

**Q**uestion:

According to Section i3 in the Collective Agreement, Coordinator Duties on my SWF should accurately reflect the time it takes to carry out the assigned work  
The assigned duties are taking up more hours that are allotted on my current SWF.  
What should I do?

**A**nswer:

## **With Reprint Permission from OPSEU CAAT(A) Seneca Union Local 560**

### **Increased Workload Due to i3: The Nancy Brown Solution**

We have heard from a number of program coordinators in the last few months, about an exponential increase in the time it takes for coordinators to carry out their duties due to the very time consuming requirements of i3.

Coordinators are to be given hours on the back of their SWF for the work they do on an hour for hour basis. This means the time on the back of the SWF should accurately reflect the time it takes to carry out coordination duties. Thanks to i3, many coordinators are finding that they have to spend much more time to carry out their duties than they did formerly, and that the assigned SWF time is, or will be, by the end of the semester, inadequate.

For this we have the Nancy Brown solution. Prof. Brown, now retired, was a coordinator who found that her duties were increased in a situation where she had insufficient time on her SWF to properly carry them out. What she did was multiply the coordination hours on the back of her SWF by the number of weeks in the semester to obtain the total assigned coordination hours for the semester. Then she kept track of the dates and times on which she did coordination work. As the hours mounted up and came within range of the semester total, she notified her Chair of that fact, and told the Chair that when she reached the total she would cease carrying out coordinator duties, as the

allotted time had run out. She then asked that her SWF be adjusted by adding more hours to permit her to finish her coordination duties for the semester.

If you follow this approach, and the Chair does not respond or refuses to adjust the SWF, notify either your or your Union Office indicating that you wish your workload referred to the WMG for an adjustment of coordination hours.

And as a reminder, coordinators are not supervisors and should have no supervisory responsibilities over other faculty. If you are being asked to do things that rightfully are the Chair's responsibility as a supervisor, speak to your Chair about this or contact us for assistance.

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OPSEU Local 560  
2942 Finch Ave East, Suite 115A  
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Canada

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