

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.

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|-------------------------------|--|
| 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 (attached to salaried timesheet) |

Agreed (employee)

Date

Coordinator

Date

Dean/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.