

How Professionals Can Fight Workload Creep!

HELPFUL HINTS

- 1** Understand the basic principles that apply to your professional obligation.
- 2** Discuss your job duties with your supervisor as your Performance Program is being developed.
- 3** Make sure you have a current Performance Program that accurately reflects your professional obligation.
- 4** Be sure you are able to perform all of the duties in your Performance Program. Ask for training, if needed.
- 5** Consult with the chapter leadership if you have questions.
- 6** Document workload increases:
 - Keep a log of work done in areas that are subject to workload creep.
 - Document that you have taken on additional workload for specific reasons/projects—and note that you do not consider it to be part of your professional obligation going forward.
 - Make sure your Performance Program is modified to reflect workload increases, identifying extra work in relation to previous years.
- 7** A change in duties and responsibilities may warrant a promotion, salary increase, reduction in other duties, extra service pay or compensatory time.
- 8** Consider requesting a salary increase or promotion when you feel it is warranted, especially if your Performance Program shows an increase in duties and responsibilities.
- 9** If additional duties are added to your Performance Program, ask for others to be removed or for a salary increase.
- 10** If you are denied a salary increase or promotion, you can appeal the denial to the College Review Panel.

Participate in Workload/Performance Program workshops run by your labor relations specialist.

Access the LEAD Program via the UUP website to learn more about workload and other topics.

Check out UUP's *Guide for Professionals* for tips on how to use your Performance Program to help keep workload in check. An updated guide will soon be available at www.uupinfo.org



FOR FURTHER INFORMATION, CONTACT YOUR CHAPTER OFFICERS
OR VICE PRESIDENT FOR PROFESSIONALS CAROLYN KUBE AT
1.800.342.4206 OR CKUBE@UUPMAIL.ORG