



HIGHLIGHTS OF THE U OF S / PSAC – GRADUATE STUDENT EMPLOYEE TENTATIVE COLLECTIVE AGREEMENT

April 23, 2015 to August 31, 2019

The Collective Agreement between the University and PSAC was tentatively agreed on September 12, 2017. Highlights from the agreement covering April 23, 2015 – August 31, 2019 include:

Compensation

2% increase per year to all rates starting September 1, 2015

Rates of Pay:

- September 1, 2015: \$18.88
- September 1, 2016: \$19.26
- September 1, 2017: \$19.64
- September 1, 2018: \$20.04

- Increase vacation pay to 4/52 (7.69%) effective date of ratification (not retroactive)
- Signing bonus of \$150 per member who worked between May 2017 and April 2018, payable June 2018

Any current practices which are more favourable to an employee than what was negotiated will remain in place for the duration of any current appointments.

Any retroactive wages shall be paid only to members or former members of PSAC who continue to be UofS graduate students at the time of ratification.

Job Classifications

Graduate student employees shall be classified in one of the following categories:

- Teaching Assistant (TA)
 - Provides support for teaching a course (including Graduate Teaching Fellows)
 - Duties may include: preparation, delivering and/or attending lectures; demonstrating, marking, student consultation, invigilating, holding office hours, setting up experiments, supervision of field trips
- Research Assistant (RA)
 - Performs duties assigned by a faculty member that contribute to a faculty member's research program (not required as part of the student's academic program)

- Duties may include: research, preparing reports, writing papers, laboratory support, literature/library research, administrative tasks and provision of other research support and assistance
- Student Assistant (SA)
 - Carries out duties which support the academic mission of the University, but which do not primarily fall into the categories of Teaching Assistant or Research Assistant

Hours of Work

- The maximum number of hours of TA work for any employee is no more than an average of 12 hours per week
- In no case shall an employee work more than twenty (20) hours in any given week
- The Supervisor or designate shall meet with the employee to discuss expected hours of work and complete a *Description of Duties and Allocation of Hours form*

Appointment Process

- Appointments for TA positions shall be made in the following order:
 - A. Students for whom a TA position forms part of their graduate program acceptance package
 - B. Students of the department or non-departmentalized college in which the TA appointment is offered and who have previously held a TA appointment (or students in interdisciplinary programs who have held a TA appointment in that department)
 - C. Students of the department or non-departmentalized college in which the TA appointment is offered and who have not previously held a TA appointment
 - D. Students in a different department or non-departmentalized college from the one where the TA appointment is being offered, but who have previously held a TA appointment
 - E. All others, with special consideration given to students with demonstrated financial need (less than \$16,000 in University funded or administered funds)
- Ability for students to identify preferences for the classes that they would like to TA
- List of hiring criteria to be considered for research assistant and student assistant appointments

Job Postings

- Teaching Assistants (TAs)
 - TA positions allocated as per A and B above do not need to be posted
 - TA positions requiring posting will be posted for no less 7 days
- Research Assistants (RAs) and Student Assistants (SAs)
 - RA positions offered by a student's academic supervisor or any member of the student's advisory committee does not need to be posted
 - A RA or SA assignment totaling twenty (20) hours or less does not need to be posted
- All postings shall be made on the University employment opportunities website for a minimum of 7 days

- All successful candidates shall receive a letter of offer

Training and Evaluation

- Each department will provide paid training appropriate to the duties required
- The Employer may conduct an evaluation during the period of appointment to assist them in improving the quality of work; assess performance; and to document the work performed

Discipline and Grievance Process

- Employees may be disciplined or dismissed for just cause
- The disciplinary actions may include: letter(s) of warning or reprimand, suspension(s) with or without pay, and dismissal
- Informal and formal grievance process similar to other collective agreements

Sick Leave

- Employees shall be granted up to 1 working day of paid sick leave per month, for up to 4 days per term
- Sick leave will only apply to regularly scheduled hours (ex: class room hours)
- Unused sick leave cannot be carried forward

Leaves of absence

- Paid leaves for bereavement or court duty
- Up to 2 days' leave per term for personal reasons
- Maternity/Parental leave provided as per *The Saskatchewan Employment Act*
- Unpaid leaves available for attending academic conferences