

GE WORKLOAD ALLOCATION FORM

Department/Unit:		Term*:	
GE*:		FTE:	
Assignment (i.e., TA, RA, Sole Instructor, Grader, Other (specify)):		GE Supervisor , if different from Instructor or if Instructor is not applicable*:	
Instructor, if applicable*:		Course, if applicable:	

Task/Function	Notes/Description	Hours/Term

Comments:

GE AND SUPERVISOR, PLEASE REVIEW: The above time allocation represents approximate times expected for each of the major components of the GE assignment. Times will need to be adjusted by the GE as needs dictate. Although the instructor/supervisor will always attempt to avoid making requests of the GE that would cause the hours worked to exceed the total required hours per quarter, the GE is expected to inform the instructor/supervisor if the sum of effort asked seems likely to exceed or fall short of the total hours required. It is understood that hours are likely to be distributed so that work in some weeks may be much heavier than in others due to programmatic needs such as when midterms, finals, and other assignments are due. In general, GEs should notify their supervisors as soon as is practicable during the academic term if they anticipate their total work assignment will exceed their FTE.

A variance or deviation from the above time allocation for each specific work duty does not constitute a violation of this UO-GTFF Collective Bargaining Agreement and may not be grieved. However, A Union representative shall be allowed to attend a meeting between the GE and the GE's supervisor for the purpose of reviewing the GE's workload allocation form to determine whether the GE's specific work duties will result in the GE working in excess of the GE's assigned FTE.

Maximum Hours Per Term By FTE (calculation: FTE x 438= Total Hours per Term):

FTE	Hours	FTE	Hours	FTE	Hours
.09	40	.25	110	.40	175
.10	44	.30	131	.45	197
.20	88	.35	153	.49	215

	<i>Signature*</i>	<i>Date*</i>
GE*		
Instructor, if applicable*		
Supervisor, if not Instructor*		

All items marked with an asterisk () are to be redacted at the time of submission to the department/unit.