



PROFESSIONALS

How can Professionals fight workload creep?

1. Understand the basic principles that apply to your professional obligation
2. Take advantage of discussing 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 and ask for training if needed
5. Consult with the chapter leadership if you have questions
6. Document workload increases
 - a. Begin to keep a log of work done in areas that are subject to workload creep
 - b. Use written correspondence to 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
 - c. Make sure your Performance Program is modified to reflect workload increases, identifying extra work as such 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 ask 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 (the statewide Professional VP can assist if invited)

Access the L.E.A.D. Program through the UUP web site to learn more about workload and many other topics

Keep a copy of The Guide for Professionals handy for tips on how to use your Performance Program to help keep workload in check. The guide is accessible through the UUP web site

Contact your chapter leadership or VPP Tom Tucker at 1-800-342-4206 with questions