

## UPPER GRAND ETFO CONTRACT TEACHERS

### Credit for Related Experience Article 10.09.3

For teachers hired as of November 12, 2003: At the discretion of the Director, related experience may be recognized for the purposes of initial placement on the salary grid. The allowance for related experience shall be a half year of experience on the grid for each full year of related experience to a maximum of five (5) years experience on the grid for ten (10) years of related experience. The total number of years of related experience and recognized teaching experience shall be combined and rounded to the nearest year. Allowances for related experience shall not have the effect of surpassing the salary grid maxima. The Teacher shall have **nine (9) calendar months from the date of hire** to notify the Board of any related experience, **and the Board will adjust the salary retroactive to the date of hire**. At the time of hire, the Board shall inform the Teacher, in writing, of their duty to provide documentation regarding related experience.

#### Related experience checklist:

- \_\_\_\_\_ I have completed the chart showing all of my related experiences.
- \_\_\_\_\_ I believe my related experience adds up to at least the minimum requirement of 10 months.
- \_\_\_\_\_ 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. for my previous employer
- ‘ b) the job title I held and a description of the job I did.
- ‘ c) a full description of the job I did.
- ‘ d) how long I worked each day.
- ‘ e) the start and end dates of my employment.

- \_\_\_\_\_ I have written and included a cover letter to Lynda Scott asking her to consider my related 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 RELATED EXPERIENCE**

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

SHARBOARD OUTDOOR EDUCATION CENTRE

1784 River Run Road

RR #5

Axton, ON L7B 1H9

Sept. 27, 2005

To Whom It May Concern

          (your name)           worked as a           (full-time, 0.9, 0.8 ... 0.1)           Outdoor Education Intern at Sharboard Centre for Outdoor Education from January 3, 2000 until June 30, 2000. Sharboard is a residential outdoor centre owned and operated by the Bitworld District Board of Education. During his/her time at Sharboard,           (your name)           delivered academic programmes related to the grade six curriculum, planned and provided active recreation opportunities to students and supervised students in a variety of contexts including dormitory duty, dining room and free time. Should you wish to contact me regarding any details regarding this letter, I am currently teaching or Valley Forest Outdoor Education centre and can be reached at 416-439-4028.

Sincerely,

Rob Bentley

Former Supervisor

Sharboard Centre for Outdoor Education



TEACHER 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: RELATED EXPERIENCE

<b><i>EMPLOYER INFORMATION and contact name</i></b>	<b><i>JOB TITLE</i></b>	<b><i>JOB DESCRIPTION</i></b>	<b><i>START DATE</i></b>	<b><i>END DATE</i></b>	<b><i>TIME ALLOTMENT (1.0) (.5) (.2)</i></b>	<b><i>TOTAL IN MONTHS (must add up to at least 10 months)</i></b>
example: University of Guelph Child Daycare Program contact: Betty Goodwin	full-time teacher	I taught full-time classroom instruction to pre-school students.	Sept. 6, 2005	Dec. 19, 2005	1.0	4 months