

COLLECTIVE AGREEMENT



SEPTEMBER 1, 2021 TO AUGUST 31, 2024

BETWEEN:

**THE BOARD OF TRUSTEES OF THE
THE GRANDE PRAIRIE PUBLIC SCHOOL DIVISION**

AND

**THE GRANDE PRAIRIE PUBLIC SCHOOL DISTRICT
EMPLOYEES' ASSOCIATION**

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AGREEMENT

BETWEEN:

The Board of the Grande Prairie Public School Division
(hereinafter called "the Board")

and

The Grande Prairie Public School District #2357 Employees' Association
(hereinafter called "the Association")

WHEREAS the Board and the Association commenced bargaining to replace the Collective Agreement that expired August 31, 2021.

AND WHEREAS the Board and the Association arrived at an agreement of which its entirety is represented within this Memorandum of Agreement.

AND WHEREAS both the Board and the Association will recommend to their respective parties that the Memorandum of Agreement be ratified.

NOW THEREFORE this agreement witnesseth:

TERM

1. This Agreement will become effective September 1, 2021 and will remain in effect until August 31, 2024 or until varied by collective bargaining.
2. All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its execution date.
3. The two parties may, at any time, by mutual agreement negotiate revisions of this Agreement. Any such revisions shall be by written memorandum executed by both parties with a copy of such attached hereto.
4. The Collective Agreement will remain in full force and effect until either party serves notice to amend or terminate it.
5. Notice must be served no sooner than one hundred and twenty (120) days and no less than sixty (60) days prior to the term end of the Collective Agreement.

NOTE: The wording in this Collective Agreement is intended to be non-gender specific.

1. DEFINITIONS

- 1.1 "Contract Year" refers to the period September 1st to August 31st.
- 1.2 "School Year" refers to the Board approved School Year Calendar.
- 1.3 A "permanent" employee is a person who is employed without a specified end date who may be a twelve-month employee or a ten-month employee.

- 1.4 A "temporary" employee is a person who is employed with a specified end date:
 - a. for a project or activity as mutually agreed; or
 - b. to replace an employee who is expected to be absent.
- 1.5 A "casual" employee is a person who is hired to work on an occasional basis, or is employed on a day-to-day basis for a specific assignment. Casual employees are only eligible for entitlements that are granted by current employment standards.

2. COVERAGE OF AGREEMENT

- 2.1 The Board hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in 2.3 and the Association recognizes the responsibility of representing the interests of all such employees.
- 2.2 Association dues shall be deducted at source by the Board and remitted monthly to the Association Treasurer. A list of all association members and any changes thereto shall be forwarded to the Treasurer and Secretary.
- 2.3 The Bargaining unit to which this agreement is applicable is as follows:
 - a. All non-instructional employees whose positions are defined by the Administration as permanent full-time, permanent part-time, temporary and casual employees.
 - b. The following employees are excluded from membership in the Association and are therefore not covered by the terms and conditions of the contract.
 - 1) all other employees under individual contracts with the School Division.
 - c. Full-time employees are, by definition, ten (10) month and twelve (12) month employees.
- 2.4 Removal of members from the Association shall be mutually agreed upon.

3. MANAGEMENT RIGHTS

- 3.1 Board policies and/or administrative procedures and job descriptions which directly impact on terms and conditions of employment of any Association member will not be created, amended or deleted without notification to the Non-Instructional Liaison Committee.
- 3.2 There shall be no strike or lockout for the duration of this Agreement.
- 3.3 No Association member shall be terminated, suspended nor otherwise disciplined for engaging in lawful Association affairs.
- 3.4 While the Board will attempt, as far as possible to assign the employee to tasks for which the employee has been trained, no part of this Agreement shall be construed as meaning that an employee shall do only tasks of the classification in which they are employed nor shall any part of this Agreement be construed as meaning that certain tasks shall be performed only by certain classified employees.
- 3.5 An employee, who is designated to temporarily relieve in a position of a higher category, shall be paid the greater of the minimum rate of the higher category or a step in the higher category

which provides at least five percent (5%) more than the employee's current rate. This adjustment shall commence after the fifth working day of designation.

4. PERSONNEL FILES

4.1 Upon two (2) days' notice an employee shall have access to their personnel file.

5. MAINTENANCE OF MEMBERSHIP

5.1 Each employee subject to this Agreement, who, on the effective date of this Agreement is a member of the Association in good standing, shall, as a condition of employment, maintain their membership in the Association in good standing during the period of this Agreement.

6. VACANCIES

6.1 Notice of vacancy in any permanent position within the bargaining unit, will be posted electronically for five (5) working days prior to the closing date of the competition. Internal applicants should be given first consideration for permanent positions provided that they meet all of the qualifications.

6.2 The Board shall advertise any permanent Educational Assistant vacancies as they occur during the contract year, provided the number of permanent Educational Assistant assignments does not exceed the agreed upon number to be retained on staff.

6.3 Upon a position being filled, a copy of the notification will be given to the Secretary of the Association.

7. PROBATIONARY PERIOD

- 7.1 a. In accordance with the Alberta Employment Standards Code, each new employee shall remain in a probationary status for a period of not more than ninety (90) days following the hiring date. If the Board, in its sole discretion, determines the probationary employee is not suitable, then the employment relationship will be terminated.
- i. Grid placement will be determined by the Board based on training, skills and experience. Initial grid placement will be one step lower pending successful completion of the probationary period.
 - a. No current employee shall be required to take a reduction in salary.
 - ii. Upon successful completion of the probationary period the employee will advance to the next step on the appropriate salary grid on the first day of the month following the probationary period and will be subject to all rights and duties contained in this Agreement.
 - iii. A further probationary period to a maximum of sixty-five (65) working days may be extended at the discretion of the Superintendent, provided that the employee is notified in writing, with reasons given, prior to the expiration of the initial period.
- b. On advancement to a more responsible position the probationary period will not exceed forty-four (44) working days from the date of advancement.

8. SALARY PLAN

- 8.1 Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in schedules attached hereto and by this reference incorporated herein. Salaries shall be paid on the third last banking day of the month by depositing their net salary into their bank accounts.
- 8.2 Educational Assistants' Education Recognition Allowance: Diplomas, Certificates and Degrees from accredited post-secondary institutions and coursework related to the teaching of children, will be acknowledged. Recognition for grid placement of approved programs of studies will follow the guidelines set out by the Education Recognition Committee. Allowances will be enacted by September 30th of each contract year. Allowances will be addressed in Educational Assistant Level 2 and Educational Assistant Level 3 of the Educational Assistant grid.
- 8.2.1 Educational Assistant allowances shall be applied by September 30th of each contract year which shall recognize Diplomas, Certificates and Degrees from accredited post-secondary institutions and coursework related to the teaching of children.
- 8.2.2 Educational Assistant's shall be placed on the salary grid as follows:
- a. Category A – Level 1 Limited or no formal education.
 - b. Category B – Level 2 Completion of a minimum of one hundred seventeen (117) relevant course hours from an accredited institution.
 - c. Category C – Level 3 Completion of a relevant certificate, diploma or degree program from an accredited institution.
- 8.3 Salaries contained in Schedules shall be for the entire term of this Agreement and shall be effective from the dates stated on the applicable Schedule, including overtime.
- 8.3.1 School Support Staff salaries are based on the approved school year calendar days, which include statutory holidays as per the Collective Agreement and Division approved Professional Development Days, as outlined on the school calendar. Working calendars are provided by the Human Resources Department for each employee group. Christmas and Easter/Spring break holidays shall be considered as paid time off, however additional days will not be included in the count or impacted by statutory holidays.

The maximum number of days worked per school year shall be:

- Administrative Assistants = 206 days
- Library Technicians, Cooks, Indigenous Liaisons and the Lifeguard = 198 days
- Educational Assistants = 198 days

Salary is calculated on the number of days worked and is paid over twelve (12) months.

For salary deduction purpose only:

- Administrative Assistants are based on 1/225th
- Library Technicians, Cooks, Indigenous Liaisons and the Lifeguard are based on 1/217th
- Educational Assistants, 1/216th

- 8.4 Salary adjustments will be effective the first day of the month within which the anniversary date occurs.
- 8.5 When a new category and grid schedule is established by the Board during the term of this Agreement, the Board shall notify the Association in writing and provide the grid schedule deemed appropriate for the category.
- 8.6 If the Association objects to the grid schedule, it shall notify the Board in writing within thirty (30) calendar days, at which time discussions by both parties to revise the schedule will be conducted. The revised grid schedule agreed to by the parties shall be retroactive to the date the new schedule was established.
- 8.7 No additional salary adjustments will be made for the term of this agreement to salary grid schedules, other rates of pay or allowances.
- 8.8 Library Technicians' will receive an Education Recognition Allowance: Diplomas, Certificates and Degrees in Library Information Technology, or a relevant field of studies, from an accredited post-secondary institution will be acknowledged. Recognition for grid placement of approved programs of studies will follow the guidelines set out by the Education Recognition Committee.

Allowances will be addressed in the Library Technician grid as Level 2 and Level 3.

Library Technician allowances shall be applied by September 30th of each contract year, or as per the date of completion, and shall recognize Diplomas, Certificates and Degrees from accredited post-secondary institutions, which includes specific coursework as it relates to library technology or learning commons. If an employee fails to provide proof of education within thirty (30) days, or proof of having applied for documentation, they shall have any changes to placement on the grid effective the first of the month following receipt of such documents.

Library Technicians shall be placed on the salary grid as follows:

- a. Category E – Level 1 Limited or no formal education.
- b. Category F – Level 2 Completion of relevant certificate program from an accredited institution.
- c. Category G – Level 3 Completion of a relevant diploma or degree program from an accredited institution.

Schedules: For full-time employees, the regular work week shall be thirty (30) or more hours per week. The schedule of working hours shall be set by the Board.

9. HOURS OF WORK

9.1 Full-Time

9.1.1 **Educational Assistants, Administrative Assistants, Library Technicians, Indigenous Liaisons, Food Services/Cooks, and Lifeguard Schedules:** For full-time employees, the regular work week shall be thirty (30) or more hours per week. The schedule of working hours shall be set by the Board.

Notwithstanding the immediately preceding paragraph, flexible scheduling of hours may be permitted, where employees and supervisory staff are in agreement to the proposed

time changes. Such arrangements shall not alter the required hours per pay period, nor shall overtime payment apply in such circumstances.

- 9.1.2 **Caretaker and Maintenance Schedules:** For full-time employees, the regular work week shall be forty (40) hours per week. The schedule of working hours shall be set by the Board. A work week will be considered Monday to Sunday.

Notwithstanding the immediately preceding paragraph, by mutual agreement between the employee and the supervisor, the normal day's work for specific assignments over a predetermined period of time may be rescheduled and extended outside the normal hours of work and consequently overtime payment would not apply in such circumstances.

9.2 Overtime

It is understood that, from time to time, an employee may be required to work in excess of the regular daily and/or weekly hours.

It is also understood that an employee shall be compensated for all hours worked. All hours worked shall be entered into the Automated Dispatch System (Atrieve).

If an employee decides that it is necessary to work additional hours, prior supervisory authorization will be necessary.

- 9.2.1 Staff employed either full-time or part-time, who work more than eight (8) hours in a day or forty (40) hours in a week (with the exception of the Journeyman Cook, who regularly works forty-one (41) hours per week) on a project previously designated and approved as overtime by the supervisor, shall be entitled to pay at the overtime rate as follows:

- a. Overtime regular work day – one and one-half (1.5) their normal hourly rate.
- b. Overtime on Saturday or Sunday – double their normal hourly rate, applicable where the employee has completed a forty (40) hour work week prior to the scheduled overtime.
- c. Overtime on a general holiday as defined in this agreement – one and one-half (1.5) the normal rate, in addition to the normal pay for that day.

Notwithstanding the above, the employee shall be paid at the overtime rate for hours worked in excess of eight (8) hours in each day, whether or not the employee has worked forty (40) hours in that week. (with the exception of Journeyman Cooks)

9.3 Lieu Time

In accordance with the Employment Standards Code it is agreed that time off with pay can be granted by the Board in place of overtime pay. Overtime pay may be granted by the Secretary-Treasurer or designate.

- a. The time off in lieu of overtime pay shall be provided and paid by the employer, and taken by the employee on a regularly scheduled work day.
- b. The time off in lieu of overtime pay shall be provided by the employer, mutually scheduled by the supervisor and employee, and taken by the employee within twelve (12) months of the end of the pay period in which it is earned.

9.4 Emergency Call-In Pay

Employees called in and not required to work a full day shall be paid a minimum of four (4) hours at the employee's rate. Employees called in once or multiple times for less than four hours will still be paid for four hours.

10. HOLIDAY ENTITLEMENTS

10.1 General (Statutory) Holidays

Employees shall be entitled to pay for the following General (Statutory) Holiday days:

- New Year's Day,
- Family Day,
- Good Friday,
- Victoria Day,
- Labour Day,
- Thanksgiving Day,
- Remembrance Day,
- Christmas Day,
- Boxing Day, and
- Any other day duly proclaimed as a Provincial or National Holiday

And Easter Monday, unless it is in an instructional day, whereby the 1st Monday of Spring Break will be recognized as a paid holiday instead of Easter Monday.

10.2 Civic Holidays

Employees will be granted leave with pay on any day proclaimed as a Civic Holiday within the municipality, provided the work day before and after the holiday has been worked.

10.3 Annual Vacations

10.3.1 Caretakers and Maintenance: Employees shall receive the following annual vacations with pay, based on years of continuous service. Changes to accrual rates shall be applied starting the employee's anniversary date. All vacations may be taken upon mutual agreement between the supervisor and employee after consideration of the Division needs.

0 to 4 years	15 working days
5 to 9 years	20 working days
10 + years	25 working days

10.3.2 School based personnel, as designated under Educational Assistants, Administrative Assistants, Library Technicians, Food Services and Aquatic Services Schedules:: Will have their vacation pay, paid in twelve (12) equal monthly payments. Vacation pay will be based on the following:

12 months or less experience	4% of earnings
1 to 4 years' experience	6% of earnings
5 to 9 years' experience	8% of earnings
10 years or more	10% of earnings

11. ABSENCES

11.1 Sick Leave

- a. Sick leave is defined as a period of time when an employee is absent from work due to a disability or illness. Presentation of applicable medical documentation may be required.
 - b. Permanent employees shall be granted sick leave on the basis of twenty-four (24) working days per year (pro-rated to match FTE). The unused portion of sick leave shall be accumulated from year to year to a maximum of ninety (90) calendar days.
 - c. Permanent employees will be entitled to sick leave based on the following formula:
 - i. Personnel hired on twelve (12) month contracts, (Maintenance and Caretakers):
 - Two (2) days per month worked, to a maximum of twenty-four (24) days.
 - ii. Personnel hired on ten (10) month contracts, (Educational Assistants, Administrative Assistants, Library Technicians, Indigenous Liaison, Cooks and Lifeguard):
 - Two (2) days per month worked, to a maximum of twenty (20) days.
- Accumulation of unused sick leave will commence in the first year.
- d. Notwithstanding the above, if an employee is absent due to sickness or disability for a period of ninety (90) consecutive calendar days, no further sick leave shall be earned until such time as that employee returns to regular duty. An employee who has five (5) years of service, upon return to work, will have five (5) days added to their sick leave bank, sick days will then continue to accrue based on the maximum allowable for that year.

11.2 Compassionate Leave

In this clause, "spouse" includes "common-law spouse".

- 11.2.1 Leave necessitated by the critical illness or death of spouse, child, parent, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, nephew or niece of an employee or their spouse; or other relatives who are members of the employee's household; or other persons at the discretion of the Superintendent, or designate shall be granted leave with pay by the Board as follows:
 - a. Up to and including five (5) working days for critical illness.
 - b. Up to and including five (5) working days for death.
- 11.2.2 Leave necessitated by the critical illness or death of an aunt, uncle; aunt or uncle of spouse; shall be granted leave with pay by the Board as follows:
 - a. One (1) days for critical illness.
 - b. One (1) days for death.
- 11.2.3 At the Superintendent's, or designates discretion, a maximum of two (2) extra days for travel may be allowed. The cost of the substitute shall be paid by the Board.

11.2.4 Leave entitlement for critical illness shall be provided on a contract year basis.

11.3 Family Needs

Up to **six (6)** days leave with pay shall be granted per contract year to an employee to care for an ill family member, make arrangements for medical care of a family member, travel out of town for medical and dental treatment, attend to other legal or business issues necessary for long term or emergent support for a family member.

Family member shall be defined as the employee's spouse, child, parent or other individual for whom the employee is the legal guardian or appointed caregiver. The Superintendent shall approve exceptions for special circumstances.

11.4 Maternity and parental leave

Maternity and parental leave of absence shall be granted by the Board on application by the employee. Employees are eligible for maternity or parental leave if they've been employed at least ninety (90) days with the same employer. The terms of leave will be in accordance with the Alberta Employment Standards Code.

- Maternity leave is unpaid, however, the Board contribution toward the employee's benefit package will continue during the approved leave in tandem with the provincial regulations. Parental leave shall be without pay and benefits.

11.5 Second Parent Leave

An employee shall be granted two (2) days paid leave to assist spouse/partner in pre and/or post-natal care.

11.6 Personal Leave

- a. Permanent employees with less than five (5) years of service will be granted one day off with pay per contract year, for personal reasons. Personal leave shall be requested by the completion of the appropriate eform at least one week prior to requested date and should be forwarded to Central Office following approval by the school principal or designate, or the Secretary Treasurer or designate. Approval for leave will be subject to the availability of appropriate substitute personnel. Request for leave under this clause shall not be used to extend the Summer, Christmas, or Easter breaks.
- b. Permanent employees with five (5) or more consecutive years of service with the Board will be granted a total of three (3) days off with pay per contract year, for personal reasons. Personal leave shall be requested by the completion of the appropriate eformat at least one week prior to request date and should be forwarded to Central Office following approval by the school principal or designate, the Secretary Treasurer or designate. Approval for leave will be subject to the availability of appropriate substitute personnel. Request for leave under this clause shall not be used to extend the Summer, Christmas, or Easter breaks.
- c. After twenty-five (25) years of service, an employee will receive an additional personal day leave.
- d. Unused personal leave days shall be carried forward for one contract year. At no time shall an employee be entitled to more than two (2) years of leave entitlement.

11.7 Change of Domicile

When an employee who maintains a self-contained household changes their place of residence, upon submission of at least one week's notice, the employee may be allowed leave with pay not exceeding one (1) day per year for the purpose of moving the employee's household effects. Requests for leave are to be forwarded to the school principal or designate, or the Secretary-Treasurer or designate, prior to submission to the Human Resources department.

11.8 Attendance at Court Proceedings

Leave of absence with pay shall be granted to an employee:

- a. for jury duty or any summons related thereto; or
- b. to answer a subpoena or summons to attend any court proceedings as a witness in a cause other than an employee's own.

11.9 Leave of Absence Without Pay

- a. Leave of Absence without pay may be granted at the discretion of the Superintendent.
- b. After a minimum of five (5) years' service with the School Board a non-instructional employee may take a one (1) year's leave of absence without pay at the discretion of the Superintendent. Three (3) months' notice shall be given before the leave commences. Following the expiry of the leave, the employee shall be returned to the employ of the Board, at the employees experience level.
- c. A leave of absence without pay in excess of thirty (30) calendar days, granted by the Superintendent, will not be considered as service with the Board for purpose of advancement or employee benefits.
- d. Personal leave taken without approval on the last scheduled working day before, or the first scheduled working day after a General Holiday will result in loss of pay for that General Holiday.
- e. Written requests for leave should be discussed with the supervisor and the written request provided to the Human Resources Department.

12. PROFESSIONAL DEVELOPMENT

- 12.1** March Convention days are considered paid working days for all employees who attend, provided they are days on which the employee would normally have worked. Payment for these Convention days shall be paid in accordance with their normal hours of work.

13. GROUP BENEFITS

13.1 Employee Benefit Plan

Employee participation in the group benefit plan shall be in accordance with plans in force from time to time for Non-Instructional Employees. All employee's full-time equivalency must be greater than forty percent (40%) in order to be eligible (calculated over the school year or contract year as appropriate).

- a. Participation in group insurance plans shall be a condition of employment for all eligible employees.
- b. Notwithstanding Clause 13.2.a, the requirement to participate in, Extended Health Care, Dental Care, Vision Care and Health Care Spending Account, as a condition of employment, may be waived for those employees who already have such group insurance coverage as dependents of their partner and who therefore elect not to participate. Health and Wellness remains a priority for the Board and therefore, no cost savings would be passed on to the employee.
- c. As part of the benefit plan, the Board shall contribute \$460.00 to a Health Spending Account or Personal Wellness Account for eligible full-time employees. Contributions will be provided on a monthly entitlement basis. Employees will be eligible to receive the monthly contributions provided they have a contract of employment during that month.
 - i. Eligible employees will be required to make an election as to whether they will participate solely in the Board's Health Spending Account or Personal Wellness Account, or a combination of both. The election will be made on an annual basis, in writing, on or before September 15th of each year, or at the time of hire.
 - ii. Eligible employees who have partial years of service or become eligible at a later date in the school year, will have their entitlement prorated from the date of eligibility.
 - iii. The unused balance of the Health Spending Account or Personal Wellness Account will be carried forward to the extent permitted by the Canada Revenue Agency (CRA). Employees leaving the employ of the Board for any reason will forfeit any remaining balance.
 - iv. Contributions to the Personal Wellness Account are taxable and will be reported as income.

14. PENSION PLAN

- 14.1 The Local Authorities Pension Plan will be the pension plan for the Members of the Association. This Plan is effective September 1, 1973 and is a condition of employment for all members of the Association who are eligible for participation under the requirements of the plan.

15. LONG SERVICE ALLOWANCE

- 15.1 Employees who have completed eight (8) continuous full-time years or more of satisfactory service and have given fifteen (15) working days' notice of their intention to leave the Board's employment will be entitled to additional monies payable upon leaving, of thirty (30) calendar days at the employee's rate of pay, which excludes allowances.

Employees who do not work full time (as defined in Clause 9.1.1 and 9.1.2 of this Agreement) and who have completed the full time equivalent of eight (8) continuous years or more of satisfactory service and have given fifteen (15) working days' notice of the intention to leave the Board's employment, will be entitled to additional monies payable upon leaving, of thirty (30) calendar days at the employee's rate of pay.

For purposes of this article "continuous" is defined to mean an individual who during this period of employment has not resigned or been terminated. Furthermore, if an individual is in receipt of either full-time Extended Disability Benefits/Long Term Disability, or Workers' Compensation

Benefits for a two (2) year period or longer they will not qualify for a long service allowance. The individual is not deemed a "continuous" employee of the Division while in receipt of these benefits.

16. DEATH BENEFITS

- 16.1 A death benefit of one month's pay from the date of death shall be paid to the deceased employee's designated beneficiary, as identified on the employee's Life Insurance Form.

17. PART-TIME EMPLOYEES

- 17.1 For the purpose of this agreement all leave benefits to which part-time employees are entitled will be pro-rated.

18. TEMPORARY EMPLOYEES- ten (10) month employees

- 18.1 A temporary employee shall be defined as an employee who is engaged, either full-time or part-time, for a project or for work which is not of a permanent or continuing nature, and whose employment will be terminated after a specified period.
- 18.2 Temporary employees who are eligible for group benefits as provided for in Article 13 of the collective agreement of the rate applicable to regular staff members, and ten (10) non-cumulative days of leave per contract year. These days may be used for sick leave, family illness, compassionate leave or change of domicile if they meet the following criteria:
- a. Hired for more than three (3) consecutive months; and
 - b. FTE is greater than forty percent (40%) calculated over the school year or contract year as appropriate.

Family member shall be defined as the employee's spouse, child, parent or other individual for whom the employee is the legal guardian or appointed caregiver. The Superintendent or designate shall approve exceptions for special circumstances.

Compassionate leave will be as per the definitions provided in Clause 11.2.

- 18.3 Temporary employees shall be entitled to one (1) personal leave day per contract year after providing three (3) consecutive years of service. Personal leave days for temporary employees are non-accumulative.
- 18.4 Temporary employees who are hired for the school year will not have their benefits carried over the summer months. Benefits will terminate along with the assignment. Should the employee receive an Offer of Employment for the following school year, benefits will be re-instated effective the start of the new school year.
- 18.5 Temporary employees shall be entitled to vacation pay as per Clause 10.3.2 and will be paid monthly during the term of employment.

19. SUBSTITUTES

- 19.1 At the Administrators' discretion, substitutes may be provided to persons whose position is left uncovered due to an absence.
- 19.2 Substitute employees may be hired on a daily or hourly basis and will receive pay for hours worked. Pay will be at the rate of:

Educational Assistant Grid	base rate of regular position.
Clerical Grid	base rate of regular position.
Caretaker Grid	rate of substitute 18 + or Caretaker helper (under 18), depending on age of the employee
Maintenance Grid	base rate of regular position, Maintenance I, 18 years +hourly, under 18 hourly, dependent on age of employee and nature of work.

- a. Statutory Holidays and Vacation pay will be paid in accordance with the Alberta Employment Standards Code.

20. GRIEVANCE PROCEDURE

- 20.1 There shall be established a Grievance committee composed of two (2) representatives of the Board and two (2) representatives of the Association.
 - a. It shall be the duty of this committee to meet and endeavour to resolve all grievances concerning the alleged violation in the interpretation, application, omission, or operation of any part of this agreement.
 - b. A quorum of this committee shall consist of all members.
- 20.2 Any employee who considers that they have a grievance arising out of this agreement shall promptly lodge in writing the statement of the nature of this grievance to the Association President and the Secretary-Treasurer of the Board. A copy of the written statement shall be provided to the Association Secretary.
- 20.3 If the grievance has not been settled within twenty one (21) calendar days after the date of submission the grievance shall be referred to the Grievance Committee. Unless mutually agreed, the Grievance Committee shall meet within fourteen (14) calendar days of the referral.
- 20.4 If the committee reaches a unanimous decision as to the disposition of any grievance, that decision shall be final and binding.
- 20.5 If the committee does not reach a unanimous decision and the grievance is not withdrawn, then either party may by written notice require the establishment of an arbitration board. Each party shall appoint one member as its representative on an Arbitration Board and the two members so appointed shall endeavour to select an independent Chairperson. If they fail to do this they shall apply to the Director of Mediation Services to select a Chairperson.
- 20.6 At the mutual agreement of the parties, a single arbitrator may be appointed to hear any grievance.
- 20.7 This Arbitration Board shall determine its own procedure and its decision will be final.
- 20.8 This Arbitration Board shall not change, modify or alter any of the terms of this agreement.

21. SEVERANCE

21.1 The Employee's employment may be terminated by the Board by providing the Employee with the minimum amount of notice, payment in lieu of notice, or a combination of notice and pay in lieu of notice outlined in the Employment Standards Code. The Employee's entitlement to notice, pay in lieu of notice, or combination of notice and pay in lieu of notice on termination shall be limited to, and shall in no circumstances exceed, the minimum notice, pay in lieu of notice, or combination of notice and pay in lieu of notice prescribed in the Employment Standards Code. If the Employee is terminated for just cause, no notice or payment in lieu of notice is required.

If the Employee's employment is deemed to have been terminated due to a lay off under s. 63 of the Employment Standards Code, the Employee shall be given the minimum notice in writing, or payment in lieu of notice, or a combination of notice and pay in lieu of notice outlined in the Employment Standards Code.

To terminate their employment, the Employee shall provide written termination notice of at least:

- a. One (1) week for employment for more than ninety (90) days but less than two (2) years or;
- b. Two (2) weeks for employment of two (2) years or more

22. MAINTENANCE COORDINATOR

22.1 Coordinators shall be designated for each of the following departments and will receive the following additional annual allowance above their placement on the Maintenance grid. Selection of the coordinators shall be determined by the Director of Operations, who shall identify duties and provide supervision to each coordinator.

Position	September 1, 2017 to August 31, 2021
Plumbing and Heating	\$2093.31
Electrical	\$2093.31
General Maintenance and Construction	\$2093.31

23. NORTHERN TRAVEL

23.1 The employee is entitled to the annual Taxable Travel Benefit of up to \$4,000 per year, as part of their annual salary.

24. MAINTENANCE APPRENTICESHIP SUPPORT

24.1 The Board shall reimburse any Maintenance employee who has been approved by the Secretary-Treasurer to pursue a journeyman certification for the associated annual tuition costs. Reimbursement shall be paid to the employee twelve (12) months following completion of the course of study.

IN WITNESS WHEREOF the parties have executed this Agreement this ____ day of _____ 2021.

**Grande Prairie Public School District
#2357 Employees' Association**

**Board of Trustees
Grande Prairie Public School Division**

President and Chairperson
Employees' Negotiating Committee

Bargaining Committee Chair

Secretary
Employees' Negotiating Committee

Associate Superintendent - Business Services

I, **Norm Guindon**, Associate Superintendent - Business Services of the Grande Prairie School Division, certify that the foregoing agreement was ratified and adopted by resolution of the Board at a duly constituted meeting thereof, held on the 26 day of April, 2022 and that the Chairman was then authorized to execute it on behalf of the Board under its seal.

Associate Superintendent - Business Services

LIFEGUARD GRID

Salary Grids Effective September 1, 2021 to August 31, 2024

Lifeguard							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	24.53	26.05	27.37	28.71	29.89	30.75	31.66
Annual	37,261.07	39,569.95	41,575.03	43,610.49	45,402.91	46,709.25	48,091.54
Substitute Lifeguard							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
			Hourly	25.43			

Lifeguard							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	24.84	26.38	27.71	29.07	30.26	31.13	32.06
Annual	37,731.96	40,071.22	42,091.49	44,157.33	45,964.94	47,286.47	48,699.14
Substitute Lifeguard							
Salary grid Effective June 1, 2023 to January 31, 2024							
			Hourly	25.74			

Lifeguard							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	26.13	26.78	28.13	29.51	30.71	31.6	32.54
Annual	39,691.47	40,678.82	42,729.47	44,825.69	46,648.49	48,000.40	49,428.26
Substitute Lifeguard							
Salary grid Effective February 1, 2024 to August 31, 2024							
			Hourly	26.13			

Persons hired on the Lifeguard grid will work 7 hours per day, 5 days per week for the duration of the school year.
 For salary deduction purposes, 1/217th will be the factor.
 The salary will be paid in 12 equal monthly payments.
 Persons on this grid will be considered 10-month employees.
 The annual salary includes pay for General (Statutory) Holiday days.
 Vacation pay will be paid in accordance with Clause 10.3.2

CARETAKER GRID

Salary Grids Effective September 1, 2021 to August 31, 2024

Caretaker							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	20.19	21.22	22.02	22.85	23.52	23.95	24.42
Annual	41,986.91	44,129.28	45,805.34	47,523.84	48,924.10	49,815.17	50,791.10

Caretaker							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	20.44	21.49	22.30	23.14	23.81	24.25	24.73
Annual	42,515.20	44,699.20	46,384.00	48,131.20	49,524.80	50,440.00	51,438.40

Caretaker							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	20.75	21.81	22.63	23.49	24.17	24.61	25.10
Annual	43,160.00	45,364.80	47,070.40	48,859.20	50,273.60	51,188.80	52,208.00

The grids for Caretaker Services are based on 40 hours per week, 12 months per year.
 Vacation is based on Clause 10.3.1 and taken as time off with pay.
 The annual salary includes Vacation Pay as well as pay for General (Statutory) Holiday days.

CASUAL CARETAKER GRID

Salary Grids Effective September 1, 2021 to August 31, 2024

Casual Caretaker (over 18 years of age)
Salary grid Effective Sept 1, 2021 to May 31, 2023
Hourly 19.41

Casual Caretaker (under 18 years of age)
Salary grid Effective Sept 1, 2021 to May 31, 2023
Hourly 18.95

Casual Caretaker (over 18 years of age)
Salary grid Effective June 1, 2023 to January 31, 2024
Hourly 19.65

Casual Caretaker (under 18 years of age)
Salary grid Effective June 1, 2023 to January 31, 2024
Hourly 19.18

Casual Caretaker (over 18 years of age)
Salary grid Effective February 1, 2024 to August 31, 2024
Hourly 19.94

Casual Caretaker (under 18 years of age)
Salary grid Effective February 1, 2024 to August 31, 2024
Hourly 19.47

CARETAKER IN CHARGE GRID
Salary Grids Effective September 1, 2021 to August 31, 2024

Caretaker In Charge							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	20.63	21.64	22.44	23.56	23.97	24.46	24.90
Annual	42,909.57	45,020.35	46,675.20	49,008.96	49,857.60	50,875.97	51,788.26

Caretaker In Charge							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	20.89	21.91	22.72	23.85	24.27	24.77	25.21
Annual	43,451.20	45,572.80	47,257.60	49,608.00	50,481.60	51,521.60	52,436.80

Caretaker In Charge							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	21.20	22.24	23.06	24.21	24.63	25.14	25.59
Annual	44,096.00	46,259.20	47,964.80	50,356.80	51,230.40	52,291.20	53,227.20

HEAD CARETAKER ALLOWANCES
Salary Grids Effective September 1, 2021 to August 31, 2024

A. A Head Caretaker shall receive an allowance in addition to their hourly wage based upon the following number of caretakers for whom they are responsible for 20 hours or more per week, based upon the following schedule:

Head Caretaker							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	21.22	22.31	23.16	24.04	24.94	25.25	25.68
Annual	44,136.75	46,399.39	48,181.54	50,006.11	51,873.12	52,509.60	53,421.89
Head Caretaker Allowance							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
			1-2 Persons	3-5 Persons	6+ Persons		
	Hourly		2.10	2.95	4.00		
	Annual		4,370.50	6,131.42	8,316.67		

Head Caretaker							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	21.49	22.59	23.45	24.34	25.25	25.57	26
Annual	44,699.20	46,987.20	48,776.00	50,627.20	52,520.00	53,185.60	54,080.00
Head Caretaker Allowance							
Salary grid Effective June 1, 2023 to January 31, 2024							
			1-2 Persons	3-5 Persons	6+ Persons		
	Hourly		2.13	2.99	4.05		
	Annual		4,430.40	6,219.20	8,424.00		

Head Caretaker							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	21.81	22.93	23.8	24.71	25.63	25.95	26.39
Annual	45,364.80	47,694.40	49,504.00	51,396.80	53,310.40	53,976.00	54,891.20
Head Caretaker Allowance							
Salary grid Effective February 1, 2024 to August 31, 2024							
			1-2 Persons	3-5 Persons	6+ Persons		
	Hourly		2.16	3.03	4.11		
	Annual		4,492.80	6,302.40	8,548.80		

- B. A designated employee, when substituting for a Head Caretaker for a period greater than 5 working days, and less than 3 months, shall receive an allowance for supervision of caretakers who work 20 or more hours per week, based upon the following schedule:

Substitute Head Caretaker Allowance					
Salary grid Effective Sept 1, 2021 to May 31, 2023					
		1-2 Persons	3-5 Persons	6+ Persons	
	Hourly	1.04	1.47	2.00	
	Annual	2,164.03	3,055.10	4,158.34	

Substitute Head Caretaker Allowance					
Salary grid Effective June 1, 2023 to January 31, 2024					
		1-2 Persons	3-5 Persons	6+ Persons	
	Hourly	1.05	1.49	2.03	
	Annual	2,184.00	3,099.20	4,222.40	

Substitute Head Caretaker Allowance					
Salary grid Effective February 1, 2024 to August 31, 2024					
		1-2 Persons	3-5 Persons	6+ Persons	
	Hourly	1.07	1.51	2.06	
	Annual	2,225.60	3,140.80	4,284.80	

- C. A designated employee, when substituting for a Head Caretaker, shall receive the following allowance effective 3 months after commencement of substitute position:

An amount equal to the applicable Head Caretaker allowance, plus the difference between the grid of the substitute and the Head Caretaker at the Step Level of the substitute.

CLERICAL GRID
Salary grid Effective Sept 1, 2021 to May 31, 2023

Category A Administrative Assistant							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.74	19.77	20.76	21.81	22.68	23.33	24.02
Annual	29,515.50	31,137.75	32,697.00	34,350.75	35,721.00	36,744.75	37,831.50
Category B One Administrative Assistant School							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.16	20.25	21.23	22.31	23.15	23.88	24.56
Annual	30,177.00	31,893.75	33,437.25	35,138.25	36,461.25	37,611.00	38,682.00
Category C Head Administrative Assistant							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.16	20.25	21.23	22.31	23.15	23.88	24.56
Annual	30,177.00	31,893.75	33,437.25	35,138.25	36,461.25	37,611.00	38,682.00
Category D Christian School Administrative Assistant							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.16	20.25	21.23	22.31	23.15	23.88	24.56
Annual	32,332.50	34,171.88	35,825.63	37,648.13	39,065.63	40,297.50	41,445.00
Category E Library Technician							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.20	19.21	20.22	21.18	22.01	22.70	23.35
Annual	27,645.80	29,179.99	30,714.18	32,172.42	33,433.19	34,481.30	35,468.65
Category F Library Technician							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.53	19.54	20.55	21.51	22.34	23.03	23.68
Annual	28,147.07	29,681.26	31,215.45	32,673.69	33,934.46	34,982.57	35,969.92

Category G	Library Technician						
	Salary grid Effective Sept 1, 2021 to May 31, 2023						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.86	19.87	20.88	21.84	22.67	23.36	24.01
Annual	28,648.34	30,182.53	31,716.72	33,174.96	34,435.73	35,483.84	36,471.19

Persons hired under Categories A, B, C will work 7 hours per day, 5 days per week for the entire school year. For salary deduction purposes, Categories A, B, C, 1/225th will be the factor used.

Persons hired under Category D will work 7.5 hours per day, 5 days per week for the duration of the school year. For salary deduction purposes, Category D, 1/225th will be the factor.

Persons hired under Category E, F, G will work 7 hours per day, 5 days per week for the duration of the school year. For salary deduction purposes, Category E, F, G, 1/217th will be the factor.

The salary will be paid in 12 equal monthly payments.

Persons on this grid will be considered 10-month employees.

The annual salary includes pay for General (Statutory) Holiday days.

CLERICAL GRID
Salary grid Effective June 1, 2023 to January 31, 2024

Category A Administrative Assistant							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.97	20.02	21.02	22.08	22.96	23.62	24.32
Annual	29,877.75	31,531.50	33,106.50	34,776.00	36,162.00	37,201.50	38,304.00
Category B One Administrative Assistant School							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.40	20.50	21.50	22.59	23.44	24.18	24.87
Annual	30,555.00	32,287.50	33,862.50	35,579.25	36,918.00	38,083.50	39,170.25
Category C Head Administrative Assistant							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.4	20.5	21.5	22.59	23.44	24.18	24.87
Annual	30,555.00	32,287.50	33,862.50	35,579.25	36,918.00	38,083.50	39,170.25
Category D Christian School Administrative Assistant							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.4	20.5	21.5	22.59	23.44	24.18	24.87
Annual	32,737.50	34,593.75	36,281.25	38,120.63	39,555.00	40,803.75	41,968.13
Category E Library Technician							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.43	19.45	20.47	21.44	22.29	22.98	23.64
Annual	27,995.17	29,544.55	31,093.93	32,567.36	33,858.51	34,906.62	35,909.16
Category F Library Technician							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.76	19.78	20.80	21.77	22.62	23.31	23.97
Annual	28,495.17	30,044.55	31,593.93	33,067.36	34,358.51	35,406.62	36,409.16

Category G	Library Technician						
	Salary grid Effective June 1, 2023 to January 31, 2024						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.09	20.11	21.13	22.10	22.95	23.64	24.30
Annual	28,995.17	30,544.55	32,093.93	33,567.36	34,858.51	35,906.62	36,909.16

Persons hired under Categories A, B, C will work 7 hours per day, 5 days per week for the entire school year. For salary deduction purposes, Categories A, B, C, 1/225th will be the factor used.

Persons hired under Category D will work 7.5 hours per day, 5 days per week for the duration of the school year. For salary deduction purposes, Category D, 1/225th will be the factor.

Persons hired under Category E, F, G will work 7 hours per day, 5 days per week for the duration of the school year. For salary deduction purposes, Category E, F, G, 1/217th will be the factor.

The salary will be paid in 12 equal monthly payments.

Persons on this grid will be considered 10-month employees.

The annual salary includes pay for General (Statutory) Holiday days.

CLERICAL GRID

Salary grid Effective February 1, 2024 to August 31, 2024

Administrative Assistant							
Category A	Salary grid Effective February 1, 2024 to August 31, 2024						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.25	20.32	21.34	22.41	23.3	23.97	24.68
Annual	30,318.75	32,004.00	33,610.50	35,295.75	36,697.50	37,752.75	38,871.00
Category B One Administrative Assistant School							
	Salary grid Effective February 1, 2024 to August 31, 2024						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.69	20.81	21.82	22.93	23.79	24.54	25.24
Annual	31,011.75	32,775.75	34,366.50	36,114.75	37,469.25	38,650.50	39,753.00
Category C Head Administrative Assistant							
	Salary grid Effective February 1, 2024 to August 31, 2024						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.69	20.81	21.82	22.93	23.79	24.54	25.24
Annual	31,011.75	32,775.75	34,366.50	36,114.75	37,469.25	38,650.50	39,753.00
Category D Christian School Administrative Assistant							
	Salary grid Effective February 1, 2024 to August 31, 2024						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.69	20.81	21.82	22.93	23.79	24.54	25.24
Annual	33,226.88	35,116.88	36,821.25	38,694.38	40,145.63	41,411.25	42,592.50
Category E Library Technician							
	Salary grid Effective February 1, 2024 to August 31, 2024						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.71	19.74	20.78	21.76	22.62	23.32	23.99
Annual	28,420.49	29,985.06	31,564.82	33,053.44	34,359.78	35,423.08	36,440.81
Category F Library Technician							
	Salary grid Effective February 1, 2024 to August 31, 2024						
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.04	20.07	21.11	22.09	22.95	23.65	24.32
Annual	28,920.49	30,485.06	32,064.82	33,553.44	34,859.78	35,923.08	36,940.81

Category G	Library Technician						
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.37	20.40	21.44	22.42	23.28	23.98	24.65
Annual	29,420.49	30,985.06	32,564.82	34,053.44	35,359.78	36,423.08	37,440.81

Persons hired under Categories A, B, C will work 7 hours per day, 5 days per week for the entire school year. For salary deduction purposes, Categories A, B, C, 1/225th will be the factor used.

Persons hired under Category D will work 7.5 hours per day, 5 days per week for the duration of the school year. For salary deduction purposes, Category D, 1/225th will be the factor.

Persons hired under Category E, F, G will work 7 hours per day, 5 days per week for the duration of the school year. For salary deduction purposes, Category E, F, G, 1/217th will be the factor.

The salary will be paid in 12 equal monthly payments.

Persons on this grid will be considered 10-month employees.

The annual salary includes pay for General (Statutory) Holiday days.

FOOD SERVICES GRID
Salary Grids Effective September 1, 2021 to August 31, 2024

Assistant Cook							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	17.65	18.67	19.58	20.53	21.36	22.00	22.67
Annual	26,810.35	28,359.73	29,742.02	31,185.07	32,445.84	33,418.00	34,435.73

Assistant Cook							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	17.87	18.90	19.82	20.79	21.63	22.28	22.95
Annual	27,144.53	28,709.10	30,106.58	31,580.01	32,855.97	33,843.32	34,861.05

Assistant Cook							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.14	19.18	20.12	21.10	21.95	22.61	23.29
Annual	27,554.66	29,134.42	30,562.28	32,050.90	33,342.05	34,344.59	35,377.51

Persons hired on this grid will work 7 hours per day, 5 days per week for the duration of the School Year.

Journeyman Cook							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	23.11	24.50	25.77	27.05	27.59	28.98	29.78
Annual	41,121.93	43,595.30	45,855.14	48,132.77	49,093.65	51,567.01	52,990.53

Journeyman Cook							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	23.4	24.81	26.09	27.39	27.93	29.34	30.15
Annual	41,637.96	44,146.91	46,424.55	48,737.77	49,698.64	52,207.60	53,648.91

Journeyman Cook							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	23.75	25.18	26.48	27.8	28.35	29.78	30.60
Annual	42,260.75	44,805.29	47,118.51	49,467.32	50,445.99	52,990.53	54,449.64

Persons hired on this grid will work 41 hours per week for the duration of the School year (43.4 weeks/year).

For salary deduction purposed, 1/217th will be the factor.

The salary will be paid in 12 equal monthly payments.

Persons on these grids will be considered 10-month employees.

The annual salary includes pay for General (Statutory) Holiday days.

MAINTENANCE GRID

Salary grid Effective Sept 1, 2021 to May 31, 2023

Maintenance I							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.37	19.78	20.59	21.38	22.04	22.49	22.93
Annual	38,210.02	41,137.82	42,835.10	44,468.74	45,847.78	46,781.28	47,693.57
Maintenance II							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	20.21	21.77	22.64	23.52	24.27	24.72	25.18
Annual	42,028.90	45,274.94	47,099.52	48,924.10	50,472.86	51,427.58	52,382.30
Maintenance III							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	24.39	26.24	27.26	28.42	29.23	29.8	30.41
Annual	50,727.46	54,588.77	56,710.37	59,107.78	60,805.06	61,993.15	63,244.90
Maintenance IV							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	30.39	32.71	34.02	35.37	36.42	37.17	37.89
Annual	63,202.46	68,039.71	70,755.36	73,577.09	75,762.34	77,311.10	78,817.44
Maintenance V							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	31.96	34.29	35.6	36.94	38	38.76	39.47
Annual	66,469.73	71,328.19	74,043.84	76,844.35	79,029.60	80,620.80	82,105.92
Grounds							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	24.69	26.56	27.67	28.73	29.64	30.24	30.81
Annual	51,363.94	55,246.46	57,559.01	59,765.47	61,653.70	62,905.44	64,093.54

The grids for Maintenance Services are based on 40 hours per week, 12 months per year.

Vacation is based on Clause 10.3.1 and taken as time off with pay.

The annual salary includes Vacation Pay as well as pay for General (Statutory) Holiday days.

Employees with Dual Certification defined as cross trades certification, will receive a premium of \$1.50/hour.

Employees will receive a shift differential for snow removal of \$1.25/hour between 4:30 p.m. and 6:00 a.m.

MAINTENANCE GRID

Salary grid Effective June 1, 2023 to January 31, 2024

Maintenance I							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.83	20.28	21.11	21.92	22.6	23.05	23.51
Annual	39,166.40	42,182.40	43,908.80	45,593.60	47,008.00	47,944.00	48,900.80
Maintenance II							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	20.46	22.04	22.92	23.81	24.57	25.03	25.49
Annual	42,556.80	45,843.20	47,673.60	49,524.80	51,105.60	52,062.40	53,019.20
Maintenance III							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	24.69	26.57	27.6	28.78	29.6	30.17	30.79
Annual	51,355.20	55,265.60	57,408.00	59,862.40	61,568.00	62,753.60	64,043.20
Maintenance IV							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	30.77	33.12	34.45	35.81	36.88	37.63	38.36
Annual	64,001.60	68,889.60	71,656.00	74,484.80	76,710.40	78,270.40	79,788.80
Maintenance V							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	32.36	34.72	36.05	37.4	38.48	39.24	39.96
Annual	67,308.80	72,217.60	74,984.00	77,792.00	80,038.40	81,619.20	83,116.80
Grounds							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	25.00	26.89	28.02	29.09	30.01	30.62	31.20
Annual	52,000.00	55,931.20	58,281.60	60,507.20	62,420.80	63,689.60	64,896.00

The grids for Maintenance Services are based on 40 hours per week, 12 months per year.

Vacation is based on Clause 10.3.1 and taken as time off with pay.

The annual salary includes Vacation Pay as well as pay for General (Statutory) Holiday days.

Employees with Dual Certification defined as cross trades certification, will receive a premium of \$1.50/hour.

Employees will receive a shift differential for snow removal of \$1.25/hour between 4:30 p.m. and 6:00 a.

MAINTENANCE GRID

Salary grid Effective February 1, 2024 to August 31, 2024

Maintenance I							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.11	20.58	21.43	22.25	22.94	23.4	23.86
Annual	39,748.80	42,806.40	44,574.40	46,280.00	47,715.20	48,672.00	49,628.80
Maintenance II							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	20.77	22.37	23.26	24.17	24.94	25.41	25.87
Annual	43,201.60	46,529.60	48,380.80	50,273.60	51,875.20	52,852.80	53,809.60
Maintenance III							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	25.06	26.97	28.01	29.21	30.04	30.62	31.25
Annual	52,124.80	56,097.60	58,260.80	60,756.80	62,483.20	63,689.60	65,000.00
Maintenance IV							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	31.23	33.62	34.97	36.35	37.43	38.19	38.94
Annual	64,958.40	69,929.60	72,737.60	75,608.00	77,854.40	79,435.20	80,995.20
Maintenance V							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	32.85	35.24	36.59	37.96	39.06	39.83	40.56
Annual	68,328.00	73,299.20	76,107.20	78,956.80	81,244.80	82,846.40	84,364.80
Grounds							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	25.38	27.29	28.44	29.53	30.46	31.08	31.67
Annual	52,790.40	56,763.20	59,155.20	61,422.40	63,356.80	64,646.40	65,873.60

The grids for Maintenance Services are based on 40 hours per week, 12 months per year.

Vacation is based on Clause 10.3.1 and taken as time off with pay.

The annual salary includes Vacation Pay as well as pay for General (Statutory) Holiday days.

Employees with Dual Certification defined as cross trades certification, will receive a premium of \$1.50/hour.

Employees will receive a shift differential for snow removal of \$1.25/hour between 4:30 p.m. and 6:00 a.m.

CASUAL MAINTENANCE WORKER
Salary Grids Effective September 1, 2021 to August 31, 2024

Casual Maintenance Worker (under 18 years of age)
Salary grid Effective Sept 1, 2021 to May 31, 2023 Hourly 17.89

Casual Maintenance Worker (under 18 years of age)
Salary grid Effective June 1, 2023 to January 31, 2024 Hourly 18.11

Casual Maintenance Worker (under 18 years of age)
Salary grid Effective February 1, 2024 to August 31, 2024 Hourly 18.38

TEMPORARY EDUCATIONAL ASSISTANT GRID
Salary Grids Effective September 1, 2021 to August 31, 2024

Temporary Education Assistant Level 1
Salary grid Effective Sept 1, 2021 to May 31, 2023
Hourly 18.29
Annual 25,679.16

Temporary Education Assistant Level 2
Salary grid Effective Sept 1, 2021 to May 31, 2023
Hourly 18.65
Annual 26,184.60

Temporary Education Assistant Level 3
Salary grid Effective Sept 1, 2021 to May 31, 2023
Hourly 19.01
Annual 26,690.04

Temporary Education Assistant Level 1
Salary grid Effective June 1, 2023 to January 31, 2024
Hourly 18.52
Annual 26,507.52

Temporary Education Assistant Level 2
Salary grid Effective June 1, 2023 to January 31, 2024
Hourly 18.88
Annual 27,027.00

Temporary Education Assistant Level 3
Salary grid Effective June 1, 2023 to January 31, 2024
Hourly 19.25
Annual 27,027.00

Temporary Education Assistant Level 1
Salary grid Effective February 1, 2024 to August 31, 2024
Hourly 18.80
Annual 26,395.20

Temporary Education Assistant Level 2
Salary grid Effective February 1, 2024 to August 31, 2024
Hourly 19.16
Annual 26,900.64

Temporary Education Assistant Level 3
Salary grid Effective February 1, 2024 to August 31, 2024
Hourly 19.54
Annual 27,434.16

CASUAL EDUCATIONAL ASSISTANT GRID
Salary Grids Effective September 1, 2021 to August 31, 2024

Casual Education Assistant	
Salary grid Effective Sept 1, 2021 to May 31, 2023	
Hourly	18.29

Casual Education Assistant	
Salary grid Effective June 1, 2023 to January 31, 2024	
Hourly	18.52

Casual Education Assistant	
Salary grid Effective February 1, 2024 to August 31, 2024	
Hourly	18.80

EDUCATIONAL ASSISTANT GRID
Salary Grids Effective September 1, 2021 to August 31, 2024

Educational Assistant Level 1							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.29	18.95	19.78	20.68	21.69	22.66	23.70
Annual	25,679.16	26,605.80	27,771.12	29,034.72	30,452.76	31,814.64	33,274.80
Educational Assistant Level 2							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.65	19.31	20.14	21.04	22.05	23.02	24.06
Annual	26,184.60	27,111.24	28,276.56	29,540.16	30,958.20	32,320.08	33,780.24
Educational Assistant Level 3							
Salary grid Effective Sept 1, 2021 to May 31, 2023							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.01	19.67	20.50	21.40	22.41	23.38	24.42
Annual	26,690.04	27,616.68	28,782.00	30,045.60	31,463.64	32,825.52	34,285.68

Educational Assistant Level 1							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.52	19.19	20.03	20.94	21.96	22.94	24.00
Annual	26,002.08	26,942.76	28,122.12	29,399.76	30,831.84	32,207.76	33,696.00
Educational Assistant Level 2							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.88	19.55	20.39	21.30	22.32	23.30	24.36
Annual	26,507.52	27,448.20	28,627.56	29,905.20	31,337.28	32,713.20	34,201.44
Educational Assistant Level 3							
Salary grid Effective June 1, 2023 to January 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.24	19.91	20.75	21.66	22.68	23.66	24.72
Annual	27,012.96	27,953.64	29,133.00	30,410.64	31,842.72	33,218.64	34,706.88

Educational Assistant Level 1							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	18.80	19.48	20.33	21.25	22.29	23.28	24.36
Annual	26,395.20	27,349.92	28,543.32	29,835.00	31,295.16	32,685.12	34,201.44
Educational Assistant Level 2							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.16	19.84	20.69	21.61	22.65	23.64	24.72
Annual	26,900.64	27,855.36	29,048.76	30,340.44	31,800.60	33,190.56	34,706.88
Educational Assistant Level 3							
Salary grid Effective February 1, 2024 to August 31, 2024							
	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-3 mos exp	4-12 mos exp	1-2 yrs exp	3-4 yrs exp	5-9 yrs exp	10-14 yrs exp	15+ yrs exp
Hourly	19.52	20.20	21.05	21.97	23.01	24.00	25.08
Annual	27,406.08	28,360.80	29,554.20	30,845.88	32,306.04	33,696.00	35,212.32

Persons hired on this grid shall work 6.5 hours per day, 5 days per week for the duration of the school year.

For salary deduction purposes, 1/216th will be the factor used.

The salary will be paid in 12 equal monthly payments.

Persons on these grids will be considered 10-month employees.

The annual salary includes pay for General (Statutory) Holiday days.

Above rates include education allowance of \$500.00 per year for Level 2 and \$1,000 per year for Level 3.

Indigenous Liaison
Salary Grids Effective September 1, 2021 to August 31, 2024

Indigenous Liaisons
Salary grid Effective Sept 1, 2021 to May 31, 2023
Annual Salary \$48,337.00

Indigenous Liaisons
Salary grid Effective June 1, 2023 to January 31, 2024
Annual Salary \$48,941.21

Indigenous Liaisons
Salary grid Effective February 1, 2024 to August 31, 2024
Annual Salary \$49,675.33

Persons hired on this grid will work 7 hours per day, 5 days per week for the duration of the school year.
For salary deduction purposes, 1/217th will be the factor.
The salary will be paid in 12 equal monthly payments.
Persons on this grid will be considered 10-month employees.
The annual salary includes pay for General (Statutory) Holiday days and vacation pay.