

# Teachers' Handbook

## Continuing Education



**Pearson Teachers Union**

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Welcome to the Pearson Teachers Union.

Paulo Freire, an inspirational educator and philosopher, believed that education is freedom and that the indispensable qualities of progressive teachers include to be humble, loving, courageous, tolerant and decisive. Education is the foundation of a great society where teachers like you play a crucial and essential role.

This is why teachers' unions have a significant role to play in promoting quality public education. Unions protect the teacher's rights, fight for better working conditions and ensure that the collective agreements are being enforced correctly. The union, through various committees and member delegates keeps a close eye on pedagogy, labour relations, professional development and matters that impact the careers and lives of teachers.

This handbook was designed to help you better understand your rights under the Provincial and Local Agreements. It is critical for you to be aware of your rights as a teacher and to understand the rules that have been put in place in order to make your job easier.

At the Pearson Teachers Union office located in Kirkland, the Professional staff and Administrative staff are available to answer any of your questions and to provide the support that you may need. Our website is also a great source of valuable information made available to our members.

Ultimately, this is YOUR union; YOU are the union. I am looking forward to collaborate with you on an ongoing basis and to be your voice in promoting public education. It is paramount for teachers to have pride in their collective identity.

Heidi Yetman

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**PTU Office:** Heidi Yetman, President  
 Ann Granger, Executive Assistant  
 Paul Pompa, Executive Assistant  
 Vivien Dagher, Executive Secretary  
 Beverly Kennedy, Accounting/Administrative Assistant  
 Sonia Dumont, Communications Coordinator

**Continuing Education Sector:** Paul Pompa  
 Executive Assistant  
 Tammy Thomson (PTU Executive)  
 Vice-President by Interim, Cont. Ed.



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## ROLE OF THE UNION

The Union shall at all times endeavour to achieve unity within diversity and to conduct its operations with efficiency and dispatch in order to realize the following aims:

- the professional development of its members so that the Union is recognized as an initiator of improvements in education
- the protection of the professional, the economic and the social welfare of its members

At the centre level, when a teacher encounters a difficulty, he/she must first notify the centre delegate. The role of the centre delegate will be to discuss the issue with the centre director and/or the Union Office. These issues may involve staffing, recall lists, seniority lists, labour-related matters and disciplinary matters. The role of the Union Office is to address these issues with the appropriate department at the School Board Office.



## TEACHING CONTRACTS



### 1) What is a full-time contract?

A full-time contract is a contract that leads to tenure (E1).

### 2) How does one acquire a full-time contract in the Continuing Education sector?

A teacher in the Continuing Education sector acquires a full-time contract by

- agreement with the Provincial government, or
- agreement with the school board, or
- replacement of a tenured teacher who has retired, resigned or has taken an administrative assignment

The teacher **must be a certified teacher** (legally qualified).

### 3) How does one become a tenured teacher (regular)?

A teacher who has had a regular full-time contract for two (2) consecutive years and whose contract is renewed a third year, has acquired tenure and is considered a regular teacher.

### 4) What is a part-time contract?

A part-time contract (E3) is a contract granted to teach for a predetermined number of hours in a semester and/or school year. The predetermined number of hours is different in both the Adult and Vocational sectors of Continuing Education.

#### Predetermined number of hours

|                      | School Year |
|----------------------|-------------|
| Adult Education      | ≥ 240       |
| Vocational Education | ≥ 216       |



Any additional number of teaching hours assigned will be added to the number of teacher hours already specified in the contract.

Part-time contracts are granted to teachers on the Recall List who have:

- a brevet, or
- a teaching permit, or
- hold a Provisional Teaching Authorization (PTA), or
- has obtained a “tolérance d’engagement”.

**5) When does a part-time contract end?**

A part-time contract ends either at the end of the semester, at the end of the trimester or at the end of the school year.

**6) What is an hourly paid teacher?**

An hourly paid teacher (E5) is a teacher who does not hold a teaching certificate (brevet or teacher permit) or does not have a Provisional Teaching Authorization (PTA). An hourly paid teacher can also be a certified teacher who has not been offered enough predetermined hours to generate a part-time contract. An hourly paid (also called hourly rate) teacher signs a letter of agreement which indicates the start date, the end date and the total number of teaching hours of his/her assignment.

**7) How are teaching posts granted?**

Teaching posts are first given to the full-time teachers. Teaching posts are then offered to the teachers (part-time and hourly) on the Recall List who have the most teaching hours in the specialty concerned.

**8) How does a teacher become legally qualified?**

Teachers can obtain information about obtaining their legal qualifications at the following address:

[www.education.gouv.qc.ca/en/teachers/](http://www.education.gouv.qc.ca/en/teachers/)



## **SENIORITY AND EXPERIENCE**

### **1) What is seniority?**

Seniority is the period of employment (i.e. days, years) with the same employer (i.e. school board)

Seniority is used in the application of security of employment provisions (see Chapter 5 of the Provincial Collective Agreement).

### **2) What is experience?**

Experience is used solely for establishing the step on the salary scale. It consists of all periods of employment teaching in any school board.

## SALARY

Annual salary is divided into twenty-six (26) equal payments.

A part-time teacher will be paid the balance owed on the last pay in June.

| Step         | As of the 141 <sup>st</sup><br>workday of the<br>2015-2016 school<br>year | As of the 141 <sup>st</sup><br>workday of the<br>2016-2017 school<br>year | As of the 141 <sup>st</sup><br>workday of the<br>2017-2018 school<br>year | As of the 141 <sup>st</sup><br>workday of the<br>2018-2019 school<br>year |
|--------------|---|---|---|---|
| 1            | \$39,880  | \$40,578  | \$41,390  | \$42,431  |
| 2            | \$41,575  | \$42,303  | \$43,149  | \$44,235  |
| 3 (17 years) | \$43,344  | \$44,103  | \$44,985  | \$46,115  |
| 4            | \$45,185  | \$45,976  | \$46,896  | \$48,074  |
| 5 (18 years) | \$47,107  | \$47,931  | \$48,890  | \$50,118  |
| 6            | \$49,109  | \$49,968  | \$50,967  | \$52,248  |
| 7 (19 years) | \$51,196  | \$52,092  | \$53,134  | \$54,468  |
| 8            | \$53,374  | \$54,308  | \$55,394  | \$56,783  |
| 9            | \$55,642  | \$56,616  | \$57,748  | \$59,196  |
| 10           | \$58,008  | \$59,023  | \$60,203  | \$61,712  |
| 11           | \$60,475  | \$61,533  | \$62,764  | \$64,335  |
| 12           | \$63,046  | \$64,149  | \$65,432  | \$67,069  |
| 13           | \$65,724  | \$68,874  | \$68,211  | \$69,920  |
| 14           | \$68,519  | \$69,718  | \$71,112  | \$72,891  |
| 15           | \$71,431  | \$72,681  | \$74,135  | \$75,989  |
| 16           | \$74,466  | \$75,769  | \$77,284  | \$79,218  |
| 17           | \$77,633  | \$78,992  | \$80,572  | \$82,585  |

**A teacher shall be granted the step corresponding to his or her experience:**

- increased by 2 steps if his or her schooling is evaluated at 17 years;
- increased by 4 steps if his or her schooling is evaluated at 18 years;
- increased by 6 steps if his or her schooling is evaluated at 19 years;

## HOURLY RATES

| As of the 141 <sup>st</sup><br>workday of the<br>2015-2016 school<br>year | As of the 141 <sup>st</sup><br>workday of the<br>2016-2017 school<br>year | As of the 141 <sup>st</sup><br>workday of the<br>2017-2018 school<br>year | As of the 141 <sup>st</sup><br>workday of the<br>2018-2019 school<br>year |
|---|---|---|---|
| \$ 52.05  | \$ 52.96  | \$ 54.02  | \$ 55.38  |



## SALARY INSURANCE

### 1) **What benefits in the Collective Agreement are applicable, when a teacher becomes ill?**

In the first year of service, the Board will credit you with:

- Six (6) non-moneymable sick days

The board will also credit you with six (6) sick days annually.

Any unused sick day will be reimbursed at the end of the contractual year.

### 2) **What happens when a teacher becomes disabled (on sick leave)?**

The first five (5) days of illness are covered by the bank of sick days paid at 100% of your salary (this is called the waiting period) after which you will receive 75% of your salary for a period of fifty-one (51) weeks.

Salary insurance ceases on June 30th of the 1st year for the teacher on a part-time contract. If the teacher with a part-time contract obtains a new part-time contract, the teacher continues to receive sick leave benefits.

For a regular or tenure-track teacher, if the illness continues beyond this period, your salary will be paid at  $66\frac{2}{3}$  for an additional fifty-two (52) weeks.

The teacher continues to participate in the pension plan (RREGOP). After the termination of the waiting period (5 days), he/she is entitled to a waiver of his/her contributions to the pension plan.



## **SPECIAL LEAVE DAYS**

### **What are special leave days?**

Special leave days (5-14.02 of the Local Agreement) are days that can be used for events such as:

- marriage
- moving
- death in the family
- etc.

There are eight (8) such days available and are not to be confused with the bank of sick days.

Please refer to Appendix A, Section 5-14.02 of the Local Agreement (at the end of this booklet) for a complete list of the events covered by this clause.



## GROUP INSURANCE

The following plans are offered:

- Basic health insurance (compulsory for regular full-time or part-time teachers / UNLESS the teacher can establish that he/she is insured under another insurance plan, i.e. spouse's plan)

This plan covers the teacher, both regular full-time and part-time, throughout the year. Insurance coverage for a part-time teacher terminates on the end date of his/her contract. Insurance coverage for a part-time teacher whose contract terminates at the end of June continues for the summer months. If the part-time contract is not renewed for the fall, the insurance coverage terminates.

- Long-Term Disability (compulsory for the regular full-time teachers/ optional for the part-time teachers)
- Life Insurance (optional for all teachers)

Please refer to the Insurance booklet from Industrial Alliance available on QPAT's website or for other information, consult the PTU website under the Teachers' Corner section under the Insurance tab.



## PROFESSIONAL IMPROVEMENT

### 1) What is P.I.C.?

The P.I.C. “Professional Improvement Committee” exists in each centre to administer the decentralized funds.

One of its roles is to assist staff members and administration in planning and implementing local professional goals.

It should also provide staff members with information regarding conferences, subject associations and other available professional improvement activities.

**It is important to find out who is the chairperson of this committee in your centre in order to obtain information about accessing funds to attend conferences and/or workshops.**

There is also a C.P.I.C. “Central Professional Improvement Committee” which administers the centralized funds. The P.I.C. chairperson will be able to assist you in accessing these funds.

### 2) What is C.P.T.C.?

The C.P.T.C. “Centre Professional Training Committee” is a sub-committee of the in-centre Professional Improvement Committee. Its mandate is to administer the funds allocated by the board for technical training, conferences and curriculum reform training in the Continuing Education Sector.

An annual amount of \$18,000 is distributed equitably to all the centres.

## STAFF COUNCIL

### General Principles:

The Union and Board believe in the importance of the school/centre level consultation process in the effective operation of a centre. They are committed to implementing and supporting meaningful and efficient consultation in each of the board's centres.

Please consult the Downloads section of the PTU website under the "Handbooks" tab for the information booklet including the timelines and the running of effective meetings.







## CENTRES GENERAL INFORMATION

### Cartier Adult Centre (Adult)

|                |                     |                   |
|----------------|---------------------|-------------------|
| PTU Delegates: | William (Bill) Gray | Tel: 514-694-8500 |
|                | Rami Kamel          | Fax: 514-694-3590 |

### Gordon Robertson Beauty Academy (Vocational)

|                |                |                   |
|----------------|----------------|-------------------|
| PTU Delegates: | Sylvie Lavigne | Tel: 514-426-5096 |
|                | Tina Mercuri   | Fax: 514-426-4854 |

### Pearson Adult & Career Centre (Adult)

|                |                  |                   |
|----------------|------------------|-------------------|
| PTU Delegates: | Michael Grumberg | Tel: 514-798-5588 |
|                | Jordan Venne     | Fax: 514-364-1953 |
|                | Lashiah De Clou  |                   |

### Pearson Adult & Career Centre (Vocational)

|                |                         |                   |
|----------------|-------------------------|-------------------|
| PTU Delegates: | Nektarios (Nick) Liapis | Tel: 514-363-6213 |
|                | Mark Vézina             | Fax: 514-363-5295 |
|                | Donna Stephens          |                   |

### Pearson Electrotechnology Centre (Vocational)

|                |                 |                   |
|----------------|-----------------|-------------------|
| PTU Delegates: | Norman LaPierre | Tel: 514-798-1818 |
|                | David Nguyen    | Fax: 514-634-8146 |

### Sources Adult & Career Centre (Adult/Vocational)

|                |          |                   |
|----------------|----------|-------------------|
| PTU Delegates: | -vacant- | Fax: 514-421-0627 |
|----------------|----------|-------------------|

### West Island Career Centre (Vocational)

|                |              |                   |
|----------------|--------------|-------------------|
| PTU Delegates: | Samar Abboud | Tel: 514-620-0707 |
|                | Cesar Brunet | Fax: 514-620-5335 |



## CONTACTS AT THE SCHOOL BOARD

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Lester B. Pearson School Board  
 Human Resource Department  
 1925 Brookdale Avenue, Dorval, QC H9P 2Y7  
 Tel: 514-422-3000 / Fax: 514-422-3009 / [www.lbpsb.qc.ca](http://www.lbpsb.qc.ca)

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| <b>Title</b>                                   | <b>Name</b>       | <b>Phone ext.</b> |
|--|-------------------|-------------------|
| Director, Human Resources (interim)            | John Brennan      | 31101             |
| Assistant Director, Human Res.                 | David Chisholm    | 31103             |
| Director, Adult Education                      | Veronique Marin   | 31501             |
| Director, Vocational Training                  | Steve Balleine    | 30202             |
| Payroll, Adult & Vocational Sectors            | Sandra Lea        | 31121             |
| Insurance                                      | Marcia Chalen     | 31135             |
| Maternity Leave                                | Loretta Malone    | 31137             |
| Preventative Leave, CSST &<br>Salary Insurance | Patricia Bouchard | 31133             |
| Legal Qualifications & Scholaryty              | Diane Krajcar     | 31106             |
| Pension  | Lisa Malone       | 31136             |

### OTHER CONTACTS:

Strathcona Desjardins Credit Union

Tel: 514-426-5111  
[scu@qc.aira.com](mailto:scu@qc.aira.com)

QPAT

(Quebec Provincial Association  
 of Teachers)

Tel: 514-694-9777  
 Sébastien Joly, President  
[www.qpat-apeq.qc.ca](http://www.qpat-apeq.qc.ca)

Industrial Alliance (Health Plan)

Tel: 514-499-3800  
 Toll free: 800-647-7734  
 Group Policy #97001



## APPENDIX A

### 5 – 14.02 SPECIAL LEAVES

The following is the local arrangement between the board and the union regarding the distribution of the eight (8) days of special leave granted by virtue of clause 5-14.01 of the Provincial Entente. It shall therefore replace clause 5-14.02 of the Provincial Entente.

DEFINITIONS: For the purposes of this clause:

- IMMEDIATE FAMILY shall mean: child, stepchild, spouse, parent, brother, sister, grandchild; also any person permanently domiciled in the house of the teacher.
- EXTENDED FAMILY shall mean: parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, aunt, uncle, niece, and nephew.

A teacher shall be granted an annual maximum of:

- a) five (5) consecutive workdays for death in the immediate family. Up to two (2) more days may be used in case of required travel (more than 500 km). Two (2) of the five (5) days may be used at a later date for burial, memorial service, estate settlement, etc. If a second death occurs, up to three (3) days of any days remaining of the eight (8) days may be taken.
- b) five (5) consecutive workdays for the marriage of the teacher, provided that such a leave does not extend the Christmas break, the Spring break or the summer vacation;
- c) four (4) urgent personal business days to cover the events listed below which oblige the teacher to be absent from work:

a maximum of one (1) day per school year for:

- i) graduation from university in the immediate family, including the teacher – the day of the event;

- ii) a moving day (for the purposes of moving his or her furniture or personal effects to a new domicile) – the day of the event. A change of address notification must be attached to the absence certificate;
  - iii) the teacher becoming a Canadian citizen – the day of the event;
  - iv) an unavoidable circumstance such as fire, flood, disaster, etc. which obliges the teacher to be absent from work;
  - v) medical appointment – required specific tests, a specialist consultation, or a day surgery for the teacher or a member of the immediate family. A medical certificate may be requested by administration;
  - vi) other medical reasons – can be taken only when all annual sick days have been used. A medical certificate may be requested by the administration;
  - vii) urgent confidential business, must not extend a holiday
- d) up to three (3) workdays where the critical illness of a member of the teacher's immediate family requires his or her presence during working hours at either the medical institution or the domicile where the critically ill person is being tended to. A medical certificate shall be provided which demonstrates the need for the presence of the teacher during working hours. If used for a surgical procedure, it is for the day of the surgery only when there is a general anesthetic involved. These days may also be used to visit a care facility with a view to placement. Appropriate documentation may be required;
- e) one (1) more day for other medical reasons can be taken only when these days: v) medical day vi) other medical reasons and d) the three (3) critical illness days, have been used.
- f) three (3) workdays for a death in the extended family – two (2) of the three (3) days may be used at a later date for burial, memorial service, estate settlement; up to two (2) more days may be used in case of required travel when more than 500 km;
- g) a maximum of three (3) workdays for the observance of the following religious Holy Days provided the teacher is an active follower of that

religion, and providing that he or she has notified the school administration in writing within one (1) week of the first (1<sup>st</sup>) working day for teachers, or the signing of this clause, using the authorized form (Appendix H) available in his or her school office.

- Jewish Faith: Rosh Hashanah, Yom Kippur
  - Eastern Orthodox Christian – Julian Calendar: Christmas Day, Good Friday
  - Eastern Orthodox Christian – Gregorian Calendar: Feast of Annunciation, Good Friday
  - High Holy Days of other recognized organized religions to which the teacher can prove affiliation;
- h) one (1) day for a marriage or civil union in the immediate family;
- i) one (1) day for the birth of a grandchild;
- j) the day of the baptism (similar religious event) of a child in the immediate family;

Where a clause indicates consecutive workdays, this type of leave can only be used once per school year – it cannot be taken one (1) day at a time with the exception of items (a) and (f) above.

A teacher making use of special leaves shall provide the school administrator with as much advance warning as possible. An advance notice of a minimum of twenty-four (24) hours shall be given except in emergencies.

Specific reasons for the absence shall be provided on the absence certificate by the teacher except for the one (1) day allotted for urgent confidential business.

All special leave days may be utilized as either half days or full days only.



## APPENDIX B

### GENERAL DUTIES - Adult Sector

#### Article 11-14.02 - Provincial Agreement

It shall be the teacher's duty to provide learning and developmental activities to students. In this context, his/her main responsibilities are:

- a) to prepare and present courses and lessons within the guidelines of the authorized programs;
- b) to assist the adult in determining his/her educational profile in relation to his/her career plans and knowledge;
- c) to assist the adult in choosing learning methods and in determining the time to be devoted to each program and to point out to him/her the difficulties which must be overcome in order to achieve each stage;
- d) to follow the adult's progress and to ensure the validity of the student's learning process;
- e) to supervise and evaluate experimental projects and workplace internships;
- f) to prepare, administer and correct tests and examinations and to complete the reports inherent to this duty;
- g) to ensure the support necessary for learning activities by participating in the following tasks: arrival and dismissal from class and enrolment of adults, identification of problems that must be referred to professionals in personal assistance as well as the organization and supervision of sociocultural activities;
- h) to monitor the late arrivals and absences of his/her students;
- i) to participate in meetings related to his/her work;
- j) to perform other duties usually assigned to teaching personnel.

## APPENDIX C

### PRESENCE - ADULT EDUCATION

| Weekly framework : 35 hours per week (maximum 8 hours per day) <b>excluding mealtime</b><br>Presence time - <b>weekly average of 32 hours in the centre excluding mealtime</b><br>- annual maximum of 1280 hours in the centre within 200 workdays   |                                |                       |
|--|--------------------------------|-----------------------|
|  | WEEKLY AVERAGE                 | ANNUAL MAXIMUM        |
| <b>1) WORKLOAD</b><br>- Teaching<br>- Pedagogical follow-up related to specialty<br>- 24 hours for pedagogical days  | 20 hours<br>(maximum 24 hours) | 800 hours             |
| <b>2) COMPLEMENTARY TASKS</b><br>- Follow-up related to student's educational profile<br>- Participation in enrolment process<br>- Professional days<br>- Supervision of the arrival and movement of students<br>- Participation in meetings related to the teachers' work<br>- Preparation of courses and instructional materials and overseeing equipment used<br>- Preparation, administering and correction of tests and examinations and filling out reports<br>- Any unassigned period of less than 30 min. within the student timetable | 7 hours                        | 280 hours             |
| <b>3) PERSONAL WORK :</b><br>- Work related to the general duties (11-14.02)<br>- Ten (10) meetings called by the director of the centre immediately following the dismissal of students   | 4 hours<br>1 hour              | 160 hours<br>40 hours |
| <b>TOTAL PRESENCE</b>  | <b>32 HOURS</b>                | <b>1280 HOURS</b>     |

#### COMPENSATORY TIME :

Reduction of 1 hour a week of presence time for participation in the Governing Board

Reduction of 1 hour a week of presence time for participation in the Staff Council

The above provisions apply to regular full-time teachers. They apply proportionally to the percentage of the contract of the part-time teacher. However, they do not apply to the teachers paid at the hourly rate.



## **APPENDIX D GENERAL DUTIES - Vocational Sector**

### **Article 13-15.02 - Provincial Agreement**

The teacher shall provide learning and developmental activities to students. In this context, his/her main responsibilities are:

- a) to prepare and present courses and lessons within the guidelines of the authorized programs;
- b) to assist the student in determining his/her educational profile in relation to his/her career plans and knowledge;
- c) to assist the student in choosing learning methods and in determining the time to be devoted to each program and to point out to him/her the difficulties which must be overcome in order to achieve each stage;
- d) to follow the student's progress and to ensure the validity of the student's learning process;
- e) to supervise and evaluate experimental projects and workplace internships;
- f) to prepare, administer and correct tests and examinations and to fill out reports inherent to this duty;
- g) to ensure the support necessary for learning activities by participating in the following tasks: arrival and dismissal from class and enrolment of students, identification of problems that must be referred to professionals in personal assistance as well as the organization and supervision of sociocultural activities and, if need be, student supervision;
- h) to look after the equipment used in his/her teaching;
- i) to monitor the late arrivals and absences of his/her students;
- j) to attend meetings related to his/her work;
- k) to perform other duties usually assigned to teaching personnel.



## APPENDIX E

### PRESENCE - VOCATIONAL EDUCATION

| Weekly framework : 35 hours per week (maximum 8 hours per day) <b>excluding mealtime</b><br>Presence time - <b>weekly average of 32 hours in the centre excluding mealtime</b><br>- annual maximum of 1280 hours in the centre within 200 workdays  |                                |                       |
|---|--------------------------------|-----------------------|
|   | WEEKLY AVERAGE                 | ANNUAL MAXIMUM        |
| <b>1) WORKLOAD</b><br>- Teaching and supervision of practicum (average of 635 hrs/year at the board level)<br>- Assigned supervision<br>- Remediation   | 20 hours<br>(maximum 24 hours) | 720 hours             |
| <b>2) COMPLEMENTARY TASKS</b><br>- Follow-up related to the student's educational file<br>- Participation in enrolment process<br>- Professional days<br>- Supervision of the arrival and movement of students<br>- Participation in meetings related to the teachers' work<br>- Preparation of courses and instructional materials and overseeing of the equipment used in his/her teaching<br>- Preparation, administering and correction of tests and examinations and filling out reports<br>- Promotional activities not in the presence of students<br>- Any unassigned period of less than 30 minutes within the student timetable | 7 hours                        | 360 hours             |
| <b>3) PERSONAL WORK :</b><br>- Work related to the general duties (13-15.02)<br>- Ten (10) meetings called by the director of the centre immediately following the dismissal of students  | 4 hours<br>1 hour              | 160 hours<br>40 hours |
| <b>TOTAL PRESENCE</b>   | <b>32 HOURS</b>                | <b>1280 HOURS</b>     |

#### COMPENSATORY TIME :

Reduction of 1 hour a week of presence time for participation in the Governing Board  
 Reduction of 1 hour a week of presence time for participation in the Staff Council

The above provisions apply to regular full-time teachers. They apply proportionally to the percentage of the contract of the part-time teacher. However, they do not apply to the teachers paid at the hourly rate.

# NOTES

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