

## **ARTICLE 35 - WORKLOAD**

**Section 1.** At the time of appointment, the University will inform the ASE of the percentage FTE of their appointment or, for hourly employees, the hours expectation of their appointment.

**Section 2.** ASEs with a 50% FTE appointment will not be required to work for more than 220 hours per quarter. ASEs 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 ASE'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. For unusual work assignments, such as those associated with research conducted in remote locations or those where the nature of the job duties requires the use of specialized instrumentation at specific intervals of time, an ASE may expect greater variations within a given week's work schedule provided the ASE has been notified in their appointment letter of the unusual nature of their job duties.

**Section 3.** Assigned workload is measured by how many hours the University could reasonably expect an ASE to take to satisfactorily complete the work assignment so as to maintain excellence in teaching, research, and service. An ASE should initiate discussions with their supervisor as soon as the ASE anticipates any workload related issues that would result in working more than 220 hours in a quarter. Before workload hours are exceeded, the Department will offer the ASE additional paid hours for the excess workload or relieve the ASE of the excess workload.

**Section 4.** 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. Workload does not include courses in general pedagogy or remedial courses required to meet minimum eligibility requirements (e.g. ESL 102) in which ASEs are required to be enrolled for credit. The use of paid sick time off per Article 17 during the academic quarter is included in the total workload of 220 hours per quarter. The use of paid vacation time off per Article 32 – Vacation is not included in the total workload expectation of 220 hours per quarter. Hourly ASEs 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 5.** Required meetings will be held during the normal work hours at an on-campus or off-campus site in proximity to where the ASE usually works, or at a location agreed to in advance by the ASE.

**Section 6.** In the case of change of ASE job assignment, any work completed in the original assignment will count toward the hour limit for the quarter.

**Section 7.** Both parties understand that the published University calendar governs the work of all bargaining unit members, and in some academic quarters examination schedules may conclude several days beyond the last pay period of the three month appointment. ASEs appointed in these quarters recognize that their obligation extends to grading exams and/or papers submitted at those times, and other similar duties as assigned.

**Section 8.** Workload assigned to an ASE under this article is separate from the academic expectations associated with thesis and dissertation research that is expected pursuant to 600-, 700-, and 800-level course work. This Agreement should not in any way be construed as imposing a limit on the amount of academic work necessary for a student to make satisfactory academic progress toward their degree.

**Section 9.** Hourly ASEs 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. Hourly ASE appointments and schedules will be made in accordance with University Employment and Administrative Policies: University Employment- Student Employment- Chapter 104.

**Section 10.** If an ASE is assigned to hold an instructional position in which they believe that a change from a previous quarter may negatively affect their ability to satisfactorily complete the work assignment so as to maintain excellence within workload limits, the ASE shall have the right to request and meet with their supervisor as soon as practicable regarding the issue. Such changes include but are not limited to enrollment increases, volume and structure of assignments, grading responsibilities, and alterations to the responsibilities of an ASE as a mentor or a supervisor for other ASEs. If, after these discussions, the ASE determines that their assignment will still exceed workload limits, as defined by this article, the ASE may pursue their rights under this article.

**Section 11.** 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 ASEs.