

## **RE: Teaching Assistant Appointment**

I am pleased to confirm your Appointment as a Teaching Assistant. This Appointment is being offered in accordance with the terms and conditions of the Collective Agreement between McMaster University and Canadian Union of Public Employees (CUPE) Local 3906, Unit 1.

### *Collective Agreement*

The terms and conditions of your employment are as described in the Collective Agreement between McMaster University and CUPE Local 3906, Unit 1. A copy of the Collective Agreement is available at the following link:

[https://hr.mcmaster.ca/app/uploads/2019/02/CUPE-Local-3906\\_Unit-1-Collective-Agreement\\_FINAL.pdf](https://hr.mcmaster.ca/app/uploads/2019/02/CUPE-Local-3906_Unit-1-Collective-Agreement_FINAL.pdf)

### *Work or Study Authorization*

Full-time students who are not Canadian citizens or permanent residents and who obtain a study permit would be permitted to work on or off campus, subject to certain requirements and conditions. If you are otherwise not eligible to work in Canada, then you are responsible for obtaining a Visa/Work Permit prior to your start date in the Appointment. If you are unable to do so, you will be placed on leave without pay for until the earlier of the end of the Appointment or the date that you are legally authorized to work in Canada. Further, you are responsible for respecting the conditions of your Visa/Work Permit and ensuring you maintain eligibility to work in Canada. If, for any reason, you are unable to fulfill this condition, your employment with the University will automatically cease.

### *Acceptance*

**By signing the Hours of Work form, you are confirming that you are legally authorized to work in Canada and you are performing the duties of the Appointment while residing in Canada.**

We know this will be a unique year at McMaster and appreciate your flexibility and understanding during this time. We look forward to welcoming you (back) to our Department and are excited for our work together in support of our students. I look forward to hearing back from you at your earliest convenience.

Encl: Hours of Work Form

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: \_\_\_\_\_

<u>Check Classification:</u> (See Schedule "A")	<input type="checkbox"/> "A" Employees holding an Undergraduate Degree	<input type="checkbox"/> "B" Employees <b>not</b> 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) = \_\_\_\_\_

<b>Required Health and Safety Training Courses</b>	I acknowledge that the mandatory health and safety training required for my Teaching Assistantship position, as outlined at: <a href="https://hr.mcmaster.ca/app/uploads/2019/02/TA-RA-Training-Matrix.pdf">https://hr.mcmaster.ca/app/uploads/2019/02/TA-RA-Training-Matrix.pdf</a> has been completed, or will be completed by the time my position commences. Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Mandatory TA Training (Anti-Oppression &amp; Pedagogy)</b>	I acknowledge that I am required to complete <u>5-hours</u> 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: <a href="https://hr.mcmaster.ca/mandatory-ta-training">https://hr.mcmaster.ca/mandatory-ta-training</a> Yes No
	<b>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).</b>

**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 Agreement shall prevail.

A copy will be sent by email ([staff@cupe3906.org](mailto:staff@cupe3906.org)) to the Union office, normally on or before the following dates: October 31<sup>st</sup> for assignments in the Fall Term; February 28<sup>th</sup> for assignments in the Winter Term; May 31<sup>st</sup> for assignments in the Spring/Summer Term. If the commencement of the employee's duties in the applicable academic term occurs after the specified date above, then the *Hours of Work* form will be sent to the Union office within 5 business days after completion by the Employment Supervisor and employee.