



GA/TA ORIENTATION

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Today's Roadmap

What new GA/TAs should know before starting work

We will move from the big picture to practical steps:

Part	Focus
1	Who CUPE 4580 represents
2	Collective Agreement vs. Local By-Laws
3	Appointments, Form 1, hours, and pay
4	Workplace rights, grievance, and representation
5	How to get involved as stewards or volunteers



CUPE at the University of Windsor

Local 4580 is one part of a larger labour community on campus

CUPE Local 4580 represents Graduate Assistants and Teaching Assistants at the University of Windsor.

Local	Who it represents
CUPE 4580	Graduate Assistants and Teaching Assistants
CUPE 1393	Trades, technical, and professional staff
CUPE 1001	Food services workers

The key point: when you work as a GA/TA, you are both a student and an employee. CUPE 4580 supports the employment side of that relationship.



Two Important Documents — Different Roles

Do not confuse workplace rights with internal union governance

Document	What it does	Why it matters
Collective Agreement	Legally binding agreement between the University and CUPE 4580	Covers pay, hours, appointments, grievance, representation, health & safety, leaves, and benefits
Local By-Laws	Rules for how CUPE Local 4580 operates internally	Covers officers, elections, meetings, committees, dues, and Local governance



[Scan for Collective Agreement](#)

For workplace questions, start with the Collective Agreement. For how the Local operates, look at the By-Laws.

Collective Agreement — Section by Section

The Agreement has 26 articles, a wage schedule, and appendices

Area	Articles	Main idea
Foundation	1–4	Definitions, preamble, management rights, and recognition of CUPE 4580 as bargaining agent
Fair workplace	5–12	Discrimination/harassment, representation, grievance, arbitration, evaluations, discipline, termination
Appointments & work	13–18	Posting, hiring, GA support, hours, duties, vacation/holidays, leave, teaching materials
Safety & broader rights	19–26	Health and safety, equity, copies, information, wages, benefits, academic freedom, intellectual property
Schedules & forms	Schedule A, Appendix A–B	Wage rates, vacation pay, Form 1, and graduate calendar reference

Focus for today: the parts that affect your first weeks of work — appointment, Form 1, hours, pay, workplace rights, and how to get help.

Key Definitions — Who Is Covered?



Article 1 defines the main GA/TA categories

Category	Plain-language meaning
Graduate Assistant	Full-time graduate student in good standing employed to assist with teaching or related duties
MII GA	Master's candidate
MI GA	Master's qualifying student
PhD GA	Student enrolled in a PhD program
TA I / TA II	Normally undergraduate students in first/second year or third/fourth year
TA III	Fallback category when TA I/II positions cannot be filled by qualified applicants

Appointments & Hiring Rights



Article 13 explains postings, applications, and offers

Step	What members should check
Posting	Projected GA/TA positions should be posted before each term, with course, hours, type of position, eligibility, deadline, and application process.
Deadline	Application deadline must be at least 4 weeks before the first day of the semester.
Selection	GA offers consider academic status, academic performance, relevant experience, and previous positive evaluation when applicable.
If not hired	You may request written reasons; the AAU Head must reply within 10 working days.
After offer	No unreasonable changes in duties; no fewer hours or less pay than stated in the original offer.

Keep copies of postings, applications, offer letters, and emails.

GA Terms of Support

Article 14 explains minimum GA support commitments

Level	Minimum support	Important conditions
PhD	Equivalent of 7 full terms of support	Apply to posted positions by the deadline each term until the minimum is met; maintain full-time registration and good standing; perform duties satisfactorily.
Master's	Equivalent of 3 full terms of support	Same core conditions: apply on time, remain eligible, and perform satisfactorily.
Exemptions	PhD: up to 2 one-semester exemptions; Master's: up to 1	Co-op terms do not count as exemptions. Additional declined appointments can reduce the obligation.

Minimum support does not happen automatically if you miss postings or deadlines.



Know the rule. Apply every term. Keep records.

Hours of Work & Duties

Article 15 is one of the most important sections for new GAs/TAs

Appointment type	Full appointment hours
PhD GA	140 hours per term
MII GA	140 hours per term
MI GA	110 hours per term
TA I, TA II, TA III	100 hours per term

Duties may include preparation, attending lectures, leading labs/tutorials, office hours, consulting with students, marking/grading, proctoring, setting up experiments, training, and meeting with the supervisor.

A full GA appointment normally averages about 10 working hours/week, up to 140 hours per term.

A supervisor meeting should happen within 10 working days, and Form 1 should be completed there.

Form 1 — Description of Duties & Allocation of Hours



This is the practical document you should not ignore

APPENDIX 'A' - DESCRIPTION OF DUTIES AND ALLOCATION FORM

APPENDIX "A" - Form 1

(Description of Duties and Allocation of Hours)

The student will not commence work until they have received an email with the RE: line of "Authorization to commence GA/TA duties".

Student Name:		
Student Number:		
Department:		
Course Number & Title:		
Supervising Professor:		
Duties	Hours per task	
	Initial	Revised
Training:		
Preparation:		
Contact:		
Marking/Grading Estimated Enrolment per GA/TA:		
Other Duties:		
TOTAL HOURS (NOTE: Where an assistant believes that they are likely going to exceed their contracted hours in a particular semester, the assistant must inform their supervisor, in writing or via e-mail , at least 20 hours prior to completion of the hours allotted in their contract.)		
Prepared by (Supervisor):	Signature:	Date:
Approved by (Chair/Designated Authority):	Signature:	Date:
Accepted by (Graduate/Teaching Assistant):	Signature:	Date:
MID COURSE REVIEW CHANGES (if no changes, record date of meeting and note no changes)		
Date of Meeting:	Prepared by (Supervisor signature):	
Approved by (Chair/Designated Authority Signature):	Graduate/Teaching Assistant Signature:	

What to check

Why it matters

Authorization email

You should not start work before the "Authorization to Commence GA/TA Duties" email.

Task categories

Training, preparation, contact/labs, marking/grading, and other duties should have estimated hours.

Total hours

The total should match the appointment.

Mid-course review

If duties change, Form 1 should be updated.

Records

Keep a copy and track your actual hours.

Form 1 should be completed no later than the supervisor meeting within 10 working days.

Protect Your Time

Do not quietly work beyond your contract



If you believe you are likely to exceed your contracted hours, inform your supervisor in writing or by email at least 20 hours before your allotted hours are completed.

Situation	What to do
Approaching total hours	Email the supervisor before only 20 hours remain.
Asked to work more	Ask for written approval before doing work beyond the contract.
Approved extra hours	Hours beyond the appointment are paid at 2× the hourly rate.
No approval / uncertainty	Contact CUPE 4580 early before continuing unpaid or unclear work.

Get Involved: Stewards & Volunteers

A call for members who want advocacy, leadership, and organizing experience



CUPE 4580 is looking for members who want to support their peers and gain practical experience.

Role / team	What you can gain
Faculty Stewards	Advocacy experience, member support, grievance basics, documentation, communication with the Local
Organizing & Events	Planning member engagement activities, outreach, logistics, teamwork, visibility on campus



Interested? Contact us after the presentation or email cupe4580@uwindsor.ca

Your CUPE Local 4580 Executive



- **Mahta Shariat Razavi**
- President



- **Motahar Shajar Doust**
- Vice-President



- **Niloofar Naghdi Pour**
- Treasurer



- **Saba Ghadiri**
- Secretary



- **Morteza Karbasi**
- Membership Officer

Your CUPE Local 4580 Contacts



Contact	Details
Email	cupe4580@uwindsor.ca
Website	cupelocal4580.ca



Website



Collective Agreement

Know your hours. Know your rights. Contact us early.