



# **STANDARD WORKLOAD FORM GUIDELINES**

Conestoga College

**2023 - 2024**

**Developed by Local 237 & Conestoga College – UCC**



## Table of Contents

Introduction .....	1
Guidelines for Faculty, Chairs, Deans, and Staff .....	1
Assignments During Non-Teaching Periods .....	1
Standard Workload Form Process .....	2
Preparation of SWFs and Timelines .....	3
General SWF Information .....	4
Overtime.....	4
Major Program Review (MPR) SWF Allocations.....	4
Annual Program Reflection (APR) SWF Allocation .....	5
Modified Workload Arrangements (MWA).....	5
Workload Monitoring Group (WMG) Steps.....	6
The Standard Workload Form – Sample and Explanation .....	7
Introduction.....	7
A. The Period Covered by SWF.....	8
B. Course/Subject Identification (Teaching Contact Hour, Preparation, and Evaluation Factors).....	8
Evaluation Factors .....	9
Preparation Factors .....	9
C. Summary of Weekly Totals .....	10
D. Accumulated Totals to SWF Period End Date.....	10
E. Complementary Functions for Academic Year .....	11
F. Dates of Discussion of Proposed Workload.....	12
G. Date SWF Received by the Faculty Member .....	12
H. Supervisor’s Comments .....	12
I. Supervisor’s Signature .....	12
J. Faculty Member’s Comments.....	12
K. Faculty Member’s Signature and Date .....	12
L. Agreement/Referral of Workload.....	12
M. Voluntary Overtime Agreement (Applies to Non-Probationary Employees Only).....	12
Supervisor/Chair SWF Checklist.....	i
Faculty Member SWF Checklist .....	iii
SWF Audit Process .....	v
MWA Form.....	vii
Table of Due Dates.....	xii



# Standard Workload Form Guidelines

## Introduction

This Reference guide has been created to assist Chairs, Faculty members, Deans, and other employees at Conestoga College in the completion of the Standard Workload Form.

If you have any specific questions, please contact Dean Bulloch, Vice President of Human Resources, Corporate Services & Secretary General to the Board of Governors, or Bev Stone, OPSEU Local 237, Chief Steward and Co-Chair of WMG.

## Guidelines for Faculty, Chairs, Deans, and Staff

The provisions of Articles 11.01 and 11.02 of the Collective Agreement are to be followed in developing workload assignments for all full-time professors and instructors (faculty members). These guidelines provide a reference for everyone involved and document Conestoga's agreed to interpretation of the provisions. Preparation of Standard Workload Forms (SWFs) is required for all probationary and regular full-time faculty members who are teaching or assigned specific work in lieu of teaching during a defined period of time.

A SWF will not be prepared for full-time faculty members on leaves of absence (sick leave, parental leave, etc.), professional development leave, or internal administrative assignments and secondments. In cases where a faculty member is away on leave, HR will inform the Chief Steward at the beginning of the semester that there will be no SWF issued.

## Assignments During Non-Teaching Periods

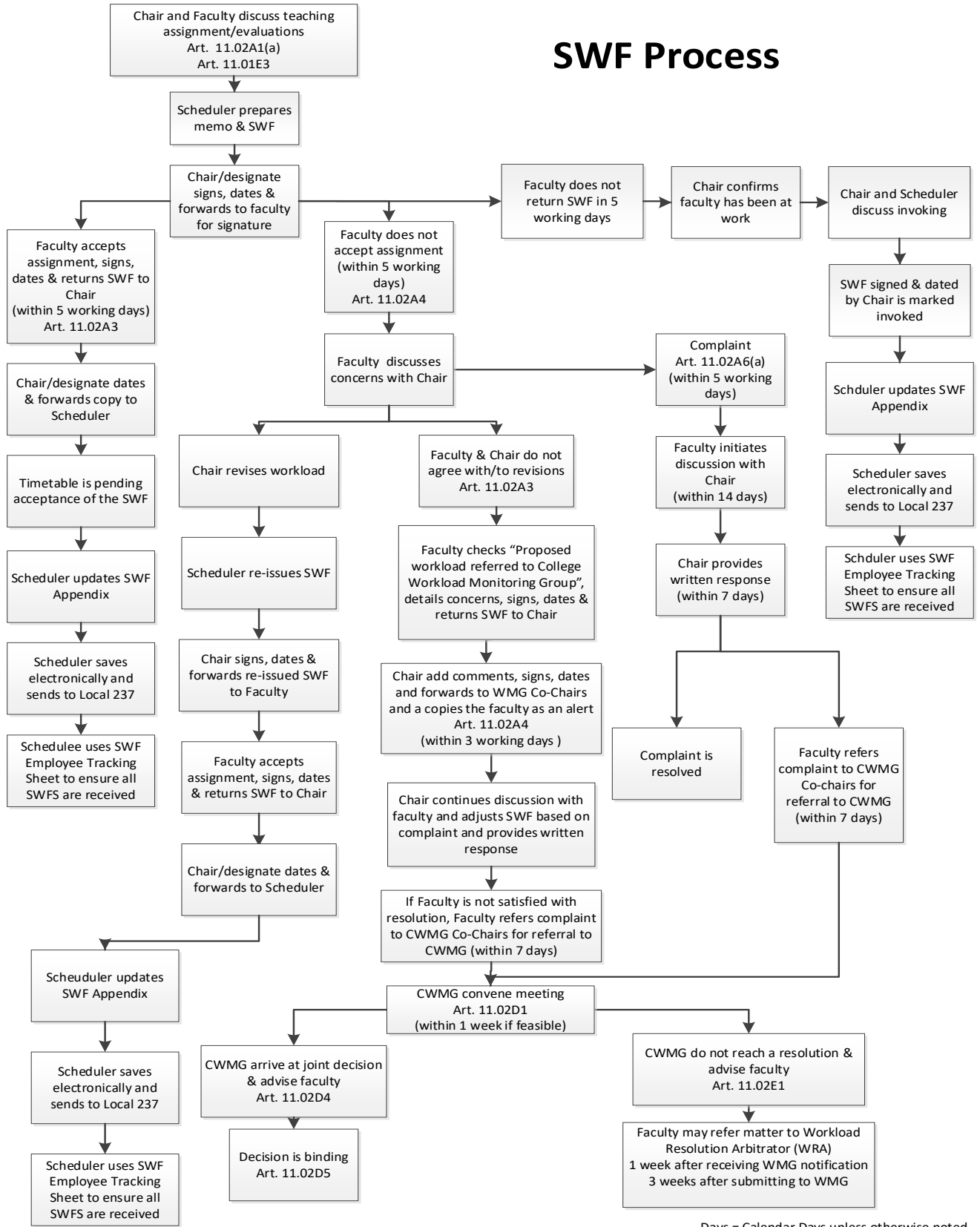
The Collective Agreement provides for an article dealing with the non-teaching period. Article 11.08 reads as follows:

*"In keeping with the professional responsibility of the professor, non-teaching periods are used for activities initiated by the professor and by the College as part of the parties' mutual commitment to professionalism, the quality of education and professional development. Such activities will be undertaken by mutual consent and agreement will not be unreasonably withheld."*

A Standard Workload Form (SWF) is not required during non-teaching periods unless the College wishes to assign specific work.

# Standard Workload Form Process

## SWF Process



Days = Calendar Days unless otherwise noted

## Preparation of SWFs and Timelines

Prior to the establishment of a total workload the faculty member and supervisor shall discuss (in person or virtually) the workload (11.02 A1 (a)). A SWF or a Modified Workload Arrangement (MWA) will then be completed for each defined teaching period.

Each faculty member is to be provided with a signed and dated copy of their SWF **not later than 6 weeks** prior to the beginning of the SWF period covered by the timetable excluding holidays and vacations (11.02 A1 (a)). *Timetable is pending acceptance of SWF.*

Each faculty member is expected to sign, date, check the appropriate box (see SWF – Sample and Explanation section L), make a copy for themselves, and return the SWF **within 5 working days** of receiving it from the supervisor.

If the SWF is not signed and returned **within 5 working days after receipt**, the supervisor deems the SWF to have been accepted (Article 11.02 A4). A note should be made in the Supervisor’s Comment area (see SWF – Sample and Explanation section H) indicating the SWF was not signed **within 5 working days** and it has been deemed accepted. SWFs deemed accepted will be referred to as Invoked.

All signed or deemed accepted SWFs shall be provided **within 3 working days** of receipt to the Faculty Union Office. The steps for submitting SWFs are as follows:

- a) Following the completion of the SWF, either by signature of faculty member or by the elapsing of the 5 day waiting period, each faculty member’s SWF (s) should be scanned and saved in a shared repository, noting the surname, given name, and semester (e.g., “Smith, John – F2023”). This work may be performed by Support Staff employees.
- b) Where a faculty member has multiple SWFs within a given semester, those SWFs may be scanned and saved as one document. There must be one unique file for each faculty member, i.e., multiple faculty members’ SWFs should not be saved together in one document.
- c) Where a revised SWF is issued, the same process as above is to be followed, indicating the revised status in the title of the document (e.g., “Smith, John – F2023 – Date Revised”).
- d) Where a Workload is disputed, faculty member must sign, date, and check off the second box “Proposed workload referred to college workload monitoring group” (see SWF - Sample and Explanation section L). (Article 11.02 A4) For further information refer to Workload Monitoring Group (WGM) Steps.

## General SWF Information

### Overtime

Overtime (more than 44 hours) that has been agreed to by the faculty (see [SWF - Sample and Explanation](#) section M) and reflected on the signed SWF is to be recorded by the faculty on the Approval for Overtime – Faculty digital form via Laserfiche and submit after the completion of each month. Upon approval, overtime hours will be forwarded to Payroll and authorized for payment.

The supervisor will review and sign the form and then submit to Academic Scheduler for processing.

Overtime is paid when an absence/holiday falls on a non-teaching day as it is assumed all preparation, delivery and evaluation and teaching contact hours were accomplished for the week.

Overtime will be adjusted if an audit shows (see [SWF Audit Process](#)) that the total workload is at or below 44 hours.

### Major Program Review (MPR) SWF Allocations

MPR meeting framework has been in place since 2019. In that time, support provided by Program Quality Assurance Team has continued to expand and MRPs are now regularly completed in one semester.

The chart below explains how MPR time will be reflected under complimentary functions on SWFs:

Description of Activity/Work	SWF drop down Label	MPR Lead		Faculty (Optional)	
		Total Hours Required	Hours/week (if 14-week semester)	Total Hours Required	Hours/week (if 14-week semester)
As per MPR framework, participate in a minimum of 7 meetings and undertake associated activities	MPR Collaboration	28	2	7	.5
Implementation of action items upon completion of MPR (e.g., program design changes, course revisions, admission requirement changes, program description revisions, etc.)	MPR Action Items	Dependent on scope of action items	Dependent on scope of action items	0	0



### **Annual Program Reflection (APR) SWF Allocation**

APR meeting framework should be added under complementary functions. Faculty can be assigned a total of 3 hours over the defined teaching period of the SWF.

### **Modified Workload Arrangements (MWA)**

In order to meet the delivery needs of specific courses or programs, MWAs may be agreed on instead of the specific workload arrangements detailed in Article 11. MWAs most frequently occur in areas where enrolment and activity fluctuate significantly during a semester or other defined period of time. SWFs are not created when a MWA is put in place. A MWA requires the consent of the faculty members involved and the Local Union. (Article 11.09 A1)

In order for a MWA to be implemented at least 2/3 of the faculty members involved and their supervisor must agree. Faculty not agreeing must be given the option of a SWF and having the regular provisions of Article 11 apply. (Article 11.09 A2)

No more than 20% of the full-time faculty members at Conestoga may be participating in MWAs at the same time. (Article 11.09 A3)

The MWA may apply for any period of time but shall not extend beyond one academic year unless expressly renewed and must have a start and end date. (Article 11.09 A4)

MWA form can be found on [myConestoga](#) (login required) and can be found in Appendix D.

## Workload Monitoring Group (WMG) Steps

*If a faculty member is not in agreement with any details on their SWF, the following steps are required:*

1. Faculty member returns signed and dated SWF after checking second box and adding specific details under Faculty Member's Comments, about the workload that requires review, (see SWF - Sample and Explanation section J), to supervisor, **within 5 working days**. (Article 11.02 A3 & A4). The faculty member must retain a copy of the SWF submitted to the supervisor.
2. The completed, not agreed to SWF will be forwarded by the supervisor to the WMG with the faculty member copied (Article 11.02 A3 & A4) **within 3 working days** to provide an alert to the co-chairs that the SWF hasn't been agreed. The discussion should continue between the supervisor and faculty.
3. In order to provide an opportunity for the supervisor to adjust the SWF based on the complaint, a discussion between the faculty member and supervisor shall take place **within 14 calendar days** after the signed and dated SWF is returned. (Article 11.02 A6 (a))
4. Supervisor provides a written response to the faculty member **within 7 calendar days**. (Article 11.02 A6 (a))
5. If no agreement is reached, the supervisor provides comments under Supervisors Comments (see SWF - Sample and Explanation section H) on the SWF and returns the SWF to faculty member via e-mail.
6. Failing satisfactory resolution of the complaint, the faculty member may refer the complaint, in writing, to the WMG Co-Chairs **within 7 calendar days** of the supervisor's reply. (Article 11.02 A6 (a)) Only faculty members can file a complaint to the WMG.
7. Upon receipt of a SWF indicating referral to WMG, the supervisor/designate should follow the same process as above with the exception that the SWF should be attached to an email with the title "WGM Referral – Smith, John W2019", and sent to the Faculty Union Office, WMG Co-Chairs, Academic Scheduler, as well as the faculty member. For administrative purposes and to help facilitate a WMG meeting, HR is also to be copied.
8. The WMG shall meet where feasible **within one week** of receipt of a workload complaint or at the request of any member of the WMG. (Article 11.02 D1). The faculty member and supervisor will both attend the meeting and make presentations related to the workload complaint. After the presentation, the members of the WMG may ask questions for clarification. Following the presentation, the WMG discuss both presentations and reach an outcome.
9. WMG Co-Chairs will communicate the outcome in writing to both the faculty member and the supervisor. Upon resolution of the workload complaint, the supervisor will communicate any required changes to Academic Scheduler.
10. Academic Scheduler will issue a revised SWF to the supervisor who then provides the revised SWF to the faculty member. The faculty member is expected to sign, date, check the appropriate box, make a copy for themselves, and return the revised SWF to the supervisor **within 5 working days** of receiving it.
11. The signed and agreed to revised SWF shall be forwarded with **3 working days** of receipt to the Faculty Union Office, indicating the revised status in the title of the document (e.g., Smith, John – F2023 Date Revised").
12. The Workload Monitoring Group is composed of an equal number of Local Union Executive and College Administrators who review workload complaints. (Article 11.02 B2). For current WMG members names please refer to Contact Information (Appendix E).

# The Standard Workload Form – Sample and Explanation

## Introduction

As per Article 11.02 A, the SWF shall include all details of the total workload.

Below is a sample SWF form, the corresponding letters A, B, C, etc. identifies certain areas of the form, to which will be referred in the following sections.



CONESTOGA

Employee:  
Department: BXXX – School of Business

## Standard Workload Form

Full time

Coordinator:  One Step  Two Step  N/A

Probationary:  Yes  No

**A** Period Covered by SWF From 20XX-09-03 to 20XX-12-16

Course/Subject Identification	Assigned Teaching Contact Hours	Language(s) of Instruction	Preparation				Evaluation					Comp. Hours Allowance	Assigned Hours	
			Type	Factor	Attributed Hours	Additional Attrib. Hours	Class Size	Type	Factor	Attributed Hours	Additional Attrib. Hours			
Number of different course preparations:	3													
Number of different sections:	3													
Number of languages of instruction:	1													
References to Collective Agreement	11.01 B,C	11.01 D	11.01 D	11.01 D	11.01 D	11.01 D	11.01 E	11.01 E	11.01 E	11.01 E	11.01 E	11.01 F1	11.01 D,F,G	
BIOT1037 - Doon - Section 1 LA1 Meet 1 Biochemistry	2	E	7-SB-EB	0.6	1.2	0	35	IP E/P	.0092 .03	1.66				
BIOT1037 - Doon - Section 1 LA2 Meet 1 Biochemistry	2	E	SB-RB	0.35	0.7	0	35	IP E/P	.0092 .03	1.66				
BIOT1037 - Doon - Section 1 TH1 Meet 1 Biochemistry	2	E	5-EB	0.6	1.2	0	70	IP E/P	.0092 .03	3.33				
BIOT2140 - Doon - Section 1 LA1 Meet 1 Lab Skills for Biotech	3	E	1-NW	1.1	3.3	0	15	R/A E/P	.015 .03	1.28				
MATH1995 - Doon - Section 1 LA1 Meet 1 Algebra for the Life Sciences	1	E	5-EB	0.6	0.6	0	35	IP E/P	.0092 .03	0.76				
MATH1995 - Doon - Section 1 LA2 Meet 1 Algebra for the Life Sciences	1	E	9-RB	0.35	0.35	0	35	IP E/P	.0092 .03	0.76				
MATH1995 - Doon - Section 1 TH1 Meet 1 Algebra for the Life Sciences	2	E	5-EB	0.6	1.2	0	70	IP E/P	.0092 .03	3.04				
<b>WEEKLY TOTALS</b>	<b>13</b>				<b>8.55</b>	<b>0</b>				<b>12.49</b>		<b>6</b>	<b>3</b>	

Preparation hours per course = Factor X Teaching hours

Evaluation hours per course = Factor X # Students X Teaching hours

### **D** Accumulated totals to SWF period end date

### **C** Summary of weekly totals

Assigned teaching contact hours / week  
Preparation hours / week  
Evaluation feedback hours / week  
Complementary hours (allowance) / week (minimum 6)  
Complementary hours (assigned) / week  
Total this period SWF

13
8.55
12.49
6
3
<b>43.04</b>

	Teaching		Teaching
	Contact Hours	Contact Days	Weeks
Balance from previous SWF	0	0	0
Total this period SWF	182	70	14
Total to end date	182	70	14

### **E** Complementary functions for academic year or SWF period

	Weekly attributed hours
Complementary Hours Allowance	6
Other - CIM Liaison	1
Other - Joint Occupational Health & Safety Committee Representative (GUELPH)	1
Curriculum Development	1
<b>Tot</b>	<b>9</b>



CONESTOGA

Employee: (Employee Name)  
Department: (Department Code and Name)

### Standard Workload Form

F  
H  
I

Dates of discussion of proposed workload: \_\_\_\_\_ (Date) Date SWF received by faculty member: **G** \_\_\_\_\_ (Date)

Date Coordinator Duties were provided in writing: \_\_\_\_\_ (Date)

Supervisor's Comments  
\_\_\_\_\_  
\_\_\_\_\_

J  
K

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Member's Comments  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: If not in agreement with the total workload, the faculty member must so indicate in writing within five (5) days from the date of receipt of the SWF and return a copy to the supervisor.

L

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

M

- Mutual agreement of assigned workload
- Proposed workload referred to college workload monitoring group
- Proposed workload referred to workload resolution arbitrator

**N**

**Voluntary overtime agreement**  
 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

#### A. The Period Covered by SWF

The **Period Covered by SWF** must begin and end with a teaching contact week. The week of Sunday to Saturday should be used for SWF purposes. Consecutive SWFs must avoid splitting of a teaching contact week. A normal week in the SWF context consists of 5 workdays, Monday to Friday and up to 44 hours of total workload. Non-teaching periods prior to or following a teaching period are not reflected in the SWF dates.

#### B. Course/Subject Identification (Teaching Contact Hour, Preparation, and Evaluation Factors)

This area outlines the course/subject details as specified in Appendix I of the Collective Agreement. The information for each course is entered into SIS, which performs the necessary calculations as prescribed by the Collective Agreement.

Each Teaching Contact Hour (TCH) is considered to be a fifty (50) minute block with a break of up to ten (10) minutes. TCHs on the SWF and timetable must be in whole hours.

The maximum number of TCHs per week are limited to 18 hours for Post-Secondary programs and 20 hours for Non-Post-Secondary Programs. (Article 11.01 J)

When an activity involves TCHs, it is to be credited on the SWF and attributed preparation and evaluation/feedback hours calculated in accordance with the applicable factors.

### Evaluation Factors

The factors used for a particular course are to be arrived at through consultation with the faculty member and/or with reference to the course documentation. (Article 11.01 E3)

Options include essay/projects, routine or assisted evaluation and feedback, in-process evaluation, and feedback. More than one type of evaluation and feedback may be required for a particular course. For more information on types of evaluations and feedback refer to Article 11.01 E2.

When necessary additional attributed hours should be negotiated and entered on the SWF

### Preparation Factors

In assessing whether a course is "New" or "Established", it is the course content that is determinative, not the course number(s). For example, there have been many instances where a course number has been changed but the content has not. The change instead is specific to the course title, a change in the department which is responsible for the course content, or the identification of laboratory sessions separate from the theory portion of a course, etc. There are also instances where course content has been reduced and a new number assigned.

In the case of a course having new content, this should be reviewed on a case by case basis; via consultation with faculty member, i.e. "New" to the faculty member in question, the course is to be treated as "New" for the purposes of determining attributed preparation hours on the SWF.

As per Article 11.01 D2 "No more than four different course preparations shall be assigned to a teacher within a given week except by voluntary agreement which will not be unreasonably withheld."

For the purposes of the formula and as per Article 11.01 D3 the following applies:

- a) "New" refers to the first section of a course which the teacher is
  - Teaching for the first time;
  - Teaching for the first time since a major revision of the course or curriculum has been approved by the College.
- b) "Established A" refers to the section of a course which the teacher has previously taught but not within the previous three years.

- c) “Established B” refers to the first section of a course which the teacher has taught within the previous three years.
- d) “Repeat A” refers to another section which the teacher is teaching concurrently with the same course, and for which prep hours have been attributed under “New” or “Established” but to students in a different program or year of study.
- e) “Repeat B” refers to another section which the teacher is teaching concurrently with the same course, and for which prep hours have been attributed under “New” or “Established” to students in the same program and year of study.

When necessary additional attributed hours should be negotiated and entered on the SWF.

### **C. Summary of Weekly Totals**

The column totals from Area B are carried to this area and provision is made for the minimum 6 hour/week complementary hours allowance. All SWFs issued must have the Complementary Hours Allowance.

The Complementary Hours Allowance consists of six (6) attributed hours each week: four (4) for routine out-of- class assistance to students and two (2) for normal administrative tasks. Neither the faculty member nor the college is expected to specifically account for this six (6) hour allowance.

The attribution of four (4) hours of out-of-class assistance for students may not be sufficient where a faculty member has an unusually high number of students on their SWF. When a faculty member has more than 260 students in their total course load, a discussion between the supervisor and faculty member may take place to find ways to alleviate the concern of providing appropriate out-of-class assistance to the students or providing the faculty member with additional attributed hours. Where an agreement cannot be reached between the supervisor and faculty member, the faculty member shall be attributed an additional 0.015 hour for every student in excess of 260. (Article 11.01 F2)

The totals for the seventh column from the left, Additional Attributed, and the last column on the right, Complementary Hours Assigned, are combined in Area E to yield a total in the fifth line, Complementary Hours.

### **D. Accumulated Totals to SWF Period End Date**

This area indicates the accumulation of teaching contact hours, contact days, and teaching weeks from the beginning of the academic year to the end of the SWF period.

The annual limits for contact hours, contact days, and contact weeks are as follows:

- a) Contact Teaching Hours: 648 hours for Post-Secondary Programs, and 760 hours for Non-Post-Secondary Programs (Article 11.01 K3).
- b) Contact Teaching Days: 180 days for Post-Secondary Programs, and 190 days for Non-Post-Secondary Programs (Article 11.01 K1).
- c) Contact Teaching Weeks: 36 weeks for Post-Secondary Programs and 38 weeks for Non-Post-Secondary Programs (Article 11.01 B1, D1, E1, F1, I1).

In instances where the faculty member has transferred to another department during the academic year, the accumulated teaching contact hours/days/weeks must be brought forward from the previous SWF(s).

## **E. Complementary Functions for Academic Year**

Complementary Functions are any assigned activities, which are consistent with the class definitions of Professor/Instructor, and which are not TCHs or the related attributed preparation and evaluation/feedback factors. (Article 11.01 F1)

Other complementary functions, beyond the minimum six (6) hours allowance, are to be documented and assigned on the SWF. Union Business Release is exempted from being assigned whole hours.

Examples of activities to be included, where appropriate are:

- Curriculum Development – to include course code or description if no course code
- Applied Research – to include project title or description
- Coordinator Duties
- Curriculum Guidance - assigned responsibility to provide curriculum guidance per course and support to other teachers:
  - 0.5 hour (1-2 teachers)
  - 1 hour (3-6 teachers)
  - 1.5 hours (8-11 teachers)
  - >11 teachers (time determined by discussion between supervisor and faculty member)
- Degree Collaboration
  - 0.25 hours per week for each unique degree course taught by a faculty member
- Degree Meeting
- Major Program Review and/or Annual Program Reflection (APR)
- Special Projects
- Refrain from using “Other.”

Supervisors are required to specify all complementary functions and to describe in detail each task to be performed by the faculty member during the teaching periods covered by the SWF. Time and expectations must be mutually agreed upon between supervisor and faculty.

The assigned complementary functions may be amended during the period of a particular SWF or on a SWF for a subsequent teaching period at the discretion of the College, but subject to requirements for consultation and the right of the faculty member to refer an amended SWF to the WMG.

However, regardless of the College's right to amend a SWF as unexpected circumstances arise, the requirement is to identify all complementary functions, which will be assigned in the teaching period. Every effort should be made to identify those functions during the discussion to establish the total workload Amendments should be kept to an essential minimum.

## **F. Dates of Discussion of Proposed Workload**

Dates of discussion of the proposed workload between supervisor and faculty member must be recorded by the supervisor in this area. If an amended SWF is issued, the date of the discussion for the revisions must be recorded by the supervisor.

## **G. Date SWF Received by the Faculty Member**

This is the date that the faculty member receives and reads the SWF not the date the SWF is delivered to a mail slot. Faculty member is expected to record date of receipt.

## **H. Date Coordinator Duties were Providing in Writing**

This is the date that the faculty member receives their coordinator duties in writing

## **I. Supervisor's Comments**

Area for supervisor to record comments (i.e. brief summary of discussion, workload reduction, assignments in lieu of teaching, etc.).

## **J. Supervisor's Signature**

Area for supervisor to sign the SWF. All SWFs must contain the supervisor's signature prior to sending to the faculty member.

## **K. Faculty Member's Comments**

Area for faculty member to record comments about the workload when there is no agreement.

## **L. Faculty Member's Signature and Date**

Area for faculty member to sign the SWF. The faculty member must enter this date on the actual date of signing.

## **M. Agreement/Referral of Workload**

The faculty member is to complete this section by selecting either Mutual Agreement or Referral to the WMG. Referral to the Arbitrator can only occur after consideration of a decision by the WMG. The faculty member should indicate the appropriate "X" manually.

## **N. Voluntary Overtime Agreement (Applies to Non-Probationary Employees Only)**

This area of the SWF is to be completed and signed by the faculty member only in instances where weekly limits (44 hours) are exceeded. (Article 11.01 J) See General SWF Information – Overtime

Overtime is paid after audit date each semester if any of the following instances occur:

- Weekly TCHs beyond 18 (or 20) hours, or weekly totals beyond 44 hours are all to be



paid at the hourly overtime rate of 0.1 % of the faculty member's annual salary. Such weekly overtime must be on a voluntary basis and cannot exceed one (1) TCH or three (3) workload hours per week, that is, the “Total this period SWF” cannot be over 47 hours.

- Where a faculty member is assigned beyond the annual maximum of 648 (760) TCHs or 180 (190) days, payment for the excess hours or days must be in accordance with Article 11.01 K4 (i) or (ii) as appropriate.
- Assigning overtime beyond the limits is a clear violation of the Collective Agreement. In exceptional circumstances, matters of assignment beyond the limits must be discussed with the President of the Local prior to an assignment being finalized

## Supervisor/Chair SWF Checklist

Below are the steps for supervisors to follow for completing the Standard Workload Form process. Refer to Preparation of SWFs and Timelines for more detail. Please pay special attention to the bolded and underlined areas.

1. Prior to the establishment of a total workload, have a discussion with each faculty member regarding work assignment, face to face or virtually.
  - a. Sample email communication:

*"Hello \_\_\_\_\_, I am writing to invite a discussion regarding your workload for the \_\_\_\_\_ period. The following are some of my ideas about courses and complementary functions:*

*TCHs*

*Course Code: Title (Theory, Lab, Online, etc.)*


*Course Code: Title (Theory, Lab, Online, etc.)*

*Complementary Functions:*


*Curriculum Development for \_\_\_\_\_ (fill in Course Code: Title), course outline and IP, etc.*

*Can you provide me with your ideas and feedback? We can arrange to meet or discuss this through email. Please let me know by \_\_\_\_\_."*

2. Populate work assignment information on loading sheet and forward to Scheduling Office.
3. SWF will be generated by Scheduling Office.
4. Scheduling Office returns to supervisor.
5. Supervisor reviews SWF in its entirety.
  - a. If there are no corrections:
    - i. **Sign and date (2 places, discussion date, signature date).**

	CONESTOGA	Employee: (Employee Name) Department: (Department Code and Name)
	<h3>Standard Workload Form</h3>	
Dates of discussion of proposed workload: _____ (Date)	Date SWF received by faculty member: _____ (Date)	
Date Coordinator Duties were provided in writing: _____ (Date)		
Supervisor's Comments	← Chair fills dates and comments.	
Chair signs here.	Chair dates here.	
Supervisor's Signature _____	Date _____	

- b. If there are corrections required:
  - i. Communicate correction to Scheduling Office;
  - ii. Receive corrected SWF back;
  - iii. **Sign and date (2 places, discussion date, signature date).**



# CONESTOGA

Employee: (Employee Name)  
Department: (Department Code and Name)

## Standard Workload Form

Dates of discussion of proposed workload: \_\_\_\_\_ (Date)

Date Coordinator Duties were provided in writing: \_\_\_\_\_ (Date)

Supervisor's Comments \_\_\_\_\_

Date SWF received by faculty member: \_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

Chair fills dates and comments.

---

Chair signs here.


Chair dates here.

---

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

6. Issue SWF to faculty member and await response within 5 working days.
  - a. If not issued electronically, e-mail faculty member to indicate a hard copy SWF has been issued to mailbox. SWF must be placed in an envelope to ensure privacy.
7. Ensure proper tracking is in place for sent, received, revised, and invoked SWFs. Option exists to use "SWF Employee Tracking Sheet" report in SIS.
8. Receipt of SWF - within timeline 5 working days of issue.
9. Received SWF back from faculty member:
  - a. With revisions required, repeat process above starting with discussion.
  - b. With no revisions required:
    - i. Ensure all areas **signed and dated**.
    - ii. Send completed SWF to Scheduling Office.



# CONESTOGA

Employee: (Employee Name)  
Department: (Department Code and Name)

## Standard Workload Form

Dates of discussion of proposed workload: \_\_\_\_\_ (Date)

Date Coordinator Duties were provided in writing: \_\_\_\_\_ (Date)

Supervisor's Comments \_\_\_\_\_

Date SWF received by faculty member: \_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

Chair fills dates and comments.

---

Chair signs here.

Chair dates here.

---

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

10. When no SWF is received back from faculty member within 5 working days:
  - a. Please consider, if faculty member is away (sick, vacation, PD etc.).
  - b. If faculty member is not away, follow up (ensure they have received SWF).
  - c. SWF is deemed accepted (invoked).
    - i. Place note in supervisor's comment area;
    - ii. Send completed signed copy (all pages) of invoked SWF to faculty member and Scheduling Office.
11. Once the SWF is returned to Scheduling Office the SWF Appendix in SIS is updated and the SWF is electronically saved and scanned to Local Union Office.

## Faculty Member SWF Checklist

Below are the steps for a faculty member to follow for filling out the Standard Workload Form. Refer to Preparation of SWFs and Timelines for more detail. Please pay special attention to the bolded and underlined areas.

1. Prior to issuing the establishment of a total workload, the faculty member will have a discussion with their supervisor, face to face or via email.

2. When faculty member receives a SWF from the supervisor, the faculty member **fills in the date** that SWF Received – top right hand corner of document.

Employee: (Employee Name) Department: (Department Code and Name)
<h3 style="margin: 0;">Standard Workload Form</h3>
Date SWF received by faculty member: _____ (Date)

Faculty member dates here.

3. Review the SWF in its entirety.
4. Ensure SWF has been **signed** by supervisor.
5. Instruction for Agreement/Referral section:
  - a. If you agree to work assignment – Check Mutual agreement of assigned workload box (recommend faculty member to make a copy for record keeping.)

<input type="checkbox"/> Mutual agreement of assigned workload <input type="checkbox"/> Proposed workload referred to college workload monitoring group <input type="checkbox"/> Proposed workload referred to workload resolution arbitrator	Faculty member checks here.
---	-----------------------------

- b. If there are questions/concerns – Check Proposed workload referred to college workload monitoring group box. *\*This will stop the 5-day requirement and initiates the conversation to resolve the issue.*

<input type="checkbox"/> Mutual agreement of assigned workload <input type="checkbox"/> Proposed workload referred to college workload monitoring group <input type="checkbox"/> Proposed workload referred to workload resolution arbitrator	Faculty member checks here.
---	-----------------------------

6. Add appropriate comments if necessary. If referring to WMG comments regarding the specific details of the workload that are part of the workload, complaint should be added.

Faculty Member's Comments	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	
NOTE: If not in agreement with the total workload, the faculty member must so indicate in writing within five (5) days from the date of receipt of the SWF and return a copy to the supervisor.	
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>
Faculty Member's Signature	Date

Faculty member signs here.

Faculty member dates here.

7. **Sign and date.**
8. Make a copy.
9. Submit to supervisor.



## SWF Audit Process

Initially, all SWFs are projected and calculated based on the projected student registration. After the audit date (November, March and July), an actual SWF is recalculated using the actual student registration numbers.

### Impact:

- Faculty members who were in overtime but come out of overtime based on actual student registration will only receive overtime pay from semester start to audit date;
- Faculty members who were not in overtime but come into overtime based on actual student registration will receive overtime pay retroactive to semester start;
- Faculty members who are still in overtime but overtime has increased will be able to receive overtime pay for increase retroactive to semester start;
- Faculty members who are still in overtime but overtime has decreased will continue to receive overtime pay but will need to submit the decreased overtime amount from the audit date forward.

### Process:

1. Following the course drop date, ITS populates all SWFs with actual student enrolment (i.e. SWF Assignment details screen: Number of Students – Verified is populated).
2. Academic Scheduler to run SIS report (SWF Comprehensive Report) to review/identify faculty members that were in overtime based on projected class size.
3. Academic Scheduler to run SIS report (SWF Comprehensive Report) to review/identify faculty members that are now in overtime based on actual class size.
4. Compare SWF Period Total Hours – Projected to SWF Period Total Hours – Actual
  - a. Identify faculty members where: Overtime (OT) has decreased, OT has increased, Faculty is no longer in OT, or Faculty is now in OT.
5. If SWF OT has changed as per #4 (see above), SWF Actual is generated and sent to supervisor for signature, along with relevant SWF Audit Memo, (as a package at one time where possible).
  - a. At this time, leave all existing information intact on the SWF Appendix screen, reflecting the dates and agreement as inputted from original signed SWF.
6. Supervisor/designate distributes SWF Actual to faculty member for signature.
7. Signed SWF Actual returned to Academic Scheduler.
8. SWF Actual forwarded to Local Union Office with a copy sent to the faculty member.
9. Overtime process followed as required (Overtime submissions are tracked to avoid duplicate submissions; absences checked).

**SWF Audit Dates:**

<b>Term</b>	<b>Drop Deadline *</b>	<b>Audit Date *</b>
<b>Fall 2023</b>	Sunday, November 12, 2023	Monday, November 13, 2023
<b>Winter 2024</b>	Sunday, March 17, 2024	Monday, March 18, 2024
<b>Spring 2024</b>	Sunday, July 14, 2024	Monday, July 15, 2024

\* subject to change

## MWA Form



### Modified Workload Assignment

<b>Faculty Name</b>	
<b>Workload Start Date</b>	
<b>Workload End Date</b>	

**Proposed  
Modified  
Workload**

Date/Date Range *	Course Code	Total Hours

**Proposed  
SWF**

Teaching Contract Hours	Prep Factor	# of Students	Evaluation Factor	Complementary Hours	Total Hours

\* Date should not exceed one academic year

<b>Complementary functions include:</b> <i>please select all that apply</i>					
<input type="checkbox"/> Additional Evaluation	<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> Exam Week Duties	<input type="checkbox"/> Other: <i>Please describe</i>		
<input type="checkbox"/> Applied Research	<input type="checkbox"/> Curriculum Guidance	<input type="checkbox"/> Field Placement			
<input type="checkbox"/> Community Development	<input type="checkbox"/> Degree Collaboration	<input type="checkbox"/> Orientation Duties			
<input type="checkbox"/> Coordinator Duties	<input type="checkbox"/> Degree Meeting	<input type="checkbox"/> Union Business			



<b>Describe any other required workload particulars</b>

<b>Total Teaching Contact Hours</b>	
<b>Total Contact Days</b>	

A modified workload arrangement may be agreed to instead of the workload arrangements specified in any or all of the following articles:

<b>Provisions of Article 11 that do not apply (to be completed by the faculty)</b>	<b>Article Number</b>	<b>Article Description (abbreviated)</b>	<b>Previous Year MWA (to be completed by Chair's Office)</b>
<input type="checkbox"/>	11.01 B1	Total workload assigned and attributed by the College to a teacher shall not exceed 44 hours in any week for up to 36 weeks . . . . programs.	<input type="checkbox"/>
<input type="checkbox"/>	11.01 C	Each teaching contact hour shall be assigned as a 50 minute block plus a break of up to ten minutes.	<input type="checkbox"/>
<input type="checkbox"/>	11.01 D1	Weekly hours for preparation shall be attributed to the teacher in accordance with the following formula: . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 D2	No more than four different course preparations or six different sections shall be assigned to a teacher in a given week except by voluntary . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 D3	For the purposes of the formula: (i) "New" refers to the first section of a course which the . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 E1	Weekly hours for evaluation and feedback in a course shall be attributed to a teacher in accordance with the following formula: . . . .	<input type="checkbox"/>

<input type="checkbox"/>	11.01 E2	For the purposes of the formula: (i) "Essay or project evaluation and feedback" is grading: . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 E3	Before the method(s) of evaluation and feedback are established for a course, the supervisor will consult with the affected teachers . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 E4	The number of students in a course or section shall be determined initially by the College's planning estimates and recorded on . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 F1	Complementary functions appropriate to the professional role of the teacher may be assigned to a teacher by the College. Hours for . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 F2	The attribution of four hours of out-of-class assistance for students may not be sufficient where a teacher has unusually high numbers of . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 G2	Where there are atypical circumstances affecting the workload of a teacher or group of teachers which are not adequately reflected in . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 I	Teaching contact hours for a teacher in post-secondary programs shall not exceed 18 in any week. Teaching contact hours for a teacher . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 J1	Notwithstanding the above, overtime worked by a teacher shall not exceed one teaching contact hour in any one week or three total . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 J2	Such teaching contact hour agreed to in excess of the respective weekly teaching contact hour maximum shall be compensated at the rate of . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 J3	All such voluntary overtime agreements, which shall not be unreasonably withheld, shall be set out in writing on the SWF for . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 J4	Probationary teachers shall not be assigned teaching contact hours or total workload hours in excess of the maxima under any . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 L1	The contact day shall not exceed eight hours from the beginning of the first assigned hour to the end of the last assigned hour.	<input type="checkbox"/>
<input type="checkbox"/>	11.01 L2	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.	<input type="checkbox"/>
<input type="checkbox"/>	11.01 L3	A teacher shall not normally be assigned work on calendar Saturdays or Sundays. Where a teacher is assigned to work on a Saturday or . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.01 L4	A teacher may agree in writing to waive the premium credits provided for in 11.01 L 3 for a specified period of time.	<input type="checkbox"/>
<input type="checkbox"/>	11.01 M	Where a Union Local and a College agree in writing on terms governing workload assignments at the College, such agreements shall be . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.02 A1(a)	Prior to the establishment of a total workload for any teacher the supervisor shall discuss the proposed workload with the teacher . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.02 A2	The SWF shall include all details of the total workload including teaching	<input type="checkbox"/>

		contact hours, accumulated contact days, accumulated teaching . . . .	
<input type="checkbox"/>	11.02 A3	Following receipt of the SWF, the teacher shall indicate in writing on the SWF whether in agreement with the total workload. If not in . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.02 A4	. . . is not in agreement . . . the teacher must so indicate in writing to the supervisor within three working days . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.02 A5	The timetable shall set out the schedule and location of assigned workload hours reported on the SWF, on a Timetable Form . . . .	<input type="checkbox"/>
<input type="checkbox"/>	11.08	. . . non teaching periods are used for activities initiated by the teacher. No SWF will be issued but activities may be documented.	<input type="checkbox"/>

**Workload Limit Protections**

**These limits must be adhered to and cannot be waived:**

11.01 K1	Contact days (being days in which one or more teaching contact hours are assigned) shall not exceed 180 contact days per academic year . . . .
11.01 K2	Weekly contact hours assigned to a teacher by the College may be scheduled into fewer than five contact days and such compressed . . . .
11.01 K3	Teaching contact hours shall not exceed 648 teaching contact hours per academic year for a teacher in post-secondary programs or 760 . . . .

*I have read and understood Article 11.09 A 2, all details contained in this MWA including the waiving of the Collective Agreement articles that are checked above.*

*Faculty* \_\_\_\_\_

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

*I do not consent to a Modified Workload.*

*Faculty* \_\_\_\_\_

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

*Supervisor* \_\_\_\_\_

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

*Please forward a copy of the agreed to modified workload arrangement to Local 237.*

## Table of Due Dates

Term	SWF Due Dates to Faculty
Fall 2023	May 11 - Apprenticeship/Early Start Programs May 18 - Full-Time/Regular Start Programs
Winter 2024	Nov 9 - Apprenticeship/Early Start Programs Nov 16 - Full-Time/Regular Start Programs
Spring 2024	March 14 - Apprenticeship/Early Start Programs March 21 - Full-Time/Regular Start Programs

## Contact Information

Name	Position	Email
Bev Stone	Trades & Apprenticeship (Electrical), Chief Steward, Local 237, WMG Co-Chair	bstone@conestogac.on.ca
Goranka Vukelich	Executive Dean, Community Services, WMG Co-Chair	gvukelich@conestogac.on.ca
Adam Ziegler	Community Safety, WMG Member	aziegler@conestogac.on.ca
Amy Gleiser	Chair, School of Business Alternate WMG Member	agleiser@conestogac.on.ca
Barbara Kelly	Senior Vice President, Academic/Student Affairs, Human Resources and Research, WMG Member	bkelly@conestogac.on.ca
Carrie Herzog	Hospitality and Culinary Arts, WMG Member	cherzog@conestogac.on.ca
Dean Bulloch	Vice President Human Resources, Corporate Services & Secretary General to the Board of Governors, WMG Member	dbulloch@conestogac.on.ca
Leopold Koff	School of Business President, Local 237 Alternate WMG Member	lkoff@conestogac.on.ca
Wayne Wright	Trades & Apprenticeship WMG Member	wwright@conestogac.on.ca
Suzanne Moyer	Dean, Trades & Apprenticeship, WMG Member	smoyer@conestogac.on.ca
HR General Inquiry	hrinfo@conestogac.on.ca	3399

Developed by Local 237 & Conestoga College – UCC





**CONESTOGA**  
Connect Life and Learning

**Conestoga College Institute of Technology and Advanced Learning**

299 Doon Valley Drive, Kitchener, ON N2G 4M4 Canada

519-748-5220 [www.conestogac.on.ca](http://www.conestogac.on.ca)