



AP-G-301.1 Teacher Placement on the Salary Grid

Administrative Procedures

Revised December 6, 2006

BACKGROUND & RATIONALE

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

Calculation of Teacher Education

- Within sixty (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 Association's *Salary Evaluation Application Form* for such evaluation. If the Statement of Qualification or a copy of the Association's *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.
- 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 Association's *Salary Evaluation Application Form* for such evaluation within sixty (60) days of the additional training qualification. If the Statement of Qualification or a copy of the Association's *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.
- 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.
- Once Human Resources has received an updated Statement of Qualifications from Teacher Qualifications Service which places the teacher at a higher grid position, all retroactive pay (only applicable if the above information was received within the specified sixty (60) days) shall become due and payable at a pay period within forty-five (45) calendar days.

Calculation of Teaching Experience

- A year of teacher experience is any one school year during which a teacher under contract has received salary for not less than one hundred fifty (150) days while teaching in Canada. International experience will be considered on a case by case basis by the superintendent.



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- A substitute teacher may gain a year of teaching experience on the grid by accumulating not less than one hundred fifty (150) teaching days in a given school year.
- The adjustment date for the granting of experience increments shall be the commencement of the school year.
- 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 sixty (60) days of employment. If the acceptable documentation is not provided 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 provision of acceptable documentation.
- 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.
- Once Human Resources has received the acceptable documentation, the Superintendent shall determine the placement of the teacher on the salary grid.
- Once appropriate grid placement has been made, and if the teacher is placed at a higher grid position, all retroactive pay (only applicable if the above information was received within the specified sixty (60) days) shall become due and payable at a pay period within forty-five (45) calendar days.