

RESIDENCE DONS UNIT

UNION INFO SHEET

WHAT DOES BEING IN A UNION MEAN?

- **You are represented by a labour union and we are here to help you.** You can contact your Union (United Steelworkers Local 1998) at any time with questions about your rights, your compensation, concerns about working conditions, health and safety issues, or anything else.
- You have a **collective agreement** which spells out your rights and entitlements as workers.
 - You can pick up a printed copy from the USW 1998 office (25 Cecil St., 3rd floor) or view the document on our website at usw1998.ca.
- You have a right to a Union Representative if you are being disciplined; fired; if there's a formal complaint against you; or for any grievance matter you have.
- As a member of USW Local 1998, you can receive weekly newsletters with important information from your union. E-mail info@usw1998.ca to sign up.

Can my Manager Punish Me for Being in the Union?

Management should not intimidate, discriminate, or take other negative action against you because you are in a union or because you exercise your rights as an employee—that's called "reprisal." There should be no reprisal against you if you communicate with your union; file a grievance or complaint; or exercise your worker rights. If you encounter any of this, reach out to us right away at info@usw1998.ca.

HOW DOES MY PAY WORK?

Because Residence Dons/Advisors are compensated with taxable benefits (i.e., housing and meal plans), your pay works in a unique way.

Each month you **are paid** an amount equal to:

- 75% of the rent for a standard single room and
- 100% of the fee for the highest-level meal plan (if your residence has a meal plan)

Each month, an amount is **deducted from your pay** equal to:

- 75% of the rent for your room and
- **100% of the fee for your meal plan** (if your residence has a meal plan)
 - If you choose a less expensive meal plan, you'll have less money deducted from your monthly pay.

The University also must take required deductions from your pay (i.e., Income Tax, Employment Insurance, Canada Pension Plan contributions, and union dues). Because people may be taxed at different rates, different Dons/Advisors may have different amounts of take-home pay.

If, at the end of the academic year, the total value of your room and meal plan are more than the amount deducted from your pay:

- The University will issue you an invoice by **May 15** with the amount you owe and
- You will have to pay that amount to the University by **June 15**

You should expect that, in most cases, you will receive an invoice from the University to make up the difference of what is still owed for the cost of your room and meal plan.

For Advisors at University Family Housing, instead of the financial arrangement described above, you are paid a monthly stipend equivalent to an annual salary of \$10,300, less deductions.

Special Notes for Compensation

- Where there's no residence meal plan, your monthly wage is increased by \$459.05, less deductions (\$366.13 for Chelsea Residence and Grad House, \$362.50 for Operations Dons). This is not applicable to Chestnut Residence or University Family Housing.
- For the month of August, Dons/Advisors receive \$510.05, less deductions (\$500 for Operations Dons). Advisors at University Family Housing instead receive this payment by 31 October.
- Lead/Head Dons/Advisors receive an additional \$191.27 each month, less deductions (\$187.50 for Operations Dons). This is not applicable to University Family Housing.
- Dons responsible for Living Learning Communities receive an additional \$63.76 each month (\$62.50 for Chestnut Dons). This is not applicable to Chelsea Residence, Grad House, or University Family Housing.

HOW DOES THE WINTER HOLIDAY CLOSURE WORK?

If you work during the Winter Holiday closure, you receive \$102.01 (less deductions) per day of work scheduled (\$153.02 on Christmas Day, Boxing Day, or New Year's Day) (\$100 and \$150, respectively, for Operations Dons). Grad House Dons will receive \$125 for working on a day with approved programming.

Deductions for rent and meal plans aren't taken from this pay, but you'll typically still be charged for the day(s) you stay in residence, as any other resident would. This is included in your balance owed to the University each Spring.

For Advisors in University Family Housing, instead of the financial arrangement described above, if you work during the closure, you're entitled to an equivalent amount of time off in lieu equal to the time you worked (time-and-a-half for Christmas Day, Boxing Day, or New Year's Day).

HOW DOES HIRING PREFERENCE WORK?

When you've satisfactorily completed a term of employment, you have hiring preference for the same position in the same residence for the next academic session (or year at Grad House and University Family Housing). Even with preference, you still need to apply for the job. Once you've worked three academic terms (Sept–April) (or years at Grad House and University Family Housing), you no longer have hiring preference.

WHEN DO I WORK?

Your residence will give you a schedule of training sessions, mandatory attendance days/events, programming requirements, house meetings, rounds, and any timelines/deadlines as schedules are developed. You shouldn't be scheduled for training, meetings, or rounds for **more than 44 hours per week**, (not counting on-call).

Your residence should make a reasonable effort not to schedule activities that conflict with your observance of a religious holiday or attendance at a scheduled course, tutorial, practicum, or exam in a U of T course. You are not required to meet with residents in your bedroom if you have another room, or where your residence has identified a suitable alternative meeting location.

You shouldn't be on-call for longer than 12 consecutive hours at a time (or 24 consecutive hours for the Operations residences). Your residence should make a reasonable effort to schedule on-call equitably among all Residence Dons. You can request to exchange an on-call shift, but you must do so at least 72 hours before the start of the shift. While on-call, Arts and Science Dons should remain at the residence with access to the on-call phone and bag. Operations Dons/Advisors must be on-site within 20 minutes following initial contact.

If you expect to be away from residence for two or more nights (three or more for Grad House), or three nights in a seven-day period, you should give at least 48 hours' notice to your manager. For University Family Housing Advisors, if you expect to be away more than five consecutive nights, you must give 10 business days' notice.

NEED HELP?

AS YOUR UNION, USW LOCAL 1998 IS HERE TO HELP YOU.

CONTACT US IF YOU HAVE QUESTIONS ABOUT YOUR PAY, HOURS OF WORK, HEALTH AND SAFETY, WORKING CONDITIONS, BULLYING AND HARASSMENT, OR ANY WORKPLACE ISSUE.

info@usw1998.ca • (416) 506-9090 • 25 Cecil St. • Toronto, ON • M5T 1N1