

CONTINUING EDUCATION

DELEGATES' REPORT – February 2025

Workloads and Letters of Engagement (Contracts) – Only applicable to legally qualified teachers or teachers that have been granted a tolerance

It is essential that your letter of engagement (contract) accurately reflects your workload. If you are a part-time teacher and agree to work additional hours beyond those stated in your contract, please ensure that your administration notifies the Human Resources department using the HRTF form so that your contract percentage is updated accordingly. If you are a teacher working 100% and agree to work additional hours, you are entitled to compensation at a rate of 1/1000th plus 33% of your salary step for every extra hour worked.

Staffing Timeline

The school board has posted the Adult Education and the Vocational Training Staffing Timelines on SSO under the Human Resources → Staffing → Teachers Adult Ed and Voc.

The Importance of the Availability Form for Recall Teachers

The official Availability Form is the one found on SSO during the staffing timeline period. Please note that:

- Failure to complete the form will imply that the teacher is available for any assignment in their recognized specialties (Adult) or sub-categories (Vocational Training).
- If you complete the form but your availability changes throughout the year, you must inform the school board (not your administration) by email without delay, of any change. Please cc me as well at pmachado@ptusep.com
- In Adult Education, you may be removed from the recall list if you refuse two (2) offers of a minimum of 75 hours each in the same school year for posts for which you are qualified and for which you have declared yourself available.
- In Vocational Training, you may be removed from the recall list if you refuse two (2) offers in the same school year of minimally 75 hours each (replacement hours are not deemed a refusal) in the sub-category(ies) for which you are deemed capable and for which you have declared yourself available.

Submitted by: Pasquale Machado
