

SALARY SCALE EVALUATIONS – TEACHERS

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.

For Teachers – salary evaluation is done in two steps. The first being, sending your schooling documents to our representative at the Ministry for the evaluation of your schooling. They will provide us with an Attestation of Schooling. **Please note that we have no control over the processing times of files submitted to the MEQ.** The second step is the evaluation of your experience, which we will do if you have provided us with previous work attestations (your resume is not sufficient). The combination of the two will determine your salary step. Please refer to the attached for the specifications from the Ministry for them to process your file.

6-3.02

Every teacher who has not already done so must provide the board with the transcripts of marks, report cards, certificates, degrees, diplomas and official documents (according to the rules of the *Manuel d'évaluation de la scolarité*) necessary for the evaluation of his or her years of schooling. The documents must be certified true by the representative of the organization from which they originate. The board shall acknowledge receipt to the teacher.

Once your file is complete and compliant, your classification will then be determined based on the rules and regulations as per the E-5 Québec Provincial Association of Teachers (QPAT) Collective Agreement:

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

Please refer to chapter 6-0.00 for additional information.

6-3.07

- a) Following a new evaluation of a teacher's schooling decided under Section D of article 6-1.00, the board shall grant, if need be, an advancement in step in accordance with clause 6-3.01.
- b) An advancement in step shall be granted only once each school year.
- c) The advancement in step shall come into effect on the 101st workday of the current school year, retroactively, if need be:
 - 1. if, on January 31 of the current school year, the teacher had completed the necessary studies for a new evaluation of his or her years of schooling; and
 - 2. if he or she had provided, before April 1 of the current school year, the documents required under subclause a) of clause 6-1.11.
- d) Where applicable, retroactivity resulting from such advancement shall be paid on the first payday of the month following the date on which the teacher receives the official attestation of the status of his or her schooling.

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.

MINISTRY CLASSIFICATION SERVICE REQUIREMENTS

The Classification service will not treat files if they are not compliant. Please follow the instructions on the checklist but here are some key points.

- We can only accept **official documents** as per the rules in the Manuel d'évaluation de la scolarité. Official documents must be originals that the teacher provides to the employer. Originals bear the seal or signature of the registrar or his representative.
- Remember that **photos of diplomas and transcripts are NOT official documents**. Documents such as these that a teacher sends by email are NOT official documents.
- E-transcripts sent via email (hrhiring@cqsbc.qc.ca) directly from the institution (college, cegep or university), is acceptable as long as they are official transcripts. **Printouts of courses/transcripts from student web portals are not official.**
- Each page of the original document must be photocopied and stamped as a "certified true copy". It must also be dated and signed by the person who has received the original document.
- Transcripts must include the back containing the grade key.
- Each level of schooling is required – final year for high school, cégep or college if attended and university if attended. We still require high school even if we have a university degree. For high school: it is the diploma and transcript issued by the MEQ that is required (for those who did their schooling in Québec). To order a copy please refer to their site: <http://www.education.gouv.qc.ca/en/references/obtain-an-achievement-record-or-a-diploma/>

INTERNATIONAL FILES =

- Copy of original document and a copy of the official translation (for documents that are in a language other than English or French).
- The Évaluation comparative des études effectuées hors du Québec, document issued by the Ministère de l'Immigration, Diversité et Inclusion if available is helpful.

****Note that international / outside of Québec files may have a longer treatment delay and that we have no control over this situation****

TEACHERS – REQUIRED DOCUMENTS

All documents below must be submitted promptly in a single email to hrhiring@cqsbc.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 WHMIS Certification (Science Teacher) ☐
- 6. Copy of your Legal Authorization to Teach in Québec (Brevet, Provisional Permit)¹ ☐

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):

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

Schooling:

Certified Copies² 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. Previous MEQ Schooling Attestations (requested by other School Boards) ☐
- 8. Other ☐

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 If you do NOT hold a legal authorization to teach in Québec, please reach out to the hiring technician designated to your school.
2 The School Board reserves the right to see the original copies if needed. Certification can be done by the school secretary.*