

Description of Duties and Allocation of Hours Form Tip Sheet

This Appendix should be referenced by all instructors who are responsible for preparing Description of Duties and Allocation of Hours (DDAH) forms (job descriptions) for teaching assistants in this bargaining unit.

Any questions re: completing this form should be directed to your Labour Relations Consultant or labour.relations@utoronto.ca.

This document is a supplemental guide to Appendix A of the CUPE 3902 Unit 1 collective agreement:

APPENDIX A: Job Description/Description of Duties and Allocation of Hours (DDAH) Form

Purpose

The purpose of this Appendix is to outline for supervisors of employees how to complete the DDAH form, the written description of each employee's position, as required by Articles of the Collective Agreement between the University of Toronto and the Canadian Union of Public Employees, Local 3902, Unit 1.

The DDAH form constitutes the job description for Teaching Assistants. Supervisors are shall use the DDAH form to list all duties and discuss the DDAH form with the employee involved.

A DDAH form is required for Teaching Assistant positions. A DDAH form is not required for Course Instructors positions.

Description of Duties and Allocation of Hours Form

The Description of Duties and Allocation of Hours form attached has been prepared to ensure a uniform approach to the description of employee positions. Since the University community is a diverse and varied one, the final content of any job description cannot be specified in advance. However, a careful review of the following will provide each supervisor with the information necessary to complete each DDAH form in accordance with the specific requirements of the position and in compliance with the terms of the Collective Agreement.

How to Complete the DDAH Form

The DDAH form is organized into sections representing functional categories. Further individual duties are to be specified within each functional category, with sufficient time

assigned to each duty. Some sections contain prepopulated duties and/or times as required by the applicable articles of the Collective Agreement.

The “Appendix: List of Suggested Tasks and Teaching Techniques” contains examples of duties and/or tasks that may be included on the DDAH form. The functional categories to be used are: meetings, training, preparation, contact time, marking/grading, and other duties. All duties which will form part of the employee's assignment should be listed on the DDAH form, in as much detail as necessary to adequately describe the duty.

Meetings*: Meetings with the supervisor and/or other TAs related to the performance of their duties shall be included on the DDAH form. These include but are not limited to the initial discussion of the DDAH form, the mid-term review meeting, and/or other discussions related to an employee's duties in the position. Appropriate time shall be allocated on the DDAH form for such meetings.

Training: Participation in Departmental and/or other training programs for the position shall be included in this section of the DDAH form. Note that all TAs must be provided with training in accordance with Article 17:01 of the collective agreement. Any such training hours, including but not limited to those for a first appointment, are additional to the hours of the appointment as set out in the letter of offer.

Preparation: All preparation duties shall be included in this section of the DDAH form. Types of preparation may include, but are not limited to the examples listed in on the “Appendix: List of Suggested Tasks and Teaching Techniques”. Where the position includes tutorials, sufficient time for preparation shall be included in this section of the DDAH form.

Contact Time: All contact time, including engagement with students individually and/or in groups, shall be included in this section of the DDAH form. Every scheduled hour of class and/or tutorial time is to be treated as sixty (60) minutes in describing hours of work. Care should be taken, where contact does not extend over the standard period of 28 weeks per session (14 weeks per term), to indicate the expected period of contact. Types of contact time may include, but are not limited to, the examples listed in the “Appendix: List of Suggested Tasks and Teaching Techniques”.

Marking/grading: All marking/grading time shall be included in this section of the DDAH form. Supervisors shall use the Marking/Grading Worksheet to calculate the allocation of hours for this section. The nature and estimated number of assignments to be graded shall be indicated, together with guidance as to the appropriate amount of time which should be devoted to marking each assignment. This will include turnaround time which will indicate the amount of time projected to complete the marking, in accordance with Articles 16:07 and 29:01 of the collective agreement. The enrolment at the time the DDAH form is prepared should be used in determining marking hours. If the marking workload will be unevenly distributed during the term, this should be stated. Should the number of assignments to be marked increase, supervisors must take appropriate measures to ensure the total time allocation for marking/grading is not exceeded (e.g., by increasing the hours allocated, by reducing the number of assignments to be graded, or by other measures). Similarly, supervisors should verify

as early as possible that the time allocated per assignment has been appropriately estimated. Types of marking/grading tasks may include, but are not limited to, the examples listed in the “Appendix: List of Suggested Tasks and Teaching Techniques”.

Other duties: Any duty that does not reasonably fit into the above functional categories shall be included in this section of the DDAH form and described in the same manner as the categories discussed above. “Other duties” must be consistent with Article 16:09 of the Collective Agreement. Types of other duties may include, but are not limited to, the examples listed in the “Appendix: List of Suggested Tasks and Teaching Techniques”.

The “total hours” for the position is the sum of the hours as set out in the letter of offer. This total will be used to prepare the employee's pay form. Note that training hours are additional to the “total hours” for the position, and are excluded from any subsequent appointment obligations under Article 16:06.

Revision of Job Description

Should it become necessary to revise the description of duties and/or the allocation of hours, refer to Articles 16:10 and 16:11 of CUPE, Local 3902 Unit 1 Collective Agreement. Note that these articles require that the revision be discussed with the employee. A revised “Description of Duties and Allocation of Hours” form should be prepared and provided to the employee, and for the Department's records.

*Supervisors are responsible for scheduling a meeting with their TAs at the outset of the appointment to review the form for a minimum of 1 hour. Supervisors must also meet with their TAs at least once per appointment, at or around the mid-point of their appointments (or alternatively at the mid-point of the hours) for a minimum of 30 minutes to review the DDAH and ensure that the allocation of hours continue to be appropriate. Additional reviews of the DDAH may take place at any time as necessary.