

### Complementary Functions

MEET=meeting time, NAT=normal administrative tasks, ROOCA=routine out of class assistance. Anything else you are doing should be listed here as well (curriculum development, projects, liaison. The nature of these functions should be described in the Supervisor's Comments below.

Complementary Functions for Academic Year or SWF Period

Description	Weekly Attributed Hours
MEET	0.50
NAT	2.00
ROOCA	4.00
Total:	6.50

Dates of Discussion of Proposed Workload:

\_\_\_\_\_  
\_\_\_\_\_

Date SWF Received by Faculty Member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: If not in agreement with the total workload, the Faculty Member must advise the Supervisor in writing within five days from the date of receipt of the SWF.

Faculty Member's Signature: \_\_\_\_\_

- Mutual Agreement of Assigned Workload
- Proposed Workload referred to College Workload Monitoring Group
- Proposed Workload referred to College Workload Resolution Arbitrator

Voluntary Overtime Agreement  
In accordance Article 11.01 J 2 overtime will be compensated at the rate of 0.1% of annual salary.  
I hereby agree to one Teaching Contact Hour or  
Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Supervisor/ Faculty Comments

Your supervisor should list and explain the complementary functions. You can also make comments about your workload.

### Dates of Discussion/Date SWF Received

all the dates of your SWF meetings should be recorded here. You have five business days from the receipt of your SWF to sign or refer.

### Check Boxes

If your SWF is fine, check Mutual Agreement. However, if you aren't satisfied, you can either refer your SWF to the Workload Monitoring Group or a Workload Resolution Arbitrator. Inform both your supervisor and the union of your intention.

### Overtime

If your SWF is over 44 hours, you are in overtime. You need to consent to this. You need a reasonable reason to not accept an overtime assignment. You may be unwittingly put into overtime by an increase in student numbers.