

Postdoctoral Fellows working at McMaster University (excluding those working in Health Sciences) are members of CUPE Local 3906, Unit 3.

Being a CUPE 3906 member means...

that your employment at McMaster is governed by a legally binding contract - a Collective Agreement - that is re-negotiated by the Union every few years. You can access a copy of the current Collective Agreement by visiting our website: <https://cupe3906.org/postdocs-unit-3/collective-agreement-unit-3-2/>

This pamphlet summarizes some (but not all!) of the rights and protections that are described in the UNIT 3 COLLECTIVE AGREEMENT.



How to contact us:

You can reach us at chiefsteward_postdocs@cupe3906.org
For Benefits Inquiries please contact: administrator@cupe3906.org
Visit our Website at <https://cupe3906.org>

CUPE Local 3906 Temporary Office
Location: 1046 King Street West
Hamilton, ON L8S 1V7

Remember: The work that you do at McMaster is highly skilled and vital to the operation of this university.

You should be treated with respect at work! Your Union and the Collective Agreement that we bargain together exists to ensure that your rights are protected so that you can continue to work in a safe, happy, and healthy environment. Knowing your rights means that you have respect for yourself and your work, and respect for your colleagues.

If you have questions about your rights under the Collective Agreement, please contact us.

If you are concerned about overwork or if you feel that your rights are being violated, please contact us.

Speaking to the Union is confidential!

Contact: staff@cupe3906.org or chiefsteward_postdocs@cupe3906.org

Visit our website at <https://cupe3906.org>

Curious about your **Health, Dental, and Professional Development Benefits** as a Union Member? Visit <https://cupe3906.org/postdocs-unit-3/> for information!



UNIT 3



Postdoctoral Fellows

Know Your Rights

cupe3906.org



You have the right to...

Know what is in your contract before you sign it.

Before you sign your individual appointment as a Postdoctoral Fellow, you have the right to know what your work entails. This means that any teaching or mentorship duties must be clearly explained at the time of your hire (in addition to your other duties). If you take on teaching work that is not listed in your contract, or if your mentorship duties exceed the agreed-to expectations, you have the right to be paid additional money for your work (E.g., be hired under an additional Sessional Faculty contract in the case of teaching, and be paid additional funds or have your workload adjusted). These rights are specified in Articles 15.04 and 16.02.

Have workplace and Union orientations.

You have the right to attend an orientation that provides you with information about the general operation of the University and resources that may be useful to you as an employee (Article 8.04). You also have the right to attend a Union orientation without loss of pay (Article 28) to get to know your Union reps and your rights as a worker. For more information, please contact chiefsteward_postdocs@cupe3906.org or staff@cupe3906.org.

Know your Hours of Work.

A normal work week for Postdoctoral Fellows is 35 hours per week. As your work tends to be research based, there is flexibility in the work week, but you cannot be required to work more than 60 hours a week, nor can you be required to work more than 176 hours over 2 consecutive bi-weekly pay periods. If you do work more than 176 hours over 2 consecutive bi-weekly periods, you are entitled to compensating time off, calculated at 1.5 hours time off for each hour worked over 176. You should be completing weekly time cards and submitting them to your departmental administrator, especially if you are working more than 35 hours per week. More details about hours of work are available in Article 15 of your Collective Agreement.

Have a vacation.

As a postdoctoral Fellow, you are entitled to annual paid vacation. Vacation is currently calculated at the following accrual rate:

Duration of Appointment in Years:	Accrual Rate (Full-Time Days/Month):
Less than 1	1.25
1 or more but less than 3	1.67
3 or more	2.08

Every effort should be made to allow you to take your vacation time in the period for which it is granted. For more details, please see Article 20 of the Collective Agreement, or contact staff@cupe3906.org.

Take a sick day.

Postdoctoral Fellows are entitled to 10 paid sick days per year (or the prorated equivalent thereof for contracts that are less than 12 months in duration or are a partial appointments). The Employer may request a doctor's note for sick leaves that last 5 consecutive business days or more. See Article 21.02 for more information.

Go on leave.

Postdocs have the right to access a number of paid and unpaid leaves. You have the right to 5 bereavement leave days with pay in the event of the death of a close family member (see Article 22.03). You have the right to leave with pay if you are experiencing domestic or sexual violence (see Article 30). If you are an eligible member, you can elect to take up to 17 weeks as paid pregnancy leave and/or up to 13 weeks paid parental leave. Pregnancy leave is paid at 95%, while parental leave is paid at 95% (for 13 weeks) or 100% (for 6 weeks). You will need to apply for (but not necessarily be eligible for) EI and additional unpaid pregnancy and parental leave is available. Your supervisor may elect to extend your contract if you go on pregnancy or parental leave (see Articles 22.04-22.07). For information on leaves, including General leaves, family medical leaves, and more, please see Article 22.

For more information on paid Health and Safety Training, Workplace Accommodations, Resources, and more, check out <https://cupe3906.org/postdocs-unit-3/collective-agreement-unit-3-2/>