

HR/ACADEMIC PROCEDURE

Procedure # HRF-002: Workload Monitoring Group (WMG) Referrals	
Issue Date: March 17, 2015	Revision: Revision 0 Original Issue
Review By: March 16, 2018	Responsibility: WMG Co-Chairs

1.0 Purpose

The purpose of this procedure is to document the steps to be taken when full-time teachers (professors/instructors) are not in agreement with their total workload and wish to refer their SWF to the College Workload Monitoring Group. This procedure has been established to ensure compliance with the Academic Employees' Collective Agreement.

2.0 Scope

This procedure applies to all full-time teachers (professors/instructors) and Academic Chairs.

3.0 Procedure

3.1 Faculty shall indicate in writing on the SWF that they want their workload referred to the WMG by checking the statement "Proposed Workload Referred to College Workload Monitoring Group". It is strongly recommended that faculty clearly indicate in writing on the SWF where they are in disagreement with the workload. If the workload is to be referred to the WMG, faculty must return the SWF to the Chair within five working days following the date of email notification from the supervisor that the SWFs have been distributed.

3.2 Chair and faculty *may* meet, if possible and mutually desired, within three working days of receiving the SWF from the faculty to attempt to resolve the disagreement. A meeting is not required under the Collective Agreement in order for the workload to proceed to WMG. If a meeting is not mutually agreed to, it will not result in disciplinary action, nor will it influence the decision of the WMG. Comments may be added to the SWF by either party.

If resolution is reached, then the Chair and faculty will so indicate on the SWF and a new SWF will be issued with a new issue date. Collective Agreement Articles 11.02 A3 and 11.02 A4 apply to this new SWF.

3.3 If resolution is not reached at Step 3.2, the Chair distributes the SWF to the WMG Co-Chairs and faculty involved within three working days of receiving the SWF from the faculty.

3.4 WMG Co-Chairs forward the SWF to the other members of WMG within 2 days.

3.5 WMG Co-Chairs schedule a WMG meeting, within one week of receiving the complaint if feasible, and notify the Chair and faculty to attend the meeting.

4.0 Relevant Collective Agreement Articles

The following [Collective Agreement](#) articles are relevant to workload referrals to WMG: 11.02 A1, 11.02 A2, 11.02 A3, 11.02 A4, 11.02 D1, 11.02 F 11.