

CBA Tip: *Department Chair Compensation Winter Break*

The FA negotiated language that allows for Department Chairs to claim compensation for up to thirty hours of pay for work conducted between the end of the fall semester and the beginning of spring for necessary and pre-approved chair-related work:

E.2.4 Winter Intersession Compensation

Department chairs required to work during the winter intersession shall be compensated via a stipend at their non-contractual, non-teaching hourly rate. The department chair must first discuss the work to be completed with the appropriate dean. If approved, a personnel requisition will be submitted by the dean's office for all approved hours, not to exceed thirty (30) hours total. The personnel requisition must include a description of work and activities to be completed. If agreed to by the dean, a department chair may share these hours with others in the department to cover the required time commitment. The department chair or other faculty who work over the winter intersession will be responsible for entering their time worked into Workday for payment.

The hours are not automatic, and the chair should discuss the work with their Dean PRIOR to engaging in it. If approved, Chairs will need to keep track of the hours and a brief description of work conducted and submit a personnel requisition to their dean who will review and submit for processing. Please note that the maximum number of hours that will be eligible for remuneration shall not exceed thirty, regardless. The chair may share these hours (if agreed to by the dean) with others in the department who are supporting chair work, but again, the total shall not exceed thirty.

The FA encourages chairs to use this time wisely as needed for time-sensitive matters that cannot wait until spring (first day of spring FLEX for classroom faculty), and most importantly, take a break from Chair duties when they can during this time.