



Kootenay-Columbia  
School District No.20

# Memorandum

To: All Teachers

From: Marcy VanKoughnett, Assistant Superintendent – Human Resources

CC: Payroll  
Tamara Millar, Manager of Accounting  
Natalie Verigin, Secretary-Treasurer

Date: November 3, 2016

Re: TTOC Experience Credit

Hello everyone!

This is a reminder there is now a clause in the Collective Agreement (language copied below) which allows teachers to use experience gained as a TTOC to accrue for the purposes of increment advancement.

Essentially, what this means is that effective September 19, 2014, every one hundred and seventy (170) days of TTOC work will equal one (1) year of experience credit for payroll increment purposes (17 days equals one month). Teachers will now gain experience credit for their TTOC work (one silo) as well as for their continuing and temporary teaching experience (a second silo). Please note this is ONLY for TTOC experience gained from September 19, 2014 forward as our previous Collective Agreement did not allow for TTOC experience to be used toward pay increments.

Effective September 19, 2014, Article C.4 reads as follows:

## **Article C.4 Teacher Teaching On Call Employment**

1. *Experience Credit*
  - a) *For the purpose of this article, a teacher teaching on call shall be credited with one (1) day of experience for each full-time equivalent day worked.*
  - b) *One hundred seventy (170) full-time equivalent days credited shall equal one (1) year of experience.*
2. *Increment Date for Salary Grid Placement*

*Upon achieving one (1) year of experience, an increment shall be awarded on the first of the month following the month in which the experience accumulation is earned.*

Once a teacher triggers a new step (under either the C.4 language or temporary/continuing work), that new step and scale rate would be applied to the teacher no matter whether he/she is working in the

district as a TTOC, temporary or continuing teacher. The only caveat is that when working as a TTOC, their TTOC rate of pay is capped at the equivalent value of Category 5 Step 8 effective July 1, 2016.

Another important piece of information for TTOCs is they can also transfer their earned experience credit (from September 19, 2014 forward) as per Letter of Understanding #16c. This TTOC experience can be transferred to the experience credit of your temporary and continuing work at two points during the year – June 30<sup>th</sup> and November 15<sup>th</sup>. The relevant documentation and an example is attached.

***Example:***

You are currently paid at Category 5 step 1 (temporary and continuing teachers can see this information in e-serve) and you are 7 months towards step 2 and have earned 87 TTOC days of experience this school year, you can transfer to the nearest whole month (87/17) which is 5 months towards your next step. The other two days would remain in your TTOC experience silo which can continuously be added to as you continue to TTOC. This would put you at Category 5 step 2 with two additional months already working towards your step 3 effective September 1, 2015.

If you are wishing to transfer your TTOC experience credit, you can only do it at two times in the year – by June 30<sup>th</sup> to take effect September 1<sup>st</sup> and by November 15<sup>th</sup> to take effect January 1<sup>st</sup>. The appropriate forms are attached and must be submitted to the teacher payroll department via email at gseifrit@sd20.bc.ca no later than June 30<sup>th</sup> or November 15<sup>th</sup> of each year.

**NOTE: It is up to each individual teacher to decide if they want to transfer the TTOC experience credit.**

If you have any questions, please do not hesitate to contact your local president or me.

Thanks!  
Marcy

**LETTER OF UNDERSTANDING NO. 16(c)**

**BETWEEN**

**BRITISH COLUMBIA PUBLIC SCHOOL EMPLOYERS' ASSOCIATION (BCPSEA)**

**AND THE**

**BRITISH COLUMBIA TEACHERS' FEDERATION (BCTF)**

**Re: Article C.4 TTOC Employment – TTOC Experience Credit Transfer within a District**

The purpose of this letter of understanding is to address situations within a single district where a temporary/continuing teacher is also currently a TTOC or in the past has been a TTOC.

Teachers described above accrue experience for the purpose of increment advances under two (2) separate collective agreement provisions (silos), i.e., within a district, the employee triggers increments under Article C.4 for TTOC experience accrued and may also trigger increments under the applicable previous local agreement increment language for temporary/continuing experience accrued.

In order to allow a TTOC the opportunity to transfer, within a district, their TTOC experience earned under Article C.4 (new provision effective September 19, 2014) towards that of the applicable previous local collective agreement increment language for continuing and/or temporary employees, the parties agree to the following:

1. This option can only be exercised where in a single district a temporary/continuing teacher is also currently a TTOC or in the past has been a TTOC in the same district.
2. This agreement only applies to TTOC experienced earned under Article C.4 since September 19, 2014 in that district.
3. This agreement only applies to a transfer within a district. This agreement is in no way applicable to a transfer of experience or recognition of experience between districts.
4. The transfer of experience credit can only be transferred one way; from that of TTOC experience earned under Article C.4 to that of the temporary/continuing previous local agreement increment provision, i.e., it cannot be transferred for any reason from that of temporary/continuing to that of a TTOC.
5. Transfers can only be made in whole months.
6. For the purpose of transfer, 17 FTE days of TTOC experience credit will equal/be converted to one month of experience credit.
7. Should the teacher choose the option to transfer, transfers must be for the entire amount of TTOC experience in their Art C.4 bank on the deadline date for notice, i.e., with the exception of any leftover days remaining (1 – 16 days) after the whole month conversion calculation is made, no partial transfer of TTOC experience are permitted. (See example below).

8. Once transferred, the previous local collective agreement increment provisions for temporary/continuing employees (including effective date of increment) will apply to the TTOC experience transferred.
9. Transfers can only occur and take effect twice a year (August 31 and December 31).
10. For a transfer to occur effective August 31<sup>st</sup>, written notice from the employee to transfer must be received by the district no later than June 30<sup>th</sup> of the preceding school year (see attached form A). This transfer would only include the TTOC experience accrued up until June 30<sup>th</sup> of the preceding school year. Once written notice is received from the teacher to transfer the TTOC experience that decision is final and under no circumstances will the experience be transferred back to C.4.
11. For a transfer to occur effective December 31<sup>st</sup>, written notice from the employee to transfer must be received by the district no later than November 15<sup>th</sup> of the school year (see attached form B). This transfer would only include the TTOC experience accrued up until November 15<sup>th</sup> of the school year. Once written notice is received from the teacher to transfer the TTOC experience that decision is final and under no circumstances will the experience be transferred back to C.4. (See attached form B)
12. This agreement takes effect on the signatory date of LOU 16(c) signed below.

Example:

1. On June 1, 2015, Teacher A provides written notice to the district that they would like to transfer their Article C.4 TTOC experience that they will have accrued up until June 30, 2015 (in terms of closest equivalent month) to their temporary/continuing previous local agreement increment experience bank.
2. On June 30, 2015, Teacher A has 70 TTOC days of experience accrued under Article C.4.
3. On August 31, 2015, 4 months of experience would be transferred to their experience bank under the applicable previous local collective agreement increment language for continuing and/or temporary employees and 2 days of TTOC experience would remain in their TTOC bank under Article C.4. (70 divided by 17 = 4 whole months, with 2 days remaining)
4. Effective August 31, 2015, the previous local collective agreement increment language for temporary/continuing employees would then apply to the 4 months of experience that was transferred.

*Original signed by:*

Renzo Del Negro

Jim Iker

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BCPSEA

\_\_\_\_\_  
BCTF

April 22, 2015

\_\_\_\_\_  
Date

**TEACHER NOTICE: LOU 16(C) - TTOC EXPERIENCE TRANSFER REQUEST -  
FORM B**

**Re: December 31<sup>st</sup> transfers for TTOC experience accrued up to and including  
November 15<sup>th</sup>**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I,  
\_\_\_\_\_ wish to transfer my eligible TTOC experience credits  
earned under Article C.4 (up to and including November 15, \_\_\_\_\_) to that of the  
applicable previous local collective agreement increment language for continuing and/or  
temporary employees. Transfer of these experience credits shall take place and be effective  
December 31, \_\_\_\_\_.

I understand that once I submit this application to the employer, this decision to transfer is final  
and cannot be reversed.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
District Receipt Confirmed

\_\_\_\_\_  
Date of Receipt

Please Note: This written notice must be provided by the teacher and received by the district  
no later than November 15<sup>th</sup> of the school year for a transfer for TTOC  
experience credits earned up to and including November 15<sup>th</sup> to take effect on  
December 31<sup>st</sup> of the same school year.