



Western
UNIVERSITY • CANADA

GTA Collective Agreement

September 1, 2023 to August 31, 2027

Agenda

1. Reminders:

- ✓ Reimbursement of Travel
- ✓ Mercury
- ✓ Rate of Pay Increase
- ✓ Overtime

2. Article 13

- ✓ Appointment Planning
- ✓ Appointment Assigning
- ✓ Open Competition
- ✓ Timelines
- ✓ Welcome Letters

3. Article 17

- ✓ Proctoring

4. Article 25

- ✓ Emergency Leave
- ✓ Parental Leave Benefits
- ✓ Sick Leave

5. Administration of Appointments

- ✓ Best Practices

Reminders

Reimburse Employment-Related Travel

10.08: Provided prior written approval for the travel has been given by the person designated by the Department, the Employer shall reimburse the employee for all reasonable travel expenses incurred for employment-related activities conducted **away from the main campus in the** City of London.

Mercury

- ✓ As per SGPS regulations (Funding for Students in Research-Based Programs), please ensure all Graduate Students have their **annual** Mercury Profile released to them before September 1 each year. This cannot be done term by term.

The components of a student's funding package must normally be communicated to them via a Funding Plan (i.e., an annual funding support document) in advance of the first term of study. This Funding Plan must be updated each year hereafter, during the student's fundable period. The Funding Plan outlines the projected sources, amounts and payment schedule of the student's annual funding.

Recent Innovations in Mercury:

- ✓ **Editable Locked Plans:** You can now revisit and modify locked funding plans, just as you would with plans that are still in draft form. When a locked plan is edited, a new "Updates" field will appear, clearly documenting the specific changes made. This includes the addition or removal of individual funding sources, as well as the increase or decrease of existing funds.
- ✓ **Download/Upload:** The ability to batch edit your mercury profiles in excel.

Pay Rates and Lump Sum Payment

- ✓ As of September 1, 2026 the GTA rate of pay increases to \$52.38
- ✓ The next lump sum payment is April 2027 for a value of \$100 per unique GTA

	One term - 10 hour/week GTAship (Sept. 1, 2026 – Aug. 31, 2027)
Base Compensation	140 hours @ \$52.38/hr = \$7,333.20
Vacation Pay	Term rate x 4% = \$293.33
Term Rate inclusive of vacation pay	\$7,626.53
Monthly Rate inclusive of vacation pay	\$1,906.63

GTA Overtime

- ✓ Overtime is addressed in the DSA
- ✓ Compensated at 1.5x rate
- ✓ GTA should not work the hours until the Overtime Form has been submitted and approved by SGPS, the course supervisor, and the program paying the OT pay.

Appendix D 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:

Article 13

ARTICLE 13 — PLAN

STEP

1

UNDERSTAND YOUR OBLIGATIONS

Determine which GTAs you have an obligation to rehire following the order below.

A

Based on initial appointment (13.05)

For GTAs who meet program conditions for progression and successfully complete the probationary period (see Article 15), the Employer shall provide the following assurances:

- (i) Having once received an initial appointment as an employee shall receive annually a GTAship for at least the same number of hours of employment, or equal support, during the expected duration of the program, including the probationary period.
- (ii) Master's program up to two years (6 terms)
- (iii) PhD student up to four years (12 terms)
- (iv) Direct entry PhD student or Master's to Doctoral Transfer up to five years (15 terms)

B

Based on External Scholarship (13.04 a and b)

- (i) A GTA who receives a one- or two-year external scholarship is not guaranteed a GTA (as per section 13.05) while holding the scholarship.
- (ii) A GTA who receives a three- or four-year external scholarship shall be guaranteed a GTA (as per section 13.05) for at least one year.

Examples of 'initial appointment':

Year 1:

- Fall 140 hours, Winter 0 hours

The program can meet that obligation in one of the following ways in **Year 2:**

- Fall 140 hours, Winter 0 hours
- Fall 70 hours, Winter 70 hour
- Fall 0 hours, Winter 140 hours
- Or provide equal support as Graduate Fellowship, etc.

STEP

2

SOLICIT INPUT

Ask for input from your former GTAs (13.02 b).

Prior to the start of the fall term, Graduate Students who have completed at least one (1) GTAship will be solicited for their input into course assignment preferences. Departments and interdisciplinary programs shall give GTA course assignment preferences due consideration. If a preferred course is not assigned, the department shall endeavour to assign a course that aligns with the GTA's research interests and/or skill sets.

ARTICLE 13 — ASSIGN

STEP
3

ORDER OF APPOINTMENTS

Using your pool of GTAs, and knowing their preferred assignment(s), appoint your GTAs from last year according to your obligations. For students who are new to a GTA position, follow the order of appointments below.

WITHIN FACULTY

Department-based, funding-eligible, full-time, qualified, registered graduate students.

Faculty-based, funding-eligible full-time, qualified registered graduate students who do not already have a GTA appointment, or who do not have a GTA assignment of at least 70 hours.

Department-based, non-funding eligible, full-time, qualified, registered graduate students.

UNIVERSITY-WIDE

1. Opened to competition among registered and qualified PhD and Masters students across campus who hold a current GTAship of 70 hours per term or less, including those who do not hold any GTAship and do not hold an external scholarship.
2. Opened to competition among registered and qualified PhD and Masters students across campus who hold an external scholarship.

** A GTA can work no more than 140 hours in any one term.*

Article 13 – OPEN COMPETITION

Please vet your applicants:

- Must be full-time registered graduate students
- Should provide thesis supervisor's approval
- Cannot exceed 140 hours in TAs (any source, any one term)
- **Cannot already hold a GTAship >70 hours**

GTA Position Vacancy

In accordance with Article 13.06 of the GTA Collective Agreement, a department may post a GTA Position Vacancy, as soon as the likelihood of such a competition is known. A notice of position vacancy, including a brief description of duties and the necessary educational qualifications, shall be forwarded electronically to the Union and the School of Graduate and Postdoctoral Studies (SGPS), where it will be maintained for public scrutiny for a period nine (9) days from the issue date on the notice. The School of Graduate and Postdoctoral Studies will also post the position for this period on its website.

Please note:

Successful applicants must be registered and qualified PhD and Masters students across campus who hold a current GTAship of 70 hours per term or less for the term which your posting applies.

Please use this form to submit your GTA Position Vacancy to SGPS.

Submitter's Last Name:

*

Submitter's First Name:

*

Submitter's Email:

*

GTA TIMELINES

COURSE SUPERVISORS

Department plans for upcoming term and assigns GTAs as per Article 13.



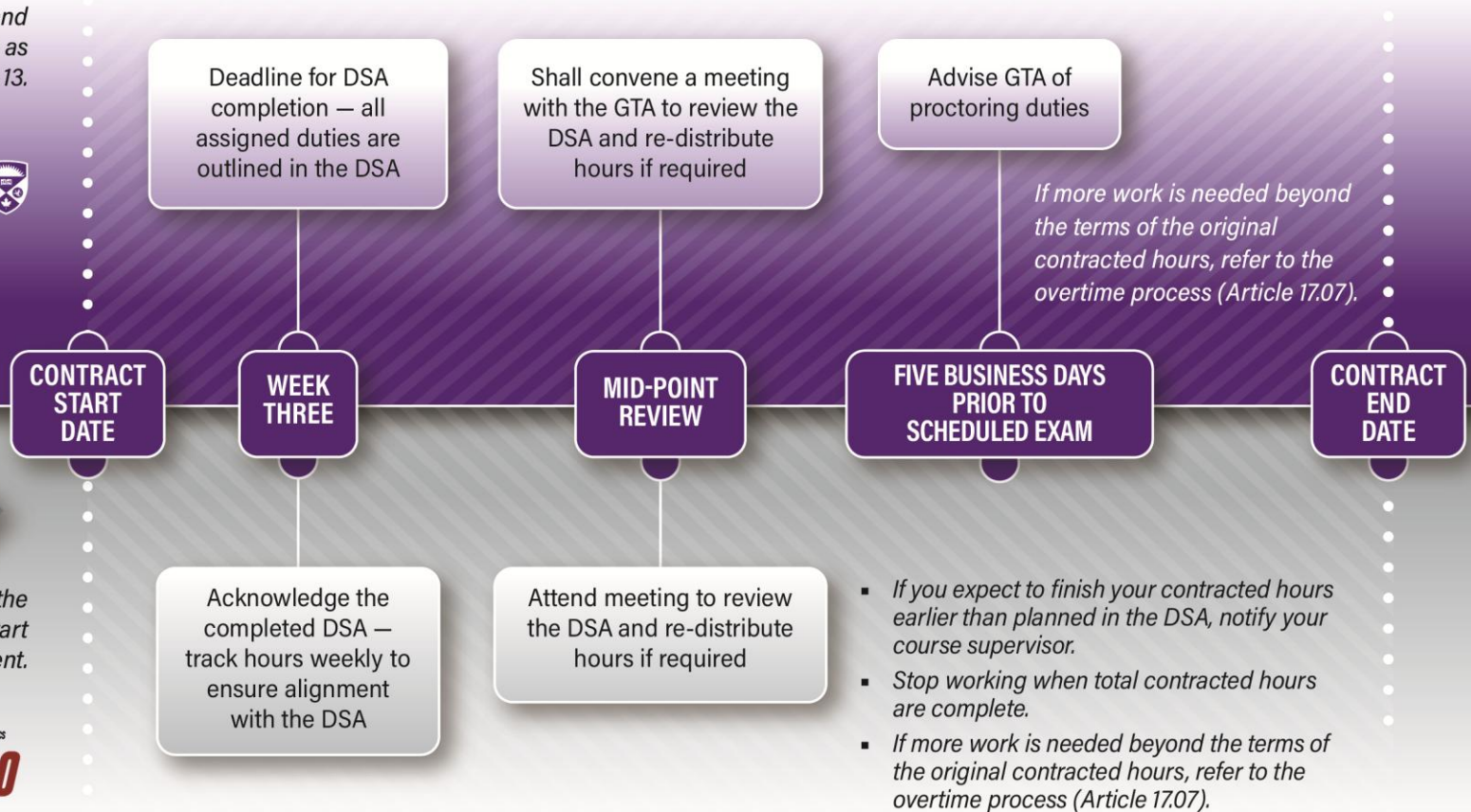
GTAs

GTA signs the contract prior to start of employment.



GUIDING PRINCIPLES

- ▶ Department must issue contracts at the beginning of the term or prior to the start of employment.
- ▶ Duties Specification Agreement (DSA) must be completed by the third week of the term.
- ▶ It is expected that there will be ongoing communication between the course supervisor and the GTA, including performance feedback, and evaluation if requested.



GTAs who have questions for their union executive can contact staffpsac610@gmail.com.

Article 13 - WELCOME LETTERS

In the official “welcome letter” issued simultaneously to the official “offer letter”, the University shall inform, in writing, each graduate student of the total annual amount of their funding package, **the number of annual GTA hours** and the estimated cost of tuition for their program.

The number of GTA hours assigned will not decrease from that promised in the welcome letter except as per clause C (GTA funding may be reduced when equal financial support is provided.).

If the number of GTA hours increases above the number in the welcome letter clause B applies. (Upon an employee securing any additional GTA appointment or hours, this additional amount shall be considered above and beyond the initial funding package and will not decrease any other source.)

Article 13 - WELCOME LETTERS

You will receive X hours of GTAship for the fall/winter term in your X year of your studies. This is your initial appointment. In subsequent years, during your funding-eligibility period, you will receive an annual GTAship for at least the same number of hours of employment or equal financial support. If you secure additional GTA employment hours, this additional amount shall be considered above and beyond the initial funding support packages.

Your GTAship for the fall/winter term studies will be as outlined below:

Year of Studies	Total number of GTAship hours for fall/winter terms

If you secure additional GTA employment hours, this additional amount shall be considered above and beyond the initial funding support packages.



Mark Wolfe



If you are offering your applicant a GTAship as part of their funding support package, please include Option #1 or Option #2 below as you deem appropriate.



Mark Wolfe



OPTION #1: This is new language (effective fall 2024) as per the GTA Collective Agreement (September 1, 2023 to August 31, 2027) Article 13.08.



Mark Wolfe



OPTION #2: This is new language (effective fall 2024) as per the GTA Collective Agreement (September 1, 2023 to August 31, 2027) Article 13.08.

Remember to upload all welcome letters to peoplesoft for the applicant to retrieve!

Article 17

Article 17- PROCTORING

Proctoring which does not require the graduate student to have the knowledge of the course material/content is not considered GTA work. If a GTA is assigned Proctoring as part of their Duties Specification Agreement, then it shall be considered GTA work.

Proctor Situation	Assignment	Pay Rate
Graduate Student proctoring for the same course they are assigned to as a GTA (proctoring duties outlined in DSA)	GTA	GTA
Graduate Student proctoring for exams other than the GTA's assigned course (proctoring duties outlined in DSA)	GTA	GTA
Graduate Student proctoring for exams other than the GTA's assigned course (proctoring duties <u>not</u> outlined in the DSA) and duties do <u>not</u> require knowledge of the course material.	Proctor	Proctor

Full time graduate students expected to proctor should have that commitment articulated in the DSA.

Employees shall be advised of their scheduled proctoring duties no later than five (5) business days prior to the scheduled exam.

Article 25

Article 25 - LEAVES OF ABSENCE

- ✓ Employees shall be entitled to take up to **three (3)** paid days per calendar year of Emergency Leave in the event a family member experiences a medical or health emergency.
- ✓ Where the expected date of delivery or adoption occurs after the expiry of the employee's most recent contract(s), **but within eight months of that expiry**, the employer shall pay an employee pregnancy or parental or adoption leave benefits as outlined in 25.09b. Such paid benefits shall be based on the appointment contract(s) held in the previous session, provided that upon the date of the leave, the employee meets the department and program conditions for progression.

Article 25 - LEAVES OF ABSENCE

- ✓ Employees who have a current appointment shall be granted up to **twenty (20) hours** of paid sick leave per one hundred and forty (140) hours of appointment, prorated based on number of hours in the appointment.
- ✓ Such sick leave will **only apply to regularly scheduled classroom or laboratory contact hours** and no additional absences due to medical reasons shall be with pay.
- ✓ To qualify for sick leave, **the employee must notify** the person designated within the Department, School or Faculty where the employee works as to the duration of the illness or injury.
- ✓ Wherever possible, the employee should attempt to arrange for a **substitute** as provided for in 25.12.
- ✓ The employer shall reimburse the cost of medical certificate.
- ✓ Leave earned but not used shall be **carried over to the next working term** to a maximum of ten (10) hours at any point in time.

Administration of GTA Appointments

Best Practice:

- Enter in the Gradnet GTA Appointment System well before the start of the term/appointment.
- Enter the start and end dates of the appointments accurately (e.g. Summer appointment for July & Aug– enter as July 1 to Aug 31, not May 1 to Aug 31)
- Corresponding appointments in the HR system (always starting the 1st of the month) should be done as soon as possible after the start of the term, even if not starting for a while (or they miss reporting deadlines)

Questions?

Jennifer Davila

Director of Administration

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