

## Quick SWF Checklist

1. Pre-SWF: manager must discuss workload with you [Art 11.02 A1]
2. SWF meeting: you have the right to have a steward accompany you
3. SWF received: 5 days to accept or disagree; default is that you have accepted [Art 11.02 A4]
4. Check your SWF: dates align with teaching weeks? maximum 4 different courses? evaluations?
5. Coordinators: Is your step (1 or 2) acknowledged?

### Did you know?

*Standard Workload Formula = SWF  
Gain from the 1984 strike  
Consistency & equity in workload; not perfect: captures hidden work  
Pre-SWF = no limits on teaching hrs/wk (or wks/yr!); no prep/eval*

## Reading Your SWF

### Evaluations & Preparation Factors

- Evaluation types (IP, RA, EP): accurate?
- Sections (ESTA, ESTB or NEW): correct? [Art 11.02 D3]
- Assignment: Maximum 4 different courses? [Art 11.02 D2]
- Post-secondary: Maximum 18 teaching contact hours?
- Non-post-secondary: Maximum 20 teaching contact hours?
- Coordination: voluntary [Art 14.03 A3 and 11.01 J3]
- Overtime: voluntary [Art 11.01]

### Complementary Functions

- All: 6 Standard Allowance hours
- COVID-19 Adaptation: tbd
- Special projects/committees?
- Academic advising?
- Atypical circumstances?
- Research work?
- Professional Liaison?

## Your Workload Monitoring Group (WMG)

- Joint employee-employer committee
- Mandate: workload concerns [Article 11]
- Consensus driven
- Informal process
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- **Judy Puritt**
- **Enrico DeFrancesco**
- **Scott Fewer**

