**GE Workload Allocation Form**

Example Template

This document is an example GE workload allocation form and may be used to specify major tasks assigned to a GE each term and how workload is distributed. Departments and GEs may use other workload allocation forms or modify this form to best fit their needs.

GE Name:

GE Supervisor Name:

Hiring Department:

Assigned Role (TA, RA, IOR):

Assigned Course/Lab/Unit:

Term and FTE:

GE supervisors should avoid requesting work that exceeds the total required hours per quarter for a GE (see table below). Hours are likely to be distributed so that work in some weeks may be more than in others due to programmatic needs such as when midterms, finals, and other assignments are due. In general, GEs are expected to notify their supervisors as soon as possible during the academic term if they anticipate that their total work assignment will exceed their FTE. A variance or deviation from the time allocation for each major GE task does not constitute a violation of the UO-GTFF Collective Bargaining Agreement. However, a Union representative shall be allowed to attend a meeting between the GE and supervisor for the purpose of reviewing the GE’s workload allocation form and whether the GE’s specific work duties will result in the GE working more than the GE’s assigned FTE.

**Maximum Hours Per Term by FTE** (calculation: FTE x 438= Total Hours per Term):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FTE** | **Hours** | **FTE** | **Hours** | **FTE** | **Hours** |
| .09 | 40 | .25 | 110 | .40 | 175 |
| .10 | 44 | .30 | 131 | .45 | 197 |
| .20 | 88 | .35 | 153 | .49 | 215 |

GE Task/Function #1: Hours Expected:

GE Task/Function #2: Hours Expected:

GE Task/Function #3: Hours Expected:

GE Task/Function #4: Hours Expected:

GE Signature: Date:

Supervisor Signature: Date: