

ARTICLE
WORKLOAD

Section 1. The workload for a full-time Graduate Worker (GW) shall not exceed an average of twenty (20) hours per week during the term of the GWs appointment. Given the professional nature of GW assignments, the specific hours in any week may vary from the average according to the needs of the employing unit, but will not unreasonably exceed twenty (20) hours, or the pro rata equivalent, in any given week.

Section 2. The University shall not assign job duties that the GW cannot reasonably perform within the allotted workload hours.

Section 3. Class Size. Recognizing that the size of classes has an impact on the workload of the GW, the University and the Union agree that each department employing TAs, HTAs, IORs, GLAs, GRDRs, or GTRs will establish a class and/or section size policy for classes to which such GWs are assigned that is consistent with the class size limit placed on the course for purposes of student registration. This class size policy shall include, but need not be limited to, the maximum number of students in each section (recognizing the potential for reduction within sections with regard to programmatic need). Each department shall make their class size policy public to all GWs. No such GWs shall be required to accept enrollees in excess of the maximum class or section size.

Section 4. GWs' supervisors shall make every reasonable effort to schedule tasks and events necessary for their appointments within standard business hours (8:30 am to 5:00 pm, weekdays). GWs may bring scheduling concerns to their supervisor and/or the Dean of Graduate Studies.

Section 5. Supervisors shall provide reasonable notice for the completion of tasks, taking into consideration relevant surrounding circumstances, including, but not limited to, grading, exam preparation and monitoring, instructional details for discussion sections or lab assignments, and/or any other material necessary for timely preparation. Supervisors will make every reasonable effort to accommodate GWs academic commitments when assigning tasks.

Section 6. Any work assignment, including but not limited to, preparation work, training, orientation, required meetings, required conferences and required office hours, shall be included in the total workload for the period of the appointment, including duties that occur outside the academic semester.

Section 7. In the case of change of GW job assignment or the addition of another job assignment (i.e. another course, tutoring hours, overseeing directed research and/or Major Qualifying Projects (MQPs), etc.), any work completed in the original assignment will count toward the hour limit for the semester. Compensation will reflect the change or addition in GW job assignment description.

Section 8. If a GW contends that the GW's workload exceeds the maximum required by the GW's assignment, the GW shall first discuss this with the GW's faculty supervisor (or department/program head, as appropriate) in an effort to resolve the matter. A Union representative may participate in this discussion if the GW desires.

Section 9. If the GW's concern is not resolved by the faculty supervisor or department head, the GW may submit a written Workload Review Request to the Dean of Graduate Studies, specifying the reasons supporting the GWs claim. Within five (5) days of receiving the request, the Dean of the Graduate Studies, or designee, will respond in writing.

Section 10. If the GW does not accept the decision of the Dean of Graduate Studies, the Union may appeal it in the form of a grievance submitted directly to the arbitration step of the grievance and arbitration procedures of this Agreement.

Section 11. For GWs whose assignment exceeds the number of assigned hours, pursuant to Section 1 above, the University will pay for additional hours already worked on a pro rata basis and either reduce the GWs assignment so as not to exceed an average of 20 hours per week, or its pro-rata equivalent, for the remainder of the term of the GWs appointment or with the consent of the GW, increase the workload specified in the appointment letter for a fractional appointment to include the additional hours of work or additional job descriptions and increase the GWs compensation commensurately; or implement another solution agreed upon by the University and the GW and Union.