

**YORK REGION DISTRICT SCHOOL BOARD
OSSTF CERTIFICATION/QECO EVALUATION
NOTICE OF EXPECTED CHANGE IN CATEGORY**

TO: COORDINATING SUPERINTENDENT OF EDUCATION

FROM: _____ EMPLOYEE I.D. #: _____

SCHOOL: _____ DATE: _____

PANEL: Secondary Elementary

PART 1 – ELEMENTARY & SECONDARY – Category Change Effective September 1

I wish to notify you that on _____ I sent the required documents from a course I took prior to September 1 to be assessed for a change in category. However, my new OSSTF Certification Rating Statement /QECO Statement of Evaluation may not be filed with the Board by December 31.

The reason for the delay is: _____

Elementary and Secondary: I realize that by submitting this notice by December 1, I will be eligible for retroactive pay from September 1.
Secondary: failing this, the salary increase shall be made effective on the 1st day of the month following the month in which the new OSSTF Certification Rating Statement was filed with the Board.

PART 2 – SECONDARY ONLY – Category Change Effective January 1

I wish to notify you that on _____ I sent documents from a course I took in the September to December period to be assessed for a change in category. I understand that to be eligible for retroactive pay from January 1, the revised OSSTF Certification Rating Statement must be filed with the Board before May 1.

PLEASE NOTE: Salary increases for OSSTF Certification Rating Statement received on or after May 1, will be effective the following September.

PART 3 – ELEMENTARY ONLY – Category Change Effective January 1

I wish to notify you that on _____ I sent documents from a course I took in the September to December period to be assessed for a change in category. I understand that to be eligible for retroactive pay from January 1:

- The revised Evaluation Statement must be filed with the Board before May 31.
- Or, this "Notice of Expected Change" along with an explanation of the delay **must be filed with the Board by May 1** and **the Board must receive the QECO Statement of Evaluation by August 31.**

The reason for the delay is: _____

PLEASE NOTE: If the delay is avoidable, and the QECO Statement of Evaluation is received after May 31, salary increases will be effective the following September.

Employee Signature

Form P532-16 May 2010

Distribution:
Retention:

Human Resource Services Use Only:

Signature

Date Received

White and yellow copies, forward to Human Resource Services
(Completion of Salary Change + 12 months)

YORK REGION DISTRICT SCHOOL BOARD

Collective Agreement Provisions

ELEMENTARY

B.4.0 UPGRADING QUALIFICATIONS

- B.4.1 When a teacher completes all the requirements for raising his/her salary category previous to September 1 of any year, he/she shall be paid the higher category rate subject to the provisions of this Collective Agreement, effective September 1 of that year on the condition that the new Statement of Evaluation is filed with the Board by December 31 or, if this is impossible through no fault of the teacher, that a "Notice of Expected Change in Category" along with an explanation of the delay in filing the new Statement of Evaluation is filed with the Board by December 1 of that year.
- B.4.2 When a teacher completes all the requirements for raising his/her salary category previous to January 1 of any year, he/she shall be paid the higher category rate subject to the provisions of this Collective Agreement, effective January 1 of that year on the condition that the new Statement of Evaluation is filed with the Board by May 31 or, if this is impossible through no fault of the teacher, that a "Notice of Expected Change in Category" along with an explanation of the delay in filing the new Statement of Evaluation is filed with the Board by May 1 of that year.

SECONDARY

B.1.0 SALARY CATEGORIES

- B.1.1 A teacher shall be paid in the category as determined by his/her Certification Rating Statement with exceptions noted below.
- B.1.2 The teacher has the responsibility of reporting his/her Certification Rating Statement or any change therein to the Coordinating Superintendent of Education Human Resource Services.
- B.1.3 When a teacher completes all the requirements for raising his/her salary category prior to September 1 of any year, he/she shall be paid the higher category rate subject to the provision of this agreement effective September 1 of that year on the condition that the new Certification Rating Statement is filed with the Board by December 31 or, if this is impossible through no fault of the teacher, that a "notice of expected change" along with an explanation of the delay in filing the new Certification Rating Statement is filed with the Board by December 1 of that year. Failing this, the salary increase shall be made effective on the 1st day of the month following the month in which the new Certification Rating Statement was filed with the Board.
- B.1.4 Reporting Category Change
- B.1.4.1 Where the qualification required for raising a salary category is completed during the period September 1 to December 31 of any year, the increase in salary shall be effective January 1 of the next year provided the Certification Rating Statement is filed with the Board prior to May 1 of the year in which the increase is to be effective.
- B.1.4.2 If the Certification Rating Statement is filed on or after May 1, the increase in salary shall be effective September 1 of the calendar year in which the Certification Rating Statement is filed.
- B.1.4.3 Any amendment in the official Certification shall, for the purpose of this agreement, be effective on September 1, following the adoption of the amendment, subject to agreement of the parties.