 <p>SALARY ADMINISTRATION</p>	<p>Human Resource Manual</p>
<p>Experience Increments - Teachers</p>	<p>Section 1402 (a)</p>

EXPERIENCE INCREMENTS - TEACHERS

PURPOSE

1. Experience increments are granted to teachers in recognition of service.

APPLICATION


2. These guidelines and procedures apply to all teachers.

DEFINITIONS

3. **Experience Increment** means a one step increase within a pay level for one year of teaching experience, to the maximum within the pay level.

PROVISIONS

4. The experience increment date is based on the anniversary date of the employee's appointment as a teacher. That date is normally the start of a school year.
5. The experience increment date is not affected by a demotion.
6. The experience increment date of a teacher who is transferred does not normally change.
7. A teacher on loan to another agency for teaching duties will be given experience credit for the period of the assignment.
8. A teacher is granted no more than one experience increment on the basis of credit granted for educational leave.
9. Increment dates are postponed by:
 - maternity leave;
 - adoption leave; or
 - leave of absence with or without pay greater than 25 working days.
10. An increment postponed by a leave of absence, as mentioned in paragraph #10, is due when the teacher completes a year of teaching experience. This includes the periods of service before and after the absence, starting from the last experience increment date.

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AUTHORITIES AND REFERENCES

- 11. NTA Collective Agreement
Article A3 - Experience Increments

CONTACTS

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