

# Work Experience Calculation Guide





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WORK EXPERIENCE CALCULATION GUIDE

**This guide is intended for CEGEP teachers whose union is affiliated with the FNEEQ (CSN)**

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FNEEQ (CSN)

# Introduction

## Introduction

This guide is designed to facilitate understanding of Article 6-2.00 of the 2010-2015 Collective Agreement for FNEEQ (CSN) teaching personnel pertaining to the calculation of work experience. However, under no circumstances shall it take precedence over the collective agreement.

The guide is divided into four sections: general information, terms for the evaluation of teaching experience, terms for the evaluation of professional or industrial experience, and calculation of number of years of experience. It also includes an appendix dealing specifically with the calculation of non full-time work experience along with a model letter for the submission of documents for the updating of experience records, as provided for in Appendix VI-4. To learn more, refer directly to the collective agreement, the official text enshrining your rights.

For further information and to ensure that your rights are being respected, notably with regard to the calculation of experience as it applies to you, it is always recommended to contact a member of your local union's executive committee, whenever needed.

This document is posted on the FNEEQ Website: [www.fneeq.qc.ca](http://www.fneeq.qc.ca)

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# 1.0 - General information

## 1.1 Evaluation of work experience

For the purpose of remuneration, experience shall be evaluated at the start of each part-time or full-time teaching contract. This evaluation must take into consideration not only experience acquired at the college, but also any new and relevant work experience gained outside the institution, provided suitable documentation is submitted by the prescribed deadline.

For the purposes of job priority and job security, work experience is a determining factor in cases of equivalent levels of seniority. This experience is therefore re-evaluated as necessary.

## 1.2 Submission of documents for the determination of experience

A teacher shall submit documents attesting to his or her teaching and professional or industrial experience to the college by no later than thirty (30) days after the date of hiring (**6-2.01**). New documentation may be submitted within the thirty (30) days following the beginning of each teaching contract. If a teacher is unable to meet these deadlines, he or she should contact the college promptly to discuss the possibility of negotiating an extension, as provided for under Clause 5-1.17.

## 1.3 Entry into force of the new provisions

By no later than May 6, 2011, the college shall inform each teacher in its employ for the 2010-2011 contract year of the operation to revise the calculation of relevant experience for the purpose of determining salary, in accordance with the provisions of the second paragraph of Clause 6-1.01 and of Article 6-2.00, and shall specify the deadlines stipulated in the appendix.

By no later than June 15, 2011, the teacher shall submit to the college, where applicable, all documents relative to the revision of his or her experience, be it teaching, professional or industrial, for the purpose of salary determination.

Model letter 1

By no later than August 31, 2011, the college shall notify each teacher in writing of its decision regarding the revision of his or her relevant experience for the 2010-2011 contract year and, where applicable, of any resulting changes in rank.

This revision and change in rank, where applicable, shall be effective as of the beginning of the 2010-2011 contract year.

Any amounts owing, where applicable, shall be paid out by no later than September 30, 2011, as per **Appendix VI-4**.

# 2.0 - Terms for the evaluation of teaching experience

## 2.0 - Terms for the evaluation of teaching experience

All teaching experience acquired in Quebec in an educational institution recognized by the Ministry or, outside Quebec, in an institution recognized by the competent government authority, should be filed. In order to account for the different levels of teaching, range of employment statuses and variety of admissible documents, the collective agreement provides a number of means for evaluating teaching experience. These are outlined in the following pages, along with the new FTE equivalents, which considerably simplify the calculation of work experience.

### 2.1 Preschool-elementary-secondary

#### Full time

For the purposes of applying the collective agreement, every year of full-time teaching in an educational institution recognized by the Ministry or, in the case of an institution outside Quebec, by the competent government authority, shall constitute one (1) year of work experience **(6-2.01 a)**.

Also counting as one (1) year of work experience shall be full-time teaching under a yearly contract for at least ninety (90) days, consecutive or not, during a single contract year **(6-2.01 b)**.

The same shall apply for an academic year during which a teacher, despite one or more periods of disability, has been on availability for at least five (5) months **(6-2.01 e)**.

#### Part time or hourly paid

The time spent teaching as a part-time or hourly-paid teacher may be accumulated to count as one (1) year of experience in accordance with the rules outlined in Section IV of this guide. If your teaching experience is already measured in annualized FTE, we suggest you keep to this format. If not, it is preferable to convert it to FTE: if the experience is measured in days, 90 days corresponds to 0.5 FTE; if in weeks, 18 weeks corresponds to 0.5 FTE; if in hours or teaching periods, 396 hours or periods corresponds to 0.50 FTE **(6-2.01 c)**.

**Table 1**  
**FTE equivalence for part-time and hourly-paid preschool, elementary and secondary teaching experience**

Level	Days	Weeks x Periods	FTE
Preschool, elementary and secondary	90	18 x 22 = 396	0.50
	135	27 x 22 = 594	0.75

## 2.2 Post-secondary

### Full time

For the purposes of applying the collective agreement, every year of full-time teaching in an educational institution recognized by the Ministry or, in the case of an institution outside Quebec, by the competent government authority, shall constitute one (1) year of work experience **(6-2.01 a)**.

Also counting as one (1) year of work experience shall be full-time teaching under a yearly contract for at least ninety (90) days, consecutive or not, during a single contract year **(6-2.01 b)**.

The same shall apply for an academic year during which a teacher, despite one or more periods of disability, has been on availability for at least five (5) months **(6-2.01 e)**.

### Part-time or hourly-paid teaching in a CEGEP

In a CEGEP, the time spent teaching on a part-time basis shall correspond to the teaching load measured as a full-time equivalent (FTE), as stipulated in Clause 8-5.12 **(6-2.01 d)**. Thus, one (1) hour of hourly-paid or substitute teaching shall correspond to 1/525 FTE.

### Part-time or hourly-paid teaching in an establishment other than a CEGEP

The time spent teaching as a part-time or hourly-paid teacher may be accumulated to count as one (1) year of experience in accordance with the rules outlined in Section IV of this guide. If your teaching experience is already measured in annualized FTE, we suggest you keep to this format. If not, it is preferable to convert it to FTE: if the experience is measured in days, 90 days corresponds to 0.5 FTE; if in weeks, 18 weeks corresponds to 0.5 FTE; if in hours or teaching periods, 270 hours or periods corresponds to 0.50 FTE **(6-2.01 c)**.

**Table 2**  
**FTE equivalence for part-time and hourly-paid post-secondary teaching experience in an establishment other than a CEGEP**

Level	Days	Weeks x Periods	FTE
Post-secondary	90	18 x 15 = 270	0.50
	135	27 x 15 = 405	0.75

## 2.3 University

### Full time

For the purposes of applying the collective agreement, every year of full-time teaching in an educational institution recognized by the Ministry or, in the case of an institution outside Quebec, by the competent government authority, shall constitute one (1) year of work experience **(6-2.01 a)**.

Also counting as one (1) year of work experience shall be full-time teaching under a yearly contract for at least ninety (90) days, consecutive or not, during a single contract year **(6-2.01 b)**.

The same shall apply for an academic year during which a teacher, despite one or more periods of disability, has been on availability for at least five (5) months **(6-2.01 e)**.

### Part time or hourly paid

The time spent teaching as a part-time or hourly-paid teacher may be accumulated to count as one (1) year of experience in accordance with the rules outlined in Section IV of this guide. If your teaching experience is already measured in annualized FTE, we suggest you keep to this format. If not, it is preferable to convert it to FTE: if the experience is measured in days, 90 days corresponds to 0.5 FTE; if in weeks, 18 weeks corresponds to 0.5 FTE; if in hours or teaching periods, 144 hours or periods corresponds to 0.50 FTE **(6-2.01 c)**.

**Table 3**  
**FTE equivalence for part-time and hourly-paid university teaching experience**

Level	Days	Weeks x Periods	FTE
University	90	18 x 8 = 144	0.50
	135	27 x 8 = 216	0.75

### Other university experience

Other experience acquired in the university setting (teaching assistant, research assistant, etc.) may be allowable, though the terms for evaluating this experience can vary. In any such case, it is always best to consult your local union.

## 3.0 - Terms for the evaluation of professional and industrial experience 6-2.01 f)

### 3.0 - Terms for the evaluation of professional and industrial experience 6-2.01 f)

#### 3.1 Full time

Each year of relevant full-time professional or industrial experience acquired in a field other than teaching shall constitute one (1) year of work experience.

#### 3.2 Part time

Relevant part-time professional or industrial work experience may be accumulated to count as one (1) year of experience in accordance with the rules outlined in Section IV of this guide.

##### *General rules*

The accumulation of 12 months, or 52 weeks, of full-time professional or industrial work experience shall correspond to 1 FTE. Experience of less than one (1) month shall not be subject to the application of these rules.

#### Continuous work

Experience shall be calculated by subtracting the work start date from the work end date (years-months-days).

The FTE shall be calculated as follows:

- 10 to 12 months or 43 to 52 weeks equals 1 FTE;
- 9 months or 39 weeks equals 0.75 FTE;
- 6 months or 26 weeks equals 0.5 FTE;

- 3 months or 13 weeks equals 0.25 FTE;
- 1 month or 4 weeks equals 0.0833 FTE;
- 25 calendar days or more equals 0.0833 FTE;
- 19 to 24 calendar days equals 0.0625 FTE;
- 12 to 18 calendar days equals 0.0417 FTE;
- 5 to 11 calendar days equals 0.0208 FTE.

Example of recognized experience acquired between October 3, 2010, and February 11, 2011: 0 years, 4 months and 8 days.

$$\begin{array}{r} 3 \text{ months} = 0.25 \text{ FTE} \\ + \quad 1 \text{ month} = 0.0833 \text{ FTE} \\ + \quad \underline{5 \text{ to } 11 \text{ days} = 0.0208 \text{ FTE}} \\ 0.3541 \text{ FTE} \end{array}$$

Experience acquired on a part-time basis shall be attributed to the teacher as a proportion of the regular work week.

#### Days

If the experience is measured in days, 21 work days shall correspond to one (1) month of continuous work or 0.0833 FTE.

#### Hours

If the experience is measured in hours, seven (7) work hours shall correspond to one (1) work day or 0.0040 FTE.

# 4.0 - Calculation of years of experience

## 4.0 - Calculation of years of experience

New provisions in the collective agreement explicitly set out simpler and better rules for the accumulation of teaching, professional and industrial work experience **(6-2.01 g)**. While experience may be measured in a variety of ways, we recommend the use of FTE equivalence.

### 4.1 Contract year

The various rules for calculating experience are applied by contract year. In no case may a teacher accumulate more than one (1) year of experience in any given contract year. It is therefore important that each work experience be clearly situated within a time frame. When such experience spans a calendar year (e.g. from January to December), it will be necessary to divide it over two contract years.

### 4.2 Full time

For the purposes of applying the collective agreement, the following shall constitute one (1) year of work experience:

- every year of full-time teaching in an educational institution recognized by the Ministry or, in the case of an institution outside Quebec, by the competent government authority **(6-2.01 a)**;
- full-time teaching under a yearly contract for at least ninety (90) days, consecutive or not, in a single contract year **(6-2.01 b)**;

- an academic year during which a teacher, despite one or more periods of disability, has been on availability for at least five (5) months **(6-2.01 e)**;
- each year of relevant full-time professional or industrial experience in a field other than teaching **(6-2.01 f)**.

### 4.3 Addition of part-time experience

Recognized part-time experience may be accumulated to count as one (1) year of work experience **(6-2.01 g)**. This is calculated by contract year based on the following provisions: the number required to constitute one (1) year of experience is equivalent to 0.5 FTE; however, a teacher can only begin accumulating a new year of experience once he or she has reached the equivalent of 0.75 FTE **(6-2.01 c), d), f) and g)**. Moreover, in no case may a teacher accumulate more than one (1) year of experience in any given contract year **(6-2.01)**.

# Appendix on the calculation of non full-time experience

## Appendix on the calculation of non full-time experience

### A – Application of thresholds

The calculation of experience acquired on a basis other than through full-time work is sometimes complicated due to the existence of two thresholds: on the one hand, a year of experience is considered reached once the threshold of 0.5 FTE has been met; yet, on the other, a second threshold of 0.75 FTE must be attained before a second year of experience can start being accumulated. Here are two scenarios to illustrate the application of these rules:

#### 1) At the start of a contract, the accumulated experience is less than the required threshold to count as a year of experience (0.50 FTE)

If the accumulated experience at the beginning of a contract is less than 0.50 FTE, a new year of experience cannot be added. In the following example, the teacher is not considered to have acquired an additional year of experience at the beginning of Semester 2 because the 0.50 FTE threshold has not been met. However, when the experience equivalence at the end of Semester 1 (0.40 FTE) is added to that acquired during Semester 2 (0.35 FTE), the sum exceeds the required threshold (0.50 FTE) to count as an additional year of experience.

Semester	Experience at contract start date	New experience	Experience at end	Rationale
Semester 1	0 years; 0.00 FTE	0.40 FTE	0 years; 0.40 FTE	< 0.50 FTE
Semester 2	0 years; 0.40 FTE	0.35 FTE	0 years; 0.75 FTE becomes 1 year; 0.00 FTE	> 0.50 FTE = 0.75 FTE

**2) At the start of a contract, the accumulated experience meets the threshold to count as a year of experience (0.50 FTE) but has not reached the threshold to begin accumulating a new year of experience (0.75 FTE)**

If the accumulated experience at the beginning of a contract is at least 0.50 FTE, the teacher is considered to have acquired an additional year of experience. However, in order to begin accumulating toward another year of experience, the threshold of 0.75 FTE must also be met. In the following example, given that the accumulated experience at the beginning of Semester 4 meets the 0.50 FTE threshold, the teacher is considered to have acquired a new year of experience. But because the 0.75 FTE threshold has not been reached by the end of Semester 4, the remaining 0.05 FTE must be made up before the teacher can start accumulating another year of experience.

Semester	Experience at contract start date	New experience	Experience at end	Rationale
Semester 3	1 year; 0.00 FTE	0.50 FTE	1 year; 0.50 FTE becomes 2 years; -0.25 FTE	= 0.50 FTE < 0.75 FTE
Semester 4	2 years; -0.25 FTE	0.20 FTE	2 years; - 0.05 FTE	> 0.50 FTE < 0.75 FTE

**B - Application of the rule limiting the accumulation of experience by contract year**

A teacher cannot accumulate more than one (1) year of work experience in any given contract year. While the basic principle might seem straightforward enough, applying this rule can be tricky when it comes to the thresholds. Here are three examples by way of illustration:

**1) At the start of a contract year, no experience has been accumulated**

If no experience has been accumulated at the beginning of a contact year, the teacher may accumulate up to 0.75 FTE; anything beyond that will be lost. In the following example, the teacher reaches the maximum that can be accumulated for the contract year, or 0.75 FTE; the remaining 0.15 FTE, in this case, is therefore lost.

Semester	Experience at contract start date	New experience	Experience at end	Rationale
Semester 1	0 years; 0.00 FTE	0.45 FTE	0 years; 0.45 FTE	< 0.50 FTE
Semester 2	0 years; 0.45 FTE	0.45 FTE	0 years; 0.90 FTE 1 year; 0.00 FTE	> 0.50 FTE > 0.75 FTE Max. 0.75 FTE

**2) At the start of a contract year, the threshold to begin accumulating a new year of experience (0.75 FTE) has not been reached**

If the threshold to begin accumulating a new year of experience has not been met by the start of a contract year, the missing portion of FTE must first be made up, after which the teacher may begin accumulating up to an additional 0.75 FTE. In the following example, the teacher fulfils the 0.10 FTE that was missing at the start of the contract year and accumulates an another 0.75 FTE; the remaining 0.05 FTE is lost.

Semester	Experience at contract start date	New experience	Experience at end	Rationale
Semester 1	1 year; -0.10 FTE	0.45 FTE	1 year; 0.35 FTE	< 0.50 FTE
Semester 2	1 year; 0.35 FTE	0.45 FTE	1 year; 0.80 FTE 2 years; 0.00 FTE	> 0.50 FTE > 0.75 FTE Max. 0.75 FTE

**3) At the start of a contract year, experience has already been accumulated**

If experience has already been accumulated at the beginning of a contract year, the teacher may add new experience up to a maximum of 0.75 FTE. In the following example, a teacher has reached 0.75 FTE and is therefore considered to have acquired a new year of experience. The surplus of 0.10 FTE, in this case, is lost.

Semester	Experience at contract start date	New experience	Experience at end	Rationale
Semester 1	0 years; 0.45 FTE	0.40 FTE	0 years; 0.85 FTE becomes 1 year; 0.10 FTE	> 0.50 FTE > 0.75 FTE
Semester 2	1 year; 0.10 FTE	0.45 FTE	1 year; 0.55 FTE becomes 1 year; 0.45 FTE	Max. reached < 0.50 FTE

**Model letter 1**

**Submission of documents for the updating of experience records as per Appendix VI-4**

Deadline: No later than June 15, 2011

Place and date .....

Human Resources Department

V/Ref.: EMPLOYEE NUMBER OR SIN .....

**RE: Submission of documents for the updating of my experience records**

Dear Sir/Madam,

In accordance with Item 02 of Appendix VI-4 of the collective agreement for teaching personnel, I am enclosing the documents relative to the revision of my experience records for the purpose of salary determination.

Yours truly,

Name and address .....

c. c. Teachers' Union

### Work Experience Calculation Sheet

Period		Terms for evaluation of experience			Experience calculation		
Contract year	Semester	Recognized experience at contract start*	Reference	Experience measurement	FTE equivalence	End of semester	End of contract year
	Fall						
	Winter						
	Fall						
	Winter						
	Fall						
	Winter						
	Fall						
	Winter						
	Fall						
	Winter						
	Fall						
	Winter						
	Fall						
	Winter						
	Fall						
	Winter						
	Fall						
	Winter						
	Fall						
	Winter						

\* If the start of the contract does not coincide with the beginning of the semester, the experience must be recorded as at the contract start date.



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