

APPENDIX "B": HOURS OF WORK FORM

**The parties agree that this Appendix sets out the fields of information to be included in the "Hours of Work" Form.**

The course instructor and the employee are to fill out this form in accordance with Article 12.03. If changes are required to this form or additional hours are required, they are to follow the process in Article 12.04.

Academic Term(s): \_\_\_\_\_ Start Date: \_\_\_\_\_ (if not beginning of term)

Department/School/Unit of Employment: \_\_\_\_\_ Course Name & Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Employment Supervisor: \_\_\_\_\_ Email Address: \_\_\_\_\_

<u>Check Classification:</u> (See Schedule "A")	<input type="checkbox"/> "A" Employees holding an Undergraduate Degree	<input type="checkbox"/> "B" Employees <b>not</b> holding an Undergraduate Degree
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Duties	Approx. Hours	Details - Include nature of tasks and expectations of grading. Indicate any weeks where the projected workload is likely to vary from an average of 10 hours.
1. Leading Tutorials/Overseeing Laboratories/Field Trip Supervision		
2. Student Consultation (Emails, Office Hours)		
3. Grading (Marking, Entering Marks)		
4. Preparation (Reading, Attending, Lectures, Meeting with Instructors)		
5. Invigilating		
6. Other		

Hours of Work (fill in the blanks):

Specify total number of hours of work (between 32 and 260): \_\_\_\_\_

add 3 hours if work is for 1 term, add 6 hours if work is for 2 terms (i.e. 6 unit appointment) + \_\_\_\_\_

Total Hours (not including 5-hours for Mandatory TA Training) = \_\_\_\_\_

<b>Required Health and Safety Training Courses</b>	I acknowledge that the mandatory health and safety training required for my Teaching Assistantship position, as outlined at: <a href="https://hr.mcmaster.ca/app/uploads/2019/02/TA-RA-Training-Matrix.pdf">https://hr.mcmaster.ca/app/uploads/2019/02/TA-RA-Training-Matrix.pdf</a> has been completed, or will be completed by the time my position commences. Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Mandatory TA Training (Anti-Oppression &amp; Pedagogy)</b>	I acknowledge that I am required to complete <u>5-hours</u> of mandatory TA training, in addition to the hours of work noted above. The specific training workshops that I am required to complete will be determined in consultation with my Supervisor/Department and will be completed within the first 2-weeks of the start date of my appointment. More information about the training is available at: <a href="https://hr.mcmaster.ca/mandatory-ta-training">https://hr.mcmaster.ca/mandatory-ta-training</a>  Please Note: TAs are expected to complete this 5-hour paid training once during their employment as a Unit 1 member at McMaster (not once per appointment).

**We acknowledge that we have discussed duties and anticipated hours of work as above.**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employment Supervisor's Signature**

\_\_\_\_\_  
**Date**

In the event of a conflict between the contents of this form and the Collective Agreement, the Collective Agreement shall prevail.

A copy will be sent by email ([staff@cupe3906.org](mailto:staff@cupe3906.org)) to the Union office, normally on or before the following dates: October 31<sup>st</sup> for assignments in the Fall Term; February 28<sup>th</sup> for assignments in the Winter Term; May 31<sup>st</sup> for assignments in the Spring/Summer Term. If the commencement of the employee's duties in the applicable academic term occurs after the specified date above, then the *Hours of Work* form will be sent to the Union office within 5 business days after completion by the Employment Supervisor and employee.