ARTICLE 11 FLOW CHART FOR WORKLOAD RESOLUTION

11.02A1(a) Prior to the establishment of a total workload for any teacher the supervisor shall discuss the proposed workload with the teacher and complete the SWF, attached as Appendix 1, to be provided by the College…

SWF signed, dated and given to teacher
(who has 3 days to review SWF).

WORKLOAD ACCEPTABLE

Teacher checks top box and returns SWF to the chairperson.

WORKLOAD _NOT_ ACCEPTABLE

Teacher checks the middle box on SWF and returns to the chairperson *within 3 days.*
Teacher forwards copy of SWF to Union Local.

Teacher may refer the SWF to the WRA if no action taken by the CWMG *within 3 weeks.*

Chairperson forwards SWF to CWMG *within 3 days.*

CWMG meets *within 7 days.*

WORKLOAD RESOLVED

Chairperson & teacher notified ASAP. Award binding for period of SWF only.

WORKLOAD _NOT_ RESOLVED

Chairperson & teacher notified ASAP.

Teacher refers SWF to WRA
within 7 days
of notice from the CWMG.

WRA holds a hearing *within 2 weeks.*

WRA renders an award
within 10 working days.
Award binding for a period of 1 year from SWF start.