

McMaster University Sessional Faculty Post-Contract Payment Form

Article 14.06, CUPE 3906, Unit 2 Collective Agreement states:

“ In the event that after the contract expiry date an employee’s employment supervisor requests the employee to: re-read papers or exams, attend appeals, deal with cases of academic dishonesty, grading or regrading late papers or exams, and in the event that the employee agrees to perform such extra work, the employee will receive extra remuneration based on a per diem rate or fraction thereof (i.e. hourly rate):

May 1, 2008 - \$399.00 per diem, \$57.00 hourly

May 1, 2009 - \$413.00 per diem, \$59.00 hourly

Payment will be made within one month after the completion of the work, subject to payroll deadlines.”

INSTRUCTIONS

Form to be completed by Sessional Faculty

Please read all instructions and guidelines (on reverse) carefully before completing this form.

Provide details about the course, students and the nature of the work (i.e. number of exams set, number of students) requested by your supervisor. Obtain supervisor signature and return to your Department/Program Administrative Coordinator for processing of payment. Copies of supporting documents are required (e.g., “change of Grade Form” from the Faculty’s Office of the Associate Dean (Studies), and should be submitted with the completed “Post-Contract Payment Form”. Cheques will not be issued separately if you are currently receiving a regular pay. Payment will be made within one month after completion of the work, subject to payroll deadlines.

Sessional Faculty’s Name: _____ Employee #. _____

Department: _____

Course(s) Taught: _____ Term & Session: _____

(See Guidelines for hours associated with each activity)

<u>Activity</u>	<u>Number</u>	<u>Hours</u>
Setting Exam(s)	_____	_____
Re-read Paper (s)	_____	_____
Re-read Exam(s)	_____	_____
Attend Appeal(s)	_____	_____
Grade or Re-grade late Paper(s) or Exam(s)	_____	_____
Dealt with Case(s) of Academic Dishonesty	_____	_____
Total Time Spent on Post-Contract Work	_____	_____
Total Remuneration Due (base calculation of appropriate per diem or fraction thereof –see reverse for guidelines)	_____	_____

Sessional Faculty’s Signature

Date

Supervisor’s Signature

Date

Guidelines On Post Contract Work & Hours of Work

The hours cited for post-contract work on this form are a guide for Sessional Faculty, and supervisors. It is understood that the length of time for Sessional Faculty to complete a given task varies depending upon, for example, the length and complexity of the exam or paper to be graded.

EXAMPLES:

- | | |
|---|--------------------------------|
| a) Setting Exam
or time as approved by Supervisor | 60 minutes |
| b) Grading Exam
or time as approved by Supervisor | 20 minutes |
| c) Re-grading Exam
or time as approved by Supervisor | 20 minutes |
| d) Grading Papers
or time as approved by Supervisor | 30 minutes |
| e) Attend Appeal | Time as approved by Supervisor |

Note: “contract expiry date” is the end of normal duties, i.e., the later of the date by which exams are to be marked or the end of the examination period.