

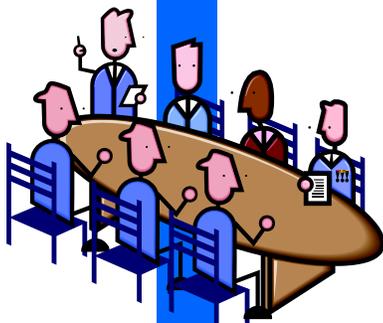
**OPSEU Local 560  
Your Seneca College  
Faculty Union**

Nov. 25, 2013

Contact your union at:

union@opseu560.org  
or  
416-495-1599

opseu560.org



**SWF Experts**

If you have questions about your SWF, contact any of the union members of the WMG:

Daria: [dariazamarca@gmail.com](mailto:dariazamarca@gmail.com)  
Jonathan: [jsinger@opseu560.org](mailto:jsinger@opseu560.org)  
Larry: [lolivo@opseu560.org](mailto:lolivo@opseu560.org)  
Paul: [pmatson@opseu560.org](mailto:pmatson@opseu560.org)

**SWF Q & A**

Find answers to many SWF questions on our website: [opseu560.org](http://opseu560.org)

**SWF Instant Calculator**

Use the Local's Excel SWF Calculator. On the Workload page, scroll down to Instant SWF Check Excel spreadsheet. See if your numbers add up! If not, contact us for help.

# THE LOCAL EXPRESS

## No More Meeting Time?

We have learned that the Dean at King, Tina Di Simone, has decided to stop giving FT faculty explicit time for meetings on their SWF, and instead include meetings under the general category of 'administrative tasks', for which faculty receive 2 hours a week, according to the Collective Agreement. This means that a semester's worth of meetings is to be performed in addition to all of the other administrative tasks that faculty are supposed to accomplish -- all in an average of 2 hours weekly. So far, this does not appear to have happened in areas other than those overseen by Dean DiSimone.

The practice at the college has been to give faculty meeting time at 0.5 hrs per week to cover department, course and college meetings during the week and promotion meetings. Meetings have never been considered administrative tasks, which include dealing with email, phone calls, clerical work and other things appropriate to our professional roles as teachers. Meetings are above and beyond that, and may spawn other administrative tasks, which is why they have been treated separately.

Consequently, faculty who have not been assigned some time for meetings, should:

- sign and refer their SWFs to the Workload Monitoring Group (WMG) with the following notation in the comments section: "the college has improperly failed to attribute meeting time for department and college meetings, including promotion meetings."
- keep track of any time actually spent in meetings in the Winter 2014 semester, including welcome back meetings, program or course meetings, faculty meetings etc.

At the time the union became aware that Dean DiSimone had directed supervisors not to give faculty time for meetings on the back of the SWF, some faculty had already signed their SWFs. If you have already signed a SWF that had no meeting time allocated on it, we encourage you to:

- request a revised SWF that allocates time for meetings, if you are asked by your manager to attend any scheduled meetings
- send an e-mail informing your manager that you are referring your workload to the WMG if your manager refuses to give you a revised SWF that includes time for assigned meetings. Include [lolivo@opseu560.org](mailto:lolivo@opseu560.org) in the cc: line of that e-mail, so that the Local 560 Chief Steward, Larry Olivo, can ensure that your workload comes before the Seneca Workload Monitoring Group.

Partial load faculty are paid for teaching contact hours; if you are told to attend a scheduled meeting, you are entitled to be paid for your time, over and above your salary paid for teaching.