



## Administrative Procedure: Instructional Time For Teachers Duties

1. The Board shall ensure that all full-time teachers are provided with the number of minutes of preparation time outlined in the Provincial Discussion Table (PDT) Agreement (May 1, 2008) between OECTA (Ontario English Catholic Teachers' Association) and OCSTA (Ontario Catholic School Trustees' Association) and any subsequent PDT Agreements.
2. Full-time teachers shall be provided with the following preparation time:
  - a. September 1, 2008                      200 minutes/week
  - b. September 1, 2009                      210 minutes/week
  - c. September 1, 2010                      220 minutes/week
  - d. September 1, 2011                      230 minutes/week
  - e. September 1, 2012                      240 minutes/week
3. The Board shall provide part-time teachers with preparation time on a pro-rated basis.
4. Additional weekly minutes of preparation time above the 2008-2009 level, generated within 20 consecutive instructional days, may be aggregated to provide for meaningful blocks of preparation time for teachers.
5. The Principal of the school shall establish the schedule outlining the preparation time for teachers within the school.
6. The Principal shall report to the Director of Education, annually in September, the assignment of preparation time for the individual teachers. This report shall include the number of minutes allocated per week to each teacher as well as a classroom schedule clearly outlining each teacher's preparation periods.