

Article XX: Workload

Section 1.

ESEs with a 50% FTE appointment will not be required to work for more than 220 hours per quarter. ESEs with a 50% FTE appointment shall not be required to work more than an average of 20 hours a week, and shall not exceed 30 hours in a given week except by the ESE's consent. Alternate percentage appointments will be directly proportional to the 50% FTE appointment in relationship to workload per week and per quarter. The 220 hour workload expectation will not be reduced by holidays (including personal holidays) or the use of paid vacation time off.

Section 2.

Assigned workload is measured by how many hours it takes an ESE to satisfactorily complete the work assignment so as to maintain excellence in teaching, research, and service. Before workload hours are exceeded, the Department will offer the ESE additional paid hours for the excess workload or relieve the ESE of the excess workload.

Section 3.

Any work assignment, prep work, training, job-specific orientation, required meetings, required conferences, and tutee no-shows (including duties that occur outside of the academic term) shall be included in the total workload for the quarter. The use of paid sick time off during the academic quarter is included in the total workload of 220 hours per quarter. Hourly ESEs who participate in any training and job-specific orientation that is required as a condition of their employment shall be paid at their normal hourly rate.

Section 4.

Required meetings will be held during the normal work hours remotely or at an on-campus site in proximity to where the ESE usually works, or at a location agreed to in advance by the ESE.

Section 5.

In the case of change of ESE job assignment, any work completed in the original assignment will count toward the hour limit for the quarter.

Section 6.

Hourly ESEs will not be required to work more hours than specified in the appointment letter, or to work any hours for which they are not paid.

Section 7.

The Union-Management Committee will be empowered to discuss issues relating to workload, including but not limited to class size and the criteria and decision process governing the hiring, work assignments, evaluation, and reappointment of ESEs.