



Nova Scotia Teachers Union

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MEMORANDUM

TO: NSTU Members
FROM: Staff
DATE: February 22, 2022

**RE: Lost Marking and Preparation Time
Teachers' Provincial Agreement Article 59.05**

We continue to hear from teachers with questions and concerns about being required to cover classes during their scheduled marking and preparation time. This memo reviews the relevant contractual provisions and we attach a newly created form to support teachers in this regard.

Article 32.23 of the Teachers' Provincial Agreement (TPA) provides that a teacher can be required to supervise students during their marking and preparation time "Where all reasonable efforts have been made to hire a substitute teacher and no substitute teacher is available".

Article 59.05 provides "A teacher who is required by the Principal to fill in when a substitute is not hired pursuant to Article 32.23(Substitute Teachers) of this agreement shall have the lost marking and preparation time rescheduled within ten (10) school days."

Accordingly, a teacher being assigned to cover classes during their marking and preparation time should confirm with their administrator what efforts have been made to hire a substitute teacher and ask when this marking and preparation time will be returned. If the replacement time is not identified promptly, the teacher should follow up with their administrator in writing to ensure these arrangements are made.

The NSTU has created the attached form that teachers may find useful for tracking their lost marking and preparation time and requesting that time be returned to them as required.

If a teacher is concerned that all reasonable efforts to hire a substitute have not been undertaken, or that their marking and preparation time has not been returned to them as required, please reach us by phone at 902-477-5621 or 1-800-565-6788. The email addresses for staff officers assigned in each region can be found at <https://nstu.ca/coronavirus>.