

**This Bulletin replaces JOINT INTERPRETATION BULLETIN NO 2—2017**

**Teachers' Employer Bargaining Association (TEBA)  
and  
Alberta Teachers' Association (ATA)**

**2018–20 Central Table Memorandum of Agreement**

**PART-TIME TEACHERS INTERPRETATION BULLETIN NO 5—2019**

**October 8, 2019**

The purpose of this Interpretation Bulletin is to provide clarification related to part-time teacher instructional and assignable time provisions for in the 2018–20 Central Table Teacher Memorandum of Agreement.

**Additional interpretation bulletins will be provided as required.**

**Excerpt from Central Table Memorandum  
Part-Time Teachers**

***Amended where Collective Agreement contains a definition of FTE:***

6.1. FTE Definition: Effective September 1, 2019, part-time teacher FTE will be determined by the ratio of the teacher's actual **assignable** time to the teacher **assignable** time of a full-time assignment in the teacher's school. This FTE will be used to calculate the maximum prorated portion of a teacher's **instructional** time.

**1. Calculating FTE:**

- Determine the annual assignment of the part-time teacher. Include all assigned duties in clause 11.2 that are being assigned.
- Divide the number of actual assignable hours allocated to the part-time teacher by the number of assignable hours typically allocated to full-time teachers in the school (ie, a part-time teacher assigned a maximum of 550 hours in a school where the typical full-time teacher is assigned 1100 hours would have an FTE of 0.5). This determines the teacher FTE. The maximum instructional time will be determined based upon the FTE (ie, a part-time teacher with 0.5 FTE can provide up to 453.5 hours of instruction annually).

<b>2018/19 Calculation</b> (Typical Instructional/ Maximum Assignable)	<b>2019/20 Calculation</b> (Typical Assignable/ Maximum Instructional)
<b>Instructional Time (907 hours)</b>	<b>Assignable Time (1,200 hours)</b>
Typical teacher 880 hours	Typical teacher 1,100 hours
<b>0.5 FTE</b>	<b>0.5 FTE</b>
440 hours instructional time	453.5 hours instructional time
600 hours assignable time	550 hours assignable time

- Compare the result to the teacher's FTE from the previous school year. If the result is a higher FTE, then the FTE should increase or the assignable load should decrease. If the FTE is less than previous year, then the FTE should be reduced or the assignable load should increase.
- A reduction or increase in the part-time teacher's assignment can change the FTE. However, if the part-time teacher's assignment does not change from year to year, the implementation of the new definition should not reduce the teacher's FTE (as per clause 1.7 of the 2018–20 Central Table Settlement) or increase the FTE.
- If the FTE is already pre-determined for the school year, you may do these steps in reverse order and build the assignment out of the FTE.

## **2. Calculating Instructional Time Maximum:**

- The maximum instructional time a part-time teacher can be assigned is a prorated amount based on the teacher's FTE. As a result, instructional time may increase slightly even if the FTE is the same as in the previous school year.

## **3. Assigning Duties:**

- a) All the definitions of assigned time which apply to full-time teachers apply to part-time teachers.
- b) Work outside of regular work days for part-time teachers, just like for full time teachers, cannot be mandated even if there is time available to be assigned, however, this may impact the part-time teacher's FTE calculation.
- c) 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.
- d) Part-time teachers have the same professional obligations as full-time teachers which exist outside assigned time.

## **4. Assigning more time than the maximum cap:**

- Like other teachers, part-time teachers cannot be assigned more than their FTE allows. Since the calculation of FTE is based on actual assignable time, the only way to increase a part-time teacher's prorated maximum instructional time cap is to increase their assignable time and therefore FTE.
- Nothing precludes part-time teachers from taking on assignments as substitute teachers.