

**APPENDIX B2**  
**GRADUATE STUDENT RESEARCH ASSISTANT (GSRA) EMPLOYMENT CONTRACT,  
INCLUDING DESCRIPTION OF DUTIES AND ALLOCATION OF HOURS**

GSRA's Name	Signature	Date
GSRA Supervisor's Name	Signature	Date
Grant Holder's Name (if applicable)	Signature	Date
DOGS/Chair/Dean's Name	Signature	Date

Your appointment as a **Graduate Student Research Assistant (GSRA)** and the terms and conditions of your employment are covered under the Collective Agreement between the Union, Public Service Alliance of Canada (PSAC) Local 60550 Union of Graduate Student Workers (UGSW), and the Employer, UNB. You are encouraged to review this Collective Agreement on the UGSW website at [ugsw.ca](http://ugsw.ca) or the UNB Human Resources website at [unb.ca/hr](http://unb.ca/hr).

Once the GSRA Employment Contract (located in the Collective Agreement's Appendix B2) is completed and agreed to by signature above, you will then be an Employee, and will be represented in this employment relationship by the PSAC and assigned to Local 60550 UGSW. Union dues (currently 1.586 % of salary + \$1.00/month) will be deducted from your biweekly pay, remitted to the Union, and will be shown as a deduction from taxable income on your Statement of Remunerations Paid (T-4).

You and your GSRA Employment Supervisor are referred to **Article 15 – Hours of Work and Overtime** for full details to assist with completing this form. You will discuss the work to be done, giving details, including the nature, number and scheduling of specific assignments and the estimated hours of work each will involve. You are advised not to sign this GSRA Employment Contract until you fully understand it and agree with the details below. By signing this GSRA Employment Contract, both you and your GSRA Employment Supervisor agree on the content herein.

Once this GSRA Employment Contract is completed and fully signed above, an original copy shall be provided to you and copies will be forwarded to the School of Graduate Studies, the GSRA employment Supervisor's GAU secretary, the Grant Holder (if applicable) and digitally to PSAC Local 60550 UGSW.

The GAU, usually the designated Graduate Secretary responsible for your GSRA paperwork, will give you, along with this completed GSRA Employment Contract: the initial Union Information Package and the names, e-mail and phone numbers of Union Representative(s) that have been provided to the GAU by the Union. The Union Representative will assist you in understanding and completing the Union Application form and will introduce you to your Union's role in the employment relationship with the Employer and the Collective Agreement. You can contact the Union directly at any time via e-mail to [ugsw.unb@gmail.com](mailto:ugsw.unb@gmail.com) or by leaving a confidential voice message on the Union's telephone (506) 451-6882.

Normally within twenty (20) days after the commencement of your GSRA duties, one subsequent meeting shall be held in accordance with Article 15.03 to review, and if necessary, revise this Contract by utilizing the Collaborative Amendment Record for GSRA Employment Contract attached at Appendix C2.

As outlined in Articles 15.04 and 15.05, either you or your GSRA Employment Supervisor must initiate any subsequent changes to this Contract by utilizing the Collaborative Amendment Record for GSRA Employment Contract attached at Appendix C2.

GSRA's Initials _____	GSRA Supervisor Initials _____	Grant Holder Initials _____	DOGS/Chair/Dean Initials _____
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### Description of Duties and Allocation of Hours

<b>Academic Term(s):</b>	
<b>Dept./Fac. of Employment:</b>	
<b>Start and End Dates:</b>	
<b>Hourly Rate of Pay:</b>	
<b>Student Status: Full-time/Part-time (F/P)</b>	
<b>Student Number:</b>	
<b>Student E-mail:</b>	
<b>Student Phone Number(s):</b>	
<b>GSRA employment Supervisor's E-mail:</b>	
<b>GSRA employment Supervisor's Phone Number(s):</b>	

<b>GSRA Duties</b>	<b>Approximate Hours (per week)</b>	<b>Details:</b> (Include the nature of the GSRA tasks to be performed and any expectations related to them. There is no expectation for an individual to perform work not related to the duties described in this contract. Further, if possible, note where the projected workload is likely to exceed 10 hours per week.)
<b>Total Hours / Term</b>		<b>Notes:</b>

In accordance with Article 15.07 an Employee shall not be required to work more than fifteen (15) hours in a week without their consent  
A Full-time Graduate Student will not normally be employed as a GSTA and, or, GSRA for more than 520 hours over a 12-month period