

SALARY SCALE EVALUATIONS – PROFESSIONALS

What is the process and how is it my step determined?

For us to complete your salary scale evaluation, please refer to the attached checklist for the documentation you must provide. Your evaluation cannot be processed until ALL documents have been received. These are required to provide proof and explain how we determined your scale to the auditors. Upon hiring, you are temporarily placed at step 1 until your file has been processed. If, as a result of your evaluation, there is a change in step, it will be retroactive to your hire date (provided your documents are received within the same school year). Due to volume, please note there may be a delay of 6-8 weeks in processing your evaluation and thus only once your file is complete.

It is the employee's responsibility to assure that the documents are sent to us in a timely manner. We will be following up on the legally required documents, but we are not obligated to follow up on documents pertaining to the evaluation of your salary scale.

Once your file is complete and compliant, your classification will then be determined based on the rules and regulations as per the P-2 Fédération des professionnelles et professionnels de l'éducation du Québec (FPPE-CSQ) Collective Agreement:

<https://cpn.gouv.qc.ca/cpnca/en/negociations/collective-agreements/professionals-2/>

Please refer to chapter 5-0.00 for additional information.

5-2.07

A professional must, upon his or her engagement, produce an attestation of his or her qualifications and experience. At the written request of the board, he or she may be required to produce one or more other relevant attestations. Failure to produce such attestations within 30 days of the date of engagement may constitute cause for the cancellation of his or her engagement, unless he or she is unable to do so due to circumstances beyond his or her control.

The professional shall be obliged to declare to the board any severance pay which he or she has received under an employment security plan applicable in the education sector.

The board may cancel the engagement at any time in the case of fraud. The burden of proof lies with the board.

Once your evaluation has been finalized, and reviewed by the Director of HR, you will receive an email with the explanation of the calculations. If you have questions or concerns, please communicate with hrhiring@cqsbc.qc.ca.

PROFESSIONAL STAFF – REQUIRED DOCUMENTS

All documents below must be submitted promptly in a single email to hrhiring@cqsb.qc.ca, in **PDF format**. Do NOT send zip files or google drive attachments as these are blocked by our system.
Please note that JPEGs and Pictures converted to PDF are NOT accepted.

- 1. Void Cheque ☐
- 2. Copy of Resume ☐
- 3. Copy of Birth Certificate ☐
- 4. Copy of Social Insurance Card ☐
- 5. Copy of your Professional Order Membership² (renewals to be sent yearly) ☐

If you were born outside of Canada:

- a) Copy of your Citizenship and/or Permanent Residency Card ☐
- b) Copy of a valid Work Permit ☐

Forms found on the new employee website (Section 1):

- 6. Payroll Installation Form ☐
- 7. Appendix 3: Digital Rights and Responsibilities ☐
- 8. Acknowledgement of Receipt (Harassment Policy) ☐
- 9. Self-Identification Questionnaire (Access to Equity in Employment) ☐
- 10. Membership to SPPREQ Union ☐

Schooling:

Copies¹ of your certificates, diplomas and transcripts (**ALL** levels listed below are required)

- 1. High School Diploma ☐
- 2. High School Final Year Transcript (for QC we need the Ministry copy)
REPORT CARDS ARE NOT TRANSCRIPTS ☐
- 3. CEGEP/College Diplomas (if applicable) ☐
- 4. CEGEP/College Transcript (if applicable) ☐
- 5. University Diplomas (if applicable) ☐
- 6. University Transcripts (if applicable) *Must be Official Transcript* ☐
- 7. Other ☐

****If you have completed your schooling outside of Canada, you must provide us with a copy of the Comparative Evaluation. This document is produced by the Ministère de l’Immigration. We will not recognize your schooling otherwise.** <https://www.quebec.ca/en/immigration/work-quebec/recognition-skills-acquired-abroad/getting-comparative-evaluation>

Work Attestations from previous employers (if pertinent to your title):

Please note that to be considered, this **must** include the following information:
Dates worked, your title, your status, and/or number of hours or days worked and a brief description of tasks. This letter should be signed electronically or by hand with contact information and in PDF format ☐

1 The School Board reserves the right to see the original copies if needed.
2 For the following employment groups: 2109-Guidance Counsellor, 2111-Social Worker, 2112-Speech Therapist or Audiologist, 2113-Psychologist, 2115-Dietician/Nutritionist, 2116-Occupational Therapist, 2122-Engineer, 2144-Lawyer, 2145-Notary, 2146-Certified Translator, 2148-Architect, 2150-Psychoeducator