



## Administrative Procedure 5045

# ***Employment of Non-Certified Vocational Teachers***

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[BTA Collective Agreement](#)

[Manitoba Education Professional Certification](#)

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**Date Adopted:** December 2007

**Amended:** December 2017

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The Brandon School Division recognizes the need periodically to hire vocational teachers on Limited Teaching Permits when certified teachers are not available in the area of vocational education and for a specified period of time.

It is essential that the information regarding the teacher classification information for vocational teachers be clearly communicated at the interview. Teachers will be provided with clear information regarding the documentation required for establishing teacher classification through [Manitoba Education Professional Certification](#), and establishing recognition of incremental credit for past trade experience.

### **Teacher Classification**

- Certified teachers will be classified by [Manitoba Education Professional Certification](#).
- Non-certified teachers with no professional teacher training will be initially classified as Class 4 pending receipt of the Limited Teaching Permit; they will be paid as per the [BTA Collective Agreement](#), Article 6.02.
- Non-certified teachers must adhere to the requirements of the Limited Teaching Permit by completing the following:
  1. Apply to Red River College Vocational Teacher Education, to be evaluated for post-secondary education and applicable experience; or a prior knowledge assessment.

2. Upon being accepted into the program at Red River College, and notification of that acceptance is provided to [Manitoba Education Professional Certification](#).
3. The teacher has sole responsibility to provide confirmation of acceptance to the Red River College Vocational Teacher Education program directly to the Director of Human Resources for application submission to [Manitoba Education Professional Certification](#) for classification/reclassification.

Note: The Limited Term Teaching Permit is issued with a classification. The Division is required to pay at the verified classification provided by [Manitoba Education Professional Certification](#).

It is in the teacher's best interest to process all documentation through Red River College and submit to Director of Human Resources as quickly as possible.

The Division will, upon receipt of the confirmation of reclassification from [Manitoba Education Professional Certification](#), retroactively adjust the salary to the higher rate, providing it is received within the contract term period, which is defined by the 1 year term of the Limited Teaching Permit.

Note: No adjustment will be made for previous contracts that the teacher may have worked.

### **Increments for Experience**

The increments granted for past-related experience, are not dependent on the classification provided by [Manitoba Education Professional Certification](#). Increments are granted based on satisfactory proof of all such experience, as verified by:

- Written confirmation of related experience and length of employment by the previous employer(s); and copies of T4/tax returns for the period in question;
- In the case of self-employment, copies of:
  - T4/tax returns, for the period in question, or;
  - Audited financial statements for years in question, or;
  - Proof of business in the form of copies of business licenses for the period in question.

Note: The contract, Article 8.03 states, "Satisfactory proof of all such (related) experience shall be filed upon acceptance of a teaching position".

Increments for experience are calculated as per the Collective Agreement and will be applied in conjunction with the classification level verified by [Manitoba Education Professional Certification](#).

The Division will, upon receipt of any reclassification, retroactively adjust the salaries to the higher classification level as provided [Manitoba Education Professional Certification](#), providing it is received within the contract term period.

Note: No adjustments will be made for previously completed contracts that the teacher may have worked.

Please note that any increments for past-related experience require the approval of the Board of Trustees.