



SCHOOL DISTRICT No. 73 (KAMLOOPS/THOMPSON)

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April 5, 2005

Mark McVittie, President, KTTA
202 – 1157 – 12th Street
Kamloops BC V2B 7L2

Dear Mark:

RE: Posting, Filling and Staffing Procedures FAQ

Further to our many discussions, please find attached the final version of this document.

This will confirm that we are agreed on the procedures described and, in particular, we are agreed on the FTE's for part time secondary teachers.

Yours truly,


Dan Cairnie
Director of Education Services

DC/dm

cc: Simon Mason, Director of Human Resources
Jim Sheldon, Secretary Treasurer
EOC
Secondary Principals

March 15, 2005

SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

POSTING, FILLING AND STAFFING PROCEDURES

FAQ

1. How is salary calculated on an 8 block (two semester) secondary school timetable?

1 block	=	0.125	+ 0.0179	prep	= 0.1429 fte
2 blocks	=	0.25	+ 0.0357		= 0.2857
3 blocks	=	0.375	+ 0.0536		= 0.4286
4 blocks	=	0.5	+ 0.0714		= 0.5714
5 blocks	=	0.625	+ 0.0893		= 0.7143
6 blocks	=	0.75	+ 0.1071		= 0.8571
7 blocks	=	0.875	+ 0.125		= 1.0

2. How are Leaves of Absence calculated on an 8 block (two semester) secondary school timetable?

1 block Leave	=	0.8571 Assignment	+	0.1429 LOA
2 blocks	=	0.7143		0.2857
3 blocks	=	0.5714		0.4286
4 blocks	=	0.4286		0.5714
5 blocks	=	0.2857		0.7143
6 blocks	=	0.1429		0.8571

3. How is salary for Term Certain positions calculated in a 4 block (one semester) secondary school timetable?

1 block	=	0.25	+ 0.0356	Prep	= 0.2857 fte
2 blocks	=	0.5	+ 0.0712		= 0.5714
3 blocks	=	0.75	+ 0.1067		= 0.8571
4 blocks	=	1.0	+ 0.1429		= 1.1429

4. What happens if I have a one block prep in Semester I, and then later decide to take off a block in Semester II?

You can do this, but the problem is that you have already taken your prep for the whole year. This means that you lose salary for both the one block LOA and the portion of prep already received.

The salary for the whole year is **0.8571 fte**.

To calculate the correct pay figure for Semester II you would add 0.8571 fte (1st Semester) and 0.8571 fte (2nd Semester), subtract 1.0 fte already worked (1st Semester), leaving 0.7143 fte (rounded) to be paid for 2nd Semester II. That is, the salary in 2nd Semester works out to 0.7143 fte.

Another way to look at it is to add 1.0 fte (1st Semester) and 0.7143 fte (2nd Semester). Then divide by 2 and you equal 0.8571 fte, which is the correct figure for 6 blocks over the year.

5. What happens if I go on Leave for the full Semester that I was scheduled to receive my prep?

You will be paid the correct percentage of 'prep in lieu' for the actual Semester worked. For example, if you are scheduled for 4 blocks in Semester I and 3 blocks (plus prep) in Semester II, and you take a LOA for Semester II, you would be paid 1.0 fte plus an allowance in lieu of prep of 14.29% for Semester I. By the same token, your three-block position for Semester II would be posted at 0.8571 fte.

The final result is that each person receives the correct amount of prep (or pay in lieu of prep) for the portion worked, and the school district pays the correct amount for 1.0 fte teacher.

6. Why are some term certain positions posted without an allowance in lieu of prep?

It's fairly unusual, but in some situations positions are posted at 0.25 fte for one block, 0.5 fte for two blocks, 0.75 fte for three blocks, and 1.0 for four blocks per semester. It most commonly occurs with a term certain position covering a partial or full medical leave, although it does happen in some other situations as well, where the incumbent teacher has already used the prep allocated for that position.

Such situations are covered under Article IX 4.2.2 of the collective agreement. That article is intended to prevent the district paying more than 100% of a salary for one position when a teacher goes on leave. It states: *Teachers in semestered schools, who are replacing teachers who have used the yearly allotment of preparation time for that assignment, shall not be entitled to preparation time.*

7. What happens if I post into a 4 block (one semester) secondary Term Certain assignment?

As a general rule, we try not to post positions like this. Sometimes, however, circumstances are such that it doesn't make sense to post a one-semester position any other way. This is particularly true when teachers take a one semester leave, and for rural secondary schools where most candidates would be driving from Kamloops.

If the posting is a new position, payment is 100% of salary, plus an allowance of 14.29% of salary, in lieu of prep time, for a total of 114.29%. However, if the incumbent teacher has (for whatever reason) already "consumed" the prep, payment is at 100% of salary as per #6 above.

If you have already had a four block (114.29%) Term Certain assignment in Semestre I, you may apply for a second four block Term Certain assignment in Semestre II but, if successful, will be required to relinquish one block. This is in keeping with Article IV.5.4.1 which states that an assignment "may not exceed 100%."

8. How is prep calculated for part time teachers in elementary?

The contract does not provide for prep for part time elementary teachers with an assignment of less than 0.4 fte. Teachers with an assignment that is 0.4 fte or greater, but less than full time, receive prep time prorated according to their fte status.

This is based on 80 instructional minutes per week for a full time assignment, with the exception of grand fathered North Thompson teachers who receive 90 minutes.

9. How does the district define qualifications?

All posted positions require, at a minimum, training or experience in the teaching area posted.

Training is defined as: A major or minor in the teachable area. This means, at a minimum, 5 to 8 courses (1 semester) at the senior level (year 3, year 4, or higher).

Experience is defined as: at a minimum, having previously taught the full curriculum (normally the full school year) of the course(s), subject area, or grade level (for elementary) posted, without documented difficulty.

Many positions will require additional qualifications. For example, library positions require a degree in library science, counseling positions require a Master degree in Counseling Psychology, and Kindergarten positions require training in Early Childhood Education. Many of the more specialized district positions require more extensive qualifications yet.

10. Is this standard the same as other districts?

While each district is a separate employer, and a lot of variation exists, the standard used by School District No. 73 is very consistent with that used by other comparable districts around the province.

11. What happens when there are no qualified applicants for a position?

The district reviews the skills and abilities of the most senior applicant to make a determination as to whether they ‘can do the job.’ In some cases this involves a formal interview of the senior candidate or candidates.

In many cases the senior applicant is granted the position on a “without prejudice, without precedent” basis. Sometimes the position is re-posted; sometimes it is re-configured and re-posted in another way; and sometimes a teacher from within the school is re-assigned to that position and then their position is posted. The key variables at work here are the level of urgency around filling the position and/or the likelihood of finding a fully qualified applicant.

12. What is meant by ‘threshold’ versus ‘competitive’ qualifications?

‘Threshold’ versus ‘competitive’ are terms used to distinguish between two methods of determining which applicants will receive a given position.

The collective agreement uses the term “necessary qualifications,” which is most commonly defined as ‘minimum,’ or ‘threshold’ qualifications. Threshold means that you hire the most senior applicant possessing the minimum qualifications posted. Competitive means that you hire the most qualified applicant, regardless of seniority. School District No. 73, and most other school districts, use threshold qualifications as a means of filling most positions.

13. What is a Position of Special Responsibility?

POSR positions are referenced in the collective agreement and cover a wide range of assignments. Most of these assignments are district level special education and coordinator positions, but secondary coordinators and teacher-in-charge positions are also POSR. The difference with these positions is that they are filled using Competitive (see above) Qualifications. That is, the most qualified, not necessarily the most senior, applicant is selected for the position.