



Rationale

This policy outlines the process for a CISVA teacher to request a change in salary category and the criteria needed and procedure to do so.

Procedure

Teachers undertaking additional academic study leading to a degree should inform their Principal and Education Committee upon embarking on such studies. This notice should be in writing and should include the following:

- The course of study to be undertaken
- Date classes begin
- Anticipated date the course of study will be completed (as this will alert the Treasurer of possible budget implications and their timing)

Upon successful completion of the course work, the teacher will, in a timely manner, write the Education Committee requesting the category change. The teacher will submit a formal written application to the Associate Superintendent Human Resources that includes a cover letter requesting the change and providing the rationale for it along with the relevant supporting documents (official academic transcript). This information needs to be submitted before any change in category is considered.

The Associate Superintendent Human Resources, after reviewing the documentation, will inform the Education Committee in writing if a category change is required, the amount of adjustment and effective date. An Education Committee should not make any salary adjustment until this approval is given by the Superintendent’s Office.

Note: The effective date shall be the date the qualification was received/ conferred and not the date approval was given by the Superintendent’s Office.

Reference Cross-reference	Approved Board of Directors
	Date Approved Pre – 1996
	Date(s) Revised 1 November 2016