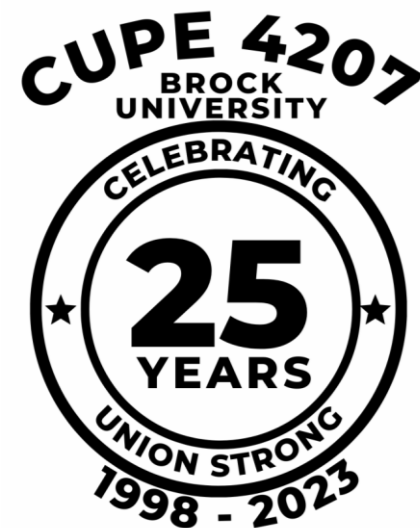




CUPE 4207 Represents Contract Academic Workers at Brock

Welcome!

Welcome to the Membership





1963-2023

What is CUPE?

The **Canadian Union of Public Employees** is Canada's largest National union with 800,000 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.



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 almost 30 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.

The Collective Agreement

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



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**



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.
- An evolving **benefits** plan for Unit 1 members who are not graduate students.
- Intellectual Property **Rights** for Instructors.
- **Pensions** for eligible members.
- And more.....

Who is the union?

- **You!** The union is run by all members who direct the executive through committees and attending GMM.
- ***General Membership Meetings*** happen twice a year. SEPTEMBER 17th @ 12pm will be the best time to meet fellow members. Light lunch is served in-person and you can win prizes, like Lego, for attending.





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.
- ✓ **Become a steward**
- ✓ Look at the CUPE 4207 Bulletin Boards across campus for updates.
- ✓ Read the union Mail-Outs sent to your Brock staff 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.



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. A Committee is lead with two Co-Chairs, and one member-at-large. These are elected each year

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





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

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 _____





Local 4207 – Brock University

The most important email is: info@cupe4207.org

CUPE 4207 GLN-A 123

1812 Sir Isaac Brock Way
St. Catharines, Ontario, L2S 3A1

Website: 4207.cupe.ca

Department Bulletin Boards

Office Hours and Lounge GLN A 122





Local 4207 – Brock University

Your Rights as a Member of 4207



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.

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 paid (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.).



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 195 hours* in a term are automatically enrolled in the Benefits plan. The premium payment is automatically deducted from your five pays towards the end of your contract the semester you are enrolled. These last a full year.

More information can be found on the union website, including forms and how to opt out if you already have coverage elsewhere. <https://4207.cupe.ca/unit1/benefits/>

**In effect for the 2026 F/W term.*

• Workload (Article 22)

• A recurring 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.

Reach out to info@cupe4207.org if your AoH seems incorrect or you need any help.



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 the job offer.

Seniority (Article 16)

- Seniority is important as those who have a long-standing role in the University should be considered first for contracts
- 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.



Wages – Appendix B

Instructors	Half-Course Stipend (195 Nominal Hours)	Full-Course Stipend (390 Nominal Hours)	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, 2025	\$7,695.21	\$15,390.44	September 1, 2025	\$ 22.73	\$ 1,364.10	\$ 2,728.21
September 1, 2026	\$7,887.59	\$15,775.20	September 1, 2026	\$ 23.30	\$ 1,398.20	\$ 2,796.42
September 1, 2027	\$8,045.34	\$16,090.70	September 1, 2027	\$ 23.77	\$ 1,426.17	\$ 2,852.35

Graduate Student Teaching Assistantship		
Hourly Rate	Hourly Rate	Stipend (120 Nominal Hours)
September 1, 2025	\$ 35.77	\$ 4,292.82
September 1, 2026	\$ 36.67	\$ 4,400.14
September 1, 2027	\$ 37.40	\$ 4,488.15

+\$2.25

Graduate Rate	Hourly Rate	Half Course Stipend (60 Nominal Hours)	Full Course Stipend (120 nominal hours)
September 1, 2025	\$ 35.77	\$ 2,146.42	\$ 4,292.82
September 1, 2026	\$ 36.67	\$ 2,200.08	\$ 4,400.14
September 1, 2027	\$ 37.40	\$ 2,244.08	\$ 4,488.15

Marker-Graders					
Hourly Rates	Masters Complete	Undergraduate Complete	Third Year Complete	Second Year Complete	First Year Complete
September 1, 2025	\$ 35.12	\$ 30.28	\$ 22.35	\$ 19.66	\$ 18.54
September 1, 2026	\$ 36.00	\$ 31.04	\$ 22.91	\$ 20.15	\$ 19.00
September 1, 2027	\$ 36.72	\$ 31.66	\$ 23.37	\$ 20.56	\$ 19.38



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

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:

287-257 4507



Email:

info@cupe4207.org



Website:

4207.cupe.ca



Facebook:

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



Instagram:

@cupe4207



Twitter/X:

@cupe4207

