

Adult Education Workload presentation for contracted teachers 2025-2026

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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

160 hours (4 hours per week) of time in a location of the teacher's choice

- Part of the OPD determined by the teacher

Note: increase from 120 hours from the previous year

	Annual Maximum	
WORKLOAD (TEACHING)		
- Courses and lessons - Pedagogical Follow-Up related to their specialty - Pedagogical Days	800 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
OTHER PROFESSIONAL DUTIES	280 hours	
- Includes in particular:		Ped Days = 16h36m
• 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	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 160 hours of time in a location of the teacher's choice
MAXIMUM TOTALS:	1280 HOURS	



LBP

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Continuing Education

Adult Education Annual Workload

2025-2026

Centre

Teacher

Workload %

100%

Courses, Lessons and Pedagogical follow up	Number of Annual Hours	Average Hours per Week	Average Minutes Per Week
Courses and lessons	384		
Pedagogical follow-up related to the specialty required by the School Board			
Bank of hours of pedagogical days			
For teacher with workload less than 100%, indicate "yes" if they have been assigned to attend all ped days.	Yes	32	
Total	416		
Balance to Allocate	384		
Hours to place on schedule outside of Ped Days	800.0	20.9	1256.5

Other Professional Duties (OPD) - Assigned	Number of Annual Hours	Average Hours per Week	Average Minutes Per Week
Meetings			
Supervision of arrival, dismissal, and movement of students			
Discussions, communications, monitoring of student progress, etc			
Committee participation	PIC	4	
	Insert Committee		
	Insert Committee		
Teacher Induction – appendix XXII			
Other professional duties			
Centre Council	Yes	38	
Governing Board	Yes	38	
Hours devoted to pedagogical days in addition to the 32 hours	16.6		
Total	96.6		
Balance to Allocate	183.4		
Credited Time	80		
Hours to place on schedule	0.0	0.0	0.0

Other Professional Duties (OPD) - Determined by the Teacher	Number of Annual Hours	Average Hours per Week	Average Minutes Per Week
Credit for 10 staff meetings and 3 evening events	38		
Work determined by the teacher	2		
Work determined by the teacher that is carried out at the location determined by the teacher and may be performed outside the span	160		
Total	200		
Balance to Allocate	0		
Hours to place on schedule	2.0	0.1	3.1

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.