**Draft Local 560 Workload Tracker**

*Please fill in with the number of minutes spent each day on each of the following tasks.*

*Complete one chart for* every *week until the end of the school year.*

Eligibility for any arbitrator’s overtime award may require faculty to *demonstrate* overtime worked

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week #:  Dates: | Mon | Tues | Wed | Thurs | Fri | Sat | Sun | **Weekly Total** |
| Preparation |  |  |  |  |  |  |  |  |
| Delivery |  |  |  |  |  |  |  |  |
| Evaluation |  |  |  |  |  |  |  |  |
| Student E-mails |  |  |  |  |  |  |  |  |
| Student Meetings |  |  |  |  |  |  |  |  |
| Student E-mails |  |  |  |  |  |  |  |  |
| Non-student E-mails |  |  |  |  |  |  |  |  |
| Administrative Tasks |  |  |  |  |  |  |  |  |
| Faculty Meetings |  |  |  |  |  |  |  |  |
| Other tasks |  |  |  |  |  |  |  |  |
| **Daily Total** |  |  |  |  |  |  |  |  |