The **Employment** Supervisor and the Employee are referred to Article 14 - Hours of Work for full details for completing this form. Article **14.05** 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 **number of hours or** percentage of time **(the manner in which the hours are recorded shall be at the employee’s preference)** to be spent on each over the course of the appointment.

If either the **Supervisor** 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 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 **Supervisor** shall amend this form.

**As per Article 14.02, Employees may work a maximum of twenty (20) hours in any given week, unless mutually agreed, or if unusual, or emergency circumstances arise.**

|  |  |
| --- | --- |
| 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 |

|  |  |  |
| --- | --- | --- |
| Duties | Approx. # of hours or % of time spent | Details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total hours per week: |  |  |
| Total hours per appointment: |  |  |

|  |  |
| --- | --- |
| Supervisor’s Signature: | Date |
| Dean/Dept. Head **or Designate**: | Date |
| Employee: | Date |

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