



## Quick SWF Checklist

- ✓ Pre-SWF: manager must discuss workload with you [Art 11.02 A1]
- ✓ SWF meeting: you have the right to have a steward accompany you
- ✓ SWF received: 5 days to action; default is “accepted” [Art 11.02 A4]
- ✓ Overall check: dates of teaching? courses? evaluation?
- ✓ Coordinators: duties agreed to in writing? step (1 or 2) correct?

## Reading Your SWF

### Evaluations & Preparation Factors

- Evaluation types (IP, RA, EP): accurate?
- Sections (ESTA, ESTB or NEW): correct? [Art 11.02 D3]
- Post-secondary: Maximum 18 TCHs?
- Non-post-secondary: Maximum 20 TCHs?

### Complementary Functions

- **All: 6 Standard Allowance hours**
- Special projects/committees?
- Academic advising?



## Did you know?

*Standard Workload Formula = SWF*

*The SWF was a critical gain from the 1984 strike*

*Consistency & equity in workload; not perfect: captures hidden work*

*Pre-SWF = no limits on teaching hrs/wk (or wks/yr); no prep/eval*

## Workload Monitoring Group (WMG)

What is the WMG?

- Joint employee-employer committee to address workload concerns [Article 11]
- Informal process, consensus driven

Does your workload meet the above framework?

- If not, talk to a member of the WMG

- **Judy Puritt**, Co-Chair
- **Tracy Henderson**
- **Martin Lee**

- **Donald Moen (Alt)**
- **Mariella DiBello (Alt)**
- **Mark Thomas (Alt)**
- **Nicole Priatel (Alt)**