

Preparation Types	Prep Factors per Teaching Contact Hour
NE (New) -course taught for first time or since major revision	1.10 (66 min)
EA (Established A) – 1 st section of a course not taught in last 3 years	0.85 (51 min)
EB (Established A) – 1 st section of a course taught in last 3 years	0.60 (36 min)
RA (Repeat A) – additional sections of a course currently taught to a different year or program	0.45 (27 min)
RB (Repeat B) - additional sections of a course currently taught	0.35 (21 min)
SA/SB (Special A & B) – used for continuous intake courses, courses using self-learning packages or course using actual working settings.	Refer to Art. 11.01 D3

Evaluation Type	Eval Factors per TCH per student per week:	Evaluation time per student - 15 week course			
		1 TCH	2TCH	3TCH	4TCH
E Essay/Project	0.03 (1.8 min)	27 min	54 min	81 min	108 min
R Routine/Assisted	0.015 (0.9 min)	13.5 min	27 min	40.5 min	54 min
I In-process	0.0092 (0.55 min)	8.3 min	16.6 min	24.8 min	33.1 min

If the course has more than one evaluation type the percentage of each type is indicated.

APPENDIX XI - STANDARD WORKLOAD FORM

Date: 2011-05-18 Page 1 of 2

Divisional Access:

Teacher Name :
Humber Number :

Probationary: NON-PROBATIONARY
Status : FULL TIME
Coordinator : NOT APPLICABLE

Campus: LAKESHORE
Group : POST SECONDARY

Period covered by SWF From 2011-01-10 To: 2011-04-29

Course/ Subject Identification	Preparation				Evaluation				Complement	
	Assign Cnct Hours	Ln T of y	Fac- Att'd Hours	Add'l Hours	T - 1 - y Fac- Per- tor Cent	T - 2 - y Fac- Per- tor Cent	T - 3 - y Fac- Per- tor Cent	Add'l Hours	Hours Allow	Hours Assgn
11.01 (B&C) D			11.01 (D)		11.01 (E)	11.01 (E)	11.01 (E)	11.01 (E)	11.01 (F)	11.01 (D,F,G)
BIOS 211 Y C BSC HUMAN ANATMY	3.00	EN	EB 0.60	1.80	0.00	175 R .0150 50.0	I .0092 50.0	6.35	0.00	.00
BIOS 211 Y C BSC HUMAN ANATMY	3.00	EN	RB 0.35	1.05	0.00	125 R .0150 50.0	I .0092 50.0	4.54	0.00	.00
Weekly Totals	6.0		2.8	.0				22.7	.00	.00

Preparation Hours/Subject = Factor x Teaching Contact Hours
Evaluation Feedback Hours/Subject = Factor x class Size X Teaching Contact Hours

Number Of Different Course Preparations : 1
Number of Different Sections : 2
Number of languages of Instruction : 1

Summary of Weekly Totals	Hours
Assigned Teaching Contact Hours / week	6.00
Preparation Hours / week	2.85
Evaluation Feedback Hours / week	22.76
Complementary Hours (allowance) / week	6.00
Complementary Hours (assigned) / week	4.98
Total This period S.W.F.	42.59

Accumulated Totals To S.W.F. Period End Date	Teaching Contact Hrs	Contact Days	Teaching Weeks
Balance From Previous S.W.F.	105.0	74	15
Total This S.W.F.	90.0	75	15
Total To End Date	195.0	149	30

Additional hours may be assigned on an hour for hour basis for curriculum development or course development, evaluation and atypical circumstances.

No more than 4 course preparations or 6 sections except by voluntary agreement.

Class or Lab
Credit course or Non Credit

Courses and sections you are being assigned to teach.

Maximum Teaching Contact Hours/week:
18 – post-secondary
20 – non-post-secondary

The ANNOTATED S.W.F.
Standard Workload Form

Maximum 44 workload hours in a week. (11.01 B 1)

Allowance: 6 hours minimum:
4 for routine out-of-class assistance,
2 for normal administrative tasks. (11.01 F 1)

If you have more than 260 students you get additional hours for out-of-class assistance. (11.01 F 2). See ATTRIBUTED ADDITIONAL HOURS on page 2.

	Academic Year Maxima:	
	Post Secondary	Non-Post-Secondary
Contact Hours	648	760
Contact Days	180	190
Teaching Weeks	36	38

Divisional Access:

Teacher Name : _____ Employee Number: _____

Complementary functions are other work you have been assigned. It is attributed on an hour for hour basis and can be averaged over the SWF period.

Complementary Functions for Academic Year Description	Weekly att'd Hours	Detail
Peer Mentoring	3.00	
Curriculum Committee	1.00	
ATTRIBUTED ADDITIONAL HOURS	0.98	
Totals	4.98	

You get 0.015 hours for every student in excess of 260 for out-of-class assistance. (11.01 F 2)

Total for complementary functions is transferred to the front of the SWF.

Indicate when you had a discussion about your workload prior to getting the SWF and when you received the SWF.

Dates of discussion of proposed workload (Please initial): _____, _____

Dates S.W.F received by faculty member: _____, _____

Supervisor's comments: _____ Faculty member's comments: _____

Reading Week is a non-teaching period.

SWF is deemed to be accepted if not returned

Within three days.

Faculty Member's Comments can include concerns about workload, reasons for referring the SWF to CWMG or any other comments the member feels are pertinent to the work assigned.
If you are unsure about the time attributed to the course for preparation or evaluation, but do not feel you need to refer your workload to CWMG, make a note of it here for future reference.

Supervisor's signature: _____

(*)Note: If not in agreement with total workload, the faculty member must so indicate in writing within three (3) days from the date of receipt of the S.W.F. and return a copy to the supervisor.

Date: _____

VOLUNTARY OVERTIME AGREEMENT

In accordance with Article 11.01 overtime will be compensated at the rate of 0.1% of annual salary.
I hereby agree to one (1) Teaching Contact Hour or _____ Workload Hour(s).
Faculty Member's Signature: _____ Date: _____

Faculty member's signature:(*) _____

DATE: _____

FINAL DISPOSITION BY FACULTY: (CHECK ONE AND INITIAL)
(M) MUTUAL AGREEMENT
(W) PROPOSED WORKLOAD REFERED TO COLLEGE WORKLOAD MONITORING GROUP
(A) PROPOSED WORKLOAD REFERED TO WORKLOAD RESOLUTION ARBITRATOR

You may voluntarily work up to 3 workload hours or 1 teaching contact hour overtime.
Note: Probationary faculty cannot be assigned overtime "under any circumstances." (11.01 J 4)

After signing the SWF, you must indicate if you are in agreement with the workload or wish to refer your workload to the College Workload Monitoring Group (CWMG)