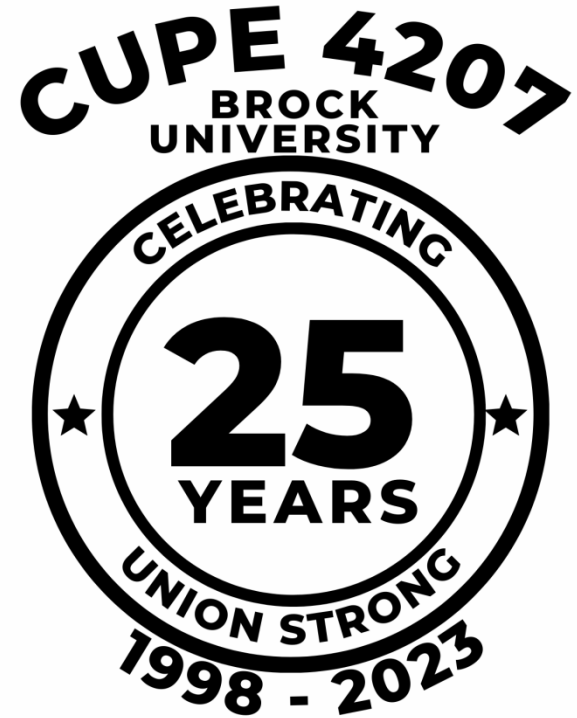


**CUPE** / Canadian Union  
of Public Employees  
Local 4207 – Brock University



**CUPE 4207**  
**Brock University**  
Unit 1 Orientation & Welcome Guide





*Welcome!*

On behalf of the Executive Committee,  
we welcome you to our local CUPE 4207!

We hope the following information helps you understand what it means  
to be in a union & the role of the union in your workplace.

Please reach to us at anytime if you have any questions or concerns.

We are here to help!





## 2024-2025 CUPE 4207 Executive Committee

**President** – Phil Wachel [president@cupe4207.org](mailto:president@cupe4207.org)  
**Vice-President Unit 1** – Sarah Pierson [vpunit1@cupe4207.org](mailto:vpunit1@cupe4207.org)  
**Vice-President Unit 2/3** – Georgina Keller [vpunit3@cupe4207.org](mailto:vpunit3@cupe4207.org)  
**VP Graduate Students** – Ben Johnson [vpgradstudent@cupe4207.org](mailto:vpgradstudent@cupe4207.org)  
**VP Unit 1 Instructors** – Elizabeth D’Angelo [vp1instructors@cupe4207.org](mailto:vp1instructors@cupe4207.org)  
**Vice-President Unit 4** - Rebecca LaRocca [vpunit4@cupe4207.org](mailto:vpunit4@cupe4207.org)  
**Treasurer** – Darrin Sunstrum [treasurer@cupe4207.org](mailto:treasurer@cupe4207.org)  
**Lead Steward Unit 1** – Brigitte Cecckin [leadunit1@cupe4207.org](mailto:leadunit1@cupe4207.org)  
**Lead Steward Unit 2/3** - Donna Pearce [leadesl@cupe4207.org](mailto:leadesl@cupe4207.org)  
**Lead Steward Unit 4** - Amanda Singer [leadunit4@cupe4207.org](mailto:leadunit4@cupe4207.org)  
**Recording Secretary** – Karen Hofman [recordingsecretary@cupe4207.org](mailto:recordingsecretary@cupe4207.org)  
**Equity Officer** – Nwakerendu Waboso (K) [equity@cupe4207.org](mailto:equity@cupe4207.org)  
**Membership Outreach Officer** – Dan Barnowski [outreach@cupe4207.org](mailto:outreach@cupe4207.org)  
**Health & Safety Officer** – Mikko Kivisto - [healthandsafety@cupe4207.org](mailto:healthandsafety@cupe4207.org)

## 2024-2025 CUPE 4207

### Stewards

**Unit 3 Steward** – John Vilella [u3steward@cupe4207.org](mailto:u3steward@cupe4207.org)  
**Instructors Steward** – Melissa St. Germaine-Small [mstgsmall@gmail.com](mailto:mstgsmall@gmail.com)  
**Humanities Steward** – Elizabeth D’Angelo [fannyhill14@gmail.com](mailto:fannyhill14@gmail.com)  
**Social Sciences Steward** – Morgan Crosby [morgancrosby354@gmail.com](mailto:morgancrosby354@gmail.com)  
**Math & Science Steward** – Karl Grantham [karl.grantham77@gmail.com](mailto:karl.grantham77@gmail.com)  
**Applied Health Sciences Steward** – Drake Christie [drakenchristie@gmail.com](mailto:drakenchristie@gmail.com)  
**Education Steward** – William Birell [wbirell@brocku.ca](mailto:wbirell@brocku.ca)  
**Business Steward** – Vacant  
**International Student Steward** – Kaho Nishibu [kaho.n6@proton.me](mailto:kaho.n6@proton.me)



We are here to help!



**CUPE 4207 is a labor union representing academic contract workers at Brock University.**



- **Unit 1:** Instructors, Course Coordinators, Teaching Assistants, Marker-Graders, Lab Demonstrators (1998)
- **Unit 2:** Full time Coordinators in ESL Services (2007)
- **Unit 3:** ESL Instructors (2011)
- **Unit 4:** Clinical Nursing Instructors (2023)

CUPE 4207 has spent 25 years of fighting for your rights and protecting your needs and interests. We will continue to bargain determinedly, file grievances, and have ongoing discussions with the university administration to address violations of the collective agreement, and emerging work and workplace issues.

# What is CUPE?

The **Canadian Union of Public Employees** is Canada's largest National union with 700,000 members across the country. CUPE represents workers in health care, emergency services, education, early learning and childcare, municipalities, social services, libraries, utilities, transportation, airlines and more.



**CUPE Ontario** is the political wing of the Canadian Union of Public Employees, in the country's largest province. With over 280,000 members, CUPE Ontario is a strong voice for rights and fairness for our members and our communities. CUPE Ontario works at the provincial level for legislative, policy and political change on issues affecting public services, equality, healthy communities and a better Ontario for everyone.



# Five Ways that Unions Work for You

## 1. **Collective Bargaining Works!**

When we bargain collectively, we gain parity with our employer. We remove the employer's ability to divide workers by making them compete against each other for jobs and wages. When we join together and speak as one, we deliver a clear message as to what our needs are. We can identify what affects all workers in the workplace and can raise issues that affect us today and tomorrow.

## 2. **Unions Stand Up for Fairness!**

Unions not only stand up for the rights of their members, but they stand up for the rights of all Canadians! Unions have defended the Canadian Charter of Rights, civil rights, women's rights and the rights of the LGBTQ+. Only when people stand together collectively can we move forward.

## 3. **Gain Benefits for all Workers!**

When unions bargain gains for their workers, they raise the bar for everyone! Private employers have no choice but to raise their wages and benefits in order to remain attractive to workers.

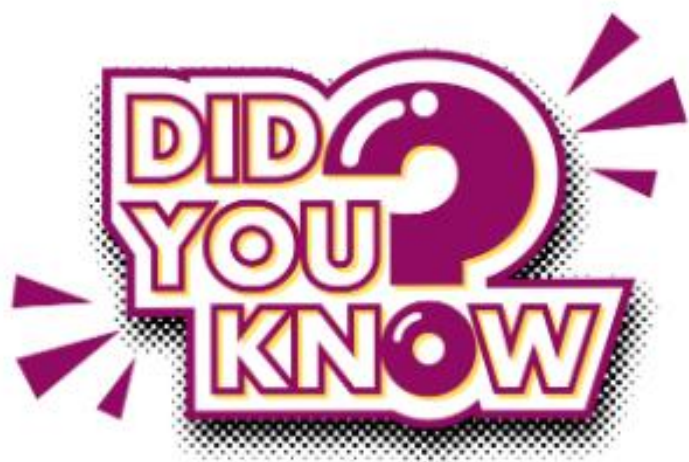
## 4. **Unions Work for People Everywhere!**

Union members are workers in hospitals and schools, we protect your drinking water, fix the roads you drive on, look after the elderly and run community programs in arenas, libraries and community centers...we are there for every part of your life.

## 5. **Union Members Build Ontario Communities!**

We live in the same communities that you do! We coach your kids at soccer, we volunteer at food banks, we are at animal shelters, and on crisis intervention lines. Our union wages are put back into the community when we eat at restaurants and shop locally. This keeps our neighbourhoods healthy and encourages businesses to open and stay open.





...that there are other unions at Brock?...



**BUSU**

BROCK UNIVERSITY  
STUDENTS' UNION

Brock University Students' Union  
<https://www.brockbusu.ca>



## Bargaining units

A number of Brock University employees are represented under a total of nine collective agreements between the University and various union locals. A list of these union locals, sorted by the collective agreement (CA) expiry date, is provided below.

Union Local	Bargaining Unit Description	CA Expiry
CUPE 1295 FT	Maintenance, trades and custodial	April 30, 2025
CUPE 1295 (student)	Maintenance, trades and custodial	April 30, 2025
CUPE 4207-2	ESL Coordinators	June 30, 2025
CUPE 4207-1	Part-time Instructors, TAs, Course Coordinators, Marker-Graders & Lab Demonstrators	September 6, 2025
IATSE	Theatre technicians, head of wardrobe, technical director, theatre technical production assistant, production runners, stagehands, wardrobe assistants	June 5, 2023
BUFA	Faculty and professional librarians	June 30, 2023
CUPE 4207-3	ESL instructors	July 6, 2023
OSSTF	Support staff	April 30, 2024

From Brock's website: <https://brocku.ca/labour/bargaining-units>

## Why does Unit 1 need to be Unionized?

Here is a brief list of the things that we have accomplished since we certified as a union in 1998:

- Higher **Wages** than before we unionized, and with steady increases. Brock contract workers were some of the lowest paid academic contract workers in the province in comparison to other universities of similar size and membership.
- Job **security** & protection of member Seniority.
- Mechanisms to ensure that all members are **paid properly** and on time.
- Paid leave of absence, including **sick days**, bereavement leave, pregnancy and parental leave.
- An enforceable job posting & **hiring procedure** that ensures you know what work is available & how hiring decisions are made.
- Provisions to **protect** members against overwork and extra workload.
- A **grievance** procedure for when member rights have been violated.
- Union **representation** so that no member needs to deal with workplace problems or work issues alone.
- A graduate student wage **supplement** to help defer the increasing costs of tuition fees.
- A **benefits** plan for Unit 1 members who are not graduate students.
- Intellectual Property **Rights** for Instructors.
- **Pensions** for eligible members.
- And more.....



# The Collective Agreement

## What is a Collective Agreement?

All CUPE 4207 Unit 1 members work under the protection of a contract called a Collective Agreement. An elected Bargaining Team from Unit 1 members negotiates the terms of the agreement with Brock's Bargaining Team.

The Collective Agreement for Unit 1 covers work and workplace issues, such as:

- ✓ Health Plan & Benefits
- ✓ Job Postings & Hiring Procedures
- ✓ Appointments
- ✓ Seniority
- ✓ Workload
- ✓ Allocation of Hours
- ✓ Wages
- ✓ Leaves of Absence & Sick Days
- ✓ Holidays
- ✓ Pension





## Health Plan & Benefits (Article 13)

In 2017, the CUPE 4207 Unit 1 bargaining team successfully negotiated a health benefit plan for members who are not graduate students.

In each round of bargaining, your Benefits Committee continues to fight for better coverage for Dental and Drug Plan and advocating for health services that you need for your physical, emotional, mental, and spiritual health and wellbeing.

Unit 1 members (non-grad students) meeting the minimum threshold of 300 hours in a term are automatically enrolled in the Benefits plan. The premium payment is automatically deducted from your pay towards the end of your contract.

More information can be found on the union website, including forms and how to opt out if you already have coverage elsewhere.



## Job Postings & Hiring Procedure

### Job Postings (Article 14)

- All positions covered by the CUPE 4207 collective agreement must be posted on the employer's website.
- Jobs must be posted for a minimum of ten working days and must state all the necessary qualifications for the position.
- Qualifications for job postings may change for pedagogical reasons but should not exclude members who have previously worked the position.
- The period to post positions for the Fall term is normally between April 15 and July 30 each year.
- The period to post positions for the Winter term is normally between April 15 and October 31 each year.
- The period to post positions for the Spring and Summer terms is normally between January 15 and March 31 each year.

### Hiring (Article 15)

The hiring decisions are based on:

- Qualifications
- Preference in hiring (if applicable)\*
- Seniority

\*Preference in hiring for Teaching Assistant, Marker-Grader, Lab Demonstrator, and Course Coordinator positions shall be given to qualified full-time graduate students in the following order:

- i. Full-time students enrolled in a doctoral program at Brock University;
- ii. Full-time students enrolled in a master's program at Brock University.

### Appointments (Article 15.04)

- The employer is required to notify successful applicants for instructor postings of an offer of appointment, in writing, as soon as possible and preferably **by the first working day in the month prior to the contract start date.**
- The employer is required to notify the teaching assistant, lab demonstrator, and course coordinator positions of an offer of appointment, in writing, as soon as possible, and preferably at least **one (1) week in advance of the contract start date.**
- You have **five (5) working days** after the offer of appointment to accept or decline accept the job offer.

### Seniority (Article 16)

- Seniority is based on the employee's original date of hire in the Bargaining Unit.
- A seniority list is maintained by HR and is sent and confirmed by the union three times a year.
- Members are considered probationary until they have been appointed and worked for two academic terms and re-appointed in a third academic term.
- A member needs to continue working to maintain their seniority; a member who has a break in service longer than 24 months will lose their seniority.

### Workload (Article 22)

A reoccurring problem for our members is overwork; we are often assigned more work than can be accomplished in the given contract hours. It is every members' right to be paid for every hour of work that they do.

- **Instructors:** 195 hrs per half credit; 390 hrs per full credit.
- **Grad Student TAs:** 120 hrs per term.
- **Teaching Assistant:** 60 hrs per half credit; 120 hrs per full credit
- **Course Coordinator, Marker-Graders, and Lab Demonstrators** are varied hours from dept to dept.

It is our responsibility to make sure we are not exceeding the number of regular hours (i.e., not overtime hours) allowable in a work week under the Employment Standards Act.

### Seminar Size

The teaching assistant hours are based on a seminar size of twenty students.

When the enrolment for a seminar is greater than 20 students, the Teaching Assistant will be assigned **an additional two hours for each student in excess of 20** (e.g., TAs will receive an additional two hours if the enrolment is 21, an additional four hours if the enrolment is 22, etc).

“Enrolment” means the number of students who are officially registered for the seminar after the fourth week of class (or equivalent length of time in the spring/summer terms).

### **Allocation of Hours (Article 22.05)**

The Allocation of Hours (AoH) is a document that details all the tasks and responsibilities of the job that the member is required to complete, and it provides a reasonable estimate of how much time each task will take. The total hours must add up to your total contract hours and not exceed it. The AoH is signed by the member, their direct supervisor, and the Department Chair.

The AoH must be provided to you by your Instructor, or Professor, or Course Coordinator **within the first two weeks of classes**. If they have not provided you with an AoH at the two-week mark, contact your union. It's difficult for you to do your job and to know what's expected of you if they don't provide you with this information at the beginning of the course.

Review the AoH provided to you carefully. Check the tally and addition of the hours and check to make sure that:

- the time allocated for each task is enough to do the job well.
- you have been given time for all facets of the job, including contact time with students via email & in person during office hours.

If you believe that the allocation of hours has an error, omission, or is unreasonable in its demands, please discuss it with your supervisor. If this does not resolve your concern, contact your union. You are entitled to union representation at any meeting, including the discussion of any problems with the allocation of hours form.

**Always keep track of how many hours it takes to do the work. Don't work for free.**

**Wages – Appendix B**

Instructors		
	Half-Course Stipend	Full-Course Stipend
September 1, 2022	\$6,504.07	\$13,008.14
January 1, 2023	\$7,042.21	\$14,084.42
September 1, 2023	\$7,253.48	\$14,506.95
September 1, 2024	\$7,471.08	\$14,942.17

Teaching Assistants, Course Coordinators, and Lab Demonstrators			
Under-Graduate Rate	Hourly Rate	Half Course Stipend (60 nominal hours)	Full Course Stipend (120 nominal hours)
September 1, 2022	\$20.11	\$1,206.60	\$2,413.20
January 1, 2023	\$20.81	\$1,248.83	\$2,497.66
September 1, 2023	\$21.43	\$1,286.06	\$2,572.12
September 1, 2024	\$22.07	\$1,324.37	\$2,648.75

Graduate Student Teaching Assistantship		
	Hourly Rate	Stipend
September 1, 2022	\$31.63	\$3,795.60
January 1, 2023	\$32.74	\$3,928.45
September 1, 2023	\$33.72	\$4,046.66
September 1, 2024	\$34.73	\$4,167.79

Graduate Rate	Hourly Rate	Half Course Stipend (60 nominal hours)	Full Course Stipend (120 nominal hours)
September 1, 2022	\$31.63	\$1,897.80	\$3,795.60
January 1, 2023	\$32.74	\$1,964.22	\$3,928.45
September 1, 2023	\$33.72	\$2,023.33	\$4,046.66
September 1, 2024	\$34.73	\$2,083.90	\$4,167.79

Marker-Graders					
Hourly Rates	Masters Complete	Undergraduate Complete	Third Year Complete	Second Year Complete	First Year Complete
September 1, 2022	\$31.06	\$26.77	\$19.77	\$17.38	\$16.40
January 1, 2023	\$32.15	\$27.71	\$20.46	\$17.99	\$16.97
September 1, 2023	\$33.11	\$28.54	\$21.07	\$18.53	\$17.48
September 1, 2024	\$34.10	\$29.40	\$21.70	\$19.09	\$18.00

**Your course stipend & hourly wage rate is paid in accordance with Appendix B in the Collective Agreement.**



## Leaves of Absence (Article 19)

- Pregnancy & Parental Leave (A-19.02)
  - Follows Ontario Employment Standards Act.
  - Seniority continues during leave
- Bereavement Leave (A-19.03)
  - Immediate Family – five days off (paid)
  - Aunt/Uncle – one day off (paid)
  - A member may set aside one day of available bereavement leave to attend a funeral or burial service, within one year of the death.
- Academic Conference Leave (A-19.04)
  - Max of three days twice a year with approval
- Emergency Leave (A-19.05)
- Jury Duty/Crown Witness Duty (A-19.09)

## Sick Leave (Article 19.01)

- Member are entitled to five (5) sick days per term.
- If you are sick, contact your direct supervisor immediately.
- All work should be covered when you are sick (ie: dept hires someone to teach your seminar).
- Depending on how long the member is sick – the member will either be given an extension for their grading, or the department will hire someone to complete the work.
- It is the employer's responsibility – not yours - to make alternate arrangements for your work, workload, and any contact time (seminars, office hours) when you are off sick. You should not be doing that yourself for the department. (In the past, members were told to find work replacements themselves – when they're sick! This is not acceptable.).



### Holidays (Article 23)

- Members are not required to work on any of the following holidays:
  - New Year's Day
  - Family Day
  - Good Friday
  - Victoria Day
  - Canada Day
  - Civic Holiday
  - Labour Day
  - Thanksgiving Day
  - Christmas Day
  - Boxing Day
  - ...or any holiday declared by the President of the University.

Some members may, for reasons based on creed, in accordance with the Ontario Human Rights Code and Commission Guidelines, wish to observe holidays other than those listed above.

In such cases, the member is entitled to observe such alternate holidays, provided that adequate arrangements have been made with the Department Chair, through written notice, whenever possible, at least 30 days in advance of the absence, to re-schedule assigned duties and student contact hours.



## How You Can Get Involved in CUPE 4207 – Your Union

- ✓ Attend a General Membership Meeting.
- ✓ Read your Collective Agreement. Know your rights.
- ✓ Find out who your Executive Committee, Faculty & Dept Stewards, and Committee Chairs are.
- ✓ Look at the CUPE 4207 Bulletin Boards across campus for updates.
- ✓ Read the union Mail-Outs that are sent out weekly via email.
- ✓ Check the Website & follow our social media accounts: Facebook, Instagram, Twitter
- ✓ Complete and submit the member in good standing application form.
- ✓ Volunteer to help or attend local union events.
- ✓ Be the eyes & ears of the union and confidentially report Collective Agreement violations or emerging work & workplace issues.





## Becoming a MEMBER IN GOOD STANDING

- Your union represents all employees covered by the collective agreement. However, you must become a member in good standing to fully participate in union activities.
- Being a member in good standing gives you a say in how your union is run, and allows you to participate in events, elections, committees and more.
- Members in good standing can also run for elected union positions and are eligible to serve as delegates to union events, conventions, training, and conferences.
- To become a member in good standing you must complete an application for membership and submit to the Executive Committee. You can drop it off or email it to: [info@cupe4207.org](mailto:info@cupe4207.org)

**CUPE-SCFP** / Canadian Union of Public Employees  
Syndicat canadien de la fonction publique

### APPLICATION FOR MEMBERSHIP TO CUPE LOCAL \_\_\_\_\_

▶ Last name | First name

▶ Address

City | Province | Postal Code

▶ Phone cell | Phone home

▶ Personal Email address

▶ Employer

▶ Employer address

City | Province | Postal Code

▶ Work Phone

▶ Classification/Department

▶  Full time  Part Time  Casual

**DECLARATION**  
I, the undersigned:  
Apply for membership in the Canadian Union of Public Employees and its Local \_\_\_\_\_ and agree to abide by its constitution and bylaws.  
If accepted into membership, I promise to support and comply with the Constitution of this Union, to work to improve the economic and social conditions of other members and other workers, to defend and work to improve the democratic rights and liberties of workers and that I will not purposely or knowingly harm or assist in harming another member of the Union.

Applicant Signature | Day/Month/Year

Witness Signature (on behalf of the union) | Day/Month/Year





## Get Involved by Joining a Committee!

**Standing Committees of the Local** (see [Article 9](#) in our [Bylaws](#)).

A standing committee is a permanent committee, designated to work on a continuous basis. An Executive Committee member leads as Co-Chair, with at least one co-chair is elected by the members of the standing committee and one member-at-large is elected.

- ❖ Equity Committee (with several sub-committees)
- ❖ Bylaw, Policy, and Finance Committee
- ❖ Benefits Committee
- ❖ Communications Committee
- ❖ Socials & Education Committee
- ❖ Political Action and International Solidarity Committee
- ❖ Organizing Committee
- ❖ Health, Safety, and Wellness Committee
- ❖ Environmental Justice Committee



## Contact Us!



**Mailing address:**

CUPE 4207 GLN-A 123  
1812 Sir Isaac Brock Way  
St. Catharines, Ontario, L2S 3A1



**In person:**

GLN-A 123 (main office)  
GLN-A 121 (member lounge)



**Phone:**

905-688-5550  
Extension **4766**



**Email:**

info@cupe4207.org



**Website:**

4207.cupe.ca



**Facebook:**

Page: facebook.com/Cupe4207  
Group: facebook.com/groups/cupe4207



**Instagram:**

@cupe4207



**Twitter:**

@cupe4207

