



Welcome!

PSAC 901 Member Orientation

The Union of Graduate Teaching Assistants, Teaching Fellows, Research Assistants, and Postdoctoral Scholars at Queen's University



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www.psac901.org



How Your Union Works

- ~2,000 graduate students who are employed by Queen's University as a TA, RA, TA, or Postdoctoral Scholar
- Non-profit, autonomous body that engages in collective bargaining with Queen's/the employer
- **Collective Agreement:** outlines terms and working conditions, wages, means of dispute resolution members are entitled to + other protections such as leaves, intellectual property rights, and work accommodations
- Members > Department Stewards > Executive Committee + 1 Office Manager/staff member
 - Stewards elected at the departmental level, meet monthly at Stewards' Council
 - **Interested in becoming a steward?** chiefsteward1.psac901@gmail.com



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You are employees!

All employees must have a contract that complies with the Collective Agreement

It's crucial that you track your hours, so you know if you are close to going over!

If you have any questions at all or concerns about your contract, just ask, and we will help you figure it out!
chiefsteward1.pzac901@gmail.com

General things to check for with your contract:

- Lists all assigned activities or responsibilities & the allotted work hours for these activities
- You understand all the duties, and that the hours allocated are fair and reasonable. If they are not, talk to your Steward or email the co-chief stewards!
- You receive a copy of your signed contract
- Plan to meet with your supervisor halfway through the contract to review how the work hours are balancing IRL
- If additional work is required beyond the scope of the estimated hours in the contract, the Employer can offer extra paid hours, and a new contract will be completed

Remember, DO NOT work beyond allotted hours specified in your contract without confirming that you will be paid for your work with a new contract



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Benefits of being in a union

- **Sick Leave:** 12 hours of paid sick leave per term
 - If you need more time off due to illness or injury, you can take unpaid sick leave
 - Other types of leave include pregnancy and parental leave, bereavement, court, conferences and training leaves, gender affirmation leave, and more
- **Accommodations for work:** Queen's must accommodate employees within reasonable limits under the Ontario Human Rights Code
 - You can have a Union representative present at meetings with the Employee Wellness Services Unit
- **Grievances:** Work-related problems can be resolved through a Grievance Procedure
 - Union representatives are available to help members with any issues that arise!
 - "Just Ask" policy: **Processes are strictly confidential and it is always up to you to decide if you want to proceed** with a grievance or not. chiefsteward1.psa901@gmail.com



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Additional Supports

- **Bursaries**

- Childcare – before/after school care, daycare, babysitting, summer camps/programs included
- Gender affirmation **is closed for the 2022/23 year but will reopen for 2023/24*
- Professional development
- Mental health
- Emergency hardship

- **Employee Assistance Program**

- LifeWorks - wellness services for employees and their families including counseling, assessments, toolkits, videos, podcasts, and more. Available through the LifeWorks website, app, or by phone.
- <https://www.queensu.ca/humanresources/working-queens/health-and-wellness>

- **Time Tracker:** http://psac901.org/?page_id=355

- Or you can download the mobile smart app Time Tracker



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Get Involved

- **Fall BBQ September 14!** – 3-5 PM, MacDonald Park, 9 King St. (by Richardson Bathhouse)
- Stewards' council held every month – *watch your inbox for details*
 - Become a steward if your department doesn't have one!
- We are here to support your organizing ideas! Talk to your steward about funding for events, projects, or start a working group!
- Standing Committees organize around a specific issue, project, or focus. **Please get in touch with the respective member of the Executive listed for the committee if you are interested in knowing more, and getting involved!**
 - **Political Action Committee:** organizes, facilitates, and participates in direct action against forms of social, political, economic, and ecological oppression. Contact: VP Community Relations vpc.psic901@gmail.com
 - **Social Justice Committee:** assists the Equity Officer in their work of representing and advocating for members in regards to equity and human rights issues. Contact: Equity Officer equity.psic901@gmail.com
 - **Budget Committee:** assists the Treasurer in preparing a draft budget ahead of the AGM. Contact: Treasurer treasurer.psic901@gmail.com



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Staying Connected

- **Please contact us if you have any questions or concerns about your work as graduate student employees – we are here for you!**
- You can always feel free to reach out with general questions, or to be connected to the right person – email staff.psac901@gmail.com or stop by our office!
 - **Robert Sutherland Hall Rm 547**
 - Office hours: Monday-Friday, 9:30am-4pm
- **Follow us on social media for the latest events, news, and more!**
Or visit <https://psac901.org>



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