



To: All Members of UGSW–PSAC local 60550



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

Important information on your Hours of work

Now that you are hired to work as a *Graduate Student Teaching/ Research Assistant*, it is important for you to know:

- a) You and your employment supervisor are required to meet to complete the appropriate description of Duties and Allocation of Hours forms (Appendix B1 or B2 in the Collective Agreement). You should get a copy of your completed and signed B1 or B2 form.
- b) Your Employment Supervisor shall meet with you no later than 20 days after the beginning of the appointment to ensure that the hours of work established in Appendix B1 or B2 are appropriate.
- c) If it is determined by the Supervisor and you that the work assigned cannot be performed in the number of hours allocated, your Appendix B1 or B2 shall be revised.
- d) Subsequent to that meeting, in cases where it would be necessary to increase the number of hours, an Appendix C1 or C2 will need to be completed by you and the appropriate signing authorities before additional hours are worked by you, the Employee. Furthermore, you may be accompanied by a representative of the Union at such meeting.
- e) **The number of hours showing on your B1 or B2 form; and,**
- f) **The number of hours you work.**

You are the best person to make sure your hours of work are being respected and that you are being paid for ALL hours worked!

We strongly encourage all members to keep a daily log of all hours worked and immediately request to meet their Supervisor to discuss an amendment of hours if the following happens:



1) You feel you won't be able to meet work requirements in the number of hours contracted,

or

2) You reach the number of hours indicated on your B1 or B2 form.

**It's our Union—it's up to each and every one of us to make sure our
Collective Agreement is being respected!**



Work Hours Log Sheet

Employee Name:

Graduate Student Teaching Assistant

or

Graduate Student Research Assistant

Employment Supervisor:

Employment Dept. / Faculty & Campus:

Length of Contract [specific dates]:

Week #	Instruct, lecture, etc.	Prep. of materials	Present/ attend at labs, lectures	Grading, proctoring, marking	Office hours	Research / lab tasks	Training & other duties	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
Total								