

WAWU'S PROPOSAL RE WORKLOAD

3/4/24

Article 21: Workload

21.1. Salaried ESEs. Salaried ESEs with a 50% FTE appointment will not be required to work more than an average of twenty (20) hours per week, and shall not exceed 30 hours in a given week except by written mutual consent of the ESE and supervisor. Alternate percentage appointments for salaried ESEs will be directly proportional to the 50% FTE appointment in relation to average workload per week.

21.1.2 If the University determines that the workload associated with a salaried appointment is greater than the allocated FTE, the supervisor will either adjust the workload to the allocated FTE or, upon mutual agreement with the ESE, adjust the FTE of the appointment or add an additional appointment to address the additional workload.

21.2 Hourly ESEs. Hourly ESEs will not be regularly required to work significantly more hours than the estimate or range specified in the appointment letter, or to work any hours for which they are not paid. Unless otherwise specified in the appointment letter, assigned workloads shall not exceed forty (40) hours in any one week, or more than eight (8) hours in any one day without prior written mutual consent by the ESE and the supervisor.

21.3 Compensated Hours. Any work assignment, prep work, required training, job-specific orientation, required meetings, required conferences, and tutee no-shows (including required duties that occur outside of the academic term) shall be considered time worked.

21.5 Workload Issues. Issues related to workload can be discussed between the parties in the Union-Management Committee.

21.6 Schedules. For ESEs whose positions have specific, scheduled hours, the following will apply:

21.6.1 Schedule Assignments. ESEs will receive a written work schedule from their supervisor at least seven (7) calendar days before the start of their appointment or, for appointments made less than seven (7) calendar days prior to the start of work, as soon as practicable.

21.6.2 Academic Commitments. When making changes to scheduled hours, supervisors will work with ESEs to accommodate academic commitments, including classes and exams.

- 21.6.3 Temporary Schedule Changes. In the event an ESE is assigned a temporary schedule change with less than seven (7) calendar days' notice for reasons other than the ESE's request, the ESE will be given the option to work their regular schedule in addition to the modified schedule.
- 21.6.4 Ongoing Schedule Changes. Supervisors will make reasonable efforts to solicit ESE input before making changes to an ESE's schedule that are ongoing in nature and will provide at least seven (7) calendar days' notice of such a schedule change.