

Step-by-Step Guide to Completing Your Yearly Workload

1. Print your Tosca monthly schedule for the entire year (July to June).

Important: You might have already placed your “vacation weeks/days” in TOSCA, but these cannot take precedence over time that the school board assigns to your workload: teaching ($635+85=720$), ped days, staff meetings, and contractual evenings.

2. Starting with number 1, label each ped day box with a number (ie. You will use numbers 1 to 9).
3. You are now at number 10, label each box with a number when you have a staff meeting (10) and a contractual evening (3). If your centre does not schedule all of these meetings ahead of time, you might have to shift some boxes around to accommodate this later in the year. If you have the 10 meetings and 3 evenings numbered, your last box was number 22.
4. The next boxes to label are the teaching hours: $635 + 85 = 720$ hours. At this point you might be starting at a different number, but we are starting at 23. Label each box that has you teaching. This will vary by teacher.

Remember: You may not have two numbers in a box. That means that if the box has a number because there is a staff meeting and you teach that day, the box is already counting so you skip adding a second number in that box.

5. Find out how many hours you “owe” of Other Professional Duties (OPD) assigned by the Administration by completing your workload document. **How many hours do you “owe”?** ____.
6. What number are you at after numbering all of the teaching boxes? ____.

Calculation: You have 200 days of work. Subtract your number from 200. This is the number of boxes you have left to assign time into. You must ensure that these boxes all have minimally some time (check with administration what their minimum is) because this is OPD assigned by administration (although you have been delegated to place it in your schedule). The administration may override your decision once they review your workload.

7. Distribute the hours of step #5 into boxes as you see fit. It is possible that you have days that you are teaching and require some additional hours for prepping/planning/correcting at the centre. However, make sure that the boxes in step #6 all receive a minimum number of time because of the obligation to work 200 days. Remember, you cannot have two numbers in one box. That means that if you are teaching, the box already has a number, so adding OPD time to the box does not add another day of work.

Disclaimer: *This document has been prepared as a resource to assist Vocational Training Teachers. It is intended for informational purposes only and does not supersede, replace, or alter the provisions of the Collective Agreement.*
