

SWF Background and SWF Checking Information – Local 653 – Northern College

Introduction

The information presented herein is intended to assist Northern College faculty with understanding and reviewing the contents of their SWF in order to better ensure that it is reasonable and accurate. In addition, all faculty are encouraged to familiarize themselves with the Academic Employees Collective Agreement and its Article 11, and to contact their local union steward or a member of the union local executive committee to assist at any time.

Sources

The information presented herein was partly compiled from various sources including:

- SWF Questions and Answers: <http://opseu560.org/workload/>
- Powerpoint presentation from Local 138 – St. Clair College – SWF Training Session
- SWF Explained – Local 244 – Sheridan College
- The Annotated SWF – Local 562 – Humber College
- What the F is a SWF? (<http://collegeprof.ca/what-the-f-is-a-swf/>)

Northern College Contacts

At Northern College, for the purposes of this document, contacts for the union local include:

- Lad Shaba (Local 653 president)
- Dr. David Silver (CWMG committee member)
- Suzanne Tremblay (CWMG committee member)
- Warren Schaffer (CWMG committee co-chair)
- Lorrie Irvine (CWMG committee observer)
- Kathy Smith (steward, Haileybury Campus)
- Neal McNair (steward, Timmins Campus)
- Mike Studd (steward, Kirkland Lake Campus)
- Kathy Whelan (steward, Kirkland Lake Campus)

1.0 SWF - Overview

The standard workload form (SWF) is the document that **sets out the weekly workload** for a full-time faculty member during a **specified time period during the academic year** (academic year: specified to be 10 months in duration, September 1 to June 30, as per Article 11.03 of the Collective Agreement) **such that the faculty member can do her/his job well**, in accordance with the contents of the Academic Employees Collective Agreement (<http://opseu.org/news/caat-collective-agreement-2014-2017>), including its Article 11.

According to Article 11.02 A 1 (a):

“**Prior** to the establishment of a total workload for any teacher the supervisor **shall discuss** the proposed workload with the teacher and complete the SWF, attached as Appendix I, to be provided by the College. The **supervisor shall give a copy to the teacher not later than six weeks prior to the beginning of the period covered by the timetable excluding holidays and vacations**. It is recognized that if the SWF is subsequently revised by the College, it will not be done without prior consultation with the teacher.”

Often changes or corrections to workload will be necessary so it is imperative that all faculty prepare for the meeting with their manager. Faculty can obtain information about the recognized/required timing for SWFs in the Critical Path document produced by Northern College administration.

2.0 Checking Your SWF – Quick Check

(Source for this section: partially from SWF Questions and Answers: <http://opseu560.org/workload/>)

Noteworthy information in the top cover memorandum of the SWF includes **your name** (correctly spelled), the **date** that the SWF was drafted, the **SWF number** (example: SWF 1.00) and a **signature of your supervisor**. The explanatory note in the cover memorandum should encourage you to review the document carefully **within**

5 days of receiving the SWF document (please note that the **space for your signature** with comments on page 3 of the SWF makes reference to the **date that you received the SWF**).

As an **overall check** of SWF contents, you are encouraged to critically examine the information presented to determine:

- On page 1 of the SWF document, do the assigned teaching hours accurately match your courses?
- On page 1 of the SWF document, are the sections of students accurate and reasonable?
- On page 1 of the SWF document, do the factors (for preparation, and also for evaluation) seem correct and reasonable (see below for more explanation)?
- On page 1 of the SWF document, does the number of students listed under class size reflect the number of students actually registered in your section/course?
- On page 1 of the SWF document, do the hours in the right-most column reflect the additional work associated with individual courses that you teach, as per the contents of Article 11.01 G 2 which deals with “atypical circumstances”?
- On page 2 of the SWF document, are you working more than 44 hours a week (please see information below about overtime)?
- On page 2 of the SWF document, are you working more than 47 hours a week (please see information below about illegal overtime)?
- On page 2 of the SWF document, the minimum complementary hours include 4 hours for routine out-of-class assistance to individual students and 2 hours for normal administrative tasks, is this reasonable for your workload, as per the contents of Article 11.01 F 1?
- On page 2 of the SWF document, is there an accurate itemized list of your complementary functions with reasonable time allotments for each item (this is additional work that you conduct, including coordinator functions, program evaluation, curriculum review, curriculum development, scheduled meetings, committees, projects, promotions, Open House)?

3.0 Checking Your SWF – Detailed Check

(Source for this section: partially from SWF Questions and Answers: <http://opseu560.org/workload/> and SWF Explained – Local 244 – Sheridan College and What the F is a SWF? (<http://collegeprof.ca/what-the-f-is-a-swf/>))

SWF Calculation

How is a SWF calculated?

Your workload is calculated on the following factors [11.01 B 1]:

- teaching contact hours (this is a scheduled teaching hour assigned to the teacher by the college; 50 minutes with a 10 minute break) [11.01 B 2 and C]
- attributed hours for preparation [11.01 D 1 and D 2 and D 3]
- attributed hours for evaluation and feedback [11.01 E 1 and E 2 and E 3]
- attributed hours for complementary functions. [11.01 F 1]
- atypical circumstances [11.01 G 2]

How do I check the teaching contact hours?

Your SWF should accurately reflect your teaching load. Each course and section should be listed separately, and you should have no more than four (4) different course preparations or six (6) different sections in a given week. Your supervisor must ask for your consent before assigning you to do any work in excess of these limits [11.01 D 2].

The maximum contact hours per week for a teacher in a post-secondary program is eighteen (18). For a teacher not in a post-secondary program, twenty (20) is the limit [11.01 I].

Checking SWF Calculations – Preparation time

How do I check the attributed preparation time?

Multiply your assigned teaching contact hours **by** the appropriate preparation factor [11.01 D 1 and 11.01 D 3 (i) to (ix)].

How do I determine the appropriate preparation factor?

Each course you teach is classified according to your experience in teaching it, whether it is an additional section of the course you are teaching concurrently, the makeup of the students in your class (by program for instance), or whether it is a continuous-intake program.

“New” – 1:1.10

A “New” course is the first section of a course you have never taught before, or are teaching for the first time since a major revision.

“Established A” – 1:0.85

An “Established A” course is the first section of a course you have taught before, but not in the previous three years.

“Established B” – 1:0.60

An “Established B” course is the first section of a course you have taught within the last three years.

“Repeat A” – 1:0.45

A “Repeat A” course is any of the subsequent sections of a course you are teaching in the same semester, taught to students in a different year or in a different program. If the students in your section are not all from the same year and same program, Repeat A is to be used.

“Repeat B” – 1:0.35

A “Repeat B” course is any of the subsequent sections of a course you are teaching in the same semester, taught to students in the same year and program.

“Special A” and “Special B”

“Special A” and “Special B” courses are continuous-intake courses or courses in which the objectives describe the students’ application of knowledge in actual work settings. See the Collective Agreement for the ratios [11.01 D 3 (vii) and (viii)].

Checking SWF Calculations – Evaluation and Feedback time

How do I check the attributed hours for evaluation and feedback?

Multiply the assigned teaching contact hours **by** the class size **and** the evaluation factor [11.01 E 1].

How do I determine the evaluation factor?

Hours for evaluation and feedback are based on the method of evaluation being used. Three types are identified in the workload formula, but it is also possible to have a blended evaluation factor if more than one type is used.

Before the method(s) of evaluation and feedback are established for a course, the supervisor will consult with the affected teachers, as a group. Normally, the group will consist of the teachers working within the affected program. The group may consist of teachers teaching a course that is being taught across programs. If only one teacher is assigned to a program, that teacher shall be deemed to be “the group” for purposes of this Article [11.01 E 3].

“Essay or project” (Ratio: 1:0.030 per student)

Involves marking essays, essay-type assignments or tests, projects, or student performance based on behavioral assessments [11.01 E 2 (i)]. Students’ performance based on behavioral assessment includes such techniques as presentations in class which the professor then further assesses after the class.

“Routine or assisted” (Ratio: 1:0.015 per student)

Involves the grading of short answer tests or the use of mechanical marking assistance or marking assistants [11.01 E 2 (ii)].

“In-process” (Ratio: 1:0.0092 per student)

Means that the evaluation is performed entirely within the teaching contact hour [11.01 E 2 (iii)].

What is the factor if I do a combination of evaluation types?

The Collective Agreement allows for mixed evaluation types. When you discuss this with your supervisor, make sure that the mixed factor gives you enough time to do all the marking. For example, if you do essay marking and decide to add on some Scantron tests without reducing the amount of essay marking, do not accept a mixed evaluation type [11.01 E 2 (iv)]. If the teacher and supervisor cannot agree on the mixed factor the college shall apply evaluation factors in the same proportion as the weight attached to each type of evaluation in the final grade for the course [11.01 E 2].

What do I do if my attributed hours for evaluation/meetings do not reflect the actual amount of time I spend on these activities?

Talk to your colleagues. They may have a similar problem. Talk to your supervisor about the extra work and request additional time on your SWF or a reduction of your workload. If your supervisor does not agree, log your workload (such as marking and meetings) for the semester. Write down how much time you actually spend marking, performing committee work, and so on. It is possible to estimate the total hours that have been set out for the work in question. Later in the same semester you could notify your supervisor that you are nearing the end of the hours for the work and ask for options to be made known. In the future or the following semester, you will have actual figures with which to argue your case before your supervisor and possibly before the Workload Monitoring Group.

4.0 SWF Check – Limits

(Source for this section: partially from SWF Questions and Answers: <http://opseu560.org/workload/> and The Annotated SWF – Local 562 – Humber College)

What are the various limits to my workload?

The **maximum limits** to your workload are:

- 10-month academic year [11.03]
- 36 teaching weeks / academic year for post-secondary faculty [11.01 B 1]
- 38 teaching weeks / academic year for non-post-secondary faculty [11.01 B 1]
- 18 TCH (Teaching Contact Hours) / week for post-secondary faculty (648 TCH / academic year) [11.01 I]
- 20 TCH / week for non-post-secondary faculty (760 TCH / Academic year) [11.01 I]
- 180 contact days / academic year (10 months) for post-secondary faculty [11.01 K 1]
- 190 contact days / academic year (10 months) for non-post-secondary faculty [11.01 K 1]
- 260 students per course – if >260 students then additional hours will be allotted for out-of-class assistance [11.01 F 2]
- 44 hours / week for total workload [11.01 B 1]
- 8 hour teaching day – except by written voluntary agreement. The Union Local shall receive a copy of such agreement within seven days. [11.01 L 1]
- 12 hours between end of one work day and start of next, wherever possible [11.01 L 3]
- Work is not usually assigned on Saturdays or Sundays. Where this occurs, credit for 1.5 times the normal hours will be credited
- 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. [11.01 L 2]

- No more than four different course preparations shall be assigned to a teacher in a given week except by voluntary agreement which shall not be unreasonably withheld. [11.01 D 2]
- **Overtime:** Workload may exceed no more than one TCH / week or three (3) total workload hours / week. In other words, you may not be assigned more than 47 hours total workload / week (i.e. 44 hours maximum + 3 hours maximum overtime = 47 hours). It is illegal to be assigned workload in excess of 47 hours per week – this is illegal overtime. [11.01 J 1]
 - Overtime is voluntary, not obligatory. [11.01 J 1]
 - The College cannot assign overtime to probationary professors.

I really don't want any overtime. What can I do?

Article 11.01 J 1 indicates that all overtime work “shall be voluntary.” Therefore, if you really don't want any overtime work, you can indicate in a memo to your supervisor that until such time as you indicate otherwise, you do not wish any overtime work. You should mention your wish to refuse overtime at your meeting with your supervisor to discuss your workload for the coming term. Also, each time you are issued a SWF, sign and return it to your supervisor with a note in the section “*Faculty Member's Comments*” saying, “*I do not wish to receive any overtime work in this period.*”

By clarifying your wishes regarding overtime before the start of the teaching term, you are far less likely to fall victim to the manager who habitually lists unrealistic class sizes in your initial SWF, then overloads your classes during registration, and finally issues you a revised SWF, 10 days into the term, whose ‘real’ numbers take you into unwanted overtime. Of course, your manager may choose to ignore your request, but you can then take your complaint to the Workload Monitoring Group.

5.0 SWF Check – Other Information

(Source for this section: partially from SWF Questions and Answers: <http://opseu560.org/workload/>, Powerpoint presentation from Local 138 – St. Clair College – SWF Training Session and What the F is a SWF? (<http://collegeprof.ca/what-the-f-is-a-swf/>))

What are complementary functions?

Each full-time teacher is given a **minimum** of six (6) hours for complementary functions – four (4) hours for routine out-of-class assistance to individual students and two (2) hours for normal administrative tasks. Complementary functions appropriate to the professional role of the teacher may be assigned to a teacher by the College [11.01 F 1].

The college may assign any other functions appropriate to the professional role of the teacher. These can include coordinator functions, program evaluation, curriculum review, curriculum review, scheduled meetings, committees, projects, promotions, Open House. If your supervisor asks you to do something, it should appear on your SWF.

Can I be asked to have office hours?

Office hours are not obligatory unless they appear on your SWF as an additional complementary function on an hour-for-hour basis. They are not part of the minimum complementary hours.

What should I do if I disagree with my workload assignment?

Fill in the date when you received the SWF.

Sign and date your SWF, making appropriate comments in the space marked “*Faculty Member's Comments*”, and **placing a check mark in the box** labelled “Proposed Workload Referred to the Workload Monitoring Group” [11.02 A 3 & 4]. Your steward can assist you with the wording (if you need more space for comments, attach a separate sheet). Be brief. Submit this document to your supervisor within 5 working days of receipt of the SWF. Your supervisor should contact you to discuss your workload concern. [11.02 A 6 (a)]

Contact your local steward to get some assistance to prepare for a presentation to the College Workload Monitoring Group (CWMG, also WMG in the Collective Agreement), and possibly ultimately to a Workload Resolution Arbitrator (WRA). 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 [11.02 D 1].

What do I do if I have signed my SWF but during the semester find that the SWF does not adequately reflect my workload?

Discuss the SWF with your supervisor. If you present your arguments clearly, you may be able to convince your supervisor to make changes [11.02 A 6 (a)]. The discussion should take place within 14 days of your becoming aware of the unacceptable circumstances. (The “circumstances” could be the SWF you have received or a change in your workload such that your SWF no longer reflects your actual workload.) Your supervisor must provide a response to your complaint within 7 days of your discussion.

If your supervisor does not settle the matter to your satisfaction and issue a new SWF containing the appropriate changes, refer the unsatisfactory SWF to the Workload Monitoring Group, in writing, within 7 days of your supervisor’s response.

Contact your local steward to get some assistance to prepare for a presentation to the College Workload Monitoring Group (CWMG, also WMG in the Collective Agreement), and possibly ultimately to a Workload Resolution Arbitrator (WRA). 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 [11.02 D 1].

What happens if I don’t sign my SWF?

If you do not sign your SWF, it is assumed you are in agreement with your assigned workload. It will only go to the Workload Monitoring Group if you check the box labelled: “Proposed Workload Referred to the Workload Monitoring Group” [11.02 A 4] or if a member of the WMG requests it. It’s a good idea to send all your SWFs to the WMG “for review.” Your union reps may spot anomalies that you overlooked.

What happens after I check off the box marked “Proposed Workload Referred to the Workload Monitoring Group”?

Your SWF will be sent to the Workload Monitoring Group. The WMG will meet “where feasible” within one (1) week of the receipt of your complaint to discuss your SWF [11.02 D 1]. You may back up your complaint with a written argument of your position and/or the WMG may call upon you to present your position in person. When the WMG reaches an agreement, its decision is binding [11.02 D 5].

What happens if the Workload Monitoring Group can’t reach an agreement?

If the WMG can’t settle the matter, you will be contacted. You may then refer your SWF to the Workload Resolution Arbitrator [11.02 E 1]. A meeting will be set up within two (2) weeks of the referral [11.01 F 5], and the WRA has ten (10) working days to issue a written award [11.01 F 6]. (In reality, a backlog of referrals and a lack of available arbitrators may result in a delay in the hearing of your case.) The WRA’s decision is final [11.01 F 8].

What do I do during my non-teaching periods?

These periods are reserved for complementary functions and professional development [11.01 B 1]. You and your supervisor will agree on the activities. The agreement is not recorded in writing or scheduled, “subject to the requirement to meet appropriate deadlines established by the College.” [11.01 G 1]. Anything you do during this time is by mutual consent [11.08].

Do I have to do my work on campus?

No. As long as you conduct your classes and meet appropriate deadlines, you decide where you will work [11.01 G 1].