

SAMPLE LETTER
Category Change and/or Related Experience Allowance

(Date)

Stacey Riddell, LKDSB Human Resources Clerk
Lambton Kent District School Board
200 Wellington Street
Sarnia, ON N7T 7L2
(519) 336-1500 x31409
Stacey.Riddell@lkdsb.net

Dear Stacey:

According to Article 8.02.2 of the Collective Agreement, I am writing to inform you that I have recently completed courses that will lead to a Category change for salary purposes. I have submitted documentation on *(date of submission)* to the Qualifications Evaluation Council of Ontario (QECCO) OSSTF and am waiting for my new Category Rating Statement. I will forward the statement as soon as I receive it so that my salary can be adjusted.

OR

According to Article 10 (Related Experience) of the Collective Agreement, I am enclosing documentation which verifies *(number of years/hours)* years of related experience. Please advise me at your earliest convenience of my new salary which takes into account this additional experience on the grid.

Thank you for your attention to this matter.

Yours truly,

(Your Name)

Revised May, 2021