



# The OWL HOOTS

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Dawson Teachers' Union

## ON-CAMPUS AVAILABILITY AND OFFICE HOURS

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Recently one of the Deans sent a document discussing on-campus availability and office hours. We are including below sections from the *DTU Welcome guide for Teachers* which will clarify your legal requirements. From what follows you will see that there is no requirement for a fixed period of on-campus presence. In particular there is no mention of a requirement for 1.5 hours of on-campus presence per contact hour nor a minimum of 21 hours. The only requirement is that teachers must be on campus when they need to be on-campus in order to fulfil their responsibilities. Part time teachers have availability proportional to their load. Conted teachers are only available during their courses and exams. Another correction is that the 32.5 hours of availability are between 8 am and 11 pm, not 6pm and that the maximum number of hours per day is 10 hours not 6.5. (Clause 8-3.04 states that your availability must be within a 10 hour period.)

### WHAT IS AVAILABILITY?

The collective agreement (*Clause 8-3.00*) specifies that full-time teachers are available to the college 32.5 hours per week from Monday to Friday (normally 6.5 hours/day). Part-time teachers must be available for a period equivalent to his/her teaching load as a proportion of a full-time load (specifically their C.I. for the semester  $\div$  40 multiplied by 32.5 hours). Being available **does not mean being at the college**; it means that you are available to perform your duties if required (e.g. participation in a meeting). The collective agreement requires that you be at the college when your duties\* require it (e.g. teaching, department meetings, hiring committees) provided these duties fall within your 32.5 hours of weekly availability.

### How to set your availability

- Set your 32.5 hours of weekly availability at the beginning of the semester (for the duration of the semester)
- The availability must include your course time blocks and any time block(s) reserved for department meetings or meetings for which you have release time.
- You do not have to submit this availability to anyone; however, we suggest you share it with your department and you should be prepared to produce it if requested by the administration. Availability must be set between 8:00a.m. & 11:00pm with a minimum of fourteen (14) hours elapsing between the end of an availability period in one day and the beginning of the next availability period.
- Any availability period must take place within a ten (10) hour span.

## How much of my availability must be done on campus?

There is no contractual requirement for a fixed amount of hours present on college premises. You have to be on campus when your duties require it. However, you have an obligation to your students to provide support outside the classroom and to the college to perform the duties described earlier. This will undoubtedly require a considerable presence on campus. Most teachers choose to hold office hours as a way of meeting their obligation for support of students (*encadrement*), and are thereby also meeting the College's expectations.

## Can I work another job outside my hours of availability?

Teachers are free to work elsewhere *outside* their weekly availability. However, teachers with a full-time annual load are not encouraged to do so as a full-time teaching load is very demanding. However, anyone working elsewhere *during their weekly availability*, without a special permission **is in violation of the contract**. A teacher cannot have a *full time* job outside the college and be assigned courses unless there are recruitment difficulties within their discipline.

## OFFICE HOURS

Regular Sector teachers must provide support (*encadrement*) to students. However, it is up to the teacher to determine the most efficient means for doing so. There is no requirement in the collective agreement that a teacher hold office hours.

The practice has been to do so as a convenient way of providing support (*encadrement*) to students. Certainly, until students have written their last exam, the DTU encourages that teachers be available to them to offer assistance. However, that availability can be provided by office hours, e-mail, telephone, or a combination of several means.

Once final grades have been submitted, the course is finished and you no longer have a need to provide support (*encadrement*) until the start of classes in the following term. There is consequently no reason to keep office hours. However you must be available to deal with any problems relating to students' grades.

## HOLIDAYS & TRANSFERS OF AVAILABILITY

Regular Sector teachers are available to the college 32.5 hours per week, all year, except for statutory holidays and our annual two-month summer vacation. There is no such thing as a Christmas vacation period (other than Christmas Day and New Year's Day).

If you wish to go away and *not* be available during a period when you normally should be present, before or after classes (for example the first week of January), you may request a "Transfer of Availability". This allows you to trade a period of availability with a period of non-availability (for example, take a week off in January, but be available for one week during the summer holidays). Requests for transfers of availability must be submitted to and approved by your dean.

There is no need to ask for a transfer of availability if you are still available. For instance, if you spend the first two weeks of January marking and preparing at the cottage and you are in a position to come back for meetings if necessary, then you are still available and consequently you do not need to apply for a transfer of availability. *Make sure, however, that you can be reached* (give your phone number or email address to your chairperson and departmental secretary).

## ***OUT-OF-SESSION AVAILABILITY***

Once classes are finished, teachers remain available to the college (except for legal holidays and summer vacation). However, teachers have very few obligations that require their presence at the college. Examples of activities that would require our presence include department meetings, grade-review committee meetings, and selection committee meetings. We are under no obligation to carry out our major tasks such as grading and course preparation at the college. We recommend, however, that you make sure you can be reached by your chairperson and departmental secretary.