

SECTION 16

WORKLOADS

16.01 Assignments

Instructor Assignment

The professional responsibilities of an instructor may include any of the responsibilities outlined in the Faculty Development Performance Evaluation (FDPE), recognizing that instructional duties will normally be the primary responsibility.

Chair & Associate Chair Assignment

The professional responsibilities of Chairs & Associate Chairs include:

- Educational leadership,
- Instructor role as defined in 16.01, and
- Administrative leadership and administrative support functions.

Other Leader Assignment

- Other leader assignments may be established in discussion with the Association.

16.02 Workload

(a) A workload assignment shall be established as early in each academic year as possible. The parties to this Agreement recognize the need to establish CCP's and other assigned activity as outlined in the FDPE document. The workload assignment will be completed through discussion with the member's work unit leader and all completed workload assignments will be retained by the work unit leader. When changes to the workload assignments are necessary during the academic year, the work unit leader will discuss the changes with the affected staff members as soon as reasonably possible. Copies of the workload assignment may also be maintained in the Dean or Director's office.

(b) Recognition of unusual levels of Student Contact Periods shall be made in the form of a Student Contact Period factor (SCPF).

$$SCPF = 12 \times (SCP/1000 - 17m)$$

Subject to a maximum SCPF of 120

where "m" is a proportionate loading factor whose value reflects the specific circumstances for Chairs and Associate Chairs or other special circumstances. Typically, for Instructors, $m = 1$.

(c) "Total Assigned Workload" for an academic year is the sum of the assigned CCP's (including hours of assigned substitution) and other activity assigned.

16.03 A staff member whose Total CCPs as defined in 16.02, exceeds the staff member's Overload Threshold figure shall receive payment for such excess in accordance with the following.

$$\text{Overload Payment} = \frac{(\text{Total Assigned Load} - \text{Overload Threshold}) \times \text{Salary}}{650}$$

16.04 For the duration of this Agreement, Overload Threshold figures for work units shall be maintained at their current levels, unless altered by mutual agreement. The Institute shall on the date of execution supply the Association a comprehensive list of Program Overload Threshold levels as they exist on February 3, 2015, and as changes are made from time to time under this Section.

16.05 A staff member whose teaching assignment includes Programs with different Overload Thresholds shall have the Overload Threshold prorated.

16.06 Where a salary staff member is absent on approved leave for five (5) consecutive work days or less, the class contact periods assigned to the staff member during the period of the absence shall be credited toward the Assigned Workload.

16.07 Where a salary staff member is absent on approved leave (excluding vacation leave) for more than five (5) consecutive work days, the class contact periods assigned to the staff member during the period of the absence shall not be credited toward the staff member's Assigned Workload, however the Overload Threshold shall be reduced by the lesser of:

- (a) the actual number of class contact periods missed, or
- (b) the proportion of the Overload Threshold represented by the number of weeks missed divided by forty (40) weeks multiplied by the proportionate loading factor "m".

16.08 A staff member assigned class contact periods for any NAIT campus, another organization, college, or institution shall have those periods counted as part of the regular load.

16.09 Workload Review

- (a) If a staff member desires a review of the staff member's workload assignment, that staff member may, within five (5) working days of notification of the assignment, request a meeting with the work unit leader to discuss the issue. If it is not resolved to mutual satisfaction, the staff member may within a further five (5) working days bring the issue to the attention of the Dean or Designate who shall consult with two (2) staff members named by the Association and render a written decision within five (5) working days.
- (b) A staff member may request further review of this workload by the Provost or Provost's designate within five (5) working days of the Dean or Designate's decision. Staff members may choose to have a NASA representative accompany them to any meeting that is scheduled to discuss the request for review.

16.10 Workload Review Committee

A workload review committee consisting of the Provost and Vice-President Academic and the President of the Association shall investigate any alleged or suspected workload inequities reported by Academic Staff and/or Administration personnel. Within ten (10) working days, the committee shall study relevant documents and conduct interviews as necessary; review the assigned workload for reasoned equity across work unit, School and Institute; and report to the Institute and the Association.