

Employer counter proposal – All Units – Incorporate Employer-required training and revise workload forms to include link.

Unit 1

10.02.4 Since the course supervisor is primarily responsible for assigning reasonable duties and responsibilities, allocating sufficient hours, and ensuring that the assigned duties and responsibilities of the assistantship can be completed within the time allocated:

- (i) As soon as possible after the start of the appointment, and, normally, no later than the end of September, the course supervisor shall assign and discuss the duties and responsibilities and the reasonable pacing of the work assigned, including provide to the teaching assistant important course dates (such as assignment due dates and dates of tests and exams) which correspond to centralized administrative deadlines (such as the final date for submitting grades), taking into consideration the normal sessional fluctuation and patterns of work, of the appointment, in as much detail as practicable, with the teaching assistant. This discussion, including the allocation of time for the various duties and responsibilities, shall be confirmed in writing to the teaching assistant by the course supervisor with a copy to the hiring unit Chair and to the Union within fourteen (14) calendar days of the meeting. This written confirmation shall hereafter be referred to as the Workload Form. Any Employer-required training or orientation up to ten hours, or up to fifteen hours in the case of a first appointment as an employee of York University, shall be included in their individual Workload Form.

APPENDIX A

TA WORKLOAD FORM – ASSIGNMENT OF DUTIES TO TEACHING ASSISTANTS

(Original to Teaching Assistant, copy to Assistant to the Chair and Course Supervisor and CUPE 3903)

Course Supervisor

Course

Teaching Assistant

TA Position (e.g. Tutor, Marker/Grader etc.)

Sec./Tut. # and No. of Students

Faculty/Hiring Unit

Per group (where applicable)

ASSIGNED DUTIES (AS TOTAL NUMBER OF HOURS)

(TAs need not be assigned duties in all categories)

1st MEETING DATE: _____

2nd MEETING DATE: _____

A) POSSIBLE DUTIES	Details	Hours –1st Mtg.	Hours – 2nd Mtg.
Tutorial, Lab, Studio Hours			
Lecture Attendance			
Office Hours			
Preparation			
Grading – Assignment/Test #1			
Grading – Assignment/Test # 2			
Exam Grading			
Meetings			
Invigilation			
Training (Up to 10 hours or up to 15 hours in the case of a first appointment)			
Email communications where required for the proper instruction of the subject matter of the course (e.g. computer skills and internet courses)			
B) POSSIBLE DUTIES WITH CONSENT			
Lecturing			
Email other than as described above			
Other (Please Detail)			
Total Hours (Max. 270/Full TAs hip)			

Please sign:

1st Mtg. _____ 1st Mtg. _____

TEACHING ASSISTANT

COURSE SUPERVISOR

2nd Mtg. _____ 2nd Mtg. _____

TEACHING ASSISTANT

COURSE SUPERVISOR

Note to TA's: If the time required to complete the duties does not correspond to the hours assigned, please notify the course supervisor.

Employer Required Training - <https://yulink-new.yorku.ca/group/yulink/required-training>

Unit 2

APPENDIX M

WORKLOAD FORM FOR UNIT 2 TYPE 2 POSITIONS

Type 2 positions (i.e., Tutor 1, Tutor 2 (Demonstrator: 3 lab hrs/wk), Tutor 6 (Studio Instructor), Visual Arts Tutor 6, Tutor 7 (Miscellaneous), or Instructor (Faculty of Education) positions)).

YORK UNIVERSITY

[Department & Faculty]

Assignment of Duties for Type 2 Positions

(Copy to Employee, Course Director/Supervisor, Hiring Unit's Administrative Assistant, and CUPE 3903)

Course Supervisor

Course #

Employee

Position Type (e.g., Tutor 2, Tutor 6)

Section/Tutorial # and No. of students
Per group (if applicable)

Faculty/Department

Assigned Duties (as total number of hours)

(Employees need not be assigned duties in all categories)

(A) POSSIBLE DUTIES	DETAILS	HOURS	
		First Meeting	Second (mid-Meeting Contract)
<i>Tutorial, Lab, Studio Hours</i>			
<i>Lecture Attendance</i>			
<i>Office Hours</i>			
<i>Preparation</i>			
<i>Grading – Assignment/Test #1</i>			
<i>Grading – Assignment/Test #2</i>			
<i>Grading – Assignment/Test #3</i>			
<i>Exam Grading</i>			
<i>Meetings</i>			
<i>Invigilation</i>			
<i>Training (as per Article 10.04.5)</i>			
B) POSSIBLE DUTIES WITH CONSENT			
<i>Lecturing</i>			
<i>Other (Please Detail)</i>			
<i>Other (Please Detail)</i>			

TOTAL HOURS: (Max 135 hours for each assignment)		
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First meeting date: _____

Second meeting date: _____

Signature of Employee

Signature of Employee

Signature of Course Supervisor

Signature of Course Supervisor

Employer Required Training - <https://yulink-new.yorku.ca/group/yulink/required-training>

Unit 3

10.01 HOURS OF WORK

Employees in the bargaining unit are in graduate assistantships and accordingly are not regularly employed for more than an average of ten (10) hours per week for any period for which they are registered full-time graduate students.

The supervisor and employee shall meet to discuss the assigned duties and responsibilities as soon as possible, but normally no later than 28 days after the start of the contract. This discussion will be confirmed in writing through the completion of the relevant section of the Graduate Assistant Workload Form (Appendix D), copies of which will be provided to the employee and the graduate program director. Individual Workload Forms will include a sufficient number of hours to accommodate Employer-required training or employee orientation.

The supervisor shall again meet with the employee to discuss the assigned duties and responsibilities. This meeting will normally be held as soon after the mid-point of the contract as possible, and by the end of January in the fall/winter session. This discussion will be confirmed through the completion of the relevant section of the Graduate Assistant Workload Form (Appendix D), copies of which will be provided to the employee and graduate program director.

APPENDIX D

GRADUATE ASSISTANTSHIP WORKLOAD FORM (Per Article 15.02)
(Original to Graduate Assistant, Copy to Assistantship Supervisor and CUPE 3903)

Graduate Assistant

Graduate Program

Assistantship Supervisor, Faculty, Department

Responsibilities:

(may include, but are not limited to, research, administration, clerical, meeting/communication and/or training/orientation, including up to 5 hours of mandatory Occupational Health and Safety and AODA training, and Sexual Violence training - <https://yulink-new.yorku.ca/group/yulink/required-training>)

Number of Hours Assigned:

Maximum Number of Hours:

Appointment Start Date:

Appointment End Date:

The Graduate Assistant is not authorized to work more than the number of hours assigned above and is not to be required to work more than 40 hours in any four-week period without the Graduate Assistant's written agreement.

The Supervisor shall meet with the Graduate Assistant by no later than 4 weeks following the start of the assignment to complete this Workload Form.

Assistantship Supervisor

Date

Graduate Assistant

Date

Graduate Program Director (or Designate) Date

Mid-Assignment Meeting
(to assess progress and, if necessary, re-allocate hours)

Assistantship Supervisor

Date

Graduate Assistant Date

Graduate Program Director (or Designate) Date

For the University

For the Union

Article numbers and article references to be renumbered accordingly to allow appropriate sequencing and cross-references.

The University reserves the right to add, delete or modify its proposals at any time during collective bargaining negotiations. Any agenda items or proposals are without prejudice or precedent to the University's position on any issues regarding the interpretation of the Collective Agreement, including with respect to any current or future grievances.