

Guidelines on Post Contract Work & Hours of Work

The hours cited for post-contract work on this form are a guide for Sessional Faculty, and supervisors. It is understood that the length of time for Sessional Faculty to complete a given task varies depending upon, for example, the length and complexity of the exam or paper to be graded.

EXAMPLES:

- a) Setting Exam or time as approved by Supervisor 60 minutes
- b) Grading Exam or time as approved by Supervisor 20 minutes
- c) Re-grading Exam or time as approved by Supervisor 20 minutes
- d) Grading Papers or time as approved by Supervisor 30 minutes
- e) Attend Appeal or time as approved by Supervisor

Note: “contract expiry date” is the end of normal duties, i.e., the later of the date by which exams are to be marked or the end of the examination period.

FOR FACULTY OFFICE USE ONLY- The space below is to be completed by the office in the applicable faculty, after receiving the signed offer

Position Code: Transaction Code: Account Number: 	APPROVAL: Department Authorization Name: Signature: Date: Finance Office Authorization Name: Signature: Date: 												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 33%;">Course(s)</th> <th style="width: 33%;">Hours</th> <th style="width: 33%;">Wage(s)</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Course(s)	Hours	Wage(s)										
Course(s)	Hours	Wage(s)											
Comments: <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>													

If you require this information in an alternate/accessible format, please contact Nina Bovair, Employee/Labour Relations Administrator at extension 23850.