

## OVERLOAD AGREEMENT – FACULTY

This overload agreement is written in accordance with the Portage College Faculty Association Collective Agreement, Article 9.3.1

*Faculty Employees, who are assigned instructional overload beyond the yearly assigned workload as outlined in Article 4.1 of this agreement, shall be compensated for instructional classroom time only, recognizing the assigned overload also includes preparation, marking, student consultation, and appropriate administration of course materials, grades and records.*

Rationale for Overload	
Employee Name	
Program Area	
Budget Code	
Course/s taught	
Start date	
End date	
Number of Instructional Hours	
Overload Rate	
Payment Method	monthly    end of assignment

\_\_\_\_\_

Agreed (employee)

\_\_\_\_\_

Date

\_\_\_\_\_

Co-ordinator

\_\_\_\_\_

Date

\_\_\_\_\_

Dean/RD/Director/Manager

\_\_\_\_\_

Date

**This agreement must be signed prior to any overload being approved and must be attached to the time sheet when requesting payment.**