

SWF Checklist

1. **Information above the tables: Please check this information to ensure it is correct.** Some common errors include **dates of the semester**, **reduced workload** identification, **coordinator** identification, and **probationary** status identification. These details set important parameters for your workload assignment.

2. **Top table on the SWF:**
 - a. **Check course id numbers** (e.g., BUS2238—remember course codes are changing with the new SIS) and course name.
 - b. **Check location** (e.g., BA for Barrie, OR for Orillia).
 - c. **Check hours per week** (3 for most post-secondary courses).
 - d. **Check prep type and factor.**
 - **NEW** is for the 1st section of a course the teacher is teaching for the first time (the course is not considered new if a non full-time teacher has taught the course, and then becomes full-time and teaches the course).
The prep factor is 1.10 per hour of class.
 - **ES A** (Established A) is for the 1st section of a course which you have previously taught, but not for the last 3 years.
The prep factor is 0.85 per hour of class.
 - **RP A** (Repeat A) is for another section of a course which has been given prep time under ES A or NEW, when students are in a different program or year of study.
The prep factor is 0.45 per hour of class.
 - **ES B** (Established B) is for the 1st section of a course you have previously taught, within the last 3 years.
The prep factor is 0.60 per hour of class.
 - **RP B** (Repeat B) is for another section of a course which has been given prep time under ES A, ES B, NEW, or RP A when students are in the same program and year of study.
The prep factor is 0.35 per hour of class.
 - **Attributed hours are equal to (hours per week X prep factor).**
 - e. **Check class size.** Class size obviously affects your work load. The class size that applies is the class size as of the audit date (the class size on your SWF is an estimate). All SWFs are recalculated by the Academic Officer after the audit date. Normally you would not see the recalculated SWF unless it results in overtime. You can however request a copy.
 - f. **Check evaluation type and factor.**
 - **PROJ** (project) is for grading essays, or essay-type tests/assignments.
The evaluation factor is 0.030 per hour of class, per student. Note this is the maximum evaluation factor.
 - **ROUT** (routine) is for grading (outside of class) with mechanical assistance (e.g., SCANTRON tests).
The evaluation factor is 0.015 per hour of class, per student.
 - **INPR** (in-process) is evaluation performed in the teaching hour.
The evaluation factor is 0.0092 per hour of class, per student.
 - **CMB#** refers to a combination of grading approaches. For example, the factor for a course with half SCANTRON tests and half essay type assignments would be equal to $(50\% \times 0.030) + (50\% \times 0.015) = 0.0225$. Note that the detail for the breakdown shows under the heading "Weighted Evaluation".
 - **Attributed hours is equal to (hours per week X # of students X evaluation factor).**
 - g. **Check weekly totals.** Check the additions, and note the following things:
 - Maximum teaching contact hours per week is 18 for post-secondary courses, 20 for non post-secondary courses. Under no circumstances can this be more than 19 for post-secondary, or 21 for non post-secondary.

- The maximum number of course preps is 4 (unless the teacher voluntarily agrees to more).
- The maximum number of sections is 6 (unless the teacher voluntarily agrees to more).

3. **Complementary Functions for Academic Semester**

- This table should list all of your assigned non-teaching duties. Everyone gets 0.50 hours per week for meeting time.
- The weekly hours for college-wide committees are the same for all committee members (unless extra committee work has been assigned). Check with your committee chair, or with your Academic Officer, who should have a list of complementary time for each committee (provided by CWMG).
- The weekly hours for other complementary functions are arrived at by discussion with the Dean. The hours allotted should be based on the total time worked at the function, averaged over the semester.

4. **Summary of Weekly Totals**

- This summary should match the totals in the other boxes, so check that the numbers have been brought forward correctly.
- In addition, be sure that you have been awarded the standard five hours of complementary time that is assigned to **every** faculty member for assistance to students, and admin tasks.
- The maximum hours per week, without overtime, are 44. **NO** overtime is permitted for probationary or sessional faculty. If the weekly hours is above 44, overtime will be paid (based on the entire semester), after the audit date (when class sizes can be confirmed). Under no circumstances can the weekly hours exceed 47.

5. **Accumulated Totals to S.W.F. Period End Date**

- There are maximums for teaching weeks per year, teaching contact days, and teaching contact hours per year, but generally these maxima are above the assigned days, weeks, and hours. See Sections 11.01B1, 11.01K1, and 11.01K3 of the contract for further details.

6. **Agreement, Overtime and Signatures**

- In the first box, indicate that you agree with the workload, or wish to refer it to CWMG. Comments may be written in the space beside the boxes.
- The Voluntary Overtime Agreement should be completed and signed if Teaching Contact Hours or Total Attributed Hours exceed the maximums (see above).
- The signatures section should be completed and signed. Remember, if you do not sign the SWF and return it to your Dean, it will be deemed approved after three days.

If you need any help figuring out your SWF, or would like to discuss it with someone before you decide to discuss it with your supervisor, you should contact one of Local 350's stewards. A list of stewards is available on the Local 350 website.

WORKLOAD REFERRAL TO CWMG: The Academic Collective Agreement provides a local committee (the College Workload Monitoring Group) to review workload disputes. You may not agree with how your workload is reflected on the SWF. If you cannot resolve your differences with your supervisor, you can check the box which refers the SWF to CWMG, and your dispute will be reviewed by the committee. CWMG is made up of four union and four management representatives who will investigate your dispute and make a decision.

Faculty workload is found at Article 11 of the Academic Collective Agreement.

You should receive your SWF not later than six weeks (excluding holidays and vacations) prior to the beginning of the period covered by the SWF.