

STANDARD WORKLOAD FORM

Start Date: _____ End Date: _____

Teacher: _____

Full-time Post-Secondary

Coordinator: No

Complementary Functions for Academic Year or SWF Period

Course/Subject Identification	Assigned TC Hrs	Lang of Instr	Preparation				Evaluation Feedback				Cmp Hrs Allow	Comp Hrs Assg	
			Type	Factor	Attr'd Hours	Addl Attr	Class Size	Type	Factor	Attr'd Hours			
Reference	B&C	D	D	D	D	D	D	E	E	E	E	F	D,F+G
COMM-111 102	6.0	1	EA	0.85	5.1			45	EP	0.0300	8.1		
COMM-105	3.0	1	EA	0.85	2.6			35	EP	0.0300	3.2		
Wkly Total	9.0				7.7	0		80			11.3	0	0

Preparation Hrs/Subject = Factor x Tch Contact Hrs
 Eval Feedback Hrs/Subject = Factor x Tch Contact Hrs x Class Size

Evaluation Factor Calculations for 'OT' Courses

	Ty	Fctr	Per	Ty	Fctr	Per	Ty	Fctr	Per	AvgFct

Number of different course preparations	2
Number of different sections	2
Number of languages of instruction	1

Summary of Weekly Totals

Assigned Teaching Contact Hours	9.0
Preparation Hours/Week	7.7
Evaluation Feedback Hours/Week	11.3
Complementary Hours (allowance)/Week (Minimum 6)	0.0
Complementary Hours (assigned)/Week	31.0
Total this period S.W.F.	59.0

Accumulated Totals to S.W.F. Period End Date

	Teaching Contact Hrs	Contact Days	Teaching Weeks
Balance from previous S.W.F.			0
Total this period S.W.F.			
Total to end date			0

Description	Wkly Attr'd Hrs
Faculty Coach	14.0
Union	2.0
Curriculum Advisory	1.0
ADM	2.0
RTN	4.0
Coordinator	8.0
Total:	31.0

Dates of Discussion: _____

Date S.W.F. Received by Faculty Member: _____

Supervisor's Comments:

Supervisor's Signature _____ Date _____

Faculty Member's Comments:

Note: If not in agreement with the total workload, the faculty member must so indicate in writing within three (3) days from the date of receipt of the S.W.F. and return a copy to the Supervisor

Faculty Member's Signature _____ Date _____

- Mutual Agreement of Assigned Workload
- Proposed Workload referred to College Workload Monitoring Group
- Proposed Workload referred to Workload Resolution Arbitrator

Voluntary Overtime Agreement

In accordance with Article 11.01(J) (2) overtime will be compensated at the rate of 0.1% of annual salary.

Overtime: 15.0

INVALID SWF: OVER 47 HOURS