SWF GUIDELINES FOR CHAIRS

Faculty on Leave (other than Vacation)
Introduction

This Reference guide has been created to assist Chairs at Algonquin College with administering the application of the Standard Workload Form (SWF) specifically to Faculty who are on Leave (other than Vacation).

If you have any specific questions, please contact Nancy Caithness, Workload and Data Management Officer in Human Resources at extension 2934.

1.00 Policy Guidelines for Chairs

1.01 Application

The provisions of article 11.02 A1 (a) of the Collective Agreement are to be followed in developing workload assignments for full-time professors and instructors under normal circumstances as outlined in the above said article.

For Faculty who are on a Leave of Absence such as:
- Leave without Pay
- Pre-paid Leave
- Professional Development Leave (Sabbatical)
- Parental Leave
- Short-term Disability
- Long-term Disability

The following guidelines should be applied when issuing a SWF:

Regardless of the Leave of Absence, communication between employee and manager is acceptable and expected to ensure a smooth and successful transition to regular duties.

In order to achieve this, discussions of the potential workload or assignment can occur while the employee is on Leave (at least 6 weeks prior to his/her potential SWF start date). The SWF must be discussed and developed with the professor/instructor. In most cases, a previous workload prior to the employee going on leave may be proposed with the understanding that it is not final, and may be modified once the employee returns pending medical recommendations and/or operational requirements as needed.

It is advisable that once a Workload is proposed and a SWF prepared, this be communicated in writing to the employee via registered mail/courier preferable with the following statement:
“As per our previous communications regarding your return, please find attached the proposed SWF for the upcoming semester. Please note that as discussed with you, this is not the final version and we will be working on amendments and/or changes once you’re physically back at work as required. Kindly sign and return at your earliest convenience”

Once this is completed, the regular timelines for SWF’s must be adhered to as follows:

1) It is expected that the SWF will not be returned from the employee within five (5) working days. The Chair will deem the SWF to have been accepted as per the Academic Collective Agreement (Article 11.02 A4). A note should be made in the Supervisor’s Comment area indicating the SWF was not signed within 5 days and it has been deemed accepted.

2) All signed or deemed accepted SWFs shall be forwarded within three days (3) of receipt to both HR and the Faculty Union Office. The steps for submitting SWFs are as follows:
   a) Following the completion of the SWF, either by signature of the Faculty member or by the elapsing of the 5-day waiting period, each Faculty member’s SWF(s) should be scanned and saved noting the surname, given name, and semester (e.g., “Smith, John – 2012S”). This work may be performed by Support Staff employees.
   b) Where a Faculty member has multiple SWFs within a given semester, those SWFs may be scanned and saved as one document. There must be one unique file for each Faculty member, i.e., multiple Faculty members’ SWFs cannot be saved together in one document.
   c) The Budget/Curriculum Officer prepares an email with the SWFs for Faculty attached and sends to the Chair or Dean, with the subject line “Faculty SWF Submission – 2018W” (or the applicable semester). In the body of the email, please list the names of the Faculty members whose SWFs are attached.
   d) As per Article 11.02 A4, the Chair or Dean must forward this email to the Workload Monitoring Group within 3 working days following the acceptance of the SWF, which includes acceptance by virtue of not responding within 5 days of issuance. The Chair or Dean should send this email addressed to the President, OPSEU Local 415, Patrick Kennedy (kennedp@algonquincollege.com), with a copy to Nancy Caithness at caithnn@algonquincollege.com. It is recommended that a read receipt be placed on the email.

There may be circumstances where communication is not possible and a SWF may not be issued prior to the employee’s return within the timelines outlined as per the Academic Collective Agreement (ACA). In such cases, once the employee returns, a Manual Non-Teaching SWF can be issued for the first 2 weeks of his/her return and a subsequent Teaching SWF can be assigned after the two weeks (this adheres to Article 11.02 A5 of the ACA)