

SUPERVISOR AND TEACHING ASSISTANT HOURS OF WORK FORM

Subject to the provisions of Article 11.02, a teaching assistantship, or a research assistantship in lieu thereof, is a position that normally requires an average of 10 working hours per week, normally over two academic terms for a maximum of 260 hours. One of the terms may be a summer term.

The primary responsibility for planning and assigning a workload that does not exceed an average of ten (10) hours per week over an academic term lies with the Employer. This includes the responsibility of an employment supervisor to assign a workload that can reasonably be expected to be completed within the average of ten hours per week by a suitably qualified employee.

The course instructor and the employee are referred to Article 11 for full details for completing this form.

Article 11.02(b) requires that the Supervisor and Teaching Assistant Work Meeting must be held within 7 days of the Teaching Assistant commencing his/her duties in the applicable academic term. At this meeting, the employment supervisor will describe the work to be done, giving details, **including the nature, number and scheduling of specific assignments and the estimated hours of work each will involve. The employee and supervisor will discuss this information, taking into account course enrolment, nature of assignments and expectations for grading, in determining reasonable workload.**

Subsequent meetings to review the distribution of hours of work are strongly encouraged. If either the course instructor or the employee has reason to believe that the duties of the position cannot be performed within the hours specified they must meet to review and revise this form. Any changes to the Bargaining Unit Member's duties must be discussed by the Supervisor and Bargaining Unit Member, and the Hours of Work Form amended to reflect these changes. Both must signify their acknowledgement of any changes to the Form by signing the amended document. Any subsequent changes to the Assignment will be attached to the "Teaching Assistant Hours of Work Assignment" form.

Academic Term(s): _____ Start Date: _____ (if not beginning of term)

Dept. of Employment: _____ Course Name & Number: _____

Employee name: _____ E-Mail Address: _____

Employment Supervisor: _____ E-Mail Address: _____

Duties	Approx. Hours	Details - Include nature of tasks and expectations of grading. Indicate any weeks where the projected workload is likely to vary from an average of 10 hours.
1. Preparation and Reading		
2. Demonstrating/Lab Supervision		
3. Leading Tutorial		
4. Attending Lectures		
5. Marking and Entering Marks List each assignment, including its timing and estimated number of test/papers, etc. per assignment		
6. Invigilation		
7. Student Consultation (including email)		
8. Supervision of Field Trips		
9. Meeting with Instructor Regularly		
10. Job Hazard Analysis and Health & Safety Training*		___ (min/hrs) time to meet with instructor and complete JHA ___ (min/hrs) time to complete training
11. Other (as discussed on this date)		
Total Hours/Term		<input type="checkbox"/> Additional comments have been added on back of page or attached.

* NOTE: If H&S training is completed, must note courses and term of completion on next page.

Hours of work form for: _____
 Employee's Name

Required Health and Safety training course(s):

Date Completed

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Check Classification:</u> (See Schedule 'A')	<input type="checkbox"/> A. Employees holding a four (4) year Undergraduate Degree	<input type="checkbox"/> B. Employees not holding a four (4) year Undergraduate Degree
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I acknowledge that my supervisor has discussed my duties and my anticipated weekly hours of work with me.

I have discussed these duties and anticipated weekly hours of work with my Teaching Assistant.

I have reviewed this work assignment

 Employee's Signature Date Supervisor's Signature Date Academic Unit Head Date

In the event of a conflict between the contents of this form and the Collective Agreement, the Collective Agreement shall prevail.

Additional Comments:

Note: A bargaining unit member has the right under the collective agreement (of which this is a part) to consult with his/her Union Steward. A grievance may be filed despite the Employee having signed this form.

Distribution: - Original form for Department (In Health Sciences, 'Department' is the Office of Assoc. Dean Graduate Studies)
 - Copies of form for CUPE, Supervisor, and Employee