

**HR PROCEDURE:  
STEP PROGRESSION AND SERVICE CREDITS FOR PARTIAL LOAD PROFESSORS/INSTRUCTORS**

**Revision Date:** August 15, 2016  
**Last Revised:** December 16, 2013

**Revision: 2**

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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 partial load professors/instructors are determined by the individual's step - a measure of an individual's education and work experience (see *Classification Plan - Academic Collective Agreement*).
- Rates of pay for part-time and sessional professors/instructors and part-time counsellors are based on a flat hourly rate. There is no step progression for these contract faculty.
- Steps can increase in two ways: for service and for increased relevant formal education.

For Service:

- Service increases for partial load 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.

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.)
- 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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