



Union of Graduate Student Workers and Postdoctoral  
Fellows

University of New Brunswick

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Marshall d'Avray Hall 322-1B, Fredericton Hazen Hall Annex 18, Saint John



## Filling out Appendix B1/B2 Forms

- An Appendix B1/B2 is required for *each* GSTA and GSRA appointment
  - Describes your duties
  - Ensures that you are not asked to do tasks you have not agreed to or that exceed the hours for which you are paid
- Meet with your GSTA/GSRA supervisor to discuss and fill out this form (in-person, virtual, or email)
- The supervisor contributes the following information:
  - Dates of GSTA/GSRA
  - Expected duties and anticipated number of hours
- The GSTA/GSRA contributes the following information:
  - Personal information (email, student number, etc.)
- The supervisor and GSTA/GSRA sign the form after discussing and agreeing to the contents
- Follow your department's deadlines for this form and send to the appropriate administrator

### Follow up to this form

- Track the number of hours you spend on activities in this course
- Meet with your supervisor within 20 days of starting the GSTA/GSRA to ensure duties and hours reflect what you discussed in the Appendix B1/B2
- Fill out a C1/C2 if you realize the Appendix B1/B2 do not reflect actual work:
  - Get paid for more hours, if agreed upon
  - Duties have changed or need to change due to actual hours worked

### For more information

- Our website: ugswnb.ca
  - These forms are discussed in our Collective Agreement (see Article 15)
- Email us: ugswnb@gmail.com
- Visit our open office hours in Fredericton or Saint John (see website for up-to-date information on hours)

On the Appendix B1/B2, check 'yes' if you have received a package with union information from your department administrator. You will receive this information once, at your first GSTA/GSRA appointment, see below:

I have NOT received my Union Information & Application Package with this contract or under a prior GSTA or GSRA contract.

GSTA's Initials \_\_\_\_\_



I confirm I have received my Union Information & Application Package with this contract or under a prior GSTA or GSRA contract.

GSTA's Initials ABC