

Preparation Types	Prep Factors per Teaching Contact Hour
NE (New) -course taught for first time or since major revision	1.10 (66 min)
EA (Established A) – 1 <sup>st</sup> section of a course not taught in last 3 years	0.85 (51 min)
EB (Established B) – 1 <sup>st</sup> section of a course taught in last 3 years	0.60 (36 min)
RA (Repeat A) – additional sections of a course currently taught to a different year or program	0.45 (27 min)
RB (Repeat B) - additional sections of a course currently taught	0.35 (21 min)
SA/SB (Special A & B) – used for continuous intake courses, courses using self-learning packages or course using actual working	Refer to Art. 11.01 D3

Evaluation Type	Evaluation Factors per TCH per student per week:	Evaluation time per student - 15 week course			
		1 TCH	2TCH	3TCH	4TCH
E Essay/Project	0.03 (1.8 min)	27 min	54 min	81 min	108 min
R Routine/Assisted	0.015 (0.9 min)	13.5 min	27 min	40.5 min	54 min
I In-process	0.0092 (0.55 min)	8.3 min	16.6 min	24.8 min	33.1 min

If the course has more than one evaluation type the percentage of each type is indicated.

No. 1

**STANDARD WORKLOAD FORM (1 of 1)**  
Original Active

Date: 10-NOV-2015

Teacher Name: \_\_\_\_\_  
 ID: \_\_\_\_\_  
 Department: \_\_\_\_\_

Preparatory: \_\_\_\_\_  
 Status: \_\_\_\_\_  
 Category: \_\_\_\_\_

Non-Probationary Full Time PROF

Campus: \_\_\_\_\_  
 Group: \_\_\_\_\_  
 School: \_\_\_\_\_

North Post-secondary

Period covered by SWF From: 11-JAN-2016 To: 29-APR-2016

Additional hours may be assigned on an hour for hour basis for curriculum development or course development, evaluation and atypical circumstances.

Courses and sections you are being assigned to teach.

Course/Subject Identification				Preparation										Evaluation										Complement	
Course Number	CRN	Sec	Course Name	Asgn Teach Hours	Ln Of	Type	Fac tor	Att'd Hours	Add'l Hours	Class Size	Type	Fac tor	Per cent	Type	Fac tor	Per cent	Type	Fac tor	Per cent	Att'd Hours	Add'l Hours	Allow	Assign		
References to Collective Agreement				11.01 (B,C)			11.01 (D)						11.01 (E)										11.01 (F)	11.01 (D,F,G)	
ATOM 311 Classroom Instruction			Anatomy	3.00	EN	EB	60	1.80	.00	175	R	.0150	50.00	I	0.0092	50.00				11.81	.00	.00	.00		
ATOM 311 Classroom Instruction			Anatomy	3.00	EN	RB	35	1.05	.00	125	R	.0150	50.00	I	0.0092	50.00				8.44	.00	.00	.00		
<b>Weekly Totals</b>				<b>6.0</b>			<b>2.85</b>	<b>.00</b>												<b>20.25</b>	<b>.00</b>	<b>6.00</b>	<b>4.60</b>		

Maximum Teaching Contact Hours/week:  
 18 – post-secondary  
 20 – non-post-secondary

Preparation Hours/Subject = Factor x Teaching Contact Hours  
 Evaluation Feedback Hours/Subject = Factor x Class Size x Teaching Contact Hours

Summary of Weekly Total	Hours
Assigned Teaching Contact Hours/week	6.00
Preparation Hours/week	2.85
Evaluation Feedback Hours/week	20.25
Complementary Hours (allowance)/week	6.00
Complementary Hours (assigned)	4.60
Total This period SWF	39.70

Number Of Different Course Preparations: 1  
 Number of Different Sections: 2  
 Number of languages of Instruction: 1

No more than 4 course preps except by voluntary agreement.

Accumulated Totals To Total This period S.W.F.	Teaching Contact Hrs	Contact Days	Teaching Weeks
Balance From Previous SWF	105.00	74	15
Total This SWF	90.00	75	15
Total to end date	195.00	149	30

If you have more than 260 students you get additional hours for out-of-class assistance. (11.01 F 2). See ATTRIBUTED ADDITIONAL HOURS on page 2.

1. Allowance: 6 hours minimum: (11.01 F 1)  
 4 for routine out-of-class assistance  
 2 for normal administrative tasks.


Maximum 44 workload hours in a week. (11.01 B 1)

Academic Year Maxima:

	Post Secondary	Non-Post-Secondary
Contact Hours	648	760
Contact Days	180	190
Teaching Weeks	36	38

**The ANNOTATED S.W.F.**

Standard Workload Form



STANDARD WORKLOAD FORM (1 of 1)

Original Active

Complementary functions are other work you have been assigned. It is attributed on an hour for hour basis and can be averaged over the SWF period.

Teacher Name:  
ID:  
Department:

Period covered by SWF From: 11-JAN-2016 To: 29-APR-2016

Transfer to front of SWF

Complementary Functions for Academic Year

Description	Activity Detail	Attributed Hours
Minimum Complementary Hours (Allowance)		6.00
Peer Mentoring		3.00
Curriculum Committee		1.00
Additional hours for total students over 260 (Assigned)		.60
<b>Total</b>		<b>10.60</b>

1  
2

You get 0.015 hours for every student in excess of 260 for out-of-class assistance. (11.01 F 2)

Dates of discussion of proposed workload (Please initial):  
Dates SWF received by faculty member:

Indicate when you had a discussion about your workload prior to getting the SWF and when you received the SWF.

Faculty Member's Comments can include concerns about workload, reasons for referring the SWF to Workload Monitoring Group or any other comments the member feels are pertinent to the work assigned.  
  
If you are unsure about the time attributed to the course for preparation or evaluation, but do not feel you need to refer your workload to Workload Monitoring Group, make a note of it here for future reference.

Supervisor's comments

Faculty member's comments:

SWFs not returned within 5 working days are deemed to be accepted.  
Reading Week is a non-contact period.

Supervisor's signature:  
Date:

(\*Note: If not in agreement with total workload, the faculty member must so indicate in writing within five (5) days from the date of receipt of the S.W.F. and return a copy to the Supervisor.

Faculty member's signature: \_\_\_\_\_

Date: \_\_\_\_\_

VOLUNTARY OVERTIME AGREEMENT

In accordance with Article 11.01 overtime will be compensated at the rate of 0.1% of annual salary.  
I hereby agree to one (1) Teaching Contact Hour or \_\_\_\_\_ Workload Hour(s).  
  
Faculty Member's Signature: \_\_\_\_\_  
  
Date: \_\_\_\_\_

Final Disposition By Faculty: (Check One And Initial)

- MUTUAL AGREEMENT
- PROPOSED WORKLOAD REFERED TO COLLEGE WORKLOAD MONITORING GROUP
- PROPOSED WORKLOAD REFERED TO WORKLOAD RESOLUTION ARBITRATOR

You may voluntarily work up to 3 workload hours or 1 teaching contact hour overtime.  
Note: Probationary faculty cannot be assigned overtime "under any circumstances." (11.01 J 4)

You must indicate if you are in agreement with the workload or wish to refer your workload to the Workload Monitoring Group. Then sign and date the SWF.