

Partial-Load Contracts: How to Calculate Service Credits

1. The Seniority Lists are issued every January. Faculty members have **2 weeks** to verify their accuracy and raise any concerns with the College.
2. For every course, record how many hours are taught, and on what day per week for the semester.
3. Refer to the Academic Calendar to calculate Teaching Contact Hours per week.
4. Add up the Total Teaching Contact Hours for each month in the semester.
5. The following chart lists the timeline changes in the Service Credit values per month. These progressively positive changes have been the result of Union wins at each Bargaining round.

Please refer to the following chart to calculate # Service Credits accrued per month:

<i>Timeline for Calculating Service Credits</i>		
<i>Timeline</i>	<i>Service Credit Values</i>	<i>Holidays</i>
<i>Before Oct 1, 2017</i>	0.5 Service Credit = 30 hours/month	Holidays NOT counted
<i>Oct 2017 - Dec 2021</i>	1.0 Service Credit = 30 hours/month	Holidays NOT counted
<i>Jan 2022 - Aug 2022</i>	1.0 Service Credit = 30 hours/month	Holidays counted during semester
<i>From Sept 2022 - present</i>	1.0 Service Credit = 28 hours/month	Holidays counted during semester

Please note:

- **10 Service Credits = 1 Pay Step Progression.**
- Teaching Contact Hours occur within the timeline of "1st day of Classes" to "Last day of Classes" in a Semester.
- There are no Teaching Contact Hours during Reading Week or Orientation days.
- Prior to January 2022, holidays were not counted towards your Service Credit calculation. For example, if one of your classes was scheduled on a Monday, you would not be able to include the teaching hours that fell on holiday Mondays.
- Since January 2022, you are able to count the hours for classes that land on statutory holidays within a contract period. In order to do so, the PL contract needs to be active before that holiday, as well as after that holiday (therefore, Labour Day isn't counted).

Additional Resources:

- Please refer to our video that covers the changes and explains how to calculate your service credits: [Get to Know Your Collective Agreement: Service Credits - YouTube](#).