

## **ARTICLE XX. Workload**

**Section 1.** The maximum workload for salaried Graduate Student Worker (GSW) shall not exceed twenty (20) hours per week during the term of the GSWs appointment. Hourly workers will be paid for every hour that they work.

**Section 2.** Any work assignment, including but not limited to, preparation work, training, orientation, required meetings, required conferences and required office hours, shall be included in the total workload for the period of the appointment. No GSW will be required to perform services for the University without receiving compensation.

**Section 3.** Supervisors shall provide reasonable notice for the completion of tasks, taking into consideration relevant surrounding circumstances, including, but not limited to, grading, exam preparation and monitoring, instructional details for discussion sections or lab assignments, and/or any other material necessary for timely preparation. Supervisors will accommodate GSW's academic commitments when assigning tasks, and to schedule mandatory obligations during regular business hours (8:00 am to 5:00 pm).

**Section 4.** The University shall not assign job duties that the GSW cannot reasonably perform within the allotted workload average as outlined in Section 1.

**Section 5.** In the case of change of GSW job assignment or the addition of another job assignment (i.e. another course, tutoring hours, overseeing directed research, etc.), any work completed towards original assignment will count toward the hour limit for the term.

**Section 6.** If a GSW contends that the GSW's workload exceeds the maximum required by the GSW's assignment, the GSW shall first discuss this with the GSW's faculty supervisor (or department/program head, as appropriate) in an effort to resolve the matter, and may request a Union representative to participate in this discussion.

**Section 7.** If the GSW does not accept the resolution, the Union may appeal it in the form of a grievance submitted directly to **Step Three (Arbitration) of Article XX: Grievance and Arbitration** procedures of this Agreement.

**Section 8.** For GSWs whose assignment exceeds the number of assigned hours, pursuant to Section 1 above, the University will pay for additional hours already worked on a pro-rata basis and either reduce the GSWs assignment so as not to exceed 20 hours per week, or its pro-rata equivalent, for the remainder of the term of the GSWs appointment or with the consent of the GSW, increase the workload specified in the appointment letter for a fractional appointment to include the additional hours of work or additional job descriptions and increase the GSWs

compensation commensurately; or implement another solution agreed upon by the University, the GSW, and the Union. Any GSW whose work hours exceed forty (40) hours a week will be entitled to overtime pay.

**Section 9. Notification of Maximum Compensation.** For workers with a budgeted maximum compensation, such as specific grants or work study, a GSW will be notified of the maximum at the start of their appointment, and given a recommendation for hours per week for the length of the appointment. Any work required beyond their maximum will still be paid, as required by law.