

Memorandum



FROM THE HUMAN RESOURCES MANAGER

DATE: JULY 16, 2016
TO: TEACHERS CURRENTLY IN A TEMPORARY OR CONTINUING CONTRACT
FROM: ROMA MEDVES, HUMAN RESOURCES MANAGER
RE: TTOC EXPERIENCE CREDIT AND INCREMENT FOR TEACHERS WHO HAVE NOT REACHED STEP 10 EXPERIENCE LEVEL

Currently in the Cowichan Valley School District if you have not reached the maximum pay scale for your category, you have 2 separate ways (silos) of earning experience time toward increments if you have a contract and have also worked as a TTOC in our district. In the past the accumulation of experience time has been kept separate for TTOC time (TTOC silo) and for contract time (experience silo), without the ability to combine this time toward an increment for a pay increase.

As a result of the BCTF/BCPSEA Letter of Understanding No. 16 (c), a contract teacher may now have the opportunity to transfer their TTOC experience earned within the district and add it to their teaching experience earned in a contract so that they can attain their next increment more quickly.

This transfer of experience credit can only be transferred one way from TTOC experience to their contract experience. The entire amount of TTOC experience being held must be transferred in whole months (17 days = 1 month) up to twice a year (August 31 and December 31), but once transferred it can not be moved back into the C.4 TTOC silo.

The transfers will occur by the contract teacher filling out the appropriate Transfer Request Form A by June 30th for the August 31st deadline and Transfer Request Form B by November 15th for the December 31st deadline and submitting it to the Payroll Department. Once the time has been transferred, then the increment provision for temporary/continuing employees will apply to the TTOC experience transferred in to the experience silo.

Please see attached flow chart and Transfer request forms. If you require more specific information or have any questions regarding this process, please contact Breanne Heslop, the Payroll Manager, at 250-748-0321 Ext. 211.

Roma Medves
Human Resources Manager