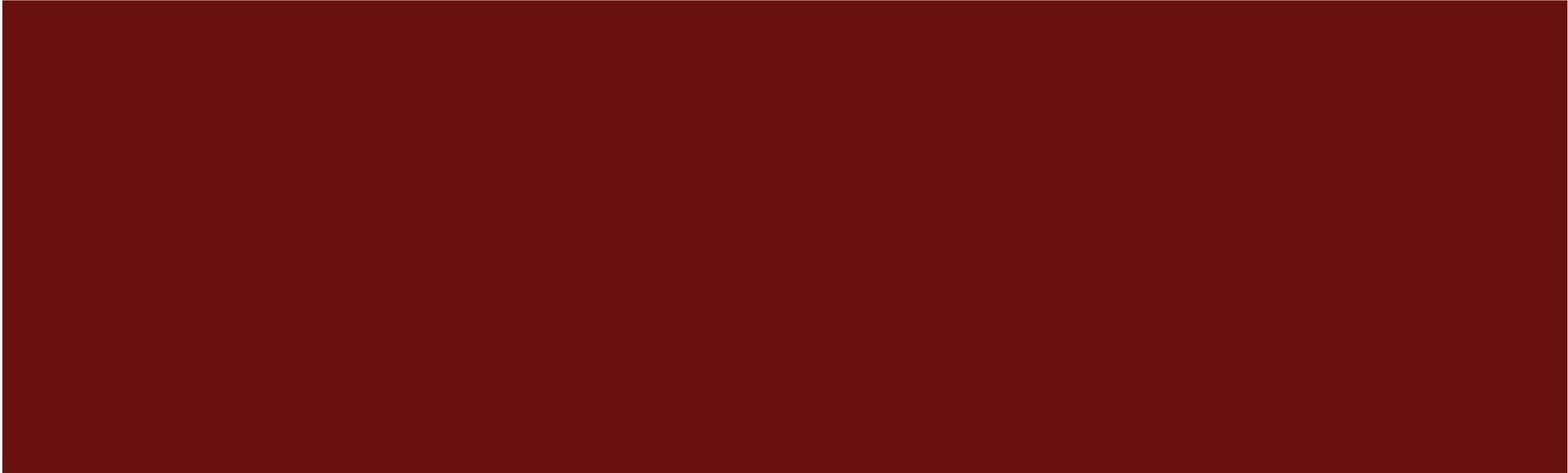




# The Plain-Language Project

Article 6





## ARTICLE 6

### WORKLOAD

#### 6.1 Assignment of Responsibilities.

A. No employee shall be assigned employment responsibilities during a semester that exceed an average of ten (10) hours per week for 0.25 FTE or twenty (20) hours per week for 0.50 FTE. The same proportional relationship applies to all other FTEs. Workloads greater than 0.50 FTE are inconsistent with the expectation that a graduate assistant is pursuing a full time course of study. Under special or occasional circumstances (e.g., during the summer term) a graduate assistant may carry a greater FTE assignment (not to exceed 0.75 FTE). All FSU work appointments are considered part of this cumulative load limitation. On-going cumulative workloads greater than 0.50 FTE should be scrutinized critically for financial impacts and any negative impact on a student's academic progress.

# Article 6 Workload

This is the article about how many hours a week you can be expected to work, how appointments are calculated, that sort of thing.

So if you think you're being overworked, here's the first article you need to look at. Then, if you feel like you're experiencing a violation of this article, you should go look at Article 11 to figure out how to "grieve" this violation!

## 6.1 Assignment of Responsibilities

This article in particular goes over how your assignments fit into your FTE.

FTE: “Full-Time Equivalent”, i.e., what would be the equivalent of working “full time”. Generally 40 hours a week (8 hours per day).

0.5 FTE =  $\frac{1}{2}$  of “Full-Time Employment”, so  $\frac{1}{2}$  of 40 hours/week = 20 hours/week.

## 6.1 A

A. No employee shall be assigned employment responsibilities during a semester that exceed an average of ten (10) hours per week for 0.25 FTE or twenty (20) hours per week for 0.50 FTE.

.25 FTE = 10 hours per week.

.5 FTE = 20 hours per week.

If you're employed on these, you can't be assigned work that would exceed that weekly **ON AVERAGE** over the **SEMESTER**.

The "average" is important here: if one week you work 30 hours grading final paper assignments, that's not **NECESSARILY** problematic because the week before you might have only worked 10 hours, for an average of 20 hours/week.

## 6.1 A (con't)

The same proportional relationship applies to all other FTEs. Workloads greater than 0.50 FTE are inconsistent with the expectation that a graduate assistant is pursuing a full time course of study. Under special or occasional circumstances (e.g., during the summer term) a graduate assistant may carry a greater FTE assignment (not to exceed 0.75 FTE).

All FTE calculations are done based on a 40-hour work week.

If you're attending FSU full-time as a student, you generally shouldn't be expected to work more than .5 FTE (20 hours/week).

However, there's exceptions, especially but not limited to summer session.

The absolute MAX FTE you can take on is .75 FTE (30 hours/week).

## 6.1 A (con't)

All FSU work appointments are considered part of this cumulative load limitation. On-going cumulative workloads greater than 0.50 FTE should be scrutinized critically for financial impacts and any negative impact on a student's academic progress.

Appointments at FSU are CUMULATIVE.

If you have one .5 FTE job and another .5 FTE job at FSU, EVEN IF only one of them is a GA job, you can't have both because  $.5+.5=1.0$ .

Note: Appointments OUTSIDE FSU are NOT cumulative.

Anything higher than .5 FTE, even, is discouraged and will be kept a close eye on.

## 6.1 B

B. For the purposes of determining whether an assignment can reasonably be accomplished within the time limitations described herein, research and other activities that lead directly to an employee's thesis, dissertation, or other degree requirements need not be counted as part of the assigned workload. Activities that shall contribute to this time limitation shall include all duties assigned by the department in relation to an appointment. All employee work assignments must be consistent with the classification title and class code of the graduate assistant and related to the employee's degree program.

Work that counts towards your work-hours (FTE), does NOT include your SCHOOL work that you do as a student.

Stuff like dissertation, thesis research, &c. does NOT count towards FTE.

Assigned research DOES if you are a research assistant.

The work they DO expect you to do towards your FTE needs to make sense under your job code.

i.e., if you're an RA you shouldn't be expected to teach class.

## 6.1 C

C. Due to the Fair Labor Standards Act exempt status of the nature of the employment, the demands of work will fluctuate, and hours worked each week may vary.

Like we said earlier, your hourly FTE is actually calculated on a rolling average over the course of the semester, NOT week-by-week.

So just because you worked 40 hours THIS week doesn't mean it's a violation of your .5 FTE appointment, so long as there are weeks where you worked 5 or 10 hours, &c.

## 6.1 D

D. For graduate teaching assistants assigned as the instructor of record, the employing department shall take into consideration factors related to the teaching assignment, including but not limited to, class size, credit hours, and previous experience as an instructor of record, when determining teaching assignments.

If you're a course instructor...

...Your department should decide your teaching assignment based on what they can reasonably expect from you.

How many students can you teach?

Are you taking classes yourself?

Have you taught before?

If so, how did observations go?

## 6.1 D (con't)

Teaching assignments may include "other duties as assigned" that are relevant and consistent with the overall duties and responsibilities of the assignment.

Assignments shall be communicated to the employee prior to the start of the appointment period, or as soon as practicable, subject to the conditions specified in Article 2.

Your job as a course instructor can also include other relevant duties outside just teaching (grading, syllabus creation...).

Your department is supposed to tell you what your assignment is **BEFORE** you start working... but if it is “not practicable” they might not.

## 6.2 Clarification of FTE Calculation

6.2 Clarification of FTE Calculation. Upon request by UFF-FSU-GAU or an employee, a department shall provide a description of its expectations for FTE and ensure the FTE calculation complies with 6.1 (A).

You or GAU can request your department explain what duties it expects of your assignment and how much time those duties are supposed to take.

And it's gotta make sense with your FTE.

## 6.2 A

A. If UFF-FSU-GAU or an employee believes the assignment of responsibilities and FTE calculation does not comply with 6.1 (A), UFF-FSU-GAU or the employee may request, in writing, a review of any work assignment from the employment supervisor. UFF-FSU-GAU may request such a review on an employee's behalf, or for all work assignments with a department.

If you think you're being expected to work more than your FTE (10 hours/week, 20 hours/week, whatever it is) then you can ask for your department to give you a breakdown, in **WRITING**, of your duties/FTE expectations.

(NB: This is what we call a “workload audit.”)

GAU can ask for this workload audit for you as an individual.

GAU can ask for a workload audit for the whole department.

## 6.2 A (con't)

The employment supervisor shall review the employee's workload to determine whether the expectations are appropriate. The supervisor shall report the determination, in writing, to the requesting party within thirty (30) days of receiving such a written request.

In the case of such a workload audit, the employee's supervisor is responsible for determining if the work that's assigned to you can reasonably fit in the amount of time you're supposed to be working.

Your supervisor has to put this in writing within 30 days of you or us requesting the workload audit.

## 6.2 B

B. This process shall not prohibit the employee from accessing the grievance process pursuant to Article 11 in the event that the employee believes such an action is reasonable, provided the steps outlined in Section 6.2 (A) are followed first.

Just because you or us are requesting a workload audit does NOT preclude you from pursuing a grievance.

But you have to go through the steps of requesting the workload audit, getting the analysis in writing from your supervisor, &c. first.

## 6.3 Review of Workload Expectations

6.3 Review of Workload Expectations. Departments shall review the assigned workloads of their graduate assistants at least once per academic year and assess whether factors under their control, such as course size, number of courses, and graduate student workload, should be revised in order to provide reasonable work expectations of their graduate assistants.

Every department is supposed to check their GA assignments every year to make sure the amount of work they're expecting you to do fits inside the hours/week they're saying it would take.

There's stuff departments can modify to fix workload issues such as the size and amount of classes you're teaching, and the amount of work you're doing as a STUDENT.