



Monograph

Checking your Pay - Teachers

Issued: October 2024

This document explains how to check your pay from the Limestone District School Board for permanent “entitlement” teachers and occasional teachers.

1. Check your “Statement of Earnings”

Make it a habit to review your "Statement of Earnings", if you don't already.

Every two weeks you should receive an email from payroll@limestone.on.ca with the subject line "Pay Advice for Deposit on [paydate]". The file is password protected, so keep your password handy. If you don't know your password, contact IT Services at the Board.

Some members go for years being underpaid because they are being paid according to the wrong pay category or they haven't been given a PAR allowance, for example. Others have been overpaid by the Board only to find out years later that they have to pay back thousands of dollars!

2. Make sure you are paid in the right category

Your Category is determined by the Qualifications Evaluation Council of Ontario (QECO) based on your education and qualifications. You can confirm your Category on the [QECO website](https://qeco.ca/general-education-chart/).

If you are not in Category A4 (the highest pay category), you can enquire how to get there here: <https://qeco.ca/general-education-chart/>

If you are not in Cat A4 and if you have never asked for a re-evaluation, it is a good idea to do so. It is possible your category is increased without doing anything else. When certification was moved from OSSTF to QECO in 2020, some criteria changed, so it is especially important to be re-evaluated since then.

If you achieve a higher pay category, you must inform the Board AND they must receive your documentation. This is important for occasional teachers, too, since OTs can be paid “on the grid” when they do LTOs.

When you anticipate your pay category will change (e.g., you have completed an AQ course or have earned a post-graduate degree), you must notify the Superintendent of Human Resources in accordance with Article L45 of the Collective Agreement, as follows:

Qualifying work completed by:	Notification must be received by:	Pay will be backdated to:
September 1	December 10	September 1
December 31	April 10	January 1

3. Know your Grid Step

Article L45.3 of the Collective Agreement defines placement on the salary grid (i.e. your “grid step”).

One full year of continuous full-time teaching experience gives you one year on the grid. Part-time or a partial year of experience is prorated.

OT work and previous teaching experience determines your starting Grid Step. From then on, 0.5 years (97 school days) of full-time work is required to round up a pay grid step the following year.

4. Allowances for extra degrees and positions of added responsibility

There are allowances for Positions of Added Responsibility (i.e. headships) and graduate school degrees (Masters or PhD).

The current allowance for a PAR position is \$4520.

If you are at the top of the grid AND have a Masters or Doctoral degree, you earn \$966.72 extra.

If you are not at the top of the grid, but have either of these degrees, you will be credited with an extra grid step after you notify the Superintendent of Human Resources of your degree.


5. Checking your pay statement

a) Determine what you should be paid


Regular teachers with entitlement and Long-Term Occasional teachers are paid “on the grid”. Use your pay category and grid step to determine the amount you should be paid using the pay grids in the Collective Agreement (2024-25 grid shown below from Article L45.6.1 of the Collective Agreement). For example, a full-time teacher in Category 3, with 5 years experience will have a salary of **\$85,825**.

Daily Occasional Teachers are paid \$279.30 per full day. In addition, the Board pays OTs \$9.67 per day in lieu of extended health and dental benefits. Partial days are normally paid in thirds (i.e. 0.33, 0.67).

Category placement - increases with qualifications



Grid step - increases with experience



Grid step	Category 1	Category 2	Category 3	Category 4
0	\$57,219	\$59,259	\$64,589	\$67,399
1	\$60,789	\$62,984	\$68,832	\$71,918
2	\$64,352	\$66,711	\$73,083	\$76,431
3	\$67,923	\$70,444	\$77,330	\$80,949
4	\$71,494	\$74,167	\$81,575	\$85,460
5	\$75,052	\$77,899	\$85,825	\$89,972
6	\$78,625	\$81,626	\$90,068	\$94,493
7	\$82,192	\$85,355	\$94,320	\$99,007
8	\$85,758	\$89,085	\$98,565	\$103,518
9	\$89,327	\$92,809	\$102,817	\$108,034
10	\$92,891	\$96,536	\$107,061	\$112,553
11	\$96,464	\$100,264	\$111,315	\$117,060

b) Compare your grid salary to your Statement of Earnings

For regular entitlement teachers, compare the grid amount from step a) to your Statement of Earnings by taking the gross amount (“Regular Salary”) and multiply it by 26 (the number of pay periods in a year).

On the next page, the sample pay statement for a Category 4, grid step 11 teacher shows that the “Regular Salary” paid was \$4502.31. Therefore, over the course of the 2024-25 school year, this teacher will receive:

$$\$4,502.31 \times 26 = \$117,060.31$$

This matches the grid amount in the grid above.

Sample Statement of Earnings

LIMESTONE DISTRICT SCHOOL BOARD

LDSB Education Centre, 220 Portsmouth Avenue, Kingston, ON K7M 0G2 Canada

EARNINGS			DEDUCTIONS		
DESCRIPTION	CURRENT	YEAR TO DATE	DESCRIPTION	CURRENT	YEAR TO DATE
Regular Salary	4502.31	81470.57	CPP	0.00	4055.50
PAR Allowance	173.85	3366.77	EI	0.00	1049.12
2022-2023 Remedy	0.00	4566.32	Income Tax	880.22	23135.57
2019-2020 Remedy	0.00	766.74	Teachers' Pension	561.14	11546.46
2020-2021 Remedy	0.00	1584.62	LTD - OTIP	75.15	1693.08
2021-2022 Remedy	0.00	4566.32	OSSTF Dues	74.82	1685.66
2022-2023 Retro	0.00	3227.17	OSSTF Levy	0.00	42.00
2023-2024 Retro	0.00	5805.12	OSSTF % Levy	5.61	126.38
			OCT Fees	0.00	200.00
			DENTAL	0.00	10.02
			Ext HEALTH	0.00	19.04
			OPT/ADD	0.00	0.84
			OPT LIFE	0.00	3.78
EARNINGS TOTAL	4676.16	105353.63			
EMPLOYER PAID BENEFITS					
DESCRIPTION	CURRENT	YEAR TO DATE			
EHT	91.19	2054.42			
WSIB Benefits	36.47	473.00			
CPP	0.00	4055.50			
EI	0.00	1232.76			
ELHT Board Share	277.40	4671.28			
EI Rebate To Unio	0.00	98.32			
			DEDUCTIONS TOTAL	1596.94	43567.45
			MESSAGE		
BENEFITS TOTAL	405.06	12585.28			
			NET PAY		3079.22

c) Check for PAR and extra degree allowances

The biweekly amounts for these allowances on a Statement of Earnings should be:

	Calculation	Bi-weekly amount
PAR Allowance	$\$4520 \div 26$	\$173.85
Extra Degree Allowance	$\$966.72 \div 26$	\$37.18

d) Check your deductions

Here are some links so that you may satisfy yourself that your deductions are correct.

CPP	This year the maximum amount deducted should be \$3867.50, however, due to the Bill 124 remedy pay, there has been an overpayment. This should be reconciled when you file your taxes, but remember a past amount will be due as well.
EI	The maximum that should be deducted for this year should be \$1049.12.
Income Tax	The link will bring you to a Government of Canada webpage with links to information on federal income tax, Ontario income tax, CPP, and EI.
LTD - OTIP	The contribution rate for LTD is 1.607% .
OSSTF Dues	This line is for provincial dues; the rate is 1.6% .
OSSTF Levy + OSSTF % Levy	These two lines are for a local dues levy which is a flat rate of \$42 + 0.12% of gross pay for permanent Teachers; for OTs, the levy is 0.3% of gross pay.
OCT fees	A \$200 annual fee is deducted in January; OTs pay independently by Apr 15.
Benefits	Dental, extended health , optional ADD and optional life insurance are now paid directly by direct payment from your bank account. The switch occurred in March of this year; deductions are no longer made from your pay.

Checking pay calculations can get more challenging if your pay changes throughout the year. For example, if:

- You change pay categories midway throughout the year
- You receive pay both as a partial entitlement teacher and an occasional teacher
- Your entitlement changes throughout the year (e.g. picking up sections)
- You start a PAR position part way throughout the year.
- You are on a full or partial leave for Semester 1 or 2. (If you are paid for Semester 2 only, you will likely have your pay smoothed out over the summer.)
- You go on Pregnancy or Parental Leave
- You take unpaid days for an exceptional circumstance
- You take a significant amount of sick leave such that your sick days are paid at 90%
- You are compensated for work other than your “day school” work (ex. TASS, night school, summer school).

6. If you discover an issue with your pay

Issue	What to do	Contact
Wrong category	Check with QECO, then check with Sarah Rankin in Human Resources	rankins@limestone.on.ca
Wrong grid step	Check with Sarah Rankin in Human Resources	rankins@limestone.on.ca
Error in pay	Email Kim Everaars in payroll	everaarsk@limestone.on.ca

If you have questions about this document or need help navigating any of this, please contact John Vince or Andrea Loken at the District Office:

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