

Article XX

Workload

Section XX.1: The Union and the University agree it is in the interest of the University and the Graduate Employee to define a GE's workload to be commensurate with the GE's appointment, title/classification, and compensation, as well as their ability to make academic progress required by their academic program. ~~Members of the bargaining unit hold the position of Graduate Assistant (including Teaching Assistant) and Graduate Research Assistant.~~

~~The scope of work of individual assignments shall be as listed in the appointment letter covered in Article XX, Appointment Letters. UNH reserves the right to assign GEs those duties and responsibilities that best meet the needs of UNH based on the qualifications, abilities and interests abilities of the GE. GEs covered by this agreement are expected to assist in clinical, practice, research, service, teaching, or other matters related to the GE's appointment UNH's mission. Work assignments may involve administrative or service tasks that assist in the overall academic or research endeavor.~~

Section XX.2: The workload hours for each appointment period are delineated in this section:

1. Academic Year:

The workload for a full-time GE shall not exceed an average of twenty (20) hours per week when full semester classes are in session. Given the professional nature of GE assignments, the specific hours in any week may vary from the average according to the needs of the employing unit but will not unreasonably exceed twenty (20) hours, or the pro rata equivalent, in any given week. A GE shall not be assigned a workload of more than 40 hours in any one week

2. Summer ~~and~~ Terms:

I. Full-time assistantships:

If the GE's appointment is "full-time," their workload shall not exceed an average of forty (40) hours per week.

II. Half-time assistantships:

If the GE's assistantship is "half-time," their workload shall not exceed an average of twenty (20) hours per week

3. Any work assignment, including but not limited to, preparation work, training, orientation, required meetings, required travel time, required conferences, and required office hours, shall be included in the total workload for the period of the appointment, including duties that occur outside the academic term.

Section XX.3: GEs shall only be assigned job duties, roles, and/or functions that can be regularly performed within the allotted workload average as outlined in Section XX.2.

Section XX.4: In the event of significant increases in elements of a GE's workload contracted hours shall be increased accordingly or such changes shall be structured in such a way as not to increase the GEs expenditure of time beyond the number of hours specified in the GE's contract and shall be discussed by the supervisor with the GE involved. Departments will provide advance written notice of department-wide changes as early as possible and shall meet to discuss such changes with all affected Graduate Employees ~~within~~ thirty (30) days in advance of such change.

Section XX.5: ~~Whenever possible,~~ supervisors shall give at least fourteen (14) days of notice for the completion of tasks, taking into consideration relevant surrounding circumstances, including, but not limited to, grading, exam preparation and monitoring, instructional details for discussion sections or lab assignments, and/or any other material necessary for timely preparation. Supervisors shall accommodate GE's academic commitments when assigning tasks.

- (a) Supervisors shall not assign any additional duties, outside of the conventional tasks, without the consent of the GE. If a Supervisor wishes to assign any additional duty, then they must notify the GE at least thirty (30) days before the task is due.

Section XX.6:

UNH acknowledges as a general principle that most work assignments should be carried out during the hours during weekdays of 8:30 AM to 5:30 PM.

Obligations of assigned positions for all employees ~~shall should~~ be met ~~primarily~~ during these work hours, ~~unless, or otherwise~~ specified in the appointment letter or by mutual agreement between the employee and the employee's supervisor. The Union acknowledges some work obligations may fall outside of these hours, such as evening classes, ~~office hours~~, laboratory responsibilities, or in-person or remote field work (including such work performed in other time zones) and related travel that must be attended to outside of regular work hours.

Section XX.7: In the case of a change of a GE's job assignment/role/function or the addition of another job assignment/role (i.e. coverage of another course, tutoring hours, overseeing directed research, etc.), any work completed in the original assignment will count toward the hour limit for the term.

Section XX.8: If a GE contends that the GE's workload exceeds the maximum required by the GE's assignment shall first discuss this with the GE's supervisor (or department/program head, as appropriate) to resolve the matter. A union representative may participate in this discussion if the GE desires and provides advance notice to their supervisor. In the case that a GE requests to meet with their Supervisor, the meeting must be held within seven (7) days of the initial request. If this meeting does not result in a resolution that is acceptable to the GE, the GE may file a grievance as per Article XX.