

Advancement in Step
Resulting from Additional Schooling
(6-3.07 Provincial Entente)

Reminder

Advancement in step occurs only once per school year. The advancement in step shall come into effect on the 101st workday of the current school year, retroactively, if need be:

- If, on January 31st of the current school year, the teacher had completed the necessary studies for a new evaluation of his or her years of schooling;

and

- If, before April 1st of the current school year, the teacher had provided the documents, or a copy of the request for them, to the Board.

Procedure:

To be re-classified, you must provide the Board with the required documents: official transcript of marks, certificates, a copy of your request to the institution issuing the transcripts - VERY IMPORTANT.

The above documents should be sent to:

Diane Krajcar, Department of Human Resources
Lester B. Pearson School Board
1925 Brookdale, Dorval, Qc H9P 2Y7

The Board shall acknowledge receipt to the teacher.

The Board shall determine the teacher's provisional step within 30 days of the receipt of the documents.

The MEES forwards an Official Attestation to the Board and copies are forwarded by the Board to the teacher and the Union.