



CATEGORY UPGRADING FORM ELEMENTARY TEACHERS ONLY

The following instructions are applicable strictly to Elementary Teachers (members of TECT) If you have taken additional courses during the summer or are in the process of taking additional courses this school year and will be completed within this school year, and are also in the process of obtaining an evaluation from QECO, **please read carefully the following instructions as to how to apply for a salary adjustment. You are required to submit QECO Category Evaluations to the Human Resources Department along with the Category Upgrading Form for any salary adjustments.**

INSTRUCTIONS:

1. Please print and complete **TWO (2)** copies of the attached category upgrading form.
2. Please send **ONE (1)** copy of the category upgrading form via email to Davina.Victoria@tcdsb.org or FAX to **Human Resources Attention: Elementary Teachers - 416-512-3047**. When submitting the TECT Form, should you not have the required documents enclosed, please indicate 'In Progress' on the form.
3. **Retain ONE (1) copy of the category upgrading form for your files**, when you have received the Statement of Evaluation from QECO and the explanatory letter, **please send copies of these documents together with the category upgrading form via email to Davina.Victoria@tcdsb.org or FAX to Human Resources, Attention: Elementary Teachers FAX 416-512-3047**

NOTE: PLEASE READ CAREFULLY THE DEADLINE DATES ON THE ATTACHED CATEGORY UPGRADE FORM.

The Category Upgrading form must be received in Human Resources by no later than November 30, 2024 in order to receive a retroactive adjustment to your salary to **September 1, 2024**.

To qualify for a retroactive salary adjustment to **September 1, 2024** the QECO statements must be received in Human Resources by **no later than June 1, 2025**.

NO EXTENSIONS WILL BE GRANTED IF FORMS ARE RECEIVED AFTER THE INDICATED DEADLINE DATES.

The Category Upgrading form must be received in Human Resources by no later than March 31, 2025 in order to receive a retroactive adjustment to your salary to **January 1, 2025**.

To qualify for a retroactive salary adjustment to **January 1, 2025**, the QECO statements must be received in Human Resources by **no later than June 1, 2025**.

NO EXTENSIONS WILL BE GRANTED IF FORMS ARE RECEIVED AFTER THE INDICATED DEADLINE DATES.

For further information, **please refer to Articles 3 of the TECT Collective Agreement.**

If you are applying for the Post Graduate Degree Allowance (i.e. Master Degree, ..), HR requires a Statement of Evaluation from QECO that the Degree was not used towards achieving an A4 Category. You are also required to provide an Official Transcript that states that the Degree was Conferred and the date it was Conferred.

Should you have any questions regarding completion of this form please contact

Davina Victoria at Davina.Victoria@tcdsb.org 416-222-8282 x 2376

Human Resources will confirm receipt of this Category Upgrading form by Board e/mail.

Once you receive your QECO Evaluation please forward to Human Resources and confirmation of receipt will be sent by Board e/mail

(Revised –Sept 2024)



TECT CATEGORY UPGRADING AND/OR ADDITION OF ALLOWANCE FORM

This form is strictly for Elementary Teachers (members of TECT). Complete the following form and submit by the deadline dates indicated below to apply for a category upgrading or additional allowance.

For further information, please refer to Article 3 of the TECT Collective Agreement. Principals are asked to ensure that the TECT representative in each school receives a copy of this form.

**PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED IF RECEIVED AFTER
THE INDICATED DEADLINE DATES BELOW.**

<p>A. Retro upgrade <u>September 1st</u> of the current school year.</p> <p><input type="checkbox"/> Complete courses prior to start of the current school year.</p> <p><input type="checkbox"/> Complete this form and deliver to Human Resources before November 30th and submit your proof of qualification from Q.E.C.O. by June 1st of the current school year.</p>	<p>B. Retro upgrade <u>January 1st</u> of the current school year.</p> <p><input type="checkbox"/> Complete courses before January 1st of the current school year.</p> <p><input type="checkbox"/> Complete this form and deliver to Human Resources before March 31st and submit your proof of qualification from Q.E.C.O. by June 1st of the current school year.</p>
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Name _____

S.I.N.# _____

Location _____
(School or Department)

Assignment _____
(Grade level or subjects)

Please include copies of the appropriate Q.E.C.O. Statement of Evaluation (Program 5)

DOCUMENTS	(Please Check (X))	
	ENCLOSED	IN PROGRESS
Statement of Evaluation from Q.E.C.O. (Program 5)		
Explanatory letter from Q.E.C.O.		
Updated Certificate of Qualification		
University Transcripts (Applicable for additional allowance only)		

Present Category Placement _____ Category Placement Sought _____

For degree allowance purposes only (if applicable):

DEGREE ALLOWANCE SOUGHT

Signature: _____ Date: _____

PLEASE FORWARD THIS FORM VIA EMAIL to **Davina Victoria** at Davina.Victoria@tcdsb.org
OR FAX TO HUMAN RESOURCES, ATTENTION:
(For Elementary Teachers) Elementary Division, FAX (416) 512-3047

Human Resources will confirm receipt of this Category Upgrading form by Board e/mail.
Once you receive your QECO Evaluation please forward to Davina.Victoria@tcdsb.org, Davina Victoria, Human Resources and confirmation of receipt will be sent by Board e/mail