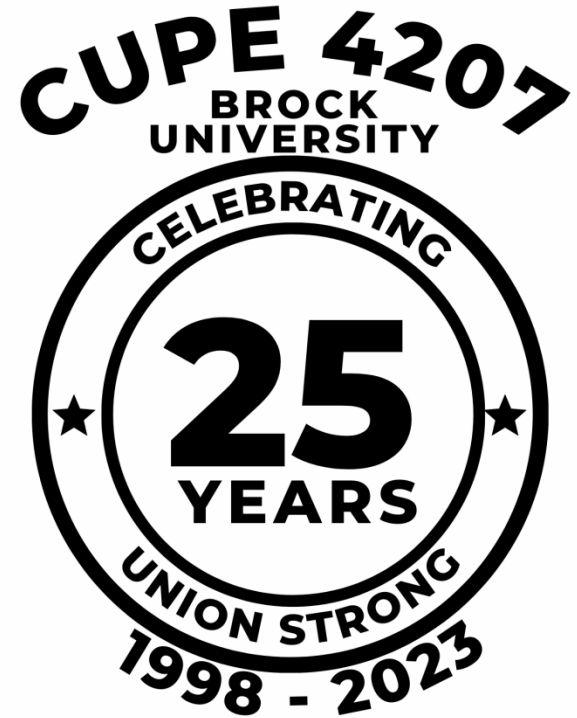


CUPE / Canadian Union
of Public Employees
Local 4207 – Brock University



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!



4207.cupe.ca



Local 4207 – Brock University

2025-2026 CUPE 4207 Executive Committee

President – Phil Wachel president@cupe4207.org

Vice-President Unit 1 – Morgan Crosby vpunit1@cupe4207.org

Vice-President Unit 2/3 – Georgina Keller vpunit3@cupe4207.org

VP Graduate Students – Kendra-Lee Dupuis vpgradstudent@cupe4207.org

VP Unit 1 Instructors – Tracy Kennedy, PhD vp1instructors@cupe4207.org

Vice-President Unit 4 - Rebecca LaRocca vpunit4@cupe4207.org

Vice President Unit 5 – Christine Bellini, Ed.D. vpunit5@cupe4207.org

Treasurer – Darrin Sunstrum treasurer@cupe4207.org

Lead Steward Unit 1 – Brigitte Cecckin leadunit1@cupe4207.org

Lead Steward Unit 2/3 - Donna Pearce leadesl@cupe4207.org

Lead Steward Unit 4 - Amanda Singer leadunit4@cupe4207.org

Recording Secretary – Karen Hofman recordingsecretary@cupe4207.org

Equity Officer – Nwakerendu Waboso (K) equity@cupe4207.org

Membership Outreach Officer – Dan Barnowski outreach@cupe4207.org

Health & Safety Officer – Ben Johnson healthandsafety@cupe4207.org

We are here to help!





2025-2026 CUPE 4207 Stewards

Unit 2/3 Steward – John Vilella

Unit 4 Steward – Katie Roebuck

Instructors Steward – Melissa St. Germaine-Small

Social Sciences Steward – Hurakhsh Hazheer

Math & Science Steward – Karl Grantham

Applied Health Sciences Steward – Drake Christie

Education Steward – William Birell

Business Steward – Sarfarozi Yunusof

International Steward – Adwoa Yeboah Owusu

Biology: Peggy Mantel

Canadian Studies: Brian de Ruiter

Child & Youth Studies: Sandra Kroeker

CPCF: Sierra Sheppard & Nicole Lemieux

Engineering: Nima Jafarnia

History: Tracy Stewart

Sociology: Adwoa Fosuaa Owusu

Physics: Parisa Rouzbazar

Political Science: Tim Fowler

Psychology: Perla Matusof



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)
- **Unit 5:** Faculty of Education Instructors (2025)

CUPE 4207 has spent over 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.

<https://cupe.ca>



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.

<https://cupe.on.ca>



Five Ways that Unions Work for You

1. **Collective Bargaining Works!**

Together, we level the playing field. We stop employers from pitting workers against each other and speak with one strong voice to win fair wages, secure jobs, and better conditions—now and for the future.

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

Unions defend rights for everyone! Charter rights, civil rights, women's rights, LGBTQ+ rights.

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

Union wins raise the bar for everyone. Better wages and benefits force other employers to keep up.

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

We keep hospitals, schools, roads, water, and community programs running—touching every part of daily life.

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

We live, work, and give back where you do—coaching kids, volunteering, supporting local businesses, and keeping neighbourhoods strong..

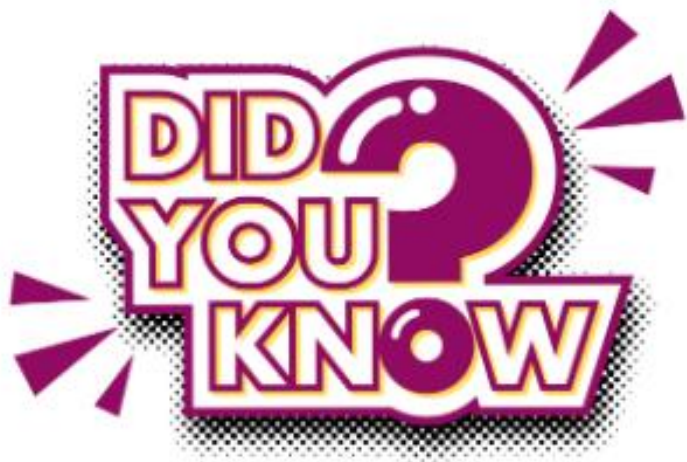
**When we stand together,
we move forward together.**



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
BUFA	Faculty and professional librarians	June 30, 2026
CUPE 1295 FT	Maintenance, trades and custodial	April 30, 2025
CUPE 1295-02 (student)	Maintenance, trades and custodial	April 30, 2028
CUPE 4207-1	Part-time Instructors, TAs, Course Coordinators, Marker-Graders & Lab Demonstrators	September 6, 2025
CUPE 4207-2	ESL Coordinators	June 30, 2028
CUPE 4207-3	ESL Instructors	July 6, 2026
CUPE 4207-4	Clinical Nursing Instructors	February 5, 2026
CUPE 4207-5	Faculty of Education Instructors	
IATSE	Theatre technicians, head of wardrobe, technical director, theatre technical production assistant, production runners, stagehands, wardrobe assistants	June 5, 2026
OSSTF	Support staff	April 30, 2027



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



Why do we need a Union?

Here is a brief list of the things we have accomplished since we certified 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 & fair **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 work 195+ in a term.
- Intellectual Property **Rights** for Instructors.
- **Pensions** for eligible members.

And more...

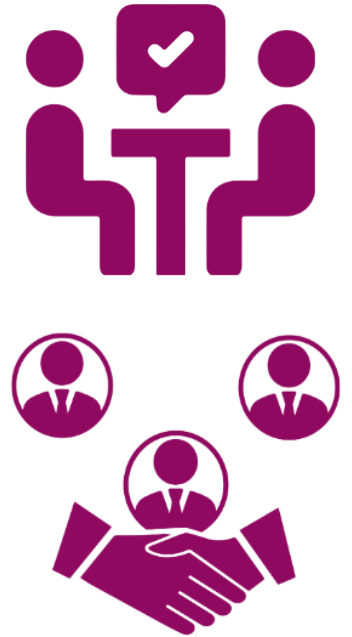
The Collective Agreement

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**

Our contract expires Sept 6th, 2025. Your bargaining team started negotiating with the employer July 11th, 2025.



Who We Represent (Article 3)

We represent:

Instructors: Teaching courses (up to two full credits only).

Course Coordinators: Assisting with course administration.

Teaching Assistants (TAs): Assisting with seminars, student contact, marking, or invigilating.

Lab Demonstrators: Showing techniques or processes in labs.

Marker/Graders: Marking assignments, tests, or exams.

***Not included:** Full-time faculty (BUFA), certain administrative roles (OSSTF), and other positions covered by different bargaining units.*



Local 4207 – Brock University

Your Rights at Work

- **No Discrimination or Harassment (Art. 5):** You are protected under the Ontario Human Rights Code and the Occupational Health and Safety Act.
- **Union Representation (Art. 12.02):** You can request a union steward for any meeting that could lead to discipline.
- **Just Cause (Art. 12.01):** You cannot be disciplined, suspended, or terminated without a valid, documented reason.
- **Access to Information (Art. 8):** You have the right to review the collective agreement, job postings, and your personnel file.



Hiring & Job Security

- **Postings (Art. 14):** All positions must be posted for 10 working days on Brock's careers website.
- **Selection Criteria (Art. 15):** Hiring is based on qualifications, experience, seniority, and any contractual preferences (e.g., Instructor Preference in Hiring rules).
- **Seniority (Art. 16):** Your seniority date is your first date of hire in Unit 1. Gaps in service of 24 months or more may affect seniority.

Workload & Hours

- **Hours (Art. 22):** Each appointment type has a set number of nominal hours:
 - **Instructors:** 195 hours per half-credit course.
 - **TAs:** 60 hours per half-credit course.
 - **GTAs:** 120 hours per term.
 - **Course Coordinator, Marker-Graders, and Lab Demonstrators:** varied hours from dept to dept.
- **Allocation of Hours Form:** Details your duties and expected hours; both you and your supervisor must sign.
- **Overload Pay (Art. 22.06):** If duties go beyond allocated hours, you must be paid for the extra time. Also, when the enrolment for a seminar is greater than 20 students, the Teaching Assistant will be paid an additional two hours for each student over the 20 max.

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.



Local 4207 – Brock University

Pay & Benefits

Pay Schedule (Art. 13): Paid bi-weekly by direct deposit.

Benefits (Art. 13.03): Unit 1 members who are not graduate students and who meet the minimum threshold of **195 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.

Statutory Holiday Pay: Included in your pay if your work falls on a holiday. 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.

Vacation Pay: Four percent is added to your pay.

Pay stubs can be found in Workday.





Local 4207 – Brock University

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 (Article 19)

- **Sick Leave:** Five (5) paid working days per term for illness impacting scheduled contact hours.
 - 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 you are sick, you will either be given an extension for your 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!).
- **Bereavement Leave:** Up to five (5) paid days for immediate family; up to three (3) days for other family members.
- **Pregnancy & Parental Leave:** As per Employment Standards Act (ESA) plus job protection.
- **Union Leave:** Paid or unpaid time to participate in union duties or attend conferences.
- **Academic/Conference Leave:** Available with approval for academic commitments.



Your workplace safety is a legal right under Ontario's Occupational Health and Safety Act (OHSA) and our collective agreement. Brock University and CUPE 4207 share the responsibility to make sure your work environment is healthy, safe, and free from hazards.

- You have the right to refuse unsafe work without discipline.
- We are paid for mandatory safety training.
- We have representation through the Joint Health and Safety Committee.

If Something Happens:

- Report all accidents, injuries, and near misses immediately, even if they seem minor.
- Seek medical attention if needed. WSIB coverage applies to all CUPE 4207 Unit 1 members for workplace injuries. Contact the union to help file WSIB forms and ensure your rights are protected.



A safe workplace is a right, not a privilege. If something seems unsafe, speak up! CUPE 4207 will support you every step of the way.

How You Can Get Involved in Your Union

- ✓ ***Fill out the Member in Good Standing Form***
- ✓ Attend a General Membership Meeting.
- ✓ Join a Committee!
- ✓ Read your Collective Agreement. Know your rights!
- ✓ Meet your Executive Committee, Faculty & Dept Stewards!
- ✓ 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 social media accounts: Facebook, Instagram, X
- ✓ 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

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 _____

- 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.
- If there is a strike: ***Only Members in Good Standing can receive Strike Pay***
- 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





Get Involved by Joining a Committee!

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
- ❖ Social Committee
- ❖ Education Committee
- ❖ Political Action and International Solidarity Committee
- ❖ Organizing Committee
- ❖ Health, Safety, and Wellness Committee
- ❖ Environmental Justice Committee

Check the Website Calendar for upcoming meetings. Email us if you'd like more information: info@cupe4207.org





See Something? Say Something!

If you see, hear, or experience something in your workplace that feels *off*, odd, unfair, or just plain wrong, even if you're not sure, reach out to your union ASAP!

No concern is too small, and no question is “silly.”

The sooner we know, the sooner we can help protect your rights and make sure problems don't grow. We can't help fix what we don't know about. Speak up so we can stand together!

We're here to listen, support, and act.





Local 4207 – Brock University

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:

289-257-4507



Email:

info@cupe4207.org



Website:

4207.cupe.ca



Facebook:

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



Instagram:

@cupe4207



X:

@cupe4207

