



FULL-TIME SUPPORT STAFF BARGAINING 2022

**PROPOSALS PRESENTED BY:
OPSEU/SEFPO
ON BEHALF OF THE
FULL-TIME SUPPORT STAFF IN THE COLLEGES OF APPLIED ARTS AND
TECHNOLOGY
June 15, 2022**

TO AMEND THE COLLECTIVE AGREEMENT

BETWEEN

ONTARIO PUBLIC SERVICE EMPLOYEES UNION

Full-Time Staff Support Employees

And

College Employer Council (CEC)

The Union reserves the right to add to, amend, modify or withdraw any proposal during the negotiations process. All proposals are made without prejudice and/or precedent.



Union Proposal	Article	Proposed Language
UP 1	7.1, App E	<u>Cost of Living Adjustment</u>
UP 2	App E	<u>Expand Appendix E hourly wage rate to include additional paybands M and N</u>
UP 3	8.1.9	<u>The Employer shall pay the full cost of any required medical notes.</u>
UP 4	<u>8,</u> <u>(NEW)</u>	<u>At the request of the employee, the college shall provide career counselling, assistance with the creation of a portfolio, career paths, PD and all other professional career services.</u>
UP 5	<u>Benefit Booklet</u> <u>(NEW)</u>	<u>The college shall provide an additional Mental Health professional services benefit, separate from other paramedical services, up to a maximum of \$2,000</u>
UP 6	Benefits booklet	The Plan will cover 85 <u>90</u> % of the costs, up to a combined maximum of \$2,000 <u>\$3,000</u> per person in a Calendar Year for all eligible expenses listed below; this includes the difference between what OHIP allows for podiatrists and your <u>the</u> actual charge.
UP 7	<u>Benefit Booklet</u> <u>(NEW)</u>	<u>The college shall add Naturopaths/Nutritionist / Dietician/Reflexologist professional services benefit to our paramedical services</u>
UP 8	<u>8,</u> <u>Benefit Booklet</u> <u>(NEW)</u>	<u>Each employee shall be reimbursed for up to six hundred dollars (\$600) each calendar year for health and wellness activities with receipts from the year of the claim.</u>
UP 9	<u>8,</u> <u>Benefit Booklet</u> <u>(NEW)</u>	<u>The college shall establish an expedited dispute resolution process for urgent and emergency drug and medical coverage</u>

Union Proposal	Article	Proposed Language
UP 10	<u>8,</u> <u>Benefit Booklet (NEW)</u>	<u>The college reimburses the ADP (Sleep apnea) machines, supplies, filters and all other associated equipment</u>
UP 11	<u>App D, 8 (NEW)</u>	<u>The college will provide benefit coverage for Appendix D Support Staff</u>
UP 12	<u>8,</u> <u>Benefit Booklet (NEW)</u>	<u>The Employer shall provide a provision in the provided medical benefits to include prescribed Medical Cannabis.</u>
UP 13	17.1.1	<u>The College shall implement an equivalency framework for the purposes of job competitions as outlined in Appendix 1</u>
UP 14	<u>9.1 (NEW)</u>	<u>The college will provide tuition reimbursement to dependents and spouses of full-time college employees who are registered at the College in a post-secondary program.</u>
UP 15	<u>8.6 (NEW)</u>	Professional Fees <u>Where the employee is required to hold professional membership in order to perform their duties, the employee shall provide the College with proof of fee payment and the College shall reimburse the employee immediately upon receipt.</u>
UP 16	<u>12.2.5 (NEW)</u>	Medical Leave <u>The Employer shall provide paid leave for members who are required to isolate or quarantine by the employer or public health.</u>
UP 17	13.2.1	13.2.1 Safety Devices <u>The College shall cover the cost of all safety devices required by an employee in the performance of duties as required by the College, Occupational Health and Safety Act, Legislation, Standards Associations and Organizations or where it is recommended by the health and safety committee constituted under the Occupational Health and Safety Act. (Delete 13.2.1.1 and 13.2.1.2)</u> will reimburse an employee for the cost of certain types of protective devices, as follows:

Union Proposal	Article	Proposed Language
UP 18	10.1	<p>10.1 Entitlement</p> <p>An employee who has completed thirty (30) calendar days of continuous service will receive his/her regular rate of pay for his/her normal scheduled hours (up to a maximum of eight (8)) for the holidays set out following. It is understood, however, that employees who, as of the date of observance of any of the holidays have not yet completed thirty (30) calendar days of continuous service but subsequently successfully complete thirty (30) calendar days of continuous service shall nevertheless be entitled to holiday pay in accordance with the provisions herein <u>All Provincial and Federal public and statutory holidays to include Family Day, Good Friday, <u>Easter Monday</u>, Victoria Day, <u>Saint-Jean-Baptiste Day</u>, Canada Day, Civic Holiday, Labour Day, <u>National Day for Truth and Reconciliation</u>, Thanksgiving Day, <u>Remembrance Day and any other public or statutory holiday that is introduced.</u></u></p>
UP 19	10.2	<p>10.2 Holiday December 25 24 - January 1</p> <p>In addition, eligible employees shall be granted the holiday period of December 25 24 to January 1 inclusive without loss of straight time hourly earnings for regular hours scheduled during such period. <u>When December 24 falls on a Saturday or Sunday the College shall designate the preceding Friday as part of the holiday period.</u></p>
UP 20	17.1.1 App. D	<p>17.1.1 Consideration for Bargaining Unit Employees</p> <p>When a vacancy occurs and employees within the bargaining unit, <u>Regular Part-time Employees who have finished probation from the part-time unit, and employees who have completed the equivalent to at least 6 consecutive months of Full-time service as Temporary Employees (Appendix D) immediately prior to the application at</u> the College apply, <u>the College shall interview all internal applicants</u> and determine the successful candidate based on the qualifications, experience and seniority of the applicants in relation to the requirements of the vacant position. Where the qualifications and experience are relatively equal, seniority shall govern, provided the applicant has the necessary qualifications and experience to fulfil the requirements of the position.</p>

Union Proposal	Article	Proposed Language
		<p><u>The College and the Local Union shall establish a process that will provide all support staff applicants with a measurable assessment that includes all experience and service with the college in addition to interviews and other forms of assessment to ensure complete consideration of the applicants</u></p> <p>The College need not consider probationary employees.</p> <p>Appendix D</p> <p>2. <u>For temporary vacancies that will last for more than four (4) months, the College shall post the position according to Article 17.1.1</u></p> <p>10. For the purposes of job competitions, <u>Appendix D Employees with six (6) months consecutive service in the position will be considered an internal applicant under Article 17.1.2</u> in addition to any other factor that the College considers relevant, consideration will be given to service with the College</p> <p>17.3.1 Temporary Postings Where the College has at least four (4) weeks' notice of a temporary vacancy in the bargaining unit which is expected to be more than four (4) months' duration, the College shall post the temporary vacancy <u>according to article 17.1.1</u> so that bargaining unit employees can indicate their desire to be selected for such vacancy.</p> <p>Recognizing that the College reserves the right to select a person in the bargaining unit or hire a temporary employee at its discretion. Where a bargaining unit employee is selected as a temporary replacement the employee will have the right to return his/her regular position or its equivalent on the expiration of the temporary assignment.</p> <p>The first resultant temporary vacancy shall also be posted in accordance with this clause if it meets the criteria. It is understood</p>

Union Proposal	Article	Proposed Language
		<p>that none of the clauses of Article 17.1 apply to temporary vacancies.</p> <p><u>If Article 17.1.1 was not followed for a temporary vacancy because it was expected to be less than four (4) months, and the vacancy lasts longer than four (4) months, the temporary vacancy will be posted according to 17.1.1.</u></p>
UP 21	14.3 App. D	<p>14.3 Transfer into Union Bargaining Unit</p> <p>A person employed by the College, who is transferred into the bargaining unit, will be accorded full seniority and service, upon completion of the probationary period, based on length of service. Part-time support staff employees transferred into the bargaining unit, after November 14, 1991, shall have their seniority prorated, upon completion of their probationary period, based on a proration of hours of the part time position to the hours of the full-time position using 1820 hours per year as constituting the hours of the full-time position.</p> <p>It is understood, however, that for the purposes of the application of Article 15.4, administrative staff and employees in the academic staff bargaining unit, who are transferred into the bargaining unit shall be entitled to exercise only that portion of their seniority, if any, accumulated as an employee in the bargaining unit or what formerly was the bargaining unit.</p> <p>Appendix D</p> <p>9. If an employee is appointed to a regular bargaining unit position after September 23, 1997, he/she shall be credited with full seniority and service, after completion of the probationary period, based on full credit for Appendix D service calculated at a day's seniority for each day worked (261 days of work equals one (1) year). When an Appendix D employee is appointed to a regular bargaining unit position and has previous service as a part-time Support Staff employee, seniority shall also be credited in accordance with Article 14.3.</p>

Union Proposal	Article	Proposed Language
		<p><u>6 (a) If an employee is successful in applying to a permanent FT or I/O position, their service as Appendix D employee shall be counted towards vacation entitlement service and article 7.7 Special Allowance as per article 11.2</u></p>
UP 22	(NEW)	<p><u>There shall be no contracting out</u></p>
UP 23	<p>15.1 15.4.1 15.3.5.2 15.4.5.3</p>	<p>15.1 General An employee who has completed the probationary period shall not be laid off or subject to the layoff process, for any reason, unless and until the procedures contained in Article 15 have been applied in sequence.</p> <p>15.3.5.2 Notice Period No employee shall be laid off without receiving ninety (90) calendar days written notification from the College, except in circumstances beyond the reasonable control of the College. <u>The parties agree that employees shall continue to work their notice period and receive full pay and benefits</u></p> <p>Remove 4th bump language in Article 15</p> <p>15.4.1 Probationary Employees Probationary employees performing the work in question shall be released. The College shall notify the Union of probationary employees released in these circumstances. <u>be entitled to layoff/recall, or placement in a vacant position within their payband or lower payband.</u></p> <p>15.4.3 Bumping Procedure The employee so identified, <u>and who has finished probation</u> shall be assigned by the College to the first position determined in accordance with the following sequence: - to a vacant position in the same payband provided he/she can satisfactorily perform the core duties and responsibilities of the job. If there is no such position then;</p>

Union Proposal	Article	Proposed Language
		<p><u>- to a vacant position in a higher payband provided they can satisfactorily perform the core duties and responsibilities of the job. If there is no such position then;</u></p> <p>15.4.5.3 Final Displacement An employee displaced as a result of the "Third Displacement" shall be laid off by the College.</p> <p>15.4.7 Rate of Pay An employee who has been assigned to a position pursuant to the above procedure shall <u>be grand-parented at the higher payband, until such a time they leave the NEW position.</u> continue to receive his/her current rate of pay for a period of ninety (90) calendar days. Thereafter, an employee who has been assigned to a position pursuant to the above procedure shall receive the rate within the payband for the NEW position, which is closest to, but does not exceed, his/her current rate and for the purpose of further progression, if any, within the payband shall be deemed to have service within such position equivalent to his/her service in his/her prior position. The ESC may consider using the ESF to offset the cost for the ninety (90) day differential between the two wage rates.</p>
UP 24	8.1.9.1	<p>8.1.9.1 Accumulation - Full Pay During the term of this Agreement, the Colleges will continue the Short Term Disability Income Plan presently in effect, to provide the first ten (10) <u>twenty (20)</u> days at full pay in any one (1) plan year (which begins on September 1 of each year), the details of which are published in the Group Benefit Program booklet, as amended from time to time by the Joint Insurance Committee (JIC).</p> <p>Employees in their first year of employment will be eligible for benefits under this Plan from their first day of service with the College and will have their ten (10) <u>twenty (20)</u> days entitlement pro-rated in proportion to the amount of the year that they work. In addition, unused days payable at one hundred per cent (100%)</p>

Union Proposal	Article	Proposed Language
		in any plan year can be carried forward to provide additional days at one hundred per cent (100%) in future years.
UP 25	12.3	<p>12.3 Bereavement Leave</p> <p>On the death of an employee's family or chosen family member parent, spouse (or common law spouse), child, stepchild, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, spouse's grandparent, grandchild or guardian, an employee shall be granted leave of absence of three (3) five (5) days without loss of pay. <u>Additional days without loss of pay can be granted</u> in order to attend at or make arrangements for the funeral, the duration of the leave to be <u>at the discretion</u> of the College. On the death of an employee's aunt or uncle, an employee, upon request, shall be granted a leave of absence of one (1) day without loss of pay in order to attend the funeral</p>
UP 26	<u>12 (NEW)</u>	<p>(NEW) Article 12 Personal Days with Pay</p> <p><u>The College shall grant employees 2 personal days with pay per year.</u></p>
UP 27	8.1.9.4	<p>8.1.9.4 Use of STD Credits Entitlement for Family Leave</p> <p>If a full-time employee is absent from work for the purpose of caring for a member(s) of their immediate family, the employee may apply for leave under Article 12.2. Days withdrawn from the employee's sick leave credits <u>Employees shall be entitled to draw from their STD entitlement including days not paid at 100%.</u> For this purpose, <u>the days</u> will not be counted towards the elimination period for LTD.</p>
UP 28	12.2	<p>12.2.2 Family Leave</p> <p>In each year, the College shall grant to each employee up to five ten <u>(10)</u> days of leave to care for members of the employee's immediate family when they are ill.</p>
UP 29	5.1.3 & 5.2	<p>5.1.3 Union Negotiating Committee:</p>

Union Proposal	Article	Proposed Language
		<p><u>Paid</u> Leave of absence shall be granted to not more than seven (7) employee representatives selected to negotiate the reNEWal of the Collective Agreement for necessary time off including travel time, direct negotiating time, and necessary preparation time.</p> <p><u>These leaves shall extend from the beginning of bargaining for a NEW contract until such date as it is completed.</u> The Union shall reimburse the College for all pay during such leave except for the days scheduled by the parties for direct negotiations and up to a maximum of ten (10) days if required, for meetings of the Union Negotiating Committee to prepare for and to complete bargaining.</p> <p>5.2 Time Off</p> <p>In addition to time off granted under Articles 5.1 and 18.2.6, the College recognizes that additional time off during regular working hours may be necessary for the purpose of assisting employees and the Local Union in the administration of the Collective Agreement and the business directly pertinent thereto. In such a case, the Local Union may advise the College of up to three (3) the <u>names of</u> employees who may be appointed or designated hereunder, it being understood that any time off granted shall not hinder or interfere with the regular performance of the employee's duties and responsibilities. <u>The Local Union will reimburse the College on a regular basis as billed.</u></p> <p>Unless otherwise agreed, time off for Local Union business hereunder shall not exceed:</p> <ul style="list-style-type: none"> - a maximum of twelve <u>forty (40) hours per week (as selected by the Local Union).</u> <u>For these hours the Local Union shall reimburse the College for twenty-five per cent (25%) of all pay for any leave granted hereunder.</u> - <u>a further maximum of forty (40) hours per week (as selected by the Local Union).</u> <u>For these hours the Local Union shall</u>

Union Proposal	Article	Proposed Language
		<p><u>reimburse the College for fifty per cent (50%) of all pay for any leave granted hereunder.</u></p> <p>- <u>a further maximum of one hundred and five (105) hours per week (as selected by the Local Union). For these hours the Local Union shall reimburse the College for one hundred per cent (100%) of all pay for any leave granted hereunder.</u></p> <p>- a maximum of twelve (12) hours per week, where the Support Staff complement at a College is less than two hundred (200) employees, or</p> <p>- a maximum of fifteen (15) hours per week, where the Support Staff complement at a College is two hundred (200) employees or more, but less than three hundred and fifty (350) employees, or</p> <p>- a maximum of eighteen (18) hours per week, where the Support Staff complement at a College is three hundred and fifty (350) or more.</p> <p>- the Local Union shall reimburse the College for twenty five per cent (25%) of all pay for any leaves of absence granted hereunder on a regular basis as billed by the College.</p>
UP 30	<u>(NEW)</u> <u>8.1</u>	<p>Adoption</p> <p><u>During the adoption probationary period of the adoption process children shall be covered under the employee benefits.</u></p>

Union Proposal	Article	Proposed Language																		
UP 31	11	<p>11.1 Entitlement Effective June 30, 1991 December 31, 2023, employees on the active payroll of the College who have completed the years of continuous service specified, as of June 30th December 31st, shall be granted vacation with pay as follows:</p> <p>1-6 years: 15 working days 7 years: 17 working day 8 years: 18 working days 9 years: 20 working days 10 years: 20 working days 11 years: 21 working days 12 years: 22 working days 13 years: 23 working days 14 years: 24 working days 15 years: 25 working days 16 years: 26 working days 17 years: 26 working days 18 years: 26 working days 19 years: 27 working days 20 years: 27 working days 21 years: 28 working days 22 years: 28 working days 23 years: 29 working days 24 years: 29 working days 25 or more: 30 working days</p> <table border="1" data-bbox="548 1461 1205 1824"> <tbody> <tr> <td>1-4 years</td> <td>15 days</td> </tr> <tr> <td>5-6 years</td> <td>17 days</td> </tr> <tr> <td>7-8 years</td> <td>19 days</td> </tr> <tr> <td>9-10 years</td> <td>21 days</td> </tr> <tr> <td>11-12 years</td> <td>23 days</td> </tr> <tr> <td>13-14 years</td> <td>25 days</td> </tr> <tr> <td>15-16 years</td> <td>27 days</td> </tr> <tr> <td>17-18 years</td> <td>29 days</td> </tr> <tr> <td>19 years or more</td> <td>30 days</td> </tr> </tbody> </table>	1-4 years	15 days	5-6 years	17 days	7-8 years	19 days	9-10 years	21 days	11-12 years	23 days	13-14 years	25 days	15-16 years	27 days	17-18 years	29 days	19 years or more	30 days
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UP 31 (cont.)	11	11.2 Calculation of Continuous Service																		

Union Proposal	Article	Proposed Language
		<p>In determining the period of continuous service of employees on the active payroll for the purpose of vacation entitlement and Article 7.7 Special Allowance: - only an employee's service in the bargaining unit shall apply, however an employee's previous uninterrupted service with the College immediately prior to and consecutive with its establishment as a College of Applied Arts and Technology shall be included; - an employee who, for any reason, has less than twelve (12) full months of active employment during the one (1) year period immediately prior to June 30 December 31st, in any year, shall receive a lesser vacation with pay on a pro rata basis under the schedule of vacation set out in this Article, subject to any accumulation of service under Article 14.2.</p> <p>11.4 Pro-Rating An employee whose employment is terminated subsequent to June 30 December 31, in any year, shall receive a lesser vacation pay pro-rated in accordance with the schedule of vacations set out in this Article. Any shortfall will be deducted from an employee's last pay.</p> <p>Where in scheduling vacations in accordance with the foregoing, conflicts arise amongst employees as to their choice of vacation times, consideration shall be given to the respective length of service of such employees and staffing requirements in the final determination of vacation schedules, providing they have indicated a vacation preference prior to March 1 November 1 in the current vacation year. Vacation requests received after March 1 November 1 will be confirmed or denied, in writing, within two (2) weeks of receipt of same.</p> <p>If an employee is given in-patient treatment in a hospital during one (1) or more full days of the employee's vacation, those days may, at the request of the employee, be rescheduled during the vacation year, at a time convenient to the College.</p> <p>11.5 Scheduling Vacation</p>

Union Proposal	Article	Proposed Language
		<p>Vacation shall be as scheduled by the College. Employees shall be entitled to at least three (3) consecutive weeks of vacation, unless otherwise agreed. Employees shall indicate their preference, if any, as to vacation dates no later than March 1 November 1 of the current vacation year for the next vacation year (July 1 to June 30 January 1 to December 31).</p> <p>The College shall confirm or deny, in writing, such vacation requests by March 15 November 15. The College may, however, schedule vacations at any time and will consider requests by employees, including requests for vacation in the months of May through August, consistent with the College staffing requirements.</p> <p>Employee requests for vacation will not be unreasonably denied.</p> <p>Where in scheduling vacations in accordance with the foregoing, conflicts arise amongst employees as to their choice of vacation times, consideration shall be given to the respective length of service of such employees and staffing requirements in the final determination of vacation schedules, providing they have indicated a vacation preference prior to March 1 November 1 in the current vacation year. Vacation requests received after March 1 November 1 will be confirmed or denied, in writing, within two (2) weeks of receipt of same.</p> <p>If an employee is given in-patient treatment in a hospital during one (1) or more full days of the employee's vacation, those days may, at the request of the employee, be rescheduled during the vacation year, at a time convenient to the College.</p>
UP 32	6.5 (NEW)	<u>The College shall provide employees who are required to work from home with the equipment and materials that would normally be provided to the employee while working at the College.</u>

Union Proposal	Article	Proposed Language
UP 33	<u>16</u> (NEW)	<p>Workload</p> <p><u>The College shall implement a workload monitoring tool for support staff including: tracking overtime, workload distribution across teams with similar positions. The data will be shared with the employee and Local Union and will be used to assess the workload and provide recommendations to the College to address process and staffing issues.</u></p> <p><u>The College shall provide metric summaries to the Local Union.</u></p> <p><u>The collected data shall not be used for any other purpose except the reasons above.</u></p>
UP 34	<u>4.11</u> (NEW)	<p><u>The College shall provide an annual report to the Local Union providing a detailed breakdown of departmental overtime including employee's name, position title, department, extra hours worked and used time in lieu.</u></p>
UP 35	<u>15.4.6</u>	<p>15.4.6 Familiarization Period</p> <p>It is understood that the College is not required to train an employee for a position into which he/she may be assigned pursuant to Article 15.4.3, but the College shall provide a reasonable period of familiarization where necessary.</p> <p><u>Familiarization shall include training necessary to learn the use of proprietary software packages such as student information systems and other tasks and systems that can only be learned while working in the position.</u></p>

Union Proposal	Article	Proposed Language
UP 36	<u>2.5 (NEW)</u>	<p><u>(a) The Employer and the Union are committed to full and equitable participation of people experiencing barriers to employment such as women, people with disabilities, including people who are neuro-diverse, aboriginal peoples, members of visible minorities, people living in long term poverty and psychiatric consumers/survivors at all levels of the work force by making working conditions, recruitment, hiring, promotion, performance appraisal, training, compensation, benefits, lay-off, recall, dismissal and all other employment systems equitable for all.</u></p> <p><u>(b) The parties are committed to defining, implementing and monitoring the necessary strategies to ensure that Employment Equity is in place, and further to ensure a constant review of the Collective Agreement, policies and procedures, occurs in order to eliminate any which produce discriminatory results, however unintentional, on an ongoing basis.</u></p>
UP 37	<u>4 (NEW)</u>	<p><u>Joint EDI Committee</u></p> <p><u>The College and the Local Union shall form a joint committee to examine, monitor and provide recommendations to address inequities and fairness across the College stemming from Equity, Diversity and Inclusion values.</u></p> <p><u>The College shall share employment equity data with the committee. The committee will compare the College employment equity data to regional census area served by the College and develop a joint program to identify and remove barriers and increase the hiring and promotion of under-represented populations within the College including indigenous workers, racialized workers, LGBTQ2S+ workers, people with disabilities and all workers who identify.</u></p> <p><u>The Committee shall provide annual report to be shared with the College community.</u></p>



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Union Proposal	Article	Proposed Language
UP 38	<u>NEW</u>	<u>Indigenization provisions will be provided at a later time</u>
UP 39	<u>17.2.2 (NEW)</u>	<u>Protection for employees whose position is evaluated to a lower payband.</u>
UP 40	8	In addition, the Plan will provide coverage on a non-cosmetic basis for crowns, and bridges, <u>implants and dental appliances</u> to be reimbursed at fifty per cent (50%) co-insurance, subject to the eligibility requirements and terms and conditions of the Plan. The maximum for the crowns and bridges coverage (Type E) shall be \$2,500 per person per plan year.

Appendix 1 **(Union Proposal #13)**

Equivalency Procedure

1. Prior to the job posting being finalized, Human Resources will refer to the Equivalency Table (see below) and assign the applicable equivalency code based on the educational requirement for the position.
2. Any equivalency determination must be based on the Position Description Form for the position and that the needed skill, knowledge, and/or ability can be attained through experience. When defining equivalency for positions that are used by more than one department or area of the College, all affected areas must be consulted.
3. Work experience can be obtained working on a full-time or part-time basis or through volunteer work. One full year of experience would be considered 1820 hours.
4. The work experience must be related to the experience required in the Position Description Form to be considered for equivalency.
5. Employees are encouraged to request consideration of education equivalency at the time of the application process by completing and submitting a Request for Education Equivalency Form.
6. Should an employee's education and experience not be deemed equivalent based on the above procedure, the employee will be offered assistance from a Career Counsellor to address any gaps noted in the evaluation process.



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EXPERIENCE EQUIVALENCY TABLE

CODE	QUALIFICATION	CRITERIA FOR EQUIVALENCY
N/A	As per the job description, this position does not have an equivalency.	Minimum education and experience must be achieved.
A	Up to High School	Up to High School
B	College Certificate (1 Year) + 1 years of work experience	0 year college education + 3 years of work experience
	College Certificate (1 Year) + 2 years of work experience	0 year college education + 4 years of work experience
	College Certificate (1 Year) + 3 years of work experience	0 year college education + 5 years of work experience
	College Certificate (1 Year) + 4 years of work experience	0 year college education + 6 years of work experience
	College Certificate (1 Year) + 5 years of work experience	0 year college education + 7 years of work experience
C	College Diploma (2 Year) + 1 years of work experience	1 year college education + 3 years of work experience
		0 year college education + 5 years of work experience
	College Diploma (2 Year) + 2 years of work experience	1 year college education + 4 years of work experience
		0 year college education + 6 years of work experience
	College Diploma (2 Year) + 3 years of work experience	1 year college education + 5 years of work experience
		0 year college education + 7 years of work experience
	College Diploma (2 Year) + 4 years of work experience	1 year college education + 6 years of work experience
		0 year college education + 8 years of work experience
D	College Diploma (3 Year) + 1 years of work experience	2 year college education + 3 years of work experience
		1 year college education + 5 years of work experience
		0 year college education + 7 years of work experience
	College Diploma (3 Year) + 2 years of work experience	2 year college education + 4 years of work experience



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		1 year college education + 6 years of work experience
		0 year college education + 8 years of work experience
	College Diploma (3 Year) + 3 years of work experience	2 year college education + 5 years of work experience
		1 year college education + 7 years of work experience
		0 year college education + 9 years of work experience
	College Diploma (3 Year) + 4 years of work experience	2 year college education + 6 years of work experience
		1 year college education + 8 years of work experience
		0 year college education + 10 years of work experience
	College Diploma (3 Year) + 5 years of work experience	2 year college education + 7 years of work experience
		1 year college education + 9 years of work experience
		0 year college education + 11 years of work experience
E	University Degree (3 Year) + 2 years of work experience	2 year university education + 4 years of work experience
		1 year university education + 6 years of work experience
		0 year university education + 8 years of work experience
	University Degree (3 Year) + 3 years of work experience	2 year university education + 5 years of work experience
		1 year university education + 7 years of work experience
		0 year university education + 9 years of work experience
	University Degree (3 Year) + 4 years of work experience	2 year university education + 6 years of work experience
		1 year university education + 8 years of work experience
		0 year university education + 10 years of work experience
	University Degree (3 Year) + 5 years of work experience	2 year university education + 7 years of work experience
		1 year university education + 9 years of work experience
		0 year university education + 11 years of work experience
	University Degree (3 Year) + 8 years of work experience	2 year university education + 10 years of work experience
		1 year university education + 12 years of work experience



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		0 year university education + 13 years of work experience
F	College or University Degree (4 Year) + 2 years of work experience	3 year college or university education + 4 years of work experience
		2 year college or university education + 6 years of work experience
		1 year college or university education + 8 years of work experience
		0 year college or university education + 10 years of work experience
	College or University Degree (4 Year) + 3 years of work experience	3 year college or university education + 5 years of work experience
		2 year college or university education + 7 years of work experience
		1 year college or university education + 9 years of work experience
		0 year college or university education + 11 years of work experience
	College or University Degree (4 Year) + 4 years of work experience	3 year college or university education + 6 years of work experience
		2 year college or university education + 8 years of work experience
		1 year college or university education + 10 years of work experience
		0 year college or university education + 12 years of work experience
	College or University Degree (4 Year) + 5 years of work experience	3 year college or university education + 7 years of work experience
		2 year college or university education + 9 years of work experience
		1 year college or university education + 11 years of work experience
		0 year college or university education + 13 years of work experience
College or University Degree (4 Year) + 8 years of work experience	3 year college or university education + 10 years of work experience	
	2 year college or university education + 12 years of work experience	
	1 year college or university education + 13 years of work experience	
	0 year college or university education + 15 years of work experience	
G	Post Graduate Degree	College or University Degree (4 Year) + 10 years of work experience
* The ratio for the equivalency table above takes into account two (2) years of directly related working experience as being considered to be the equivalent of one (1) year of formal college education or university education as applicable to a maximum of fifteen (15) years of work experience		