

## HUMAN RESOURCES

<b>Subject</b>	<b>EVALUATION OF NEW QUALIFICATION (Faculty and Vocational)</b>		
<b>Procedure Section</b>	<b>3 Salary Administration</b>		
<b>No.</b>	3.02		
<b>Exempt Employment Policy References</b>	Not Applicable		
<b>Collective Agreement References</b>	Faculty	38.5	Evaluation of New Qualification
	Vocational	16.3	Evaluation of New Qualifications
<b>Forms &amp; Other Reference Material</b>	Not Applicable		
<b>Status of Approval</b>	Approved	10-Nov-16	Denise Fallis

**PREAMBLE:**

Where an existing Faculty member or Vocational Instructor improves his/her qualifications while employed by OC, the employee may apply to the OC President or designate to have his/her qualifications evaluated and to have his/her place on the salary scale reviewed.

An improvement in qualifications generally means progression from a qualification, from an institution acceptable to the College. Consideration will be given to applications from Vocational Instructors who acquire additional Interprovincial Trades qualifications

In order to ensure a standard process for review and recognition of improved qualifications, the following procedure is adopted.

**PROCEDURE:**

1. The employee seeking an evaluation of his/her new qualification and a review of his/her placement on the salary scale submits an application to Human Resources Advisor. The application must specify the request to have his or her qualifications evaluated and to have his or her placement on the salary scale reviewed, as provided for in the relevant collective agreement. The employee must provide satisfactory evidence that all requirements for the new credential are complete. Satisfactory evidence of completion includes the original credential, the original transcript identifying completion of the credential, or an original letter from the educational institution indicating that all requirements are complete.
2. obtain approval that the improvement in qualifications is from an accredited institution and, in the case of a Vocational Instructor, that the qualification
3. request to the President (or designate) confirming that the improved credential has been received and validated, that the improved qualification relates

5. Human Resources shall process the necessary adjustment effective date for any approved step increase shall be the date of the Human Resources or the date all requirements were met, whichever comes later.
6. Human Resources will certify a true copy of the qualification, place it , and enter the new qualification in Banner.