

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 the employee to perform after the submission and approval of final grades. If the employee agrees to perform these duties, they 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.”

Effective January 1 - August 31, 2023: \$68.72 per hour
 Effective September 1, 2023 - August 31, 2024: \$71.13 per hour
 All rates include 6% 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.

Sessional Faculty’s Name: _____ Employee ID#: _____

Department: _____

Course(s) Taught: _____ Term: _____

(See Guidelines for hours associated with each 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 guidelines on calculation)		_____

 Sessional Faculty’s Signature Date

 Supervisor’s Signature Date

If you require this information in an alternate/accessible format, please contact HR Services at hr.mcmaster@mcmaster.ca.

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

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: <input style="width: 80px;" type="text"/> Transaction Code: <input style="width: 100px;" type="text"/> Account Number: <input style="width: 300px;" type="text"/> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 33%; text-align: left;">Course(s)</th> <th style="width: 33%; text-align: left;">Hours</th> <th style="width: 33%; text-align: left;">Wage(s)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Course(s)	Hours	Wage(s)										APPROVAL: Department Authorization Name: <input style="width: 200px;" type="text"/> Signature: <input style="width: 200px;" type="text"/> Date: <input style="width: 80px;" type="text"/> Finance Office Authorization Name: <input style="width: 200px;" type="text"/> Signature: <input style="width: 200px;" type="text"/> Date: <input style="width: 80px;" type="text"/>
Course(s)	Hours	Wage(s)											
Comments: 													

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