall be requested or permitted to perform work beyond their originally allocated hours.
- (f) If an employee accepts a request to work additional hours, the employee will be paid in accordance with Schedule "A".
- (g) The Employer shall offer assistance and provide a supportive environment to its Employees experiencing domestic violence, including accommodating a leave(s) of absence, adjustment of work schedules, giving consideration in the situation of discipline or other supportive responses as may be appropriate in the circumstances. In all responses to domestic violence, the Parties shall respect employees' confidentiality.
- (h) Where an employee is experiencing difficulty meeting their employment obligations, for reasons of language or otherwise, they are encouraged to speak with their Employment Supervisor.

Protecting Against Violence, Discrimination, and Harassment

No Discrimination

- (b) The parties agree that there shall be no discrimination, interference, harassment (including sexual harassment), intimidation, or coercion exercised or practiced by either of them with respect to any employee in the bargaining unit concerning the application of the provisions of this Collective Agreement, by reason of the following: the employee's membership or non-membership in the Union; the employee's activity in the Union or the exercise of their lawful rights arising there from; the employee's age, race, creed/religion, colour, nationality, citizenship, place of origin, ancestry, sex, gender, marital status, family status, the employee's political belief or affiliation, the employee's academic orientation or school of thought; receipt of public assistance, the employee's sexual orientation, same sex partnership status, transsexual transition status, gender expression, and gender identity; record of offences; or any ground prohibited by the *Ontario Human Rights Code*, R.S.O. 1990, c.H-19, as amended.
- (c) "Disability" covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time. There are physical, mental and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, drug and alcohol dependencies, environmental sensitivities, and other conditions, which includes Acquired Immune Deficiency Syndrome (AIDS), AIDS related illnesses, and positive Immune Deficiency Virus (HIV+). The Code protects people from discrimination because of past, present and perceived disabilities.

No Harassment or Sexual Harassment

- 6.02 (a) It is the Employer's responsibility to maintain an environment in which employees remain free from harassment as it is defined within this Collective Agreement, including intimidation, reprisals and any threats, explicit or implied, which are designed to or might reasonably be understood to dissuade an employee from exercising their rights under this Article 6.



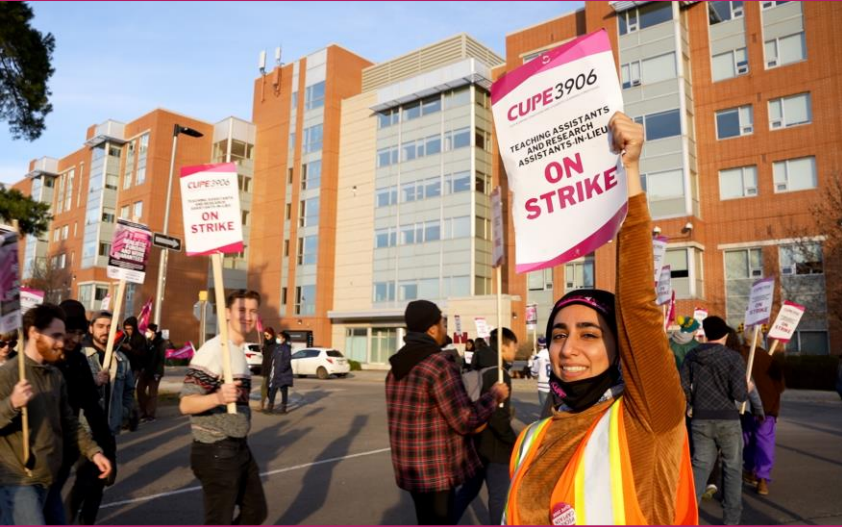
Other Noteworthy Rights

- The right to prioritize your studies by requesting extensions or alterations to your employment deadlines if you are worried that your academics will suffer as a result of your employment duties (**Article 12.08**);
- The right to request an employment supervisor who is not your academic supervisor (**Article 12.09**);
- The right to request a TA position in your department of study (**Article 12.02**);
- The right to request an alternative appointment if you are asked to work as a TA in more than 2 courses in one academic term (**Article 13.02**);
- The right to have the tools you need to do your job (**Article 17**); and
- The right to a healthy and safe working environment (**Article 18**).

See more: <https://cupe3906.org/files/2021/03/Unit-1-FINAL-Know-Your-Rights-Web.pdf>



What's going on with CUPE 3906?

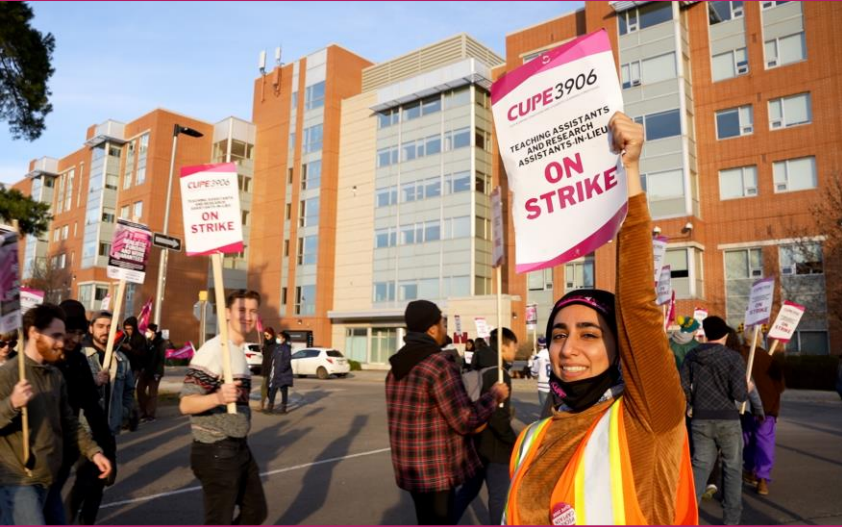


- Unit 1 bargaining took place in 2022, resulting in a 3-week strike starting in late November
- This strike brought historic wins for Unit 1, improving the collective agreement and wages you now benefit from





What did we win?



- Workers on strike and the bargaining team – made up of teaching assistants just like you – won **14.1% wage increase** for graduate TAs and RAs and a **21.7% wage increase** for undergrad TAs over 5 years
- We're also first in the sector to start a **Reproductive Health Fund**





What's going on with CUPE 3906?



- The collective agreement of Unit 2 expires August 2024, and so sessional faculty are going into collective bargaining
- It's important for Unit 1 to show just as much support of Unit 2 as they did for us!





Solidarity is a verb!



Our committees and working groups are an important way to deepen community relationships.

<https://cupe3906.org/about-us/committees-working-groups/>



Get involved!

The union is a member-driven, democratic organization. There are lots of ways to get involved!

Become a
Member in Good
Standing

Become a
Department
Steward

Join a Committee
or Working
Group

Come to our
upcoming
Meetings and
Events





Become a Member in Good Standing

- You are automatically a member of the union, pay dues, and have access to benefits
- In order to run for office in the union, attend meetings, or attend conferences, you must become a member in good standing
- **Do this now in two easy steps!**

1. Fill out an application form

- CUPE National's online tool
- Scan QR code or visit <https://cupe3906.org/become-a-member-in-good-standing/>

2. Pay initiation fee

- \$1, one time only
- It will be automatically deducted by the employer





Become a Steward

- Great way to stay connected to your coworkers and learn more about your rights!
- Attend all-steward meetings and meet coworkers from other departments!
- Stewards are the primary union contact for discussions about labour conditions in your department
- Represent the union for their department, and their department for the union
- They know your rights and want to help!
- Nominal honorarium of **\$240 per term**

Sign up today or contact:

Aidan McNally, Lead Steward of Unit 1:
leadsteward_tas@cupe3906.org

**Me while my department steward informs
my coworkers of their protections against
overwork or work without pay**





Committees and Working Groups

Stewards Council

Political Action
Committee

Organizing
Committee

International
Committee

Equity Action
Committee

Women's
Committee

Benefits
Committee

Communications
Committee

Indigenous
Solidarity
Working Group

Prison Worker
Solidarity
Working Group

Raise the Floor
Working Group

*You could start
your own
working group!*



Some Upcoming Meetings & Events

General Member Meetings

**Wednesday at 2 pm,
3rd week of the month.**
([Zoom/in-person](#))

September 20, 2 pm

October 18, 2 pm

November 15, 2 pm

December 13, 2 pm

Events

**CUPE 3906 Week of
Welcome!**
October 2nd through 6th

Welcome Union Social
October 6, 7 pm

Cones Not Drones
<https://noarmeddrones.ca/>
September 21, 11 am – 2 pm

Committee meetings

**Communications
committee**
Bi-weekly, Monday
5:30 pm ([Zoom](#))

**Health and Safety
Committee**
Monthly, Tuesday
Sep 19, Oct 17, Nov 14, Dec 12
1 pm ([Zoom](#))

Working Groups

**Raise the Floor (on
graduate funding)**
Mondays, 4 pm ([Zoom](#))

**Indigenous Solidarity
Working Group**
1st meeting, September
21st at 3 pm ([Zoom](#))

For an updated and more complete list of meeting times and links please go to: <https://cupe3906.org/qr/>



Stay in touch!

Drop by the office anytime!
KTH B111

Vic Wojciechowska, President
president@cupe3906.org

Aidan McNally, Lead Steward TAs
leadsteward_tas@cupe3906.org

Kyle Morrison, Benefits Officer
benefits@cupe3906.org

Sonia Hill, Equity Officer
equity@cupe3906.org

Anastasia Soukhov, Health and Safety Officer
healthandsafety@cupe3906.org



www.cupe3906.org



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Thanks!