

Name:	Department:
Position:	Date:

EDUCATION CRITERIA USED FOR CALCULATION OF STEP PLACEMENT	STEP CREDIT CALCULATION	STEP(S) AWARDED
Minimum educational qualifications (or equivalent in lieu of degree or diploma) as required for the position. <i>Additional steps not awarded for multiple certifications/degrees unless required for the position.</i>	1 Step	
Experience Criteria Used for Calculation of Step Placement <i>Experience which is used to establish equivalency above cannot again be used for experience credit.</i>		
Full-time equivalent employment directly related to primary assignment, obtained after completion of minimum educational requirements in the field as defined in Article 9.1. (e.g. 512 instructional hours is equivalent to one year of teaching).	1 Step/Year	
Full-time equivalent employment related to field, obtained after completion of minimum educational requirements in the field as defined in Article 9.1.	1/2 Step/Year	
TOTAL EDUCATIONAL/EXPERIENCE CREDIT		
SCALE PLACEMENT (>.50 ROUND UP; <.50 ROUND DOWN)		
APPEAL: An appeal of the initial salary scale placement may be made in accordance with Article 9.3.1.		

Employee Signature	HR Designate	Date (DD/MM/YYYY)
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- NOTES FOR INITIAL SALARY SCALE PLACEMENT
1. Initial salary scale placement will occur upon appointment.

2. Experience **directly related to primary assignment** means:

a. For instructional faculty: teaching experience at the post-secondary level

b. For non-instructional faculty: previous experience working in the specified field, e.g. librarian, counsellor, computer centre

c. For faculty assistants: previous experience working in the specified field, e.g. laboratory assistant, laboratory technician

3. Experience **related to field** means: for instructional faculty: other teaching experience, e.g. in the K-12 educational system

4. Part-time instructional experience will be pro-rated based on 512 annual contract hours.

5. Non-instructional experience will be pro-rated based on a 35-hour work week and 12-month year.

6. Teaching assistantships, practicums, or other similar teaching assignments done while working on a degree or certification will not be given extra credit.

7. Experience used to establish educational equivalency cannot be used for experience credit.

8. Experience that overlaps time periods cannot be credited twice. In no event shall more than one year experience credit be granted for experience in any 12-month period.

9. Only credentials from accredited institutions will be recognized when awarding initial minimum salary scale placement.