

ARTICLE 13
WORKLOAD

13.1 At the time of appointment, the University will inform the ASE of the percentage FTE of their appointment or, for hourly employees, the anticipated hours of their appointment.

13.2 ASSISTANTSHIP

ASEs with a 50% FTE appointment shall not be required to work more than an average of twenty (20) hours per week in a given semester/term, and shall not exceed thirty (30) hours in a given week except by the ASE's consent. Alternate percentage appointments will be directly proportional to the 50% FTE appointment in relationship to workload per week.

13.3 HOURLY

13.3.1 Hourly ASEs will not be required to work more hours than specified in the appointment letter, or to work any hours for which they are not paid. Assigned workloads shall not exceed forty (40) hours in any one week, or more than eight (8) hours in any one day without prior ASE consent.

13.3.2 Tutors shall be paid for the entirety of any pre-scheduled tutoring timeslot.

13.3.3 Hourly ASEs who participate in any training and job-specific orientation that is required as a condition of their employment shall be paid at their normal hourly rate.

13.4 Any work assignment, prep work, training, job-specific orientation, required meetings, required conferences, and tutee no-shows shall be included in the total workload for the semester/term. Holidays and approved time off reduce the expected average twenty (20) hours per week work expectation.

13.5 Required meetings will be held during normal work hours at an on-campus or off-campus site in proximity to where the ASE usually works or virtually, or at a location and time agreed upon in advance by the ASE.

13.6 In the case of change of ASE job assignment, any work completed in the original assignment will count toward the hour limit for the semester/term.

13.7 Issues relating to workload can be addressed in the Union-Management meetings.