



## TEACHERS' DUTIES AND AVAILABILITY

### On duties:

As you probably know, one of our many duties as regular teachers is to provide *encadrement* (support and supervision) of our students. A good way to fulfill this obligation, but not the only one, is certainly to hold office hours. In providing *encadrement* there is no fixed minimum time in our Collective Agreement, and we all know that often teachers go far beyond their availability for their students.

It is important to remember that Continuing Education teachers do not have to provide *encadrement* outside of their teaching hours, because they are paid hourly only for the time they spend in class.

All the duties of the teaching workload are itemized in Clause 8-4.00. You will find these on pages 153 to 156 of the English version of the Collective Agreement, and pages 155 to 158 in the French copy of the contract.

### On availability:

Unfortunately, once again some erroneous information concerning availability and the Collective Agreement has been given to teachers through dean's memos. In fact, our availability to the College should be established between 8:00 a.m. and 11:00 p.m. (instead of 8:00 and 18:00) within a 10-hour block. On the other hand what has been reported as "exclusivity of employment rights" should read: "Professors shall undertake to work solely for the College during their hours of availability". (Clause 5-1.15, page 39)

The following should clear up any confusion regarding our obligations towards availability and exclusivity of services to the College:

Regular teachers are available to the College for 32.5 hours per week (pro-rated for part-time teachers) and our Collective Agreement requires us to be on campus "when our duties require it". If you are one of the few Dawson full-time teachers who also teach a class at Concordia or McGill, you do not need to fill out an Exchange of availability form. In fact, you do not need the College's consent for anything you do outside your availability. However, you must ensure that you are available to the College 32.5 hours every week, respecting the following availability rules:

- Your availability has to be established Monday to Friday between 8 a.m. and 11 p.m.
- The daily availability period must take place within a 10-hour time span.
- A minimum of 14 hours must elapse between the end of an availability period in one day and the beginning of the next availability period.

You will find more details under clause 8-3.00 "Provisions Regarding Availability" in our Collective Agreement.

If the College does question your availability, it would be wise to contact the DTU office for full information (local 1799, room 8A.11).