

HR PROCEDURE:
**STEP PROGRESSION AND SERVICE CREDITS FOR PART-TIME, PARTIAL LOAD AND SESSIONAL
PROFESSORS/INSTRUCTORS AND PART-TIME COUNSELLORS**

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Purpose:

The purpose of this procedure is to document how step increases occur and service credits are calculated for contract faculty.

Please note that where any discrepancy exists between this document and the Collective Agreement for Academic Employees or the Memoranda of Understanding (MoU's), the Collective Agreement / MoU's will prevail. This procedure does not apply to contract faculty who teach under the Haliburton MoU.

Step Progression:

- Rates of pay for part-time, partial load, and sessional professors/instructors and part-time counsellors are determined by the individual's step - a measure of an individual's education and work experience (see *Classification Plan - Academic Collective Agreement*).
- Steps can increase in two ways: for service and for increased relevant formal education.

For Service:

- Service increases for part-time, partial load and sessional professors/instructors are based on the equivalent of 1 year's service: 10 months service, sometimes referred to as 10 service credits. See below for information on how service credits are calculated.
- Service increases for part-time counsellors are based on the equivalent of 1 year's service: 1820 hours (no corresponding article in the *Collective Agreement*). This was established as a practice in 1994 using a full-time counsellor's 35-hour work week as the basis for pro-rating.

For Increased Relevant Formal Education:

- Where prior approval is given by the College, 1 step is given for each completed year of relevant study at the post-secondary level on the basis of the *Classification Plan* as long as credit for increased relevant formal education does not exceed the credit allowable under the *Classification Plan*. (For example, 6 years is the maximum credit for university education. If an individual pursues increased relevant formal education, no more than a total of 6 years – including credit given during the initial step calculation – can be credited.)

- The maximum credit for formal education is 6 years which can be a combination of relevant credentials (eg. certificates, diplomas, degrees).
- Step increases for increased relevant formal education will be effective on the next teaching contract after a faculty member brings his/her degree, diploma, certificate or transcript to the attention of Human Resources (HR).
- Steps can increase to the maximum step attainable for each faculty member, which is determined by his/her highest education level attained (*Article 14.03A1b of the Collective Agreement*).

Calculation of Service Credits

- Partial Load Professors/Instructors

- Partial load service credits accrue on the basis of one-half (0.5) month credit for each calendar month in which the employee teaches at least thirty (30) partial load hours (*Article 26.10C of the Collective Agreement*).
- When a partial load professor/instructor has accrued 10 service credits, the resulting step increase will also be applied to his/her step when teaching part-time or sessional, up to his/her maximum step attainable. (Note: The maximum step attainable on the Instructor grid is 10.)

- Part-Time and Sessional Professors/Instructors

- Part-time professors/instructor service credits accrue on the basis of one-quarter (0.25) month credit for each full calendar month of teaching.
- Sessional professors/instructor service credits accrue on the basis of one half (0.5) month credit for each full calendar month of work.
- A full calendar month is defined as follows:
 - **Part-time employees:** a calendar month in which the employee teaches at least twelve (12) part-time hours.
 - **Sessional employees:** a) a calendar month in which the employee completes 15 or more days worked; OR
 - b) if an employee completes less than 15 days worked in each of the calendar months at the start and end of the employee's period of employment and such days worked, when added together exceed 15 days worked (*Appendix B of the Collective Agreement*)
- When a part-time/sessional professor/instructor has accrued 10 service credits, his/her step on the part-time and sessional salary grid will be increased, up to his/her maximum step attainable. Service credits accrued as a part-time and/or sessional professor/instructor do not count towards step progression on the partial load salary grid.

- Part-Time Counsellors
 - Part-time counsellors do not accrue service credits.
- Service credits (along with the individual's step) are maintained between teaching contracts and for five (5) years in the case of a break in teaching employment. In the case where 5 years elapse between teaching contracts, the individual will be treated as a "new hire" – a new step calculation will be completed and service credits will return to 0.

Requests for Review of an Initial Step Calculation

Refer to the procedure, "[*Requests for Review of an Initial Step Calculation*](#)", available from the Academic section of the HR website.

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