

## ARTICLE 26

### WORKLOAD

- 26.1 Teaching Associates, are non-exempt employees who may be appointed up to 1.0 Full time Equivalent. Graduate Assistants are non-exempt employees and CSU policy limits their appointment to no more than 0.5 Full Time Equivalent. Instructional Student Assistants are non-exempt employees and CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.
- 26.2 The University shall pay all Teaching Associations, Graduate Assistants and Instructional Student Assistants for all hours assigned by their supervisor and worked, including time spent in work-related meetings.
- Pursuant to Article 2.8 the written notice of appointment will include the appointment time-base percentage (or range of hours for ISA's) and the number of hours that will be spent in conjunction with the assignment per week. Changes to the appointment time-base percentage (or range of hours for ISA's) and the number of hours that will be spent in conjunction with the course assignment per week must be authorized in writing by the appropriate administrator.
- 26.3 When an ISA is assigned and scheduled by their supervisor to tutor a student, the ISA shall be paid for showing up at the scheduled tutoring session if the student fails to show and the ISA was not notified before the start of the scheduled session. In such case, the supervisor may assign other duties to the ISA. The ISA shall be paid for the time period of the scheduled tutoring session.
- 26.4 The University shall provide Teaching Associates, Graduate Assistants and Instructional Student Assistants a fifteen (15) minute paid break for each four (4) hours worked. The appropriate administrator in accordance with the operational needs of the department shall determine paid break schedules.
- 26.5 No later than 14 days after the start of an appointment, supervisors shall discuss the scope and pattern of duties with each Unit 11 represented employee prior to the performance of actual duties (see Appendix E).
- 26.6 All Unit 11 members shall initiate discussions with their supervisor as soon as they anticipate that there may be a problem with performing the Unit 11 member's assigned duties within the numbers of hours of their appointment in any given week(s). If a Unit 11 member reaches the point where they have worked the maximum number of hours of their appointment in any week, the employee shall stop working and immediately

contact their supervisor. No further work that week should be undertaken without the written authorization of their supervisor.

The supervisor will inform the Unit 11 represented employee of the campus procedure to report the absences as necessary and time worked.

### Hours of Work

26.7 The full-time workweek is a work week of forty (40) hours within seven (7) consecutive twenty-four (24) hour days. Less than full-time employees shall be assigned hours pro rata and days of work as determined by the President. The workweek shall begin at 12:01 a.m. on Sunday and end at 12:00 midnight the following Saturday.

### Overtime

26.8 Overtime is defined as authorized time worked in excess of forty (40) hours in a workweek of seven (7) consecutive twenty-four (24) hour periods.

26.9 Overtime shall be authorized and assigned in advance by the appropriate administrator.

26.10 Overtime shall be compensated at one and a half times the employee's regular rate of pay.

26.11 Paid holiday, paid sick leave, and paid vacation time shall be counted as time worked for purposes of the Article.

26.12 All overtime hours worked shall be compensated by cash.

26.13 The only official methods for the computation and accumulation of overtime in this bargaining unit are those provided in this Article.