

# LOU 16c: Article C.4 TTOC Employment — TTOC Experience Credit Transfer within a District

## ❖ Overview

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This LOU outlines the process to be applied when a Teacher Teaching on Call would like to transfer experience credit earned under provincial Article C.4 TTOC Employment to their temporary/continuing experience bank. **Note:** any experience credit earned under Article C.4 is to be recorded in a separate and distinct bank from any other experience bank the district may provide; e.g., experience earned as a term or continuing employee.

## ❖ Letter of Understanding No. 16c Re: Article C.4 TTOC Employment — TTOC Experience Credit Transfer within a District

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*The purpose of this letter of understanding is to address situations within a single district where a temporary/continuing teacher is also currently a TTOC or in the past has been a TTOC.*

*Teachers described above accrue experience for the purpose of increment advances under two (2) separate collective agreement provisions (silos), i.e., within a district, the employee triggers increments under Article C.4 for TTOC experience accrued and may also trigger increments under the applicable previous local agreement increment language for temporary/continuing experience accrued.*

*In order to allow a TTOC the opportunity to transfer, within a district, their TTOC experience earned under Article C.4 (new provision effective September 19, 2014) towards that of the applicable previous local collective agreement increment language for continuing and/or temporary employees, the parties agree to the following:*

- 1. This option can only be exercised where in a single district a temporary/continuing teacher is also currently a TTOC or in the past has been a TTOC in the same district.*
- 2. This agreement only applies to TTOC experienced earned under Article C.4 since September 19, 2014 in that district.*
- 3. This agreement only applies to a transfer within a district. This agreement is in no way applicable to a transfer of experience or recognition of experience between districts.*

4. *The transfer of experience credit can only be transferred one way; from that of TTOC experience earned under Article C.4 to that of the temporary/continuing previous local agreement increment provision, i.e., it cannot be transferred for any reason from that of temporary/continuing to that of a TTOC.*
5. *Transfers can only be made in whole months.*
6. *For the purpose of transfer, 17 FTE days of TTOC experience credit will equal/be converted to one month of experience credit.*
7. *Should the teacher choose the option to transfer, transfers must be for the entire amount of TTOC experience in their Art C.4 bank on the deadline date for notice, i.e., with the exception of any leftover days remaining (1 – 16 days) after the whole month conversion calculation is made, no partial transfer of TTOC experience are permitted. (See example below).*
8. *Once transferred, the previous local collective agreement increment provisions for temporary/continuing employees (including effective date of increment) will apply to the TTOC experience transferred.*
9. *Transfers can only occur and take effect twice a year (August 31 and December 31).*
10. *For a transfer to occur effective August 31st, written notice from the employee to transfer must be received by the district no later than June 30th of the preceding school year (see attached form A). This transfer would only include the TTOC experience accrued up until June 30th of the preceding school year. Once written notice is received from the teacher to transfer the TTOC experience that decision is final and under no circumstances will the experience be transferred back to C.4.*
11. *For a transfer to occur effective December 31st, written notice from the employee to transfer must be received by the district no later than November 15th of the school year (see attached form B). This transfer would only include the TTOC experience accrued up until November 15th of the school year. Once written notice is received from the teacher to transfer the TTOC experience that decision is final and under no circumstances will the experience be transferred back to C.4. (See attached form B)*
12. *This agreement takes effect on the signatory date of LOU 16(c) signed below.*

*Example:*

1. *On June 1, 2015, Teacher A provides written notice to the district that they would like to transfer their Article C.4 TTOC experience that they will have accrued up until June 30, 2015 (in terms of closest equivalent month) to their temporary/continuing previous local agreement increment experience bank.*

2. *On June 30, 2015, Teacher A has 70 TTOC days of experience accrued under Article C.4.*
3. *On August 31, 2015, 4 months of experience would be transferred to their experience bank under the applicable previous local collective agreement increment language for continuing and/or temporary employees and 2 days of TTOC experience would remain in their TTOC bank under Article C.4. (70 divided by 17 = 4 whole months, with 2 days remaining)*
4. *Effective August 31, 2015, the previous local collective agreement increment language for temporary/continuing employees would then apply to the 4 months of experience that was transferred.*

*Original signed April 22, 2015.*

## ❖ Frequently Asked Questions

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1. **Is TTOC experience credit under Article C.4 tracked separately to other experience credit?**  
Yes, TTOC experience credit is tracked separately from temporary/continuing experience credit and different increment rules may apply to each of the experience banks.
2. **How is a teacher able to transfer C.4 experience credit from the TTOC bank to their temporary/continuing bank?**  
The process for *how to* and *when* a teacher can transfer is set out in provincial LOU 16c “*Article A.4 TTOC Employment — TTOC Experience Credit Transfer within a District*” (attached)
3. **Our district would previously transfer TTOC experience automatically to the temporary/continuing experience bank at certain times each year. Can we keep doing that?**  
No, the option to transfer TTOC experience to the temporary/continuing bank can only be exercised by the teacher.
4. **How does a teacher elect to transfer their TTOC experience credit to the temporary/continuing bank?**  
To transfer TTOC credit a teacher must submit a completed Form A (June 30<sup>th</sup>) or Form B (November 15<sup>th</sup>) which are attachments to provincial LOU 16c. Please note there are other requirements which must also be met (see LOU 16c and this FAQ for requirements).
5. **Is every teacher eligible to transfer their TTOC experience?**  
To be eligible to initiate a transfer, a teacher must:
  - a) be in a temporary or continuing position; and
  - b) be a current TTOC in the district or have been a TTOC in the district in the past

**6. How often can a teacher transfer their TTOC experience?**

A teacher has two opportunities each year to initiate a transfer. They are:

- June 30<sup>th</sup> deadline: a teacher must submit Form A by June 30<sup>th</sup> for all TTOC credit up to and including June 30<sup>th</sup> to be moved to the temporary/continuing bank effective August 31<sup>st</sup>.
- November 15<sup>th</sup> deadline: a teacher must submit Form B by November 15<sup>th</sup> for all TTOC credit up to and including November 15<sup>th</sup> to be moved to the temporary/continuing bank effective December 31<sup>st</sup>.

**7. Can a teacher submit their form before a deadline?**

Yes, a teacher can submit Form A or B in advance of the deadline. Once one deadline has passed, teachers are able to submit their form for the next deadline.

**8. LOU 16c requires a teacher to be in temporary or continuing position to transfer their TTOC experience. Do they need to be in a temporary/continuing position on the date of the submission deadline?**

No, a teacher does not need to be in a temporary or continuing position on the June 30<sup>th</sup> or November 15<sup>th</sup> deadlines; they must, however, be in a temporary or continuing position when they submit their Form A or Form B to requesting transfer of their TTOC experience credit.

**9. Can a teacher change their mind about a transfer/withdraw their form?**

A teacher may not change their mind about initiating a transfer. Once their Form A or B is submitted, this is considered final.

**10. Can experience credit from a temporary/continuing bank be transferred to the TTOC experience bank?**

No, the transfer process flows in one direction only: from the TTOC bank to the temporary/continuing bank. It does not flow the other way and a transfer cannot be reversed or cancelled once triggered by the submission of Form A or B.

**11. A teacher has requested to transfer only a portion of their TTOC bank. Can they do this?**

Teachers are unable to request this. Per LOU 16c clause 7, “transfers must be for the entire amount of TTOC experience in their Article C.4 bank.”

**12. The TTOC experience bank is tracked in days, but our temporary/continuing bank is tracked in months. How do I complete the transfer?**

Under LOU 16c, 17 FTE days of experience credit equal one month of experience credit.

**13. Do I move over part months for TTOC credit?**

No, the experience credit is moved over only in whole months. Any residual; i.e., days under 17, remain in the TTOC experience bank.

**14. Our temporary/continuing bank is calculated in months but the collective agreement provides that 20 days equal a month. How do I calculate a transfer from the TTOC bank where a month is 17 days?**

*Example:* Teacher A has 70 days in their TTOC bank and has triggered a transfer by submitting their form

Step 1: calculate how many months are being moved over  
70 days divided by 17 (value of a month per LOU 16c) = 4 whole months, with 2 days remaining

Step 2: determine how your temporary/continuing bank is calculated (months or days)

- a) If tracked in months: 4 months are deposited to the temporary/continuing bank and 2 days remain in the TTOC experience credit bank
- b) If tracked in months and a month is defined as, e.g., 20 days: 4 months are converted to the equivalent temporary/continuing days; i.e.,  $4 \times 20 = 80$  days deposited and 2 days remain in the TTOC experience credit bank.
- c) If tracked in days: 68 days (4 months of 17 days equaling a month) are deposited and 2 days remain in the TTOC experience credit bank.

**15. A teacher wants advice on whether or not they should transfer their TTOC credit; who should I direct them to?**

The decision on if/when to transfer TTOC credit is going to be unique for each teacher. District staff should not be providing “blanket” advice to teachers. If a teacher approaches with such a question, recommend they speak with their union for advice on their individual situation.

**16. If a district is not providing advice on if/when to transfer, does this mean we can't speak with teachers about transfers?**

We encourage districts to communicate with teachers about the existence of LOU 16c, the general process it establishes, the deadlines it contains, where to obtain and submit Form A and Form B, and how they can determine the balance of their TTOC and temporary/continuing experience banks.

**17. We are receiving a number of requests from teachers for the balance of their TTOC experience credit. What should we do?**

BCPSEA recommends you designate staff who can provide teachers with the balance of their TTOC and temporary/continuing banks. If possible with your payroll system, you may want to consider exploring the option of adding the information to pay slips.

**18. Can an employee transfer TTOC experience credit to another district?**

No, experience credit under Article C.4 is not portable to other districts. Please note there are different sections of your collective agreement which may allow new hires to count their past TTOC experience with different employers. These sections continue to apply (see below for further FAQs on new hires).

**19. My district has a new hire with past TTOC experience in a different district. Does the TTOC time count when I calculate where to place them on the salary scale?**

How you place a teacher on scale when you hire a new employee was not changed by the implementation of Article C.4. If you have a new hire and your collective agreement allows for previous TTOC experience to be included in the placement on scale calculation, this practice should continue.

**20. Our collective agreement does allow for TTOC days to be used to calculate placement on scale of new hires, but it says 20 TTOC days equal a month. Do I use 20 or 17 days as a month?**

The calculation of experience for the purposes of placement on scale of new hires is a separate process to experience credit earned in your district under Article C.4. In this example, you would continue to use 20 TTOC days = 1 month for placement on scale.

## ❖ Standardized Request for Transfer Forms

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The provincial LOU includes two standardized forms which are to be used by teachers as the formal TTOC Experience Transfer Request.

**Form A:** Transfers all TTOC Experience up to and including June 30<sup>th</sup>.

*Deadline for submission:* June 30<sup>th</sup>.

*Date the transfer takes effect:* August 31<sup>st</sup>.

**Form B:** Transfers all TTOC Experience up to and including November 15<sup>th</sup>.

*Deadline for submission:* November 15<sup>th</sup>.

*Date the transfer takes effect:* December 31<sup>st</sup>.

Both Form A and Form B are located on the following pages.

**TEACHER NOTICE: LOU 16(c) — TTOC EXPERIENCE TRANSFER REQUEST — FORM A**

**Re: August 31<sup>st</sup> transfers for TTOC experience accrued up to and including June 30<sup>th</sup>**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I, \_\_\_\_\_ wish to transfer my eligible TTOC experience credits earned under Article C.4 (up to and including June 30, \_\_\_\_\_) to that of the applicable previous local collective agreement increment language for continuing and/or temporary employees. Transfer of these experience credits shall take place and be effective August 31, \_\_\_\_\_.

I understand that once I submit this application to the employer, this decision to transfer is final and cannot be reversed.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
District Receipt Confirmed

\_\_\_\_\_  
Date of Receipt

**Please Note:** This written notice must be provided by the teacher and received by the district no later than June 30<sup>th</sup> of the preceding school year for a transfer for TTOC experience credits earned up to and including June 30<sup>th</sup> to take effect on August 31<sup>st</sup> of the following school year.

**TEACHER NOTICE: LOU 16(C) — TTOC EXPERIENCE TRANSFER REQUEST —  
FORM B**

**Re: December 31<sup>st</sup> transfers for TTOC experience accrued up to and including  
November 15<sup>th</sup>**

This constitutes my written notice under LOU No. 16(c) of the collective agreement that I, \_\_\_\_\_ wish to transfer my eligible TTOC experience credits earned under Article C.4 (up to and including November 15, \_\_\_\_\_) to that of the applicable previous local collective agreement increment language for continuing and/or temporary employees. Transfer of these experience credits shall take place and be effective December 31, \_\_\_\_\_.

I understand that once I submit this application to the employer, this decision to transfer is final and cannot be reversed.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
District Receipt Confirmed

\_\_\_\_\_  
Date of Receipt

**Please Note:** This written notice must be provided by the teacher and received by the district no later than November 15<sup>th</sup> of the school year for a transfer for TTOC experience credits earned up to and including November 15<sup>th</sup> to take effect on December 31<sup>st</sup> of the same school year.