

Workload

Section 1.

The University will notify Graduate Workers of the hours expectation of their appointment at the time of their appointment. Graduate Workers also have the right to a clear statement of duties and responsibilities at the start of their assignment, which can be updated if said responsibilities change. A General Duties and Responsibilities Statement should be made available by each department or employing unit. This document should include but is not limited to the following information:

1. A general description of job requirements
2. Contact information for supervising faculty
3. Workload and work assignment information (such as course attendance, office hour expectations, grading, required meetings, trainings, and any other obligations)
4. Health and safety information

Section 2.

Appointment Percentages shall be commensurate with a Graduate Worker's job expectations. Graduate Workers will not be required to work more than 20 hours per week within their appointment except with their approved consent, nor will they be required to work any hours for which they are not paid. For work assignments with irregular scheduling, such as those that require research in remote locations or those where Graduate Workers are required to work within specific intervals of time, Graduate Workers are to be notified of any variations in scheduling via their appointment letter. A Graduate Worker will not be required to work more than eight consecutive hours in any given day without their approved consent.

Section 3.

Workload Assignments will take into account the number of hours it should reasonably take for a Graduate Worker to complete their duties to a satisfactory standard. This number of hours may be subject to change due to external factors including, but not limited to enrollment increases, volume and structure of assignments, grading responsibilities, and any other changes to the assignment. The Graduate Worker has the right and is encouraged to meet with their supervisor if they believe that excessive workload will result in either exceeding their assignment hours or being unable to maintain a satisfactory standard of job completion. To alleviate these issues, the department may either offer the Graduate Worker additional paid hours for the excess workload, or alleviate the Graduate Worker of the excess workload.

Section 4.

Any work assignment, preparation, training, orientations, required meetings, and conferences will be included and paid for as part of the workload for the semester. Required meetings will be held during normal work hours.

Section 5.

Pay periods will be structured to ensure that Graduate Workers are paid for all work they complete beyond the last day of the semester calendar, such as grading of student work, final meetings, etc.

Section 6.

The Union-Management Committee shall discuss issues relating to workload, including but not limited to class size and the criteria and the decision process governing the hiring, work assignments, evaluation, and reappointment of Graduate Workers, when appropriate.