

## MEMORANDUM

To: All Teachers in the Youth Sector  
From : Ann Granger, PTU Executive Assistant  
Date : September 2, 2022  
Re : NEW WORKLOADS

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The intention of the changes made to the new workloads was to recognize the **professional autonomy of teachers** when performing their duties.

The intention was not to increase or create a heavy workload for teachers.

The work year is still 200 days of work, and the workload is still 32 hours x 40 or on an annual basis of 1280 hours.

The new workload is now divided in two parts: the **workload** and **other professional duties**.

Some parts could be recurrent time in the schedule, and some could be number of hours per year.

**Workload**

	<b>Weekly</b> (or equivalent)	6-day cycle	<b>Annually</b>
Kindergarten	23 hours (1380 minutes)	1656 minutes	828 hours
Elementary	23 hours (1380 minutes)	1656 minutes	828 hours
Secondary	20 hours (1200 minutes)	1440 minutes	720 hours

**Included in the workload:**

- *Presentation of courses and lessons (pure teaching)*
- *Developmental and cognitive learning activities (Kindergarten)*
- *Support*
- *Remediation*
- *Homeroom*

- Supervision (other than the supervision of the arrival and dismissal of students and the passing time of students at recess and between periods)

A frequently asked question is: **“what is the maximum of supervision time?”** It’s part of the 23 hours for kindergarten and elementary or 20 hours for secondary. It depends on how many minutes you have of pure teaching, homeroom, and remediation.

#### Other Professional Duties

	<b>Weekly</b> (or equivalent)	6-day cycle	Annually
Kindergarten	9 hours (540 minutes)	648 minutes	452 hours
Elementary	9 hours (540 minutes)	648 minutes	452 hours
Secondary	12 hours (720 minutes)	864 minutes	560 hours

#### Included in other professional duties:

- Supervision of arrivals and movement of students
- Responsibilities entrusted by school administration (mandates, projects, etc.)
- Meetings (collaborative, group, level, subject, with parents, etc.)
- Discussions, follow-up, reports and communications with other staff members, school administration, parents, or partners (IEP’s, follow-up with students etc.)
- Attendance at agreement or non-agreement committee meetings (school Council, Grad Committee, Special Needs, etc.)
- Planning, preparation and marking
- **Pedagogical days (5.4 hours x 19)**
- **Work decided by the teacher from the tasks forming part of the general duties (in the past teachers had to inform administration when the 5 hours of work of a personal nature was done, now 2 hours can be done where and when at the teacher’s convenience**
- Other activities covered by the characteristic responsibilities of the general duties mentioned in clause 8-2.01

For more information, please refer to the presentation of the [New Workload – Youth Sector](#).

## ELEMENTARY

Teaching Workload	Number of Hours per Year	Recurrent Time in the Schedule
Courses and Lessons (pure teaching)		X
Support		
Group Supervision		X
Remediation		
Homeroom		X
<b>Total (23 hours x 36)</b>	<b>828 hours</b>	
Other Professional Duties	Number of hours per Year	Recurrent Time in the Schedule
Arrival and Movement of Students		X
Prep Time	90 hours	150 minutes
Meetings (level, cycle, coordination ad hoc, etc.)		
Discussion, Communication, IEPs, Unanticipated events, etc.		
Unassigned Periods (ie. Recess when not doing supervision)		
Passing Time (between periods)		X
<b>**Committees:</b>		
School Council		
Governing Board		
Special Needs Committee		
Teacher Induction-Appendix XXII		
Travel Time between Buildings		X
Other Professional Activities (mandates, projects, etc.)		
<b>Subtotal</b>		
Pedagogical Days (19 days x 5.4 hours)	102 hours and 36 minutes	
Work Determined by Teacher (40 weeks x 5 hours)	200 hours	
<b>Total</b>	<b>452 hours annually</b>	

**828 hours +452 hours= 1280 hours a year or 1280 hours divided by 32 hours = 40 weeks**

**\*\* Other committees can be added, there should be a Group consultation of teachers**

*⇒Working hours may vary from one week to another, among other things due to fluctuations in pedagogical or organizational needs.*

*⇒This variation gives teachers the flexibility needed during the year to carry out professional activities at the times deemed appropriate. It is up to teachers to adjust their working hours at school as needed, with due regard for the annual workload.*

## KINDERGARTEN

Teaching Workload	Number of Hours per Year	Recurrent Time in the Schedule
Development and Cognitive Learning Activities		X
Support		
Group Supervision		X
Remediation		
Homeroom		X
<b>Total (23 hours x 36)</b>	<b>828 hours</b>	
Other Professional Duties	Number of hours per Year	Recurrent Time in the Schedule
Arrival and Movement of Students		X
Prep Time	54 hours	90 minutes
Meetings (level, cycle, coordination ad hoc, etc.)		
Discussion, Communication, IEPs, Unanticipated events, etc.		
Unassigned Periods (ie. Recess when not doing supervision)		
Passing Time (between periods)		X
<b>**Committees:</b>		
School Council		
Governing Board		
Special Needs Committee		
Teacher Induction-Appendix XXII		
Travel Time between Buildings		X
Other Professional Activities (mandates, projects, etc.)		
<b>Subtotal</b>		
Pedagogical Days (19 days x 5.4 hours)	102 hours and 36 minutes	
Work Determined by Teacher (40 weeks x 5 hours)	200 hours	
<b>Total</b>	<b>452 hours annually</b>	

**828 hours +452 hours= 1280 hours a year or 1280 hours divided by 32 hours = 40 weeks**

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## Secondary

Teaching Workload	Number of Hours per Year	Recurrent Time in the Schedule
Courses and Lessons (pure teaching)		X
Support		
Group Supervision		X
Remediation		
Homeroom		X
<b>Total (23 hours x 36)</b>	<b>720 hours</b>	
Other Professional Duties	Number of hours per Year	Recurrent Time in the Schedule
Arrival and Transitions		X
Meetings (level, cycle, coordination ad hoc, etc.)		
Discussion, Communication, IEPs, Unanticipated events, etc.		
Unassigned Periods (ie. Recess when not doing supervision)		
Passing Time (between periods)		X
<b>**Committees:</b>		
School Council		
Governing Board		
Special Needs Committee		
Teacher Induction-Appendix XXII		
Travel Time between Buildings		X
Other Professional Activities (mandates, projects, etc.)		
<b>Subtotal</b>		
Pedagogical Days (19 days x 5.4 hours)	102 hours and 36 minutes	
Work Determined by Teacher (40 weeks x 5 hours)	200 hours	
<b>Total</b>	<b>560 hours annually</b>	

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