

# CASUAL UNIT

REPRESENTING OVER 3,500 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 newsletter: [info@usw1998.ca](mailto: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](http://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, whether the position is tied to the staff-appointed salary grid, your supervisor's name, and the name of the Business Officer or payroll contact.** 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 will expire on June 30, 2023, the minimum wage for any Casual Unit member is \$15.15/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** (<https://www.ontario.ca/document/your-guide-employment-standards-act-0/overtime-pay>).

## 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 a week.]**
- 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 timesheets so you can double check.
- U of T students do not convert to continuing status.



## BENEFITS

### BENEFITS PROVIDED BY EMPLOYER

- **Paid sick days:** casual employees now have TWO paid sick days each calendar year.
  - Casual employees can utilize **one paid sick day for one scheduled shift between January 1 and June 30 AND one scheduled shift between July 1 and December 31 in each year** of the collective agreement
  - Each paid sick day will equal the wages that would have been payable for the scheduled shift, less deductions, e.g. if you were scheduled to work for 4 hours on May 13th but could not due to illness, your paid sick day on May 13th would equal the wages of 4 hours of work
  - Note: sick time is defined as absence because of illness or injury (not incurred at work), quarantine or accident not covered by WSIB.
- **Employee and Family Assistance Program (EFAP):** casual employees have access to EFAP for the life of the collective agreement.
  - EFAP provides callers with confidential short-term counselling, coaching, and support for all types of issues relating to mental health, health management, and achieving greater personal and workplace well-being. Learn more at:  
<https://people.utoronto.ca/employees/efap/>
- Casual employees are also entitled to up to **5 days paid bereavement leave**.

### BENEFITS PROVIDED BY UNION

- Casual Dental Benefit Project: USW Casual Unit members who are actively employed in the 12 months before submitting their claim and who meet eligibility requirements can claim up to \$400 in dental costs annually. Please see <https://www.usw1998.ca/resources/faqs-and-background-documents/> for full information.
- USW benefits include: access to the Lifeline Foundation, an employee assistance plan: <http://uswtac.org/services>.
- USW non-profit dental service: [steelworkersdental.com](http://steelworkersdental.com)
- Various discount programs for union members: [unionsavings.ca](http://unionsavings.ca) and [unionlink.ca](http://unionlink.ca)

### RIGHTS UNDER THE EMPLOYMENT STANDARDS ACT

- An employee is entitled to take the paid and/or unpaid leaves of absence set out in the Employment Standards Act, 2000, subject to any applicable provisions of that Act in respect of those leaves, including but not limited to, any eligibility criteria or evidentiary requirements. <https://www.ontario.ca/document/employment-standard-act-policy-and-interpretation-manual/part-xiv-leaves-absence>



# NEED HELP?

**AS YOUR UNION, USW LOCAL 1998 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](http://usw1998.ca) to access a copy of your collective  
agreement

Submit an intake form if you have questions: [www.usw1998.ca/contact-  
us/send-us-a-message/](http://www.usw1998.ca/contact-us/send-us-a-message/)

Or contact us:

[info@usw1998.ca](mailto:info@usw1998.ca) | (416) 506-9090  
25 Cecil St., Toronto, ON M5T 1N1