

To: STUDENTS EMPLOYED AS GRADER/MARKERS AND TEACHING ASSISTANTS

From: Dave West, Staff Relations Officer, Human Resources

Re: Hours of Work – Assigned and Actual

During negotiations for the current Collective Agreement, CUPE-TA requested that the parties discuss concerns being raised by employees regarding hours of work outside of class or lab time. As a result, the University agreed to survey employees in Grader/Marker and Teaching Assistant/Tutor/Demonstrator positions to see if there are significant differences between the hours of work assigned by the University and the actual hours required to complete the assigned tasks.

To this end, please find enclosed a survey form developed in consultation with your CUPE-TA union. We ask that you complete the form showing the time you have spent doing various types of work in your position as Grader/Marker or Teaching Assistant and return the form to Human Resources by folding and sealing the form (label showing, please) and placing it in the University's internal mail.

You are asked to return the form by January 15 for work completed in the September – December term and by April 30 for work in the January – April term.

I hope you will recognize the importance of providing feedback to the University and your union on this issue and that you will complete and return the form in time to participate in this endeavour.

As is stated on the bottom of the form, your completed document will not be shared with your supervisor or department. Only the aggregated data will be shared.

If you have any questions on this matter, please call me at 474-8384 or e-mail me at westd@cc.umanitoba.ca, or your union representatives at 474-8804 or e-mail at cupe3909@gmail.com.