

**APPENDIX 'E'**

**Sample Checklist of Assigned Duties and Approved Work Schedule**

In accordance with Article 14.03, the work schedule must be defined in writing at the beginning of the term, and reviewed and adjusted, if necessary, at the mid-term to ensure the required duties are consistent with, and will be completed within, the defined schedule.

EMPLOYEE:	SUPERVISOR:
POSITION:	CHAIR/DIRECTOR/DESIGNATE:
DEPARTMENT/SCHOOL:	COURSE/PROJECT:
APPOINTMENT DATES: From:                      To:	APPOINTMENT HOURS:

**WORK SCHEDULE AND REVIEW**

ASSIGNED RESPONSIBILITY (CHECK THOSE APPLICABLE)	HOURS <sup>(1)</sup>		DAYS/DATES <sup>(1)</sup>	REVIEWS <sup>(2)</sup> Indicate any changes to original estimates
	Per Week or Assignment	Per Term	Known dates of work &/or mid	

**INSTRUCTIONS:**

**1. Start of Term:**

- a. Article 14.02 of the TA Appendix dictates the weekly limit for hours of work. The supervisor enters the anticipated distribution of hours by assigned responsibilities.
- b. List the day or days (e.g., M,T,W,R,F) that the duties are to be performed or the anticipated dates of concentrated work (e.g., marking). For self-scheduled work, use 'SS'.
- c. This Checklist is to be completed no later than the 4<sup>th</sup> week of the term of appointment.

**2. Mid-Term Review:**

- a. Assistants and their employment supervisor have a joint responsibility to monitor this work schedule, including a review at or about the mid-point of the academic term to ensure that the required duties are consistent with the schedule and that they may be completed within the schedule.
- b. At the mid-term review, the actual hours worked to date are entered.
- c. Employees will make every reasonable effort to work within the maximum hours. If at the mid-term review the total hours are anticipated to be insufficient, departmental procedures will be followed consistent with Article 14.03.

**3. End of Term Review:**

- a. At the end of the term, the employee and supervisor will review the work schedule to ensure that the duties are completed. This review will be done by the employee and supervisor.