



# 2005 DATA FORM A / FORMULAIRE DE DONNÉES A 2005

ELEMENTARY PANEL / PALIER ÉLÉMENTAIRE

Name of school board / Nom du conseil scolaire

Please scroll down to find your school board / school authority, then click in the box

Branch affiliate / -Section

- AEFO
- OECTA
- ETFO

All data is to be reported in full-time equivalents / Toutes les données doivent être rapportées en équivalent temps plein.

SECTION A      PARTIE A

**TEACHERS AS OF MARCH 31, 2005, to one decimal point**

Enseignantes et enseignants au 31 mars 2005, arrondi à la décimale la plus proche

Experience recognized for salary purposes / Expérience reconnue aux fins de salaire	SALARY CATEGORY / CATÉGORIE SALARIALE							Total
	D	C	B/A	A1/Grp 1	A2/Grp 2	A3/Grp 3	A4/Grp 4	
0								0.0
1								0.0
2								0.0
3								0.0
4								0.0
5								0.0
6								0.0
7								0.0
8								0.0
9								0.0
10								0.0
11								0.0
12								0.0
13 or more years / 13 ans ou plus d'expérience								0.0
<b>TOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

SECTION B      PARTIE B

Please read *Instructions* to see if this section applies to your board / Veuillez lire *Directives* pour savoir si cette section s'applique à votre conseil

**TOTAL NUMBER OF PRE-DEGREE TEACHERS IN CATEGORY A, "ULTIMATE" SALARY CELL, to one decimal point**

Do **not** include these teachers in Section A.

Le nombre d'enseignantes et enseignants sans grade universitaire dans l'étape "ultime" de la catégorie A, arrondi à la décimale la plus proche. Ces enseignantes et enseignants **ne doivent pas** être inscrits à la partie A.



# 2005 DATA FORM A / FORMULAIRE DE DONNÉES A 2005

ELEMENTARY PANEL / PALIER ÉLÉMENTAIRE

**SECTION C**

**PARTIE C**

**STAFF AS OF MARCH 31, 2005**

Personnel ETP au 31 mars 2005

Teachers (including consultants, etc.)

Enseignantes et enseignants (y compris les conseillères et conseillers, etc)

**SECTION D**

**PARTIE D**

**PRINCIPALS AND VICE-PRINCIPALS AS OF MARCH 31, 2005**

Directrices et directeurs d'écoles, et des directrices adjointes et directeurs adjoints au 31 mars 2005

**SECTION E**

**PARTIE E**

**STUDENT ENROLMENT AS OF MARCH 31, 2005**

Effectif des élèves au 31 mars 2005

Person to contact regarding completed form / [Personne-ressource au conseil](#)

Name

Nom

School Board

Conseil scolaire

Title

Titre

Fax

Télécopieur

Phone

Numéro de téléphone

E-Mail

Courriel



2005

## DATA FORM A

# INSTRUCTIONS

**PLEASE RETURN COMPLETED FORMS TO THE  
COLLECTIVE BARGAINING INFORMATION SERVICES  
BY OCTOBER 31, 2005**

Collective Bargaining Information Services  
Ministry of Labour  
400 University Avenue, 9<sup>th</sup> Floor  
Toronto ON M7A 1T7  
Telephone: 416 326-1260  
Fax: 416 326-1277

Service d'information sur les négociations collectives  
Ministère du Travail  
400, avenue University, 9<sup>e</sup> étage  
Toronto (Ontario) M7A 1T7  
Téléphone : 416 326-1260  
Télécopieur : 416 326-1277

## 1. INTRODUCTION

1.1 The information gathered is used primarily by the Ministry of Education and the Ministry of Labour to provide internal and external statistical documentation for planning and collective bargaining purposes. This includes the provision of customized statistical information on numbers of teachers and computation of salary grid averages.

1.2 Data Form A contains the following five sections to be completed:

**Section A:** Number of permanent and probationary teachers by category qualification and years of experience

**Section B:** Number of permanent and probationary teachers compensated under specially negotiated ultimate salary amounts

**Section C:** Number of full-time equivalent teachers as of March 31, 2005, including teachers holding positions of responsibility

**Section D:** Number of principals and vice-principals

**Section E:** Number of students

**Note:** *All data in Sections A to E are to be reported in full-time equivalents by panel. All data, in all sections, are to be reported as of **March 31, 2005**.*

## 2. GENERAL

### 2.1 Completing Data Form A

Please complete the form <dataform A\_elem.xlt>

The workbook includes 3 worksheets:

1. Data entry worksheet
2. English instructions worksheet
3. French instructions worksheet (directives)

The instructions worksheet contains all the instructions for completing Data Form A. **Links** (underlined) to the corresponding instructions are also provided at the top of each section within the data entry worksheet.

### 2.2 Identification process

Name of school board: Please scroll down the bar until you find your board/school authority, then click in the box to confirm selection (box will turn blue)

Branch affiliate: Check the appropriate branch affiliate pertaining to your board/school authority.

### 2.3 Saving the work book

After completing the worksheet, save the form and change the file name to correspond to your board/school authority: e.g. [boardnumber]\_[panel]\_[affiliate].xls

**Note:** *Elementary and secondary panel must be completed separately. In cases where a panel is represented by more than one branch affiliate, a form must be completed for each branch affiliate in the panel.*

## 3. SECTION A TEACHERS BY QUALIFICATIONS AND YEARS EXPERIENCE

3.1 Include all full-time and part-time teachers who are being remunerated according to the regular salary grid except those receiving specially negotiated ultimate salary amounts.

3.2 All experience is to be rounded downwards. A teacher with 4.6 years of experience is to be reported at year 4.

- 3.3 Full-Time Equivalents (FTE's) are carried to **one** decimal place.  
e.g.  $\frac{2}{3} = 0.67 = 0.7$

A teacher should never exceed the full-time equivalent of 1.0.

- 3.4 Part-time teachers are to be calculated using 25 hours as one week.  
e.g.  $\frac{10 \text{ heures par semaine}}{25 \text{ heures par semaine}} = 0,4$

- 3.5 If there are no teachers in a particular category/experience level, please leave blank.

### 3.6 INCLUDE

#### 3.6.1 Teachers placed on the regular salary grid:

- a) teachers attached to the school board office who are paid on the regular salary grid;
- b) religious order teachers (irrespective of salary considerations) according to their experience and qualifications;
- c) teachers employed to instruct pupils as defined in Section 19 (care, treatment and correctional facilities) of the *Student Focused Funding - Legislative Grants for the School Board 2004-2005 Fiscal Year*;
- d) occasional teachers **if** the teacher being replaced is **not** expected to return to a teaching position during the current school year.

#### 3.6.2 Positions of Responsibility:

- a) consultants and coordinators, **if** the persons occupying these positions are paid according to their **actual** experience/qualification placement on the regular salary grid and receive an additional responsibility allowance.

#### 3.6.3 Teachers on Leave:

- a) teachers on leave of absence with pay, e.g., sabbatical leave, as full-time equivalents based on the percentage of their salary that is paid.

### DO NOT INCLUDE

#### Teachers who are not paid on the regular salary grid:

- a) individuals under teaching contracts who do not have basic teacher qualifications;
- b) continuing education teachers and instructors;
- c) supervisory officers;
- d) non-teaching professional staff; e.g., psychologists and social workers;
- e) para-professionals, e.g., teacher-aides;
- f) occasional teachers **if** the teacher being replaced is expected to return to a teaching position during the **current school year**. In this case, the teacher being replaced **should be reported**.

#### Position of Responsibility:

- a) principals and vice-principals;
- b) consultants and coordinators, **if** these persons are **not** paid on the regular salary grid, or if they are **paid at A4Max regardless of their actual experience/qualification** levels.

#### Teachers on Leave:

- a) teachers on leave of absence with pay for which the board is reimbursed, e.g., full-time federation leave;
- b) teachers on leave of absence resulting from participation in a deferred salary leave plan, e.g. 4 over 5 plan, leave with salary hold back;
- c) teachers receiving benefits from the implementation of a long-term disability plan.

### 3.7 PRO-RATING OF TEACHERS

#### 3.7.1 Combined Elementary/Secondary Assignments:

- a) Teachers who are teaching both elementary and secondary grades should be **pro-rated** in accordance with the percentage of their time which is allocated to each of the elementary and secondary panels.

#### 3.7.2 Assignment of Service to Another Board (Cross-assignment):

- a) If a teacher is assigned to your board from another board and you are paying (or reimbursing the other board) for the teacher's services, pro-rate the teacher according to the percentage of time compensated by your board.
- b) If a teacher from your board is assigned to another school board and your board is reimbursed, pro-rate the teacher according to the percentage of time compensated by your board.

### 3.8 QUALIFICATIONS

3.8.1 Teachers' qualifications (salary category) are to be reported as of March 31, 2005 and should reflect any changes in category status that may have occurred since June 2004.

3.8.2 This would include any change in salary structure resulting from the implementation of a pay equity plan. For example, where salary categories D, C and B have been joined into a single salary category, teachers who were previously classified in these categories should be placed together in one category, B/A, at their respective experience levels.

**Note:** *Data Form A includes sections for totals at each qualification category. You do not need to tabulate each column or row as the programme will automatically calculate the totals.*

### 3.9 EXPERIENCE

3.9.1 Report teachers according to the **years of experience recognized for salary purposes for the 2004-2005 school year**. Generally, this would represent the years of experience as of September 2004.

3.9.2 The number of teachers should be reported to **grid maximum**.

e.g.: If the number of years to reach maximum Salary Category A1 is 10 years and if a Salary Category A1 teacher has 15 years of experience, then this teacher should be reported at Experience Level 10.

#### 3.9.3 Part-year Experience:

b) A teacher with part-year experience whose salary includes an additional payment to reflect this part-year of experience should be reported at the **lower** experience level. The salary cost of the additional part-year experience should be reported in the 2005 Data Form B survey when it becomes available.

e.g.:

Experience of teacher:	3.6 yrs
Year 3 Salary:	\$35,000
Year 4 Salary:	\$38,000
Salary paid:	\$36,500
Salary cost to be reported in Data Form B Report:	\$1,500

Therefore teacher reported at Year 3 salary.

**Note:** *Data Form A includes sections for totals for each year of experience. You do not need to tabulate each row or column as the programme will automatically calculate the totals.*

## 4. SECTION B TEACHERS UNDER SPECIAL ULTIMATE SALARY

4.1 Include all full-time and part-time teachers who are being remunerated according to specially negotiated ultimate salary amounts which are not directly related to both qualifications and years of experience under the regular salary grid.

Do not confuse these teachers with teachers who have pre-degree qualifications. Teachers with pre-degree qualifications are paid according to the regular teacher salary grid and are placed in pre-degree category A, B, C or D of the grid.

Teachers who are being remunerated according to specially negotiated ultimate salary amounts **SHOULD NOT BE RECORDED IN SECTION A.**

## 5. SECTION C FULL-TIME EQUIVALENT STAFF AS OF MARCH 31, 2005, INCLUDING POSITIONS OF RESPONSIBILITY

5.1 Include all full-time equivalent teachers reported in Section A and B.

5.2 Include all full-time equivalent teachers holding positions of responsibility such as consultants and department heads.

**Note:** *The number of FTE teachers reported in this section should be **equal to** the grand total reported in Section A if all teachers are paid according to the regular salary grid.*

*The number of FTE teachers reported in this section should be **greater than** the grand total reported in Section A if there are teachers who are **not** paid according to the regular salary grid in your board/school authority.*

**6. SECTION D PRINCIPALS AND VICE-PRINCIPALS**

**6.1** Include the full-time equivalent of all principals and vice-principals by panel.

**7. SECTION E STUDENT ENROLMENT**

**7.1** Include the full-time equivalent of all students by affiliate and panel. Include only students defined in Section 2 of Student *Focused Funding - Legislative Grants for The School Board 2004-2005 Fiscal Year*.

**If you have any questions regarding Data Form A or if you encounter any problems completing the form, please do not hesitate to contact:**

**Annick Koo**

Collective Bargaining Information Services

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Fax: 416-325-4134