

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 speciality - 24 hours for pedagogical days	20 hours (maximum 24 hours)	800 hours
2) COMPLEMENTARY TASKS - Follow-up related to student's educational profile - Participation in enrolment process - Professional days - Supervision of the arrival and movement of students - Participation in meetings related to the teachers' work - Preparation of courses and instructional materials and overseeing equipment used - Preparation, administering and correction of tests and examinations and filling out reports - Any unassigned period of less than 30 min. within the student timetable	7 hours	280 hours
3) PERSONAL WORK : - Work related to the general duties (11-14.02) - Ten (10) meetings called by the director of the centre immediately following the dismissal of students	4 hours 1 hour	160 hours 40 hours
TOTAL PRESENCE	32 HOURS	1280 HOURS

COMPENSATORY TIME :

Reduction of 1 hour a week of presence time for participation in the Governing Board

Reduction of 1 hour a week of presence time for participation in the Staff Council

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.