

Timetable and Workload information 2022-2023 School Year

Please note that the information below applies to teachers in the Youth, Adult and Vocational Sectors. This information applies only to the 2022-2023 school year, in a transition process to what is in the new provincial agreement.

Everything listed below applies to teachers at 100%. If you work less than 100%, everything should be pro rated.

Important things to keep in mind when finalizing your timetable with your principal:

1. You are required to be in school an average of 30 hours per week.
2. You are required to be available 35 hours per week for meetings, as long as your principal gives you reasonable notice.
3. Your daily span should be written onto your timetable, can be inserted in a row above the beginning of your day.
4. You are allowed to have spaces in your timetable where you have nothing scheduled.
5. When you are absent you will be deducted for the minutes that you have built into your timetable.
6. You and your principal need to discuss and agree to your daily and weekly span. Not every day needs to be equal.
7. The total number of annual hours for work determined by the teacher (previously WPN) plus the total annual hours deducted from your OPD hours for committees, IEPs, communication etc., will not be scheduled on your timetable. Those hours will appear in a separate box at the bottom of the timetable template.
8. Remediation minutes need to be scheduled on your timetable, but with agreement with your principal can be moved as needed.

What needs to appear on your timetable:

	Yes, it needs to be on my timetable	No, it doesn't go on my timetable, but is part of my professional responsibilities
Teaching minutes	X	
Supervision of students (recess, lunch time, bus supervision, etc.)	X	
Homeroom	X	
Remediation	X	
Regularly scheduled group meetings	X	
OPD minutes (other professional duties) such as IEP meetings, discussions, communications, unanticipated events)		X
Remaining OPD minutes	X	
Ped Days		X
200 hours of work determined by teacher (including 80 hours from a location of teacher's choice)		X
Daily span (cannot exceed 8 hours)	X	
Weekly span (35 hours, including 50 minutes for lunch each day)	X	

Calculator tool for number of OPD hours to be placed on your timetable

Total annual hours	1280
Minus total teaching workload (teaching + remediation+homeroom+supervision)	
Minus Ped Day hours	108
Minus 200 hours of personal work determined by teacher	200
=OPD hours	
Minus total number of hours for group meetings on timetables	
Minus total annual hours for committees, IEP meetings, Governing Board, etc.	
= OPD hours to be placed on timetable	

Note when performing these calculations you need to remember the number of annual cycle rotations of the timetables as follow:

	Number of rotations of a cycle
5 day timetable	36
6 day timetable	30
9 day timetable	20
10 day timetable	18

You are not multiplying by the number of weeks per year, you are multiplying by the number of annual rotations of your timetable.