

SALARY SCALE EVALUATIONS – SUPPORT

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 S-11 UES-800/QFL Collective Agreement: <https://cpn.gouv.qc.ca/cpnca/en/negotiations/collective-agreements/personnel-de-soutien/>

Please refer to chapter 6-0.00 for additional information.

6-2.04

The salary step of each new employee shall be determined according to the class of employment assigned to him or her taking into account his or her schooling and experience in accordance with the terms and conditions provided hereafter.

6-2.05

The step shall usually correspond to one complete year of recognized experience. It shall denote the salary levels in the scale for each class of Appendix I.

6-2.06

An employee who has only the minimum required qualifications to enter a class of employment shall be hired in the first step of the class.

6-2.07

However, an employee who has more years of experience than the minimum required for his or her class of employment shall be granted one step per additional year of experience, provided that the experience be deemed valid and directly relevant to the duties outlined in his or her class of employment.

In order to be recognized for the purposes of determining the step in a class of employment, the experience must be relevant and must have been acquired with the board or with another employer in a class of employment of an equivalent or higher level than this class of employment, taking into account the qualifications required by the class of employment.

The relevant experience acquired in a class of employment of a level lower than the employee's class of employment may be used solely to meet the qualifications required by the class of employment.

6-2.08

Furthermore, an employee who has successfully completed more years of schooling than the minimum required in an officially recognized institution shall be granted two (2) steps for each year of schooling in addition to the minimum required, provided that these studies be deemed directly relevant by the board and that they be greater than the qualifications required in terms of the schooling for the class of employment to which the employee belongs.

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.

SUPPORT 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 First Aid (*Attendant for Handicapped Students, Daycare Educator, Daycare Technician, Special Education Technician, Student Supervisor, School/Centre Secretary*)

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 UES local 800

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.