

JOINT MEMO- PREP AND PLANNING TIME **OECA ELEMENTARY TEACHERS**

December 20 2024

The Bruce Grey Elementary OECA Unit and BGCDSB wish to update Elementary Teachers on some recent changes. As a result of the most recent round of Central Table negotiations, there are new provisions for Banking Prep/Planning time and for recouping banked time.

Part A (Central Terms) of the Elementary Collective Agreement has changed many of the past practices. This memo is intended to update Teachers of the changes that **will come into effect on January 6 2025**. A copy of the newly negotiated 2022 to 2026 Collective Agreement will be posted when it has been received.

As a result of some of these changes Principals/VPs will be revising the Supervision/Duty and Prep schedules of all the Elementary Schools effective January 6 2025. A rotating schedule of Days 1 through 5 shall be established at each Elementary school. Each day of the school year calendar, excluding PA days and Statutory Holidays, shall be assigned a "Day". Teachers will follow the schedule for the particular "Day", including their assigned prep/planning time.

Part B- LOCAL TERMS of the Collective Agreement:

17:02 Preparation Time in the Elementary Collective Agreement

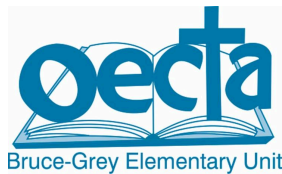
Full-time Teachers in Elementary schools shall be provided with 240 minutes of self-directed preparation and planning time. Planning time shall be prorated for Part-time Teachers.

The Principal will make their best effort to develop an initial planning time schedule that allows for forty (40) minute uninterrupted blocks. A Teacher shall bank lost planning time which shall be rescheduled within the current school year by the Principal in consultation with the affected Teacher.

In order to allow for special events during Education Week, Easter Week and the week prior to Christmas, it is understood that a Teacher may lose up to one period of prep time per week in each of the weeks listed above.

Current Local Practice for Scheduling Prep/Planning periods:

All full time Elementary teachers (except Core Eng/Core Fr/itinerant Arts) receive 4 periods of 40 minutes plus one double prep of 80 minutes weekly (4 x 40 minutes PLUS 1 x 80 minutes). Core Eng/Core Fr/Itinerant Arts Teachers can have 3 periods of 40 minutes plus 2 periods of 60 minutes weekly (3 x 40 minutes PLUS 2 x 60 mins).



NEW - Banked Prep Google Form and Central Provisions for Banked Prep/Planning Time

Teachers must record all missed prep/planning time using the NEW Google Form and include the date and number of minutes, **at the end of each week**.

NEW- some items are no longer eligible for banking or for payout:

- Activities for which the teacher volunteered to participate (including but not limited to participating in extracurricular activities, educational excursions, and professional development)
- Preparation and Planning time provided on days when not scheduled to be in class (professional development and training where an OT has been provided, professional activity days, school closures and holidays)

When preparation and planning time is missed, both Parties (Teachers and PVPs) agree that the most preferable outcome is the timely and reasonable rescheduling of missed prep/planning time with advanced notice.

A monthly report of the missed prep/planning time shall be generated. The school board shall have 5 months (excluding July and August) from the date of the monthly report to reschedule the missed prep/planning time.

Should any missed prep/planning time not be rescheduled within the 5 month timeframe, the Board shall provide a monetary pay out (pay following February 15 and July 15 annually) for the missed time, in accordance with the terms of Part A Central Agreement.

All Elementary Prep/planning time is self directed. This means that the Teacher determines the tasks they wish to accomplish at that time.

All switches of Prep time between Teachers must be mutually agreed upon by the Teachers impacted and the Principal/VP.

Questions can be directed to your school principal or to Stacy Hogg at Stacy.Hogg@bgcdsb.org, Kristen Fry at bgoecta@gmail.com, or Rose Hillyer at bgsecot@gmail.com