

# Reviewing your winter SWF

Your SWF must be re-issued to reflect any changes in the winter 2022 semester including revised dates



## Additional Prep Time

If a course delivery changes within the semester, ask for more prep time under "additional attributed hours for preparation".



## NEW Prep Factor

If you have not taught a course in a remote or hybrid format, ask for a new prep or additional attributed hours



## No Overtime

You cannot be in overtime (>44 hours) without your consent.

No SWF can be over 47 hours/week.

Probationary faculty can never exceed 44 hours.

## Counsellors

Counsellors cannot exceed 35 hours per week, unless they are responding to a crisis situation



## Change to technology or software

If a course is dependent on current/new technology that changes or is significantly updated on a regular basis, request additional time under additional attributed hours for preparation

