

SECTION 15

WORK SCHEDULE

- 15.01 Workload hours for staff members shall not exceed seven and one quarter (7 1/4) hours per day to a maximum of 36 1/4 hours per week. Hours of work shall be scheduled to be continuous unless mutually agreed to by the staff member and the Institute.
- 15.02 Programs will each determine their normal hours for program delivery utilizing a daily 10 hour block of time between Monday to Friday. Staff members will be scheduled within this window unless mutually agreed to by the staff member and Institute. If the operational delivery of courses or course sections is required beyond normal hours a process will be established when assigning salaried staff members, with due consideration given to work life balance.
- Staff members may request hours outside this range that will be taken into consideration by the Institute and will be approved if they meet the operational requirements for the delivery of the program.
- 15.03 Credit courses necessary for the operation of Programs may be purchased by the Institute by way of contracts, on an as needed basis.
- 15.04 Credit courses assigned to staff members as part of their workload in accordance with article 15.01, will be considered class contact periods.
- 15.05 The Institute may hire contract instructors who will be limited to six (6) course sections, per instructor, per academic year. They will instruct no more than two (2) course sections per term or one (1) course per apprenticeship intake, unless otherwise agreed to between the instructor and the Institute on an exception basis. In the case of an exception the Institute will notify the Association if there is agreement to exceed the number of course sections per term. The six (6) course section limit will be effective July 1, 2017, at the commencement of the academic year. At this time, a course generally constitutes approximately 60 class contact periods.
- 15.06 Pursuant to Section 46.03 a staff member may provide the required service that would otherwise be purchased by the Institute by way of contract, as part of workload, for the period that such member would otherwise be declared redundant. Such period shall not exceed one (1) year unless the staff member is again declared redundant, pursuant to Section 46.