

**UAW LOCAL 2865 – ACADEMIC-YEAR WORKLOAD GRID
KNOW YOUR RIGHTS! ENFORCE YOUR RIGHTS!**

When it comes to your workload, it's important to **keep track of your hours and plan ahead.**

If you receive a 50% time, 20 hours per week job you can reasonably expect to work an average of 20 hours per week. If you're asked to

- 1) work more than 8 hours per day,
- 2) work more than an average of 20 hours per week,
- 3) work more than 40 hours in any one week, or
- 4) work more than a total of 220 hours per quarter (or 340 per semester)

Your workload rights are being violated.

For 50% appointments the number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter or 77 hours per semester.

In addition to the protections above, tutors are guaranteed pay for the entirety of any pre-scheduled tutoring timeslot.

Instructors of Record will normally receive a 50% appointment for a regular academic course, and are responsible for a workload consistent with the normal workload for the course.

You should notify your supervisor immediately if you foresee any problems with your workload. Workload grievances are subject to an expedited process with the following solutions:

1. Your appointment percentage will be increased to be consistent with the number of hours you will work, and/or
2. Your work assignment will be modified such that the number of hours worked will be consistent with your appointment percentage and workload limits.

If you need help addressing workload issues or other issues related to your working conditions, contact your campus' union office as soon as possible.