



SESSIONAL FACULTY POST-CONTRACT PAYMENT FORM

Article 15.05 a) and b), of the CUPE 3906, Unit 2 Collective Agreement states:

"Post Contract Work is any work which an employee's Supervisor requests him/her to perform after the submission and approval of final grades. If the employee agrees to perform these duties he/she will be paid the Hourly-Rated Sessional Music Faculty rate for each hour worked. Payment will be made within 1 month after the completion of the work, subject to payroll deadlines."

Years 1 and 2 (effective May 1, 2013- April 30, 2015): \$60.77 per hour

Sessional Faculty's Name: _____

Year 3 (effective May 1, 2015): \$61.00 per hour

Year 4 (effective May 1, 2016): \$62.00 per hour

Year 5 (effective May 1, 2017): \$62.25 per hour

All rates include 4% vacation pay and applicable holiday pay.

This form is to be completed by Sessional Faculty
Please read all instructions and guidelines (on reverse) carefully before completing this form.

Provide details about the course, students and the nature of the work (i.e. number of exams set, number of students) requested by your supervisor. Obtain supervisor signature and return to your Department/Program Administrative Coordinator for processing of payment. Copies of supporting documents are required (e.g., "change of Grade Form" from the Faculty's Office of the Associate Dean (Studies), and should be submitted with the completed "Post-Contract Payment Form." Cheques will not be issued separately if you are currently receiving a regular pay. Payment will be made within 1 month after completion of the work, subject to payroll deadlines.

Employee ID#:

Department:		_
Course(s) Taught:	Term:	
(See Guidelines for hours associated with each	ch activity)	
<u>Activity</u>	<u>Number</u>	<u>Hours</u>
Setting Exam(s)		
Re-read Paper (s)		
Re-read Exam(s)		
Attend Appeal(s)		
Grade or Re-grade late Paper(s) or Exam(s)		
Dealt with Case(s) of Academic Dishonesty		
Other Duties as Approved by Supervisor		
Total Time Spent on Post-Contract Work		
Total Remuneration Due (see reverse for guid	delines on calculation)	
Sessional Faculty's Signature	Date	
Supervisor's Signature	Date	_

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

Last Update: January 2014

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:			APPROVAL:		
			Department Authorization Name:		
Transaction (Code:				
			Signature:	Date:	
Account Num	nber:				
			Finance Office Authorization Name:		
	_	_			
Course(s)	Hours	Wage(s)	Signature:	Date:	
Comments:					
Comments.					

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