

CATEGORY UPGRADING FORM SECONDARY TEACHERS ONLY

The following instructions are applicable strictly to Secondary Teachers (members of TSU). If you have taken additional courses during the summer or are in the process of taking additional courses this school year and will be completed within this school year, and are also in the process of obtaining an evaluation from QECO, please read carefully the following instructions as to how to apply for a salary adjustment.

INSTRUCTIONS:

- 1. Please print and complete TWO (2) copies of the attached category upgrading form.**
- 2. Please send ONE (1) copy of the category upgrading form via your school courier, regular mail, or FAX to Human Resources, Attention: Secondary Teaching Division FAX # (416) 512-3048.**
- 3. Retain ONE (1) copy of the category upgrading form for your files, when you have received the Statement of Evaluation from Q.E.C.O. and the explanatory letter, please send copies of these documents together with the category upgrading form via your school courier, regular mail, or FAX to Human Resources, Attention: Secondary Teaching Division FAX # (416) 512-3048.**

NOTE: PLEASE READ CAREFULLY THE DEADLINE DATES ON THE ATTACHED CATEGORY UPGRADE FORM.

The category upgrading form must be received in Human Resources no later than November 30, 2009 in order to receive a retroactive adjustment to your salary to September 1, 2009. To qualify for a retroactive salary adjustment to September 1, 2009, the QECO statements must be received in Human Resources no later than March 1, 2010.

NO EXTENSIONS WILL BE GRANTED IF RECEIVED AFTER THE INDICATED DEADLINE DATES.

The category upgrading form must be received in Human Resources no later than March 1, 2009 in order to receive a retroactive adjustment to your salary to January 1, 2010. To qualify for a retroactive salary adjustment to January 1, 2010, the QECO statements must be received in Human Resources no later than May 30, 2010.

NO EXTENSIONS WILL BE GRANTED IF RECEIVED AFTER THE INDICATED DEADLINE DATES.

For further information, please refer to Articles 3.04 & 3.05 of the TSU Collective Agreement.

Should you have any questions regarding completion of this form, please contact

(416) 222-8282 ext. 2201

Human Resources will confirm receipt of this Category Upgrading form by Board e-mail.

Once you receive your QECO Evaluation, please forward to Human Resources and confirmation of receipt will be sent by Board e-mail.

(Revised May 2009)



SECONDARY TEACHER (TSU) CATEGORY UPGRADING AND/OR ADDITION OF DEGREE ALLOWANCE FORM

This form is strictly for Secondary Teachers (members of TSU). Complete the following form and submit by the deadline dates indicated below to apply for a category upgrading or additional allowance. **For further information, please refer to Articles 3.04 & 3.05 of the TSU Collective Agreement.** Principals are asked to ensure that the TSU representative in each school receives a copy of this form.

PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED IF RECEIVED AFTER THE INDICATED DEADLINE DATES BELOW.

<p>A. Retro upgrade <u>September 1 of the school year.</u></p> <p><input type="checkbox"/> Complete courses prior to start of the school year.</p> <p><input type="checkbox"/> Complete this form and deliver to Human Resources before <u>November 30</u> and submit your Proof of Qualification from Q.E.C.O. by <u>March 1</u> of the appropriate year.</p>	<p>B. Retro upgrade <u>January 1 of the school year.</u></p> <p><input type="checkbox"/> Complete courses by the beginning of the second semester of each year.</p> <p><input type="checkbox"/> Complete this form and deliver to Human Resources before <u>March 1</u> and submit your Proof of Qualification from Q.E.C.O. by <u>May 30</u> of the appropriate year .</p>
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Name _____ SAP Employee #, _____
(as shown on pay statement)

Location _____ Assignment _____
(School or Department) (Grade level or subjects)

Please include copies of the appropriate Q.E.C.O. Statement of Evaluation (Program 5)

DOCUMENTS	(Please Check)	
	ENCLOSED	IN PROGRESS
Statement of Evaluation from Q.E.C.O. (Program 5)		
Explanatory letter from Q.E.C.O.		
Updated Certificate of Qualification		
University Transcripts (Applicable for additional degree allowance only)		

Present Category Placement _____ Category Placement Sought _____

For degree allowance purposes only(if applicable):

DEGREE ALLOWANCE SOUGHT \$

Signature: _____ Date: _____

PLEASE FORWARD THIS FORM VIA BOARD COURIER, REGULAR MAIL,
OR FAX TO HUMAN RESOURCES, ATTENTION:

Secondary Division, FAX # (416) 512-3048
Human Resources will confirm receipt of this Category Upgrading form by Board e-mail.
Once you receive your QECO Evaluation, please forward to Human Resources and confirmation of receipt will be sent by Board e-mail.

(Revised May 2009)