

UPPER GRAND ETFO CONTRACT TEACHERS

Credit for Teaching experience Article 10.07

Previous teaching experience under contract, including long-term occasional contract, shall be recognized to the nearest tenth of a year. The teacher shall then be paid according to the proper place on the salary grid. The Teacher and the board shall have **four (4) months from the date of hire** to notify the other party of any errors in grid placement, **and the Board will adjust the salary retroactive to the date of hire.**

Previous teaching experience checklist:

_____ I have completed the chart showing all of my previous teaching experiences.

_____ I have attached a letter on letterhead from each of my previous employers.

Each employer letter shows clearly:

- ‘ a) the address, phone number and contact name.
- ‘ b) the job title I held and a description of the job I did.
- ‘ c) how long I worked each day.
- ‘ d) the start and end dates of my employment.

_____ I have written and included a cover letter to Lynda Scott asking her to consider my previous teaching experience.

Please forward, in the Board courier, all of the above to Lynda Scott, Human Resources, Upper Grand Board Office and send copies to Tamara Reso, Vice-President of Upper Grand ETFO, Orchard Park.

SAMPLE LETTER FOR PREVIOUS TEACHING EXPERIENCE

This is a sample letter of what you need from your previous employer(s). Note, the letter needs to indicate: whether you were full-time or part-time, start and end dates, job title, job description and employer contact information.

ST. BEUT PUBLIC SCHOOL
235 Frontgate Drive
Mistersauga, ON N4N 2B2
Ph. 905-443-9870
Fax 905-443-9871

Sept. 24, 2005

To Whom It May Concern

This letter is to certify that *(your name)* was a *(full-time, 0.9, 0.8 ... 0.1)* employee at St. Beut Public School in the South Humberland District school Board. His/her employment commenced on September 3, 2000 and ended June 30, 2004. During that time, *(your name)* accumulated a total of instructional hours and has 48 sick days to carry forward to his/her new board. *(your name)* has fulfilled all of the duties and met all of the responsibilities of a full-time Grade three teacher.

If further information is needed, please don't hesitate to call.

Sincerely,

 Previous employer's name

 Position

TEACHER S NAME: _____ CURRENT DATE: _____

CURRENT GRID PLACEMENT: _____

CURRENT SCHOOL(S): _____

CATEGORY: _____ STEP: _____

CURRENT ASSIGNMENT(S): _____

school phone: _____ school fax: _____ home phone: _____

THIS IS A REQUEST FOR CONSIDERATION OF: PREVIOUS TEACHING EXPERIENCE

EMPLOYER INFORMATION and contact name	JOB TITLE	JOB DESCRIPTION	START DATE	END DATE	TIME ALLOTMENT (1.0) (.5) (.2)	TOTAL IN MONTHS (must add up to at least 10 months)
example: Waterloo District School Board, F.R. Masterlings P.S., Cambridge contact: B. Sutton	full-time teacher	I taught full-time Grade 3.	Sept. 6, 2005	Dec. 19, 2005	1.0	4 months