

## Q<sub>uestion</sub>:

My supervisor insists that my non-contact day should be used for College work, as it is part of the teaching week. Is this true?

## A<sub>nswer</sub>: No.

Article 11.01 K 2 – “Weekly contact hours assigned to a teacher by the College may be scheduled into fewer than five contact days and such compressed schedule shall be deemed to be five contact days.” (*underlining added here to stress the significance of the phrase*)

A non-contact day is a day that has no timetabled teaching hours. Any work performed on a non-contact day is voluntary and cannot be assigned.

A Vacation Day is not necessary to cover a non-contact day because with a compressed schedule it is “deemed to be five contact days,” according to the Collective Agreement. In other words the teacher has completed a full week of work, in less than five days.

You can choose or not choose to:

- Do preparations for class, evaluation, attend meetings, and perform coordinator duties at your own pace, and in your own place (see additional references, article 11.01 G 1 below), on non-contact days.
- Attend a meeting on a non-contact day or schedule ad-hoc meetings for yourself.
- Receive or respond to work related telephone calls. Get call display at home -- your supervisor has it at work.
- Receive or respond to work related emails at your own pace, and in your own place, on non-contact days.

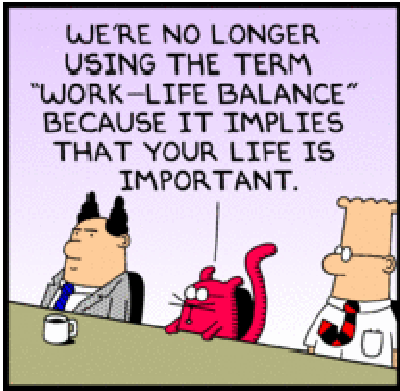
If you need further clarification, please contact the Faculty Union Office, Doon Campus room 2B16; telephone (519) 748-5220 ext 3734; email [lhardacre237@gmail.com](mailto:lhardacre237@gmail.com) or [pbower237@gmail.com](mailto:pbower237@gmail.com)

## ADDITIONAL REFERENCES

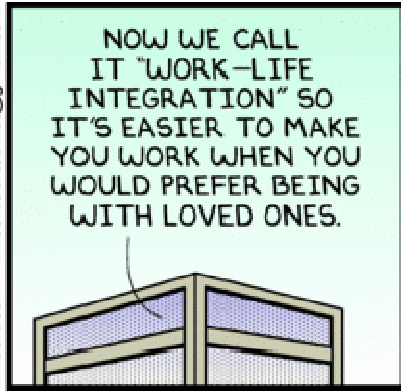
Note the word “shall” in the articles below: “Shall” is treated as a mandatory directive (it must happen) in contract language.

- 11.01 G 1 “Where preparation, evaluation, feedback to students and complementary functions can be appropriately performed outside the College, scheduling shall be at the discretion of the teacher, subject to the requirement to meet appropriate deadlines established by the College.”

Additional References: Articles 11.01 G 1, Article 11.01 K 2, Article 11.01 K 4, Article 11.01 L 3, and Article 15.01 B



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