

## WORKLOAD AND WORK QUALITY

Section 1. A full-time equivalent (FTE) workload is defined as 35 hours a week. All non-hourly appointments shall be appointed as a percentage of FTE. As appointments are percentages of an FTE, so shall be their maximum required work hours. For example:

- A. SWs with a 0.5 FTE salaried appointment (e.g. Research Assistant in lab-based sciences) shall not be required to work over 17.5 hours a week, or 280 hours a semester.
- B. SWs with a 0.4 FTE salaried appointment (e.g. Teaching Fellow with a two-fifths appointment) shall not be required to work over 14 hours a week, or 224 hours a semester.
- C. SWs with a 0.2 FTE salaried appointment (e.g. Teaching Fellow with a one-fifth appointment) shall not be required to work over 7 hours a week, or 112 hours a semester.

Workload for summer and alternate term assignments shall be proportionate to those in the Fall or Spring semesters.

Section 2. SWs with an hourly appointment will not be required to work more hours than specified in the job description. Hourly SWs will not be required to work any hours for which they are not paid. Hourly SWs will be paid for all hours worked.

Section 3. Supervisors and departments shall not assign job duties that the SW cannot perform within the allotted workload hours.

Section 4. Any work assignment, preparation work, training, orientation, required meetings, required conferences, required office hours, and tutee no-shows (including duties that occur outside of the academic term) shall be included in the total workload for the semester or summer. Hourly employees who participate in any job training or orientation will be paid for their time at their normal hourly rate.

Section 5. Required meetings will be held during the normal work hours at the SW's workplace, at another location on campus with advance notice, or at an off-campus location agreed to in advance by the SW.

Section 6. No work (including prep work, meetings, trainings, and orientations) will be required during designated holidays or vacation days.

Section 7. In the case of a change of a SW's job assignment, any work completed in the original assignment will count toward the hour limit for the semester.

Section 8. SWs who anticipate that their workload will exceed the number of assigned hours will notify their supervisor. Before workload hours are exceeded, the department will offer the SW additional paid hours or relieve the SW of the excess workload.