



May 14, 2021

Dear Member,

As you are likely aware, the Association filed a grievance on behalf of teachers at 17 school boards who have not received the proper amount of preparation and planning time and/or have completed more supervision/on-calls than allowed by the collective agreement during the current school year. Your school board has agreed to meet with local and provincial Association representatives to review the data that is being collected by the Association through a survey.

School boards have agreed that all teachers who did not receive the appropriate amount of preparation and planning time and/or were assigned more supervision/on-calls, **for any period since the beginning of this school year**, must be compensated accordingly. Compensation can be through additional release time or through monetary settlement.

To assist our discussions, **we ask each member to complete the survey, by clicking on the link below, by Friday, May 21**. We will then be meeting with each school board to review the data. Once completed, the Association will be sharing the data with the arbitrator who has been assigned to the grievance.

PLEASE NOTE: If you expect to be compensated for the preparation and planning time you did not receive or for the additional supervision / on-calls you were directed to undertake, you **MUST** complete this survey by **Friday, May 21**.

INFORMATION REQUIRED FOR COMPLETING THE SURVEY

Elementary Teachers – Preparation and Planning Time

All elementary teachers, regardless of whether they were assigned to teach in a regular school or online, are entitled to preparation and planning time totalling 240 minutes per week.

Preparation and planning time occurs when you are relieved from your teaching duties by another teacher who then assumes responsibility for the preparation of a reportable subject, as well as the assessment and evaluation of that subject material. **If this did not occur, you did not receive preparation and planning time.** For example, if you taught in a virtual school and were told to leave students to work for a block of time while you took time away from the online class, this does not constitute preparation and planning time.

Elementary Teachers – Supervision

All elementary teachers may be assigned up to 80 minutes of supervision per week. In some school boards, there may be schools for which the weekly maximum is lower. If this is the case, your local unit will reach out to each of you via email to provide you with the appropriate maximum.

Supervision time is anytime for which you are assigned to supervise students, outside of the time you are scheduled to teach. This includes hallway, classroom, recess, and lunch supervision, as well as anytime you are directed to supervise the students assigned to another teacher.

Secondary Teachers – Preparation Time

In a normal school year, all full-time secondary teachers are assigned to teach courses for three of the four periods per day. The remaining period each school day is assigned as preparation and planning time. In addition, all secondary teachers teach six of the eight periods per year, with the other two periods being prep and planning time, in a two-semester model.

Many school boards are providing relief for classroom teachers by having another teacher assume responsibility for the class for a period each day. **In such an instance, this does not constitute**

prep and planning time if the teacher must provide work for the students when the other teacher provides relief.

Under a quadmester or octomester model, if you have been assigned to teach more than six of eight periods over the school year, you have not received the proper amount of preparation and planning time and this needs to be reported on the survey.

Secondary Teachers – On-calls / Supervision

Almost all secondary teachers in the province are teaching in a quadmester or octomester model, rather than the normal two-semester model. Many boards are requiring teachers to supervise the classroom of another teacher(s) for a period of time each day to provide relief for the classroom teacher. **For the teacher who is assigned to supervise, those minutes count towards the maxima found in the local collective agreement.**

The maximum amount of supervision/on-calls you can be assigned differentiates by local unit. Your local unit will reach out to each of you via email to provide you with the appropriate maximum.

ALL TEACHERS

All teachers should note that the use of "snow days" as a means of paying back missed prep and planning time does not meet the definition of prep and planning time.

Normally, teachers are required to be in the school 15 minutes prior to the start of the school day (first bell). If you were required to be in your classroom for those fifteen minutes to meet and supervise students, this time counts towards the maximum supervision minutes that may be assigned.

Please note that the survey asks members to report preparation and planning time lost in a brick and mortar school SEPARATELY from time lost in a virtual classroom, including remote learning when all teachers and students in the school board were involved in remote learning.

CLICK HERE TO COMPLETE THE SURVEY

Should you have any questions regarding the completion of this survey, please contact your local unit office. Unit contact information is available [HERE](#).

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