

BCGEU SCALE PLACEMENT FORMULA

APPENDIX D

Name:	Department:
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Position:	Date:
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MINIMUM QUALIFICATION	STEP10
INSTRUCTIONAL QUALIFICATIONS a) Successful completion of ID Program or in possession of a valid teaching certificate or a Bachelor of Education. b) Total years of post-secondary teaching experience or combination of relief and night school teaching. For part-time instructor, six hundred (600) hours equivalent to one (1) year of teaching.	1 Step 1 Step/Yr.
ADDITIONAL QUALIFICATIONS a) Additional qualifications above minimum for completion of relevant approved courses of studies (e.g., Baccalaureate Degree, Certification, etc.). b) Work experience considered related (including teaching K Gr. 12) – maximum of ten (10) years after consultation and agreement of the Union.	.5 Step/Yr. .5 Step/Yr.
RECOMMENDED STEPS:	

Employee Signature

Human Resources Designate

Year / Month / Date

NOTES:

- A. If the individual's qualifications and experience are such that the College considers him/her to be particularly important to its program but the salary established by the placement is inadequate, up to two (2) additional steps may be granted. The use of an additional step(s) must be considered truly exceptional, and only implemented after mutual agreement with the Union.
- B. Individuals who would normally qualify for additional steps under B or C but do not meet the minimum qualifications for *Step 10 Scale Placement, will not receive additional steps.
- C. No employee presently employed with Selkirk College and a member of the BCGEU bargaining unit shall suffer a salary reduction as a result of this Placement Formula.