



UNITED STEELWORKERS LOCAL 4120

Understanding your Contract



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****Start Recording****



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<https://www.uoguelph.ca/facultyrelations/system/files/USW-PDS-CA-2023-2026-FinalWeb.pdf>

Letter of appointment

21.5 a. All Employees shall receive a letter of appointment, signed by the Employer and Faculty Supervisor, which shall include, at a minimum, the following information:

- I. start date of contract;
- II. end date of contract;
- III. annual rate of pay;
- IV. intended days and hours of work;
- V. name of Faculty Supervisor;
- VI. campus location;
- VII. any teaching assignments and student or employee supervision requirements, if applicable, and
- VIII. general outline of duties.

The letter shall also include a link to the Collective Agreement, and contact information for USW Local 4120.



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Teaching assignments

25.6 Teaching

a. Any PDS appointment that includes a teaching assignment shall be compensated at a minimum rate of no less than \$8,000 per course. This compensation rate shall be clearly stated in any letter of appointment that includes teaching duties. Teaching assignments, and course preparation of thirty (30) hours the first time a PDS teaches a course, are a part of regularly assigned hours.

b. In no case may the Employer substitute compensation earned by the Employee for sessional teaching in place of their regular salary.



Days and Hours of work

26.2 Workweek Averaging and Overtime

- a. The normal weekly hours of work are thirty-five (35) hours per week, not limited to any day of the week.
- b. Employees are entitled to one (1) unpaid hour break and two additional paid fifteen (15) minute breaks each day. If an Employee is required to work in excess of eight and a half (8.5) hours in a regular workday, the Employee shall be entitled to an additional one (1) hour break.
- c. Time spent attending to reasonable personal needs, such as bathroom use, nursing or pumping, etc., shall not be counted against other breaks outlined in this article.



Outline of duties

Article 11 – Duties and Responsibilities

11.1 Upon appointment, an Employee and their **Faculty Supervisor shall convene a meeting to discuss the duties and expectations of the appointment** and the Employee's **career objectives**. Subsequent such meetings shall occur at least once per year, if requested by the Employee.



Outline of duties

Article 11 – Duties and Responsibilities

11.2 Employees are required to adhere to University policies and Senate regulations. Where there is a conflict between policies of the University and regulations of the Senate, the provisions of the Collective Agreement shall apply.

11.4 With the consent of the University Senate, Postdoctoral Scholars may be allowed to serve on the committees of or to co-advise graduate students. If requested, an Employee's Faculty Supervisor shall make reasonable efforts to accommodate such supervision.



Outline of duties

Article 11 – Duties and Responsibilities

11.3 No Employee shall be required by the Employer to perform duties that are not related to the research and training program for which the Employee has been hired.



25.4 Post Appointment Work

- a. After an appointment expires, a Postdoctoral Scholar will not be required to do additional work without additional compensation.
- b. If an employment supervisor requests a Postdoctoral Scholar to perform work after the expiry date of their appointment, **a contract extension to a maximum of twelve weeks will be created**. This contract extension may involve modified hours of work.



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- b. If an employment supervisor requests a Postdoctoral Scholar to perform work after the expiry date of their appointment, **a contract extension to a maximum of twelve weeks will be created**. This contract extension may involve modified hours of work.
- c. Nothing in this article precludes a Postdoctoral Scholar and their Supervisor from negotiating a contract extension of a length up to the length of time taken for an approved Leave. **All appropriate reasons for extension will be given consideration.**



Annual rate of pay

Article 25 - Wages

25.1 Following ratification of this renewal Agreement, the Employer shall provide a minimum base salary applicable to Employees from all combined sources of \$39,000. The minimum base salary and the salaries of all Employees will increase as follows:

Year	Effective Date	Increase amount	Minimum base salary
2023	May 1, 2023	2.5%	\$39,000
2024	May 1, 2024	3.25%	\$40,267
2025	May 1, 2025	3.5%	\$41,676

This is the absolute lowest you can be offered!

Contract extension vs new contracts





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Additional resources

USW4120 – unit A website:

<https://uswlocals.org/usw-local-4120/postdoctoral-scholars-0>

OGPS website:

<https://graduatestudies.uoguelph.ca/postdoctoral>