



## Introduction

To interpret your SWF you will need a copy of your present SWF and Workload Article 11 in your Collective Agreement for 2014-2017 (CA).

If you do not have a copy of the CA, please request one by contacting extension 3734 (leave your name, campus and school) and a CA will be sent to you. There is also an online copy at <http://www.local237.ca/>.

After reading and interpreting your SWF with the aid of Article 11, if you continue to have concerns about your workload or SWF, **talk to your local Steward at Doon 1E01, or phone the Faculty Union Office at #3734.** A Union Officer will be pleased to answer any of your questions, or help you interpret your SWF.

It is important to ensure that:

“The SWF shall (must) include all details of the total workload.”  
(Article 11.02 A2)

### SWF Timing – Article 11.02 A 1

Your supervisor (the Chair not the coordinator) is required to meet with you (in person or by email) to discuss your proposed workload before issuing you a SWF signed by the Chair. The signed SWF detailing your upcoming teaching assignment must be issued a **minimum of six weeks** prior to the beginning of a teaching assignment. (If the SWF is not issued six weeks before a teaching assignment and/or your vacation then you may claim overtime for each week it is late).

The date or dates of the discussion with your supervisor can be found at the top of the page where you sign the SWF. It is labeled “Dates of Discussion of Proposed Workload.”

According to the Collective Agreement (Article 11.02 A4), you have **five working days** to respond to your supervisor with either your agreement or your disagreement to the SWF, after you receive the signed copy from your supervisor.



### If you are in agreement with the SWF:

- You (not the Chair) checks off the “**Mutual agreement of assigned workload**” box below your signature, sign, date, and return the SWF to your supervisor **within 5 working days of receiving your SWF.** For your own records make a copy of the SWF you returned to the supervisor.

Once the **agreed SWF** is received by your supervisor, your supervisor will then forward a copy back to you, a second copy to the Faculty Union Office, and another copy to Timetabling.

### If you are NOT in agreement with the SWF:

- Complete a short statement to briefly explain your complaint/concern in the Faculty Member’s Comments area (found above your signature), **sign and date the SWF, and check off the “Proposed Workload referred to College Workload Monitoring Group”** box below your signature, and return the SWF to your supervisor, within 5 working days of receiving your SWF.

#### **Timing is Important**

If you do not respond to your supervisor within the five-day period your SWF is invoked. According to the Collective Agreement an unsigned SWF deems that you are in agreement with the terms and conditions of the workload as recorded on the SWF. **You have no recourse to disagree with that SWF. This is your working contract. Read it carefully and then check off the appropriate box to indicate agreement or disagreement with the total workload.**

NOTE: If your supervisor subsequently revises a previously issued/agreed/resolved SWF, you begin the same steps and timing for the agreement/disagreement procedure.



And, your timetable must be available to you no less than two (2) weeks prior to the commencement of the teaching assignment for the current SWF. The timetable must match the signed SWF [Article 11.02 A 5]

**Useful References to Article 11 in your SWF**

To help you to interpret and understand your SWF the descriptions, numbers, and calculations that appear on your SWF have references to the appropriate parts of Article 11 in the CA.

For example, "Assigned Teaching Contact Hours" is described in Article 11 B and Article 11 C of the Collective Agreement for 2014-2017 found online on Local 237's web site under "contract information".

Course/Subject Identification	Assigned Teaching Contact Hours	Language(s) of Instruction	Preparation				Evaluation Feedback					Complementary Hours Allowance	Commentary
			Type	Factor	Attributed Hours	Additional Attributed Hours	Class Size	Type	Factor	Attributed Hours	Additional Attributed Hours		
References to Collective Agreement	11.01 B&C	11.01 D	11.01 D	11.01 D	11.01 D	11.01 D	11.01 E	11.01 E	11.01 E	11.01 E	11.01 E	11.01 F	11.01 D,F



**I. Course/Subject Identification**

Each different preparation and section should be identified, with corresponding assigned teaching hours, on a separate horizontal line in your SWF.

Each different preparation can also be identified and named as a section.

- The Course/Subject Identification (preparation) will contain descriptions of the Course Code and Course Name.
- A combination lecture/laboratory course where a larger cohort of students are timetabled together for a lecture, and then divided into smaller groupings for laboratory instruction will be each listed on a separate line, as the actual student numbers for each grouping must be recorded.
  - Example: A combination course that is divided into one combined lecture session, and three laboratory sessions, is counted as FOUR sections.
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Course/Subject Identification	Assigned Teaching Contact Hours
References to Collective Agreement	11.01 B&C
Weekly Totals	

The maximum number of different course preparations is FOUR except by voluntary agreement, which shall not be unreasonably withheld [11.01 D2].

There is no maximum number of sections. However, in the discussion with your supervisor this is important to discuss to ensure what is reasonable in providing quality education.

The maximum contact hours per week for a teacher in a post-secondary program are eighteen hours.

The maximum contact hours per week for a teacher in a non-post-secondary program are twenty hours [Article 11.01 I].



Your supervisor has the discretionary option to assign one extra teaching hour. The one hour is automatically eligible for one hour of Overtime compensation.

**II. Course Preparation Types**

Each course you teach is classified according to your experience in teaching it, whether it is an additional section of the course you are teaching concurrently, or whether it is a continuous-intake program.

Preparation			
Type	Factor	Attributed Hours	Attributed Hours

- Each course preparation contributes to an "attributed hours" total on your SWF. This is calculated by multiplying the Assigned Teaching Contact Hours by the preparation factor. For example, a "NEW" (NW) 3-hour course will contribute an attributed preparation factor of 3.3 hours to your total weekly workload.
- Confirm that the preparation type is appropriate for each of the courses you have been assigned. Revisions to a course may require a change in the "preparation type."
- Confirm that the Factor appropriately corresponds to the preparation type.

If any of the assignments are incorrectly "typed", this may result in a disagreement with the SWF assignment.

**III. Preparation Types**

**NW - "New" - 1:1.1**

A "New" course is the first section of a course you have never taught before, or are teaching for the first time since a major revision.

**EA - "Established A" - 1:0.85**

An "Established A" course is the first section of a course you have taught before, but not in the previous three years.

**EB - "Established B" - 1:0.60**

An "Established B" course is the first section of a course you have taught within the last three years.



**RA - "Repeat A" - 1:0.45**

A "Repeat A" course is any of the subsequent sections of a course you are teaching in the same semester, taught to students in a different year or in a different program. If the students in your section are not all from the same year and same program, Repeat A is to be used.

**RB - "Repeat B" - 1:0.35**

A "Repeat B" course is any of the subsequent sections of a course you are teaching in the same semester, taught to students in the same year and program.

**SA - "Special A" and SB - "Special B"**

"Special A" and "Special B" courses are continuous-intake courses or courses in which the objectives describe the students' application of knowledge in actual work settings. See the Collective Agreement for the ratios [11.01 D 3 (vii) and (viii)].

**IV. Additional Attributed Hours for Preparation**

Additional Attributed Hours may be assigned through discussions about the nature of the preparation of a course and/or the complexity related to preparation for a course.

**V. Evaluation**

Before the method(s) of evaluation and feedback are established for a course, the supervisor will consult with the affected teachers, as a group. Normally, the group will consist of the teachers working within the affected program. The group may consist of teachers teaching a course that is being taught across programs. If only one teacher is assigned to a program, that teacher shall be deemed to be "the group" for purposes of this Article [11.01 E 3]. Three columns are allocated for a possible combination of evaluation types employed for a specific course or section.

Class Size	Evaluation Feedback			
	Type	Factor	Attributed Hours	Additional Attributed Hours
11.01 E	11.01 E	11.01 E	11.01 E	11.01 E



The student number needs to reflect the expected number of students you will be teaching in each course. Check this number carefully to ensure that the class size represents the expected number of students. The number of students on the SWF is important because class size is the factor that is used to calculate how many hours you have for evaluation. If the class size is too low it will result in less recognition of the time you will be evaluating the students.

If the Class Size does not reflect the anticipated number of students in the section/course you will need to explain under comments why it is inaccurate. Then sign and date your SWF and check off the middle box "Proposed Workload referred to College Workload Monitoring Group." This "stops the 5 day window for signing your SWF" and gives you time to discuss the class size with your supervisor.

The Attributed Hours column is a calculation of class size and evaluation type(s).

The Collective Agreement allows for mixed evaluation types. When you discuss this with your supervisor, make sure that the mixed factor reflects all the marking for the course [11.01 E 2 (iv)].

Weighting for the evaluations on the course outline/Instructional Plan and on the SWF must be the same. Check that it is before signing your SWF.

If the Evaluation Types or weighting do not reflect the evaluation on your course outline/Instructional Plan you will need to explain under comments what is inaccurate. Then sign and date your SWF and check off the middle box "Proposed Workload referred to College Workload Monitoring Group." This "stops the 5 day window for signing your SWF" and gives you time to discuss Evaluation Types /weighting with your supervisor.

#### VI. Evaluation Types

"Essay or Project" (Ratio: 1:0.030 per student)

"Essay or project" Involves marking essays, essay-type assignments or tests, projects, or student performance based on behavioural assessments [11.01 E 2 (i)]. Students' performance based on behavioural assessment



includes such techniques as presentations in class, which the professor then further assesses after the class.

"Routine or Assisted" (Ratio: 1:0.015 per student)

Involves the grading of short answer tests (multiple choice, true and false) or the use of mechanical marking assistance or marking assistants [11.01 E 2 (ii)]. This includes answer rubrics with answer keys.

"In-process" (Ratio: 1:0.0092 per student)

Evaluation is performed entirely within the teaching contact hour (during the class) [11.01 E 2 (iii)]. If you do not assign a mark in a class and evaluate after the class then it is not In-process (IP).

#### VII. Additional Attributed Hours for Evaluation

Additional Attributed Hours may be assigned through discussions about the nature of the evaluation methods and/or the complexity related to evaluation for a course.

#### VIII. Complementary Hours

- Six hours start with the minimum assigned for Complementary Hours Allowance.
- Every professor is assigned six hours for unscheduled activities (four hours for out-of-class assistance to students and two hours for administrative functions). This time does not include program or school meetings or "office hours." When and how you are available to students is determined by the individual professor and there is no requirement for specific times when you are in an office, unless you wish to make yourself available through "office hours." Some professors have availability online and others may request face to face appointments with students.
- Other complementary functions (coordinating programs, courses or students, curriculum development, mentoring new faculty, providing academic leadership to instructors or part-time faculty, meetings, award ceremonies, mentoring students, marketing etc.) that you are assigned must be recorded on the SWF, setting out the time allocated for each function. The "other" function is to be clearly described on the SWF.

Complementary Hours Allowance	Complementary Hours Assigned
11.01 F	11.01 D,F,G

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- Other assigned complementary functions will be attributed in a similar fashion, but regardless of whether you spend the time on a weekly basis or monthly, it must accurately be described and account for the time spent doing that task.
- If the hours spent do not match your SWF, you must have it corrected by initiating dialogue with your supervisor.
- If you supervise a Work Placement-type course you may be assigned additional complementary hours for travel, setup, supervisory meetings, etc.

### The maximum limits to your workload are:

- 10-month academic year [11.03]
- 12 consecutive months of teaching in a continuous-intake program, followed by at least one month's vacation [15]
- 36 teaching weeks / academic year for post-secondary faculty [11.01 B 1]
- 38 teaching weeks / academic year for non-post-secondary faculty [11.01 B 1]
- 18 TCH (Teaching Contact Hours) / week for post-secondary faculty (648 TCH / academic year) [11.01 I]
- 20 TCH / week for non-post-secondary faculty (760 TCH / Academic year) [11.01 I]
- 180 contact days / academic year (10 months) for post-secondary faculty [11.01 K 1]
- 190 contact days / academic year (10 months) for non-post-secondary faculty [11.01 K 1]
- 44 hours / week for total workload [11.01 B1]
- Contact day 8 hours from beginning of first class to end of last class, except by voluntary written agreement [11.01 L1]
- Overtime - May exceed no more than one TCH / week; or three (3) total workload hours / week. In other words, **you may not be assigned more than 47 hours total workload / week** (i.e. 44 hours maximum + 3 hours maximum overtime = 47 hours).
  - Overtime is voluntary, not obligatory. [11.01J 1]
  - The College cannot assign overtime to probationary professors.

### The minimum limits to your workload are:

- 4 hours for routine out-of-class assistance to individual students and 2 hours for normal administrative tasks. **These two limits are minimums**; if your workload requires more than this minimum amount, ask for more. [11.01 F]
- 12 hours between end of one work day and start of next [11.01L 3], wherever possible

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- 10 days of professional development, including at least five uninterrupted days. These PD days must fit in the 10-month academic year, along with your teaching workload.

### These are other questions you might have on occasion:

#### Qa: I really don't want any overtime. What can I do?

Article 11.01J1 indicates that all overtime work "shall be voluntary." If you really don't want any overtime work, you can indicate in a memo to your supervisor that until such time as you indicate otherwise, you do not wish any overtime work. You should mention your wish to refuse overtime at your meeting with your supervisor to discuss your workload for the coming term. Also, each time you are issued a SWF, sign and return it to your supervisor with a note in the section "*Faculty Member's Comments*" saying, "*I do not wish to receive any overtime work in this period.*"

#### Qb: I really don't want to work longer than an eight hour day. What can I do?

Article 11.01L1 indicates that "the contact day shall not exceed eight hours ...except by voluntary agreement." If you really don't want any overtime work, you can indicate in a memo to your supervisor that until such time as you indicate otherwise, you do not wish to work any longer than an eight hour day. You should mention your wish to refuse a longer day at your meeting with your supervisor to discuss your workload for the coming term. Also, each time you are issued a SWF, sign and return it to your supervisor with a note in the section "*Faculty Member's Comments*" saying, "*I do not wish to work longer than an eight hour day, this semester.*"

#### Qc: What is The Workload Resolution Process?

Your supervisor may wish to resolve the matter without having to go to the College Workload Monitoring Group (WGMG). Always discuss any concerns about the SWF with your supervisor to allow the two of you to resolve any workload concerns/complaints.

There is a set timetable laid out for unresolved workload complaints which is described in more detail in the Collective Agreement. The Faculty Union Office will help you navigate the documentation and time frames.

- Your supervisor has fourteen (14) days to meet with you about your workload complaint. (Article 11.02 A 6 (a))

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- Your supervisor has seven (7) days to issue a response to your complaint.
- If you do not agree with your supervisor's response, you have seven days to refer the complaint in writing to the College Workload Monitoring Group (CWMG). (Article 11.02 A 6 (a) – third paragraph.) Please contact one of the Union officers to assist you with the process.
- The CWMG meets within a week of receipt of the Workload Complaint. (Article 11.02 D 1)
- Failing a resolution at the CWMG, you have one week to refer the complaint to the Workload Resolution Arbitrator (WRA). (Article 11.02 E 2.
- The WRA determines the resolution of the complaint. The decision is binding on all parties. (Article 11.02 F 8).
- The Union representatives on the College Workload Monitoring Group are:

Lana-Lee Hardacre	<a href="mailto:lhardacre237@gmail.com">lhardacre237@gmail.com</a>
Maureen Murphy-Fricker	<a href="mailto:murfric237@gmail.com">murfric237@gmail.com</a>
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