

# 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., Suite 201) or view the document on our website at [usw1998.ca](http://usw1998.ca).
- You have a right to a Union representation if you are receiving discipline, if there's a formal complaint against you and during the grievance procedure.
- As a member of USW Local 1998, you can receive weekly newsletters with important information from your union. E-mail [info@usw1998.ca](mailto: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 in any other way. If you encounter any of this, reach out to us right away at [info@usw1998.ca](mailto:info@usw1998.ca).

### HOW DOES MY PAY WORK?

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

#### St. George Residences with meal plans:

You **are paid** in monthly installments an amount equal to:

- 50% of the annual rent for a standard single room and
- 100% of the annual fee for the highest-level meal plan

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

- 50% of the rent for your room

Where the meal plan is mandatory, you are required to purchase one. This can be paid with a monthly payment plan.

#### **For Residences without mandatory meal plans (excluding Family Housing):**

You **are paid** in monthly installments of an amount equal to:

- 50% of the rent for a standard single room

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

- 50% of the rent for your room

If you are a Don without a meal plan, you are paid an additional monthly stipend (pro-rated for partial months) as follows:

|            | 2025     | 2026     | 2027     |
|------------|----------|----------|----------|
| Innis/Wdw  | \$468.22 | \$476.65 | \$485.23 |
| Grad House | \$369.75 | \$376.41 | \$383.19 |
| UTM        | \$506.00 | \$515.11 | \$524.38 |

**In all cases:** 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, you may have a different amount of take-home pay compared to your colleague.

If, at the end of the academic year, the total value of your room is 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 that indicates how much you still owe for the cost of your room.

**For Advisors at Family Housing**, instead of the financial arrangement described above, you are paid a monthly stipend equivalent to an annual salary, less deductions. Annual amount: \$10506 (2025), \$10695.11 (2026), \$10887.62 (2027)

## **Additional Compensation**

- **Training stipend** - For the month of August (October for Family Housing), you receive the following pay, less deductions

|                          | 2025     | 2026     | 2027     |
|--------------------------|----------|----------|----------|
| New/Innis/Wdw/UC         | \$520.25 | \$529.61 | \$539.14 |
| Chestnut/Grad/Family/UTM | \$510.00 | \$519.18 | \$528.53 |

If you are a Lead/Head Don/Advisor or Community Assistant, you receive an additional stipend each month, (pro-rated for partial months), less the required deductions:

|                          | 2025 - 2027 |
|--------------------------|-------------|
| New/Innis/Wdw/UC         | \$191.27    |
| Chestnut/Grad            | \$187.50    |
| UTM Community Assistants | \$450.00    |

If you are a Don responsible for *Living Learning*, you will receive an additional stipend each month, (pro-rated for partial months), less the required deductions:

|                  | 2025 - 2027 |
|------------------|-------------|
| New/Innis/Wdw/UC | \$63.76     |
| Chestnut         | \$62.50     |

## HOW DOES THE WINTER HOLIDAY CLOSURE WORK?

Scheduling for the Winter Break will begin with a call for volunteers. If there aren't enough volunteers, you may be required to work during all or part of the Winter Break. In that case, those with the least service will be scheduled first. If more people volunteer than are needed, scheduling will be done on a first-come, first-served basis. The process will be finalized by November 1 each year.

### **Winter Holiday pay (except for RAs in Family Housing):**

\$150 per day of work scheduled

\$175 per day with approved programming

\$200 on Christmas Day, Boxing Day, or New Year's Day

All winter holiday pay is less required deductions. If you work any part of the winter break, you will not be charged for staying in residence over the break.

**For RAs in 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 will be offered the same position at the same residence provided you continue to meet the requirements to be a Don/RA. There will be a maximum of two rehiring offers. Offers of employment in the next session will be made no later than March 31 each year (May 31 for Grad House; July 31 for Family Residence). This offer of employment is conditional on you satisfactorily completing your duties during the balance of the term. By the end of the term you will be notified if you have satisfactorily completed your duties, and if your conditional offer is confirmed. See your collective agreement for more details.

## WHEN DO I WORK?

As early as practicable, your residence will give you a schedule of training sessions, mandatory attendance days/events, programming requirements, house meetings, rounds, and any timelines/deadlines. You shouldn't be scheduled for training, meetings, or rounds for **more than 44 hours per week** (not counting hours worked while you are on-call). This also applies to August training.

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 Chestnut/Grad/Family/UTM). Your residence should make a reasonable effort to schedule on-call work 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 (1 week prior for Family). While on-call, College Dons **must be on-site within 10 minutes following initial contact** (20 minutes for Chestnut/Grad/Family/UTM).

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.

**Chestnut** – You may make time off requests related to academic pursuits (i.e. conferences and field work) which will, as far as is reasonable, be accommodated by the University. Requests should not exceed 5 days per contract year. You must receive prior written approval from your supervisor. You may also have 1 weekend (Friday to Sunday) per month away from the residence. **You may also take up to 5 days** of holiday/personal time per contract year during the year, with prior written approval from your supervisor.

**Grad House** - Subject to operational requirements, you will receive time off without loss of compensation during the period when the University is closed in December and January. In addition to time off during the winter break, you may request up to 2 weeks off per term, for a maximum of 6 weeks off per contract year.

**Family Housing** - You are eligible for up to 24 days of time away without loss of compensation per contract year, inclusive of the December/January winter closure period. If you expect to be away more than five consecutive nights, you must give 10 business days' written 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.