



BC TEACHERS' FEDERATION
Bargaining Proposal—2014

Proposal Number: U64

Date: June 3/14 Time: 1:50

ARTICLE D.4 PREPARATION TIME

1. Instructional assignment

“Instructional assignment” is defined as time during the instructional day devoted to performing the employee’s assignment, inclusive of preparation time and home room. Travel time for employees who are required to travel to more than one worksite shall also be included in the employee’s instructional assignment. The instructional assignment does not include the regularly scheduled lunch intermission or any regularly scheduled recess or class change breaks.

2. Elementary preparation time

- a. Preparation time is the difference between the number of minutes in the instructional week and the number of minutes of instruction.
- b. For full-time elementary employees or elementary distributed learning employees, the instructional week shall not exceed 1,425 minutes. Full-time elementary employees shall not be required to provide more than the following minutes of instruction within the instructional week:

Effective July 1, 2013 2014	1,305 minutes
Effective July 1, 2014 2015	1,265 1,275 minutes
Effective July 1, 2015 2016	1,225 1,245 minutes

- c. All elementary employees or elementary distributed learning employees shall be provided with the following preparation time in each instructional week:

Effective July 1, 2013 2014	120 minutes
Effective July 1, 2014 2015	160 150 minutes
Effective July 1, 2015 2016	200 180 minutes

- d. The preparation time of an employee in a K–12 school who provides instruction to both elementary and secondary students shall be prorated. The duration of the employee’s instructional assignment shall be determined with the agreement of the local, but in no event shall it exceed 1,545 minutes per week.

- e. Preparation time for elementary employees or elementary distributed learning employees shall be provided in blocks of time not less than forty (40) minutes in length, unless otherwise agreed to by the local.

3. Secondary preparation time

- a. The instructional assignment of each full-time secondary school, middle school, or continuing/adult education and secondary distributed learning employees shall not exceed 1,545 minutes per week. Full-time secondary school, middle school, or continuing/adult education and secondary distributed learning employees shall not be required to provide more than 1,351 minutes of instruction within the instructional week. Each teacher shall receive 194 (12.5%) minutes of preparation time in each instructional week.
- b. Effective July 1, 2015 2016, each full-time secondary school, middle school, continuing/adult education and secondary distributed learning employee shall receive an additional ~~two days~~ **one day** of preparation time.

4. Utilization of preparation time

- a. Utilization of preparation time shall be at the discretion of the employee. Employees shall not be required to instruct, supervise students, or undertake other employer-initiated activities during preparation periods.
- b. An employee required to move to a new classroom or worksite shall receive two (2) days of relocation time to move to the new location. This shall be in addition to any leave of absence provided in the previous collective agreement due to a required change in an employee's community of residence. Up to five (5) days may also be granted in an emergent situation such as exists when a classroom is damaged beyond immediate use.
- c. Additional preparation time over and above those amounts set out in this article shall not be provided to an individual employee without the agreement of the local.
- d. Employees who lose their preparation time due to unforeseen circumstances, statutory holidays, non-instructional days, meetings scheduled by district staff, scheduled parent-teacher conferences, or special scheduled events or programs, shall be reimbursed in a manner agreed to between the local and the employer.
- e. A teacher teaching on call shall receive the same preparation time as the employee they are replacing, or, where the employee receives pay in lieu, the teacher teaching on call will receive the same percentage of pay in lieu.

5. Preparation time relief

- a. Employees who provide preparation time relief in elementary schools shall have their assignments arranged so as to minimize the number of subject preparations and the number of student contacts.
- b. An employee who provides preparation time relief in an elementary or middle school(s) to more than 60 students in any one reporting period shall be provided one (1) additional day of release time for each additional 60 students or portion thereof in each reporting period for the preparation of report cards.

6. Additional provisions governing part-time employees

- a. The instructional assignment, including preparation time, of a part-time employee shall be prorated according to the employee's percentage of appointment.
- b. When scheduling makes the provision of the appropriate prorated amount of preparation time for a part-time employee impracticable, her/his FTE appointment shall be increased to accommodate the preparation time entitlement and the local will be notified.
- c. The instructional assignment of a part-time employee, including preparation time, unless otherwise agreed by the local, shall be scheduled in consecutive blocks.
- d. ~~Part-time employees are entitled to participate in and be paid for all non-instructional days.~~
- e. ~~Where a non-instructional day is scheduled on a day when the part-time employee would not be working, or would normally work only part of the day, the employee is entitled to attend that day and be paid in addition to her/his regular salary.~~
- f. ~~A part-time employee will not be required to attend professional development or any other school function when she/he would not normally report to that worksite. Part-time employees shall not be required to attend meetings at times not contiguous to their instructional assignment.~~
- g. ~~When a part-time employee is requested, and agrees, to participate in non-instructional days or any other school function beyond her/his regular assignment, the employee shall at his/her election, be paid for the extra time in accordance with provisions in the previous collective agreement or shall receive release time in lieu.~~
- h. ~~When a part-time employee attends a parent-teacher interview session for which early dismissal is provided on a day or afternoon when the part-time employee would not normally be working, the employee shall, at his/her election, be paid~~

~~for the extra time in accordance with provisions in the previous collective agreement or shall receive release time in lieu.~~

7. No increase in instructional time

There will be no increase in instructional time for any employee as a result of this collective agreement coming into force.