The Supervisor (or designate) and the Employee are referred to [Article 15 - Hours of Work](https://working.usask.ca/agreements/psac/psac-15-hours-of-work.php) for full details for completing this form Article 15.06 requires that the Supervisor (or designate) and Employee meet at the commencement of the appointment to discuss the work to be done, including the assigned duties and estimated hours of work each will involve.

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 15.07 and/or 15.08 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.

As per 15.01, employees may work a maximum of 12 hours per week on average as a TA or GTF. An employee who is offered more than this amount of work as a TA or GTF must inform the individual presenting the offer of employment that they have exceeded this maximum.

|  |  |  |  |
| --- | --- | --- | --- |
| ACADEMIC TERM | | START DATE (IF NOT BEGINNING OF TERM) | |
| DEPT OF EMPLOYMENT: | COURSE NAME | | NUMBER |
| EMPLOYEE NAME | | EMPLOYEE E-MAIL ADDRESS | |
| EMPLOYMENT SUPERVISOR | | EMPLOYMENT SUPERVISOR E-MAIL ADDRESS | |

|  |  |  |
| --- | --- | --- |
| **Duties** | **Approx. Hours Per Week** | **Details** |
| 1. Preparation (e.g. reading, lab meetings) |  |  |
| 2. In class (e.g. tutorials, lectures, labs) |  |  |
| 3. Marking and Invigilation |  |  |
| 4. Student Consultation (e.g. office hours, e-mail) |  |  |
| 5. Supervision of Field Work |  |  |
| 6. Other (as discussed on this date) |  |  |
| **Total Hours/Term** |  |  |

NB: The categories listed above are intended as examples. All of the categories may not apply to a given appointment.

### Signatures

|  |  |
| --- | --- |
| SUPERVISOR | DATE |
| DEAN/DEPT. HEAD | DATE |
| EMPLOYEE | DATE |