



Recognizing Teaching Experience

Background

KTCEA commits to recognizing and compensating teachers fairly according to their teaching experience and education. The university education of a teacher and the length of teaching experience shall together determine the annual salary rate of each teacher employed by KTCEA, based on their placement on the KTCEA teaching salary grid.

Guidelines

For the purpose of placement on the KTCEA Teacher's Pay Scale, KTCEA will consider teaching experience subject to:

1. Confirmation of teaching experience in years (identifying the number of school days worked in each year, details on the courses taught, and the grade level), including confirmation that during the identified period(s) the individual held a valid Alberta Teaching Certificate or equivalent from the applicable government jurisdiction. The determination of what constitutes "equivalent" is at KTCEA's discretion.
2. Confirmation that the teaching experience detailed in 1. above required a valid Alberta Teaching Certificate or equivalent from the applicable government jurisdiction.
3. Confirmations must be signed by an authorized representative of the former employer. This must include the organization's name and address and the authorized representative's title, telephone number, and e-mail address.

KTCEA reserves the right to contact individuals who have provided information related to an individual's experience. The review will not proceed until such contact can be made. If there is a delay in KTCEA's ability to make such contact, credit will be granted only from the date the required information is received and confirmed.

While KTCEA is committed to recognizing experience that is considered equivalent to Alberta Education standards, no assurances are made as to the outcome of any request for consideration, and all KTCEA decisions are final.

Individuals found to have submitted incorrect or false information will be subject to disciplinary action, up to and including dismissal.

Teacher Experience

As outlined in KTCEA Teacher Contracts, teaching experience is based on a full year of teaching (comprised of not less than 126 school days) with one step on the salary grid for each year of experience to the maximum provided on the salary grid.

The Employee shall be required to submit a statement from previous employers to the effect that such experience was teaching students in grades Kindergarten to Grade 12, in a school under the jurisdiction of a Province of Canada or a state or national department of education.

The Employee shall submit evidence of prior teaching experience no later than 90 days following the commencement of employment. If evidence is not provided within 90 days, then the Education Authority shall be entitled to evaluate the Employee's teaching experience and determine the teaching experience for the purpose of placing the Employee on the salary grid. Increments based on teaching experience shall take effect on September 1 following the attainment of the accumulation of the teaching experience;

Education experience:

In accordance with what is outlined in the KTCEA Teacher Contracts, the evaluation of teacher education for salary purposes shall be determined by the Teacher Qualifications Service.

Upon the commencement of employment or upon making a claim for a change in salary based on additional teacher education, the Employee shall within 45 days of either September 1st or the commencement of employment, whichever applies, provide a statement of qualifications issued by the Teacher Qualifications Service. Until the Employee provides the statement, he or she shall be paid according to the most recent acceptable statement of qualifications or according to the minimum education requirements;

If a statement of qualifications is provided within 45 days, then the salary adjustment shall be retroactive to September 1 or, in the case of a newly hired teacher, to the commencement of employment;

If a statement of qualifications is not provided within 45 days then salary may only be adjusted on a prospective basis following delivery of the statement of qualifications.

#	Procedure	Roles & Responsibilities
1.	Submitting satisfactory evidence of teaching experience and education in alignment with these guidelines	Teachers
2.	Reviewing submitted documentation for placement on the grid.	Human Resources
3.	Notifying the employee and all other KTCEA personnel of decisions as appropriate.	Human Resources
4.	Supporting staff in the interpretation of the above administrative procedure	Human Resources

5.	Supporting Human Resources in the communication and adherence to the above administrative procedures	Principals
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Definitions:

Not Applicable

References:

Not Applicable

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services.