

**February 18, 2021**  
**Employer's Unit 1 proposals**

**1. PROPOSAL 1: PAID EQUITY TRAINING**

*Revise Article 10.02.2(ii) and Appendix A: TA Workload Form to provide for up to 5 hours of mandatory Occupational Health and Safety and AODA training within the 270 hours of a full TA assignment:*

10.02.2 (i) All work of a teaching assistant assigned and/or approved by the course supervisor shall be included in the hours noted above. This work may include, but is not limited to, preparation for classes, preparation of written or audio-visual materials, attending lectures, teaching, leading discussions and supervising laboratories, rating students' work, holding office hours, consulting with students, invigilation of tests and exams, writing and grading tests, examinations and lab sets, grading essays, term papers and problem sets, setting up experiments, conducting field trips, and conferring with the supervisor as required by the teaching assistant's teaching duties.

(ii) Any employer-required training or orientation of fewer than ten hours, or fewer than fifteen hours in the case of a first appointment as an employee of York University, shall be included in the hours specified in Article 10.02.1 and normally shall take place during the period of time that the employee holds the position. Such training may include up to five (5) hours of mandatory Occupational Health and Safety and AODA training, and Sexual Violence training. Any employer-required training or orientation of more than ten hours shall be reimbursed for those hours beyond ten hours, at the Overwork Rate. Where the employer is requiring that an employee attend training or orientation the employee will be provided with timely, advance notice.

APPENDIX A  
TA WORKLOAD FORM –  
ASSIGNMENT OF DUTIES TO TEACHING ASSISTANTS  
*(Original to Teaching Assistant, copy to Assistant to the Chair and Course Supervisor  
and CUPE 3903)*

\_\_\_\_\_  
Course Supervisor    Course

\_\_\_\_\_  
Teaching Assistant    TA Position (e.g. Tutor, Marker/Grader etc.)

\_\_\_\_\_  
Sec./Tut. # and No. of Students    Faculty/Hiring Unit  
Per group (where applicable)

ASSIGNED DUTIES (AS TOTAL NUMBER OF HOURS)  
*(TAs need not be assigned duties in all categories)*

**February 18, 2021**  
**Employer's Unit 1 proposals**

1st MEETING DATE: \_\_\_\_\_

2nd MEETING DATE: \_\_\_\_\_

A) POSSIBLE DUTIES	Details	Hours – 1st Mtg.	Hours – 2nd Mtg.
Tutorial, Lab, Studio Hours			
Lecture Attendance			
Office Hours			
Preparation			
Grading – Assignment/Test #1			
Grading – Assignment/Test # 2			
Exam Grading			
Meetings			
Invigilation			
Training (Up to 10 hours <u>which may include up to 5 hours for mandatory Occupational Health and Safety and AODA, and sexual violence training</u> )			
Training for a first-time employee of York University (up to an additional 5 hours)			
Email communications where required for the proper instruction of the subject matter of the course (e.g. computer skills and internet courses)			
<b>B) POSSIBLE DUTIES WITH CONSENT</b>			
Lecturing			
Email other than as described above			
Other (Please Detail)			
Total Hours (Max. 270/Full TAship)			

February 18, 2021  
Employer's Unit 1 proposals

**2. PROPOSAL 2: REVISING THE BLANKET APPLICATION FORM**

*Revise Unit 1 Blanket Application to add the opportunity for applicants to add the pronouns by which to refer to them and to insert the University's current self-identification survey distributed to new and continuing employees on a confidential basis:*

**APPENDIX F  
APPLICATION FOR A TEACHING ASSISTANTSHIP POSITION  
YORK UNIVERSITY  
UNIT 1**

(If you are registered at York as a full-time graduate student)

NAME TELEPHONE  
    *surname*    *given name & pronouns*

...

---

**Employment Equity (completion of this section is voluntary):**

The information below is important for the CUPE 3903 Joint Employment Equity Committee. A high response rate is critical to the ongoing development of the CUPE 3903 Employment Equity Plan. We ask that you please self-identify by checking one or more of the boxes below and submit it to the departmental administrative assistant. Please note that in order for this information to be useful we need you to include your Employee Number.

~~Visible Minorities~~ ~~Aboriginal People~~ ~~Persons with Disabilities~~ ~~Women~~

Employee Number \_\_\_\_\_

*Insert the University's Self-Identification Survey sent to new and continuing employees on a confidential basis:*

---

**A. Visible minorities (racialized)** are persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour, regardless of birthplace.

Based on this definition, are you a visible minority (racialized)?

Yes       No

If yes, you are invited to check all that apply:

**February 18, 2021**  
**Employer's Unit 1 proposals**

- Arab
- Black (e.g., African, American, Canadian Caribbean)
- Chinese
- Filipino
- Japanese
- Korean
- Non-White Latin American (including indigenous persons from Central and South America)
  - Non-White West Asian (e.g., Iranian, Lebanese, Afghan)
  - South Asian/East Indian (e.g., Bangladeshi, Pakistani, Indian from India, East Indian from Guyana, Trinidadian, Sri Lankan, East African)
  - South East Asian (e.g., Burmese, Cambodian/Kampuchean, Laotian, Malaysian, Thai, Vietnamese, Indonesian)

**B. Persons with disabilities** are those that have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

- a. consider themselves to be disadvantaged in employment by reason of that impairment, **or**
- b. believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. This also includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

**Based on this definition, are you a person with a disability?**            Yes             No

**C. An Aboriginal (Indigenous) person** is a North American Indian, Métis, or Inuit and/or a Treaty Indian or a Registered Indian and/or member of an Indian Band/First Nation.

**Based on this definition, are you an Aboriginal (indigenous) person?**  
Yes             No

**February 18, 2021  
Employer's Unit 1 proposals**

<p><b>D. What is your gender identity?</b></p> <p><input type="checkbox"/> <b>Man</b>      <input type="checkbox"/> <b>Woman</b>      <input type="checkbox"/> <b>Trans*</b>      <input type="checkbox"/> <b>Gender Non-conforming</b></p> <p>Trans* includes, for example trans, transgender, transsexual, genderqueer, two-spirit, trans woman, trans man, non-binary</p>
<p><b>E. LGBTQ2</b> is an umbrella term for persons who identify, for example as, lesbian, gay, bisexual, transgender, two-spirited, genderqueer, questioning, or who otherwise express gender or sexual diversity. Do you identify as LGBTQ2?</p> <p><input type="checkbox"/> <b>Yes</b>      <input type="checkbox"/> <b>No</b></p> <p>*Trans includes, for example trans, transgender, transsexual, gender queer, two-spirit, trans woman, trans man, non-binary</p>
<p><b>F.</b> If under representation in certain designated groups is found, we will conduct focus group sessions to gain more information about potential barriers to employment. This will assist us in creating a work environment where every employee feels valued, respected and supported in achieving their career goals.</p> <p>May the Employment Equity Officer contact you to participate in focus groups?      <b>Yes</b> <input type="checkbox"/>      <b>No</b> <input type="checkbox"/></p>
<p><b>G.</b> <input type="checkbox"/> I choose not to complete the self-identification survey at this time.</p>

---

**NOTE:**      If you are a person with a disability and wish to discuss workplace accommodation please contact the University's Employee Well Being Office:

<http://www.yorku.ca/hr/units/employeerelations/ewb.html>