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TAFE Workload advice - reducing unpaid work

Reducing unpaid work

Issue: Members have contacted the SSTUWA regarding the increasing unpaid work expected of them and the negative impact it is having on health, wellbeing, and personal and family responsibilities.

Members are reminded that the maximum hours that they are paid to work if full-time is 37 ½ hours per week. Hours of work for full-time and part-time lecturers is prescribed in **Clause 35 – Hours** and **Schedule L – Hours Chart** of the Agreement.

- Managers cannot allocate unreasonable workloads to lecturers. See Clause 11.6 (g) of the Agreement.
- Managers should quantify the number of hours expected to undertake a task before discussing the work with lecturers.
- If work allocated will mean working unpaid hours, members are to negotiate the number of hours expected to complete the work.
- For full-time lecturers - this may mean reducing timetabled teaching hours, thereby increasing Professional Activities time (PA) in order to accommodate the additional work, or if already timetabled to teach 21 hours, approved overtime (PA) is required. See clause 40.5 of the Agreement.
- For part-time lecturers - this may mean reducing timetabled teaching hours, thereby increasing Professional Activities time (PA) in order to accommodate the additional work, or if already teaching at the load indicated for their fraction, they must have their fraction increased to accommodate the additional work.

Authorised by Sally Dennis, General Secretary, The State School Teachers' Union of W.A.
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