

UNH Counterproposal to
 GEU-UNH Counterproposal to
~~UNH Counterproposal 16 January 2025~~
 04 February Feb 2025
 March 18, 2025

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.

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, **unless specifically included in an Appointment Notification.**

2. Summer Term:

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: Workload Letters

The scope of work of individual assignments will be included in a Workload Letter which shall be sent no later than twenty (20) days prior to the start of appointment and shall include:

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- A. Assigned course, lab, research project;
- B. Expected work schedule including necessary atypical hours or field work;
- C. Work location inclusive of shared workspace;
- D. Course meeting times and location, if applicable;
- E. Supervisor(s)

The above items may be listed in the Appointment Notification covered in Article XX, Appointment Notification if known at the time the Appointment Notification is provided to the GE. UNH reserves the right to assign GEs those duties and responsibilities that best meet the needs of UNH based on the qualifications and abilities of the GE. GEs are expected to assist in clinical, practice, research, teaching, and administrative tasks or other matters related to the GE's appointment.

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 or are within the scope of their Appointment Notification.

If a GE's workload assignment substantially changes during the period of appointment a new Workload Letter shall be provided to the GE prior to instituting changes.

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 significant department-wide changes as early as possible and shall meet to discuss such changes with all affected Graduate Employees thirty (30) days in advance of such change.

Section XX.5: 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~~ **consider in good faith** 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 ~~8:00~~**7:30** AM to ~~6:5~~**5:30** PM, and for evening labs to 9:00 PM

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Obligations of assigned positions for all employees shall be met during these work hours unless 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, laboratory responsibilities, office hours, 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, the GE 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.