

SECTION C PERSONNEL MANAGEMENT

POLICY: Timetable

DATE of REVIEW: May 2018

REVIEW: Mark Shanahan, Ants Cotton, Lee Devenish, Personnel Sub-Committee

GOAL:

To ensure that all staff are aware of procedures followed in the establishment of timetables and that staff are treated fairly and in accordance with the relevant collective employment agreements.

Part 1

Collective Agreement Provisions (these components are minimum requirements)

- 1 Non-contact time is based on an individual teacher timetabled classroom teaching hours comprising a total of 25 hours or a combination of periods of time equivalent to 25 hours per week.
- 2 Each fulltime teacher shall have a minimum of five hours non-contact time within each school week.
- 3 Total weekly non-contact time may be a combination of periods less than one hour.
- 4 Trained, fulltime beginning teachers in their first year are allocated five non-contact hours per week for the purpose of advice and guidance. They are a charge of 0.8 against the staffing allowance.
- 5 Trained, fulltime beginning teachers in their second year are a charge of 0.9 against the staffing allowance. These teachers shall receive 0.1 FTTE time allowance for advice and guidance purposes.
- 6 Trained part-time beginning teachers in their first year who are employed for 0.5 or more of a fulltime load shall receive 0.1 FTTE for advice and guidance.
- 7 The school will make reasonable endeavour to achieve, for each individual teacher with more than one class, an average class size of no more than 26 students.
- 8 The school shall implement a policy on timetabling which is developed and reviewed in consultation with its teaching staff.

Part 2

"Genuine Reason"

- 9 Teachers may only be asked to temporarily forgo their minimum entitlement to non-contact when :
 - all reasonable options have been investigated and no alternative to a reduction in entitlement non-contact can be found.
 - the request is made on an individual basis, and a blanket request for agreement to reduction in non-contact entitlements shall indicate a need to review timetable structures and operation.
 - there is a sudden emergency that requires supervision of a class for its ongoing safety. All efforts will be made to find a day reliever.

- no day reliever can be found after timely and appropriate efforts have been made.
- on a longer term basis and after all reasonable endeavours have been exhausted, the timetable can only be made to operate if a teacher teaches for a term, semester, module or a year, at a higher level of contact than their minimum non-contact indicates.
- teachers holding more than the minimum non-contacts have first been asked to forego one or more of those additional non-contacts. This should apply only if the learning interests of the students can still be well served.

10 Where by virtue of demonstrated timetable or other constraints the allocation identified of non-contact hours for any individual teacher cannot be implemented the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their non-contact entitlement. If it is subsequently agreed that there is genuine reason why it is not possible to provide the non-contact entitlement with the timetable then the principal may mutually agree to compensate the teacher with :

- (a) an equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year: or
- (b) an equivalent increase in the allocation of time for non-contact teaching duties in the following school year; or
- (c) an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- (d) compensatory relief cover for the teacher later in that school year; or
- (e) some combination of the above.

11 Where by virtue of genuine and demonstrated temporary constraints the allocation of non-contact hours to which an individual teacher is entitled cannot be met within any week, then the principal and the teacher may, on each occasion, mutually agree to compensate the teacher with :

- (a) an equivalent temporary allocation of non-contact time at another point in that school year; or
- (b) an equivalent temporary reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- (c) relief cover for the teacher later in that school year; or
- (d) some combination of the above.

Part 3 **"Endeavour"**

12 The school will make a genuine effort to meet the class size provisions indicated in 7 above. The process for achieving this is:

- (a) HoDs establish the average class size of each teacher under their responsibility once the school roll has been confirmed (March 1).
- (b) HoDs will attempt to adjust the classes that are taught by individual teachers to address any teacher loads in excess of the contract average.
- (c) In situations where timetabling results in a teacher's class size provision not being met, then the following will occur:
 - i) The teacher will be informed.
 - ii) School management will consider all options open to them to meet the provision.
 - iii) School management will give genuine consideration to any proposals put to them by the teacher or the PPTA branch and if the provision cannot be met by

way of these proposals then will explain why these suggestions are not being adopted.

- iv) Apply compensatory mechanisms.

Part 4

General timetable policy components.

Review Process

- 13 The timetable policy shall be reviewed by the Principal and teaching staff upon the settling of the next collective contract.
- 14 Between reviews the principal may initiate a review through the regular consultative meetings between the branch and the principal.

Unit Holders

- 15 The school will timetable each permanent unit holder with one additional non-contact hour for each of the first two units held.
- 16 The school will timetable each permanent unit holder of 3 or more units with at least three hours non-contact per week in addition to the minimum non-contact hours. This time is allocated for additional administration, management or pastoral duties.

Part-time Staff

- 17 The College will endeavour to provide the additional non-contact time for part-time staff as set out in the collective agreement (see below) :

FTTE	Minimum timetabled non-contact hours per week
.89	3.0
0.87-0.88	2.5
0.85-0.86	2.0
0.83-0.84	1.5
0.75-0.82	1.0
0.72-0.74	0.5
Below 0.72	none

Signature of Chairperson

Signature of Principal

Date

Date