

STEPS AND SALARY

EVALUATION OF SCHOOLING and YEARS OF EXPERIENCE determines the step. The step determines salary.

EVALUATION OF SCHOOLING

6-1.01

The board shall decide on the evaluation of every teacher's schooling in complete years according to the *Manuel d'évaluation de la scolarité* in force on the date of the coming into force of this entente. The decision shall appear on the official attestation of the status of the teacher's schooling which shall be issued by the board and signed by its representative. The decision also applies to a fraction of a year of schooling, if any. The board need not issue a new attestation if, following a new evaluation of a teacher's schooling, the new evaluation does not involve a change in the complete years of his or her schooling. In this case, the board shall so inform the said teacher in writing. A copy of the notice shall also be forwarded to the union.

However, the board shall issue an official attestation of schooling to the teacher:

- a) when the teacher who so requests it maintains that such new evaluation of schooling involves a change in the complete years of his or her schooling;
- b) when a modified rule is added to the *Manuel d'évaluation de la scolarité* and entails a change in the teacher's schooling.

6-1.09

In order to decide on the evaluation of a teacher's schooling, the board shall take into account the transcripts of marks, report cards, certificates, degrees, diplomas and official documents (within the meaning of the rules of the *Manuel d'évaluation de la scolarité*) which it has on hand concerning the teacher.

The board shall also decide on the evaluation each time it has on hand, in accordance with Section D, new transcripts of marks, report cards, certificates, degrees, diplomas and official documents (within the meaning of the rules of the *Manuel d'évaluation de la scolarité*) concerning the teacher.

6-1.10

The board shall forward to every teacher the official attestation of the status of his or her schooling; a copy shall also be forwarded to the union. Similarly, the board shall forward to the teacher every document referred to in clause 6-1.09 that it has on hand concerning him or her and not recognized for the purposes of

evaluating his or her schooling.

Section D

Reevaluation resulting from a change in the status of a teacher's schooling

6-1.11

a) The teacher who wishes to have his or her schooling reevaluated must submit a request to the board. Such a request must be made by a teacher in the employ of the board as well as a teacher registered on the priority of employment list or recall list or in the process of becoming eligible for either one of the lists, even if he or she is not in the employ of the board at the time of the request. The teacher must provide the board with the documents specified in the second paragraph of clause 6-1.09 or with a copy of the request for the documents made by the teacher to the institution that is to issue them.

b) The board shall then, if need be, reevaluate the teacher's schooling in accordance with the provisions of Section C within 30 days excluding the month of July as well as the days between December 20 and January 5 from the date on which it received the documents required under subclause a).

6-1.12

At the union's request, the board shall, within 30 days excluding the month of July as well as the days between December 20 and January 5 of the date on which it received the documents required for the request for reevaluation, forward to the union a copy of the teacher's reevaluation file.

RECOGNITION OF YEARS OF EXPERIENCE

6-2.01

a) The board shall recognize the experience of every teacher in its employ on July 1, 2015, which it recognized for him or her for the 2014-2015 school year.

b) In accordance with clauses 6-2.02 to 6-2.08, the board shall evaluate the years of experience acquired after the 2014-2015 school year of every teacher in its employ on July 1, 2015 and, where applicable, shall revise his or her step accordingly.

c) In accordance with clauses 6-2.02 to 6-2.08, the board shall evaluate all the years of experience of every teacher engaged as of July 1, 2015.

d) Notwithstanding the foregoing, experience acquired in 1982-1983 shall not allow for any advancement in step.

e) Beginning on July 1, 2000, the board shall recognize, for every teacher, the experience acquired during the 1996-1997 school year that would have been recognized for that year under article 6-4.00 of the 1995-1998 agreement, were it not for subclauses) of clause 6-4.01 of that agreement and, where applicable, shall revise his or her step accordingly. The experience thus recognized shall have no retroactive effect.

6-2.02

As of the 2016-2017 school year, a school year during which a full-time teacher taught or performed a pedagogical or educational function (See Appendix XI)

for a minimum of 155 days² in a Québec educational institution recognized by the Ministère or in a teaching institution under government authority outside Québec, shall be recognized as a year of experience.

However, the school year during which a full-time teacher or a teacher under annual contract taught or performed a pedagogical or educational function for a minimum of 90 days only because of circumstances beyond his or her control or because of a parental leave provided for in article 5-13.00 shall be recognized as a year of experience; only the days of leave prescribed in clauses 5-13.06, 5-13.07, 5-13.08, 5-13.09, 5-13.16, 5-13.22, 5-13.25, 5-13.26, 5-13.30, 5-13.31, 5-13.45, 5-13.46, 5-13.49 and those listed in the fourth paragraph of clause 5-13.69 for the duration stipulated therein are considered as days when the teacher teaches or performs a pedagogical or educational function.

For any period prior to the 2016-2017 school year, the corresponding provisions of the 2010-2015 entente continue to apply.

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When a secondary-level teacher obtains a partial leave without salary which entails being released from one group of students only and that this leave alone does not allow him or her to accumulate the required 155 days, the board shall also recognize a year of experience for him or her.

6-2.03

Teaching time as a part-time teacher, a replacement teacher, a teacher-by-the-lesson or a casual supply teacher in a Québec educational institution recognized by the Ministère or in a teaching institution under government authority outside Québec shall be recognized and may be accumulated to constitute a year of experience, in which case the number of teaching days required to constitute a year of experience shall be equal to 90 days as a full-time teacher. However, he or she may not begin to accumulate days to make up a new year of experience before having completed 135 days. See Appendix XII

6-2.04

For a teacher-by-the-lesson and a casual supply teacher, the number of days of experience shall be calculated for each school year separately in the following manner:

- a) For the casual supply teacher: Every half-day or day of substitution shall be calculated as such.
- b) For the casual supply teacher and the teacher-by-the-lesson at the secondary level: $\text{Number of days} = \frac{\text{Total number of 45- of experience}}{\text{to 60-minute periods}}$
4 For periods of more than 60 minutes: $\text{Number of days} = \frac{\text{Total number of periods of experience}}{\text{of more than 60 minutes}}$ 3
- c) For the casual supply teacher and the teacher-by-the-lesson at the preschool and elementary levels: $\text{Number of days} = \frac{\text{Total number of hours of experience}}{4}$

6-2.05

The practice of a trade or profession related to the function the teacher is to perform at the board may, at the time of his or her engagement, be considered as teaching experience according to the following conditions:

- a) This practice was continuous and was the teacher's main occupation.
- b) One year consists of 12 consecutive months but any period of continuous service equal to or greater than four months may be accumulated to constitute one or more years.
- c) Each of the first 10 years thus spent is equal to one year of experience but, beyond the first 10 years, every block of two years thus spent is equal to one year of experience.

6-2.06

In no case shall more than one year of experience be recognized for any school year during which a teacher taught or held another pedagogical position nor for any year during which a teacher practised a trade or profession related to the function that he or she is to perform at the board.

6-2.07

Additional years of experience shall be recognized for each year at the beginning of the work year. Before November 1, a full-time teacher must submit to the

board the documents establishing that he or she has one or more additional years of experience, unless the documents originate from the board. The salary readjustment resulting from a change in the years of experience shall be retroactive to the beginning of the work year during which the teacher provided the documents establishing the additional year of experience. If the teacher provides the documents establishing the additional year of experience after October 31, he or she shall not receive a salary readjustment for the current school year, unless the responsibility for the delay can be attributed to the institution that provides him or her with the documents.

6-2.08

If a teacher must leave the service of the board to carry out activities that are part of the professional improvement system prescribed in Chapter 7-0.00, the board shall recognize, upon his or her return, the same number of years of experience as he or she would have had had he or she remained in the service of the board.

CLASSIFICATION

6-3.01

a) The applicable step prescribed in article 6-4.00 of every full-time teacher, part-time teacher or replacement teacher shall be determined on the basis of the evaluation of schooling in complete years decided under clause 6-1.08 or 6-1.18 in the following manner:

A teacher shall be assigned the step corresponding to the year of experience he or she is in the process of acquiring in accordance with article 6-2.00, without exceeding step 17, increased by:

- two steps, if his or her schooling is evaluated at 17 years;
- four steps, if his or her schooling is evaluated at 18 years;
- six steps, if his or her schooling is evaluated at 19 years or more without a doctorate;
- eight steps, if his or her schooling is evaluated at 19 years or more with a doctorate.

b) The applicable rate specified in clause 6-6.02 for every teacher-by-the-lesson shall be determined on the basis of the evaluation of the complete years of schooling decided under clause 6-1.08 or 6-1.18 in the following manner:

- i) less than 17 years, every teacher who has less than 17 years of schooling;
- ii) 17 years, every teacher who has 17 years of schooling;
- iii) 18 years, every teacher who has 18 years of schooling;
- iv) 19 years or more, every teacher who has 19 years of schooling or more.

This clause is used to determine definitive classification. Definitive classification shall be based on the official attestation of the status of the teacher's schooling in complete years and on the experience acquired on the date of engagement. The board that hires a teacher who has an official attestation of the status of his or her schooling shall recognize the official attestation of schooling issued by the Minister or by a school board within the meaning of clause 6-1.06.

Notwithstanding the foregoing, experience acquired in 1982-1983 shall not allow for any advancement in step.

6-3.02

Every teacher who has not already done so must provide the board with the transcripts of marks, report cards, certificates, degrees, diplomas and official documents (according to the rules of the *Manuel d'évaluation de la scolarité*) necessary for the evaluation of his or her years of schooling. The documents must be certified true by the representative of the organization from which they originate. The board shall acknowledge receipt to the teacher.

6-3.03

As regards every teacher to whom the Minister or a school board within the meaning of clause 6-1.06 has not issued an official attestation of the status of his or her schooling, the board shall provisionally establish:

a) according to the *Manuel d'évaluation de la scolarité* of the Minister, the step in which his or her transcripts of marks, report cards, certificates, degrees, diplomas and official documents (within the meaning of the rules of the *Manuel d'évaluation de la scolarité*) would classify him or her under clause 6-3.01;

b) according to the Regulation respecting the criteria for evaluating years of schooling as a factor in establishing the qualifications of teaching personnel (R.R.Q., 1981, c. C-60, r. 4) of the Minister, the step in which his or her transcripts of marks, report cards, certificates, degrees, diplomas and official documents (within the meaning of the rules of the *Manuel d'évaluation de la scolarité*) would classify him or her under clause 6-3.01 if his or her documents cannot be clearly identified with evaluations prescribed in the *Manuel d'évaluation de la scolarité* of the Minister.

The board alone shall determine a teacher's provisional step within 30 days of receiving the documents. However, the board shall not claim any money as a result of a decision to lower the provisional classification for the period preceding the first day of the month following the date on which the teacher received the notice of change.

Within 10 days of the decision concerning the provisional classification, the board

shall inform the union using the form found in Appendix XIII. At the union's written request, the board shall forward a copy of the provisional classification file to the union.

6-3.04

If the union disagrees with a teacher's provisional classification, as determined by the board under clause 6-3.03, it shall make comments to the board which it deems relevant.

The board shall inform the teacher and the union whether or not it decides to change the teacher's provisional classification as a result of the union's comments.

6-3.05

Except in the cases prescribed in Section B, every definitive classification made under clause 6-3.01 shall have a retroactive effect to the date of entry into service in the school year during which a teacher provided the board with the documents necessary for the request for the evaluation of his or her years of schooling. For the purposes of applying this agreement, definitive classification shall have no effect prior to the date of the coming into force of this entente.

The salary readjustment and the payment of retroactivity, if any, following the definitive classification shall be made on the first payday of the month following the date on which the teacher received the official attestation of the status of his or her schooling. However, the board shall not claim any money as a result of the application of the official attestation of the status of his or her schooling for the period prior to the first day of the month following the date on which the teacher received the official attestation of the status of his or her schooling.

6-3.06

Every year, before or with the first installment of the teacher's salary, the board shall inform the teacher of the experience and salary scale step that it recognizes for him or her.

Section B

Advancement in step resulting from additional schooling

6-3.07

a) Following a new evaluation of a teacher's schooling decided under Section D of article 6-1.00, the board shall grant, if need be, an advancement in step in accordance with clause 6-3.01.

b) An advancement in step shall be granted only once each school year.

c) The advancement in step shall come into effect on the 101st workday of the current school year, retroactively, if need be:

1. if, on January 31 of the current school year, the teacher had completed the necessary studies for a new evaluation of his or her years of schooling; and
2. if he or she had provided, before April 1 of the current school year, the documents required under subclause a) of clause 6-1.11.

d) Where applicable, retroactivity resulting from such advancement shall be paid on the first payday of the month following the date on which the teacher receives the official attestation of the status of his or her schooling.

Section C

Advancement in step resulting from additional experience

6-3.08

A teacher is entitled to an advancement in step at the beginning of the work year if the board recognizes additional experience under article 6-2.00. The salary readjustment ensuing from a change in the years of experience shall be retroactive to the beginning of the work year, provided that the conditions prescribed in clause 6-2.07 concerning the recognition of additional experience are met.

6-3.09

Following initial placement in the scale, the teacher is entitled each school year to only one advancement in step for additional experience, regardless of the experience recognized for the preceding school year, except where additional experience is recognized based on the documents provided under clause 6-2.07.