

WORK TO RULE: PHASE 3

Starts 12:01am, March 02, 2022

FOCUS

- Work-to-rule MUST impact the functioning of the colleges in order to work as a bargaining strategy to bring the Council back to the table to discuss faculty's needs.
- The colleges and CEC have chosen to abandon negotiations and to force faculty to work only under imposed conditions.
- All actions below specifically focus on administrators, and minimize impact on students.

CONTINUE TO...

- Avoid performing struck work from [PHASE 1 and PHASE 2](#). PHASE 3 actions are added to the existing list of struck work.
- Focus on students' needs and support their learning.
- Maintain contact with students and keep them informed, including via college systems.
- Maintain contact with your Local and attend union activities and meetings. Sign up for and follow bargaining updates.
- Consult your Local before following directions from your manager that may conflict with the work-to-rule.
- Take part in ongoing solidarity actions.

REMEMBER:

- ***Struck work is an organized form of protected strike action as defined under the Colleges Collective Bargaining Act.***
- ***The list below is struck work, and should not be undertaken by any bargaining unit member. Engaging in struck work is equivalent to crossing a picket line.***
- ***Work-to-rule means that you do not follow management direction that contravenes what the team has identified as struck work.***
- ***If you have any questions, contact your union local for assistance.***

PHASE 3 ACTIONS

MODE OF DELIVERY: FACE-TO-FACE, ONLINE, HY-FLEX

- No multimodal (e.g., "hy-flex") delivery as part of the return to campus this semester. In other words, do not teach online and in-class simultaneously.
- If you are directed to move your existing course(s) to "hy-flex", it is up to you to determine how you will incorporate in-class and/or online delivery (for example, for

a 3 TCH class you can decide to teach: 2 hours in-class and 1 hour online; all 3 hours in-class; or all 3 hours online).

- If you are directed to move an online class into a face-to-face classroom, you should decide whether that is appropriate for your course and students.
- If you are assigned an online course, the professor or instructor continues to determine the best method for teaching: synchronous or asynchronous.
- Do not record, consent to recordings, or post recordings of live/synchronous classes via a college LMS or college-run system. Alternatives may include a private YouTube channel, video files in DropBox, or another cloud-based platform, for example.

ADHERING TO ATTRIBUTED TIME FOR EVALUATION

- Do not grade assignments or calculate or submit grades over reading/intersession week.
- Do not grade beyond hours attributed, even if your grading is delayed.
- Both FT and PL: Simplify the marking of summative assignments/finals to enable them to be graded within the time you are attributed. This may mean no feedback beyond the grade. Other options may include submitting “pass/fail” grades, if allowable by regulatory bodies.
- For Full-time faculty: Do not engage in evaluation work beyond the time attributed on your SWF, or beyond the end date of your SWF.

DATA ENTRY FOR EVALUATION (Including final grades for 7-week courses)

- Do not permanently enter grades into LMS or on colleges’ systems such as BANNER, Brightspace, D2L, Canvas, or Blackboard. It is fine to provide individual assignment grades to students by e-mail or another method that does not store grades on the LMS for a prolonged period. Keep a complete record of grades offline, but do not leave assignment grades sitting on the LMS (see videos re: temporary posting of grades on various LMS).
- For Partial-Load faculty: Submit all final grades by the last day of your contract. Simplify your grading as needed, to facilitate this.
- Submit final grades either on paper (either dropped-off or mailed) or by e-mail as a photo. If e-mailing, print (or write) out final grades on paper first, then photograph it and submit the photo as an e-mail attachment.
- Provide no breakdown of the marks leading to final grades to supervisor/department

ACADEMIC INTEGRITY/DISHONESTY WORK, SUPPLEMENTAL ASSIGNMENTS, AND GRADE APPEALS

- Complete only the basic paperwork for reporting academic dishonesty (e.g., send a copy of the student’s work, links to plagiarized sources, and a very short summary of

the nature of academic dishonesty that you are reporting). The rest of the process should be completed by your supervisor.

- When referring student work for academic integrity concerns, send the student the following message to the student: “Due to a concern regarding Academic Integrity a mark for your assignment/test will not be entered until such time as the Academic Integrity process has been concluded.”
- Do not complete or grade supplemental work/exams beyond the scope of your SWF or contract.

NON-TEACHING WEEK (Reading Week, etc.)

- Do no college-initiated activities, including PD, meetings, or student orientations
- Perform faculty-initiated activities (including PD) only
- Do no evaluation or preparation of assigned courses
- Coordinators: Do no coordinator duties
- Partial-Load who are not paid for this week: do **no** work for the college

COORDINATORS, LIBRARIANS, COUNSELLORS

- Except where you have been assigned specific tasks with time for their completion, prioritize own work according to your needs and hours.
- Coordinators: Perform no coordinator work during non-teaching weeks.
- Coordinators: STOP participating in contract faculty hiring, including making hiring recommendations to managers.

OTHER

- FT faculty members (including counsellors and librarians): Inform your supervisor which 10 working days in this academic year you will be taking for PD days. It is up to your supervisor—not you—to make alternate plans for the completion of assigned work that you would otherwise have been doing on those days.
- Do not attend grade appeals.

Any questions about your specific circumstances? Contact your Local union for assistance.