

**WINNIPEG SCHOOL DIVISION
ADMINISTRATIVE HANDBOOK**

E7

REVISION
(JANUARY 18, 2007)

RE: PART-TIME TEACHERS

Please advise part-time teachers regarding the procedures to be followed for their attendance at inservices/meetings outside their regular work schedule:

1. Part-time teachers **required** by the principal to attend inservices, school opening administration day or parent-teacher interviews during the day on their own time shall either be paid for the time or granted compensatory time in lieu of.

Costs are to be charged to the local school or Division professional development account.

The attached form is to be used to arrange for payment.

2. Part-time teachers will attend staff meetings if the meeting is held adjacent to their normal work schedule. However, if they do not attend when the meeting is held at a time not adjacent to their work schedule it shall be their responsibility to secure the information presented.
3. Part-time teachers are required to attend parent-teacher interviews in the evening.

Attachment

