



OPSEU LOCAL 138

ST. CLAIR COLLEGE FACULTY UNION

SWF Training Session

Welcome!

SWF - Key Information

- The SWF stands for Standard Workload Form.
- Workload is covered by Article 11 in the Collective Agreement.
- Your SWF is your “**personal contract**” with the College.

SWF Makeup

There are 4 main areas.

- Teaching Contact Hours.
- Attributed Preparation Hours.
- Attributed Evaluation Hours.
- Attributed Complimentary Functions

Total Workload

Article 11.01 B 1

Total workload assigned and attributed by the College to a teacher shall not exceed 44 hours in any week for up to 36 weeks in which there are teaching contact hours for teachers in post-secondary programs and for up to 38 weeks in which there are teaching contact hours in the case of teachers not in post-secondary programs.

The balance of the academic year shall be reserved for complementary functions and professional development.

Workload factors to be considered are:

- (i) teaching contact hours
- (ii) attributed hours for preparation
- (iii) attributed hours for evaluation and feedback
- (iv) attributed hours for complementary functions

Teaching Contact Hour (Multiple Articles)

Article 11.01 B2 - A “teaching contact hour” is a college scheduled teaching hour assigned to the teacher by the college. Regardless of the delivery mode, courses shall be deemed to have the same number of teaching contact hours as they would if taught entirely in the classroom or laboratory.

Article 11.01 C1 - 50 minutes (with 10 min break)

Article 11.01 I - Maximum weekly 18 hours contact. (post-secondary)

Article 11.01 I - Maximum weekly 20 hours (non post-secondary)

Article 11.01 J1 - Voluntary 1 hour/week overtime is allowed for non-probationary faculty or three total workload hours in any one week.

Contact Day

Article 11.01 L 1

The contact day shall not exceed **eight hours** from the beginning of the first assigned hour to the end of the last assigned hour except by written voluntary agreement. The Union Local shall receive a copy of such agreement within seven days.

Article 11.01 L 2

Every effort shall be made to ensure that work will not be assigned to begin less than **12 hours** after the end of the previous day's work assignment.

Maximum # of Courses/Sections

Article 11.01 D 2

No more than **four different course preparations** shall be assigned to a teacher in a given week except by voluntary agreement which shall not be unreasonably withheld.

OLD COLLECTIVE AGREEMENT

The old collective agreement used to call out 4 preps or six different sections! We lost portion of the article few contracts back...prior to 2009.

Preparation Hours (Article 11.01 D1-3)

Type of Course

Ratio of Assigned Teaching Contact Hours to Attributed Hours for Preparation

- | | |
|-----------------|---|
| • New | 1 : 1.10 |
| • Established A | 1 : 0.85 |
| • Established B | 1 : 0.60 |
| • Repeat A | 1 : 0.45 |
| • Repeat B | 1 : 0.35 |
| • Special A | as indicated in collective agreement (D3) |
| • Special B | as indicated in collective agreement (D3) |

Special B Course Designation

Article 11.01 D3 (viii)

"Special B" refers to preparation for sections of a course in which the objectives describe the students' application of knowledge in actual work settings.

Additional time necessary to arrange and prepare for student placement in such learning situations shall be attributed on an hour for hour basis and recorded on the Standard Workload Form (SWF), as referred to in 11.02.

Article 11.01 D3 (ix)

Hours for curriculum review or course development assigned to a teacher on an ongoing basis, in lieu of teaching or in a non-teaching period, shall be attributed on an hour for hour basis and recorded on the SWF.

Evaluation Hours (Article 11.0 E 1-3)

Ratio of Assigned Teaching Contact Hours to Attributed Hours for Evaluation and Feedback

Calculated per Student (E1 and E2)

Essay or Project = 0.03

Routine or Assisted = .015

In-Process = 0.0092

Mixed = based on the type of evaluation used.

Evaluation Hours (Article 11.0 E 1-3)

Article 11.01 E3

Before the method(s) of evaluation and feedback are established for a course, the supervisor will consult with the affected teachers, as a group. Normally, the group will consist of the teachers working within the affected program. The group may consist of teachers teaching a course that is being taught across programs.

If only one teacher is assigned to a program, that teacher shall be deemed to be “the group” for purposes of this Article.

Complimentary Functions

Article 11.01 F1

Complementary functions appropriate to the professional role of the teacher may be assigned to a teacher by the College. Hours for such functions shall be attributed on **an hour for hour basis**.

An allowance of a **minimum of six hours of the 44-hour maximum** weekly total workload shall be attributed as follows:

four hours for routine out-of-class assistance to individual students
two hours for normal administrative tasks.

The teacher shall inform his/her students of availability for out-of-class assistance in keeping with the academic needs of students.

Workload Discussion with Manager

Article 11.02 A 1 (a)

Prior to the establishment of a total workload for any teacher the supervisor shall discuss the proposed workload with the teacher and complete the SWF, attached as Appendix I, to be provided by the College. The supervisor shall give a copy to the teacher not later than six weeks prior to the beginning of the period covered by the timetable excluding holidays and vacations. It is recognized that if the SWF is subsequently revised by the College, it will not be done without prior consultation with the teacher.

Workload Discussion with Manager

Article 11.02 A 1 (b)

The College may, where a change in circumstances requires it, amend assignments provided to a teacher after the original assignment, subject to the teacher's right to refer any matter to the College Workload Monitoring Group (WMG) referred to in 11.02 B 1 and if necessary, the Workload Resolution Arbitrator (WRA) referred to in 11.02 E 1 and appointed under 11.02 F 1.

Article 11.02 A 2

The SWF shall include all details of the total workload including teaching contact hours, accumulated contact days, accumulated teaching contact hours, number of sections, type and number of preparations, type of evaluation/feedback required by the curriculum, class size, attributed hours, contact days, language of instruction and complementary functions.

SWF Timelines

Article 11.02 A 3

Following receipt of the SWF, the teacher shall indicate in writing on the SWF whether in agreement with the total workload. If not in agreement the teacher and the supervisor may add such other comments as is considered appropriate and may indicate in writing that the workload should be reviewed by the College WMG.

SWF Timelines

Article 11.02 A 4

In the event that the **teacher is not in agreement** with the total workload and wishes it to be reviewed by the WMG, the teacher must **so indicate in writing to the supervisor within five working days following the date of receipt of the SWF.**

The completed SWF will be forwarded by the supervisor to the WMG within three working days from date of receipt from the teacher with a copy to be given to the teacher.

Absent such indication, the teacher shall be considered to be in agreement with the total workload.

Workload Monitoring Group

Article 11.02 B 1

There shall be a College WMG at each College.

Article 11.02 B 2

Each WMG will be composed of eight members, **with four to be appointed by the college and four appointed by the Union Local** unless the College and the Union Local otherwise agree. The term of office of each member of the WMG shall be two years, commencing on April 1 in each year with four members of the WMG, two College appointees and two Union appointees, retiring on March 31 of each year. A quorum shall be comprised of four, six or eight members with equal representation from the College and Union Local.

Alternative arrangements may be made at the local level upon agreement of the Union Local and the College.

Workload Monitoring Group

Article 11.02 C 2

The WMG shall in its consideration have regard to such variables affecting assignments as:

- (i) nature of subjects to be taught, including type of program (e.g. apprenticeship, certificate, diploma, advanced diploma, degree);
- (ii) level of teaching and experience of the teacher and availability of technical support and other resource assistance;
- (iii) size and amenity of classroom, laboratory or other teaching/learning facility;
- (iv) numbers of students in class;

Workload Monitoring Group

(Article 11.02 C 2 continued)

- (v) instructional modes, including requirements for alternate delivery;
- (vi) availability of time for the teacher's professional development;
- (vii) previously assigned schedules;
- (viii) lead time for preparation of new and/or changed schedules;
- (ix) availability of current curriculum;
- (x) students requiring accommodation;
- (xi) introduction of new technology;
- (xii) the timetabling of workload, including changes to the length of the course;
- (xiii) level of complexity and rate of change in curriculum;
- (xiv) requirements for applied research;
- (xv) required translation of materials.

Modified Workload Arrangements

Article 11.09 – new in 2009.

- This article was developed to meet the delivery needs of specific courses or programs.
- This arrangement would require the consent of the teacher(s) involved and the consent of the Local Union.
- For such an agreement, at least 2/3 of the teachers involved and their manager must agree.
- No more than 20% of the full-time teachers at a College can be on a Modified Workload Arrangement at the same time.
- shall not extend beyond one academic year, unless expressly renewed.

Additional Information

If class size changes, you can request an updated SWF at any time from your manager.

For a SWF to be issued, there must be a teaching assignment.

All teaching assignments and work must be captured on a SWF during a teaching period.

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COLLEGE: St. Clair College

DEPARTMENT: SCHOOL OF ENGINEERING TECHNOLOGIES

TEACHER:

PROBATIONARY: No

EMPLOYMENT STATUS: Full-Time

COORDINATOR: Not Applicable

PERIOD COVERED BY S.W.F. FROM: Sep 3, 2012 TO: Dec 16, 2012

EXCLUDING FROM: TO:

Preparation Hours / Subject = Factor X Teaching Contact Hours

Evaluation Feedback Hours / Subject = Factor X Class Size X Teaching Contact Hours

COMPLEMENTARY FUNCTIONS FOR ACADEMIC YEAR OR SWF PERIOD

SUMMARY OF WEEKLY TOTALS

ACCUMULATED TOTALS TO SWF PERIOD END DATE

Dates of Discussion of

Date S.W.F. Received _____

Proposed Workload:

by Faculty Member:

Supervisor's Comments:

Supervisor's

Date:

Faculty Member's Comments:

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

NOTE: If not in agreement with the total workload, the Faculty Member must so indicate in writing within three days from the date of receipt of the S.W.F. and return a copy to the Supervisor.

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

I hereby agree to one Teaching Contact Hour or

Faculty Member's Signature: _____

Date: _____

THANK YOU !!!!

Questions
and
Comments



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