

Weekly framework : 35 hours per week (maximum 8 hours per day) excluding mealtime		
<b>Presence time - weekly average of 32 hours in the centre excluding mealtime</b> - annual maximum of <b>1280 hours</b> in the centre within 200 workdays		
	<b>WEEKLY AVERAGE</b>	<b>ANNUAL MAXIMUM</b>
<b>1) WORKLOAD</b> - Teaching and supervision of practicum (average of 635 hrs/year at the board level) - Assigned supervision - Remediation	<b>20 hours</b> <b>(maximum 24 hours)</b>	<b>720 hours</b>
<b>2) COMPLEMENTARY TASKS</b> - Follow-up related to the student's educational file - 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 of the equipment used in his/her teaching - Preparation, administring and correction of tests and examinations and filling out reports - Promotional activities not in the presence of students - Any unassigned period of less than 30 minutes within the student timetable	<b>7 hours</b>	<b>360 hours</b>
<b>3) PERSONAL WORK :</b> - Work related to the general duties (13-15.02) - Ten (10) meetings called by the director of the centre immediately following the dismissal of students	<b>4 hours</b> <b>1 hour</b>	<b>160 hours</b> <b>40 hours</b>
<b>TOTAL PRESENCE</b>	<b>32 HOURS</b>	<b>1280 HOURS</b>

**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.