

Quick Reference Guide to Changes in Qualifications

Changing to a Higher Pay Category And Additional Degree Allowances

Revised May 2018



- Category definitions shall be those established by the Ontario Secondary School Teachers' Federation. For the purpose of salary categorization, the Employer recognizes the Certification Rating Statement issued by the OSSTF Certification Division. In case of a dispute, the ruling of the OSSTF Certification Appeal Board shall be final. (Article L6.01)
- It is the responsibility of the teacher to provide the Employer the Rating Statement as soon as possible upon being hired. (Article L6.02)
- If a Rating Statement is not provided to the Employer before the commencement of their teaching duties, they will be paid at Category 1 (Article L6.04), but shall receive retroactive pay if documentation is submitted to the Employer based on the time lines used in Articles L6.05 - L6.08. (see time lines below)
- Semester Two hires (Article L6.08) have until June 30 to submit documentation for retroactive pay back to their start date.

Changes in Qualification (for example, the completion of an Honours Specialist course) may result in a teacher being placed in a higher category. Effective change dates are contained in the chart below.

Article	Change in category effective...	Course of study completed prior to...	Documentation due to the Employer by...
L6.05	September 1	September 1	June 30
L6.06	January 1	December 31	June 30
L6.07	March 1	February 28	June 30

Any member who is looking to move to a higher pay category should call OSSTF Certification Department at 1-800-267-7867 to get accurate and personalized information about what is required.

Details about **Allowances for Other Qualifications** appears in Article L5.03, which explains that:

An allowance shall be paid for one post graduate degree, if not already used in determination of category determination. An allowance for a Master's Degree from universities outside Canada shall be at the discretion of the Superintendent of Human Resources.