

## APPENDIX 'E'

### Sample Checklist of Assigned Duties and Approved Work Schedule

In accordance with Article 14.03, the work schedule must be defined in writing at the beginning of the term, and reviewed and adjusted, if necessary, at the mid-term to ensure the required duties are consistent with, and will be completed within, the defined schedule.

EMPLOYEE:	SUPERVISOR:
POSITION:	CHAIR/DIRECTOR/DESIGNATE:
DEPARTMENT/SCHOOL:	COURSE/PROJECT:
APPOINTMENT DATES: From:                      To:	APPOINTMENT HOURS:

#### WORK SCHEDULE AND REVIEW

ASSIGNED RESPONSIBILITY (CHECK THOSE APPLICABLE)	HOURS <sup>(1)</sup>		DAYS/DATES <sup>(1)</sup>	REVIEWS <sup>(2)</sup> Indicate any changes to original estimates	
	Per Week or Assignment	Per Term	Known dates of work &/or mid-terms	Mid-Term	End of Term
Mid-Term and End of Term Reviews					
Establishing Grading Criteria					
Grade Papers/Lab/Studio Assignments					
Lead Seminars/Tutorials, Laboratory/Studio Sessions					
Prepare Teaching Materials for Seminars/Tutorials, Laboratory/Studio Sessions					
Teach Courses in the Absence of a Lecturer					
Prepare for Teaching Courses					
Student Consultation, Deal with Grade Complaints					
Prepare for Student Consultations					
Assist to Design Laboratory/Studio Activities					
Prepare Laboratory/Studio Materials					
Attend Supervising Faculty Member's Lectures					
Attend Orientation/Information/Training Sessions					
Assist in Developing Course Outline					
Supervise mid-Term(s) and/or Final Exam					
Mark Mid-Term(s) and/or Final Exam					
Prepare Tests and other Assessment Instruments					
Keep Records					
Lead Field Trips					
OTHER:					
OTHER <sup>(5)</sup> :					
<b>TOTAL HOURS:</b>					

	Employee	Supervisor	Chair/Director/Designate
<b>Start of Term</b>			
Signature			
Date			
<b>Mid-Term Review</b>			
Signature			
Date			
<b>End of Term</b>			
Signature			
Date			

## **INSTRUCTIONS:**

### **1. Start of Term:**

- a. Article 14.02 of the TA Appendix dictates the weekly limit for hours of work. The supervisor enters the anticipated distribution of hours by assigned responsibilities.
- b. List the day or days (e.g., M,T,W,R,F) that the duties are to be performed or the anticipated dates of concentrated work (e.g., marking). For self-scheduled work, use 'SS'.
- c. This Checklist is to be completed no later than the 4<sup>th</sup> week of the term of appointment.

### **2. Mid-Term Review:**

- a. Assistants and their employment supervisor have a joint responsibility to monitor this work schedule, including a review at or about the mid-point of the academic term to ensure that the required duties are consistent with the schedule and that they may be completed within the schedule.
- b. At the mid-term review, the actual hours worked to date are entered.
- c. Employees will make every reasonable effort to work within the maximum hours. If at the mid-term review the total hours are anticipated to be insufficient, departmental procedures will be followed consistent with Article 14.03.

### **3. End of Term Review:**

- a. At the end of the term, the employee and supervisor will review the work schedule to ensure that the duties assigned were consistent with the defined Checklist, that they were completed, and document this on the form. If the work schedule can be monitored in a pragmatic manner, mid-term reviews of work schedules may be waived by mutual agreement for terms of appointment of less than eight (8) weeks.
  - b. Any problems arising from a review will normally be resolved by the employee and the supervisor. Such a resolution may consist of a decrease in the duties or an increase in paid hours. If that is not possible, the Department Chair and the Union must be notified expeditiously so that every effort can be made to assist in finding a solution.
4. If any problem arises that cannot be resolved by the supervisor and employee, it should be referred to the Chair/Director or designate, and the Union.
  5. A performance review may be completed in accordance with Article 22.02 (Performance Review). A copy will be provided to the employee.
  6. Attach additional sheet(s) if required.

**COPY TO SUPERVISOR, EMPLOYEE, AND ACADEMIC DEPARTMENT FILE**

*Form updated October 30, 2024 (by HR Department)*