



NOTICE TO ALL TEACHERS

From: Employee Services – Staffing

Subject: Information Regarding Teacher Salary (TQS Category Upgrade)
Including Application for Change of Salary Category for Teachers Form

Date: 2023 September 01

PLEASE READ CAREFULLY – VERY IMPORTANT!

Please see the attached information for the procedure in place for a salary change/TQS category upgrade for teachers. It is important to **read the material carefully if you are anticipating change in your salary category** (for example: completion of a diploma program, additional coursework, completion of masters' degree, etc.)

The ***Application for Change of Salary Category for Teachers Form*** must be submitted to Employee Services – Staffing before the deadlines listed on the application form (see attached blue form). The purpose of this form is to act as a placeholder to ensure you receive retroactive pay for the months before your official documentation is received. Late forms are not eligible for retroactive pay.

Please obtain a copy of this entire package which includes the application form through:

1. Your school Administrative Assistant
2. Employee Services – Staffing: humanresources@vsb.bc.ca
3. <https://vsbworld.sharepoint.com/sites/EmployeeServices/SitePages//VTF.aspx>

Thank you.



INFORMATION REGARDING TEACHING SALARY

This package includes information about how your salary is determined upon being hired at the Vancouver Board of Education (VBE). In addition, this package explains how you would go about upgrading your salary level after you have taken additional courses.

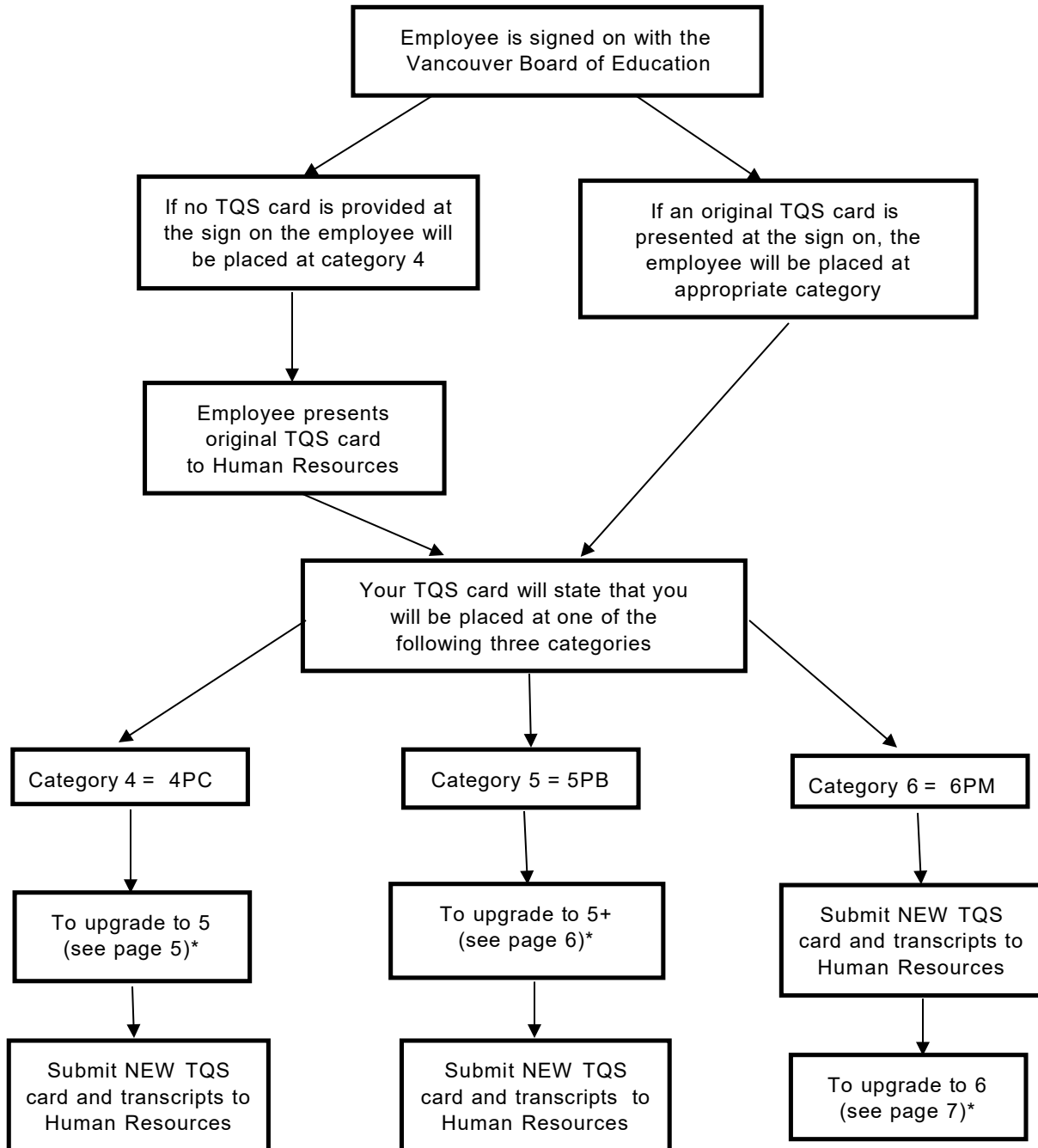
CONTENTS:

1.	Description of Process	Page 2
2.	Providing Documentation to the Vancouver Board of Education (VBE)	Page 3
3.	Salary Category 4	Page 4
4.	Salary Category 5	Page 5
5.	Salary Category 5+	Page 6
6.	Salary Category 6	Page 7
7.	Appeal Process	Page 8
8.	Collective Agreement Language (Article B.25.)	Page 9-12
9.	Application for Change of Salary Category for Teachers (VBE blue form)	Page 13



DESCRIPTION OF PROCESS

The following chart provides an overview of how your salary is determined upon being hired with the Vancouver Board of Education as well as how subsequent changes to your salary category are made.



* **PLEASE NOTE:** There are documents to be completed by particular deadlines to receive retroactive pay for higher salary categories - Please review instructions in this booklet thoroughly.



PROVIDING DOCUMENTATION TO VBE

Please note that all salary change documentation (eg. TQS card, transcripts of marks) presented to Human Resources must be original. Photocopies of such documents do not suffice. Human Resources will make a certified copy of all documents.

APPLICATION FOR CHANGE OF SALARY CATEGORY FOR TEACHERS FORM (VBE)

- This is an important form to complete and submit to Human Resources if you are expecting your higher salary to be retroactively paid.
- Please make sure to read the directions on the blue form (Application for Change of Salary Category for Teachers) to ensure you meet appropriate deadlines for submission of this form.

TQS CARD

- TQS does not send the cards or copies of the cards to the Vancouver Board of Education.
- It is your responsibility to bring your TQS card into Human Resources and we will make a certified copy of it.

UNIVERSITY TRANSCRIPTS

- Universities do not send to the VBE your final transcripts unless you request them to do so.
- Please instruct the university to send your transcript of marks to us or you can deliver your official transcripts to Human Resources in a sealed envelope.



VBE/VTF SALARY CATEGORY 4

- The VBE/VTF salary category 4 is equivalent to a category 4 TQS card.
 - The VBE/VTF collective agreement language 4 stands for *4 years Professional Certificate*.
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- Teachers who have recently certified with the BC College of Teachers will qualify for a TQS card with minimum of category 4. An employee who provides an original category 4 TQS card will be placed at VBE salary category 4PC.
- The only teachers who would be paid at a lower salary category than 4 would be those teachers without a university degree.
- If no original TQS card is presented to the Human Resources Division, the employee's salary will remain at salary category 4.



VBE/VTF SALARY CATEGORY 5

- The VBE/VTF salary category 5 is equivalent to a category 5 TQS card.
 - The VBE/VTF collective agreement language 5 stands for *5 years Professional Basic*.
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- Most teachers who have recently graduated from an Education Program at a BC university will qualify for a category 5 TQS card.
 - If you present Human Resources with an original TQS card stating that you are a category 5 then you will be placed at the VBE salary category 5PB.
 - If you did not bring in your original TQS card to Human Resources at the time of your sign-on, you have 60 days from that date to present the original copy for your pay for that period to be retroactively affected at the higher rate.
 - If you do not bring in the original TQS card within 60 days of your sign-on, the pay which you would have received at the higher level will not be provided. In these cases, your higher pay rate will take effect the first day of the following month upon receipt of your original TQS card in Human Resources. (see Article B.25.4.b.) of the currently VBE/VTF collective agreement).
 - Please note that if you would like your salary to be retroactively paid (when applicable) you must submit a completed *Application for Change of Salary Category for Teachers form* (attached blue form) by either September 30, January 31 or May 31. (Please see the directions on the form for more details).

PLEASE NOTE: The Teacher Qualification Services office never forwards copies of TQS cards to the Vancouver Board of Education. It is the employee's responsibility to bring in originals to Human Resources.



VBE/VTF SALARY CATEGORY 5+

- The VBE/VTF salary category 5+ is equivalent to a category five plus (5+) TQS card.
 - This salary category used to be referred to as PB+30 or PB+15. You are only eligible to apply for this salary category if you already hold a category 5 TQS card.
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- Effective 2006 April 01, placement on the salary category 5+ scale is the responsibility of the TQS.
 - If you present Human Resources with an original TQS card stating that you are at a category five plus (5+) then you will be placed at the VBE salary category 5+PA.
 - If you did not bring in your original TQS card to Human Resources at the time of your sign-on, you have 60 days from that date to present the original copy for your pay for that period to be retroactively affected at the higher rate.
 - If you do not bring in the original TQS card within 60 days of your sign-on, the pay which you would have received at the higher level will not be provided. In these cases, your higher pay rate will take effect the first day of the following month upon receipt of your original TQS card in Human Resources. (see Article B.25.4.b.) of the current VBE/VTF collective agreement).
 - Please note that if you would like your salary to be retroactively paid (when applicable) you must submit a completed *Application for Change of Salary Category for Teachers form* (attached blue form) by either September 30, January 31 or May 31. (Please see the directions on the form for more details).
 - *Please be advised, if you have completed all your course work then you may be eligible for 5+. Please contact the TQS at (604) 736-5484 or www.tqs.ca for more information.*

PLEASE NOTE: The Teacher Qualification Services office never forwards copies of TQS cards to the Vancouver Board of Education. It is the employee's responsibility to bring in originals to Human Resources.



VBE/VTF SALARY CATEGORY

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- The VBE/VTF salary category 6 is equivalent to a category 6 TQS card.
 - The VBE/VTF collective agreement language 6 stands for *6 years Professional Masters*.
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- Most teachers who have completed a Masters Degree (over a six year university experience) will be granted a category 6 TQS card. Placement on the salary category 6 scale is the responsibility of the TQS.
 - If you present Human Resources with an original TQS card stating that you are at a category 6 then you will be placed at the VBE salary category 6PM.
 - If you did not bring in your original TQS card to Human Resources at the time of your sign-on, you have 60 days from that date to present the original copy for your pay for that period to be retroactively affected at the higher rate.
 - If you do not bring in the original TQS card within 60 days of your sign-on, the pay which you would have received at the higher level will not be provided. In these cases, your higher pay rate will take effect the first day of the following month upon receipt of your original TQS card in Human Resources. (see Article B.25.4.b.) of the current VBE/VTF collective agreement).
 - Please note that if you would like your salary to be retroactively paid (when applicable) you must submit a completed *Application for Change of Salary Category for Teachers form* (attached blue form) by either September 30, January 31 or May 31. (Please see the directions on the form for more details).
 - *Please be advised, while completing your Masters Degree, if you have completed at least 30 credits of 300/400 level course work, then you may be eligible for 5+. Please contact the TQS at (604) 736-5484 or www.tqs.ca for more information.*

PLEASE NOTE: The Teacher Qualification Services office never forwards copies of TQS cards to the Vancouver Board of Education. It is the employee's responsibility to bring in originals to Human Resources.



TEACHERS' APPEAL OF PLACEMENT ON THE SALARY GRID

- Article B.25.5. of the VBE/VTF collective agreement outlines a process for teachers if they do not agree with their placement on the salary grid (see page 11 and 13).
- A Teachers' Salary Placement Committee exists to consider individual concerns regarding salary placement.
- To request a review of placement on the salary grid, a teacher must contact the Vancouver Teachers' Federation. The Vancouver Teachers' Federation then brings the request forward to the Teachers' Salary Placement Committee for discussion.
- The Teachers' Salary Placement Committee is composed of representatives from the Vancouver Board of Education and the Vancouver Teachers' Federation.



VBE/VTF COLLECTIVE AGREEMENT LANGUAGE

ARTICLE B.25 - CATEGORIES

The salary categories listed in this Article shall be applied as follows:

1. (a) *The Board requires the teacher to obtain an assessment of salary category from the Teacher Qualification Service.*

- (b) *Speech/Language Pathology Categories*

Salary Category Speech/Language Pathologist Salary Category

4	<i>four (4) years of academic training beyond secondary school (LCST or Bachelor's)</i>
5	<i>five (5) years of academic training beyond secondary school (LCST or Bachelor's plus one (1) year of academic training in the field)</i>
5+	<i>six (6) years or more of academic training beyond secondary school (does not include a Master's degree) (Refer to Clauses 7. and 8. below)</i>
6	<i>six (6) years or more of academic training beyond secondary school (must include a Master's degree)</i>

2. *Initial Placement*

The Board shall make the initial placement of the employee on salary scale. Placement shall be confirmed and salary adjusted retroactively, where necessary, when the employee presents not later than October 31 proof of qualifications or can demonstrate that a reasonable attempt has been made to obtain such proof. The Union shall be notified of the placement on the salary scale of all employees new to staff as soon as possible after the first payroll date.

3. *Placement Other Than on Scale*

All persons employed by the Board shall be placed in the applicable salary category referred to in Article B.25.1.b. and Appendix C except those employees who are placed in salary categories which vary from their certification; namely:



VBE/VTF COLLECTIVE AGREEMENT LANGUAGE

ARTICLE B.25 - CATEGORIES Continued...

- (a) *An employee holding an EC, EB or EA Certificate, or a Teaching Licence or a Standard Certificate, teaching in a secondary school, shall receive a salary in accordance with salary category 4.*
- (b) *Employees who qualify for the 5+ provision are provided for in Clause 7. below. Effective September 1, 2007 employees who qualify for the 5+ provision are provided for in PCA B.12.*
- (c) (i) *Persons holding a Letter of Permission to teach shall be placed on the salary category 4 scale.*
 - (ii) *Persons holding a Letter of Permission whose years of preparation cannot be equated to years of university training shall be placed in a salary category which will provide a salary appropriate to their teaching function as determined by the Board after consultation with the Union.*

4. Procedure for Change of Salary Category

- (a) *Employees who consider that they have completed requirements for reclassification of salary category must apply to the Board. Proof shall be submitted in the form of a Professional card, Letter from the Registrar, or a Teacher Qualification Service category card. Otherwise, if subjective evaluation is required the provisions of Clauses 5.(a), (b), (f), (g) and (h) below. In the case of Speech/Language Pathologists Clause 6. below shall apply.*
- (b) *Applications for reclassification to be effective for salary purposes from September 01, must be filed prior to September 30 in that year. Applications for reclassification to be effective for salary purposes from January 01, must be filed prior to January 31 in that year. Proof in support of the application must be submitted by the employee as soon as possible. Salary changes resulting from successful applications for reclassification filed on dates other than the above, shall be effective from the first day of the month following the filing of the successful application. Salary adjustments shall be made retroactively as stated as soon as possible following receipt of the documents mentioned in Clause (a) above.*



VBE/MTF COLLECTIVE AGREEMENT LANGUAGE

ARTICLE B.25 - CATEGORIES Continued...

(c) *Applications for change of salary category should be processed and the applicant notified of the Board's decision within six (6) weeks of the date of receipt of the application by the Board.*

5. Teachers' Appeal of Placement

(a) *A teacher who considers that his/her placement on the salary scale, as to category or experience (in accordance with Article B.26. or Article B.27. below), is incorrect, shall immediately notify his/her Union.*

(b) *The Union shall forward all requests which require further review, with or without recommendation, to the Teachers' Salary Placement Committee.*

(c) *The Teachers' Salary Placement Committee shall consist of two (2) persons representing the Board, two (2) persons representing the Union, and the Superintendent of Schools, Vancouver, or his/her nominee, as Chairperson.*

(d) *If the Board does not approve an application, on the request of the applicant the application shall be reviewed by the Teachers' Salary Placement Committee. The Teachers' Salary Placement Committee shall notify the applicant concerned of the decision and of the reasons therefore.*

(e) *The Teachers' Salary Placement Committee shall assume the responsibility of advising in writing any teacher who seeks advice in advance, on the acceptability of courses.*

(f) *The Teachers' Salary Placement Committee, if a request concerning qualifications is warranted, shall request that the teacher obtain an assessment of qualifications from the Teacher Qualification Service.*

(g) *The decision of the Committee shall be grievable in the case of placement on the scale.*

(h) *The decision of the Committee shall be grievable in the case of adjudication of Category 5+. Effective September 1, 2007, this clause does not apply and is replaced by PCA B.12.4.b.*



VBE/MTF COLLECTIVE AGREEMENT LANGUAGE

ARTICLE B.25 - CATEGORIES Continued...

6. Speech/Language Pathologist Appeal of Placement on the Salary Grid

In the event of a dispute on the appropriate scale placement of a Speech/Language Pathologist on the salary grid, the process outlined on Article B.25.5 above shall be followed.

APPLICATION FOR CHANGE OF SALARY CATEGORY FOR TEACHERS

VBE/VTF COLLECTIVE AGREEMENT: REFERENCE ARTICLE B.25.

The purpose of this form is to inform Human Resources that you are applying for a change in salary category due to the issue of a new TQS card. In order to ensure you receive retroactive pay for the months before your official documentation is available, you must complete this form and return to Human Resources by the following dates:

- To have your salary effective to September 01 of a given school year – Submit this form to Human Resources by September 30.
- To have your salary effective to January 01 of a given school year – Submit this form to Human Resources by January 31.
- To have your salary effective to May 01 of a given school year – Submit this form to Human Resources by May 31.
- For applications received outside the above dates of a given school year, the category change will be effective the first of the following month (Article B.25.4.b.)

THERE ARE NO EXCEPTIONS. IF THIS FORM IS NOT RECEIVED IN HUMAN RESOURCES BY THE APPROPRIATE DATE, THERE WILL BE NO RETROACTIVE PAY.

For more information about receiving a new TQS card, please contact the Teacher Qualification Service (TQS), #106 – 1525 West 8th Avenue, Vancouver, BC, V6J 1T5 (www.tqs.bc.ca). You will need to submit appropriate transcripts to TQS in order to have a new TQS card issued. Once a new TQS card has been issued, it must be submitted to the Human Resources Division. Complete, final transcripts must also be provided to be added to your personnel file.

Name (in full):	
School:	

<input type="checkbox"/> TQS Category 5 (5PB)	<input type="checkbox"/> TQS Category 5+ (5+PA)	<input type="checkbox"/> TQS Category 6 (6PM)	
Current Category:		Upgrade to New Category:	
University:			
Date of Completion of Courses:		Date of Convocation:	
Date of Application to TQS:			

Signature:	
Date:	