



Assigned Duties Summary Sheet

SCHOOL: _____

Full-time Teacher's Name: _____

1. HOMEROOM OR EQUIVALENT MAXIMUM: 25 MINUTES/WEEK

HOMEROOM : You may be assigned up to a max of 25 minutes of homeroom in any given week.

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

You may be assigned up to a max of 25 minutes in any given week of Hall duty (before/after school), Bus duty, Student mentoring (Guidance/AR/Library) IN LIEU of homeroom. THESE DUTIES CANNOT OCCUR AT LUNCH.

IF YOU HAVE MORE THAN 25 MINS/WEEK ASSIGNED TO YOU REPORT THIS TO YOUR CBC REP

NOTE: THESE MINUTES ARE NOT CARRIED OVER TO FUTURE WEEKS OR AVERAGED OVER THE YEAR

2. SUPERVISION/ON-CALLS/STUDY HALL - MAXIMUM: 1520 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 = _____ mins

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

On-call/study hall periods cannot exceed 27 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: | On-call 14: | On-call 15: |
| On-call 16: | On-call 17: | On-call 18: | On-call 19: | On-call 20: |
| On-call 21: | On-call 22: | On-call 23: | On-call 24: | On-call 25: |
| On-call 26: | On-call 27: | | | |