

# HOW TO SUPERVISE A CUPE 2626 STUDENT EMPLOYEE IN 6 QUESTIONS

In your role as supervisor, you must respect the rights of student employees and fulfill your responsibilities as outlined in the Collective Agreement.

Although the following Q&A can serve as a guide, always refer to the CUPE 2626 Collective Agreement when working with a student employee (SE).

## WHO IS A MEMBER OF CUPE 2626?

Students employed by the University of Ottawa as

- Lab Monitors,
- Lab demonstrators,
- Correctors, and
- Teaching or reasearch assistants

are unionized and represented by CUPE (Canadian Union of Public Employees) 2626.

## HOW DO I PREPARE BEFORE THE BEGINNING OF THE CONTRACT?

- Determine the specific tasks to be performed by the SE throughout the contract and the expected number of hours for each task. Refer to the [guidelines in Appendix C](#).
- Complete the [Description of the Duties and Allocation of Hours form \(Appendix B\)](#) if the job posting doesn't already provide this information. The SE can only be asked to perform tasks outlined in the job posting or in Appendix B. These tasks must be coherent with their job classification.
- Schedule a meeting with the SE to discuss tasks and hours within the first month if this is their first contract or first time working with you. The SE may request to discuss any potential modifications.

## WHAT ARE MY RESPONSIBILITIES DURING THE CONTRACT?

- State your expectations and be clear with the SE.
- Schedule a mid-semester meeting with the SE to re-evaluate the previously determined tasks and allocation of hours. If necessary, complete a new [Description of the Duties and Allocation of Hours form \(Appendix B\)](#).
- Prepare an [Informal Evaluation \(Appendix F\)](#) and schedule a meeting with the SE to discuss and offer constructive criticism. Send the evaluation to the SE two days **before** the meeting.
- Be prepared to receive a [Workload Review form \(Appendix E\)](#) from the SE if they are not able to complete the workload without going over the hours inof the contract. The SE can ask for additional hours OR to modify the tasks and allocated hours.
- If you notice that the SE will need more hours to complete their workload, ask them if they would accept more hours. If they do, communicate with your academic unit to issue a new contract for additional hours.
- Respect the end date of the contract. The SE cannot be asked to work beyond that date or the total hours of the contract, unless they accept a short term contract with extra hours.



## HOW MANY HOURS PER WEEK CAN THE STUDENT EMPLOYEE (SE) PERFORM?

A SE cannot be required to work more than 25 hours per week or 40 hours over 2 weeks, or to work beyond their allocated hours.

In addition, in the fall semester, SEs are not required to work between December 23 and the return to class in January.

## CAN THE SE REPLACE ME TO TEACH COURSE MATERIAL?

No, unless a short-term replacement was mutually agreed upon with 3 days notice.

This replacement can only happen once per semester for a maximum of 3 in-class hours. The SE will be paid double their regular salary.

## WHAT ARE MY OTHER RESPONSIBILITIES AS SUPERVISOR?

- Provide all materials required for the employee's work
- Create a safe, harassment- and discrimination-free work environment
- Confirm that hours dedicated to completing mandatory training during the contract are accounted for
- Accept that the SE may be accompanied by a representative of the Union representative at meetings referenced above

## More questions?

Check our [Collective Agreement](#) or contact the union at [info@2626.ca](mailto:info@2626.ca)