

ARTICLE 12. WORK PLANNING AND WORKLOAD

Section 1. Work Planning

As part of the staff evaluation process at the end of each employee's probationary period and on an annual basis thereafter, employees and supervisors will develop and discuss a work plan for the coming year. Factors to be considered in developing the work plan include, but are not limited to, professional goals, workload, workload capacity and sustainability, the employee's job description, and the goals of the team, the unit and RAICES. At least quarterly, supervisors will conduct check-in meetings with employees. Along with the other portions of the staff evaluation process, the work plan will be used as a reference to determine whether the employee is progressing as planned and anticipated.

Section 2. Workload Management

RAICES will make reasonable efforts to assign work such that employees' regularly worked hours will not exceed eighty (80) hours per pay period. When RAICES determines that urgent circumstances exist, employees may be required to work more than eighty (80) hours per pay period. If an employee's workload surpasses more than eighty (80) hours in a pay period for four (4) pay periods within the span of six (6) months, the employee may request a meeting with a supervisor and a union representative of their choice to discuss workload management. For purposes of this Agreement, "urgent circumstances" means one or more clients will suffer harm. RAICES may hire temporary employees to cover staff members who take extended leave, including, but not limited to, parental leave and family medical leave.