

## B.24. SCALE PLACEMENT ON APPOINTMENT

For purposes of placement, on appointment:

1. A step on the salary scale shall be allowed following submission of appropriate proof for:
  - a. each year of teaching experience as a certificated teacher in a public school in Canada, the Commonwealth, and the U.S.A;
  - b. each year of teaching experience as a certificated teacher in a private school in Canada;
  - c. each year of teaching experience as a full time instructor, while a certificated teacher, in an accredited post secondary institution, to a maximum of three steps;
  - d. each year of experience in a BCTF Administrative Union staff position requiring a teaching certificate, to a maximum of 3 steps;
  - e. each two years of full time trade experience for any certificated Industrial Education and Business Education teacher, to a maximum of ten steps. A maximum of two steps will be granted for apprenticeship training. Evaluation of the above experience will be made at the time of appointment. Any doubtful situations will be referred to the Evaluation Committee.

Certificated teachers, other than those holding a professional certificate, shall have the right to claim one-half occupational experience in the subject area of their experience, such claims to be submitted to the Evaluation Committee. Final decision on such claims shall be submitted to the Board for approval;
  - f. The Board may, on the recommendation of the Evaluation Committee, allow credit for full time teaching experience including periods of service less than 8 months. Some of this experience must have been obtained within 5 years prior to the date of first entry into the service of the Board. All such experience must have been gained within ten years prior to the date of first entry into the service of the Board. Such experience may be combined in the aggregate of not less than 10 months of full time service to constitute a year's experience; and
  - g. Notwithstanding any of the provisions contained in Clauses B.24.1.f and B.24.2.b, c, and d, any applicant appointed on a temporary or continuing basis shall be permitted to include fragmentary teaching experience acquired in School District No. 41 (Burnaby), including day to day teacher-teaching-on-call assignments, subsequent to September, 1969 to qualify for scale placement in line with the provisions of Clause B.24.2.
2. A year's teaching experience means:
  - a. a minimum of eight months of full time employment during one school year;
  - b. two periods of full time employment each of six months or more, one in each of two different school years;
  - c. two periods of full time employment subsequent to September 1, 1969 each of five months or more, one of each in two different school years;
  - d. two periods of full time employment one in each of two different school years - one period of six months or more, plus one period of five months or more since September 1, 1969.
3. Teaching experience for the purpose of scale placement, not declared at the time of appointment, shall not carry experience credit. It is further agreed between the

4. Association and the Board that all application forms for employment in School District No. 41 (Burnaby) shall contain a special notation drawing applicants' attention to this specific article.
5. Claims for certification and experience will be made and be evaluated at the time of appointment and shall be subject to validation, and any doubtful situations shall be referred to the Evaluation Committee. New appointees to the Burnaby teaching staff shall be informed that placement on the salary scale is subject to validation by the Evaluation Committee.
6. a. The Board shall advise the teacher in writing of the documentation required to establish initial scale placement.

Each teacher shall submit all supporting documentation within two months of commencement of employment or within two months of receipt of notice of required documentation, whichever is later.

The teacher shall be responsible for advising the Board, in writing, if delays beyond the control of the teacher occur in obtaining the necessary documentation.
- b. The Board shall not refuse a request for a reasonable extension of the time limits for reasons beyond the control of the teacher.
- c. If documentation is not submitted within the permitted period noted in B.24.5.a. or within the reasonable extension in B.24.5.b., as applicable, then the teacher will be paid based on the documentation submitted. Subsequent supporting documentation which results in increased pay will be effective the beginning of the month in which the new documentation is submitted.
- d. Upon request, a teacher will be advised of what documentation has or has not been received.
- e. Failure to provide supporting documentation of a claim will result in a full recovery by the Board from the teacher.
- f. The Board shall notify the teacher, in writing, of both the tentative and confirmed category and experience placement that has been assigned.

## **B. 25. SALARAY SCALE ADJUSTMENT**

1. A teacher will apply for a salary scale adjustment due to improved certification (see H.26 Evaluation Committee) by writing to Human Resources advising of his/her eligibility and mailing or delivering to:

The Secretary  
Evaluation Committee  
c/o Human Resources Department  
5325 Kincaid Street  
Burnaby, BC, V5G 1W2

2. A teacher will be granted improved certification on September 1<sup>st</sup> if he/she advises the Committee, in writing, of the claim prior to October 31<sup>st</sup> and TQS confirms a recognition date no later than the September 1<sup>st</sup> date.

3. A teacher will be granted improved certification on January 1<sup>st</sup> if he/she advises the Committee, in writing, of the claim prior to January 31<sup>st</sup> and TQS confirms a recognition date no later than the January 1<sup>st</sup> date.