Assigned Duties Summary Sheet

SCHOOL: _____

Half-time Teacher's Name: _____

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1. HOMEROOM OR EQUIVALENT   **MAXIMUM: 12.5 MINUTES/WEEK**

HOMEROOM **OR** BEFORE OR AFTER SCHOOL HALL DUTY/BUS DUTY/STUDENT MENTORING

Semester 1 _____ *minutes/week*   Semester 2 _____ *minutes/week*

Average of Semester 1 and 2 _____ _____ = _____ (transfer to Section 2 g)

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2. SUPERVISION/ON-CALLS/STUDY HALL - MAXIMUM: 760 MINUTES/YEAR

LUNCH SUPERVISION, AND HALL/BUS DUTY (if not in place of homeroom)

Semester 1 (Fill in each applicable column):

a) Lunch Duty: Study Hall: Hall/Bus Duty (not in place of HRM):

Number of duties _____   Number of duties _____   Number of duties _____

X (length of duty) _____ *mins*   X (length of duty) _____ *mins*   X (length of duty) _____ *mins*

= _____ *minutes/semester*   = _____ *minutes/semester*   = _____ *minutes/semester*

b) Total Minutes Scheduled for Semester 1 (Total 3 columns above) = _____

c) **At end of Semester 1** - Total On-calls served during Semester 1:

       Number of on-calls _____ X _____ mins/on-call = _____ minutes

d) Recalculate Total of Semester 1 minutes = _____ mins of duties (b) + _____ mins of oncalls (c)
       = _____ total minutes used in semester 1

Semester 2 (Fill in each applicable column):

e) Lunch Duty: Study Hall: Hall/Bus Duty (not in place of HRM):

Number of duties _____   Number of duties _____   Number of duties _____

X (length of duty) _____ *mins*   X (length of duty) _____ *mins*   X (length of duty) _____ *mins*

= _____ *minutes/semester*   = _____ *minutes/semester*   = _____ *minutes/semester*

f) Total Minutes Scheduled for Semester 2 (Total 3 columns above) = _____

g) Calculate total number of minutes assigned this year: The total from Semester 1 plus assigned duties in Semester 2
      (d) total + (f) total + (*extra minutes from Part 1* _____ X 38 weeks)= _____ mins

h) _____ minutes - _____ (total from g) = _____ minutes / **38** = _____ **on-calls remaining**

On-call/study hall periods cannot exceed 13 half-periods in a year. If your assigned duties minutes are in jeopardy of being exceeded please consult with your Collective Bargaining Committee (CBC) rep or the District Office.

NOTE: Prep Coverage Periods for teachers with 1 course are NOT part of supervision/on-calls/study hall.

Please keep a copy for your records and return page 1 to your collective bargaining committee representative.

USE GRID TO TRACK COMPLETED ON-CALLS (FOR YOUR OWN RECORDS)

Write the date of each completed on-call in a box below.

On-call 1:	On-call 2:	On-call 3:	On-call 4:	On-call 5:
On-call 6:	On-call 7:	On-call 8:	On-call 9:	On-call 10:
On-call 11:	On-call 12:	On-call 13:		