

Administrative Procedure #315 TEACHER PLACEMENT ON SALARY GRID
Staff

TEACHER PLACEMENT ON SALARY GRID**BACKGROUND**

The evaluation of teacher education for salary purposes shall be determined by a Statement of Qualification issued by the Alberta Teachers' Association Teacher Qualifications Service in accordance with the principles and policies established by the Teacher Salary Qualifications Board.

PROCEDURES**1. Calculation of Teacher Education**

1.1. Within 60 days of commencement of employment with the Board, teachers shall submit a Statement of Qualifications from Teacher Qualifications Service or a copy of the Salary Evaluation Application Form for such evaluation. If the Statement of Qualification or a copy of the Salary Evaluation Application Form is not supplied as specified, salary adjustments will not be retroactive to the contract start date and shall be adjusted effective the beginning of the month following the submission of a Statement of Qualifications.

1.2. Teachers who have completed additional training which will qualify them for a new placement on the salary grid shall submit an updated statement of Qualifications from Teacher Qualifications Service or a copy of the Salary Evaluation Application Form for such evaluation within 60 days of the additional training qualification. If the Statement of Qualification or a copy of the Salary Evaluation Application Form is not supplied as specified, salary adjustments will not be retroactive to the qualification start date and shall be adjusted effective the beginning of the month following the submission of a Statement of Qualifications.

1.3. Until the teacher submits a Statement of Qualifications from the Teacher Qualifications Service, the teacher shall be placed on the salary schedule according to the most recent acceptable Statement of Qualifications or in the absence of such a statement, at the lowest category and step on the current teacher salary grid.

1.4. Once the Superintendent has received an updated Statement of Qualifications from Teacher Qualifications Service which places the teacher at a higher grid position, all retroactive pay will become due and payable at a pay period within 45 calendar days (only applicable if the above information was received within the specified 60 days).

2. Calculation of Teaching Experience

2.1. A teacher may be granted a one-year experience increment on the Fusion salary grid for each full year of qualifying teaching experience acquired prior to the teacher's current employment with Fusion. Qualifying years of experience must have:

2.1.1. required the teacher to hold a valid Alberta teaching certificate, or equivalent, as a condition of employment;

2.1.2. consisted of at least 140 teaching days;

2.1.2.1. Part-time teachers are tracked on a pro-rated basis. For example, a teacher that works 0.5 FTE will earn enough experience to get a grid bump after 2 years.

2.1.2.2. Partial years of experience under 140 days will not be recognized when determining initial grid placement.

2.1.3. been equivalent to teaching experience in Alberta school jurisdictions.

2.2. A teacher wishing recognition of teaching experience outside of Canada shall provide, in a form acceptable to Fusion Collegiate, documentation substantiating his/her claim for teaching experience outside of Canada.

2.3. The adjustment date for the granting of experience increments shall be the commencement of the school year.

2.4. Each teacher claiming credit for additional teaching experience and each teacher commencing employment with the Board shall be placed on the salary grid in accordance with acceptable documentation provided from Boards who previously employed the teacher within 60 days of start of employment at Fusion Collegiate. If the acceptable documentation is not provided as specified, salary adjustments will not be retroactive to the contract's start date and shall be adjusted effective at the beginning of the month following the provision of acceptable documentation.

2.5. Until the teacher submits the acceptable documentation regarding their years of experience, the teacher shall be placed on the salary schedule according to the most recent acceptable documentation or in the absence of such documentation, at the lowest category and step on the current teacher salary grid.

2.6. Once the Superintendent has received the acceptable documentation, the Superintendent or designate shall determine the placement of the teacher on the salary grid within 30 days of receipt of the application and acceptable documentation.

2.7 Once appropriate grid placement has been made, and if the teacher is placed at a higher grid position, all retroactive pay will become due and payable at a pay period within 45 calendar days (only applicable if the above information was received within the specified 60 days).

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