Appendix B – Description of Duties and Allocation of Hours – RAs and SAs

The Supervisor and the Employee are referred to Article 14 - Hours of Work for full details for completing this form. Article 14.06 requires that the Supervisor and Employee meet at the commencement of the appointment to discuss the work to be done, including the assigned duties and the approximate percentage of time to be spent on each over the course of the appointment.

If either the Employer or the Employee has reason to believe that the duties of the position cannot be performed within the hours specified, they shall follow the process as per 14.07 and/or 14.08 of the collective agreement. In cases where it is necessary to amend the number of hours or assigned duties of the appointment, the Employee and employer shall amend this form.

Academic term(s): ______________ Start Date (if not beginning of term): __________

Dept of Employment: ___________ Course Name & Number: ______________________

Employee name: ______________ E-Mail Address: ________________________________

Employment Supervisor: _________ E-Mail Address: _____________________________

<table>
<thead>
<tr>
<th>Duties</th>
<th>Approx. % per Appointment</th>
<th>Details</th>
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Total hours per week

Total Hours per appointment

Supervisor’s Signature __________________________ Date _________________

Dean/Dept. Head __________________________ Date _________________

Employee __________________________ Date _________________

Employees are encouraged to share a copy of this form with the union at psac40004@gmail.com.