



FÉDÉRATION DU PERSONNEL DE SOUTIEN  
DE L'ENSEIGNEMENT SUPÉRIEUR

## APPLICATION GUIDE FOR COLLEGE SUPPORT STAFF

### DETERMINING SALARY STEP

Articles 6-1.00, 6-2.00, 6-3.00 and 6-4.00

**Caution:**

This guide is an attempt to simplify certain rights contained in the college support staff collective agreement FPSES-CSQ (C-7)

The collective agreement, all letters of agreement and any laws cited remain the only official texts.

**When in doubt, it is important that you contact the Union**

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## **Applicable Salary Rates and Scales**

Support staff working in colleges are paid according to the salary rates and scales agreed between the government and the CSQ. The applicable salary rates and scales appear in Appendices “2”, “3” and “4” of the collective agreement.

When your class of employment includes a salary scale, it is divided into steps. You are entitled to an advancement in step as long as you have worked or been paid for a certain amount of time, in accordance with the rules governing advancement in step in the collective agreement.

The employment classes listed in Appendix “2” all have a salary scale. This means that employees whose employment class is administrative, secretarial, para-technical or technical are entitled to the advancement in step.

The employment classes listed in Appendix “3” are paid at a single rate. There is no advancement in step and employees retain the single salary rate throughout their careers. The Prevention and Security Officer and Security Attendant classes of employment do, however, have salary scales. People with these two (2) employment classes are entitled to the advancement in step.

### **Student Employees**

Since December 20, 2015, Appendix “4” stipulates that the salary rate of the student employee is set at step 1 of the salary scale or is equal to the salary rate of the class of employment that matches the function for which they have been hired.

### **CAUTION**

If you are a student employee, make sure you are not being paid less than the first step in your employment class if you are doing a job listed in Appendix “2” or below the single salary rate if you are doing a job listed in Appendix “3”.

If you are not being paid properly, contact your Union.

## **Determination of Salary Step upon Engagement**

When you are hired, the Employer must:

- Assign to you a class of employment from the College Support Personnel Classification Plan based on the tasks you are customarily and principally required to perform; (6-2.01)
- Integrate you into the salary scale or rate corresponding to your class of employment. (6-2.02)

To determine your salary step, the Employer must take your schooling and experience into consideration.

(6-2.02)

A salary step normally corresponds to one (1) complete year of recognized experience. It indicates the salary levels within the scale provided for each class of employment.

(6-2.03)

An employee who possesses only the minimum qualifications (schooling and experience) required to enter a class of employment begins at the first (1st) step of their class of employment.

(6-2.04)

### ***Proof of Schooling and Experience***

It is your responsibility to provide proof of your qualifications. The collective agreement stipulates that the employee must provide proof of qualifications (schooling and experience). When you are hired, you need to provide diplomas (or transcripts if you have not completed your studies). You also need to provide documents that show how your work for previous employers is relevant to the analysis of your experience.

(5-1.13)

You may have difficulty getting recognition of your schooling and experience if you cannot produce documents for the employer, even if you listed them in your resume.

### ***Recognition of Experience***

Previous experience can be used to determine your step only if it is deemed valid and directly relevant to the functions described in the class of employment. It must have been acquired in an employment class at or above your class of employment, taking into account the requirements of the employment class.

(6-2.05)

The relevant experience acquired in a class of employment of a level lower than the employee's class of employment may be used solely to meet the requirements of the class of employment.

(6-2.05 last paragraph)

The experience required for each employment class constitutes a minimum. When years of experience are required to fill a job opening, this experience must be pertinent to the job, meaning that it must be experience that has prepared the candidate to do the work in the job applied for.

(1-1.07)

Based on criteria established by several arbitration rulings, experience must be:

- ✓ Immediately useful;
- ✓ Such that it will enable you to accomplish with greater ease and skill the tasks for which you have been hired;
- ✓ Pertinent, without being absolutely identical.

The College must grant one step for each year of experience<sup>1</sup> that is relevant to the job held.

At the moment of hiring only, the last fraction of the year of experience greater than nine months shall equal one year of experience.

(6-2.02)

**Each case is unique, so don't hesitate to consult your Union.**

### ***Recognition of Additional Schooling***

If you have successfully acquired more years of schooling than the minimum required in the Classification Plan for your class of employment, the Employer will grant you two steps for each year of schooling in addition to the minimum required.

(6-2.06)

Note that these years of studies are not required to be relevant or related to your duties.

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<sup>1</sup> As a result of the imposition of working conditions with the adoption of a government decree, the collective agreement stipulates that experience acquired in 1983 in the Education Sector may not be counted for the purpose of determining the step as long as the employee remains employed by the College or another establishment or organism in the Education Sector. (6-1.01)

## ***Some Examples of Additional Schooling***

### **Example 1**

You have been hired as an Administrative Support Agent, Class 1.

The Classification Plan stipulates that the required schooling is a diploma of vocational studies (DEP) with appropriate speciality or a diploma or an attestation of studies which is recognized as equivalent by the competent authority and you must have at least one (1) year of pertinent experience.

You have a two-year (60-credit) college diploma in social sciences (DEC) which is not related to your duties. You will still be immediately placed at step 5, even if you have no previous work experience, since the collective agreement grants two steps for each year of schooling in addition to the minimum required.

### **Example 2**

You have been hired as a technician.

The Classification Plan stipulates that required schooling for a technical job is a college diploma (DEC) with appropriate specialty or a diploma or attestation of studies which is recognized as equivalent by the competent authority.

If you also have 30 university credits, you will be placed at step 3.

If you also have 60 university credits, you will be placed at step 5.

If you also have bachelor's degree, you will be placed at step 7.

### **Example 3**

For Interpreters, the Classification Plan requires a college diploma (DEC) with appropriate specialty or a diploma or attestation of studies which is recognized as equivalent by the competent authority, as well as two (2) years of experience in interpreting.

For Interpreters who do not have a DEC, but who have two years of experience and a university certificate in interpretation, the College must assign step 3 because the person has a higher level of education than the minimum required in the Classification Plan.

## Determining the Date of the Annual Advancement in Step

The rules governing advancement in step that are stipulated in Article 6-3.00 apply to regular, probationary, replacement and occasional employees.

The period of time spent at each step shall normally be one year and each step shall correspond to one year of experience.

(6-3.01)

The first advancement in step shall be granted at the beginning of the first pay period in January or July **which follows the effective date of your hiring by at least nine (9) months.**

(6-3.02)

Thereafter, the advancement from one step to another occurs every year at the date determined by Clause 6-3.02 (in January or July), provided you have completed six (6) months worked or paid for in the twelve (12) months preceding this date.

(6-3.03)

The table below indicates when your advancement in step will occur, based on the month in which you were hired:

Month hired	Advancement in January	Advancement in July
October	X	
November	X	
December	X	
January	X	
February	X	
March	X	
April		X
May		X
June		X
July		X
August		X
September		X

This date should remain the same, provided that you have completed six (6) months worked or paid for in the twelve (12) months preceding this date.

(6-3.03)

If your job at the College ends and you are subsequently re-hired, and if you have not completed six (6) months worked or paid for during the period of reference, your case will be re-evaluated to determine your salary step and this new hiring date will thereafter become the one that will determine the date on which you move up a step.

## Annual Advancement in Step in the Course of a Job

The transition from one step to another occurs each year as long as you have completed six months worked or paid for in the 12 months preceding the step advancement date.

(6-3.03)

The table below lists the situations which, even though you did not work, are considered to be paid and therefore make you eligible for your advancement in step.

Work accident	
Disability	
Preventive leave for the pregnant or nursing worker	
Maternity leave	<p>21 weeks paid by the College if you are eligible for the Quebec Parental Insurance Plan (QPIP)</p> <p>20 weeks paid by the College if you are not eligible for the QPIP, but eligible for the EIP<sup>2</sup></p> <p>12 weeks paid by the College if are not eligible for either the QPIP or the EIP</p>
Paternity leave	5 days paid by the College + up to 5 weeks paid by the College
Adoption leave	5 days paid by the College + up to 5 weeks paid by the College
Parental leave without pay or partial leave without pay	The employee shall accumulate job experience, for salary purposes, during the first 52 weeks of leave without pay or partial leave without pay.  (7-4.53 last paragraph)
Leave without pay:	
<ul style="list-style-type: none"> <li>▪ of less than six months</li> <li>▪ of more than six months</li> </ul>	<p>Yes, if you have worked at least six months during the qualifying year.</p> <p>No, because you did not work six months during the qualifying year</p>
Leave with deferred salary	

<sup>2</sup> EIP: Employment Insurance Plan



## Examples of absence situations

### Example 1

#### Person on parental leave without pay or partial leave without pay

**You have been on maternity, paternity or adoption leave and you have applied for parental or partial leave without pay for several months.** Will you be entitled to your annual advancement in step?

Yes, because the last paragraph of Clause 7-4.53 stipulates that the person on parental leave accumulates experience for purposes of determining salary up to the first 52 weeks of parental leave or partial leave without pay. This provision recognizes experience even if you have not accumulated six months in the qualifying year.

### Example 2

#### Person on leave without pay

You took a leave without pay of more than six months in the course of the qualifying year. Will you be eligible for the annual advancement in step?

No, because you will not have accumulated six months of work during the qualifying year.

**In case of doubt, it is important that you contact your Union.**

## **Accelerated Advancement in the Course of a Job**

### **Acquisition of Additional Schooling**

If you take and complete courses in the course of your job, you may be eligible for additional salary steps.

An accelerated advancement of two (2) additional steps shall be granted on the stipulated date of advancement when you successfully complete professional development studies of a duration equivalent to one full-time year, provided that these studies are deemed directly relevant by the College and above the educational qualifications required for the class of employment to which you belong.

(6-3.05)

### **Example**

You are employed as an Information Technician. You complete the equivalent of a first year of university studies in communications. The College will grant you two additional steps on your next advancement in step date.

**In case of doubt, it is important that you contact your Union.**

## **Determination of Step following a Promotion, Transfer or Demotion**

When you obtain a new position or are temporarily assigned, the collective agreement provides rules for promotions, transfers or demotions.

### **When Promoted**

You will benefit, depending on your qualifications (schooling and experience), from the most advantageous of the following situations:

- a) the salary step of your new class of employment which assures you of an increase in salary at least equal to the difference between the first two (2) steps of your new class of employment;
- b) the salary step of your new class of employment corresponding to your years of experience relevant to your new function and to your schooling;
- c) maintenance of your salary.

(6-4.01)

### **When Transferred**

You will benefit, depending on your qualifications (schooling and experience), from the most advantageous of the following situations:

- a) the salary step of your new class of employment corresponding to your years of experience relevant to your new function and to your schooling;
- b) maintenance of your salary.

(6-4.02)

### **When Demoted**

When an employee performs a temporary assignment to a function usually performed by an employee of a class of employment in which the maximum salary rate or salary scale is less, they receive their regular salary rate for the duration of this assignment.

(5-2.12)

However, if you obtain a position because you applied for a posted job, you will be integrated into the salary scale or salary rate of your new class of employment, according the rules that determine salary step.

(6-2.00)

## **Application Measures for Part-time Employees**

According to the collective agreement, the part-time employee benefits from the annual advancement in step in accordance with the provisions of Article 6-3.00.

(6-3.06)

## **Application Measures for Occasional and Replacement Employees**

According to the collective agreement, occasional and replacement employees benefit from the provisions of the collective agreement dealing with the determination of salary when they are hired (6-2.00), the advancement in step (6-3.00) and the rules dealing with promotion and transfer (6-4.00).

(2-3.04)

If you worked or were paid for six months in the 12 months preceding your advancement in step date, you are entitled to your annual advancement in step.

**If the College has not granted you your annual advancement in step, contact your Union.**

## Some Definitions

### **Class of Employment**

A class of employment is a unit within the Classification Plan which groups activities and responsibilities that have common characteristics related to their nature, their complexity and their required qualifications.

(1-1.03)

### **Relevant Experience**

When years of experience are required to fill a job opening, this experience must be pertinent to the job, meaning that it must be experience that has prepared the candidate to do the work in the job applied for.

(1-1.07)

### **Function**

The duties which are principally and customarily performed by an employee.

(1-1.09)

### **Transfer**

Movement of an employee, within a class of employment, or to another class of employment in which the maximum of the salary scale or the single salary rate is identical to the one from the class of employment they are leaving.

(1-1.15)

### **Classification Plan**

Document issued by the National Employer Party, that is to say the *Classification Plan for the Support Personnel of the General and Vocational Colleges*, (2012 Edition and all subsequent amendments), as it appears in Appendix "15".

(1-1.27)

### **Promotion**

Movement of an employee from one class of employment to another class of employment in which the maximum of the salary scale or the single salary rate is higher than that of the class of employment they are leaving.

(1-1.29)

### **Demotion**

Movement of an employee from one class of employment to another class of employment in which the maximum of the salary scale or the single salary rate is lower than that of the class of employment they are leaving.

(1-1.30)

### **Salary**

Remuneration of an employee as provided for in Articles 6-1.00, 6-2.00, 6-3.00, 6-4.00 and 6-7.00.

(1-1.32)