



Assignable and Instructional Duties and Hours – Part-Time Teachers

***effective September 1, 2017**

This memo stems from the 2016-2018 Central Table Memorandum of Agreement and the Joint Interpretation Bulletin No. 2-2017, dated September 11, 2017, between TEBA and ATA (attached). The Joint Interpretation Bulletin No.1-2017 dated August 25, 2017 (also attached) provides additional clarification related to teacher instructional and assignable time.

The *School Act* states that there is a maximum of 200 teaching days in a school year. As a result, there are 1200 hours per year (30 hours x 200 school days per year / 5 days per week = 1200 hours) of total possible assignment for all duties for a full-time teacher. Human Resources has established a guideline of using 190 days or 38 weeks to average the 1430 minutes of instructional time per week (1430/60 x 38 = 905.67 hours per year).

The **assignable** hours for part-time teachers should be prorated based on the **1200 hours of assigned time**. The **instructional hours** for part-time teachers should be prorated based on the **number of instructional hours typically assigned to full-time teachers in the school**.

School A					
FTE	Maximum Assignable Hours Per School Year	Maximum Instructional Hours Per School Year (Full-Time Teachers)	Typical Assigned Hours of Instruction for a Full-time Teacher	Maximum Instructional Hours Per School Year (Part-Time Teachers)	Maximum Non-Instructional Hours Per School Year (If maximum instruction is assigned)
1.00	1200	905.67	880		294.33
0.50	600		Prorate ↘	440	160
0.30	360			264	96

School B					
FTE	Maximum Assignable Hours Per School Year	Maximum Instructional Hours Per School Year (Full-Time Teachers)	Typical Assigned Hours of Instruction for a Full-time Teacher	Maximum Instructional Hours Per School Year (Part-Time Teachers)	Maximum Non-Instructional Hours Per School Year (If maximum instruction is assigned)
1.00	1200	905.67	900		294.33
0.50	600		Prorate ↘	450	150
0.30	360			270	90

Assigning Duties Outside of Regular Work Days for Part-time Teachers

The contract of a teacher is based on assignable time, not just instructional time. Part-time teachers are not exempt from instruction maximums or other duties described in clause 23.3. The assignment of duties to part-time teachers is **limited to their regular work days. Work outside of regular work days cannot be mandated, even if there is time available to be assigned, unless the teacher agrees.**

Part-time teachers and principals should meet at the beginning of the year to discuss what events the part time teacher will attend. If the teacher is requested to attend outside their regular work day and agrees, the assigned duties count in the teacher's assigned time.

For additional information, please contact your principal or HR Advisor.