

**Salary Calculation Form
Full-Time Instructor**



Incumbent Name: _____

FACTOR A: Relevant Experience

First 5 Years From _____ to _____ x 1 Point = _____

PLUS
Next 9 Years From _____ to _____ x 2/3 Point = _____

PLUS
Next 12 Years From _____ to _____ x 1/2 Point = _____

Factor A TOTAL = _____

FACTOR B: Relevant Formal Qualifications

Completed Academic Programs:

Relevant CAAT Diploma or Post-Secondary Certificate
per year (level) completed:

Degree or Certificate

OR
(Maximum of 4 Years) _____ x 1.5 points = _____

Relevant University Degree per year (level) completed:

OR
(Maximum of 6 Years) _____ x 1.5 points = _____

Formal integrated work/study program such as P. Eng., R.I.A., C.A.,
C.G.A., Certified Journeyman – per year (level) completed, where
relevant:

(Maximum of 5 Years) _____ x 1.5 points = _____

And/Or Partial Academic Programs:

Years completed towards a relevant degree, diploma, certificate*:

_____ x 1.5 points = _____

* **NOTE:** Calendar years covered in Factor B are not to be included as experience in Factor A.

Factor B TOTAL: _____

FORMULA

A + B – 6 Points = Starting Step

Calculation: _____ + _____ = _____ - 6 Points = _____

Optional Additional Steps: _____ Starting Step: _____ Starting Salary: _____

Highest Qualification: Maximum Step: _____ Max Salary: _____