



Workload Provisions in the Provincial Collective Agreement 2023-2028

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Intention of Both Parties (School Boards and Unions)

The changes made to the provisions governing the teacher's workload and its organization were the result of a shared intention to **professionalize** the workload and recognize the **professional autonomy** of teachers when performing their duties.

The parties acknowledge the importance of:

- **Not increasing or creating a heavier workload for teachers**
- Distinguishing a teacher's workload from their work schedule
- Avoiding certain disputes associated with the workload

Teacher's Work Year and Annual Workload

Work Year

- The teacher's work year consists of 200 days of work (clause 8-5.01 a).

Annual Workload

- On an annual basis of **1,280 hours**, a teacher carries out all the characteristic responsibilities prescribed in the general duties performed as part of the assigned professional activities (clause 8-5.01 b).

(32 hours x 40 weeks = 1,280 hours)

Annual Workload

This annual workload includes the professional activities to be performed during the work year and the time prescribed to carry them out within the following two elements:

- **The workload**
- **Other professional duties**

Some parts could be recurrent time in the schedule, and some could be number of hours per year. **For practical purposes, most elements will remain recurrent on a weekly (elem.) or cycle (secondary) basis.**

The Workload

	Weekly (or equivalent)	Annually
Kindergarten and Pre-K	23 hours	828 hours
Elementary	*23 hours	*828 hours
Secondary	20 hours	720 hours

Included in the Workload

The teacher's workload shall consist of services which they provide directly to students.

The workload can include:

- Presentation of courses and lessons (i.e. teaching) – elementary and secondary
- Developmental and Cognitive Learning Activities (i.e. teaching) – Pre-K and K
- Support
- Remediation
- Homeroom
- Supervision

***NEW for 2024-25:** For elementary teachers (grades 1-6), **1 hour per week** (or equivalent) of the educational workload automatically consists of support. This 1 hour per week **is not fixed in the teacher schedule**. What this means is that only **22 hours** of the elementary teachers' weekly workload is fixed in the teacher schedule (**clause 8-7.02 c**).

Definitions

Workloads (ref.: 8-7.00)

Workload	Definitions	Example
<p>Homeroom/Support (encadrement)</p> <p>Part of Workload</p>	<p>Intervention by a teacher with a student or a group of students to promote the student’s personal and social development and to encourage him or her to assume his or her responsibilities as regards to his or her own education.</p>	<p>Homeroom</p> <ul style="list-style-type: none"> ○ Taking absences ○ Verifying homework ○ Routines ○ Agenda verification, notes, messages etc. ○ Distributing school memos to students <p>Support</p> <ul style="list-style-type: none"> ○ Working with a group of students on social skills
<p>Remediation</p> <p>Part of Workload</p>	<p>Intervention by a teacher with a student or a group of students to prevent problems or academic delays and to provide special support measures to students experiencing problems or academic delays.</p>	<p>*Should not always be the same students</p> <ul style="list-style-type: none"> ○ Reviewing a concept ○ Preparing for an exam ○ Catching up on content that the student missed during an absence

Workload	Definitions	Example
Supervision Part of Workload	<p>Supervision of students, other than the arrival and dismissal and movement of students.</p> <p>For the preschool and elementary levels, the school administration, whenever possible, entrusts certain supervisory duties to people other than teachers, in accordance with Appendix XXXIV of the agreement.</p>	<ul style="list-style-type: none">• Recess duty• Cafeteria supervision• Lunch hour supervision• Bus duty

Other Professional Duties

	Weekly	Annually
Kindergarten and Pre-K	*9 hours	452 hours
Elementary	*9 hours	452 hours
Secondary	*12 hours	560 hours

- Collaborative meetings with colleagues
- Discussions, follow-up, communications with other staff members, school administration etc.
- Planning, preparation and marking
- Activities on Pedagogical days
- Other activities covered by the characteristic responsibilities of the general duties mentioned in clause 8-2.01

Work of a Personal Nature (WPN)

- **5 hours per week** (200 hours per year) within the time for other professional duties shall be determined by the teacher (work of a personal nature). Out of this time and new in 2024-25, **3 hours per week (120 hours per year) shall be carried out at the time and location determined by the teacher (for example, at home). These hours are not recorded in your weekly/cycle schedule.**
- The time required for the 10 monthly staff meetings and three evenings with parents is included in the 5 hours per week (200 hours per year)

Weekly Variations in Working Hours

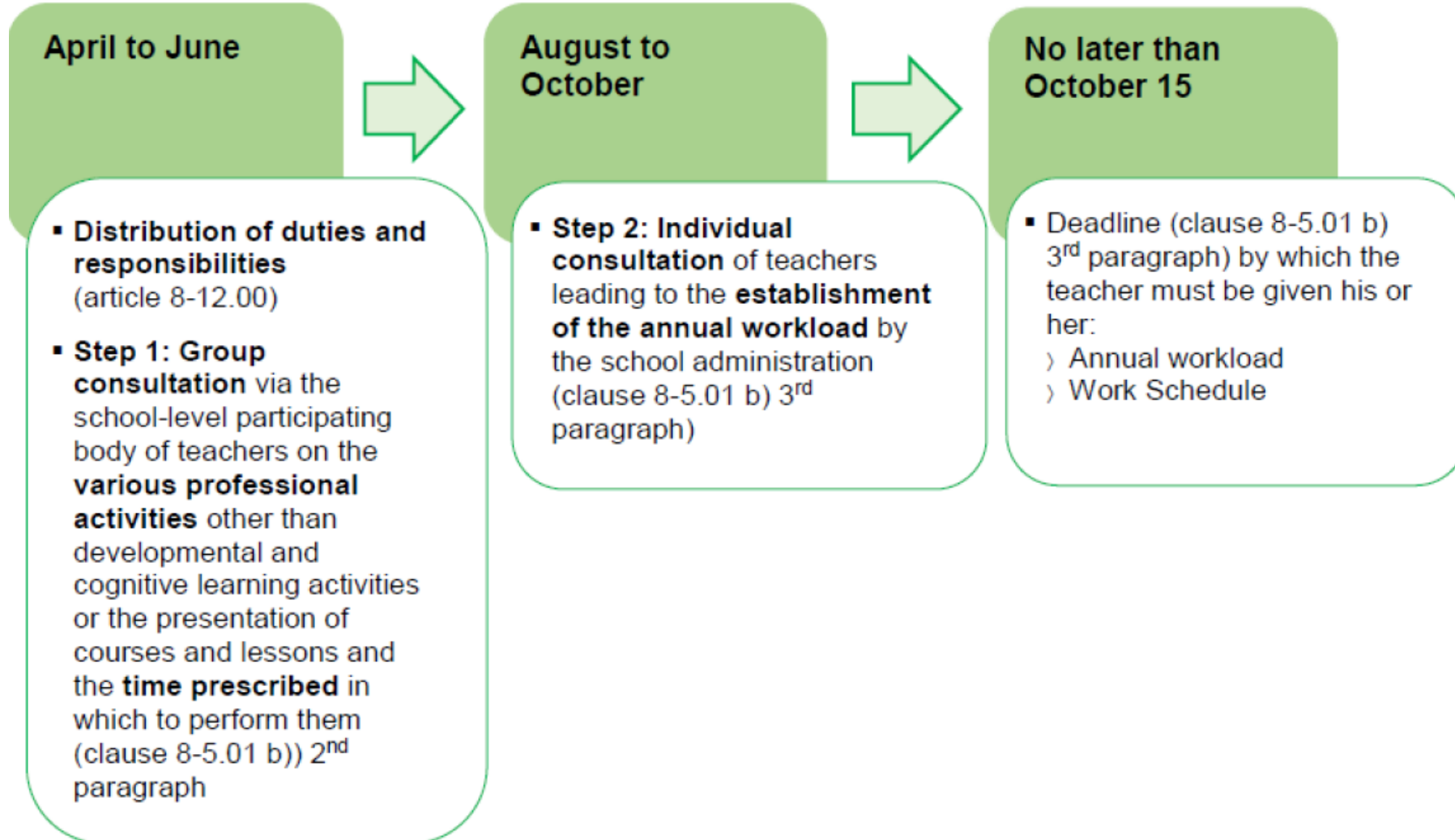
- **Working hours may vary from one week to another, among other things due to fluctuations in pedagogical or organizational needs.** For example, remediation and exam periods among others, are all circumstances that could entail a variation from the 32 hours. The same applies to the ten group meetings and the first three meetings with parents (clause 8-6.02 b) 1st paragraph). **This variation gives teachers the flexibility needed during the year to carry out professional activities at the times deemed appropriate. It is up to teachers to adjust their working hours at school as needed, with due regard for the annual workload.**

Work on Pedagogical Days

(new for 2024-25)

- 25% of pedagogical days may be taken at a location decided by the teacher (i.e. **working from home**)
- Of these, 20% for which the content of the day is decided by the teachers at the school
- The specific dates of these pedagogical days are determined by the school board for board-wide and regional days, and by the school administration in consultation with the teachers for local pedagogical days

Consultation Timeline



Items related to workload in our local agreement

Passing time of between 3 and 5 mins between periods in secondary schools, and no passing time in elementary school (clause 8-7.08)

The uninterrupted period for lunch shall commence between 11:00 am and 1:00 pm (clauses 8-6.08)

If a teacher is assigned 300 minutes or more of presentation of courses and lessons in a given day, then no supervision may be assigned to that teacher on that day (clause 8-6.11)

Any secondary teacher who is required to present courses and lessons for all the periods in the morning shall not normally be required to do recess supervision (clause 8-6.12)

The 10 group meetings (staff meetings) must be held immediately after the dismissal of students, and the meetings shall not exceed 1 ½ hours in duration (clause 8-8.05)

Compensation days on Ped days following parent interview evenings (clause 8-8.05)

Normally there shall be at least 30 minutes of release time per day in Elementary schools (clause 8-12.02)

Provisions for 1/1000th + *33% additional remuneration per hour of emergency substitution for teachers with a 100% workload

*New for 2024-25