# Vocational Training Workload presentation for contracted teachers 2025-2026

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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

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	
<ul> <li>WORKLOAD (TEACHING)</li> <li>Courses and lessons, including the supervision of internships.</li> <li>Remediation (intervention by a teacher to prevent academic delays or to provide special support measures to students with academic delays – test support)</li> <li>Supervision (formal supervision of students, e.g. at exhibits and trade fairs)</li> </ul>	720 hours	635 hours/yearly average at the school board level
OTHER PROFESSIONAL DUTIES	360 hours	
<ul> <li>Includes in particular:</li> <li>Pedagogical Days</li> <li>Supervision of the arrival/dismissal and movement of students</li> <li>Follow-up related to the student's educational file</li> <li>Work Committees</li> <li>Preparation of Course Materials</li> <li>Corrections of Tests and Examinations</li> <li>Other Duties usually assigned to Teaching Personnel (not in the presence of students)</li> <li>Any unassigned period of less than 30 minutes within the student's timetable</li> <li>Any Work Related to the General Duties (13-15.02)</li> </ul>	200 hours	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  160 hours of time in a location of the teacher's choice
MAXIMUM TOTALS:	1280 HOURS	



#### Vocational Education Annual Workload 2025-2026

Continuing Education

Last name, First Name:

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>	o.	Other Professional duties - Determined						
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- This snapshot of the 2025-2026 year will be used for sick day deduction purposes.
- Upon completing an absence deduction form, the teacher should always verify that the number of hours deducted are accurate.

# 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.