

**Teachers' Employer Bargaining Association (TEBA)  
and  
Alberta Teachers' Association (ATA)**

**2016-18 Central Table Memorandum of Agreement**

**JOINT INTERPRETATION BULLETIN NO. 2-2017**

September 11, 2017

The purpose of this Joint Interpretation Bulletin is to provide clarification related to part time teacher instructional and assignable time provisions for in the 2016-18 Central Table Teacher Memorandum of Agreement.

**Additional interpretation bulletins will be provided as required.**

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**Excerpt from Central Table Memorandum**

**Part-Time Teachers**

***Repeal and replace where Collective Agreement contains a definition of FTE; add to Collective Agreements where there is no provision:***

*12. Effective September 1, 2017, part-time teacher FTE will be determined by the ratio of the teacher's actual annual instructional time to the teacher instructional time of a full-time assignment in the teacher's school. This FTE will be used to calculate the prorated portion of a teacher's assignable time.*

**1. Calculating FTE:**

- a) For new part-time teachers or teachers who have had their instructional time changed for the 2017-2018 school year:
  - Divide the number of actual instructional hours assigned to the part-time teacher by the number of instructional hours typically assigned to full-time teachers in the school (i.e. a teacher assigned 440 hours of instruction in a school where the typical full-time teacher is assigned 880 hours would have an FTE of 0.5).
- b) For teachers whose instructional time has not changed from the 2016-2017 school year:
  - Do the same calculation as in (a) and compare the result to the teacher's FTE from the previous school year. If the result is a higher FTE, then the FTE is increased or the instructional load should be reduced. If the FTE calculated is less, then the FTE is the same as in the previous school year.

**2. Calculating Assigned Time Maximum:**

- The maximum time a part-time teacher can be assigned is a prorated amount based on the maximum 1200 hours of assigned time (i.e. a 0.5 FTE teacher can be assigned a maximum of 600 hours).

### **3. Assigning Duties:**

- a) All the definitions of assigned time which apply to full-time teachers apply to part-time teachers.
- b) Work outside of regular work days for part-time teachers cannot be mandated even if there is time available to be assigned. Part-time teachers and principals should meet at the beginning of the year to discuss what events the part time teacher will attend. If the teacher is requested to attend outside their regular work day and agrees, the assigned duties count in the teacher's assigned time.
- c) Part-time teachers have the same professional obligations as full time teachers which exist outside assigned time.

### **4. Assigning more time than the maximum cap:**

- Like other teachers, part-time teachers cannot be assigned more than their prorated maximum assignable time cap. Since the calculation of FTE is based on actual instructional time, the only way to increase a part-time teacher's prorated maximum assignable time cap is to increase their instructional time and therefore FTE. Nothing precludes part-time teachers from taking on substitute teachers' assignment.