

PTU Presence 2010-11 SEP

- Adult Education -

September 2010

Weekly framework: 35 hours per week (maximum 8 hours per day) excluding mealtime

Presence time: - weekly average of 32 hours in the centre excluding mealtime

- annual maximum of 1280 hours in the centre within 200 workdays

	WEEKLY AVERAGE	ANNUAL MAXIMUM
1) WORKLOAD - Teaching - Pedagogical follow-up related to specialty	20 hours (maximum 24 hours)	800 hours
2) COMPLEMENTARY TASKS: - Follow-up related to adult's educational profile - Participation in enrolment process - Monitoring of late arrivals and absences - Participation in work related meetings - Any unassigned period of less than 30 min. within the student timetable	7 hours	280 hours
3) PERSONAL WORK: - Tasks related to teaching (corrections, lesson planning, designing material, communications) - 10 meetings called by the director of the centre immediately following the dismissal of students	4 hours 1 hour	160 hours 40 hours

****NEW PROTOCOL**:**

Please note that the compensatory time for teachers on the Governing Board will be in the form of a reduction of 1 hour of presence each week.

TOTAL PRESENCE: 32 HOURS 1280 HOURS

The above provisions apply to regular full-time teachers. They apply proportionally to the percentage of the contract of the part-time teacher. However, they **do not** apply to the teachers paid at the hourly rate.