



## REGULAR SECTOR

<b>THE WORKWEEK</b>	
<b>SECONDARY LEVEL</b>	
<p><b>Maximum:</b> <b>20 hours</b> <b>(1,200 min)</b></p> <p><b>OVER 6 DAYS, 50 MINUTE-PERIOD :</b> <b>24 hours;</b> <b>1440 minutes; 28 periods</b></p>	<p style="text-align: center;"><b>Workload</b></p> <ul style="list-style-type: none"> <li>• presentation of courses and lessons</li> <li>• remedial with the students</li> <li>• support (<i>encadrement</i>)</li> <li>• supervision of groups (ex: recess)</li> </ul>
<p><b>Maximum:</b> <b>7 hours</b> <b>(420 min)</b></p> <p><b>OVER 6 DAYS:</b> <b>8,4 hours;</b> <b>504 minutes</b></p>	<p style="text-align: center;"><b>Additional Tasks</b></p> <ul style="list-style-type: none"> <li>• supervision of arrival and dismissal from classes and the movement of students</li> <li>• supervision of detentions and study periods</li> <li>• meetings to study the cases of students</li> <li>• pedagogical meetings</li> <li>• school committees</li> <li>• the preparation of pedagogical material for the department</li> <li>• student activities (extracurricular)</li> <li>• other characteristic responsibilities listed in clause 8–2.01</li> </ul>
<p><b>Maximum:</b> <b>5 hours</b> <b>(300 min)</b></p> <p><b>OVER 6 DAYS:</b> <b>6 hs; 360 minutes</b></p>	<p style="text-align: center;"><b>Work of a Personal Nature</b></p> <ul style="list-style-type: none"> <li>• group meetings</li> <li>• meetings with parents</li> <li>• meetings with the school committee</li> <li>• work of a personal nature</li> <li>• assigned work of a personal nature for time between two consecutive teaching periods</li> </ul>
<p><b>Total:</b> <b>32 hours (1920 minutes)</b> <b>OVER 6 DAYS:</b> <b>38,4 hours or 2304 minutes</b></p>	

<b>THE WORKWEEK</b>	
<b>ELEMENTARY LEVEL</b>	
<p><b>Maximum: 23 hours (1,380 min)</b></p> <p><b>OVER 6 DAYS,50 MINUTE- PERIOD : 27,6 hours; 1656 minutes; 33 periods</b></p>	<p style="text-align: center;"><b>Workload</b></p> <ul style="list-style-type: none"> <li>• presentation of courses and lessons</li> <li>• remediation with the students</li> <li>• developmental and cognitive learning activities (preschool)</li> <li>• support (<i>encadrement</i>)</li> <li>• recess or other supervision of groups (other than arrival and dismissal from classes and the movement of students)</li> </ul>
<p><b>Maximum: 4 hours (240 min)</b></p> <p><b>OVER 6 DAYS: 4,8 hours; 288 minutes</b></p>	<p style="text-align: center;"><b>Additional Tasks</b></p> <ul style="list-style-type: none"> <li>• supervision of arrival and dismissal from classes and the movement of students</li> <li>• meetings to study the cases of students</li> <li>• pedagogical meetings</li> <li>• schoolcommittees</li> <li>• the preparation of pedagogical material</li> <li>• student activities (extracurricular)</li> <li>• other characteristic responsibilities listed in clause 8–2.01</li> </ul>
<p><b>Maximum: 5 hours (300 min)</b></p> <p><b>OVER 6 DAYS: 6 hs; 360 minutes</b></p>	<p style="text-align: center;"><b>Work of a Personal Nature</b></p> <ul style="list-style-type: none"> <li>• group meetings</li> <li>• meetings with parents</li> <li>• meetings with the school committee</li> <li>• work of a personal nature</li> <li>• assigned work of a personal nature for time between two consecutive teaching periods</li> </ul>
<p><b>Total: 32 hours OVER 6 DAYS: 38,4 hours or2304 minutes</b></p>	

## Good to know

1. As part of the workload, the average teaching time to be devoted to the presentation of courses and lessons and to student activities within the students' timetable must not exceed:

- 20 hours and 30 minutes at the elementary level
- 17 hours and 5 minutes at the secondary level

One or more teachers might exceed the time that is to be devoted to teaching. However, the board-wide average for full-time teachers at each level must not exceed the limit for that level.

2. If the workload exceeds the maximum number of hours, gives the right to monetary compensation. Each 45- to 60-minute period allows for an amount of 1/1,000 of the annual salary.

3. The 32 hours of the workweek fall within a weekly schedule of 35 hours determined by the school board or the principal. This schedule does not include:

- the time required for the teacher's meal;
- the time required for group meetings;
- the time required for meetings with parents; or
- the time required for meetings with the school committee.

This 35-hour weekly schedule must respect the daily span of 8 hours; the activities that are excluded from the 35 hours are also excluded from the 8 hours.

4. Work of a personal nature :

- is worked at moments determined by the teacher (except for assigned work of a personal nature)
- can be modified on a temporary or permanent basis (8-4.02)
- in case of excess as a result of group meetings or meetings with parents, it is possible to reduce the work of a personal nature in other periods to compensate.

## **ADULT EDUCATION**

<b>Full-time: 1280 hours</b>	<b>THE WORKYEAR</b>
<b>Teaching workload (800 hours)</b>	<b>Workload</b> <ul style="list-style-type: none"> <li>• Teaching time</li> <li>• Recuperation</li> <li>• Other duties in presence of students</li> </ul>
<b>Related duties (280 hours)</b>	<b>Additional Tasks</b> <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Committees</li> <li>• Assigned hours during ped. days</li> <li>• Attendance records</li> <li>• Production of material required by employer</li> </ul>
<b>Work of a personal nature (200 hours)</b>	<b>Work of a Personal Nature</b> <ul style="list-style-type: none"> <li>• Corrections</li> <li>• Preparation of material for classes taught (research, copies, etc)</li> <li>• Improvement (ex: readings, teaching websites, ...)</li> </ul>
<b>Total: 1280 hours</b>	

## **VOCATIONAL TRAINING**

<b>Full-time: 1280 hours</b>	<b><i>THE WORKYEAR</i></b>
<b>Workload (720 hours)</b>	<b>Workload</b> <ul style="list-style-type: none"> <li>• Teaching time</li> <li>• Recuperation</li> <li>• Other duties in presence of students</li> </ul>
<b>Related duties (360 hours)</b>	<b>Additional Tasks</b> <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Committees</li> <li>• Assigned hours during ped. Days</li> <li>• Ordering of supply</li> <li>• “Physical” preparation of classes</li> <li>• Attendance records</li> <li>• Production of material required by employer</li> </ul>
<b>Work of a personal nature (200 hours)</b>	<b>Work of a Personal Nature</b> <ul style="list-style-type: none"> <li>• Corrections</li> <li>• Preparation of material for classes taught (research, copies, etc)</li> <li>• Improvement (ex: readings, teaching websites, ...)</li> </ul>
<b>Total: 1280 hours</b>	