



## REQUIREMENTS FOR TEACHER SALARY GRID PLACEMENT

---

### Salary Grid Placement

The Grande Yellowhead Public School Division salary grid placement is based on:

- An evaluation of years of teacher education by the Teacher Qualifications Service (TQS) of the Alberta Teachers' Association (ATA).
- Verified teaching experience that meets the conditions of the collective agreement between the ATA and the Grande Yellowhead Public School Division.

Teachers are responsible for submitting the required documents to Human Resources. Those who do not submit a TQS statement and verification of previous teaching experience will be placed at the lowest step on the salary grid (the step for four years of education and zero years of experience) and are paid accordingly, until the required documents are submitted.

As a reminder, without a TQS you will remain at 4-00 regardless of your accumulated teaching experience.

Adjustment dates for increased teacher's education (TQS) shall be September 1 and February 1.

#### **Initial TQS Placement**

Newly appointed teachers must submit a TQS statement or proof of application (made to Teacher Qualification Service) to Grande Yellowhead Public School Division within sixty (60) operational days of commencement of employment in order for adjustments to be made retroactive to the above-mentioned dates. Failure to do so will result in the grid salary adjustment being delayed until the month following receipt of such submission.

#### **Teachers Claiming Additional Years of Education (TQS)**

Teachers claiming additional years of education must submit a TQS statement or proof of application (made to Teacher Qualification Service) to Grande Yellowhead Public School Division within sixty (60) operational days from the date of completion of education or commencement of employment in order for adjustments to be made retroactive to the above-mentioned dates. Failure to do so will result in the grid salary adjustment being delayed until the month following such submission.

#### **Previous Teaching Experience**

Proof or evidence of application of previous teaching experience must be submitted within forty (40) operational days of commencement of employment. Failure to do so will result in the salary grid adjustment being delayed until the month following such submission.

## TQS Statement

A completed TQS application form, evidence of a valid Alberta teaching certificate (photocopies are acceptable) and an official transcript from each university attended must be presented when applying for a TQS statement. To apply, or for further information, contact: [ATA website](#)

Teacher Qualifications  
Service Alberta Teachers'  
Association 11010-142  
Street NW  
Edmonton AB T5N 2R1  
Phone: 780-447-9400 (Edmonton area)  
1-800-232-7208 (elsewhere in Alberta)  
Email: [tqs@ata.ab.ca](mailto:tqs@ata.ab.ca)

## Verification of Previous Teaching Experience

For salary purposes, the Grande Yellowhead Public School Division will recognize previous teaching experience gained while holding a valid Alberta teaching certificate, or its equivalent in the relevant governing jurisdiction and that meets the following criteria:

- *Days under contract in a position that required a valid Alberta teaching certificate, or recognized equivalent in the relevant governing jurisdiction, as a condition of employment, excluding leaves of absence without pay and vacation periods.*
- **Days employed as a substitute teacher within the preceding five (5) years.**

The attached Verification of Previous Teaching Experience for Submission to Grande Yellowhead Public School Division form is provided for use in obtaining verification of teaching experience. The form may be photocopied as required.

Return completed forms to:

**Human Resources**  
Attention: Teacher Grid Placement  
Grande Yellowhead Public School Division  
3656-1<sup>st</sup> Ave  
Edson AB T7E 1S8  
[HRsupport@gypsd.ca](mailto:HRsupport@gypsd.ca)



## Verification of Teaching Experience

This is to certify that \_\_\_\_\_ was employed

By Grande Yellowhead Public School Division as a teacher **under contract**.

### ***Teaching Experience***

---

Recognized Years of Experience (last grid placement): \_\_\_\_\_

Uncredited Experience:

*(In days, in accordance with clause 3.4.4)* \_\_\_\_\_

In addition to the above, the aforesaid teacher has been employed as a **substitute teacher within the last 5 years** for \_\_\_\_\_ days between the dates of \_\_\_\_\_ and \_\_\_\_\_.

### ***School Division Contact***

---

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Notes:

Inquiries can be directed to:

#### **Payroll Services**

Attention: Teacher Grid Placement

Grande Yellowhead Public School Division

3656-1<sup>st</sup> Ave

Edson AB T7E 1S8

[payroll@gypsd.ca](mailto:payroll@gypsd.ca)

780-723-4471