



**ASSOCIATION DES EMPLOYÉS DU NORD QUÉBÉCOIS (CSQ)**  
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**ASSOCIATION OF EMPLOYEES OF NORTHERN QUEBEC**  
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*The teacher's workload at KI*  
Chapter 8-0.00 of the collective agreement

## **REGULAR SECTOR**

<p><b>Maximum:</b> 33 h 41 min (1,920 min)</p>	<p><b>THE WORKWEEK</b></p> <p><b>SECONDARY LEVEL</b></p>
<p><b>Maximum:</b> 21 h 03 min. (1 263 min.)</p>	<p style="text-align: center;"><b><u>Workload</u></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> <li>• student activities (extracurricular)</li> </ul>
<p><b>Maximum:</b> 7 h 23 min. (443 min.)</p>	<p style="text-align: center;"><b><u>Additional Tasks</u></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>• other characteristic responsibilities listed in clause 8–2.01</li> </ul>
<p><b>Maximum:</b> 5 h 15 min. (315 min.)</p>	<p style="text-align: center;"><b><u>Work of a Personal Nature</u></b></p> <ul style="list-style-type: none"> <li>• group meetings</li> <li>• meetings with parents</li> <li>• meetings with the school Council</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> 33 h 41 min.</p>	

<p><b>Maximum: 33 h 41 min (2 021 min.)</b></p>	<p style="text-align: center;"><b><i>THE WORKWEEK</i></b></p> <p style="text-align: center;"><b><u>Elementary Level</u></b></p>
<p><b>Maximum: 24 h 13 min, (1 453 min.)</b></p>	<p style="text-align: center;"><b><u>Workload</u></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> <li>• student activities (extracurricular)</li> </ul>
<p><b>Maximum: 4 h 13 min. (253 min.)</b></p>	<p style="text-align: center;"><b><u>Additional Tasks</u></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>• school committees</li> <li>• the preparation of pedagogical material</li> <li>• other characteristic responsibilities listed in clause 8–2.01</li> </ul>
<p><b>Maximum: 5 h 15 min. (315 min.)</b></p>	<p style="text-align: center;"><b><u>Work of a Personal Nature</u></b></p> <ul style="list-style-type: none"> <li>• group meetings</li> <li>• meetings with parents</li> <li>• meetings with the school Council</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: 33 h 41 min.</b></p>	

## Relevant information

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

- 21 hours and 04 minutes at the elementary level
- 17 hours and 59 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 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><i>THE WORKYEAR</i></b>
<b>Teaching workload (800 hours)</b>	<p style="text-align: center;"><b><u>Workload</u></b></p> <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>	<p style="text-align: center;"><b><u>Additional Tasks</u></b></p> <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>	<p style="text-align: center;"><b><u>Work of a Personal Nature</u></b></p> <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 (800 hours)</b>	<b><u>Workload</u></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><u>Additional Tasks</u></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><u>Work of a Personal Nature</u></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>	