

**General FAQs**

**1- What is a salary calculation?**

A salary calculation is how the college determines an employee’s rate of pay. The hiring manager will assess relevant educational credentials and relevant experience concerning the assignment being offered.

**2- How is the rate of pay/salary calculated?**

Using the formula below, the hiring manager can calculate the starting step for a Professor, Counsellor or Librarian position.

<u>Calculations Breakdown</u>		
Most recent 5 years x 1		0.00
Next 9 years x 2 / 3		0.00
Next 12 years x 1 / 2		0.00
Factor B1 x 1.5		0.00
Factor B2 x 1.5		0.00
Factor B3 x 1.5		0.00
Optional Step		0
-8		-8.00
Step Round Up		5
Starting Salary	\$	62,717.00

Using the formula below, the hiring manager may calculate the starting step for an Instructor position.

Most recent 5 years x 1		0.00
Next 9 years x 2 / 3		0.00
Next 12 years x 1 / 2		0.00
Factor B1 x 1.5		0.00
Factor B2 x 1.5		0.00
Factor B3 x 1.5		0.00
Optional Step		0
-6		-6.00
Step Round Up		0.00
Starting Salary	\$	41,258.00

**3- What factors are considered in a salary calculation?**

Factor A considers relevant teaching and occupational experience. Factor B considers relevant credentials.

**4- Where can the Salary Calculation tool be found?**

Please go to the Human Resources website – <https://www.algonquincollege.com/hr/forms-compensation/> and download the form for employees and managers.

**5- If a Salary Calculation is completed, do the Terms and Conditions of employment still need to be completed?**

Yes, the Terms and Conditions of employment should always be completed ***before*** the start of any assignment; signed by both the employee and hiring manager.

**6- When to complete a new salary calculation?****A new PT Salary Calculation is needed when:**

- o A new Part-Time/Partial Load employee, who has not previously worked for the College is hired
- o Existing Part-Time employee, who is becoming a Partial Load or FT employee for the first time.
- o A Part-Time/FT employee moves to a new department and is teaching in a completely different area of expertise.
- o An employee changes from an Instructor to a Professor or vice versa.
- o An employee has been gone from the college for more than 2 years (significant break in service).

**A new Partial Load Salary Calculation is needed when:**

- o An employee transfers to another department and is teaching in a completely different area
- o The employee moves from Instructor to Professor or vice versa
- o The employee has been gone from the college for more than 2 years (significant break in service).

**Requirements for counting experience:**

- The hiring manager determines relevant teaching/relevant occupational experience to be included in the calculation.
- The hiring manager will provide a fair assessment of the applicants'/employee's experience.
- Relevant Part-time, Partial Load and Sessional teaching experience will be counted in the calculation
- Double counting within the same factor, at the same time, is not permitted. For example, we would not count a part-time and a full-time job that both cover the same period. Only the full-time job would be counted.

### Experience FAQs:

**1- Will all work experience be counted in the calculation?**

Not necessarily. The hiring manager will determine the relevance of experience and credentials concerning the proposed assignment. Relevancy (field of study) is key – the hiring manager will assess its relevance to the assignment being offered and will provide a fair assessment of the applicants’/employees’ experience.

**2- What if an applicant/employee does not have an up-to-date resume?**

To provide a fair assessment of experience and credentials, applicants/employees need to submit a comprehensive and thoroughly-completed employee form, along with a resume with all relevant information to be considered at the time of hire.

**3- What if a degree/diploma was completed while working full-time, will they both count towards the calculation?**

Yes. Double counting relevant experience and education is permitted.

**4- I have taught at the college before, but in a different subject area, do I get the same pay rate as in my previous assignment?**

This depends on the assignment being offered and the relevancy of your experience and credentials concerning the assignment.

### Requirements for Counting Education

- Must be a full year of post-secondary education;
- Must lead to a certificate, diploma, professional accreditation or degree;
- Must be relevant to the field of study in which the teacher is hired;
- Must not be significant duplication of other studies;
- The credential must be complete at the time of hire;
- Relevancy (field of study) is key – is it applicable to the courses that will be taught. Teaching experience is not necessarily always relevant.
- Credit is given for the “norm” for completion of the credential in Ontario (i.e., standard years of full-time study) regardless of how long the individual took to complete the credential;
- For those hired after October 2017, credit is given to a maximum of 7 years total in Factor B (10.5 points);
- Professional Development is NOT included in a salary calculation (TALL (Teaching Adult Life-long Learners), Leadership) *“Formal qualifications are those which constitute the norm in institutions of post-secondary education in the Province of Ontario. Only full years of post-secondary education at successively higher levels, and leading to a diploma, professional accreditation or degree, are recognized.”*

## Salary Calculation FAQs

- TESL will be credited if it is a job requirement and, on a job, posting.
- Certificates must be relevant, and not a duplication of other studies. If it does not equal one full year (2 semesters) then it would not meet the definition of “full years of post-secondary.”

### Education FAQs

**1- I am almost done with my degree/diploma, will it be counted in my calculation?**

No, only completed credentials are counted in a calculation if they are relevant to the assignment.

**2- Is TALL (Teaching Adult Life-long Learners) or other professional development counted in a salary calculation?**

Professional development is not considered a post-secondary credential and therefore, it is not counted in a calculation.

**3- I have a diploma and degree, are both counted in my calculation?**

If they are relevant to the assignment and NOT a duplication of studies, they may both be counted.

**4- I have a credential from outside of Canada, how do I proceed?**

The following agencies can provide you with an equivalency assessment process. Please contact them, or a reputable agency of your choice for assistance. WES – World Education Services - <https://www.wes.org/ca/>, ICAS – International Credential Assessment Services - <http://www.icascanada.ca/>

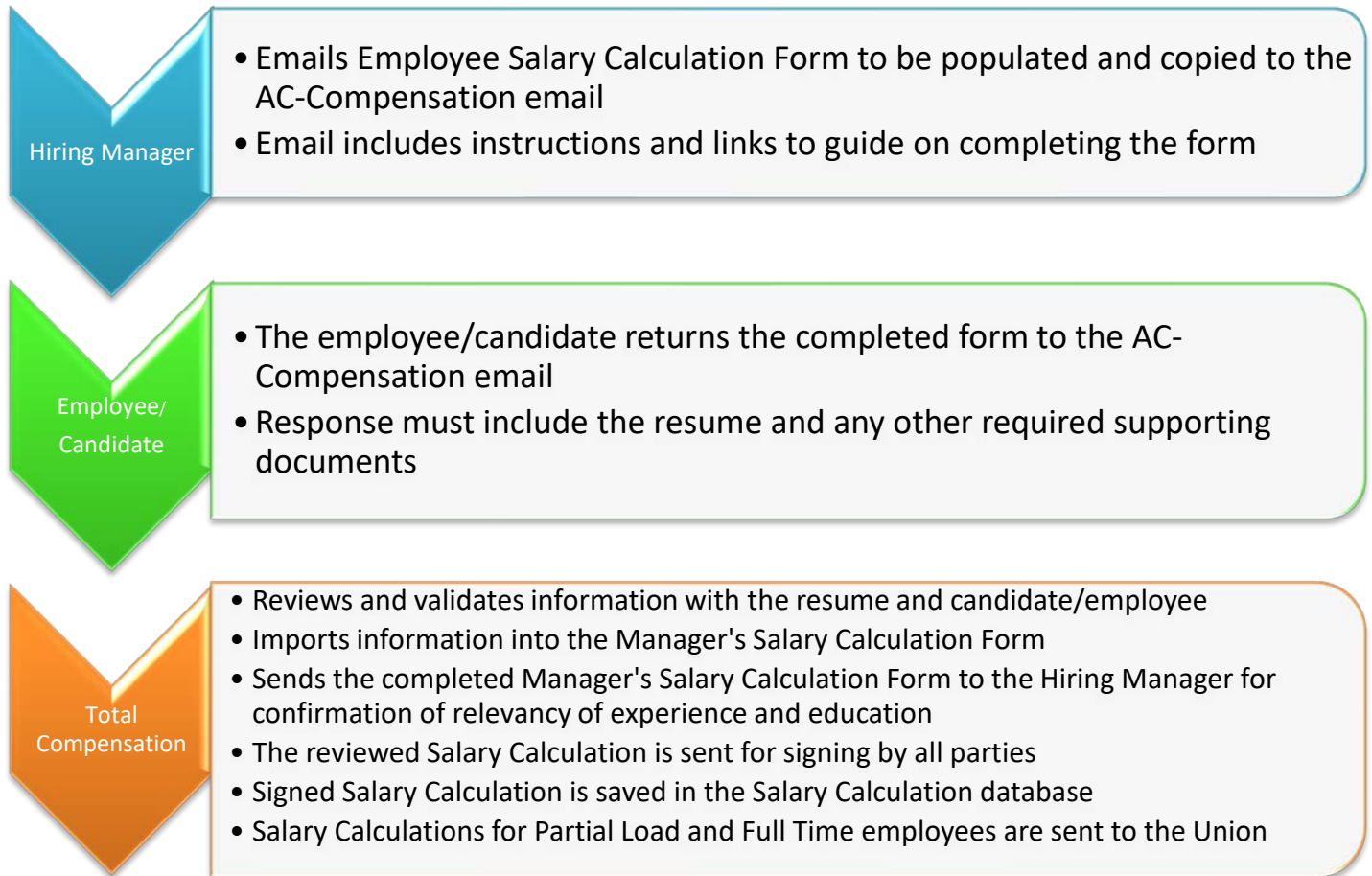
### Additional Information

**Optional Steps:**

- In the Collective Agreement, under the “Special Note to Raters” any approved optional steps will be added after the employee is placed at the minimum starting step of five (5).
- Following the “Special Note to Raters” within both the Professor and Instructor categories of the Collective Agreement, consideration is given for optional steps – up to a maximum of five (5) steps.
- Should the College consider that a higher starting salary is required after the five (5) optional steps have been applied, the College shall seek the consent of the Union, which shall not be unreasonably withheld. (For those employees hired after December 20, 2017).
- Any discretionary steps to be granted will require a business case and approval by the appropriate Dean and SVP Academic.

**\*\* ALL partial-load and full-time Salary Calculations must be submitted to the Academic union before the start of the term.\*\***

**Part-time, Partial Load, Sessional and Full Time Academic Salary Calculation Process**



**Step progression for Part-time and Partial Load Faculty**

- As of January 1, 2022, the Human Resources Department centralized monitoring and implementation of progression for all Part-Time (PT) and Partial Load (PL) employees.
- Part-Time Faculty progress after achieving 455 hours of service. Partial Load Faculty progress after achieving 10 months of partial load service
- January 1, 2019, is used to check accumulated hours for all PT Faculty who are either new or who have already had a review as of Fall 2018, as a result of the Equal Pay for Equal Work (EPEW) project.
- April 1, 2018, is used to check accumulated hours for all PT Faculty who are existing employees who have not had a new calculation done, either through EPEW or otherwise.
- For those that have had a calculation done for a new assignment in which accumulated hours were used in producing their final step placement, we would track the accumulation of 455 hours from that time to determine their next step progression.
- Once a step progression is due to an employee the Total Compensation Team will raise the compensation change in Workday which will then go to the employee's manager for approval.
- Once the change is implemented this new change date will become the progression date for the employee and the accumulated hours will be monitored from that point forward.