

APPLYING FOR WORK RELATED EXPERIENCE

The following Do's and Don'ts might be helpful as you complete your Work Related application:

DO'S

1. When asking your previous employers for work confirmation, ask them to include whether the position was part time or full time (ave. # of hours/wk or month and for which months specifically), and your start and end dates. Have your employers outline your duties and responsibilities.
2. Calculate the number of years, months or hours that you worked.
3. Have documents translated to English where applicable.
4. Remember that summer and volunteer work will not be considered.
5. If you are self-employed submit a proof of business such as your business registration. Proof is important, especially if it is a family related business.
6. Apply even if you are having difficulties obtaining confirmation of employment. In some cases, providing an affidavit (sworn statement or official declaration including contact information) may be sufficient.
7. Be Patient! Decisions regarding applications are made on an individual basis and this is a lengthy process. Once a decision has been made you will be notified. All upgrades to pay are retroactive to September of the year the application was filed.
8. Review articles 3, 4, and particularly 4.06 for Related Work Experience (www.tsuoecta.org)
9. Make information as clear as possible, try to provide it in chronological order, provide enough evidence to support your claim. It is important that it be clear when you were working and when you were going to school particularly if there is overlap. Include hours and start and end dates.
10. Be sure to meet all deadlines so that your application will be considered.
11. We encourage every member that is not at A4 to contact QECO and find out what is required to move up the grid. Pursuing these options would be time very well spent. If you have any questions or comments please contact the TSU Office.
12. We also encourage all teachers to confirm their pay grid level

DON'TS

1. Do not submit the following: passport photos, marriage certificates, driver's license, SIN numbers and bank records.
2. Do not send in duplicates or triplicates of your applications – one is enough.
3. Do not apply if you are already at Step 10 on the grid or if you have already been granted work related experience.

TCDSB/TSU Collective Agreement (www.tsuoecta.org)

4.06 (a) Related work experience shall be recognized for teachers in any subject area, provided that the work experience is:

- (i) related to the subject(s) for which the person holds qualifications;
- (ii) in excess of that required for teacher certification;
- (iii) Composed of employment in the industry, business or other non school agency (summer and volunteer work being excluded) as documented.

(b) There shall be a limit of ten years experience advancement on the salary scale, to the maximum, as per Article 14.

(c) A joint committee consisting of three members appointed by the Teachers and three administrative representatives of the Board will review all applications for related work experience and determine the related work experience to be granted to an applicant.

(d) Application forms for related experience will be available to teachers as of September 1. Inquiries related to work experience will be responded to after October 1. Complete applications must be submitted to Human Resources on or before October 31.

(e) The Board will inform the teachers in writing of the decision with respect to the teachers' application by December 15, unless mutually agreed to at a later date; any subsequent adjustment in salary shall be retroactive to the beginning of that school year.

(f) No teacher shall be granted related work experience more than once during the teacher's employ with the Board.