

## APPENDIX B2 – DESCRIPTION OF DUTIES AND ALLOCATION OF HOURS – Research Assistant

The Supervisor and the Teaching Assistant are referred to Article 15 – Hours of Work and Overtime for full details for completing this form. Article 15.02 requires that the Supervisor and Research Assistant meet at the commencement of the academic term. At this meeting, the Supervisor and the Research Assistant will discuss the work to be done, giving details, including the nature, number and scheduling of specific assignments and the estimated hours of work each will involve. One subsequent meeting to review the distribution of hours of work will be held in accordance with Article 15.03.

If either the Supervisor or Research Assistant has reason to believe that the duties of the position cannot be performed within the hours specified they must meet to review and revise this form. Any changes to the Research Assistant's duties must be discussed by the Supervisor and Research Assistant, and the Hours of Work Form amended to reflect these changes. Both must signify their acknowledgement of any changes to the Form by signing the amended document. Any subsequent changes to the Assignment will be completed as an Employment Contract Amendment Request as outlined in Appendix C2.

Academic Term(s) \_\_\_\_\_

Start Date \_\_\_\_\_

Dept of Employment: \_\_\_\_\_

End Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Employment Supervisor: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Hourly rate of pay: \_\_\_\_\_

Duties	Approx. Hours per week	Details
<b>Total Hours/Term</b>		

Student Signature

Grant Holder Signature

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_