

Evaluating years of schooling and calculating experience and progression in the salary scale for professors

FEC 2015-2020 Collective Agreement



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Introduction to the guide

This guide was designed as a tool for the union executive. It explains how the evaluation of years of schooling, the calculation of experience, the salary scale, and normal and fast track progression work.

The 2010-2015 collective agreement introduced changes that could affect how professors' experience is calculated and to which step in the salary scale they are assigned. In 2011, an agreement was reached with management to ensure that these changes would be interpreted according to rules for their application. This guide helps us understand the changes and apply them.

A professor's years of schooling is evaluated at the moment when they are hired by the college. This evaluation can be reassessed when a professor obtains new credits. This evaluation is conducted in accordance with the rules established in the collective agreement, which are presented in the guide below.

A professor's experience is also assessed at the time of hiring and may be reevaluated once they have acquired new work experience that is to be added to the experience already recognized by the college.

The results of the evaluation of their years of schooling and the calculation of experience are used to determine a professor's salary step (one of the 20 steps in the salary scale) and salary.

Progression in the salary scale may seem simple, but, in fact, several rules govern this process. The majority of full-time professors move up one step for every year they work. However, for part-time professors or professors hired to work full time on a semester-to-semester basis, the task of determining their step in the salary scale is much more complex.

Enjoy!

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Original text by Diane Dufour (2012)

Only official documents (the collective agreement and other labour laws) constitute sources of law. If there are any discrepancies between this guide and the official documents, the latter shall take precedence.

The information presented in this guide is the result of the current interpretation of the collective agreement. However, certain agreements between local parties could alter the scope of this information. In such cases, the agreements prevail.

Salary scale for professors

The salaries of full-time and part-time professors are set in accordance with clause 6-4.00 of the collective agreement. Two factors are used to determine the step of the scale to which professors are assigned: the calculation of their experience and the evaluation of their years of schooling, which are explained in clauses 6-2.00 and 6-3.00 of the collective agreement, respectively. These two factors are important, as they ensure that both newly hired teaching staff and professors already employed at the colleges receive the salary that they are entitled to.

The steps for determining a professor's level in the salary scale are:

1. CALCULATION OF EXPERIENCE

A professor's calculated experience is the sum of all the different experiences that he or she has acquired, which are expressed as full-time equivalents (FTEs). This allows the following types of experience to be included when calculating their step in the salary grid:

- Teaching experience at an institution other than a cégep;
- Teaching at a cégep;
- Professional (when relevant);
- Industrial (when relevant).

2. EVALUATION OF YEARS OF SCHOOLING

The evaluation of a professor's years of schooling may allow him or her to move further up the salary scale.

- When their schooling is assessed at 17 years, they move up an additional 2 steps;
- When assessed at 18 years: an additional 4 steps;
- When assessed at 19 years: an additional 6 steps;
- When assessed at 20 years: an additional 8 steps.

Once assigned to a step, the rule for normal progression is that one step corresponds to one year of experience (the equivalent of 1 FTE) (6-1.01).

A professor advances, on average, one step for every year of full-time teaching, except in the case of accelerated or "fast track" progression for steps 01 to 04 (see section 4.2 "Fast track progression").

The salary scale for professors is made up of 20 steps (see appendix VI-1, table A of the collective agreement).

- Step 17 is the highest step that professors with a bachelor's degree can reach;
- Professors with a master's degree can be assigned to step 18¹;
- Professors with 19 years of schooling (and more) and a Ph.D. have access to steps 18, 19 or 20.

The salary scales for full-time and part-time professors can be found in appendix 1 of this guide.

Hourly-paid professors are paid an hourly rate for every period that they teach. This rate is based on years of schooling only (see appendix 2 of this guide). Article 6-5.00 of the collective agreement establishes hourly rates, rate increases and special provisions. These rates include vacation pay (6-1.03).

Under no circumstances may professors accumulate more than one year of experience in any one year of employment

(6-2.01)

¹ The master's degree must be in the discipline taught or in a discipline that is relevant to and useful for teaching the discipline specified in the professor's contract (appendix VI-1, footnote no. 2).

Full-time professors' salaries include their vacation pay. Professors who are available to the college for 10 months of the year are entitled to two months of paid vacation (8-2.01 a). In this case, their annual salary is divided up into 26 equal payments, which are made every second Thursday (6-6.01).

For **part-time professors**, their salary is calculated based on their full-time equivalents (FTEs) and payments are made every two weeks, on Thursdays, for the duration of their contract (6-1.02 and 6-6.01). Vacation pay is also included in their salary and is calculated in proportion to the FTEs specified in their contract (8-2.01 b).

Most of the teaching load of **professors at the Institut maritime du Québec (IMQ)** covers subjects related to specializations in marine technology and they possess certificates in marine technology (navigation, radio communications and marine electronics or marine mechanics) or what the college sees as equivalent training. They receive a salary that is 15% higher. To view the salary scale of these professors, see appendix 3 of this guide.

Evaluation of years of schooling (6-3.00)

The evaluation of professors' years of schooling allows them to “move up” the salary grid and earn a higher salary (see appendix 1 of this guide).

- If they have acquired 17 years of schooling, they move up an additional 2 steps;
- If they have 18 years: an additional 4 steps;
- If they have 19 years: an additional 6 steps;
- If they have 20 years: an additional 8 years.

2.1 FOR NEW PROFESSORS

New professors must submit official documents related to their schooling to the college within 30 days of the date of hiring (6-3.01).

The **documents related to their educational background** – diplomas, transcripts, report cards, licenses or certificates – must bear the official seal of the educational institution, or the signature of the authorities designated by the institution and identified in the “*Manuel d'évaluation de la scolarité*”. They are forwarded to the Service d'évaluation de la scolarité of the Fédération des cégeps, which proceeds to evaluate their schooling and issue an official certificate in accordance with the “*Manuel d'évaluation de la scolarité*” (6-3.01).

It can take up to six months for the **official certificate of schooling** of a new professor to be sent to the college and the trade union. While waiting for it to arrive, the college will proceed with a temporary evaluation of schooling for the new professor (which is usually set at 16 years) (6-3.02). The number of years in the temporary evaluation cannot be reduced once it has been issued by the college (6-3.04).

In the event that the officially recognized level of education is higher than the temporary one, the college adjusts the professor's salary retroactively to the date of hiring, when necessary. When the opposite occurs, the college adjusts the professor's salary downward, starting from the date of receipt of the official certificate (6-3.06).

The official certificate of schooling is a document that all colleges in the cégep network recognize. A college cannot credit a professor with a level of schooling that is lower than the one recognized in the official certificate (6-3.05).

If the documentation submitted to the college is incomplete, a second evaluation of schooling can be carried out. It is important to note that a professor may be held responsible for excessive delays in submitting official documents and as a result, his or her salary may be readjusted starting from a date later than the date of hiring (6-3.02).

2.2 FOR PROFESSORS EMPLOYED AT A CÉGEP

Professors who continue their education must submit official documents to their college every time they accumulate enough credits in a programme to qualify for a readjustment to their schooling and their salaries (generally speaking, 30 credits are sufficient for colleges to increase a professor's level of schooling by one year). This is what the collective agreement refers to as “reclassification”. Salary adjustments are made at the beginning of the 14th pay period of a school year, or around mid-February. Two conditions must be met in order to proceed with reclassification:

- Professors must have completed the courses they need to qualify for a re-evaluation of their schooling by the end of the 13th pay period;
- Professors must submit the required official documents before March 31st of the same school year (6-1.05).

For example, professors who earned a certificate or degree in December 2019 must submit their official transcript by March 31st, 2020 to be entitled to a salary adjustment starting in mid-February 2020. If they hand in their transcripts in June 2020, they will be entitled to a salary adjustment in February 2021 only.

2.3 FOR PROFESSORS WHO HAVE COMPLETED A MASTER'S DEGREE

Professors who finish a master's degree can submit their diploma and transcripts to the college at any time. The college has 30 days to notify professors of its decision to recognize, or not, the diploma for salary purposes. To be recognized, the master's degree earned must be in the subject that they teach or in one related to and useful for teaching the subject specified in their contract (6-3.01). Salary adjustments come into effect at the beginning of the 14th pay period of the school year (mid-February) in accordance with article 6-1.05. For non-tenured professors, their level of schooling is evaluated at the beginning of every contract once they have submitted the necessary documents regarding the master's degree to management.

If there appears to be an error in the official certificate of schooling sent to a professor, the professor should contact the union within 60 calendar days from the date that he or she received the confirmation. They can file a complaint with the Comité national de rencontre (CNR) (6-3.09 to 6-3.15). In certain cases, a grievance may also be filed.

■ Calculating experience (6-2.00)

When a professor is hired by a cégep in the network, their level of experience is evaluated. It must then be recalculated every time they sign a new contract if they want new work experiences to be added to the ones already recognized by the cégep.

At the time of hiring, professors must submit to the cégep all the required documents to calculate their work experience. The cégep evaluates the relevant documents that provide proof of previous work experiences in the teaching field and other work experience. Experience is calculated as FTEs based on years of employment^{2,3}. The number of years of experience recognized may include a residual amount (for example, 7.30 FTEs equals 7.3 years of experience).

Experience is calculated in FTEs based on years of employment.

The follow rule applies to all cases when calculating experience:

CALCULATING EXPERIENCE

Full-time

1 FTE = 1 year of experience

Part-time

When professors reach 0.50 FTE, it constitutes one year of experience.

However, they must reach 0.75 FTE to start accumulating a new year of experience (to avoid accumulating two years of experience in the same school year).

Therefore, when they acquire 0.50 FTE, it is referred to as an *anticipated* step and then, when they reach 0.75 FTE, this step is *confirmed*.

Once professors obtain an *anticipated* step, their salary increases and remains the same until they reach the next *anticipated* step.

Under no circumstances may professors accumulate more than one year of experience in any given year of employment (6-2.01).

A grievance can be filed when a professor believes that there are errors in the evaluation of experience carried out by the college or that some of their experience has not been recognized (9-2.18).

² One **contract year** is the 12-month period stipulated in the professor's individual work contract (1-2.02).

³ *Seniority* should not be confused with *experience*. **Seniority** is the time that one accumulates while teaching at a cégep in regular and/or continuing education programmes; it is measured in years and fractions of a year. A professor cannot accumulate more than one year of seniority in an employment year (5-3.02). When it comes to hiring priorities and job security, when two people have the same level of seniority, their acquired experience is the next criteria used to distinguish between them. If they have the same amount of experience, the college considers their years of schooling to decide which one has priority (5-4.17).

3.1 TEACHING EXPERIENCE

3.1.1 GENERAL

Teaching experience can be acquired while teaching at **all levels of education** (preschool, elementary and secondary, post-secondary or college, and university) in a teaching institution recognized by the ministry or, in the case of an institution outside of Quebec, one recognized by the competent government authority.

Clause 6-2.01 of the collective agreement explains the rules for determining what constitutes one year of experience and its equivalent in FTEs.

The table below presents what constitutes one year of experience for all levels of education (preschool, elementary and secondary, post-secondary or college and university):

ONE (1) YEAR OF EXPERIENCE (1 FTE) IS EQUAL TO
FULL-TIME WORK
a. One year of full-time teaching (6-2.01 a)
b. Teaching full-time, with a yearly contract, for at least 90 days, consecutive or not, in the same contract year (6-2.01 b)
DURING PERIODS OF DISABILITY
The teaching year in which a professor who - even while on one or more periods of disability leave – remains available in accordance with the terms of the collective agreement for at least five months (6-2.01 e)

3.1.2 TEACHING EXPERIENCE AT A CÉGEP

The formula used to calculate the experience of **full-time professors hired for the contract year** at a cégep is presented in the table above.

For **part-time or hourly-paid professors**, the time they spend teaching in a contract year can be accumulated to count as one year of experience. It corresponds to the teaching load that they assume expressed as FTEs (6-2.01 d and 8-4.08).

CALCULATION OF FULL-TIME EQUIVALENTS (FTEs)	
Part-time professors $\text{FTEs} = \text{CI}_{\text{total}} / 80 \text{ units}$ $(\text{CI}_{\text{total}} = \text{CI fall} + \text{CI winter})$	Hourly-paid professors $\text{FTEs} = \text{total number of periods specified in the contract} / 525 \text{ periods}$
HOW PART-TIME OR HOURLY-PAID PROFESSORS ACCUMULATE ONE YEAR OF EXPERIENCE	
<ul style="list-style-type: none"> • When they accumulate 0.50 FTE, they are credited with one year of experience; • However, they must reach 0.75 FTE to start accumulating a new year of experience; • When they attain 0.50 FTE, they are attributed an <i>anticipated</i> step and once they reach 0.75 FTE, the step is <i>confirmed</i>. 	

3.1.3 TEACHING AT INSTITUTIONS OTHER THAN CÉGEPS

Part-time or hourly-paid professors can accumulate the time that they teach in a year of employment so that it adds up to one year of experience. The amount of time they need is the equivalent of 90 days of full-time teaching, which corresponds to 0.50 FTE. They can only begin accumulating time for a new year of experience after they reach the equivalent of 135 days of full-time teaching (which corresponds to 0.75 FTE).

The table with the rules for acquiring teaching experience at preschool, elementary and high school, post-secondary and university institutions, which does not include teaching at cégeps, can be found in appendix 4 of this guide and in article 6-2.01 c) of the collective agreement.

3.2 RELATED PROFESSIONAL OR INDUSTRIAL EXPERIENCE (6-2.01 F)

Full-time or part-time professional or industrial experience can be converted into full-time equivalents (FTEs). It is up to the cégep to determine which experiences it will recognize depending on the subject taught.

The length of an experience is calculated by subtracting the employment start date from the end date (years-months-days).

The rules used to determine what constitutes a year of experience and its equivalent in FTEs are presented in appendix 4 of this guide and article 6-2.01 f) of the collective agreement.

In order for professional or industrial experience acquired in a field other than teaching to be taken into account, the said experience must have **lasted for at least one (1) month**.

3.3 SPECIAL PROVISIONS (6-2.02 TO 6-2.04)

While in one of the situations below, professors are considered to be teaching and therefore, the time they spend in these situations are included in the calculation of their experience:

Leave or absences

Programmes

Professional development

Provisional assignments or service loans

Parental leave

Leave for union activities

- Leave or absences: leave with deferred or advance pay (5-13.00), leave without pay (5-22.00), leave for professional activities (5-7.00), absence or leave for family reasons (5-10.05 and 5-10.06);
- Programmes: Voluntary Working Time Reduction Programme (VWTRP) (5-17.00) and the gradual retirement programme (5-20.00);
- Professional development: professional development with or without pay (7-2.00 and 7-3.00) and leave to obtain a master's degree and gain access to step 18 (7-6.00);
- Provisional assignment (5-11.00) or service loans (5-15.00);
- Parental leave:
 - Special leave during pregnancy or breastfeeding (5-6.19 to 5-6.21);
 - Maternity leave, suspension, extension or dividing up of this leave (5-6.08 to 5-6.12);
 - Paternity leave, its suspension, extension or dividing up of this leave (5-6.22 to 5-6.24);
 - Adoption leave, leave without pay for the purpose of adoption and suspension or extension of this leave, or dividing it up (5-6.30 to 5-6.39);
 - Leave without pay and dividing up this leave (5-6.40 to 5-6.41);
 - Leave for parental responsibilities (6-5.45).
- Leave for union activities (3-0.00).

Professors on half-time leave accumulate one half-year (0.50) of experience for their teaching load at the college for every year on leave, as well as the relevant experience (5-16.00).

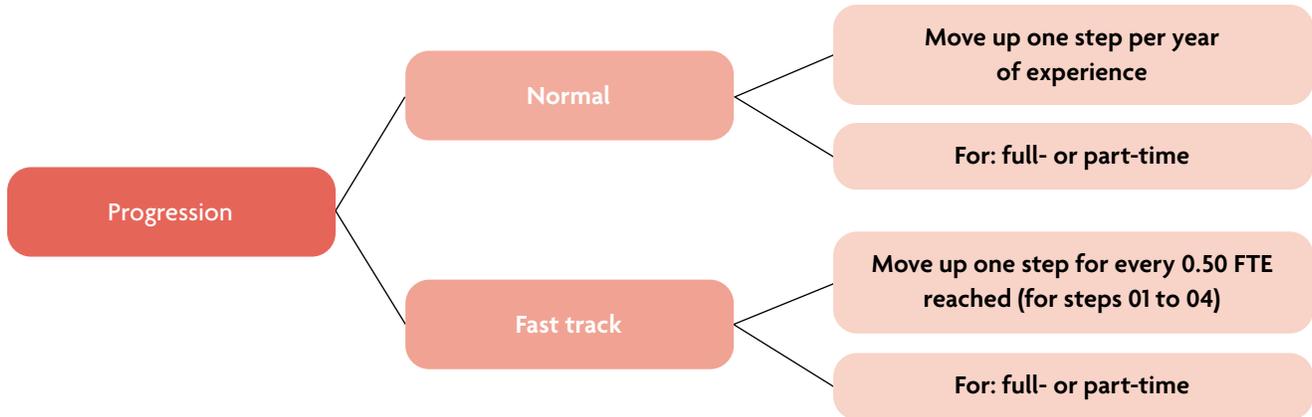
Professors who benefit from the salary protection measures provided for in clause 5-4.22 accumulate at least one half-year (0.50) of work experience for every year on salary protection, as well as the relevant experience in accordance with the said article. Professors on availability (POA) who have not been relocated are considered full-time professors and their experience is determined in accordance with clause 6-2.01 (6-2.04).

Unless stipulated otherwise, professors benefitting from another type of leave will accumulate teaching experience, which is calculated based on their teaching load at the cégep and the relevant experience in accordance with this clause (6-2.02).

Progression in the salary scale

When professors are hired, their level of schooling and initial experience are evaluated and used as a basis for assigning them to a step on the pay scale. Once this step is established, every new teaching contract (in FTE) allows them to accumulate more experience and move up the salary scale⁴.

The rules for normal progression in the salary scale are different from the ones used for accelerated or “fast track” progression.



4.1 NORMAL PROGRESSION

In the case of normal progression, the number of FTEs accumulated in a year of employment and the residual amount (the decimal fraction), when there is one, are used to determine the number of years of experience. This number is used as a basis for assigning professors to the appropriate step in the scale.

A professor moves up one step every time she or he accumulates a year of experience.

Professors cannot, under any circumstances, accumulate more than one year of experience in the same year of employment.

⁴ At the beginning of each contract, professors must have all new work experience evaluated to obtain the salary to which they are entitled.

Rules for normal progression (part-time or full-time professors)⁵:

LESS THAN 0.50 FTE IN A YEAR
The time accumulated is not recognized as a year of experience and the professor does not move up a step. The FTE is carried forward to the following year (= positive residual amount or balance).
BETWEEN 0.50 FTE AND 0.75 FTE IN A YEAR
The college credits the professor with one year of experience plus a residual amount, which is the amount of FTE they still need to accumulate to reach 0.75 FTE. An <i>anticipated</i> step is attributed to them. The amount that they have to accumulate before they can start accumulating another year is called the negative residual amount or balance. Example: A contract with 0.65 FTE for the year. At the end of the contract, the professor will have reached 0.50 FTE, but still needs 0.10 FTE to reach 0.75 FTE to begin accumulating another year of experience. Therefore, in the following year of employment, they will still have to accumulate the negative balance of (0.10 FTE) before the count for a new year of experience begins. $0.65 - 0.75 = (0.10)$
WHEN A PROFESSOR ACCUMULATES 0.75 FTE OR MORE OVER SEVERAL YEARS OF EMPLOYMENT (LESS THAN 0.75 FTE PER YEAR OF EMPLOYMENT)
The college credits the professor with a year of experience and the <i>anticipated</i> step becomes a <i>confirmed</i> step. The professor begins accumulating a new year of experience. In this case, the positive residual amount in excess of 0.75 FTE is carried forward to the beginning of the following year. Example: Contracts totalling 0.80 FTE. The professor reached the 0.75 FTE mark, and the positive balance (0.05) is carried forward to the next year of employment. $0.80 - 0.75 = 0.05$
WHEN A PROFESSOR ACCUMULATES 0.75 FTE OR MORE IN THE SAME YEAR OF EMPLOYMENT
The college credits the professor with one year of experience and the <i>anticipated</i> step is <i>confirmed</i> . There is no positive balance in this case, as any amount above 0.75 FTE is lost.
WHEN A PROFESSOR REACHES 1 FTE (FULL-TIME ANNUAL CONTRACT)
One year of experience is recognized and one step is <i>confirmed</i> .
WHEN A PROFESSOR REACHES MORE THAN ONE FTE IN THE SAME YEAR OF EMPLOYMENT.
Professors cannot acquire more than one year of experience in any given year of employment.

⁵ The rules in this table are from an agreement between the two parties (trade unions and the ministry) reached after the 2010-2015 collective agreement had been signed.

4.1.1 NORMAL PROGRESSION DURING A FULL-TIME CONTRACT

When a full-time professor⁶ accumulates 1 FTE or 1 FTE and more during the same year, he or she is credited with one year of experience and one confirmed step.

At the end of the contract year, it is important to review the FTE amount (herein referred to as balance) that they had at the beginning of the employment contract (either carried forward from previous years or from the college's initial calculation of their experience), when there is one.

A **negative balance** at the beginning of the school year can be reduced to zero during the year:

EXAMPLE 1

Balance Beginning of employment year	Contract for the year (FTE)	Experience accumulated by the end of the year ² (0.50 – 0.75)	Balance in excess of 0.75	Balance updated for the beginning of the next year of employment
(0.25) ¹	1.00 FTE	1.00 = Maximum reached, as it exceeds 0.75 FTE	Does not apply	(0.25) + 1.00 = 0.75 FTE Maximum amount of 0.75 reached The balance is reset to zero for the beginning of the following year of employment
0.00				

Notes:

1. The negative balance of 0.25 FTE was carried forward from the previous year of employment, as the professor had not reached the minimum amount of 0.75 FTE needed to start accumulating a new year of experience. He or she had to make up this negative balance during the school year before the count for a new year of experience could start.
2. Balance of experience: Reaching 0.50 FTE constitutes one year of experience. However, one must reach 0.75 FTE to start accumulating a new year of experience. When one reaches 0.50 FTE, it is referred as an *anticipated* step, and once one reaches 0.75 FTE, this step is *confirmed*.

EXAMPLE 2

Balance Beginning of employment year	Contract for the year (FTE)	Experience accumulated by the end of the year (0.50 – 0.75)	Balance in excess of 0.75	Balance updated for the beginning of the next year of employment
(0.20)	1.00 FTE	1.00 = Maximum reached, as it exceeds 0.75 FTE	Does not apply	(0.20) + 1.00 = 0.80 FTE Maximum of 0.75 reached The balance is reset to zero at the beginning of the following year of employment ¹
0.00				

Note:

- 1 The professor reached the maximum amount that can be accumulated in one year of employment: 0.75 FTE. Thus, the 0.05 FTE that exceeded the limit for that year is lost. Under no circumstances can professors accumulate more than one year of experience in the same year of employment.

⁶ **Full-time professor** (1-2.16): A professor who signs a 12-month contract to assume an available position with a full-time teaching load or a full-time annual substitute teaching load is considered full-time for the year. A professor hired to assume full-time teaching loads in two semesters (fall and winter) in the same employment year is also considered a full-time professor for the school year.

A **positive balance** is carried forward in full to the beginning of the following year if it is not used to reach the maximum of 0.75 FTE during the year of employment:

EXAMPLE 3

Balance Beginning of employment year	Contract for the year (FTE)	Experience accumulated by the end of the year (0.50 – 0.75)	Balance in excess of 0.75	Balance updated for the beginning of the next year of employment
0.20	1.00 FTE	1.00 = Maximum reached, as it exceeds 0.75 FTE	Does not apply	Maximum reached. The balance from the beginning of the year, 0.20, is carried forward to the following year of employment, as it was not used to reach 0.75 FTE in this contract year.
0.20				

4.1.2 NORMAL PROGRESSION FOR PART-TIME CONTRACTS

In the case of a part-time contract, the 0.50 - 0.75 FTE rule must be used to determine if a professor has accumulated a year of experience and if they have, they move up one step on the scale.

Since **part-time professors**, like full-time ones, **cannot accumulate more than one year of experience in the same contract year**, it is necessary to calculate part-time professors' experience at the end of the year to determine if any balance is to be carried forward to the following year.

A **negative balance** at the beginning of the year can be reduced to zero during the year:

EXAMPLE 4

Semester	Step and balance at the beginning of the contract	Contract (FTE)	Experience at contract end (FTE)	Step and balance at contract end Explanation
Fall	Step 05 – <i>anticipated</i> Balance (0.25) ¹	0.40	(0.25) + 0.40 = 0.15	Professor accumulated the 0.25 FTE needed to reach 0.75 FTE Step 05 – <i>confirmed</i> Balance: 0.15
Winter	Step 05 – <i>confirmed</i> Balance 0.15	0.50	0.15 + 0.50 = 0.65 +1 year of experience	>0.50 FTE but <0.75 FTE Step 06 – <i>anticipated</i> (0.10) is the balance needed to reach 0.75 FTE
Year of employment	Contracts: 0.40 + 0.50 = 0.90 FTE > 0.75 FTE and therefore, balance is 0.15. The balance of 0.15 reduces the negative balance to be carried forward to the beginning of the year: (0.25) + 0.15 = (0.10)			Balance: (0.10) Step 06 – <i>anticipated</i>
Fall	Step 06 – <i>anticipated</i> Balance (0.10)			

Note:

1 The negative balance of (0.25) FTE indicates that the professor needs another 0.25 FTE to reach the 0.75 FTE mark and confirm step 05.

EXAMPLE 5

Semester	Step and balance at the beginning of the contract	Contract (FTE)	Experience at contract end (FTE)	Step and balance at contract end Explanation
Fall	Step 05 – <i>anticipated</i> Balance (0.05)	0.40	$(0.05) + 0.40 = 0.35$	Professor accumulated the 0.05 needed to reach 0.75 FTE. Step 05 – <i>confirmed</i> Balance: 0.35
Winter	Step 05 – <i>confirmed</i> Balance: 0.35	0.50	$0.35 + 0.50 = 0.85$ +1 year of experience	Professor accumulated more than 0.75 FTE Step 06 – <i>confirmed</i> Balance: 0.10
Year of employment	Contracts: $0.40 + 0.50 = 0.90$ FTE > 0.75 FTE and thus, the balance is 0.15. The balance of 0.15 reduces the negative balance at the beginning of the year $(0.05) + 0.15 = 0.10$ ¹			Step 06 – <i>confirmed</i> Balance: 0.00
Fall	Step 06 – <i>confirmed</i> Balance: 0.00			

Note:

1 When a professor accumulates 0.75 FTE or more in the same year of employment, it counts as one year of experience and as a result, the *anticipated* step with which he or she started the year is *confirmed*. However, there is no positive balance to carry forward to the next year, as anything in excess of 0.75 FTE is lost. Under no circumstances can professors accumulate more than one year of experience in the same year of employment.

A **positive balance** at the end of the contract year can never be greater than the one at the beginning of that year (i.e. the one *carried forward from previous years* or the initial amount of experience calculated by the college).

If this is the case, the positive balance at the beginning of the contract year is carried forward to the beginning of the following contract year (*regardless of the balance at the end of the contract year since the professor acquired one year of experience*).

EXAMPLE 6

Semester	Step and balance at the beginning of the contract	Contract (FTE)	Experience at contract end (FTE)	Step and balance at contract end Explanation
Fall	Step 05 – <i>confirmed</i> Balance: 0.10	0.40	$0.10 + 0.40 = 0.50$ +1 year of experience	= 0.50 FTE but <0.75 FTE Step 06 – <i>anticipated</i> Balance: (0.25)
Winter	Step 06 – <i>anticipated</i> Balance: (0.25)	0.50	$(0.25) + 0.50 = 0.25$	>0.75 FTE Step 06 – <i>confirmed</i> Balance: 0.25
Year of employment	Contracts: $0.40 + 0.50 = 0.90$ FTE > 0.75 FTE and so, the balance is 0.15. The balance of 0.15 is added to the balance from the beginning of the year: $0.10 + 0.15 = 0.25$ ¹			Balance: 0.10 Step 06 – <i>confirmed</i>
Fall	Step 06 – <i>confirmed</i> Balance: 0.10			

Note:

1 The balance of 0.25 is greater than the positive balance at the beginning of the contract year, which was 0.10. In this case, the balance at the beginning of the previous contract year (0.10) is carried forward to the following contract year. The remainder is lost because the professor acquired one year over the course of the contract year.

4.2 FAST TRACK PROGRESSION

Implemented in 2010-2011, fast track progression enables professors (except hourly-paid professors) to advance more quickly through the first four steps of the salary scale, starting on the date of their first contract with a cégep from the network.

This measure allows professors to move up one step every time they accumulate 0.50 FTE (6-1.01).

ELIGIBILITY

- At the time of hiring, the step to which a professor is assigned is determined by the results of the calculation of their experience (according to the rules for normal progression) plus the evaluation of their years of schooling (see section 1 of this guide: “*Salary scale for professors*”);
- All professors (except hourly-paid ones) who have been assigned to one of the first four steps of the salary scale are eligible for fast tracking;
- The fast track method does not apply to experiences obtained prior to a professor’s first contract with a cégep in the network. Professors only earn the right to fast track progression on the date that their first contract with a cégep begins.

IMPORTANT PROVISIONS ON FAST TRACK PROGRESSION

- Fast track progression does not apply to experience obtained prior to the 2010-2011 year. Fast track progression can only be applied to experience acquired from the 2011 winter semester on;
- To obtain a fast track step, professors must accumulate at least 0.50 FTE starting on the date the contract started. When they do, they will be credited with a *confirmed* step;
- Fast tracking does not apply from the 5th step on. When a professor reaches step 05, the general rules for normal progression apply (*based on the number of years of experience*);
- If at the end of a contract, a professor ceases to be employed by a cégep and then returns to teaching later, he or she will be eligible again for fast track progression. They move up the salary scale every time they accumulate 0.50 FTE until they reach step 05;
- For professors who are eligible for fast track progression, their years of experience continue to be counted according to the rules used to calculate experience (see section 3 of this guide: “*Calculating experience*”).

In the fast track progression system, two different calculation methods are used:

1. The calculation method for fast track progression, and
2. The normal method used to calculate experience

4.2.1 FAST TRACK PROGRESSION FOR FULL-TIME CONTRACTS (6-1.01 B)

For professors who earn 1 FTE or 1 FTE and more in the same year, the college will recognize two *confirmed* steps per year of employment under the fast track system plus one year of experience (1 more year). It is not possible for more than one FTE to be recognized in a contract year.

The change in step is implemented as follows:

- The change for the first step comes into effect during the 1st pay period of the year of employment;
- The change for the second step is made at the beginning of the 14th pay period in the same year of employment.

Fast track progression no longer applies once a professor reaches step 05. However, if a professor reaches the 5th step at the beginning of the 14th pay period (around mid-February), he or she is deemed a part-time professor for the purpose of fast tracking and the 6th step is recognized at the start of the following year of employment (6-1.01 b).

EXAMPLE 7

A professor with 16 years of schooling is hired by a cégep in the network at the end of the 2018-2019 year to start in 2019-2020:

- 2018-2019: the cégep recognizes that she possesses one year of professional experience;
- 2019-2020: she works full-time at the cégep;
- 2020-2021: she is hired to work full-time at another cégep.

Step Beginning	Balance Beginning	Contract (FTE)	Experience			Fast tracking	
			Calculation of experience (0.50 – 0.75)	Balance in excess of 0.75	Year of Experience	Fast track progression (0.50 FTE)	Step End
2018-2019 Step 01 – <i>confirmed</i> ¹	–	–	1.00 – Maximum reached More than 0.75 FTE	Does not apply	+1 (Step 02 <i>confirmed</i>)	Does not apply	–
2019-2020 Step 02 – <i>confirmed</i>	0.00	1.00	1.00 – Maximum reached More than 0.75 FTE	Does not apply	+1	1 FTE = 2 × 0.50 FTE Balance: 0	Step 04 – <i>fast tracked</i> ²
2020-2021 Step 04 – <i>fast tracked</i>	0.00	1.00	1.00 – Maximum reached More than 0.75 FTE	Does not apply	+1	1 FTE = 2 × 0.50 FTE Balance: 0	Step 05 – <i>confirmed</i> ³

Notes:

- Evaluation of experience and step at the time of hiring:** The newly hired professor is assigned to step 01 of the salary scale. The college recognizes one year of relevant professional experience for her, which allows her to advance to *confirmed* step 02. Her 16 years of schooling do not entitle her to advance further in the scale. Fast tracking does not apply to experience acquired prior to a professor's first contract with a cégep.
- In relation to acquired experience:** At the end of 2019-2020, the cégep recognizes that she has acquired another year of experience.
- In relation to fast tracking:** 1 FTE = 2 X 0.50 FTE and therefore, according to the rules for fast tracking, she moves up two steps. Step 04 is *confirmed*.
- At the end of the contract for the 2020-2021 year of employment:**

In relation to acquired experience: At the end of the 2020-2021 year, the cégep recognizes that she has acquired a new year of experience.

In relation to fast tracking: 1 FTE = 2 X 0.50 FTE. However, fast tracking stops as soon as the step 05 is reached. The salary adjustment for step 05 comes into effect in the 14th pay period of the year. Step 05 is *confirmed*. She begins the following year of employment on *anticipated* Step 06.

4.2.2 FAST TRACK PROGRESSION FOR PART-TIME CONTRACTS (6-1.01 A)

Fast tracking uses units of 0.50 FTE and begins to be applied at the beginning of a professor's first employment contract with a cégep (the 0.50 – 0.75 rule used for normal progression does not apply to calculate advances in steps in these cases).

The rules for assigning steps under the fast track system are as follows⁷:

WHEN LESS THAN 0.50 FTE
The professor does not move up a step and their FTE count is maintained and added to the next FTE that they acquire (whether in <i>teaching or other fields</i>).
However, a positive balance (anything less than 0.50 FTE) that a professor has already accumulated can be added to a contract with less than 0.50 FTE in order to reach 0.50 FTE for the first time. In this case, the professor is attributed a <i>confirmed step</i> . The balance for the purposes of fast tracking is reset to zero and the count to reach 0.50 FTE begins again.
WHEN THE EQUIVALENT OF 0.50 FTE IS ACCUMULATED IN THE SAME SEMESTER
A <i>confirmed step</i> is recognized and the balance for the next step is reset to zero.
WHEN THE EQUIVALENT OF 0.50 FTE IS ACCUMULATED OVER THE COURSE OF SEVERAL SEMESTERS
A <i>confirmed step</i> is recognized and the balance for the next step is reset to zero.
WHEN 0.50 FTE AND MORE IS ACCUMULATED IN MORE THAN ONE SEMESTER
A <i>confirmed step</i> is recognized and the amount exceeding 0.50 FTE is maintained and added to the next FTE reached (whether in the <i>teaching or other fields</i>).

⁷ The rules used to prepare this table were established by an agreement reached between both parties (the unions and the ministry) after the 2010-2015 collective agreement had been signed.

EXAMPLE 8

Example with a positive balance of <0.50 FTE: The experience that a professor had acquired before the 2018-2019 school year was assessed at 0.20 FTE when he started at the college. He signed contracts with the cégep for an annual total of 0.60 FTE for the 2019-2020 year.

Step Beginning	Balance Beginning	Contract (FTE)	Experience			Fast tracking	
			Calculation of experience (0.50 – 0.75)	Balance exceeding 0.75	Year of Beginning	Fast tracking (0.50 FTE)	Step End of year
–	0.20 when hired	–	0.20 FTE <0.50 FTE	–	none	Does not apply	Step 01 ¹
Fall 2019 Step 01 – <i>confirmed</i>	0.20	0.30 FTE	0.20 + 0.30 = 0.50 FTE Experience = 1 year because he accumulated 0.50 FTE	(0.25)	+1	0.20 + 0.30 = 0.50 FTE Residual set to zero	Step 02 – <i>fast tracked</i> ²
Winter 2020 Step 02 – <i>fast tracked</i>	Experience: (0.25) Fast tracking: 0.00	0.30 FTE	(0.25) + 0.30 = 0.05 >0.75 FTE	0.05	Maintain 1 year ³	0.30 FTE <0.50 FTE Step 02 is maintained	Step 02 – <i>fast tracked</i> ⁴
End of the 2019-2020 year		0.60 FTE	0.30 + 0.30 + 0.20 = 0.80 FTE >0.75 FTE accumulated over several years of employment	= 0.05 ⁵	= 1 year	Balance is 0.30 for fast tracking purposes	Step 02 – <i>fast tracked</i>
Fall 2021 Step 02 <i>fast tracked</i>	Experience: 0.05 Fast tracking: 0.30						

Notes:

- Evaluation of experience and step at the time of hiring:** The professor's acquired experience was assessed at 0.20 FTE when he was hired. As he does not yet have one year of experience, he is assigned to step 01.
- At the end of the employment contract with 0.30 FTE for the fall 2019 semester:**
In relation to the experience acquired: He accumulated 0.30 FTE, which is less than 0.50 FTE. The positive balance of 0.20 FTE of experience is added, which allows him to attain 0.50 FTE for the purposes of fast tracking. He is assigned to *confirmed* step 02, the counter is reset to zero and the process of accumulating time towards the next unit of 0.50 FTE starts over.
- At the end of the employment contract with 0.30 FTE for the winter 2020 semester:**
In relation to the experience acquired: Even if the professor accumulates more than 0.75 FTE in the winter 2020 semester, the college cannot recognize an additional year of experience for him because he had already accumulated a year in the fall 2019 semester. It is important to recall that under no circumstances may a professor accumulate more than one year of experience during the same year of employment.
- In relation to fast tracking:** the balance had been reset to zero (fall 2019) and he accumulated 0.30 FTE during the winter session, which is less than 0.50 FTE. The 0.30 FTE is carried forward to the next semester as a positive balance for fast tracking purposes and he continues to be assigned to *fast tracked* step 02.
- Balance of experience at the end of the 2019-2020 year:** the balance of experience of 0.05 FTE is maintained because he accumulated it over several years of experience (see section 4.1.2 "Normal progression for part-time contracts").

EXAMPLE 9

Example with a positive balance of >0.50 FTE: A professor is hired for the fall semester of the 2018-2019 year. He has 16 years of schooling.

- The cégep assesses his previous teaching experience at 0.65 FTE (which includes two employment contracts with another cégep for the 2017-2018 year);
- The cégep signs a contract with him for 0.60 FTE for the 2018-2019 year.

Step Beginning	Balance Beginning	Contract (FTE)	Experience			Fast tracking	
			Calculation of experience (0.50 – 0.75)	Balance exceeding 0.75	Year of experience	Fast tracking (0.50 FTE)	Step End of year
2017-2018	0.65 FTE at start of contract	–	0.65 FTE >0.50 FTE but <0.75 FTE	(0.10)	+1	0.65 FTE Maximum 0.50 FTE Balance = 0.15	Step 02 – <i>fast tracked</i> ¹
Fall 2018 Step 02 – <i>fast tracked</i>	Experience: (0.10) Fast tracking: 0.15	0.30 FTE	(0.10) + 0.30 = 0.20 Accumulated more than the (0.10) needed to reach 0.75 FTE	0.20 ²	Maintains 1 year	0.15 + 0.30 = 0.45 FTE Balance = 0.45	Step 02 – <i>fast tracked</i> ²
Winter 2019 Step 02 – <i>fast tracked</i>	Experience: 0.20 Fast tracking: 0.45	0.30 FTE	0.20 + 0.30 = 0.50 FTE Experience = +1 ³	(0.25)	+1	0.45 + 0.30 = 0.75 FTE Maximum 0.50 FTE reached Balance = 0.25	Step 03 – <i>fast tracked</i> ³
End of 2018-2019 year		0.60 FTE	(0.10) + 0.30 + 0.30 = 0.50 FTE but <0.75 FTE	(0.25)	= 1 year	0.15 + 0.30 + 0.30 = 0.75 FTE Balance = 0.25	Step 03 <i>confirmed</i>

Notes:

1 **Evaluation of experience and step at the time of hiring:** The professor's experience was evaluated at 0.65 FTE at the beginning of his contract and the cégep credited him with one year of prior experience (at least 0.50 FTE) and a negative balance of (0.10). Had he not been eligible for fast tracking, he would have been assigned an *anticipated* Step 02. He is, however, eligible for fast tracking from the moment he began working at a cégep (the year before) and therefore, he is assigned to a *confirmed* step 02 (fast tracking). His 16 years of schooling does not entitle him to any additional steps.

Balance for fast tracking: 0.65 FTE – 0.50 FTE = 0.15 FTE is maintained and used to accumulate the next unit of 0.50 FTE.

2 **At the end of his employment contract with 0.30 FTE for the fall 2018 semester:**

In relation to acquired experience: one year of experience is maintained, but the negative balance is reset to zero and he begins accumulating a new year of experience; the positive balance of 0.20 FTE is registered on the experience counter.

Balance for fast tracking purposes: 0.45 FTE; he must wait until he has accumulated at least 0.50 FTE. He remains on *fast tracked* step 02.

3 **At the end of his employment contract with 0.30 FTE for the winter 2019 semester:**

In relation to acquired experience: he accumulated 0.50 FTE of experience and so, one year of experience is added, but a balance of (0.25) remains.

Balance for fast tracking purposes: 0.75 FTE – 0.50 FTE = 0.25 FTE. He is assigned to *fast tracked* step 03 and a balance of 0.25 FTE remains. He remains eligible for fast tracking until he reaches step 05.

4.3 MAINTAINING PROGRESS MADE UNDER FAST TRACKING

Once a professor reaches step 05, the rule for normal progression (experience + schooling) starts to apply again; fast tracking rules no longer apply.

To keep the benefits obtained under fast tracking, when a professor reaches step 05, the cégep calculates the difference between the number of additional steps obtained through fast tracking and the ones through normal progression (called the *differential in steps*).

Then, this differential in steps is added to the step of the salary scale determined using the normal progression method to ensure that professors retain the benefits obtained through fast tracking.

CALCULATING THE DIFFERENTIAL IN STEPS

If a full-time or a part-time professor reaches step 05 in the fall semester, the differential is calculated in relation to step 05 as follows:

AT THE TIME OF HIRING		WHEN THEY REACH THE 5 th STEP		DIFFERENTIAL IN STEPS
SCHOOLING	RECOGNIZED EXPERIENCE + SCHOOLING ¹ (YEAR)	NORMAL PROGRESSION (STEP REACHED)	FAST TRACKING (5 th STEP REACHED)	
16	2 + 0	3	5	+2
17	0 + 2			
16	3 + 0	4	5	+1
17	1 + 2			
16	4 + 0	5	5	+1 ²
17	2 + 2			

Notes:

- 1 Recognized experience = calculation of experience + evaluation of years of schooling.
For example, a professor who has 16 years of schooling (not entitled to any additional steps) and 2 years of experience is assigned to the same step of the salary scale as a professor with 17 years of schooling (an additional 2 steps are added) and 0 years of experience.
- 2 In this case, the professor advanced one step further thanks to fast tracking. To keep the benefit obtained through fast tracking, **a differential of one (1) step** is granted, even if the normal progression and the fast tracking methods for calculating a professor's step produce identical results: step 05 minus step 05 (*difference is zero*).

If a full-time professor reaches the 5th step in the winter session, to keep the benefit obtained through fast tracking, the differential is calculated in relation to step 06, to which they will be assigned at the beginning of the following year:

AT THE TIME OF HIRING		WHEN THEY REACH THE 5 th STEP		
SCHOOLING	RECOGNIZED EXPERIENCE + SCHOOLING ¹ (YEAR)	NORMAL PROGRESSION (STEP REACHED)	FAST TRACKING (5 th STEP REACHED)	DIFFERENTIAL IN STEPS
16	3 + 0	4	6	+2
17	2 + 1			
16	4 + 0	5	6	+1
17	2 + 2			

IF WE USE THE CASE IN EXAMPLE 7 AGAIN

A professor with 16 years of schooling is hired by a cégep in the network at the end of the 2018-2019 year to start in 2019-2020:

- 2018-2019: the cégep recognizes that she possesses one year of professional experience;
- 2019-2020: she works full-time at the cégep;
- 2020-2021: she is hired to work full-time at another cégep.

Step Beginning of the year	Contract (FTE)	Year of experience	Fast tracking Step
2018-2019 Step 01 – <i>confirmed</i>	–	+1 Step 02 <i>confirmed</i>	Does not apply
2019-2020 Step 02 – <i>confirmed</i>	1.00	+1	2 × 0.50 FTE = 2 steps Step 04 – <i>fast tracked</i>
2020-2021 Step 04 – <i>fast tracked</i>	1.00	+1	2 × 0.50 FTE = 2 steps Step 05 – <i>fast tracked</i>
Fall 2021 Step 06 – <i>anticipated</i>	–	–	–

Notes:

- If fast tracking would not have been applied between 2018 and 2021, the professor would have advanced from step 01 to a *confirmed* step 04.
- With fast tracking, she advanced from step 01 to *anticipated* step 06 in the 2021 fall semester. The differential in steps is +2. This differential in steps confirms that the professor moved up two additional steps thanks to fast tracking.

Appendix 1:

Salary scales for full-time or part-time professors (annual rates)⁸

STEP ¹	RATE 2015-04-01 TO 2016-03-31	RATE 2016-04-01 TO 2017-03-31	RATE 2017-04-01 TO 2018-03-31	RATE 2018-04-01 TO 2019-04-01	RATE AS OF 2019-04-02
1	39 291	39 880	40 578	41 390	42 431
2	40 961	41 575	42 303	43 149	44 237
3	42 703	43 344	44 103	44 985	46 117
4	44 517	45 185	45 976	46 896	48 078
5	46 411	47 107	47 931	48 890	50 120
6	48 383	49 109	49 968	50 967	52 251
7	50 439	51 196	52 092	53 134	54 471
8	52 585	53 374	54 308	55 394	56 787
9	54 820	55 642	56 616	57 748	59 199
10	57 151	58 008	59 023	60 203	61 716
11	59 581	60 475	61 533	62 764	64 757
12	62 114	63 046	64 149	65 432	67 988
13	64 753	65 724	66 874	68 211	71 376
14	67 506	68 519	69 718	71 112	74 935
15	70 375	71 431	72 681	74 135	78 665
16	73 366	74 466	75 769	77 284	82 591
17	76 486	77 633	78 992	80 572	86 713
18 ²⁻³	77 731	78 897	80 278	81 884	88 126
19 ³	78 995	80 180	81 583	83 215	89 563
20 ³	80 279	81 483	82 909	84 567	91 023

1 Professors shall be assigned the step corresponding to their experience, increased by:

2 steps for professors whose schooling is evaluated at 17 years;

4 steps for professors whose schooling is evaluated at 18 years;

6 steps for professors whose schooling is evaluated at 19 years;

8 steps for professors whose schooling is evaluated at 19 or more years and who have a doctorate.

2 Step 18 is accessible to professors who have a master's degree in the discipline taught or in a discipline relevant to and useful for teaching the discipline specified in their contract.

3 Steps 18, 19 and 20 are accessible to professors who have 19 or more years of schooling and a doctorate.

⁸ Source: Appendix VI-I, Table A of the FEC (CSQ) 2015-2020 Collective Agreement.

Appendix 2:

Hourly rates for hourly-paid professors⁹

PERIOD	16 YEARS OR LESS	17 OR 18 YEARS	19 YEARS OR MORE
from April 1, 2015 to March 31, 2016	\$65.32	\$75.92	\$91.52
from April 1, 2016 to March 31, 2017	\$66.30	\$77.06	\$92.89
from April 1, 2017 to March 31, 2018	\$67.46	\$78.41	\$94.52
from April 1, 2018 to April 1, 2019	\$68.81	\$79.98	\$96.41
commencing April 2, 2019	\$70.54	\$82.55	\$102.32

⁹ Source: Appendix VI-I, Table B of the FEC (CSQ) 2015-2020 Collective Agreement.

Appendix 3:

Salary scales for full-time or part-time professors at the Institut maritime du Québec (IMQ) (annual rates) ¹⁰

STEP ¹	RATE 2015-04-01 TO 2016-03-31	RATE 2016-04-01 TO 2017-03-31	RATE 2017-04-01 TO 2018-03-31	RATE 2018-04-01 TO 2019-04-01	RATE AS OF 2019-04-02
1	45 185	45 862	46 665	47 599	48 796
2	47 105	47 811	48 648	49 621	50 873
3	49 108	49 846	50 718	51 733	53 035
4	51 195	51 963	52 872	53 930	55 290
5	53 373	54 173	55 121	56 224	57 638
6	55 640	56 475	57 463	58 612	60 089
7	58 005	58 875	59 906	61 104	62 642
8	60 473	61 380	62 454	63 703	65 305
9	63 043	63 988	65 108	66 410	68 079
10	65 724	66 709	67 876	69 233	70 973
11	68 518	69 546	70 763	72 179	74 471
12	71 431	72 503	73 771	75 247	78 186
13	74 466	75 583	76 905	78 443	82 082
14	77 632	78 797	80 176	81 779	86 175
15	80 931	82 146	83 583	85 255	90 465
16	84 371	85 636	87 134	88 877	94 980
17	87 959	89 278	90 841	92 658	99 720
18 ²⁻³	89 391	90 732	92 320	94 167	101 345
19 ³	90 844	92 207	93 820	95 697	102 997
20 ³	92 321	93 705	95 345	97 252	104 676

1 Professors shall be assigned the step corresponding to their experience, increased by:

2 steps for professors whose schooling is evaluated at 17 years;

4 steps for professors whose schooling is evaluated at 18 years;

6 steps for professors whose schooling is evaluated at 19 years;

8 steps for professors whose schooling is evaluated at 19 or more years and who have a doctorate.

2 Step 18 is accessible to professors who have a master's degree in the discipline taught or in a discipline relevant to and useful for teaching the discipline specified in their contract.

3 Steps 18, 19 and 20 are accessible to professors who have 19 or more years of schooling and a doctorate.

4 The rates and amounts shown represent a minimum; these may be higher following the application of increases provided for in clauses 6-4.04, 6-4.05 and 6-4.06.

¹⁰ Source: Appendix III-3 of the FEC (CSQ) 2015-2020 collective agreement.

Appendix 4:

Calculation of experience for teaching at institutions other than cégeps

Rules for acquiring experience in the teaching field (preschool, elementary and secondary, post-secondary and university) at institutions other than cégeps (6-2.01 c)

EXTEACHING EXPERIENCE ACQUIRED AS A PART-TIME OR HOURLY-PAID PROFESSOR (EXCLUDING EXPERIENCE AT A CÉGEP)			
LEVEL	DAYS	HOURS OR PERIODS	EQUIVALENT IN FTE
Preschool, elementary and secondary	90	$18 \times 22 = 396^{11}$	0.50
	135	$27 \times 22 = 594$	0.75
Post-secondary other than a cégep	90	$18 \times 15 = 270$	0.50
	135	$27 \times 15 = 405$	0.75
University	90	$18 \times 8 = 144$	0.50
	135	$27 \times 8 = 216$	0.75

¹¹ The calculation used here is: 18 weeks \times 22 hours or periods/week = 396 hours or periods.

Calculation of relevant professional or industrial experience

The procedures for determining what constitutes one year of experience and its equivalent in FTEs, on a full-time or part-time basis, are as follows (6-2.01 f):

CALCULATION OF FULL-TIME EQUIVALENTS (FTEs)		
FULL-TIME		
12 months 52 weeks	1 year	1 FTE
10 to 12 consecutive months 43 to 52 consecutive weeks	1 year	1 FTE
PART-TIME		
39 weeks	9 months	0.75 FTE
26 weeks	6 months	0.50 FTE
13 weeks	3 months	0.25 ETC
4 weeks	1 month	0.0833 ETC
21 working days	1 month	0.0833 ETC
7 hours	1 day	0.0040 ETC

The days left over after the rules above have been applied are counted as follows:

DAYS REMAINING	EQUIVALENT IN MONTHS	EQUIVALENT IN FTE
from 5 to 11 days	1/4	0.0208
from 12 to 18 days	1/2	0.0417
from 19 to 24 days	3/4	0.0625
25 days and more	1	0.0833

The number required to constitute one year of experience is the equivalent of 0.50 FTE. However, a professor can only begin accumulating a new year of experience once she or he has accumulated the equivalent of 0.75 FTE.



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