

Sometimes the duties required of us demand more time than has been allotted for our position. Should the need for an hours-related grievance arise, your records of carefully tracked hours will be the single most important tool you have to fight your case. It's important to begin addressing this issue even before the first day of class! As soon as you have a fraction calculation and a class syllabus, you can begin making estimates to see if the work expected of us will be reasonable within the hours allocated. Then, as you work through the semester, this estimation will help us gauge whether or not you are staying within the limits of our contracted hours.

There are, roughly, two categories of hours:

Wk	Category
sample week	prep
	class
	grading
	office
	other

1. Fixed Hours

Include mandatory scheduled lecture attendance, teaching, lab time, and office hours. You can track each week's fixed hours in the hours tracking grid as "class" and "office."

2. Flexible Hours

Include grading, prep (reading course materials, watching films, to prep for discussion, etc), instructors' meetings, and other miscellaneous tasks such as emailing, extra office hours appointments, etc.

These can be tracked as "prep," "grading," and "other."

REMEMBER.... There are exceptions and fluctuations to this general approach. For example, some of us take part in labs that don't meet every week. Or, many of us might not grade at all for consecutive weeks, spending the bulk of grading hours on two major assignments of exams. However, such variables can be accounted for as soon as a syllabus is available and you do our pre-semester hours estimation. For example, if you are close to using your 14.6 hours per week on your flexible hours, and you know the bulk of your grading is yet to come at midterms and finals, you could indeed be in danger of going over your hours allocation, and should consider a resolution; GEO can help discuss possible resolutions with you.

Tracking your hours ensures that you are best prepared to take care of hours-related grievances. You can spot them before they happen, or at least provide a record of the steps you've taken and proof that you are indeed being subject to work expectations beyond the capacity of your hours allocation.

If you think you will be exceeding your hours, think you have work-related grievance, or have a question about your contract, contact GEO's Grievance Committee at grrrchair@geo3550.org

TIPS FOR LOGGING:

Your rough estimation in preparation for your hours tracking begins with figuring out how many hours per week you have available for the **flexible hours** (prep, grading, other).

Let's say that in a 17 week long semester with 13 weeks of class meetings, a GSI is contracted for 340 hours and is expected to attend two 1.5 hour lectures, teach two sections of one hour each, and hold 2 office hours per week. You can then calculate that you'll have:

Total Hours Allotment	340
Lecture (3 hrs/wk)	3 hrs x 13 wks = 39
Section (2 hrs/wk)	2 hrs x 13 wks = 26
Office Hours (2 hrs/wk)	2 hrs x 13 wks = 26
Total Fixed Hours	91
Total Flexible Hours	340 - 91 = 249
Total Flexible Hours per week, for 17-week semester	249/17 = 14.6

Now you know that, as you track our hours each week, the sum of "prep," "grading," and "other" should be kept at or under 14.6 hours.

Wk	cat	Mon	Tues	Wed	Thurs	Fri	Sa/Su	Totals
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							

SEMESTER
HOURS TRACKING

Effective September 1, 2013, employment fractions should be determined by the following scale of time commitments:

Average Weekly Work Expectation	Employment Fraction
Up to 3.49	.087
3.5 to 5.49	.137
5.5 to 7.49	.187
7.5 to 9.49	.237
9.5 to 12.49	.25
12.5 to 14.49	.30
14.5 to 16.49	.35
16.5 to 20.00	.50
20.01 to 25.49	.60
25.50 to 30.49	.65
30.50 to 35.49	.75
35.5 or more	1.0

Article X: Salaries

Wk	cat	Mon	Tues	Wed	Thurs	Fri	Sa/Su	Totals
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							
	prep							
	class							
	grading							
	office							
	other							

SEMESTER
HOURS TRACKING