

APPENDIX B1
GRADUATE STUDENT TEACHING ASSISTANT (GSTA) EMPLOYMENT CONTRACT,
INCLUDING DESCRIPTION OF DUTIES AND ALLOCATION OF HOURS

GSTA's Name	Signature	Date
GSTA Supervisor's Name	Signature	Date
DOGS/Chair/Dean's Name	Signature	Date

Your appointment as a **Graduate Student Teaching Assistant (GSTA)** 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 or the UNB Human Resources website at unb.ca/hr.

Once the GSTA Employment Contract (located in the Collective Agreement's Appendix B1) 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 GSTA Employment Supervisor are referred to **Article 15 – Hours of Work and Overtime** for full details to assist with completing this form. You will discuss this information, taking into account such things as course enrolment, nature of the tasks and expectations for grading, in determining reasonable workload. You are advised not to sign this GSTA Employment Contract until you fully understand it and agree with the details below. By signing this GSTA Employment Contract, both you and your GSTA Employment Supervisor agree on the content herein.

Once this GSTA 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 GSTA employment Supervisor's GAU secretary and digitally to PSAC Local 60550 UGSW.

The GAU, usually the designated Graduate Secretary responsible for your GSTA paperwork, will give you, along with this completed GSTA Employment Contract: the PSAC Application for Membership form; the initial Union Information Package prepared by the Union; and the names, e-mail and phone numbers of the 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, either during or following this process, via e-mail to 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 duties, one subsequent meeting shall be held in accordance with Article 15.03 to review, and if necessary, revise this Contract by utilizing the Employment Contract Collaborative Amendment Request Record for GSTA Employment Contract attached at Appendix C1).

As outlined in Article 15.04 and 15.05, either you or your GSTA Employment Supervisor must initiate any subsequent changes to this Contract by utilizing the Employment Contract Collaborative Amendment Request Record for GSTA Employment Contract attached at Appendix C1.

GSTA's Initials _____	GSTA Supervisor Initials _____	DOGS/Chair/Dean Initials _____
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Description of Duties and Allocation of Hours

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

GSTA Duties	Approximate Hours (per term)	Details: (Include the nature of the GSTA 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.)
1. Preparation: e.g. GSTA orientation (including workplace safety), researching, reading, writing lecture notes, presentations		
2. Presentation and Participation: e.g. conducting, and, or participating in and, or, observing classes, tutorials, labs, and fieldwork		
3. Student Assessment: e.g. invigilation, marking, and, or compiling student assessment results		
4. Student Consultation: e.g. office hours, e-mail, etc.		
5. Supervision: e.g. field work or group work activities		
6. Other: as agreed to on this date		
Total Hours / Term		Notes:

In accordance with Article 13.02, a full GSTA appointment is considered to be 130 hours in an Academic Term (average 10 hours per week x 13 weeks)

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