

Adult Education Workload presentation for contracted teachers 2026-2027

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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
 - Part of the 200 hours determined by the teacher.
- Governing Board
 - 38 hours per year
 - Part of the 280 hours of OPD assigned by the administration
- Centre (School) Council
 - 38 hours per year
 - Part of the 280 hours of OPD assigned by the administration

OPD

Determined by the teacher 200hrs

162 hours

(Location of the teacher's choice)

38 hours

10 staff meetings and
3 evenings

(Location determined by the
Centre Director)

	Annual Maximum	
WORKLOAD (TEACHING)		
- Courses and lessons - Pedagogical Follow-Up related to their specialty - Pedagogical Days - Mentor Release	800 hours - 32 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).
OTHER PROFESSIONAL DUTIES (Assigned by Admin)	280 hours	
• Pedagogical Days • Supervision of the arrival/dismissal and movement of students • Follow-up related to the student's educational file • Work Committees - Governing Board - Centre Council • 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 • Teacher Induction (Appendix XXII) • Any Work Related to the General Duties (11-14.02)	- 16h36m - 38 hours - 38 hours	
OTHER PROFESSIONAL DUTIES (Determined by the Teacher)	200 hours	
• 162 hours in a location of the teacher's choice • 38 hours = 10 staff meetings and 3 evening meetings		
MAXIMUM TOTALS:	1280 HOURS	



Adult Education Annual Workload

2026-2027

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	768		
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	800		
Balance to Allocate	0		
Hours to place on schedule outside of Ped Days	768.0	20.1	1208.3
Other Professional Duties (OPD) - Assigned	Number of Annual Hours	Average Hours per Week	Average Minutes Per Week
Meetings	10		
Supervision of arrival, dismissal, and movement of students			
Discussions, communications, monitoring of student progress, etc.	10		
Committee participation	PIC		
	Insert Committee		
	Insert Committee		
Teacher induction – appendix XXII			
Other professional duties	243.4		
Centre Council	No	0	
Governing Board	No	0	
Hours devoted to pedagogical days in addition to the 32 hours	16.6		
Total	280		
Balance to Allocate	0		
Credited Time	0		
Hours to place on schedule	283.4	6.6	413.7
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 that is carried out at the location determined by the teacher and may be performed outside the span	162		
Total	200		
Balance to Allocate	0		

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.