

NON-TEACHING FACULTY PLACEMENT (FSA) Human Resources

3700 Willingdon Avenue

Burnaby, BC V5G 3H2

T 604.432.8384

Name	Competition No.	SIN
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This form is to be completed by the Department Selection Committee and forwarded to the Dean or equivalent with final approval by the Human Resources Department. The following criteria and only these criteria subject to Article 11.2.3 shall determine the number of steps **beyond STEP 1** at which any Employee shall be initially placed. Work experience forming the basis for the assignment of steps under section G., H., or I. below, in excess of the maximum permitted within that category, may **not** be applied to either of the other two categories (as per Article 11.2.2.10).

	CRITERIA	EXPERIENCE/QUALIFICATIONS	STEP
A	At step 2 for a degree at the Bachelor level, or a BCIT Diploma in a directly related field of study;		
B	At step 3 for a Masters Degree;		
C	At step 4 for a Ph.D Degree;		
STEP: (MIN. STEP 1) (MAX. STEP 4)			
ADD			
D	One (1) additional step for a second Bachelor/ BCIT Diploma , Masters or Ph.D Degree (not to exceed four steps in total for post-secondary degrees).		
E	One (1) additional step where a Diploma of Technology or A.R.T. is required to obtain the position AND: 1. the Diploma did NOT form part of the academic credit of a degree previously credited for a step; 2. the A.R.T. is held in addition to a R.T.		
F	Article 11.2.2.6 One (1) additional step for relevant professional certification such as: P. Eng., CA, CGA, RIA/CMA, CAMRT, CSLT, RT, RN, RPF, PAG, CET, ASCT, CIQS.		
G	Article 11.2.2.7 One (1) additional step for each year of directly related post-secondary working experience in a similar job category, to a maximum of three (3) steps.		
H	Article 11.2.2.8 One (1) additional step for each year of directly related working experience in a similar job category in a non-post-secondary setting, to a maximum of two (2) steps.		
I	Article 11.2.2.9 One (1) additional step for each two (2) years of relevant employment experience to a maximum of five (5) steps. *NOTE (Article 11.2.6): An employee who disagrees with the placement made on the salary scale may appeal the initial placement on the salary scale to the Initial Placement Committee within six (6) months of the date of employment.		
INITIAL PLACEMENT		Per salary scale	Step

Approved By (Dean/Associate Dean/Manager)	Date
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An initial appointment cannot be processed until this form is returned to Human Resources with the candidate's resume and supporting documentation. Certified copies of degree(s), diploma(s) and/or professional certificate(s) **must** be attached.