

APAs 101

Additional Professional Assignments

The maximum number of APAs per year for each full-time teacher is

46

L.E.2.2.1.1. in our collective agreement has more information on reduced APAs for offsite alt. ed. teachers, Co-op teachers, & those in positions of responsibilities.

For part-time teachers, maximum on-calls should be proportional to their FTE.

APAs are **duties as assigned**. These duties typically include class coverage, hallway supervision, or library supervision. Schools should assign lunch supervisions in advance.

One APA credit is a half-period. No teacher should be asked, or volunteer to do additional assignments ("double on-calls") in one day.

If you are asked by administration or office support staff to cover a class for less than half a period, an APA credit should be provided.

Any assigned APA must allow for the teacher to have a 40-minute consecutive lunch break, in the middle of the day (not at the start or end of the day).

In the event a teacher is absent for consecutive days, as of the second day, any duties completed by the OT are credited to the teacher.

YAPA Period: Members may sign themselves out in Teach Assist for their YAPA period for:

- Contractual reasons (i.e. family illness, medical appointment). *Permission is not required.*
- Course need (i.e Family Studies shop), in-school meeting etc. *Permission from admin is required.*

APA Tracking

Additional Info For Branch Presidents



BPs should be provided, monthly, with APA information which shows the maximum number of APAs per teacher and the number of APAs completed.

- Those with reduced APAs (i.e. department heads) should still have balanced APAs throughout the school year. Reviewing by percentage helps track this.
- Inequities may exist between periods. When comparing APA usage, compare members in the same period of the day.
- Some departments (i.e Special Ed for IEP writing time, or Guidance during student timetabling) may request admin to pause APAs temporarily. This could cause short-term imbalances.
- APAs completed by LTOs should be credited to the teacher they are matched to.
- If a teacher is 0.5 FTE or less (or less), in semester 1 only, their max APAs would show 23 (or less). In this case, the full 23 (or less) should be used in semester 1, so their percentage should be double others in the same period. This is common for new contract hires in semester 1 before they are topped up in second semester.
- Members may be assigned lunch supervisions. Where a school lunch is 60 minutes, they may be assigned a 37.5 minute duty at lunch if their prep is not first or last period. This ensures they have a 40-minute consecutive break for lunch during their prep period.

Alternative School Day Schedules: School administration should always share with the BP, in advance, any alternative supervisions schedules, i.e. Gr 9 day, OSSLT, and exam schedules. The purpose is for you to have eyes on it and check for equity among OSSTF members.