

Vocational Training Workload presentation for contracted teachers 2024-2025

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&

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Reminder of change from 2020-2023

Clause 13-15.06

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)
– 720 hours

Other Professional Duties
(OPD)

– 560 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 360 hours of OPD assigned by the administration
- Centre (School) Council
 - 38 hours per year (equivalent of one per week)
 - Part of the 360 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)	720 hours
<ul style="list-style-type: none"> - Courses and lessons, including the supervision of internships. - Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support) - Supervision (formal supervision of students, e.g. at exhibits and trade fairs) 	
OTHER PROFESSIONAL DUTIES	360 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 (13-15.02) 	200 hours
MAXIMUM TOTALS:	1280 HOURS

635 hours/yearly average at the school board level

Ped Days = 48h36m

University Course Credit

Compensation

1 credit = 15hrs to a max of 45 hrs (3 university credits)

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



Vocational Education Annual Workload 2024-2025

LESTER B. PEARSON
Continuing Education

Last name, First Name:
 Contract %:
 Centre: Place Cartier Vocational Centre
 Program: Residential & Commercial Drafting
 Tenured/Contract: Please select one from the drop-down

		Hours			
THE ANNUAL WORKLOAD 1280 HOURS	Teaching Workload	Courses and lessons, including the supervision of internship.	635		
		Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support)	85		
		Supervision (formal supervision of students, e.g. at exhibits and trade fairs)			
	Total		720		
	Other Professional duties (360 hours)				
	Other Professional Duties	Ped day credit	48.6		
		University Course Credit Compensation	0	0	
		School Council	NO	0	
		Governing Board	NO	0	
		Centre-Based Committee			
		Centre-Based Committee			
		Centre-Based Committee			
		Centre-Based Committee			
		Balance of presence hours		311.4	
		Total		360.00	
	Other Professional duties (200 hours)				
	Contractual Evenings	1. Event:	Date:		
		lbp	Date:		
		3. Event:	Date:		
		Balance of professional duties hours		82	
Total		200			
Total		1280			
Teacher's Signature:		Date:			
Principal's Signature:		Date:			

- This snapshot of the 2024-2025 year will be used for sick day deduction purposes on non-teaching days.
- Upon completing an absence deduction form, the teacher should always verify that the number of hours deducted are accurate.

Presence Hours																															
Total Hours				Total Hours				Total Hours				Total Hours																			
July 1 - 5				Oct 14 - 18				Jan 27 - 31				May 12 - 16																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH
X	X	X	X	X	X	X	X	X	X																						
0.0				0.0				0.0				0.0																			
July 8 - 12				Oct 21 - 25				Feb 3 - 7				May 19 - 23																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH
X	X	X	X	X	X	X	X	X	X						X	X															
0.0				0.0				0.0				0.0																			
July 15 - 19				Oct 28 - Nov 1				Feb 10 - 14				May 26 - 30																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH
X	X	X	X	X	X	X	X	X	X																						
0.0				0.0				0.0				0.0																			
July 22 - 26				Nov 4 - 8				Feb 17 - 21				Jun 2 - 6																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH
X	X	X	X	X	X	X	X	X	X	X	X																				
0.0				0.0				0.0				0.0																			
July 23 - Aug 2				Nov 11 - 15				Feb 24 - 28				Jun 3 - 13																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH
X	X	X	X	X	X	X	X	X	X																						
0.0				0.0				0.0				0.0																			
Aug 5 - 9				Nov 18 - 22				Mar 3 - 7				Jun 16 - 20																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH
										X	X	X	X	X																	
0.0				0.0				0.0				0.0																			
Aug 12 - 16				Nov 25 - 29				Mar 10 - 14				Jun 23 - 27																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH
															X	X	X	X	X												
0.0				0.0				0.0				0.0																			
Aug 19 - 23				Dec 2 - 6				Mar 17 - 21				30-Jun																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH
															X	X	X	X	X												
0.0				0.0				0.0				0.0																			
Aug 26 - 30				Dec 9 - 13				Mar 24 - 28				TOTAL HOURS SHOULD EQUAL																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	311																
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	HOURS ALLOCATED															
															0																
0.0				0.0				0.0				BALANCE TO ALLOCATE																			
Sept 2 - 6				Dec 16 - 20				Mar 31 - Apr 4				311																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F																	
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH																
X	X																														
0.0				0.0				0.0																							
Sept 9 - 13				Dec 23 - Dec 27				Apr 7 - 11				IMPORTANT INFORMATION																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Indicate vacation days with the letter "V"																
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	Optional: Highlight (in blue) dates that you are rescheduled to teach.															
					X	X	X	X	X						You may also add Presence time on these dates.																
0.0				0.0				0.0				No hours can be allocated in the greyed out boxes (with red X) (holidays, ped days, shut down dates, etc.)																			
Sept 16 - 20				Dec 30 - Jan 3				Apr 14 - 18				Dates highlighted in YELLOW - Available for substitution (even if an absence less than 3 hours)																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F																	
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH																
X	X				X	X	X	X	X																						
0.0				0.0				0.0																							
Sept 23 - 27				Jan 6 - 10				Apr 21 - 25				EXAMPLE																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F												
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH						
										X	X	X	X	X	3					V	V			3.5							
0.0				0.0				0.0																							
Sept 30 - Oct 4				Jan 13 - 17				Apr 28 - May 2				Presence on Monday and Tuesday Morning Available for substitution on Thursday AM + PM																			
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Vacation on Friday																
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH																
0.0				0.0				0.0																							
Oct 7 - 11				Jan 20 - 24				May 5 - 9																							
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F																	
AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH	AM	PH																
0.0				0.0				0.0																							

Thank You

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