



HUMAN RESOURCES MANAGEMENT 52 – Teachers Employed on a Part-Time Basis

Date: May 9, 2006

Responsible Administrator: Human Resources

1.0 RATIONALE

Teachers employed on a part-time basis should work and be paid according to their full-time equivalency (FTE).

2.0 PROCESS

Human Resources is responsible for the maintenance of this administrative practice and its implementation.

3.0 GUIDELINES

- 3.1 The school year is divided into “Instructional” and “Non-Instructional” days. It is necessary to pro-rate these days when assigning duties to a part-time teacher.
- 3.2 The specific scheduling of instructional and non-instructional days in the school year is the responsibility of the principal.
- 3.3 It is the responsibility of the principal to assign other duties to part-time teachers in proportion to the FTE of the teacher.
 - 3.3.1 The teaching assignment as outlined in Sections 3.1 and 3.2 needs to be communicated in written form at the time of assigning duties.
- 3.4 Notwithstanding any of the above, all teachers have a professional responsibility to dedicate time to carry out their professional duties which may extend beyond the normally scheduled working time.

References: *Board Policy:*