

# TEACHERS' WORKLOAD

## A. Global Workload

### Youth Sector

Elementary	1380 minutes per week
Secondary	1200 minutes per week
Secondary	1440 minutes per 6-day cycle
Secondary	1680 minutes per 7-day cycle
Secondary	2160 minutes per 9-day cycle

The global workload is composed of 4 elements:

- a) teaching time
- b) supervision
- c) remediation
- d) homeroom

Average Teaching Time:

Elementary	1230 minutes per week
Secondary	1025 minutes per week
Secondary	1230 minutes per 6-day cycle
Secondary	1435 minutes per 7-day cycle
Secondary	1845 minutes per 9-day cycle

Homeroom counts towards the total workload minutes per week or cycle which elementary and secondary teachers must fulfill. Usually homeroom is 15 minutes per day at the elementary and 10 minutes at the High School. There is no specified maximum time for supervision of pupils in the contract, so this can vary from school to school, keeping in mind the overall workload must not be exceeded.

The remediation time is determined by subtracting the sum of teaching time, supervision, and homeroom time from the total workload.

### Vocational Sector

For teachers of technical-vocational education, there is a separate chapter in the contract, and the main workload provisions are as follows:

- (i) The 200-day work year may be spread out to include the month of August.
- (ii) The total assigned workload cannot exceed 720 hours per year but it may vary from week to week as long as the maximum per year is respected.
- (iii) The average teaching time to be respected for teachers of vocational training education is 635 hours per year.
- (iv) A full-time teacher who is assigned more than 720 hours of global workload in a given year receives 1/1000 of annual salary for every period of 50 to 60 minutes in excess of the 720 hours.
- (v) Regular teachers can be assigned 30 hours a week for a maximum of 14 weeks per year, with no more than 7 weeks consecutively.

## **Adult Education Sector**

For teachers of adult education, there is a separate chapter in the contract (Provincial Entente, Chapter 11). For a full-time adult education teacher, the workload is 800 hours per year.

In our local agreement, we were able to get the EMSB to agree that for teachers in adult education without a regular contract (and there are many!) the EMSB's responsibility is to offer as many 800 hour contracts as possible.

### **B. Presence (27 hours per week + 5 more hours)**

The provisions for presence assigned by the school administration after consultation with the teacher remain the same as in previous years, at 27 hours per week or the equivalent in adult and vocational centres, averaged over the year.

We also have a responsibility for an additional 5 hours per week of "personal presence". In most cases this time is determined by the teacher, and what you do during this time is up to you, and cannot be assigned by the principal. There is a certain limit to the amount of this time that can take place during your lunch hour, if your principal decides to invoke this limit.

#### **The usual 27 hours per week:**

Please note that the EMSB has clearly told its administrators to follow the same measures as always for the **27 hours per week of presence**. These 27 hours are equal to:

- = 1620 minutes per week, Elementary and Secondary
- = 1944 minutes per 6-day cycle, Secondary
- = 2268 minutes per 7-day cycle, Secondary
- = 2916 minutes per 9-day cycle, Secondary

Although the school administration may vary the presence schedule from teacher to teacher, there are certain limitations. For example, no day can be longer than 8 hours (excluding lunch) and the week cannot be longer than 35 hours. These two limits, the 8 hours per day and the 35 hours per week, are known as the "framing device" for presence.

If there is to be a change in the schedule, the teacher must be given sufficient notice, and no permanent change can take place without 5 days written notice, unless the teacher agrees to change more quickly.

#### **The additional 5 hours per week:**

You will be asked to complete a form indicating when you intend to complete your five hours. Rest assured that this statement of intent could be changed if you need to change it during the course of the school year.

**Teachers are expected to self-schedule 5 hours of presence per week** for personal work, outside of the 27 hours of presence per week that has been in effect under the collective agreement for many years.

We know that the 27 hours of presence are probably monitored and carried out differently in different schools in the EMSB. Nevertheless, what needs to be understood is that the additional five hours to be scheduled must be outside of the 27 hours.

Although at the provincial level in the actual text of the agreement there are certain limits placed on when the additional five hours can be carried out, **our first and most important recommendation is that all parties be as reasonable as possible in the application of this agreement.**

For example, **any time proposed by you and accepted by the Principal/Centre Director for the carrying out of personal work is permitted.** We fully expect that most of you will propose to carry out your presence requirement either immediately before or after school, or to some extent during lunch hour. Obviously, all proposals should fall into the normal time when school is open.

If a Principal/Centre Director does not accept a given proposal for some reason, it is recommended that you contact the MTA office to determine if the Principal's rejection is permitted under the collective agreement. (It is to be hoped that in the vast majority of cases, the self-scheduling proposal will be determined by mutual agreement.)

### **What work is done during this additional presence time?**

You, the teacher, are the one who determines the work that you will carry out. **In essence, whatever work you choose to consider as personal work is acceptable, provided the work is in keeping with the list of general duties in clause 8-2.01 or 11-14.02 or 13-15.02.**

Some of you may choose to work alone, others may choose to work with other teachers in the school during the additional five hours. Some of you may prefer to spend your time with your students. This may be a reason for scheduling this time during the lunch hour period, and this is one excellent reason for administrators to accept the self-scheduling of the teacher at such a time.

### **Can the scheduling vary during the school year?**

The 5 hours per week of self-scheduled presence can vary within the school year. It can be heavier for a given period of the year and lighter at others to take into account seasonal activities. For example, at the high school level, a teacher may propose a schedule according to the timetable cycle in effect, rather than on a weekly basis.

Similarly, teachers who expect to be heavily involved with after-school activities at certain points in the year may want to schedule way more than three hours per week for those periods, and less for others. Keep in mind that overall, when we are discussing 5 hours per week, we are essentially discussing a total of **200 hours per year**. And since some activities are credited towards this **200 hours per year**, (see the following paragraph) the real total to be self-scheduled is actually less than this.

### **What are the activities that are credited?**

The provincial agreement credits teachers with the time spent for the three evening meetings with parents, as well as for the ten staff meetings held per year.

We estimate that on average, this would account for approximately **24 hours per year, to be deducted from the total of 200 hours per year**. This would mean that the average teacher would only need to self-schedule **4 hours and 24 minutes per week**.

### **Can the self-scheduled time be changed?**

A schedule, once approved, can be changed by the teacher provided the teacher informs the Principal/Centre Director, and where necessary, gets their approval. This approval is also necessary if the teacher wishes to schedule time during the uninterrupted lunch period.

There may be temporary changes and changes of a more long-term/permanent nature. Our recommendation is that prior notice be given of at least a day in the case of a temporary change, and that five days' notice be given in the case of a more long-term/permanent change.

### **What if conflicts arise?**

Since our entire premise is based on good faith between the parties, we recommend that every attempt be made to resolve these issues amicably at the school/centre level.

However, if there is a problem that cannot be resolved, we then recommend you contact us, so that we can help with the difficulty.

### **Assigned Presence/Personal Presence**

Assigned presence refers to the time you can be assigned to be present by your in-school administrator, which is added to the time of your workload (teaching, homeroom, supervision and assigned remediation, if any). In the youth sector, your principal normally consults you about when you would like your assigned presence periods to be. Then in addition to that, theoretically there are 5 hours of personal presence per week to be added.

In fact because of credits you get for attending staff meetings and evening meetings with parents, (**NOT** interviews, for which you are compensated) the **actual personal presence time is more like 4 hours 24 minutes**, depending on the length of meetings at your school. The following table shows the time for assigned and personal presence, based on the **average** workload (yours may vary).

<b>Teaching Time + Other Duties = Workload + Assd. Pres. + Pers.Pres. = Total/wk (÷5) = Min/Day</b>
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(Homeroom, supervision and remediation)

<b>Elem. 1230 min/wk 20.5 hrs +150 min/wk 2.5 hrs = 23 hrs/wk + 4 hrs/wk + 5 hrs/wk = 32 hrs/wk = 384 min/day</b>
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<b>Sec. 1025 min/wk 17.1hrs +175 min/wk 2.9 hrs = 20 hrs/wk + 7 hrs/wk + 5 hrs/wk = 32 hrs/wk = 384 min/day</b>
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\* For secondary schools that **do not** operate on a weekly schedule, multiply the time by the number of days in the cycle and divide by 5. For example, in a school with a 9-day cycle, Workload = (20 hrs/week) x (9 day/cycle) ÷ (5 days/week) = 36 hrs/cycle.

In Adult Education, the workload is **800 hours per year, which is the equivalent of 20 hours per week**. The assigned presence and the personal presence are therefore the same as for high school teachers. In Vocational Education, the average teaching time is **635 hours per year**, with a workload of **720 hours per year, the equivalent of 18 hours per week. Assigned presence is therefore 9 hours per week, and personal presence is the same for everybody.**

The 5 hours of personal presence is reduced by credit you get for attending 10 staff meetings and 3 evening meetings. This credit (figuring approximately 1.5 hours for each staff meeting and 3 hours per evening meeting) adds up to 24 hours, which you subtract from the total of 200 hours per year (5 hours per week x 40 weeks), to get 176 hours per year. This amount, distributed over 40 weeks means that **in this example, you would need to fill in personal presence time of 4 hours 24 minutes per week, not 5 hours per week. (If your meetings are a lot shorter, your credit would be less, and your personal presence would be longer.)**

So when can you schedule your personal presence time? It is basically your decision, but there are some **rules in situations where you and your in-school administrator do not agree.**

1. Recess, and passing time between two periods in which you have been assigned work (high school) must be counted as personal presence time (unless you are supervising at recess, or your Principal has already included these as part of assigned presence).
2. You can count part of lunch, depending on the agreement of your administrator. If lunch is longer than 50 minutes, the amount above the 50 minutes can count, to a maximum of 2 hours per week.
3. You can start your presence 30 minutes before the first assigned duty any teacher has in your school, **without** the agreement of your administrator, **or earlier, with the agreement of your administrator.** You can finish it 30 minutes after the end of the 8 hour framing device (8 hours from the first scheduled duty, not counting lunch hour) **without** the agreement of the administrator, **or later, with the agreement of your administrator.**
4. If you have any spares during your timetable where you are not assigned presence, you can choose these as personal presence time.
5. If you go to a workshop of the school board, you are not absent and don't have to worry about presence. If you go to an external workshop, you will be considered as having done your full day of work that day, and will have nothing to "make up" for that day.
6. **You can change your personal presence schedule on a temporary basis by giving 24 hours notice, or on a permanent basis if need be, during the school year by giving 5 days notice.**