

## TA/RA MEMBERS' RIGHTS BEFORE & AFTER SIGNING A CONTRACT

### Your Rights BEFORE Signing a Contract

1. To be notified of the different job offers from your department either online or in printed form.
2. To be given the following information before applying:
  - position;
  - department;
  - summary of responsibilities;
  - number of hours and hourly rate;
  - instructor & course info;
  - start and end dates of contract.and when available:
  - class and/or tutorial schedule or link to the class scheduling site;
  - job qualifications and/or requirements;
  - guidelines for assigning Teaching/Research Assistantships.
3. To look/review the workload form and have the opportunity to bring up issues with your instructor.
4. To have access to and be able to sign the TRAC membership form.
5. To have access to paid training hours for health & safety training (when applicable).
6. To be given access to find & download your collective agreement.
7. To discuss possible agreements on intellectual property rights.
8. To work in an environment free of discrimination, intimidation, harassment, and incivility.

## MEMBERS' RIGHTS BEFORE & AFTER SIGNING A CONTRACT

### Your Rights AFTER Signing a Contract

1. To have a digital or printed copy of your contract.
2. To be in touch with the instructor regarding TA/RA issues (all of which you can/should ALWAYS let us know about) such as:
  - Time allocation and unrealistic job expectationswork;
  - Incivility or harassment;
  - Security or risk at the job;
  - Others.
3. To keep track of your hours, and STOP working when they are done or after the end date of your contract.
4. To make revisions on your workload form with your professor within two (2) weeks of mid-terms.
5. To be given an employee ID, an employee netname, and access to your paystubs (contact Concordia HR).
6. To have a 4% vacation days in each paystub.
7. To have access to your employee file.
8. To be paid no later than one (1) month after the beginning of your employment and every second Friday thereafter.
9. To file a grievance for any violation of your rights within thirty (30) days from the end of the contract in which the incident occurred. For harrasment in the workplace, the Quebec labour code provides a two (2) year deadline from the occurrence of the incident.

## **ANTI-DISCRIMINATION, HARASSMENT, AND INCIVILITY**

### **Keep In mind If you are experiencing discrimination, harassment, or incivility**

- The burden of proof and evidence rest on Concordia when there is a grievance of discrimination, harassment, or incivility.
- It is your right to openly speak about your union and exercise your labour rights without any form of reprisal.
- It is always best to keep a written record of any interaction with your professor. It is suggested to summarize a meeting by email as a way to have things in written form.

### **Definition of discrimination**

The distinction, exclusion or preference based on race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a disability or the use of any means to palliate a disability, or on the exercising of a right provided under the collective agreement or the law.

- Example: not being assigned a contract after announcing pregnancy.

### **Definition of harassment**

The lack of respect or professionalism manifested either verbally or through a written form.

- Example: the use of insults or swear words, not addressing you by your name, offering unwanted remarks or opinions about your sex, gender, ethnicity, country or culture of origin, accent, clothes, etc.

The unwanted advances and physical contact.

- Example: professor contacts you for not-work related issues in an inappropriate way, touches you in an inappropriate way, does not modify their behavior after being corrected on social and cultural boundaries, etc.

## **ANTI-DISCRIMINATION, HARASSMENT, AND INCIVILITY**

### **Definition of incivility**

Lack of politeness, decorum, and social skills.

- Example: passive aggressive comments, writing with unjustifiable and inappropriate use of capital letters or color font, talking behind your back.

Lack of response or communication.

- Example: professor does not response emails or show availability to meet, does not show up for meetings or cancels them reiteratively.

Unrealistic expectations.

- Example: professor expects works from you based on unrealistic expectations or deadlines, blackmails you, contacts you at inappropriate hours, etc.

**IF YOU ARE EXPERIENCING ANY ISSUES OR IF YOU HAVE ANY QUESTIONS RELATED TO YOUR RIGHTS AND WORKING CONDITIONS, PLEASE CONTACT TRAC AT [TRAC-UNION.CA](https://trac-union.ca)**

**DON'T FORGET THAT ANY FORM OF INTIMIDATION OR REPRISALS, INCLUDING THE NON-ATTRIBUTION OF CONTRACTS, DUE TO EXCERCISING YOUR RIGHTS IS STRICTLY PROHIBITED BY THE QUEBEC LABOUR CODE.**

### **LEARN MORE ABOUT YOUR RIGHTS:**

- **TA & RA 2016-2021 COLLECTIVE AGREEMENT**
- **QUEBEC LABOUR CODE (C-27)**
- **QUEBEC CHARTER OF HUMAN RIGHTS AND FREEDOMS (C-12)**
- **COMMISSION DES NORMES, DE L'ÉQUITÉ, DE LA SANTÉ ET DE LA SÉCURITÉ DU TRAVAIL**
- **CONCORDIA UNIVERSITY'S CODE OF RIGHTS AND RESPONSIBILITIES**