

REPRESENTING OVER 3,200 CASUAL EMPLOYEES WORKING AT THE UNIVERSITY OF TORONTO

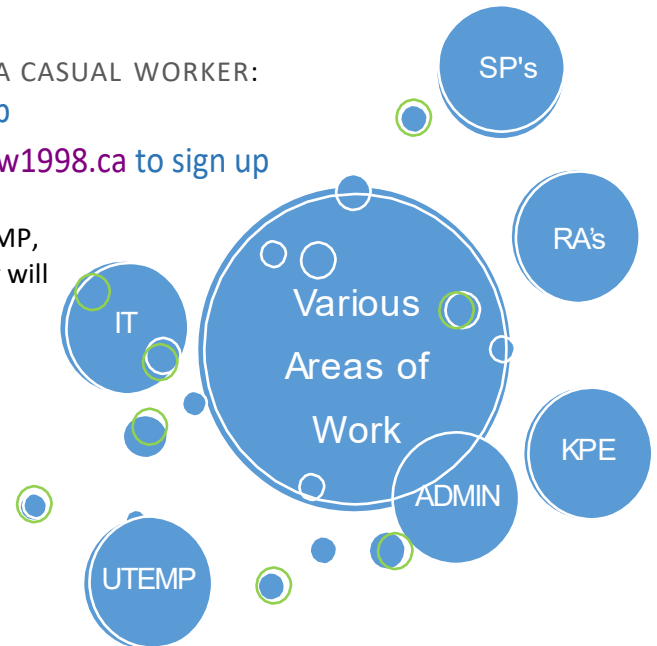
Things to know

THERE ARE A FEW KEY PIECES OF INFORMATION TO KNOW AS A CASUAL WORKER:

You are represented by a labour union, and we are here to help

Make sure you are receiving our weekly newsletters: info@usw1998.ca to sign up

- Many U of T casual employees, including those hired through UTEMP, are members of USW Local 1998 (the "Union"). Your letter of offer will indicate if you are in a labour union.
- You can contact the Union any time with questions about our collective agreement with U of T, your rights, concerns about working conditions, health and safety issues, or anything else.
- You have a right to a Union representative if you are being disciplined, fired or for any grievance matter you have.



The Collective Agreement

- Our collective agreement (or contract) with U of T spells out our rights as workers. You can pick up a printed copy from the Union office (25 Cecil St., 3rd floor) or view the document on our website at usw1998.ca.

Letter of Offer

- This is a statement from your employer that communicates its intent to either hire you or extend your casual employment. It must include **the date of offer, end date** (if known), **rate of pay** and **your supervisor's name**. It should include a **description of your duties** and be signed by both you and your supervisor.
- Regardless of whether you're in the position for the first time or if you are being renewed, you should receive a letter of offer from U of T's Human Resources department before you begin work. If you do not have one or if there is an issue with yours, contact the Union office.

Wages

- As per the current contract with U of T, which expires June 30, 2020, the minimum wage for any Casual Unit member is \$15/hour (plus 4% vacation pay), but a majority of us make more than this. In addition, our contract has an equal-pay provision. If you are replacing, filling in for, or doing the same work as a salaried (or "Staff Appointed") employee in that position, then you are entitled to the base rate of pay for that position. Ask if your pay is tied to a salaried position. If it is, you should also be receiving the same annual pay increases as the salaried staff. Contact the Union office for more information.
- Overtime pay for casual employees begins after having worked 44 hours in a week. Provisions for such pay are laid out in **Ontario's Employment Standards Act** (labour.gov.on.ca/English/es/pubs/guide/overtime.php).

Time Sheets

- **Time sheets are important to ensure that you're paid correctly for hours worked and that your hours count accurately towards conversion to Staff-Appointed status.**
- **Always fill in and sign your own time sheet with the exact hours worked** and keep an electronic or hard copy.
- Your supervisor should neither alter your time sheet, nor ask you to alter it to reflect anything other than the hours you have worked, even if the hours worked go beyond what was originally scheduled.
- If your supervisor allowed you to work past the original hours scheduled, then you should be paid for those hours.

Conversion

- Conversion is one of the ways casual employees can become a continuing, salaried employee (Staff-Appointed status).
- If you work in the same position for 18 months at 60% or more full-time hours (FTE) or 24 months at 40% or more FTE, then you qualify. **[Note: 100% FTE = 36.25 HRS.]**
- UTEMP hours **count towards conversion** if you meet the above criteria in the same position, department and reporting relationship.
- It is especially important to have records of your employment (time sheets, letters of offer, duties, etc.) in order for a conversion to occur. If you think you are close to conversion, you may ask Human Resources for access to your time sheets so you can double check.
- Full-time students do not convert to continuing status.

Benefits

- Casual employees who have been employed at least two weeks are entitled to:
 - * **up to 3 days unpaid 'sick leave' (personal illness, injury or medical emergency)**
 - * **up to 3 days unpaid 'family responsibility leave'** (illness, injury, medical emergency or an **'urgent matter'** relating to certain family members.
- Casual employees are also entitled to **up to 5 days paid bereavement leave**.

Benefits provided by Union

- USW benefits include: access to the **Lifeline Foundation**. An employee assistance plan: uswstac.org/services.
- USW non-profit **dental service**: steelworkersdental.com
- Various discount programs for union members: unionsavings.ca and unionlink.ca

Need Help?

- As your union, USW1998 is here to help you. Contact us if you have questions about your pay, conversion or any other workplace issue.
- Visit our website: usw1998.ca to access a copy of your collective agreement.
- Submit an intake form if you have questions: usw1998.ca/member.
- Contact us: info@usw1998.ca | 416 506 9090 ext. 232 | 25 Cecil St., Toronto, ON M5T 1N1.

