

Category Advancement and Back Pay

Every teacher's goal is to advance to A4 on the pay scale, but it is imperative to follow the Collective Agreement to ensure you do not miss out on any back pay. These guidelines are outlined in Article 9.03 of your Collective Agreement.

Back pay? Many teachers are not aware that back pay is available for the time after they have completed their final course and are awaiting the final paper work from QECO. In our Collective Agreement we have two possible back pay dates. If you notify the Board and apply to QECO before December 1 you are eligible for back pay until September 1, provided the course was completed by September 1. The back pay starts when the course is completed during the fall. For example, if the course was completed on October 15, then back pay would start for all work after October 15.

The second back pay period is between January 1 and June 15. If a course was completed during this time period, or if notice was given to the Board during this time, you would be eligible for back pay from January 1 or when the course was completed.

If you complete a course in the summer and do not inform the Board until January, your back pay will start on January 1, not September 1!

There are two important things to keep in mind:

- 1) Inform the Board (Human Resources Department) in writing as early as possible.
- 2) Even if you do not have your final evaluation from QECO, present the Board with the Green Card from QECO as soon as you receive it, that confirms you have applied for a re-evaluation.

QECO evaluations often take 12 to 16 weeks, however your Confirmation of Evaluation is usually in your hand in approximately 4 to 5 weeks.