

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 average as outlined in Section 1.

Section 3. 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, and to schedule mandatory obligations during regular business hours (8:00 am to 5:00 pm). The parties recognize that the work of a GW cannot always be completed within standard business hours and may require evening and weekend work. GWs are encouraged to bring scheduling concerns to their supervisor and/or the Dean of Graduate Studies.

Section 4. 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 term. This shall not include obligations that are required of an individual graduate student as part of their academic program of study.

Section 5. 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 term.

Section 6. If a GW contends that the GW's workload exceeds the maximum required by the GW's assignment, and can provide reasonable evidence to support their time commitment, 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 7. 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 GW's claim. Within ten (10) working days of receiving the request, the Dean of the Graduate Studies, or designee, will respond in writing.

Section 8. 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 9. 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, the GW, and the Union.

Section 10. The University maintains the right to define academic expectations and degree requirements.