



Western  
UNIVERSITY • CANADA

# GTA Collective Agreement 2017 - 2020

June 2018

[uwo.ca/hr/working/groups\\_agreements](http://uwo.ca/hr/working/groups_agreements)

# Overview

- Collective Bargaining Highlights
- Wage Rates
- Appointment of TAs
- Duties Specification Agreement
- Hours of Work and Overtime – New Form
- Vacation Entitlement – ESA
- Leave Entitlements – ESA
- Other Changes

# Collective Bargaining

- 14 days of negotiations (Nov. 22, 2017 to April 20, 2018)
- 6 dates with external support – Conciliators and Mediator
- Ratified May 4, 2018

# Wage Rates

- August 31, 2017 (previous rate) - \$43.61
- September 1, 2017 - \$44.48
- September 1, 2018 - \$45.15
- September 1, 2019 - \$45.83
- These increases shall not result in any clawbacks to any other funding received from the University and/or Supervisor

# Mercury

- New funding package platform that will enable accurate tracking of students' funding from all sources
- Effective September 2018, all programs are required to use Mercury for funding letters
- Training is currently underway

# Appointments (Art. 13)

- TAs who have completed a GTAship will be asked for their input into assignment preferences
- TAs with three- or four-year scholarships of at least the value of a TAship will now be given TAships for at least one year
- TAs can request that they not be appointed to work with course supervisors, where relationships are no longer positive

# Appointments (Art. 13)

- Order of appointments:
  - Graduate students within the Department who are within their normal funding period; then
  - PhD students within the Department who are beyond the normal funding period; then
  - Posted for competition by Masters students within the Department beyond the normal funding period and graduate students from other Departments



# ARTICLE 13

Agreement from Sept. 1, 2015 to Aug. 31, 2017

Departments shall endeavour to fill available Graduate Teaching Assistantship positions with registered graduate students within the funding period from their own Department.

Post the position publicly for two weeks.

The Department shall endeavour to fill the position with registered PhD students from within the Department, or from another Department, who at the time they would fill the position would be less than one year beyond the normal period of funding.

Offer to any registered student beyond their funding period.

STEP  
1

STEP  
2

STEP  
3

STEP  
4

Departments shall endeavour to fill available Graduate Teaching Assistantship positions with registered graduate students within the funding period from their own Department.

Offered to a registered PhD student with the department beyond the normal funding period.

Post the position publicly for two weeks.

Opened to competition to registered Masters students within the department beyond the normal funding period and to registered graduate students from other Departments who have suitable qualifications, as determined by the hiring Department.

Agreement from Sept. 1, 2017 to Aug. 31, 2020

# Duties Specification Agreement (DSA)

***Important: Must be completed for ALL GTAs***

- Significant issue during negotiations
- Revised DSA Form
- Guide to Completing the DSA – Fall 2018
- Emphasis on accurate calculation of hours per task

# Duties Specification Agreement (DSA)

- Supervisors must meet with TAs at mid-point of term to discuss hours and complete DSA Review Form
- DSA Review Forms must be submitted to SGPS; copies will be sent to the Union

# GTA Appointment Generator

- Effective September 2018, all programs/departments are required to use the GTA appointment generator to enable tracking of all appointments and DSAs
- This data is required to be shared with the Union

# Hours of Work and Overtime

- Proctoring assignments must be communicated no later than 5 business days, prior to the scheduled exam
- Concerns around GTAs working overtime without pay
- New form (Appendix D) for approval to work overtime/receive overtime pay

## Appendix D – Request for Overtime Form

### REQUEST FOR OVERTIME FORM

All hours worked beyond the hours described in the Duties Specification Agreement shall be remunerated at a rate of time and one-half (1.5X) the hourly rate of pay. Any hours worked beyond those described shall not be worked without an Employee sending this completed Overtime Request Form (Appendix D) to their Course Supervisor and Director of Administration for the School of Graduate and Postdoctoral Studies. Course Supervisors and Director of Administration, SGPS, shall respond to a request for overtime within seven (7) days of such request, or, by mutual agreement, within a longer period of time. No request for overtime shall be unreasonably denied.

Request for Overtime

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, am requesting approval for overtime pay in anticipation of work done during the course of my GTAship for \_\_\_\_\_ (course code). I am requesting approval for \_\_ hours of work beyond that outlined in my Duties Specification Agreement (DSA).

The date range related to completing this work will be \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Please provide rationale for overtime request:

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# Vacation (ESA)

- Effective January 1, 2018: GTAs with 5 years of service (whether as a GTA or not) are entitled to 6% vacation pay (previously 4%)
- HR will manage service centrally, cost back to departments
- Note for reappointment documentation

# Leaves

- GTAs are entitled to take Personal Emergency Leave – 10 days total per year; 2 days paid
  - Personal emergency = illness, injury or a medical emergency relating to the employee, or the illness, injury, medical emergency, death or urgent matter of particular family members
- Sick time increased to 10 hours, per 140 hour appointment
- Domestic or Sexual Violence Leave – 5 paid days



# Leaves

- GTAs will not be obligated to arrange for coverage of their work when taking bereavement leave or Personal Emergency Leave
- GTAs must notify the Grad Chair, who will arrange for coverage

# Union Representation (Art. 5)

- PSAC Union representatives are entitled to 15 – 20 minutes to present information on the Union at any department-wide or University-wide orientation events
- Departments must notify the Union by August 15 and December 15 whether or not they are having an orientation event

# Union Security (Art. 8)

- Departments will need to provide all new GTAs with union application card and information package at the start of the Fall Term

# Other Changes

- Commitment to appropriate office space for TAs
- Revised GTA Offer Letter
- Increases to Health Care and Financial Aid Funds, including increased funding for Mental Health
- EAP Access

# Questions?