

Workplace Steward Fall Staffing Checklist

- ☐ Remind members to review timetables to ensure 240 minutes of preparation time in Days 1-5 and 6-10. Preparation time is pro-rated to FTE.
- ☐ Remind members to review the supervision schedule minutes

In-School Staffing Committee Checklist

- ☐ If a September meeting has not happened, approach the principal to set up a time
- ☐ Review classroom allocations and organization.
 - Are the classroom numbers balanced?
 - Are classroom sizes in compliance?
- ☐ Review timetables
 - Prep subjects are reportable
 - Prep is 240 minutes in Days 1-5, 6-10
- ☐ Review Supervision
 - All 1.0 FTE have the same amount of time

The committee makes recommendations to the principal to address concerns. Creation of the timetables, supervision schedules is the duty of the principal. Concerns that are Collective Agreement violations need to be reported to the Local if not resolved.



2025-2026 Prep Time Compliance Report