

# Managing Workloads

## Timetables – A simple guide to the Workload Agreement

**To manage workloads and reduce stress, check that your timetable complies with the academic contract.**

- Annual maximum teaching hours – 835.
- Weekly Maximum teaching hours – 24. **Note:** *this can be 26 for the first 7 weeks at the start of a course and does not apply if you are responsible for preparing and delivering significant new curriculum provision.*
- Weekly total hours 37 – 32 on site and 5 off site. **Note:** *The timing of the 5 hours off site has to be agreed with your line manager.*
- Working day will consist of three teaching blocks, morning, afternoon and evening - lecturer will not normally be expected to teach for more than 10 blocks per week or for more than four consecutive blocks.
- A lecturer would not be expected to teach for a continuous period of more than three hours without a break. **Note:** *May be exceeded in exceptional circumstances).*
- Maximum of 2 evening blocks per week, if you do evening work after 6 then you should get equivalent time off in the week, or at a later time (during half terms).

If you are not happy with your timetable in the first instance discuss your timetable with your line manager, before contacting your local UCU reps.

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# Rheoli Llwythi Gwaith

## Amserlenni – Canllaw syml ar y Cytundeb Llwyth Gwaith

**Er mwyn rheoli llwythi gwaith a lleihau straen, cadarnhewch fod eich amserlen yn cydymffurfio â'r contract academiaidd.**

- Uchafswm oriau addysgu blyneddol - 835.
- Uchafswm oriau addysgu wythnosol – 24. **Noder:** *gall hwn fod yn 26 ar gyfer 7 wythnos gyntaf cwrs ac nid yw'n berthnasol os ydych yn gyfrifol am baratoi a chyflwyno darpariaeth cwricwlwm newydd sylweddol.*
- Cyfanswm oriau wythnosol 37 – 32 ar y safle a 5 oddi ar y safle **Noder:** *Rhaid i'ch rheolwr llinell gytuno i amseriad y 5 awr oddi ar y safle.*
- Bydd y diwrnod gwaith yn cynnwys tri bloc addysgu, bore, prynhawn a gyda'r nos - ni fydd disgwyl i ddarlithydd fel arfer addysgu am fwy na 10 bloc yr wythnos neu am fwy na phedwar bloc olynol.
- Ni fyddai disgwyl i ddarlithydd addysgu am gyfnod parhaus o fwy na thair awr heb egwyl. **Noder:** *Gall fod yn fwy mewn amgylchiadau eithriadol o bosibl.*
- Uchafswm o 2 bloc gyda'r nos yr wythnos, os ydych yn gweithio gyda'r nos ar ôl 6, yna dylech gael amser cyfatebol i fwrdd yn ystod yr wythnos, neu ar adeg ddiweddarach (yn ystod hanner tymor).

Os nad ydych yn fodlon ar eich amserlen, dylech drafod eich amserlen gyda'ch rheolwr llinell yn gyntaf, cyn cysylltu â'ch cynrychiolwyr UCU lleol.

**Rheswm arall dros ymuno ag UCU**

– Ymunwch heddiw yn

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