



**3913** *On the front line*

### TA Work Log

(For Personal and Union Use Only)

**\* VERY IMPORTANT MEETINGS \***

**AGM DATE: March 29, 2012**

**GMM DATE: July 12, 2012**

**GMM DATE: October 4, 2012**

**GMM DATE: November 22, 2012**

All are on Thursdays, @ 5:30 p.m. in UC 103

Name: \_\_\_\_\_  
 Course # \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Semester: \_\_\_\_\_

**Keep a work log of all the time spent working for your Assistantship.**

Check your Assignment of Work Agreement (p.67) of your Collective Agreement to ensure you are doing (and only doing) what you were contracted to do.

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18	Exam Time	Total Hours	
DATE: ___/___/___																					
Orientation/Training																					
Preparation																					
Attending Lectures																					
Conducting Labs/Seminars																					
Lecturing																					
Grading/Marking																					
Office Hours																					
Student Consultation (In person/phone/email)																					
Supervisor/TA Meetings																					
Invigilating Exams																					
Supervising Field Trips																					
Other Duties																					
<i>Total Hours for Week</i>																					
<i>Cumulative Hours for Semester</i>																					

**There can only be 1.0 (140 hrs), 0.75 (105 hrs), or 0.5 (70 hrs) TAships (except in unusual circumstances).**

For a full TAship, being asked or authorized to work more than 28 hours in any given week entitles you to extra pay on your next pay cheque - even though you may not have yet reached your 140 hours.

For a 0.75 or 0.5 TAship, being asked or authorised to work more than 20 hours in any given week entitles you to extra pay on your next pay cheque - even though you may not have yet reached your 105 or 70 hours.

**You cannot normally be expected to work more than 7 hours in any given day.**

The current hourly rate for GTAships as of Sept. 1, 2011 is \$38.79; as of Sept. 1, 2012, it will be \$39.46.

The current hourly rate for UTAships as of Sept. 1, 2011 is \$21.34; as of Sept. 1, 2012, it will be \$21.71.

