

Distribution of this Bulletin

Please ensure that this bulletin is circulated to all administrative staff in both the district office and schools who must rely on the collective agreement in the performance of their duties.

**LOU 16(c): Article C.4 TTOC Employment – TTOC Experience
Credit Transfer within a District**

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.

In order to allow a TTOC the opportunity to transfer their TTOC experience to the bank for continuing and/or temporary experience (per the existing local collective agreement language), the parties agreed to very strict terms, conditions and processes within which a transfer could occur.

These terms, conditions and processes (with an example) are described in detail in LOU No. 16(c). There are also provincially agreed to application forms to initiate the transfer (Form A and Form B).

Upcoming Deadline for transfer of Article C.4 TTOC Experience

One of the two deadlines which occur each year is approaching. These are the deadlines by which a teacher must submit their Form A or Form B to request transfer of their TTOC experience credit to the temporary/continuing experience bank. The deadlines are as follows:

- **NOVEMBER 15TH** – Form B submission deadline
- **JUNE 30TH** – Form A submission deadline

It is strongly recommended districts remind teachers of the upcoming November 15 deadline.

Frequently Asked Questions

On the following pages you will find a list of frequently asked questions and answers about LOU No. 16(c) and the process for transferring TTOC experience credit.

Questions

Should you have any questions with respect to LOU No. 16 (c) or the provided FAQ, please contact your BCPSEA liaison.

Attachments: Provincial LOU 16(c); Forms A and B

Frequently Asked Questions on TTOC Experience Credit Transfer

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

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 30th or November 15th deadline, 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 there 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 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 payslips.

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.