



Ask Your Union – Salary

October 2014

When will I get paid?

We get paid on the last day of the month.

How was my initial placement on the salary scale determined?

Your department chair and/or division chair used the information in your curriculum vitae to compute your initial placement, which was then approved by the Dean. Components such as your education, previous work experience, job requirements were considered. A copy of that worksheet is in your personnel file and another copy is in the LFA office. Your personnel file (located in the Deans' office) also contains a copy of each of your contracts and a copy of each of your evaluations. To see a blank New Faculty Step Placement Worksheet, look under College Forms within mylangara.

How can I have my initial placement reviewed?

You have TWO CALENDAR YEARS to appeal your initial placement. Only work done prior to starting at Langara is considered.

From the LFA office or from the Deans' office, get a copy of the Step Placement Worksheet that your Dean approved for you. Meet with department chair or division chair to review the information they considered when completing the form. Sometimes they will simply have not noticed something, or perhaps you did not include everything, in your CV. There is no disadvantage to meeting with the Division Chair to understand the process and to make sure that all your pertinent background was considered.

If you have worked at another college and been placed on the "provincial" salary scale there, you will not be placed lower than that at Langara.

I worked part time at another college this semester; can I use that work to progress more quickly up the salary scale?

Once you are on the Langara salary scale, only work done at Langara counts towards increments. So even if you are part time here and simultaneously working elsewhere, you can only advance up the scale using the full-time-equivalent (FTE) work that you do at Langara.

You will increment one salary step for each one FTE year of work that you do at Langara. No one can advance more than one salary step in a twelve-month period.

How is seniority calculated?

If you work full time for three semesters in a row, your seniority earned will depend on which semester you started in, because seniority is calculated from May 1 – April 30. So if you started January 1 and worked full time for 3 semesters, then by Dec 31 you will have 1.5 years of seniority. But if you started May 1 and worked full time for 3 semesters, then by the following April 30 you will have just 1 year of seniority.



How can I check my seniority?

The seniority list is posted online - please note that the posted list is updated once a year. There are three lists contained in the one document – a list organized by seniority, a list alphabetically by last name, and a list by department. Find the list online at the HR department page – select the Collective Agreements page then scroll down to seniority lists; the password is “faculty” (use lower case only). The list is not necessarily accurate – keep an eye on it.

Why is my name on the seniority list twice?

If you taught in two different departments, then your name appears twice. At Langara, seniority is earned college-wide, not by department. So if you taught 4 sections in Fine Arts, and 2 sections in Art History, then your total seniority is 6/8 of a year, or 0.75, and you carry that seniority in both departments.

What does all this stuff on my pay-cheque-stub mean?

The College does not deliver a paper copy of your pay stub to your mailbox; instead, you can view the details by logging in to mylangara, then select Payroll Information. Select the month that you want to view. (See the sample on page 3)

- (1) Employee number
- (2) This employee received an additional monthly allowance (\$78.88) as a Coordinator
- (3) This employee is on a Regular contract, and the average number of days per month on Regular contract is 21.75 days or (multiplying by six) 130.5 hours; the hourly rate is \$54.212.
- (4) These are the deductions, recorded for the current month and then with the Year To Date (YTD) total.
- (5) Sick Leave available in hours (divide by 6 to get full-time equivalent days)
- (6) Vacation Leave available in hours (divide by 6 to get full-time equivalent days)

The “6 hours per day” used in payroll does not imply that we work 6 hours per day, but is a Banner artifice for accounting purposes.



100 WEST 49TH AVENUE
VANCOUVER, BC
CANADA V5Y 1Z6

DIRECT DEPOSIT

Direct Deposit Notification To:

[Redacted]

Period End Date Deposit No. Amount
31-Mar-2011 10258463 *****4,458.49

Four Thousand Four Hundred Fifty-Eight & 49/100

Deposited To:

Toronto Dominion Bank

**NOT A VALID CHEQUE
FOR CONFIRMATION OF DIRECT DEPOSIT
ONLY**

ID	Name	Period End Date	Deposit No.	Amount		
①	[Redacted]	31-Mar-2011	10258463	*****4,458.49		
Description	Hours	Rate	Earnings	Deductions	Current	YTD
② Allow	1.00	78.8752	78.88	CPP	344.78	1,034.34
Regular	.00	.0000	.00	EI	127.33	381.99
③ Regular	130.50	54.2120	7,074.66	Fed Tax	999.55	2,998.65
				LTD LFA	68.58	205.74
				Pension	639.53	1,918.59
				Prov Tax	372.21	1,116.63
				Union	143.07	429.21
Current Totals:			7,153.54		2,695.05	8,085.15
YTD Gross:			⑤ 21,460.62			
Sick Lv		Vac Lv				
1,566.00		344.02				