

Adult Education Workload presentation for contracted teachers 2024-2025

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&

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Reminder of change from 2020-2023

Teachers will be assigned an **annual workload** and a **work schedule**.

The workload will be determined **after consultation** with the teacher.

The Annual Workload

Workload (Teaching)
– 800 hours

Other Professional Duties
(OPD)

– 480 hours

- Time assigned by administrator
- Time determined by teacher

Total – 1280 hours

Workload Parameters

The
Workload
&
Assigned
OPD must
take place:

- During the work week (ex: Monday to Friday)
- Within each teacher's daily span.
- During 200 workdays

Workload Parameters

Credits for participation in Committees

- 10 staff meetings and 3 evening meetings:
 - 38 hours per year (equivalent of 1 hour credit per week)
 - Part of the 200 hours determined by the teacher.
- Governing Board
 - 38 hours per year (equivalent of one per week)
 - Part of the 280 hours of OPD assigned by the administration
- Centre (School) Council
 - 38 hours per year (equivalent of one per week)
 - Part of the 280 hours of OPD assigned by the administration

Workload Parameters

120 hours (3 hours per week) of time in a location of the teacher's choice

- Part of the OPD determined by the teacher

Note: increase from 80 hours for the year

	Annual Maximum
WORKLOAD (TEACHING)	800 hours
<ul style="list-style-type: none"> - Courses and lessons - Pedagogical Follow-Up related to their specialty - Pedagogical Days 	
OTHER PROFESSIONAL DUTIES	280 hours
<ul style="list-style-type: none"> - Includes in particular: <ul style="list-style-type: none"> • Pedagogical Days • Supervision of the arrival/dismissal and movement of students • Follow-up related to the student's educational file • Work Committees • Preparation of Course Materials • Corrections of Tests and Examinations • Other Duties usually assigned to Teaching Personnel (not in the presence of students) • Any unassigned period of less than 30 minutes within the student's timetable • Any Work Related to the General Duties (11-14.02) 	200 hours
MAXIMUM TOTALS:	1280 HOURS

Pedagogical Follow-Up =
Fall, Winter, and Spring Semester(s): 2 hours per class (group of students). Summer Semester(s): 1 hour per class (group of students).

Ped Days = 32 hours

Ped Days = 16h36m

38 hours credit of time for participation in Governing Board

38 hours credit of time for participation in School Council

38 hours credit of time for participation in the 10 staff meetings and 3 evening meetings

120 hours of time in a location of the teacher's choice

**Adult Education Annual Workload
2024-2025**

**Centre
Teacher**

Courses, Lessons and Pedagogical follow up		Number of Annual Hours
Courses and lessons		
Pedagogical follow-up related to the specialty required by the School Board		
Bank of hours of pedagogical days		32
Total:		32
Balance to Allocate		768
Other Professional Duties (OPD)		Number of Annual Hours
Meetings		
Discussions, communications, monitoring of student progress, etc		
Committee participation		
Teacher Induction – appendix XXII		
Other professional duties		
Centre Council (if yes, 38)		
Governing Board (if yes, 38)		
Credit for 10 staff meetings and 3 evening events		38
Hours devoted to pedagogical days in addition to the 32 hours		16h36m
Work determined by the teacher		80
Work determined by the teacher that is carried out at the location determined by the teacher and may be performed outside the span		120
Total:		238
Balance to Allocate		242

Teacher Signature _____ Date: _____

Admin Signature _____ Date: _____

Thank You

Please note the presentation is for information purposes. The collective agreement remains the primary source of information, and in situations of conflict, takes precedence over information from the presentation.