



# Workload

## UUP DRAFT Sample Survey

This survey is designed to capture UUP members' perceptions about workload. It is for Academics and Professionals. It is meant to be a first step to assist UUP chapters working to address workload.

Thank you, in advance, for your participation.

### 1. Has your assigned workload increased in the past 2 years?

Not at All	A Little	A Moderate Amount	A Lot	An Excessive Amount
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 2. Has your assigned workload increased since you first started working in your current job title/position?

Not at All	A Little	A Moderate Amount	A Lot	An Excessive Amount
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 3. Your additional work is assigned by...

Only my superiors (e.g., supervisors, chairs, etc...)	Usually my superiors, and sometimes I assign myself work	Sometimes my superiors, more often I assign myself work	Rarely my superiors, almost all my additional work I assign myself
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**4. Do you go to work early or stay late outside of your normal work hours in order to keep up with your assigned workload?**

No	On rare occasion	Several times a year	A few times per Month	A few times per week	Daily	Other
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**5. Approximately how many total hours per week on average do you work outside of your normal work hours in order to keep up with your assigned workload?**

0 hours/week	1-2	3-4	5-6	7-8	More than 8 hours/week
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**6. How many times a day during non-work hours do you usually feel you need to check your work email?**

Almost never	1-2 times	3-5 times	More than 5 times
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**7. In order to keep up with your assigned workload do you...**

	No	On rare occasion	Several times a year	A few times per month	A few times per week	Daily
Work from home?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Go into work on your days off?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**8. Do you feel pressure to work hours beyond your normal work day?**

No	On rare occasion	Several times a year	A few times per Month	A few times per week	Daily
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**9. If so, what is the source of the pressure? (Select all that apply.)**

- Chair or supervisor expects you to be available outside normal work hours
- Chair or supervisor expects team to work extra hours
- Committee obligations
- Co-workers also work extra hours
- Increase in class size
- Increase in student contact hours
- Job responsibilities added to position
- Lack of software or equipment
- Other (please specify)
- Major projects and initiatives (e.g., accreditation)
- Not enough staff
- Stepping in to help because of frequent staff turnover
- Taking on work voluntarily
- Training other employees
- Putting pressure on myself
- Not enough time to complete work

**10. For those additional hours you work to keep up with your assigned workload do you receive...**

	Always	Usually	Sometimes	Rarely	Never	Not Applicable
Extra Pay	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compensatory Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**11. Have you addressed your increased workload with your supervisor, dean, chair, etc...?**

No, workload has not increased	No, but workload has increased	Addressed 1-2 times	Addressed 3-5 times	Addressed More than 5 times
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**12. Are you full-time or part-time?**

Full-time	Part-time	Other
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**13. Do you have set hours (for example 9-5, M-F)?**

Yes	No	Other
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**14. How many years have you been employed...**

	Less than 5 years	5-10 years	More than 10 years
at SUNY?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
in your current job title/position/rank/grade?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**15. Are you an academic or professional?**

Academic	Professional	Do not know
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Workload

The remaining questions are for Professionals only.

16. Does your Performance Program sufficiently contain the duties and responsibilities you are required to perform?

Yes	No	Do not have a Performance Program	Do not know
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

17. Does your Performance Program contain realistic timelines to complete assignments?

To a Great Extent	Mostly	Somewhat	A Little	Not at All	Do not have a Performance Program	Do not know
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

18. Have you addressed your work assignment timelines with your supervisor?

No	1 time	More than 1 time	N/A
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

**19. Has your Performance Program been amended to address at least some of your changed workload?**

No

1 time

More than 1 time

N/A

Other (please specify)

**20. Are you exempt or non-exempt?**

Exempt (from overtime)

Non-exempt (get paid time and a half for more than 40 hours/week)

Do not know

Other (please specify)