

# **Collective Agreement**

*between*

**Assiniboine Community College**

*and*

**Manitoba Government and General Employees' Union**

**Local 071**

**June 19, 2021 to June 13, 2025**

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\* All changes appear **in bold**

This Agreement made this 28<sup>th</sup> day of September, 2023.

between

**Assiniboine Community College**  
(hereinafter referred to as the “Employer”)

of the first part

and

**Manitoba Government and General Employees’ Union**  
(hereinafter referred to as the “Union”)

of the second part.

### **Purpose**

The purpose of this Agreement is to promote cooperation and understanding between the college and its employees and to recognize the mutual value of joint discussions and negotiations with respect to compensation and working conditions for employees. The parties agree as follows:

### **Article 1 Interpretation**

- 1:01** Wherever the singular and the masculine are used in this Agreement, the same shall be construed as meaning the plural, or the feminine or the neuter where the context so admits or requires and the converse shall hold as applicable.
- 1:02** In this Agreement, unless the context otherwise requires, the expression:
- (a) “Agreement” means this Collective Agreement;
  - (b) “Authorized Overtime” shall mean overtime authorized by the Employer and where the term “overtime” is used in this Agreement, it shall mean “authorized overtime”;

- (c) “Casual Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis;
- (d) “Class” or “Classification of Position” means a group of positions involving duties and responsibilities so similar that the same or like qualifications may reasonably be required for, and the same schedule or grade of pay can be reasonably applied to, all positions in the group;
- (e) “Continuous Service” or “Continuous Employment” means consecutive and continuous days, weeks, months and/or years of employment with the Employer where there has been no break in service involving termination of the employee. In the calculation of continuous service, any approved leave of absence with pay shall not affect continuous service, and any authorized leave of absence without pay or a temporary layoff, while not considered a break in service, shall not be counted in the total continuous service. (Example: ten (10) years consecutive and contiguous service with six (6) months leave of absence without pay or six (6) months lay off = nine and one-half (9½) years continuous service);
- (f) “Dismissal” means the removal of an employee for disciplinary reasons from employment for just cause;
- (g) “Employee” means a person employed in a position in the bargaining unit in accordance with Article 4 - Application of Agreement;
- (h) “Increment” means the amount per annum provided as a rate of increase in the applicable salary payable to any eligible employee which, unless the context of the relevant approved pay range otherwise clearly indicates, may be granted annually on the applicable anniversary dates;

- (i) “Layoff” means to temporarily remove from a position of employment subject to the employee retaining such rights as set out under this Agreement;
- (j) “Part-time Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis;
- (k) “Position” means a position of employment with the Employer as provided in Article 4 - Application of Agreement;
- (l) “Promotion” means a change of employment from one position to another having a higher maximum salary;
- (m) “Regular Employee” means an employee who carries out and occupies a continuing function with the Employer and who has all the rights and privileges of permanent status.

## **Article 2     Duration of Agreement**

- 2:01** This Agreement shall become effective from and including the **19<sup>th</sup>** day of June, **2021** the and shall continue in effect up to and including the **13<sup>th</sup>** day of June, **2025** and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty-five (45) days prior to but not more than one hundred eighty (180) days prior to the expiry date hereof. During the period required to negotiate a renewal, or revision and renewal of this Agreement, this Agreement shall remain in full force and effect without change.
- 2:02** Where notice for revision of this Agreement is given under Section :01, the parties shall meet and exchange proposals at least thirty (30) days prior to the expiry date of the Agreement and commence collective bargaining. These time limits may be changed by mutual agreement between the parties hereto.

**2:03** All additions, deletions, amendments, and/or revisions from the **previous** Agreement to the **renewed** Agreement shall be effective the date of ratification of this Agreement unless otherwise specified.

### **Article 3 Amendment to the Salary Schedule**

**3:01** During the term of this Agreement, amendments to the Salary Schedule resulting from the introduction of a new classification, or amendments to Appendix A of the Agreement in respect of exclusions from the terms of this Agreement shall be determined through negotiation between the parties hereto.

**3:02** If it is necessary for the purpose of recruitment or retention to effect an upward adjustment to the pay range of an established classification, the Employer shall consult with the Union and may amend the Salary Schedule to give effect to the required change. In no case shall such pay range be less than that already existing for the classification.

### **Article 4 Application of Agreement**

**4:01** The Employer recognizes the Manitoba Government and General Employees' Union as the sole and exclusive bargaining agent for all employees of the Employer save and except:

- (a) Those employees employed in positions listed in Appendix "A", Exclusions attached to and forming part of this Agreement;
- (b) Casual employees who have less than one hundred sixty (160) hours of accumulated service in an eight (8) hour per day classification or less than one hundred forty-five (145) hours of accumulated service for employees in a seven and one-quarter (7<sup>1</sup>/<sub>4</sub>) hours per day classification. Casual employees who have accumulated the required hours shall be included in the Agreement effective the start of the biweekly pay period following such accumulation. See Appendix "D" - Casual employees;

- (c) Evening Instructors and evening educational assistants employed by separate employment agreement in the college's continuing education division. For greater certainty, day time Instructors in the continuing education division are covered by the terms and conditions in the Collective Agreement;
- (d) Part-time employees who have less than three hundred thirty-six (336) hours of accumulated service for employees in an eight (8) hour per day classification or less than three hundred four and one-half (304½) hours of accumulated service for employees in a 7.25 hours per day classification. Part-time employees who have accumulated the required hours as outlined herein shall be included in the Agreement effective the start of the bi-weekly pay period following such accumulation. See Appendix "C" - Application of Benefits to Part-Time employees.
- (e) Student employees that are not replacing a bargaining unit employee or otherwise creating a shortage of work within the bargaining unit.**

## Article 5    Term Employees

- 5:01**    "Term Employee" means an employee hired for a specific term of employment. The term of employment may be based on a specific period of time or the completion of a specific job or until the occurrence of a specified event.
- 5:02**    Where the employment of a term employee terminates at the end of a specific term of employment, then:
- (a)    The Employer shall not be required to give any notice or payment in lieu thereof;
  - (b)    The employee shall not be required to give any notice of resignation;
  - (c)    The Employer shall inform the employee of any performance issues that arose during the employee's term.

- 5:03** Where a term employee is laid off, then the following shall apply:
- (a) If the layoff is at the end of a specific term of employment, no notice of lay off is required;
  - (b) If the layoff is prior to the end of a specific term of employment, an employee will receive written notice prior to the lay off or granted payment in lieu thereof based on the following:
    - (i) Four (4) weeks' notice to an employee with one (1) or more years of full-time continuous service, or;
    - (ii) Two (2) weeks' notice to an employee with less than one (1) year of full time continuous service.
- 5:04** (a) Where a term employee is employed in the same position performing the same function for a period of more than twenty-four (24) continuous months and where the need for the position is expected to continue, the Employer will convert the employee to regular status.
- (b) Where it is known, prior to twenty-four (24) continuous months, that the position is expected to continue, and subject to Article 11:02, the term employee will be converted to regular status at that time.
- 5:05** An employee appointed on term shall be informed in writing as to the duration of the term. Where the term relates to the reason set out in Section :07, the employee shall be so informed. Failure to comply with the foregoing shall not in itself negate the employee's status as a term employee.
- 5:06** Where the employee is not converted in accordance with Section :04, the employee shall be notified in writing of the reasons prior to the completion of twenty-four (24) continuous months of service. Inadvertent failure to provide such notice shall not result in a right to conversion if the other conditions in Section :04 are not met. A meeting may be held with the employee to discuss this matter. The employee has the option to have a Union representative present.

- 5:07** Section :06 and :10 do not apply where a term employee is replacing an employee who is absent for any reason.
- 5:08** Where a term employee is re-employed within one-hundred fifty (150) days from the last day for which they were paid, service as of the end of the previous term of employment will be credited to the employee as consecutive service. The forgoing does not apply to a term of employment where an employee has resigned.
- 5:09** The Employer and the Union will meet in the month of June, or as otherwise mutually agreed, in each year to review the status of all term employees with more than twenty-four (24) continuous months of service.
- 5:10** (a) Term employees who accumulate twenty-four (24) months of consecutive service in accordance with Article 5:08 shall be entitled, for a period of one-hundred fifty (150) days, to a right of first refusal to fill the same term position provided it is available and subject to the following conditions:
- (i) Service was accumulated in the same position performing the same function;
  - (ii) The position was initially filled through a competitive process.
- (b) When the position resumes, offers shall be made in order of seniority.
- (c) The person to whom this article applies must:
- (i) Report any change of contact information to Human Resources without delay;
  - (ii) If offered that position, respond to the offer within seven (7) days of receipt of notification;
  - (iii) Return to work on the date required by the employer; and



- (iv) Except for good and sufficient reasons, accept the offer in accordance with this Article or be deemed to have abandoned their rights under this Article.

### **Article 6 Part-time Employees**

- 6:01** The calculation of benefits for part-time employees covered by this Agreement will be as set out in Appendix C - Application of Benefits to Part-time Employees.

### **Article 7 No Discrimination/Respectful Workplace**

- 7:01** The Employer and the Union jointly affirm that every employee is entitled to a respectful workplace, which is free of discrimination and harassment.
- 7:02** The Employer and the Union shall administer this Article consistent with the definition of harassment and discrimination set out in the Manitoba Human Rights Code, Workplace Safety and Health Act and Manitoba Labour Relations Act.
- 7:03** The Employer shall maintain policies in relation to discrimination, harassment and respectful workplace and shall provide copies to all employees.
- 7:04** The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise. Situations involving harassment or discrimination shall be treated in a confidential manner, by the Employer, the Union and the employee(s).
- 7:05** The Employer and the Union are committed to reasonable accommodation in a manner that respects the dignity and privacy of the employee. Reasonable accommodation is the shared responsibility of the employee, the Employer and the Union.

- 7:06** Where a dispute arises, the parties agree that the dispute resolution procedure under the Employer's policies shall be utilized.
- 7:07** Notwithstanding the above, a complaint of harassment may proceed as a grievance.

### **Article 8 Management Rights**

- 8:01** All the functions, rights, personnel pay practices, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Employer.
- 8:02** In administering this Agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

### **Article 9 Pay**

- 9:01** Employees shall be paid on the basis of the hourly rates for an employee's assigned step in the applicable classification as set out in the classification and salary schedule. The biweekly pay shall be calculated by multiplying the applicable hourly rate of pay by the number of hours worked in a biweekly pay period. An employee's pay may also include the applicable premiums, supplements, allowances, overtime and any leave with pay in that period for which the employee is eligible, rounded to the nearest cent.
- 9:02** Where an employee is promoted to another position, the employee shall be paid at a rate of pay set out for that position in the Salary Schedule that is, if possible, one (1) full increment more than the rate of pay the employee was being paid in the employee's former position.
- 9:03** Where, in special cases, the application of the general rules for placing an employee on a step of a pay range works an injustice or does not make adequate provision, the Employer shall consult with the Union, and may make such provisions as may be necessary to maintain equity and parity among salaries of incumbents of such positions within the pay range of the classification. Such provisions may take the form of salary rate assignment of

incumbents to a proper and equitable step of the pay range of the classification of the position or to such a step of the pay range of the incumbent in the event that the pay range of the incumbent is lower than the pay range of the classification of the position.

**9:04** Where an employee is granted a special merit or additional remuneration by the Employer, the Employer shall notify the Union.

**9:05** Where the Employer wishes to fill a position with an employee in underfill status, the Employer shall consult with the Union.

### **Article 10 Retroactive Wages**

**10:01** (a) Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall apply to:

- (i) Employees who are in the employ of the Employer on the date of the signing of this Agreement;
- (ii) Employees who, during the above referenced period, retired in accordance with the Civil Service Superannuation Act;
- (iii) Employees who, during the above referenced period, were laid off in accordance with Article 22;
- (iv) Term employees terminated at the end of a specific term of employment or after the completion of the specific job for which they were employed.
- (v) An employee who, during the above referenced period, died and such retroactive wage adjustment shall be paid to their estate.

(b) Upon written request to the Employer, within sixty (60) days of the date of the signing of this Agreement, retroactive pay adjustments for the period between the expiration of the previous Agreement and the date

of the signing of this Agreement shall be made to employees who have voluntarily terminated their services (resigned).

### **Article 11 Recruitment, Selection and Appointment**

**11:01** If a vacant or new regular position or term position of at least six (6) months known duration, in the bargaining unit is to be filled, a competitive selection process will be used.

**11:02** Notwithstanding Section :01, a competitive selection process may not be required where:

- (a) A qualified person on the college's re-employment list is appointed to a position without competition; or
- (b) A regular employee at risk of layoff is redeployed to an alternative position; or
- (c) A term employee is converted to regular status in accordance with the provisions of Article 5 - Term employees; or
- (d) An acting status appointment made through a competitive process is subsequently converted to regular status; or
- (e) A regular employee is redeployed to an alternate position due to health, reasonable accommodation or human rights reasons; or
- (f) A term employee who is backfilling a regular position may be directly appointed into the regular position where the incumbent in the regular position is not returning to such position and where the term employee's appointment to the backfill position was determined through a competitive process; or
- (g) A term employee is being hired into a term position within one-hundred fifty (150) days of the expiration of their previous term of employment in the same position performing the same function and where their

appointment for that position was made through a competitive process. The foregoing does not apply where an employee has resigned; or

(h) The parties have otherwise mutually agreed to waive the posting and competitive process.

- 11:03** Where a competitive process is used, a competition bulletin shall be posted for a minimum of ten (10) working days unless mutually agreed otherwise, and shall state the closing date for applications, the location of the position, the classification and salary range (if available), duties and qualifications. The Union will be provided with a copy of all bulletins as they are issued. All internal applicants who meet the screening criteria established pursuant to the competition bulletin shall be interviewed for the position.
- 11:04** The selection of employees for vacant or new positions shall be on the basis of ability, prior work performance, relevant qualifications and seniority. Where ability and prior work performance, and relevant qualifications are relatively equal, seniority shall be the determining factor.
- 11:05** Notwithstanding the provisions of Section :04, first consideration for filling vacancies or new positions shall be given to persons on the college re-employment list.
- 11:06** Nothing in this article shall prevent the Employer from advertising outside the college for a position, nor from selecting a person from outside the college to a position subject to Section :04.
- 11:07** An employee who is notified that they are an unsuccessful applicant for a position shall be supplied with the reasons for non-acceptance within ten (10) days of making a written request to Human Resources. Such a request shall be made within ten (10) days of receipt of the notification that they were unsuccessful.

## Article 12 Probationary Period

- 12:01** Subject to Section :07, every person appointed to a position shall be on probation for a period of six (6) months or for such longer period as may be established by the Employer. Such period shall not exceed twelve (12) months in total. Where a period of probation in excess of six (6) months has been established, the employee shall be notified of the length of the probation period. The Employer has established a probation period of twelve (12) months for appointments to the following positions:
- (a) Instructor;
  - (b) Curriculum Consultant.
- 12:02** Where an employee's probation period has been established for a period of less than twelve (12) months the Employer may extend the employee's probation period. Such extension when combined with the initial probation period shall not exceed twelve (12) months duration and the total shall be deemed to be the initial probation period.
- 12:03** An employee shall be notified in writing of any extension of the probation period under Section :02 prior to the expiry of the probation period. A meeting may be held with the employee to discuss the extension. The employee has the option to have a representative present.
- 12:04** After consultation with the Union, the Employer may extend the probationary period for an Instructor up to an additional twelve (12) months.
- 12:05** An employee who is rejected during the initial probation period may grieve the rejection at Step 2 of the grievance procedure within fifteen (15) working days from the date the employee received notice of the rejection. The college president or designate shall hold a hearing to discuss the grievance with the employee and the employee's representative. The decision at Step 2 shall be final for such grievances.

- 12:06** Where an employee has been rejected during probation following a promotion, upon such rejection the Employer will relocate the employee to their former position or to a position comparable to the former position.
- 12:07** An employee shall not be required to serve a further probation period when:
- (a) The employee is promoted without competition as a result of reclassification of the employee's position;
  - (b) The employee initiates a transfer to a position in the same classification involving similar duties and responsibilities;
  - (c) The Employer initiates the transfer or demotion of an employee from one position to another for any reason.
- 12:08** The rejection of an employee on probation is not arbitrable.
- 12:09** An employee who is being rejected during the employee's probation period shall be provided with two (2) weeks' notice or payment in lieu thereof.
- 12:10** An employee who is temporarily appointed to another position on an acting basis is not considered to be on probation. If the employee is subsequently promoted to that position, the period during which the employee was in acting status does not count towards the employee's probation period.

### **Article 13 Conduct of Employees**

- 13:01** Each employee shall observe standards of behaviour consistent with the employee's function and role as a college employee and in compliance with the terms of this Agreement.
- 13:02** Where an employee is absent without leave for a period of two (2) weeks, the employee shall be considered to have abandoned their position and shall be deemed to have been terminated on the last day on which the employee was present at work and performed their regular duties.

## **Article 14 Performance Assessment**

- 14:01** Where a formal assessment of an employee's performance is made, the employee concerned shall be given an opportunity to sign the assessment form upon its completion to indicate that its contents have been read. Employees shall have the right to place their own comments on the form where such space is provided or to append their comments to the form where no space is provided. An employee shall, upon request, receive a copy of the assessment.
- 14:02** An employee's performance shall be assessed against the duties of their official position description. The assessment process may also include other objective criteria which have been jointly developed between the employee and their supervisor for the purpose of performance assessment.

## **Article 15 Merit Increases**

- 15:01** "Merit increase" means an increase in the rate of pay of an employee within the employee's pay range which may be granted on the employee's anniversary date in recognition of satisfactory service.
- 15:02** Subject to Section :03, the anniversary date of an employee is the first of the month which follows the date on which the employee is employed.
- 15:03** The anniversary date for an employee who as a result of promotion or transfer received an increase in rate of pay equivalent to two or more merit increases shall become the first day of the month that falls on or after the effective date of the promotion or transfer and the employee shall be eligible for their next merit increase twelve (12) months from the anniversary date established in accordance with this section.
- 15:04** Where the pay range for an employee's classification permits, an employee shall be eligible for a merit increase twelve (12) months from the employee's anniversary date established in accordance with this article provided the employee has accumulated 1,008 regular hours of work during that twelve (12) month period. If an employee has not accumulated 1,008 regular hours



during that twelve (12) month period and as a result has not received a merit increase, the employee is eligible for a merit increase at the employee's next subsequent anniversary date twelve (12) months hence provided the employee has accumulated 1,008 regular hours during the preceding twenty-four (24) month period. In a similar manner an employee who has not accumulated 1,008 regular hours over the preceding twenty-four (24) month period is eligible for a merit increase at the employee's next anniversary date following the accumulation of 1,008 regular hours.

- 15:05** Notwithstanding that an employee is appointed to a position at a salary rate higher than the minimum salary applicable to the position, the employee is eligible for a merit increase on the employee's anniversary date.
- 15:06** The effective date for an employee's merit increase shall be the first day of the biweekly pay period which includes the employee's anniversary date.
- 15:07** Where a merit increase is not granted to an employee on the employee's anniversary date:
- (a) The employee shall be notified of the merit increase denial on or before the applicable anniversary date. The employee shall be provided in writing with the reasons the merit increase was denied;
  - (b) The merit increase may be granted to the employee on any subsequent monthly anniversary date which is not less than three (3) months from the employee's anniversary date. The effective date for such a merit increase shall be the first day of the biweekly pay period which includes the subsequent monthly anniversary date referred to. No grievance may be initiated where a merit increase is not granted to an employee under this subsection;
  - (c) The employee is eligible for a merit increase at the employee's next anniversary date notwithstanding that the employee was granted a merit increase under subsection (b).

## Article 16 Instructor Education Supplements

**16:01** Instructors shall be eligible for an education supplement as outlined below upon attainment of a recognized and relevant degree effective the first biweekly pay period of the month following attainment of the credential. The Instructor shall supply proof of credential.

For attainment of:

(a) Recognized and relevant Master's Degree - effective **date of signing \$2,850** per annum (**administered as \$1.52\* hourly**).

(b) Recognized and relevant Doctorate - effective **date of signing \$5,700** per annum (**administered as \$3.03\* hourly**).

**\*Hourly amounts are subject to calculation upon entry into the Human Resources Information System.**

**16:02** For purposes of administering Section :01 above, "relevant" means academic preparation and attainment that is directly applicable and connected to the subject matter the Instructor is assigned to teach.

## Article 17 Disciplinary Action

**17:01** An employee shall only be disciplined for just cause.

**17:02** A meeting may be held with an employee prior to making a determination to discipline the employee. The employee has the option to have a representative present.

**17:03** Where a written report recommending disciplinary action is to be placed on an employee's file, the employee shall be given an opportunity to sign the report indicating they have read it. Upon signing the employee shall receive a copy of such a report.

**17:04** Where disciplinary action has been taken the employee shall be advised in writing of the disciplinary action and the circumstances and actions which

made the disciplinary action necessary. The employee shall sign a copy only to acknowledge its receipt and shall retain a copy.

- 17:05** An employee may grieve any disciplinary action according to Article 47 - Grievance Procedure. Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the grievance procedure.
- 17:06** The person or board to whom a grievance is made may:
- (a) Uphold the disciplinary action; or
  - (b) Vary the disciplinary action; or
  - (c) Determine that no disciplinary action is warranted and remove any document pertaining to the disciplinary action from the employee's file(s).
- 17:07** No notice or payment in lieu thereof is required where an employee is dismissed.
- 17:08** An employee may request in writing the removal of a disciplinary letter from their personnel file. This request shall not be unreasonably denied. The Employer's decision may be grieved up to Step 2 of the grievance procedure. The decision at Step 2 shall be final for such grievances.

### **Article 18 Resignations**

- 18:01** An employee wishing to resign shall provide the Employer with a written signed notice of resignation which shall specify the last day of employment.
- 18:02** The effective date of a resignation shall be the last day for which they are paid.
- 18:03** Subject to Sections :04, :05 and :06, where the last day on which an employee who has submitted a notice of resignation performs their regular duties precedes a Friday which, but for the fact that a holiday falls provided for in Article 24 thereon would be a regular working day, the employee shall be

deemed to have voluntarily terminated their service on that Friday and shall be eligible for holiday pay for that Friday.

- 18:04** (a) Subject to Section :06 employees shall give written notice of resignation at least two (2) weeks prior to the date on which the resignation is to be effective. Notice of resignation shorter than the required two (2) weeks may only be given with the approval of the Employer;
- (b) An Instructor who gives at least four (4) weeks' notice of resignation shall be included under Article 25 - Vacation, Section :11(e).
- (c) A resigning or retiring Instructor shall receive five-hundred dollars (\$500) incentive at the end of the notice period provided the Instructor gives one hundred twenty (120) days' notice of resignation;
- (d) The Employer may reduce any notice provided by the Instructor in Section (c).

**18:05** An employee may, with the approval of the Employer, withdraw the notice of resignation at any time before the resignation becomes effective.

**18:06** Where the employment of an employee terminates at the end of a specific term of employment, or on the completion of a job for which the employee was specifically employed, no notice of resignation is required.

## **Article 19 Contracting Out**

**19:01** The Employer will give all reasonable consideration to the continued employment of employees who would become redundant because work is contracted out.

**19:02** Where work is to be contracted out which would result in the redundancy of employees in the bargaining unit, then the following procedure shall apply:

- (a) The Employer will provide the Union with one hundred twenty (120) days' notice;

(b) During the notice period the Union and the Employer shall meet to facilitate potential retraining and/or redeployment opportunities.

**19:03** Where the Employer contracts out work that was formerly performed by an employee currently on the re-employment list, the Union and the Employer shall meet to facilitate potential retraining and/or redeployment opportunities.

## **Article 20 Technological Change**

**20:01** The Employer and the Union recognize that technological change can offer significant improvements in the quality and quantity of college services.

**20:02** For purposes of this Article, technological change means the introduction of equipment or material into college operations which is likely to affect the security of employment of regular employees who are employed on a full-time, year-round basis.

**20:03** The Employer agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and employees.

**20:04** Where the Employer intends to introduce technological change, the following procedure will be followed:

- (a) The Employer will provide the Union with one hundred eighty (180) days' notice prior to the date the change is to be effective;
- (b) During this period, the parties will meet to discuss the steps to be taken to assist the employees who could be affected;
- (c) Where retraining is to be provided, it shall be provided during the employees' normal working hours where possible;
- (d) At the request of either party, an on-site technological change implementation committee shall be established at the work location(s) affected. The committee will consist of two (2) worker representatives

and two (2) management representatives. The role of the committee will be to facilitate the implementation of the technological change in a manner consistent with this Article.

- 20:05** The provisions of this Article are intended to assist employees affected by technological change and Sections 83, 84 and 85 of The Labour Relations Act do not apply during the term of this Agreement.
- 20:06** The Employer will provide to Instructors training and professional development on knowledge, techniques, and technologies necessary to support and practice new and/or blended forms of program development and delivery and have adequate access to such technical assistance as necessary.

### **Article 21 Change of Work Headquarters**

- 21:01** Where, as a result of a reorganization an employee's work headquarters is moved from one city or town to another city or town requiring a change of residence by the employee, the employee shall be given notice of the move ninety (90) days in advance of the date upon which the move of the employee is to be effected. Such notice shall be provided in writing to the employee by the Employer.
- 21:02** Where an employee has accepted relocation involving a change in residence by the employee, the employee shall be reimbursed for expenses incurred due to the relocation in accordance with existing policy respecting Employee Relocation Expenses.
- 21:03** Where such notice has been given to an employee and the employee is unable to relocate, every reasonable effort will be made to place the employee in another suitable position within the college.
- 21:04** Where an employee with one (1) or more years of continuous service is unable to relocate, the employee shall be subject to lay off. If the employee has not been offered another suitable position within one (1) year from the

date of lay off the employee shall be permanently laid off and shall be eligible for severance pay in accordance with Article 23 - Severance Pay.

- 21:05** For purposes of interpretation of this Article, where the term “suitable position” is used it means a position which the employee is reasonably qualified for and able to perform and which is in a location that would not require a change of residence by the employee.

## **Article 22 Layoff**

- 22:01** Where by reason of a shortage of work or funds, or the abolition of a position or material changes in duties or organization, the Employer determines that a layoff(s) is necessary, the Employer shall determine the classification(s) from which the layoff(s) are to take place.
- 22:02** The Employer shall determine employees potentially affected within each classification from which employees are to be laid off.
- 22:03** Where the layoff(s) of employee(s) is necessary, the Employer shall provide the Union with written notice not less than forty (40) days prior to the date of layoff(s). The parties shall then meet to discuss the steps to be taken to assist the employees affected.
- 22:04** Employees identified for layoff shall receive four (4) weeks’ notice or payment in lieu. No notice is required for term employees who are released at the end of their term. The Union shall be provided with a copy of all layoff notices issued.
- 22:05** In determining the order of layoff of employees, seniority shall be the determining factor. This Article is subject to the requirement that the employees who are retained must have the qualifications and ability to perform the duties, which the remaining employees will be required to perform. Term employees with less than two (2) years of continuous service shall first be considered for layoff.

- 22:06** (a) Where an employee is identified for layoff, the Employer may identify a vacant suitable placement that is at the same or an equivalent classification and the same annual hours of work where the employee is deemed to have the qualifications and ability to perform the duties. The employee may only decline the placement opportunity if the position would require a change of work location from one city or town to another city or town outside of a twenty (20) kilometre radius measured from the employee's current work location.
- (b) If no vacant suitable placement is identified by the Employer, or the employee declines the opportunity under subsection (a), the employee may exercise an option to displace, into another position of same, equivalent or lower classification, subject to the following:
- (i) The Employer will create a list of potential position(s) and share it with the Union;
  - (ii) The employee must have the qualifications and ability to perform the work of the position they are seeking to displace;
  - (iii) The incumbent with the least seniority in the position would be displaced;
  - (iv) A term employee laid off prior to the expiry of their term may only displace another term employee with the same scheduled expiry date;
- 22:07** An employee who is displaced pursuant to 22:06 shall be given notice of layoff and may, in turn exercise a displacement option as set out in 22:06. The process will continue in this manner until there are no displacement opportunities.
- 22:08** An employee who is entitled to displace into another position in accordance with the provisions of this Article may have a familiarization period in the new position. The purpose of the familiarization period is to allow the employee to become oriented to the specific duties of the position. The



familiarization period is not intended to be a period during which an employee acquires the necessary qualifications and ability to enable the employee to displace another employee.

- 22:09** **The familiarization period shall not be more than three (3) months' duration. An employee who is found to be unsuitable during this familiarization period will be returned to the appropriate re-employment list for the greater of three (3) months' or the remainder of the employee's twenty-four (24) month period on the re-employment list.**
- 22:10** For the purposes of this Article, "qualifications" refers to education, knowledge, training, skills, experience, aptitude and competence. "Ability" refers to mental, and physical capability. The Employer, in making a decision with respect to determining which employees are to be retained and which employees are to be laid off, shall determine qualifications, and the ability of employees to perform the duties which the remaining employees will be required to perform, in a fair, reasonable, and non-discriminatory manner. The onus of proof rests with the Employer in any dispute over the application of qualifications and ability to perform the duties which the remaining employees will be required to perform.
- 22:11** The provisions of Articles 22:06 and 22:07 are not applicable if the layoff is to be for a duration of less than three (3) months and the employee(s) is to return to their position upon expiry of such layoff.
- 22:12** Casual employees shall not be used to do the work of laid off employees unless the laid off employee(s) is not available for work.
- 22:13** Where an employee, including a term employee, alleges that the employee's layoff has not been in accordance with this Agreement, the grievance shall be initiated at the second step of the grievance procedure.
- 22:14** The Employer shall maintain a re-employment list for all employees who are laid off. A copy will be provided to the Union on request.

- 22:15** Employees who are laid off shall be placed on a re-employment list for a period of up to twenty-four (24) months from the effective date of the layoff.
- 22:16** Employees who are placed on a re-employment list shall be recalled to their positions in reverse order of layoff in the classification from which the employee was laid off.
- 22:17** An employee who is on the re-employment list must:
- (a) Report any change of address to Human Resources without delay;
  - (b) If called back or provided a reasonable re-employment opportunity, respond to the call-back or reasonable re-employment opportunity within seven (7) days of receipt of notification of call-back or reasonable re-employment opportunity. An employee accepting a reasonable re-employment opportunity at a lower rate of pay shall retain their recall rights under Article 22:16 for the duration of the time they would have remained on the re-employment list;
  - (c) Return to work within fourteen (14) days of receipt of notification of call-back or reasonable re-employment opportunity or such other date as may be agreed upon between the employee and the Employer;
  - (d) Except for good and sufficient reasons, accept a call-back or reasonable re-employment opportunity in accordance with this Article or be deemed to have resigned.
- 22:18** A “reasonable re-employment opportunity” is a position which the employee is reasonably qualified for and able to perform and which is in a location which would not require a change of residence by the employee.
- 22:19** Employees on a re-employment list may be offered re-employment to other positions within the college.
- 22:20** An employee who accepts another position may be placed on a trial period of not more than six (6) months duration. An employee who is found to be unsuitable during this trial period will be returned to the appropriate re-

employment list for the greater of six (6) months or the remainder of the employee's twenty-four (24) month period on the re-employment list. An employee found to be unsuitable may grieve the decision commencing at Step 2 of the grievance procedure.

- 22:21** If a regular employee accepts a term position as a result of re-employment, the employee's status as a regular employee shall be maintained. On the expiry of the term, the employee will be permanently laid off, or remain on the re-employment list for the remainder of the twenty-four (24) month period if applicable.
- 22:22** An employee who has been notified of layoff may opt to waive their employee displacement and re-employment rights and accept a permanent layoff. The employee is then eligible to receive severance pay in accordance with Article 23:04.

### **Article 23 Severance Pay**

- 23:01** Employees with nine (9) or more years of continuous employment whose services are terminated as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, or The Teachers' Pensions Act or death, shall be paid, or to the employee's estate in the event of death, severance pay in the amount of one (1) weeks' pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks' pay. (Example: 10 years, 8 complete months of continuous service equals 10 8/12 years of continuous service for purposes of calculation.)
- 23:02** Where an employee in their ninth year of continuous service fails to complete nine (9) years continuous service as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, or The Teachers' Pensions Act or death, the employee shall be paid, or to the employee's estate in the event of death, severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months service completed in their ninth year divided by twelve (12) months .

- 23:03** In addition to the severance pay set out in Section :01, employees who retire in accordance with the provisions of The Civil Service Superannuation Act or The Teachers' Pension Act will also be eligible for the following severance pay:
- (a) For employees with twenty (20) or more years of accumulated service, an additional two (2) weeks' pay;
  - (b) For employees with twenty-five (25) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsection (a);
  - (c) For employees with thirty (30) or more years of accumulated service, two (2) weeks' pay in addition to the amounts in Subsections (a) and (b);
  - (d) For employees with thirty-five (35) or more years of accumulated service, two (2) weeks' pay in addition to the amounts in Subsections (a), (b) and (c).
  - (e) For employees with forty (40) or more years of accumulate service, two (2) weeks' pay in addition to the amounts in Subsections (a), (b), (c) and (d).
- 23:04** Employees with one (1) or more years of continuous employment whose services are terminated as a result of permanent layoff shall be paid severance pay in the amount of one (1) weeks' pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks' pay.
- 23:05** Where an employee in their first year of continuous service fails to complete one (1) year of continuous service as a result of permanent layoff, the employee shall be paid severance pay on the basis of one (1) week pay multiplied by the factor of the number of complete months service completed in their first year divided by twelve (12) months.
- 23:06** The rate of pay referred to in this article shall be determined on the basis of the last regular biweekly rate of pay, excluding allowances, which was in effect for the employee at the time of retirement, permanent layoff, or death.

Subject to Section :08, the rate of pay for hourly rated employees shall be determined on the basis of the applicable work week, either thirty-six and one-quarter (36 $\frac{1}{4}$ ) or forty (40) hours per week.

**23:07** In the case of employees eligible for severance pay who are on standby or temporary layoff at the time of retirement, permanent layoff or death, the weekly hours shall be, subject to Section :08, the normal weekly hours of work in effect for the classification of the employees at the time of the retirement, permanent layoff or death.

**23:08** In the case of hourly paid employees whose total weekly hours of work vary between summer and winter, the severance pay to be paid shall be based on an average of the normal hours of work over the fiscal year.

#### **Article 24 Holidays**

**24:01** (a) The following holidays shall be observed in the college:

New Year's Day	Labour Day
Louis Riel Day	<b>National Day for Truth &amp; Reconciliation</b>
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Terry Fox Day	
Any other holiday proclaimed by Federal or Provincial Statute	

(b) For calculation purposes holidays shall be observed as indicated below:

(i) For all shift employees, where any of the holidays fall on a Saturday or a Sunday they shall be observed on that day. When July 1 is a Sunday, July 2 will be observed. For purposes of this article, a shift employee is one whose regular work week is not Monday to Friday inclusive.

- (ii) For all non-shift employees, where any of the holidays fall on a Saturday or Sunday, the holiday shall be observed on the following Monday. Where holidays fall on both Saturday and Sunday, the holidays shall be observed on the following Monday and Tuesday.

- 24:02** (a) All college offices shall be closed at noon on December 24 when that day falls on Monday through Friday. This day shall be considered a full working day for purposes of calculation.
- (b) Where an employee is on approved vacation or banked time off on December 24, when that day falls on Monday through Friday, the employee shall utilize one-half ( $\frac{1}{2}$ ) day of vacation or banked time off credits and the day shall be considered a full day for purposes of all other calculations.
- (c) Where the Employer requires an employee to work a regular work day on December 24 when that day falls on Monday through Friday inclusive, such employee shall be entitled to one-half ( $\frac{1}{2}$ ) day of compensatory leave with pay to a maximum of four (4) hours.

**24:03** An employee is entitled to their regular pay for a holiday on which the employee does not work provided the employee:

- (a) Did not fail to report for work after having been scheduled to work on the day of the holiday;
- (b) Has not absented themselves from work without the consent of the Employer on the regular working day immediately preceding or following the holiday unless the absence is by reason of established illness.

**24:04** Notwithstanding Section :03(b) an employee who is on an approved leave of absence without pay at the time of the holiday shall be entitled to receive their regular pay for the holiday provided that the employee received pay for part or all of each day of at least fifteen (15) days during the thirty (30) calendar days immediately preceding the holiday.

- 24:05** If an employee who is not entitled to pay for a holiday that falls on a regular working day for reasons as outlined in Section :03 does work on the holiday, the employee shall be paid wages equivalent to one and one-half (1½) times the employee's regular rate for the time worked on that day.
- 24:06** Subject to Section :08, and subject to the call out provisions as provided in this agreement, an employee who is required to work on the holiday when it is observed on the employee's day of rest shall receive, in addition to the regular holiday pay to which the employee may be entitled:
- (a) If the employee is eligible for premium overtime, overtime compensation based on double time (2x) the employee's regular rate of pay for all overtime worked on the holiday. Such overtime compensation is in lieu of the overtime compensation to which the employee would otherwise be eligible;
  - (b) If the employee is not eligible for premium overtime, compensation based on time and one-half (1½x) the employee's regular rate of pay for all overtime worked on the holiday. Such compensation is in lieu of the compensation to which an employee would otherwise be eligible.
- 24:07** Subject to Section :03, where the wages of an employee vary from day to day, the pay for a holiday on which the employee has not worked shall be equivalent to the employee's average daily earnings exclusive of overtime for the days on which the employee worked during the twenty (20) working days immediately preceding the holiday.
- 24:08** (a) An employee who is entitled to pay for a holiday and who is required to work on the holiday, in addition to the regular pay, shall be compensated at the rate of time and one-half (1½ x) for all regular hours worked on the holiday, or be granted compensatory leave for such hours worked at the rate of one and one-half (1½) hours for each additional hour worked. Any overtime hours worked on the holiday shall be compensated on the same basis as set out in Section :06(a) or (b).

- (b) Subject to Section :08(c), the accumulated compensatory leave referred to in Section :08(a) above, shall be taken in the vacation year in which it is earned.
- (c) The Employer may allow accumulated compensatory leave to be carried forward to the next vacation year.
- (d) In the event that an employee is terminated, the accumulated compensatory leave shall be paid out at the final rate in effect for the employee during the year in which the statutory holidays were worked.
- (e) Shift employees shall be entitled to add to their regular annual vacation a maximum of five (5) days accumulated compensatory leave, and any additional compensatory leave shall be granted at the discretion of the Employer.

**24:09** An employee who leaves the employment of the Employer, shall receive pay in lieu of the compensatory leave that has not been granted.

**24:10** **December Break**

Employees shall receive time off with pay during that period between Boxing Day and New Year's Day designated by the Employer as December break. This does not apply to employees who are on leave of absence without pay. Where an employee is required to work during any part of that period between Boxing Day and New Year's Day designated by the Employer as December break, the employee shall receive equivalent time off without loss of pay.

**Article 25 Vacation**

**25:01** A vacation year is the period beginning on the first day of July and ending on the thirtieth day of June next following.

**25:02** Employees shall earn vacation leave credits **based on a full-time equivalent status\*** on the following basis:



- (a) Employees who have completed less than two (2) years of service, **fifteen (15) days (108.75/120 hours) per vacation year;**
- (b) Commencing from the beginning of the vacation year in which two (2) years of service will be completed, **twenty (20) days (145/160 hours), per vacation year;**
- (c) Commencing from the beginning of the vacation year in which nine (9) years of service will be completed, **twenty-five days (181.25/200 hours) per vacation year;**
- (d) Commencing from the beginning of the vacation year in which nineteen (19) years of service will be completed, **thirty (30) days (217.50/240 hours) per vacation year;**
- (e) Notwithstanding subsections (a), (b), (c) and (d), employees terminating in their second (2nd) year of service shall have their vacation leave credits cashed out at the rate of **which it was earned based on regular hours worked.**
- (f) Notwithstanding Article 25:01 and 25:04(b), employees employed as of August 1, 2010 shall in those years contemplated by sections (b), (c) and (d), receive one and one-quarter ( $1\frac{1}{4}$ ) vacation days adjustment credit.

**25:03** An employee shall accumulate vacation credits from **their date of hire based on hours worked.**

**25:04** When computing vacation leave:

- (a) Any fraction of a day equal to or greater than one-half ( $\frac{1}{2}$ ) shall be computed as a half day; and
- (b) Any fraction of a day less than one-half ( $\frac{1}{2}$ ) shall be computed as nothing.

**25:05** (a) Vacation leave may be taken as earned; however, vacation leave would normally be taken in the vacation year following the vacation year in which it is earned.

- (b) Vacation leave requests are subject to approval of the Employer. Such approval shall be based on operational requirements and will not be unreasonably withheld.
- (c) Vacation leave may not be taken in advance of when it is earned.
- (d) The Employer may authorize vacation to commence on any day.
- (e) The Employer may authorize that vacation leave be carried forward to the next following year to supplement the vacation period in that year, but in no case will a vacation carryover be allowed which comprises more than one previous year's vacation entitlement.
- (f) The Employer may authorize or require an employee to take vacation leave in two (2) or more periods.
- (g) Where an employee is called back from vacation by their Employer, the employee shall be reimbursed for trip cancellation fees and or any other expenses approved by the Employer.

**25:06** Notwithstanding Article 25:05; where the Employer has been unable to schedule part or all of an employee's vacation within the vacation year and as a result finds it necessary to restrict the whole or part of the vacation leave of an employee in two (2) consecutive years, the Employer shall authorize payment in lieu of vacation. Such pay shall not be subject to deduction of pension fund contributions or life insurance contributions.

**25:07** Subject to the requirements of the Employer, vacation leave shall be rotated regardless of seniority.

**25:08** Where for any reason other than death, an employee leaves the employment of the Employer after having been granted more vacation leave than the employee has earned in accordance with this Agreement, the employee shall repay to the college all salary paid for such excess period of leave.

**25:09** Where an employee dies, the employee's estate shall receive the employee's accumulated vacation credits.

**25:10** Where an employee is absent on leave without pay vacation leave credits shall no longer accumulate.

**25:11** For Instructors, all provisions of this Agreement respecting vacations shall apply with the exception of those provisions contrary to the specific provisions outlined in this section:

- (a) Instructors shall accumulate vacation credits at the **full time equivalent** rate of **forty-four (44) days (319 hours) per vacation year**.
- (b) Subject to the applicable sections of this article, vacations shall be taken by an Instructor during periods in which no instructional or teaching responsibilities with a class have been assigned.
- (c) Where an Instructor is transferred, promoted or returns from acting status to a classification which does not qualify for vacation benefits specific to Instructors, the employee will be entitled to their unexpended vacation credits as of the date of transfer or promotion.
- (d) Where a regular Instructor resigns, their unexpended vacation credits shall be recalculated and paid out on the basis of the appropriate rate of accumulation as set out in Section :02.
- (e) Notwithstanding Section :11(d), where a regular Instructor is laid off or retires or dies or gives at least four (4) weeks' notice of resignation, their unexpended vacation credits shall be calculated and paid out at the rate of accumulation specified in Section :11(a).
- (f) Where a term Instructor who has less than twenty-two (22) accumulated months of service is terminated or resigns, their unexpended vacation credits shall be recalculated and paid out on the basis of the appropriate rate of accumulation as set out in Section :02.
- (g) Where a term Instructor with twenty-two (22) or more accumulated months of service is terminated or resigns in accordance with the provisions of Section :11(f) their unexpended vacation credits shall be

calculated and paid out at the rate of accumulation specified in Section :11(a).

- 25:12 For employees who regularly work ten (10) or twelve (12) hour shifts, vacation will be calculated in accordance with their employment category in the Hours of Work Article; either Category A or Category B.**

#### **Article 26 Medical Fitness**

- 26:01** The Employer may require an employee to have a psychiatric examination and/or a physical examination by a duly qualified medical practitioner acceptable to the Employer.
- 26:02** The cost of any examination referred to in Section :01 will be paid by the Employer.

#### **Article 27 Sick Leave**

- 27:01** It is agreed by both parties that earned sick leave entitlement shall be granted where an employee is unable to be at work and perform their regular duties as a result of illness or injury.
- 27:02** The sick leave to which an employee is entitled shall accumulate:
- (a) During the first four (4) years of service at the rate of one-half (1/2) working day per biweekly pay period; and
  - (b) After the first four (4) years of service, at the rate of one (1) working day per biweekly pay period.
- 27:03** Sick leave shall be earned by daily and hourly paid employees prorated on the basis of total accumulated service and regular hours worked, exclusive of overtime (i.e. 80 hours = 10 days = 1 biweekly pay period).
- 27:04** Sick leave with pay up to but not exceeding the net amount of entitlement will be paid to hourly paid employees based on the number of hours they

normally would have been scheduled to work on the day they were absent on sick leave.

- 27:05** Sick leave shall not accumulate beyond two-hundred eight (208) working days.
- 27:06** An employee who has been absent on sick leave with pay, upon returning to work, shall continue to accumulate sick leave up to a maximum of two-hundred eight (208) working days in accordance with Sections :02 and :03.
- 27:07** An employee appointed on the first working day of a biweekly pay period shall be eligible to accumulate sick leave credits from that date. An employee appointed on any date other than the first working day of a biweekly pay period shall be eligible to accumulate sick leave credits from the first full biweekly pay period following the date of appointment.
- 27:08** A new employee may be granted sick leave in advance of it being earned during the first six (6) months of service, provided that the amount advanced, when combined with credits already accumulated, does not exceed five (5) working days. If an employee who has used more sick leave than has been earned has their services terminated for a reason other than lay off or death, the salary over payment resulting from the use of unearned sick leave shall be recovered by the Employer.
- 27:09** Sick leave shall not accumulate during periods when an employee is:
- (a) Absent on sick leave and/or absent on Workers' Compensation for a period of more than ten (10) consecutive working days; or
  - (b) Absent without leave; or
  - (c) Absent on leave of absence without pay.

Subsections (b) and (c) to apply where the period of absence is greater than one-half ( $\frac{1}{2}$ ) of the biweekly period.

- 27:10** Where an employee is to be absent because of illness, the employee shall endeavour to notify their immediate supervisor of the absence due to illness

at least one hour (1) prior to and not more than thirty (30) minutes after the normal hour of beginning work, or as soon thereafter as the means of communication permit.

- 27:11** The Employer may request a medical certificate or sworn statutory declaration by advance notice or any time during or after the period of illness certifying an employee is or was unable to be present at work because of illness. Should the employee fail to provide a medical certificate or sworn statutory declaration acceptable to the Employer within a reasonable amount of time, the employee shall not be paid for the absence.
- 27:12** Where an employee has been absent for a period of three (3) working days or less because of sickness, the employee shall complete and submit a return date on a form as required by the Employer. Where the Employer requires information other than a certificate of absence due to illness or injury, Article 26 shall apply.
- 27:13** Where an employee becomes ill during the period of the employee's scheduled annual vacation, the Employer may grant sick leave and credit the employee with alternate days' vacation equivalent to the number of days approved sick leave providing the illness is over three (3) days and may require hospitalization. The employee will be responsible to provide proof of illness and/or hospitalization satisfactory to the Employer. The application of this clause to employees subject to the Instructor vacation provisions outlined in Article 25:11, shall be to a maximum of fifteen (15) working days.
- 27:14** Where the Employer has cause to request information other than that required in Articles 27:11 or 27:12 hereof, the Employer shall reimburse the employee for any costs incurred for providing such information.
- 27:15** Employees should make every reasonable effort to schedule their medical and dental appointments outside of their working day. However, if employees are unable to schedule their medical and dental appointments outside normal working hours, they will be allowed time off without loss of pay provided they are absent less than two (2) hours. Employees are encouraged to

schedule appointments at the beginning or end of the working day in order to minimize disruptions and absences. Employee absences for appointments greater than two (2) hours will be allowed without loss of pay if the employee has sick leave credits. The time off will be charged against the employee's sick leave credits. Any fraction of a day less than one-half ( $\frac{1}{2}$ ) but greater than two (2) hours will be computed as one-half ( $\frac{1}{2}$ ) day; any fraction of a day greater than one-half ( $\frac{1}{2}$ ) day will be computed as one (1) day.

- 27:16** For medical and dental appointments with specialists or for services not available locally, up to two (2) days including travel and appointment time, may be allowed for such appointments. Where documentation acceptable to the Employer is provided, sick leave may be used for such medical and dental appointments.
- 27:17** When an employee is unable to work and is in receipt of an Income Replacement Indemnity (IRI) from Manitoba Public Insurance (MPI) as a result of an injury incurred in a vehicle accident, the employee may elect to be paid an additional amount, which when combined with the IRI benefit, shall ensure the maintenance of net salary consistent as if they were in receipt of regular sick leave. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of the IRI and such additional payment shall be payable until the employee's accrued sick leave credits have been exhausted.
- 27:18** Where an employee requires domestic violence leave, the employee's sick leave entitlement shall be used to provide the five (5) paid days as provided by The Employment Standards Code.

## **Article 28 Workers' Compensation**

- 28:01** When an employee is unable to work and is **approved for Workers' Compensation leave** as a result of an injury incurred in the course of the employee's duties, the employee **will** be paid an additional amount, **from their sick leave balance**, which, when combined with the compensation allowance, shall ensure the maintenance of net salary. Such additional amount

shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced Workers' Compensation **leave**, and such additional **top ups** shall be **applied** until the employee's accrued sick leave credits have been exhausted.

- 28:02** Notwithstanding Section :01, an employee's pay may only be topped up by a maximum of ten percent (10%) of the employee's net salary at the time of the injury.
- 28:03** Where an employee is absent due to injuries or disabilities for which **the employee qualifies** under The Workers' Compensation Act, vacation leave shall accumulate as if the employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date of absence due to the compensable injury.
- 28:04** Where an employee is injured on the job and is required to leave for medical treatment and/or is sent home by management due to the injury, the employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.
- 28:05** Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on the job accident shall be provided by or at the expense of the Employer if it is not covered by a medical plan.

### **Article 29 Bereavement Leave**

- 29:01** An employee shall be entitled to bereavement leave of five (5) working days without loss of salary in the event of the death of a parent, spouse or child.
- 29:02** An employee shall be entitled to bereavement leave of three (3) working days without loss of salary in the event of the death of a **sibling**, ward of the employee, grandparent, grandchild, **child-in-law**, **parent-in-law**, or relative permanently residing in the employee's household or with whom the employee permanently resides.



- 29:03** An employee shall be entitled to bereavement leave of one (1) working day without loss of salary in the event of the death of an employee's **sibling-in-law, a parent's sibling, or a sibling's child.**
- 29:04** An employee who is entitled to bereavement leave under Sections :01, :02 and :03 during vacation leave shall receive vacation credits equal to the number of days of bereavement leave granted.
- 29:05** Provided an employee has not received bereavement leave for the death in question, an employee shall be entitled to bereavement leave up to a maximum of one (1) day without loss of salary for attending a funeral as a pallbearer or to perform a formal eulogy.
- 29:06** An employee shall be entitled to additional bereavement leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance of two hundred kilometres (200 kms) or further, accessible by all-weather road.

### **Article 30 Family Related Leave and Religious Observances**

- 30:01** An employee shall be entitled to up to five (5) days of leave with pay in each fiscal year to be granted on the recommendation of the Employer as follows and charged against the employee's sick leave credits:
- (a) (i) The leave shall be for the purpose of attending to family responsibilities which are real, immediate and unavoidable and which necessitate the employee's absence from work;
  - (ii) The family responsibilities of the employee could not reasonably be accommodated by some other person or in some other way or at some other time;
  - (iii) The amount of leave is intended to cover the period until appropriate alternative arrangements can be made.
- (b) For religious observances as approved by the Employer with reasonable notice to be provided to the Employer. Religious observances shall be

interpreted as major religious holidays normally observed by the employee and designated as a date of obligation by the employee's religious traditions.

- 30:02** An employee shall have the required sick leave accumulation under Article 27 Sick Leave to offset the requested leave under this provision.
- 30:03** Where an employee is entitled to family related leave during the period of the employee's scheduled annual vacation, the Employer, in its discretion, may grant family related leave and credit the employee with alternate days vacation equivalent to the number of days approved family related leave. The employee will be responsible to provide proof satisfactory to the Employer, and upon receipt of such proof, the Employer's decision shall be final and not subject to grievance.

### **Article 31 Birth Leave**

- 31:01** An employee shall be granted one (1) day's leave with pay, to attend to needs directly related to the birth of their child.

### **Article 32 Maternity Leave**

- 32:01** The effective date of changes to the maternity leave provisions are the first day of the biweekly pay period following the date of signing.

An employee who qualifies for maternity leave may apply for such leave in accordance with either Plan A or Plan B but not both.

#### **Plan A**

- 32:02** In order to qualify for Plan A, an employee must:
- (a) Have completed seven (7) continuous months of employment for or with the Employer;
  - (b) Submit to the Employer an application in writing for leave under Plan A at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence such leave; and

- (c) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that the employee is pregnant and specifying the estimated date of delivery.

**32:03** An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:

- (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section :02(c); or
- (b) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section :02(c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
- (c) The Employer may vary the length of maternity leave upon proper certification by the attending physician.

**32:04** (a) An employee who has been granted maternity leave shall be permitted to apply up to a maximum of five (5) days of accumulated sick leave against the Employment Insurance waiting period.

An employee who has been granted maternity leave shall also be permitted to apply up to an additional five (5) days of the employee's accumulated sick leave in the week after Employment Insurance maternity leave benefits are paid or an additional five (5) days of the employee's accumulated sick leave in the week after Employment Insurance parental benefits cease, but shall not be payable beyond the seventy-eighth (78th) week of leave.

- (b) Should the employee not return to work following maternity leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under subsection (a), the employee shall compensate the Employer for the balance of the outstanding days at the

time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked.

**32:05** Where an employee's anniversary date falls during the period of maternity leave, the employee shall be eligible to receive a merit increase effective the date upon which the employee returns to their position of employment.

**Plan B**

**32:06** Plan B does not apply to term employees.

**32:07** The effective date of changes to Plan B is the first day of the biweekly pay period following the date of signing;

**32:08** In order to qualify for Plan B an employee must:

- (a) Have completed seven (7) continuous months of employment for or with the Employer;
- (b) Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence such leave;
- (c) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that the employee is pregnant and specifying the estimated date of delivery;
- (d) Provide the Employer with proof that the employee has applied for Employment Insurance benefits and that Service Canada has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits.

**32:09** An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:

- (a) The employee will return to work and remain in the employ of the Employer on a full-time basis for at least twenty-six (26) weeks following the employee's return to work, or, in the case of a part-time employee, the employee will return to work and remain in the employ of the

Employer on a part-time basis for at least twenty-six (26) weeks following the employee's return to work; and

- (b) If the employee does not take parental leave as provided in Article 34 - Parental Leave, the employee will return to work on the date of the expiry of maternity leave; and
- (c) If the employee does take parental leave as provided in Article 34 - Parental Leave, the employee will return to work on the date of the expiry of parental leave; and
- (d) Should the employee fail to return to work as provided above, the employee is indebted to the Employer for the full amount of pay received from the Employer as a maternity top-up allowance during the employee's entire period of maternity leave.
- (e) Should the employee return to work as provided above but fail to complete the return to service commitment, the employee is indebted to the Employer for a prorated amount based on the number of weeks the employee has remaining on the return service commitment, rounded to the nearest full week.

**32:10** At the request of an employee who is not a part-time employee and who has received maternity leave under Plan B, the Employer may authorize the employee to return to work on a part-time basis for a period of fifty-two (52) weeks.

Should the employee fail to return to work as provided above, the employee is indebted to the Employer for the full amount of pay received from the Employer as a maternity top-up allowance during the employee's entire period of maternity leave.

Should the employee return to work as provided above but fail to complete the return to service commitment, the employee is indebted to the Employer for a prorated amount based on the number of weeks the employee has

remaining on the return service commitment, rounded to the nearest full week.

- 32:11** An employee who qualifies is entitled to a maternity leave consisting of:
- (a) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section :08(c); or
  - (b) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section :08(c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
  - (c) The Employer may vary the length of maternity leave upon proper certification by the attending physician.
- 32:12** During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance in accordance with the following:
- (a) For the first week an employee shall receive ninety-three percent (93%) of the employee's weekly rate of pay;
  - (b) For up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the Employment Insurance benefits the employee is eligible to receive and ninety-three percent (93%) of the employee's weekly rate of pay;
  - (c) For the week immediately following the discontinuation of payments of Employment Insurance maternity benefits an employee shall receive ninety-three percent (93%) of the weekly rate of pay provided the employee does not receive Employment Insurance parental benefits immediately following the exhaustion of the Employment Insurance maternity benefits.

If the employee receives Employment Insurance parental benefits immediately following the exhaustion of Employment Insurance

maternity benefits, the employee shall receive ninety-three percent (93%) of the weekly rate of pay for the week immediately following the discontinuation of payments of Employment Insurance parental benefits;

(d) All other time as may be provided under Section :11 shall be on a leave without pay basis.

**32:13** During the period of maternity leave, benefits will not accrue. However, the period of maternity leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.

**32:14** Where an employee's anniversary date falls during the period of maternity leave, the employee shall be eligible to receive a merit increase effective the date upon which the employee returns to their position of employment.

### **Article 33 Adoptive Parent Leave**

**33:01** An employee shall be granted one (1) day's leave with pay to attend to needs directly related to the adoption of the child. At the employee's option such leave shall be granted on the day of, or the day following the adoption.

**33:02** Where an employee adopts a child aged sixty (60) months or younger, such employee shall be eligible to receive parental leave and the relevant provisions of Article 34 – Parental Leave shall apply with the necessary modifications.

### **Article 34 Parental Leave**

**34:01** The effective date of changes to the parental leave provisions are the first day of the biweekly pay period following the date of signing of the collective agreement.

An employee who qualifies for parental leave may apply for such leave in accordance with either Plan A or Plan B but not both.

#### Plan A

**34:02** In order to qualify for parental leave, an employee must:

- (a) Be the mother of a child; or
- (b) Be the father of a child or must assume actual care and custody of their newborn child; or
- (c) Adopt a child aged sixty (60) months or younger under the law of a province.

**34:03** An employee who qualifies under Section :02 must:

- (a) Have completed seven (7) continuous months of employment; and
- (b) Submit to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.

**34:04** An employee who qualifies in accordance with Section :02 and :03 is entitled to parental leave without pay for a continuous period of up to sixty-three (63) weeks.

**34:05** Subject to Section :06, parental leave must commence no later than eighteen (18) months after the date of birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.

**34:06** Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on expiry of the maternity leave without a return to work unless otherwise approved by the Employer.

- 34:07**
- (a) An employee who has been granted parental leave shall be permitted to apply up to five (5) days of their accumulated sick leave against the Employment Insurance waiting period.
  - (b) Should the employee not return to work following parental leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under subsection (a), the employee shall compensate the Employer for the balance of the outstanding days at the



time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked.

- 34:08** Where an employee's anniversary date falls during the period of parental leave, the employee shall be eligible to receive a merit increase effective the date upon which the employee returns to their position of employment.

Plan B

- 34:09** An employee is not entitled to parental top-up under Parental Leave Plan B if they have received the full seventeen (17) weeks of maternity top-up. If an employee received less than seventeen (17) weeks of maternity top-up, they will be eligible for parental top-up with the combined number of weeks of maternity (Plan B) and parental top-up (Plan B) not to exceed seventeen (17) weeks.

- 34:10** Plan B does not apply to term employees.

- 34:11** In order to qualify for parental leave, an employee must:

- (a) Be the mother of a child; or
- (b) Be the father of a child or must assume actual care and custody of their newborn child; or
- (c) Adopt a child aged sixty (60) months or younger under the law of a province.

- 34:12** An employee who qualifies under Section :11 must:

- (a) Have completed seven (7) continuous months of employment; and
- (b) Submit to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave;
- (c) Provide the Employer with proof that the employee has applied for Employment Insurance benefits and that Service Canada has agreed that

the employee has qualified for and is entitled to such Employment Insurance benefits.

- 34:13** An employee who qualifies in accordance with Sections :11 and :12 is entitled to parental leave for a continuous period of up to sixty-three (63) weeks.
- 34:14** Subject to Section :15, parental leave must commence no later than eighteen (18) months after the date of birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.
- 34:15** Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on expiry of the maternity leave without a return to work unless otherwise approved by the Employer.
- 34:16** Where an employee's anniversary date falls during the period of parental leave, the employee shall be eligible to receive a merit increase effective the date upon which the employee returns to their position of employment.
- 34:17** An applicant for parental leave under Plan B must sign an agreement with the Employer providing that:
- (a) The employee will return to work and remain in the employ of the Employer on a full-time basis for at least twenty-six (26) weeks following the employee's return to work, or in the case of a part-time employee, the employee will return to work and remain in the employ of the Employer on a part-time basis for at least twenty-six (26) weeks following the employee's return to work; and
  - (b) Should the employee fail to return to work as provided above, the employee will be indebted to the Employer for the full amount of pay received from the Employer as a top-up allowance during the entire period of parental leave.
  - (c) Should the employee return to work as provided above but fail to complete the return to service commitment, the employee will be indebted to the Employer for a prorated amount based on the number

of weeks the employee has remaining on the return service commitment, rounded to the nearest full week.

**34:18** During the period of parental leave, an employee is entitled to a total of seventeen (17) weeks of paid parental top-up allowance in accordance with the plan as follows:

- (a) If the employee is required to serve a one (1) week wait period before Employment Insurance parental benefits are payable:
  - (i) The employee shall receive ninety-three percent (93%) of their weekly rate of pay in that wait period week;
  - (ii) For a maximum of sixteen (16) additional weeks, payments equivalent to the difference between the Employment Insurance standard parental benefits the employee is eligible to receive and ninety-three percent (93%) of their weekly rate of pay. Employees opting for extended parental benefits will receive the same top-up dollar amount that they would have received had they elected to take standard parental benefits.
- (b) If the employee is not required to serve a one (1) week wait period before Employment Insurance parental benefits are payable:
  - (i) The employee shall receive a maximum of seventeen (17) weeks of payments equivalent to the difference between The Employment Insurance standard parental benefits the employee is eligible to receive and ninety-three percent (93%) of their weekly rate of pay. Employees opting for extended parental benefits will receive the same top-up dollar amount that they would have received had they elected to take standard parental benefits.
- (c) All other time as may be provided under Section :11 shall be on a leave without pay basis.

### **Article 35 Bridging of Service**

**35:01** A regular employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed, upon written notification to the Employer shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service vacation entitlement benefits as defined in this Agreement and based on service seniority.

The following conditions shall apply:

- (a) The employee must have accumulated at least four (4) years of continuous service at the time of resigning;
- (b) The resignation itself must indicate the reason for resigning;
- (c) The break in service shall be for no longer than six (6) years, and during that time the employee must not have been engaged in remunerative employment for more than three (3) months;
- (d) The previous length of service shall not be reinstated until successful completion of the probationary period;
- (e) Upon successful completion of the probationary period, the employee will be credited with the accumulated sick leave credits at the time of the resignation up to a maximum of twenty-six (26) days of credits.

### **Article 36 Loss Of or Damage To Personal Effects**

**36:01** Employees are responsible for any personal effects which are brought to their place of work and are not specifically required in the course of their employment; and no claim for compensation will be considered for loss or theft of or damage to personal effects or clothing other than damage to clothing that occurs as a result of an accident, normal wear and tear excepted.

**36:02** Employees suffering loss of, theft of, or damage to tools, equipment, personal effects or clothing incurred when they are away from their normal

place of work while on a business or field trip may claim compensation only for such items as are necessary in day-to-day living in the course of their employment away from their normal place of work.

- 36:03** Employees whose occupation requires them to provide and use their own tools, equipment or personal effects in the course of their employment, should safeguard such tools, equipment or personal effects against loss, theft or damage; and no claim for compensation for loss, theft or damage to such tools, equipment or personal effects may be made under this subsection except where such tools, equipment or personal effects are handed over or delivered to a supervisor where this is practical and the receipt thereof is acknowledged by the supervisor.
- 36:04** Where employees are required to provide, commandeer or rent without fee from any person or firm, tools, equipment or personal effects which are to be used in the course of their employment and which are not readily available from the Employer, claims for compensation may be made for the loss or theft or damage to such tools, equipment or personal effects.
- 36:05** No claims for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss or theft of or damage to the employee's tools, equipment or personal effects, or for luxury items.
- 36:06** Every claim for compensation made pursuant to Sections :01, :02, :03, and :04 will be considered by the Employer, and the claim shall indicate:
- (a) The name of the claimant, position classification, normal place of work and type of work the position entails;
  - (b) Identification as to category loss, theft, damage and full particulars as to when, and how the loss, theft or damage took place, with any other relevant particulars;
  - (c) Justification for the claim in accordance with Section :01, :02, :03, or :04;

- (d) A certification by the claimant that all items lost, stolen or damaged are not covered by any form of insurance.

**36:07** Payment of claims approved by the Employer shall be paid at full replacement cost provided that the item that is lost or damaged beyond repair has been purchased within three (3) months of the incident, and proof of purchase is submitted. In other cases reimbursement shall be limited to the cost of repair, or, on the basis of seventy-five percent (75%) of the replacement cost, including applicable Sales Taxes where necessary.

### **Article 37 Remoteness Allowance**

**37:01** The Employer shall provide remoteness allowances as shown in Appendix B which is attached hereto and which forms part of this Agreement.

### **Article 38 Benefits**

#### **38:01 Dental Plan**

The parties agree to the continuation of the Dental Services Plan with the following changes:

- (a) The applicable Manitoba Dental Association (MDA) Fee Guides will be implemented effective January for each year of the Agreement;
- (b) Dental coverage will continue for the first seventeen (17) weeks of Maternity Leave;
- (c) The annual maximum per claimant will be \$1,475;
- (d) The orthodontic lifetime maximum will be \$1,675;
- (e) Part-time employees will be eligible for family coverage based on fifty percent (50%) of the coverage amounts applicable for full time employees up to fifty percent (50%) of the maximum.

#### **38:02 Vision Care Plan**

- (a) The Employer and the Union agree to the continuation of the Vision Care Plan as follows:
  - (i) Eligibility requirement for employees and dependents will be the same as those in effect for the Dental Plan;
  - (ii) Co-insurance will be eighty percent (80%)/twenty percent (20%);
  - (iii) The maximum payment under the Plan will be up to two-hundred twenty-five dollars (\$225) every twenty-four (24) months for an employee or dependent;
  - (iv) Coverage will include prescription lenses and eye examinations;
  - (v) The applicable optometrist/ophthalmologist fee guides will be implemented effective January for each year of the Agreement.
- (b) Changes to the Dental Care Plan respecting eligibility during maternity leave and pro-rated family coverage for part-time employees will also apply to the Vision Care Plan.

**38:03 Drug Care Plan**

- (a) The Employer and the Union agree to the continuation of the Drug Care Plan as follows:
  - (i) Eligibility requirements for employees and dependents will be the same as the Dental Service Plan;
  - (ii) Co-insurance will be based on eighty percent (80%) reimbursement;
  - (iii) The maximum payment per contract (family) is six-hundred fifty dollars (\$650).
- (b) Other terms and conditions of the Drug Care Plan will be similar to those formerly in effect for the drug coverage provisions of the employee-paid Extended Health Benefits plan.

**38:04 Ambulance, Hospital Semi-Private and Health Spending Account Plans**

- (a) The Employer will continue the Ambulance and Hospital Semi-Private Plan (AHSP) in accordance with the following:
- (i) Premiums will be paid by the Employer;
  - (ii) The plan benefits shall continue as currently provided to employees and their dependants;
  - (iii) Eligibility requirements will be the same as those in effect for the Dental Services Plan.
- (b) The Employer shall provide a **one thousand one hundred twenty-five (\$1,125)** dollar per annum health spending account for eligible employees. The health spending account shall be pro-rated for eligible part-time employees.

**38:05** Term employees are eligible for benefits upon the accumulation of 1,885 (2,080) hours.

**38:06** Employees shall be permitted to prepay their health benefits during any unpaid leave of absence, excluding the elimination period for LTD.

### **Article 39 Employee and Family Assistance Program**

**39:01** The Employer and the Union agree that the employees will continue to have access to the Employee and Family Assistance Program.

### **Article 40 Safety and Health**

**40:01** The Employer and the Union recognize that safety, accident prevention and the preservation of health are of primary importance in college operations and that these activities require the combined efforts of the Employer, employees, and the Union.

**40:02** The Employer will continue to provide its employees with safe working conditions, equipment and materials, and will continue to ensure that all reasonable precautions are taken.



- 40:03** The Union will continue to make every effort to obtain the cooperation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.
- 40:04** Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect their safety and health and the safety and health of any other persons who may be affected by their acts or omissions at work.
- 40:05** The parties agree to the establishment of workplace safety and health committees in the college where it is deemed necessary. Where it is deemed appropriate to establish a workplace safety and health committee in a workplace, the following shall apply.
- 40:06** Efforts should be made to schedule committee meetings, functions or duties during the employees' work time but if this is not possible meetings may be held during an employee's off duty hours. Employee representatives who are members of a workplace safety and health committee and who are scheduled to meet during off duty hours shall be compensated at straight time rates or at the employee's option be granted time off in lieu for time spent in such meetings, functions or duties.
- 40:07** Minutes of all committee meetings are required. Minutes shall consist of matters relating to the receipt and disposition of safety and health concerns. The minutes shall be signed by both chairpersons. Where there is disagreement as to the accuracy or content, either party may so note the disagreement and place their comments on the minutes prior to signing. When the minutes are signed by both co-chairpersons, the management co-chairperson shall retain the original for the records of the committee, forward a copy to the Workplace Safety and Health Division, post a copy and forward a copy to members of the committee.
- 40:08** The objectives of workplace safety and health committees include:
- (a) Assisting employees to identify, record, examine, evaluate and resolve safety and health concerns in the workplace;

- (b) Developing practical procedures and conditions to help achieve safety and health in the workplace;
- (c) Promoting education and training programs to develop detailed knowledge of safety and health concerns and responsibilities in each individual workplace.

**40:09** Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, the supervisor shall not require or permit an employee to engage in, carry on or continue to work in that workplace under that condition.

**40:10** (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to their safety or health in the performance of the employee's work, the employee shall report that condition to their supervisor.

(b) The supervisor upon being notified under Section 10(a) above shall inspect the condition with the employee and discuss the employee's reasons for believing the condition to be dangerous. Where there is a health and safety committee at the workplace, the co-chairpersons may be asked to participate.

(c) If the employee is unsatisfied with the supervisor's decision or if the supervisor refuses to inspect the condition, the employee shall contact, in writing or by telephone, the Workplace Safety and Health Division without delay.

(d) If the employee refuses to work because of their belief that the condition is dangerous, the employee must be available to perform other work assigned.

**40:11** Where an employee has refused to perform work in accordance with Section :10, no other employee shall be assigned the particular work unless such employee is notified of the refusal and the reasons for the refusal, if known.

- 40:12** Nothing in this article prevents the performance of any work that may be necessary in order to remedy the dangerous condition described in Sections :09 and :10.
- 40:13** Disciplinary action shall not be taken against an employee solely for the reason that the employee:
- (a) Made a report under Section :10; and
  - (b) Refused to work or continue to work under the conditions described under Section :10 provided a safety and health officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to their safety or health.
- 40:14** Where an employee willfully takes unfair advantage of the provisions described in Section :10, the employee may be subject to disciplinary action up to and including suspension or dismissal.

#### **Article 41 Uniforms and Protective Clothing**

- 41:01** Where the Employer determines that uniforms and protective clothing are required in the performance of the employee's duties, such uniforms and protective clothing shall be provided to the employee.
- 41:02** Where uniforms and protective clothing are supplied, the Employer agrees to furnish, replace or repair such clothing when damaged in the performance of the employee's duties.
- 41:03** Where an employee is required, as a condition of employment, to provide and wear approved safety footwear or prescription safety glasses during the course of the employee's regular duties, the employee will be eligible for an allowance once per fiscal year, to help offset the cost to the employee of purchasing approved safety footwear and prescription safety glasses. The allowance shall be one-hundred sixty dollars (\$160) per approved safety footwear purchase and one-hundred sixty dollars (\$160) per prescription

safety glasses purchased. Employees may use their Vision Care benefits to supplement the purchase of prescription safety glasses.

**41:04** The allowance will be paid under the following conditions:

- (a) The safety footwear and/or prescription safety glasses purchased must meet the standards defined in the Manitoba Workplace Safety and Health Regulation and be approved by the Canadian Standards Association (CSA); and
- (b) Satisfactory proof of purchase must be provided by the employee; and
- (c) The employee must have purchased safety footwear and/or prescription safety glasses specifically for employment with the Employer; and
- (d) To be eligible to receive the allowance an employee must work five (5) consecutive work days.

**41:05** Where an employee who has worked for a fiscal year and has not claimed the allowance in that fiscal year, purchases safety footwear and/or prescription safety glasses in the next fiscal year, the employee is eligible to claim up to twice the maximum allowance in that next fiscal year.

**41:06** Notwithstanding any other provision of this Agreement, where an employee disputes the provision of protective clothing and footwear in accordance with this article the employee may file a grievance in accordance with the grievance procedure. The decision at Step 2 shall be final for such grievances.

## **Article 42 Video Display Terminals**

**42:01** Where an operator is of the opinion that the work results in undue eye fatigue, the employee may request a review of the job duties. The Employer will endeavour to design the job of the operator in a manner that will, wherever practicable, permit an operator to be assigned at least ten (10) minutes of alternate duties during any two (2) hour period of continuous operation.

**Article 43 Union Business**

- 43:01** Leave of absence to attend to Union business may be granted to employees under the following conditions:
- (a) Requests for leave shall be made in writing by the Union by providing the employee with a letter of request. The employee shall submit the letter to their immediate supervisor who shall forward the request to the Employer for approval. The Union will also provide a copy of the written request to the Director of Human Resources;
  - (b) Requests for leave shall be made with reasonable advance notice but not less than three (3) working days and shall be granted only where operational requirements permit. Where special or unusual circumstances prevent compliance with the three (3) working days' notice, the request shall be considered and shall not be unreasonably denied;
  - (c) Where such leave of absence has been granted the Union shall reimburse the college one hundred percent (100%) of the wages paid to such employees during the approved absence.
- 43:02**
- (a) For time spent with the Employer's representatives during negotiations of the Agreement, the Union will be allowed to have no more than two (2) employees present at each bargaining session on a time off with pay basis.
  - (b) Prior to the commencement of negotiations, the Union shall supply the Employer with a list of employee representatives. Dependent upon operational requirements, requested leave for such employees shall not be unreasonably denied.
  - (c) Subject to the mutual agreement of the parties, the total number of employees referred to in both (a) and (b) above may be changed provided any additional employees are on leave without pay or on wage recovery as per Section :01(c).

- 43:03** Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's supervisor.
- 43:04** The Employer agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings, and social events provided the information does not contain anything that is adverse to the interests of the Employer. The Employer shall have the right to refuse to post or remove the posting of any information.

#### **Article 44 Rights of Union Officers**

- 44:01** "Union Officer" means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- 44:02** The Employer recognizes the Union's right to select Union officers to represent employees.
- 44:03** The Union shall determine the number of Union officers and the jurisdiction of each Union officer having regard to the plan of organization, the distribution of employees at the work place, and the administrative structure implied by the grievance procedure.
- 44:04** The Union agrees to provide the Employer with a list of Union officers and any subsequent changes. The Union shall provide appropriate identification for Union officers.
- 44:05** Union officers and employees shall not conduct Union business during their working time.
- 44:06** The duties of the Union officers shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the grievance procedure.
- 44:07** For complaints of an urgent nature, a Union officer shall first obtain the permission of their immediate supervisor before leaving work to investigate such complaint. Such permission shall not be unreasonably sought or

withheld. On resuming their normal duties, the Union officer shall notify their supervisor.

- 44:08** When it is necessary for a Union officer to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the Union officer or employee concerned, provided that each has obtained approval from their supervisor(s) for the time required to deal with the complaint or grievance. On resuming their duties, the Union officer and employee shall notify their supervisor(s).
- 44:09** Notwithstanding Section :05, upon request, a Union representative shall be provided an opportunity to meet with newly hired employees for up to fifteen (15) minutes during regular working hours. The time shall be established by agreement subject to operational requirements and may include a group orientation to facilitate this.
- 44:10** The College agrees to provide the Union with a private secure office space with office furnishings, a telephone and internet access at no cost of the Union.

#### **Article 45 Union Security**

- 45:01** Employees covered by this Agreement, whether members of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the biweekly membership dues determined by the Union. For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the biweekly pay period, following the date the employee is covered under the terms of this Agreement.
- 45:02** The Employer shall forward to the Union the amount of the dues deducted under Section :01 above on a biweekly basis.
- 45:03** The Employer shall provide the Union on a biweekly basis the names of the employees from whose wages dues have been deducted showing opposite each employee's name, the amount of dues deducted for that employee.

- 45:04** The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this article except for any claim or liability arising out of an error committed by the Employer.
- 45:05** Notwithstanding any other provision in this Agreement, the Employer shall, not later than ninety (90) days preceding the expiry date of this Agreement, furnish in written form to the Union the following, by classification groupings:
- (a) The name of each employee;
  - (b) The classification of each employee;
  - (c) The current rate of pay of each employee.

#### **Article 46 Labour/Management Committee**

- 46:01** A joint consultation committee will be established and maintained within the college. The committee shall consist of no more than three (3) representatives of the Employer and three (3) representatives of the Union. The committee shall meet at the request of either party for the purpose of discussing matters of mutual concern, and which either party considers appropriate for discussion by the committee.
- 46:02** The committee may make recommendations to the Union and the Employer with respect to its discussion and conclusions, but it shall not have jurisdiction over wages, or any matter of collective bargaining including the administration of this Agreement. The committee does not have the power to bind either the Union or its members or the Employer to its decisions or conclusions.
- 46:03** **Workload Review Committee**  
**The committee will be made up of three (3) members selected by the union and three (3) members selected by management, and each member shall be appointed for a two (2) year term. Alternate members may be identified in occasions where a member's involvement may**



**create a conflict of interest given the discipline (field of study) being evaluated.**

### **Article 47 Grievance Procedure**

- 47:01** The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.
- 47:02** All grievances shall be sent to the Director of Human Resources. When a grievance cannot be presented in person at any step, it may be transmitted by registered mail, or electronic mail which will be deemed received the next working day.
- 47:03** It is mutually agreed that every effort shall be made to have meaningful discussion and resolve complaints through discussion before a written grievance is initiated. The aggrieved employee shall have the right to have a representative present at such a discussion.
- A grievance is defined as a complaint in writing concerning:
- (a) The application, interpretation, or alleged violation of an article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
  - (b) The dismissal, suspension, demotion, or written reprimand of an employee;
  - (c) A dispute concerning the classification of an employee.
- 47:04** Notwithstanding Section :03, an employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the Grievance Procedure. The decision at Step 2 shall be final for such grievances.
- 47:05** (a) Where a grievance has been initiated and the nature of the grievance is such that it has or potentially could have widespread application affecting a number of employees: and where as a result the Union deems

it impractical that each affected employee grieve separately, the Union shall have the right to present a group grievance on those matters as defined in Section :03(a). A group grievance shall be presented directly to the college president within twenty (20) working days following the date upon which the employee(s) were notified orally or in writing, or on which the employee(s) first became aware of the action giving rise to the grievance.

- (b) Where either party to this Agreement disputes the general application, interpretation or alleged violation of an article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties, either party may initiate a policy grievance. Where such a grievance is initiated by the Union it shall be presented to the college president. Where such a grievance is initiated by the Employer it shall be presented to the President of the Manitoba Government and General Employees' Union. In all cases the grievance shall be presented within twenty (20) working days from the date of the action giving rise to the grievance.
- (c) Where the parties fail to resolve a grievance under Section :05(a) or :05(b), either party may refer the grievance to arbitration. It is agreed and understood that grievances which have been submitted and dealt with as individual grievances may not subsequently be submitted as a policy grievance.
- (d) Notwithstanding Section :07 a grievance filed under Section :05(b) shall not require the signature of an employee.

**47:06** If an employee or the Union fails to initiate or process a grievance within the prescribed time limits, the grievance will be deemed to be abandoned and all rights of recourse to the grievance procedure for that particular grievance shall be at an end. If the Employer fails to reply to a grievance within the prescribed time limits, the employee or the Union may process the grievance to the next step. Either party may request an extension of the time limits

providing such extension is requested prior to the expiry of the time allowed. An extension, if requested, shall not be unreasonably withheld.

- 47:07** Wherever possible, the grievance shall be presented on the union grievance form. A written description of the nature of the grievance and the redress requested shall be sufficiently clear and if the grievance relates to an article of the Agreement, such article shall be so stated in the grievance. The grievance shall be signed by the employee and may be clarified at any step providing its substance is not changed. Except for failure to meet the time limits, a grievance shall not be deemed to be invalid if it is not written on the union grievance form or for failure to quote the article in dispute.
- 47:08** An employee has the right to representation by a Union representative at any step of the Grievance Procedure.

Step 1

- (a) Within twenty (20) working days after the date upon which the employee was notified orally or in writing, or on which the employee first became aware of the action or circumstances giving rise to the grievance, the employee shall present the grievance with the redress requested to the employee's supervisor.
- (b) The supervisor shall sign for receipt of the grievance and if the nature of the grievance is such that the supervisor is authorized to deal with it, the supervisor shall issue a decision in writing to the employee and to the Union within fifteen (15) working days.
- (c) The supervisor may discuss the grievance with the employee and the employee's representative before giving a decision on the grievance.
- (d) If the nature of the grievance is such that a decision cannot be given below a particular level of authority, the supervisor shall forward the grievance to the college President or designate at Step 2 of The grievance procedure and so inform the employee and the Union. The time limits and the procedures of the appropriate step shall then apply.

- (e) Where the immediate supervisor at Step 1 is a Union officer or officer of the Union, the grievance shall automatically be referred by the immediate supervisor to Step 2.
- (f) If the action or circumstances giving rise to the grievance are the result of a decision of the employee's supervisor, the employee may present the grievance to the next level supervisor.

### Step 2

- (a) If the grievance is not resolved satisfactorily at Step 1, the employee shall submit the same grievance and the redress requested to the college president or designate within fifteen (15) working days of the receipt of the decision at Step 1.
- (b) The college president or designate shall sign for receipt of the grievance and issue a decision in writing to the employee and to the Union within fifteen (15) working days of receipt of the grievance.
- (c) For those grievances defined in accordance with Section :03, the college President or designate may hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance. For those grievances concerning unsatisfactory working conditions as defined in Section :04, the college President or designate shall hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance.

**47:09** Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the grievance procedure within twenty (20) working days of the date that the employee became aware of the action.

**47:10** An employee or the Union may withdraw a grievance at any step of the grievance/arbitration procedure by giving written notice to the Employer. An employee may abandon a grievance by not processing it within the prescribed time limits.

**Article 48 Arbitration Procedure**

**48:01** Only those matters set forth below may be submitted to arbitration by the Union or the Employer:

- (a) Grievances concerning the application, interpretation or alleged violation of an article of this Agreement;
- (b) Grievances concerning the application, interpretation or alleged violation of a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
- (c) Grievances concerning dismissal, suspension, demotion or a written reprimand of an employee.

**48:02** The procedure for arbitrating grievances shall be as set forth below.

- (a) Where a difference arises between the parties hereto relating to a subject matter as outlined in Section :01, either of the parties may, within twenty (20) working days from the receipt of the decision at Step 2, notify the other party in writing of its desire to submit the grievance to arbitration. Such notification, when initiated by the Union, shall be made directly to the college President, and shall set forth the issue in dispute for referral to an arbitrator or arbitration board in accordance with Section :02(b) or (c).
- (b) Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in Section :02(a) shall so state.
  - (i) The parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days;
  - (ii) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days, the party initiating the arbitration proceedings may submit the name

of its appointee to the board in accordance with Section :02(c) within ten (10) working days;

- (iii) A single arbitrator shall be considered to be an arbitration board for purposes of this article.
- (c) Where the party initiating the arbitration proceedings wishes to request arbitration by a three person board, the notice referred to in Section :02(a) shall contain the first party's appointee to the arbitration board. The following procedure will then apply:
- (i) The party who receives the notice shall within ten (10) working days of receiving the notice, name an appointee to the arbitration board and notify the other party in writing of such appointee;
  - (ii) The two (2) members of the arbitration board named by the parties shall, within ten (10) working days of the appointment of the second of them, appoint a third member of the arbitration board who shall be the Chairperson thereof;
  - (iii) Should either party fail to appoint a Chairperson as herein provided, then the other party to the dispute may request that the Manitoba Labour Board select a Chairperson;
  - (iv) The Chairperson and one other member are a quorum, but in the absence of a member, the other members shall not proceed unless the absent member has been given reasonable notice of sitting.
- (d) Where the matter is submitted to the arbitration board, the arbitration board shall commence hearings within thirty (30) days of the matter being submitted to the board and shall hear evidence and argument submitted by or on behalf of the parties relevant to the matter submitted and shall make a decision thereon in the form of an award of the arbitration board.
- (e) The arbitration board shall hear and determine the difference or allegations and shall issue a decision, which decision shall be final and

binding and enforceable upon the parties and upon any employee or employees affected by it.

- (f) The arbitration board may summon before it any witnesses and require them to give evidence on oath, orally or in writing, and to produce such documents and evidence as the arbitration board deems requisite to the full investigation and consideration of the matters referred to it.
- (g) The arbitration board shall submit a report on the findings and the decision of the board within fourteen (14) days following the completion of the hearing to the parties.
- (h) Any of the time limits referred to above may be extended by mutual agreement of the parties hereto.
- (i) In the case of a three (3) person arbitration board the decision of the majority shall be the decision of the arbitration board. If there is no majority, the decision of the chairperson shall be the decision of the board.
- (j) The arbitration board shall not have the power to add to, subtract from or modify or alter in any way the provisions of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties.
- (k) The arbitration board shall expressly confine itself to the issue submitted to the board, and shall have no authority to make a decision and/or recommendation on any other issue not so submitted to the board.
- (l) Where the arbitration board determines that an employee has been dismissed or otherwise disciplined by the Employer for just cause, the arbitration board may uphold the discipline or substitute such other remedy as the board deems just and reasonable under the circumstances.
- (m) The expenses incurred by and in respect of an arbitration board shall be paid as follows:

- (i) The parties to the arbitration shall each pay an equal portion of the remuneration and expenses of the chairperson of the arbitration board;
- (ii) Each party to the arbitration shall pay the remuneration and expenses of the member of the arbitration board named or appointed by or on behalf of that party;
- (iii) Each party to the arbitration shall pay the fees and expenses of witnesses called by that party to give evidence before the arbitration board;
- (iv) Each party to the arbitration shall pay the fees and expenses of any counsel appearing before the arbitration board on behalf of that party;
- (v) The parties to the arbitration shall each pay an equal portion of other costs and expenses incurred by the arbitration board in conducting the arbitration.

#### **Article 49 Employee Development**

**49:01** The parties recognize the desirability of ongoing employee development, the purpose of which is to improve services to meet the needs of students and the community. Employee development activities may include activities related to an employee's current position as well as activities for potential career development opportunities with the Employer. In addition, upon the employee's written request, the Employer will create an employee development plan for each employee who requests same.

**49:02** Educational leave policies and practices shall be as set forth from time to time in the college's Policies and Procedures Manual.



## Article 50 Civil Liability

- 50:01** If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by the employee in the performance of their duties, then:
- (a) The employee, upon being served with any legal process, or upon receipt of any action or proceeding as herein before referred to, being commenced against the employee shall advise the college President of any such notification or legal process;
  - (b) The Employer shall pay any damages or costs awarded against any such employee in any such action or proceedings and all legal fees; and/or
  - (c) The Employer shall pay any sum required to be paid by such employee in connection with the settlement of any claim made against such employee if such settlement is approved by the college President before the same is finalized; provided the conduct of the employee which gave rise to the action did not constitute gross negligence of the employee's duty as an employee;
  - (d) Upon the employee notifying the Employer in accordance with paragraph a) above, the Employer and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Employer shall unilaterally appoint counsel. The Employer accepts full responsibility for the conduct of the action and the employee agrees to co-operate fully with appointed counsel.

## Article 51 Employee Files

- 51:01** Upon the written request of an employee, the Employer's personnel file of that employee shall be made available for the employee's full examination. Such examination shall be in the presence of a representative of human resources. The employee has the option to have a representative present.

**51:02** An employee may request a copy of specific documents on the Employer's personnel file of that employee. This provision shall not be unreasonably requested or denied.

### **Article 52 Long Term Disability Income Plan**

**52:01** The parties agree that the Employer shall provide an Employer paid Long Term Disability Income Plan for eligible employees. The regulations governing this plan will be agreed upon in a separate Memorandum of Agreement.

**52:02** Group Life and Employee Health Benefits (including any and all Employer contributions) shall be maintained during any unpaid leave required to satisfy the one-hundred twenty (120) day elimination period or date of initial decision, whichever is later, for the LTD plan.

### **Article 53 Seniority**

**53:01** (a) "Seniority" means the length of service with the college as defined in this article provided such service has not been broken by termination of the employee.

(b) "Seniority" shall also include service with the Province of Manitoba prior to April, 1993 as reflected in the "Transition to Board Governance" Memorandum of Agreement signed by the parties, provided such service has not been broken by termination of the employee.

**53:02** Seniority for service shall include only the following:

- (a) Regular paid time;
- (b) Periods of workers' compensation;
- (c) Periods of maternity leave;
- (d) Periods of adoptive parent leave;

- (e) Periods of parental leave;
- (f) Approved educational leave to a maximum of one year;
- (g) Any sick leave without pay necessary to satisfy the elimination period of the Long Term Disability Plan;
- (h) Leaves without pay to a maximum accumulation of twenty (20) working days in a calendar year.

**53:03** An employee will lose all seniority when the employee:

- (a) Resigns;
- (b) Retires;
- (c) Is dismissed and not reinstated;
- (d) Dies;
- (e) Is permanently laid off;
- (f) Is terminated at the expiry of the employee's term of employment. However, this subsection does not apply to a term employee who has been employed on a full time basis for twenty-four (24) continuous months and who is re-employed within twelve (12) months of the expiration of the employee's term of employment.

**53:04** A seniority list will be prepared by April 1 by the Employer based on service up to and including **the last day of the last pay period** of the previous year. The list will be posted at work locations as determined by the Employer.

**53:05** Seniority lists will be prepared for the following types of employees by classification groupings in order of seniority:

- (a) Regular;
- (b) Term.

**53:06** Grievances concerning the calculation of seniority must be filed at Step 2 of the grievance procedure within twenty (20) working days of the date the employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

#### **Article 54 Instructor Qualifications**

**54:01** Each Instructor shall be required to attain the **Teaching For Learning in Applied Education post-graduate certificate** or an equivalent qualification acceptable to the Employer.

**54:02** It is desirable that **Teaching for Learning in Applied Education** is completed as quickly as **reasonably** possible. Therefore, an Instructor shall complete at least six (6) credit hours towards **the post-graduate certificate in** each academic year.

- (a) Where an Instructor has no assigned contact hours and subject to the approval of the Employer, where operational requirements permit, the Instructor may complete one or more courses towards accreditation during the period Monday to Friday, during an Instructor's normal hours of work.
- (b) An Instructor completing the **Teaching for Learning in Applied Education** shall be eligible for one increment step increase within the pay range effective the first **day of the** biweekly pay period of the month following attainment as reflected in the Instructor's transcript. The Instructor's eligibility for relevant increments at the next anniversary date will not change as a result of the foregoing.
- (c) The tuition waiver for **Teaching for Learning in Applied Education** courses will be in effect for instructors.

## Article 55 Off Campus Assignments

- 55:01** Where an Instructor is assigned instructional duties and responsibilities off campus such that the Instructor is unable to return to their normal residence at the end of a work day and must therefore reside temporarily in another location, the Instructor shall be provided reasonable notice of such assignment.
- 55:02** An employee who accepts relocation as a result of program decentralization shall be entitled to the following:
- (a) Where the program is moved permanently to a location which requires relocation of the employee, the college Policy on Employee Relocation Expenses shall apply.
  - (b) Where the location of the program is to be temporary (one full academic year or less), the employee shall be deemed to be in travel status and the following conditions shall apply:
    - (i) The employee shall receive a temporary relocation allowance equivalent to two (2) weeks' salary;
    - (ii) The employee shall be entitled to accommodations in accordance with Appendix F;
    - (iii) The employee shall receive the applicable meal allowances and other expenses as per Appendix F;
    - (iv) Prior to being committed to accepting the assignments, the employee shall be entitled to one (1) pre-location trip to the community, including transportation, meals and accommodation expenses, for the purpose of reviewing the accommodation and educational facilities;
    - (v) Upon accepting the assignment, the employee, in addition to the initial paid relocation trip and final return trip, shall be entitled to further paid return trips to their permanent residence a minimum of

eight (8) weeks or major portion thereof. Where possible, the teaching assignments shall be scheduled in such a manner as to allow the paid travel to occur on normal working days;

- (vi) The employee shall retain remoteness allowance applicable to the location of their permanent residence;
- (vii) Additional miscellaneous expenses may be claimed, with the approval of the college President or designate.

**55:03** Where an employee is assigned to travel away from their normal work location and, with the prior approval of the Employer, travel time is required outside of the normal hours of work, the travel time will be compensated at applicable overtime rates.

#### **Article 56 Shift Premium**

**56:01** An employee required to work a shift where half or more of the hours are worked between 6:00 p.m. and 6:00 a.m. shall receive a shift premium of one dollar and fifty cents (\$1.50) per hour or portion thereof.

**56:02** An employee required to work a full shift of overtime on their day of rest or as a result of a call out shall receive the shift premium if half or more of the hours worked are between 6:00 p.m. and 6:00 a.m. An employee shall not receive shift premium for overtime shifts that are contiguous to their regular working hours.

**56:03** The shift premium shall not be included in the calculation of overtime payments, superannuation, group insurance, sick leave payments, vacation pay or any other employee benefits.

#### **Article 57 Standby**

**57:01** An employee, who has been designated by the Employer or authorized supervisor to be available on standby during off duty hours on a regular working day, shall be entitled to:

(a) A payment of **thirty dollars (\$30.00)** for each eight (8) hour period.

**57:02** For standby on a day of rest or on a paid holiday that is not a working day:

(a) A payment of **thirty-six dollars (\$36.00)** for each eight (8) hour period.

**57:03** To be eligible for standby payment, an employee designated for standby duty must be available during the period of standby at a known telephone number or by another method of communication as mutually agreed between the supervisor and the employee, and must be available to return for duty as quickly as possible if called.

**57:04** The standby payment includes the responsibility to respond to phone calls and other forms of electronic communication which do not include a return to work. If such calls individually or in total exceed one-half ( $\frac{1}{2}$ ) hour, the employee is entitled to claim overtime for the period beyond one-half ( $\frac{1}{2}$ ) hour at the applicable overtime rate. The provisions respecting minimum call-out do not apply in these circumstances.

**57:05** An employee on standby who is called back to work shall be compensated in accordance with call-out provisions of the applicable Overtime Article in addition to standby pay.

### **Article 58 Academic Coordinator's Allowance**

**58:01** Academic Coordinators means those Instructors who are designated in writing by the Employer as coordinators of academic programs and receive an allowance in recognition of duties that may include administration and coordination of these programs and may include supervision of other staff.

**58:02** (a) Effective June 30, 2012, where an Instructor is designated by the Employer as an Academic Coordinator, the Academic Coordinator shall be paid an allowance of two-thousand nine hundred dollars (\$2,900) per annum.

(b) Where an Academic Coordinator is designated to be responsible for the supervision of other staff, a supervisory allowance per staff member supervised, will be:

- (i) \$196.30 per annum (\$7.55 biweekly) to a maximum of \$2,355.60 per annum (\$90.60) biweekly;

**58:03** Where an Instructor serves the Employer with written notice requesting that they not be designated as an Academic Coordinator the Employer shall make every reasonable effort to accommodate the request. Normally, the Instructor will not be required to resume the responsibilities of Academic Coordinator for a period longer than ninety (90) days following the date the Employer received such notice.

**58:04** The Employer may designate an Instructor as an Academic Coordinator where necessary due to operational requirements such as program accreditation standards.

**58:05** Notwithstanding Article 62:05(j), an Instructor who is designated as an Academic Coordinator for the full academic year will have an annual contact hour threshold of four-hundred sixty (460) hours.

An Instructor who is designated as an Academic Coordinator for part of the academic year will have an annual contact hour threshold that is prorated based on the period the Instructor was designated as an Academic Coordinator and the period the Instructor was not designated as an Academic Coordinator.

**58:06** **Where operationally feasible, an expression of interest may be circulated to instructors within the department prior to assigning Academic Coordinator responsibilities to an instructor on a full-time basis.**



## **Article 59 Acting Status**

- 59:01** Where the Employer directs an employee employed in one position to temporarily take over the duties and responsibilities of another position having a higher grade of pay, and provided the employee takes over and continues to perform for five (5) or more consecutive working days the duties and responsibilities of that position, the employee shall be appointed temporarily to that position with acting status and shall be paid at the rate of pay for that position from the date of taking over the duties and responsibilities of that position until the temporary appointment is revoked; and upon the temporary appointment being revoked shall, unless the employee is appointed or promoted to another position, revert to their original position and be paid at the rate of pay for their original position that the employee would be paid if the employee had never held the temporary appointment.
- 59:02** For the purpose of interpretation of this Article, the duties and responsibilities under this article means the duties and responsibilities that would have been performed by the incumbent during the period in which the incumbent had been replaced.
- 59:03** The Employer will inform the Union when an employee is placed in acting status for longer than six (6) months via a semi-annual report.

## **Article 60 Job Sharing**

- 60:01** The Employer and the Union agree as follows:
- (a) Job sharing is an alternative work arrangement whereby the duties and responsibilities of a full-time position may be restructured in a manner that would accommodate the employment of two (2) or more employees on a part-time basis;
  - (b) The Employer will inform the Union of any new job share arrangements within the bargaining unit at the time the job share is initiated.

### **Article 61 Weekend Premium**

- 61:01** An employee shall receive one dollar (\$1.00) per hour for all regular hours of work or portions thereof on a Saturday or Sunday.
- 61:02** An employee who works overtime will only be eligible for weekend premium if the employee is replacing another employee who would have received the weekend premium if the employee being replaced had worked.
- 61:03** The weekend premium shall not be included in the calculation of overtime payments, superannuation, group life insurance, sick leave payments, vacation pay, or any other employee benefits.

### **Article 62 Hours of Work**

- 62:01** All employees shall come within one (1) of the following categories of hours of work:
- (a) Category (A) - seventy-two and one-half (72½) hours of work biweekly;
  - (b) Category (B) - eighty (80) hours of work biweekly;
  - (c) Category (C) - Instructors.
- 62:02** All employees within this Agreement shall come within Category (A) except for employees classified as Instructors, shall be categorized as Category (C) employees, and employees in the following classifications who shall be categorized as Category (B) employees:
- Building Service Supervisor
  - Building Service Worker 1-3
  - Cook 1-3
  - Gardener 1-4
  - Maintenance Assistant
  - Nurse 1-3
  - Security Officer 1-2
  - Service Worker 1-4

**62:03 Category (A)**

- (a) The regular work day shall be seven and one-quarter (7 ¼) hours exclusive of the forty-five (45) minute meal break and the regular work week five (5) consecutive days, Monday to Friday between 8:00 a.m. and 5:00 p.m., unless the work schedule is modified to provide for a flexible workday or work week, to a maximum of ten (10) hours per day exclusive of meal periods, on the understanding that the biweekly hours of work set out in Article 62:01 are maintained. All hours worked beyond the scheduled daily or biweekly hours are subject to the overtime provisions set out in Article 63.
- (b) Based on the needs of students or other operational requirements, the Employer may assign flexible work assignments. The Employer shall assign hours in the following order:
  - (i) Previously hired to work these hours;
  - (ii) Employee volunteers;
  - (iii) Assigned in reverse order of seniority.
- (c) Flexible work arrangements may be requested by the employee. Such requests shall not be unreasonably denied, subject to operational requirements.
- (d) Any change to the regular work day or work week arrangement shall be copied to the Union. A notice period of not less than ninety (90) days shall be provided in writing to the Union and the affected employee(s) for any change in the regular work day or work week arrangements. The notice period may be shortened or waived by mutual agreement between the Employer and the employee(s). The employee(s) has a right to Union representation.
- (e) Any variations to a work day where the hours of work exceed ten (10) hours per day shall only be instituted with the mutual consent of both parties.

- (f) Workload Review
- (i) An employee who believes a review of their workload is warranted shall meet to discuss the concern with their immediate supervisor and if the concern is deemed valid, to identify possible methods to resolve the concern.
  - (ii) In the event that a resolution cannot be reached, the employee may refer the concern in writing to the next level manager. The decision, in writing, shall be provided to the employee within five (5) working days.
  - (iii) An employee who is dissatisfied with the decision in Article 62:03(f)(ii) may grieve the decision at Step 2 of the grievance procedure within five (5) working days from the date the employee received the decision. The college President or designate shall hold a hearing to discuss the grievance with the employee and the employee's representative. The decision at Step 2 shall be final for such grievances.

**62:04 Category (B)**

- (a) The regular work day shall be eight (8) hours and the regular work week five (5) consecutive days unless the work schedule is modified to provide for a flexible workday or work week, to a maximum of ten (10) hours per day exclusive of meal periods\*, on the understanding that the biweekly hours of work set out in Article 62:01 are maintained. All hours worked beyond the scheduled daily or biweekly hours are subject to the overtime provisions set out in Article 63.
- (b) Based on the needs of students or other operational requirements; the Employer may assign flexible work assignments. The Employer shall assign hours in the following order:
  - (i) Previously hired to work these hours;
  - (ii) Employee volunteers;

- (iii) Assigned in reverse order of seniority.
- (c) Flexible work arrangements may be requested by the employee. Such requests shall not be unreasonably denied, subject to operational requirements.
- (d) Any change to the regular work day or work week arrangement shall be copied to the Union. A notice period of not less than ninety (90) days shall be provided in writing to the Union and the affected employee(s) for any change in the regular work day or work week arrangements. The notice period may be shortened or waived by mutual agreement between the Employer and the employee(s). The employee(s) has a right to Union representation.
- (e) Any variations to a work day where the hours of work exceed ten (10) hours per day shall only be instituted with the mutual consent of both parties.

\*Meal period inclusive:

- Maintenance Engineer
- Security Officer
- Security Supervisor

(f) Workload Review

- (i) An employee who believes a review of their workload is warranted shall meet to discuss the concern with their immediate supervisor and if the concern is deemed valid, to identify possible methods to resolve the concern.
- (ii) In the event that a resolution cannot be reached, the employee may refer the concern in writing to the next level manager. The decision, in writing, shall be provided to the employee within five (5) working days.

- (iii) An employee who is dissatisfied with the decision in Article 64:03(f)(ii) may grieve the decision at Step 2 of the grievance procedure within five (5) working days from the date the employee received the decision. The college President or designate shall hold a hearing to discuss the grievance with the employee and the employee's representative. The decision at Step 2 shall be final for such grievances.

**62:05 Category (C)**

The academic year for Instructors shall be the period September 1 to August 31.

- (a) The parties recognize that the workload of an Instructor includes but is not limited to the following in various proportions:

- Curriculum development;
- Assigned contact hours;
- Course/lesson preparation (new, revised or repeated);
- Evaluation (including marking, grading of oral presentations and other forms of student assessment);
- Student supervision (number of students);
- Student consultation;
- Committee work;
- Applied research;
- Other professional duties related to instruction.

While the pattern of these duties may vary among disciplines and individual Instructors, they constitute the principal obligations of an Instructor during the academic year.

- (b) An Instructor's workload may also be influenced by other factors including but not limited to:

- Multi-campus assignments;
- Method of delivery;
- Student accommodation requirements;
- Approved professional development.

- (c) Normally, prior to the commencement of the academic year, the chair shall determine workload within their area and for the individual Instructors within the area. The workload assigned to individual Instructors shall be appropriate and reasonable for the discipline concerned, taking into account the various duties and factors set out in Section :05(a) and(b) hereof. The workload assigned to each Instructor shall be determined following consultation with the Instructor including a consideration of the Instructor's qualifications and course preferences. The workload shall be reasonable and fair. Each Instructor shall receive their workload assignment in writing by May 31 for the fall term and with six (6) weeks prior notification for any subsequent start date. The workload assignment may be modified in the event of unforeseen circumstances.

Unless mandated by an accrediting body or professional organization the Instructor(s), subject to the review of the chair, shall choose the course materials, method of presentation and evaluation for each subject assigned.

Curriculum developed by another institution and purchased for use by the college shall be delivered by Instructors within this college unless otherwise mutually agreed with the Union. It is understood that programs delivered in partnership with another organization may be delivered by Instructors from that organization and the college. No Instructor shall be laid off as a result of purchased courses or programs delivered in partnership.

- (d) An Instructor shall carry out the responsibilities for teaching with fair and ethical dealing with students, taking care to inform students adequately regarding course format, assignments, and methods of evaluation, to maintain teaching schedules in all but exceptional circumstances, to inform students adequately of any necessary cancellation and rescheduling of instruction, and to adhere to the schedules for the submission of grades and evaluations and to act in

conformity with the Senior Academic Committee. Instructors shall exercise with discretion their responsibility to maintain order and safety in the classroom and in the laboratory, and to evict disrupters and /or those persons who pose a threat to themselves or to others.

(e) Appeal procedure

- (i) An Instructor who wishes a review of their workload **should first speak to their Chair before proceeding to an appeal, if no satisfaction is received from this discussion, then proceed to the Workload Review Committee.**
- (ii) **Workload Review Committee - an Instructor who wishes a review of their workload shall apply to the Workload Review Committee for review of their assignment providing justification for their position, within five (5) working days of receiving the assignment from their Chair. The Workload Review Committee shall review the assignment and render a decision in writing within fifteen (15) working days of receipt of the request for review.**
- (iii) **An Instructor who is dissatisfied with the decision of the Workload Review Committee, may submit an appeal to their Dean, or designate, within five (5) working days of receipt of the Workload Review Committee's decision and the Dean or designate, shall render their decision within five (5) working days or receipt of the appeal.**
- (iv) **An employee who is dissatisfied with the decision of the Dean or designate may grieve the decision at Step 2 of the grievance procedure within five (5) working days from the date the employee received the decision of the Dean. The college President or designate shall hold a hearing to discuss the grievance with the employee and the employee's representative. The decision at Step 2 shall be final for such grievances.**



- (v) **The time limits may be extended by mutual agreement between the parties.**
- (f) A contact hour is a period of sixty (60) minutes or less of assigned responsibilities with a class including (but not limited to) exam invigilation, clinical, practicum supervision, worksite visitations, and assisted supervision. Where responsibilities with a class are assigned beyond one (1) hour, the contact shall be calculated hourly using the actual assigned time, rounded up to the nearest one-half ( $\frac{1}{2}$ ) hour.
- (g) Except as provided for in Article 62:05(h), Instructors may be assigned contact hours during an eight (8) consecutive hour period between 8:00 a.m. and 6:00 p.m. Monday through Friday. During this period Instructors are entitled to a one (1) hour meal break no later than four (4) hours after start of shift. Instructors are expected to make themselves reasonably available during non-contact time for student consultation and other duties as described in Article 62:05(a).
- (h) The parties recognize that some instructional programs must be conducted after 6:00 p.m. or on weekends. The parties agree as follows:
- (i) For those instructional programs offered after 6:00 p.m. or on weekends for which a new Instructor has been specifically hired, the Employer may assign the Instructor hours beyond 6:00 p.m. or on weekends provided eight (8) consecutive hours is not exceeded;
  - (ii) For those non-evening school programs that traditionally have operated beyond 6:00 p.m., the Employer may assign the Instructor hours beyond 6:00 p.m. provided eight (8) consecutive hours is not exceeded;
  - (iii) Where operational requirements require that an Instructor be assigned hours beyond 6:00 p.m. or on weekends, the Employer, after consultation with the Union may assign such hours provided eight (8) consecutive hours is not exceeded. Such hours shall be assigned as follows:

- (A) Volunteers who meet the qualifications are able to perform the duties starting with the most senior Instructor;
  - (B) Assigned by reverse seniority to Instructor(s) who meet the qualification and are able to perform the duties.
- (iv) There shall be a minimum fourteen (14) hour break between the end of the last assignment and the start of the first assignment the following day.
- (v) A notice period of not less than ninety (90) days shall be provided in writing to the Union and the affected Instructor(s) for any change in the regular work day or work week arrangements. The notice period may be shortened or waived by mutual agreement between the Employer and the Instructor(s). The Instructor(s) has a right to Union representation.
- (i) When an Instructor in a health care program is assigned to oversee student practicums, the Instructor may work up to three (3) twelve (12) hour shifts during the course of a work week and the Instructor will be considered to have met the requirements of Article 62:04(g).
- Where an Instructor has worked two (2) twelve (12) hour shifts, the Instructor will receive one (1) day compensatory time. Where an Instructor has worked one (1) twelve (12) hour shift, the Instructor will receive one-half ( $\frac{1}{2}$ ) day compensatory time. This compensatory time will be taken with mutual agreement within two (2) weeks of the time worked. Where mutual agreement is not achieved, the Employer will schedule time.
- (j) An Instructor shall be eligible for payment at overtime rate for any and all contact hours in excess of 800 in an academic year.
- (k) Payment under Section :05(j) will be at a rate of one and one-half times ( $1\frac{1}{2}x$ ) the Instructor's hourly rate as set out in the Salary Schedules.

Such pay shall not be subject to superannuation or group life insurance deductions, nor will vacation credits accrue.

- (l) Where, because of the nature of the course and/or at the discretion of the Employer, an Instructor is required to instruct beyond two hundred (200) working days in any one (1) academic year, such Instructor shall be granted equivalent compensatory time off in lieu, or shall be paid for such additional instructional time at their normal rate of pay. Such pay shall not be subject to superannuation or group life insurance deductions, nor will vacation credits accrue. An Instructor who is eligible for payment under Section (i) hereof will not be eligible for compensation under this Article.
- (m) (i) The workload of part-time Instructors shall normally consist of assigned contact hours and the other duties in accordance with Article 62:05(a) and may be subject to the other influencing factors in accordance with Article 62:05(e).
- (ii) Part-time Instructors shall be advised of their assigned teaching schedule and the number of hours for which they shall be paid as compensation in a biweekly period.
- (iii) The principles of reasonableness and fairness referenced in Article 62:05(c) shall apply to the assignment of workload and resulting compensation for part-time Instructors. A part-time Instructor may appeal assigned workload and/or resulting compensation (excluding the hourly rate of pay and benefits) in accordance with Article 62:05(d).
- (n) Individual sections of a course will not be shared across more than one (1) Instructor for the purpose of complying with Article 62:05(j).

**62:06** Assignment of contact hours shall be fairly and equitably rotated amongst those Instructors in the department that are qualified to instruct the course offerings.

**62:07** Employees will be entitled to two (2) rest periods of fifteen (15) minutes each per day at such time as may be specified by the employee's immediate supervisor.

### **Article 63 Overtime**

**63:01** The Employer may require employees to work overtime.

**63:02** Notwithstanding Article 63:01, all overtime work shall be distributed equitably amongst employees who volunteer for overtime work and are able to perform the required duties.

**63:03** An employee who is required to work overtime on their regular work day shall receive compensation at time and one-half ( $1\frac{1}{2}x$ ) for all overtime worked.

**63:04** An employee who is required to work on their first day of rest shall receive compensation at time and one-half ( $1\frac{1}{2}x$ ) for the first four (4) hours and double time ( $2x$ ) thereafter.

**63:05** An employee who is required to work on their second day of rest shall receive compensation at double time ( $2x$ ) for all time worked. Second in this context means the second day of rest in the employee's work week.

**63:06** An employee in the classification of Duplicating Equipment Operator 1-4, or Psychologist 1, or whose hours of work are determined in Category (B) of Article 62:04, and who is required to work on their day(s) of rest is entitled to compensation at double time ( $2x$ ) for all time worked.

**63:07** An employee, if called out or scheduled to work additional hours, shall receive for the work a minimum payment equivalent to three (3) hours at the applicable overtime rate provided that the period of overtime worked by the employee is not contiguous to their scheduled working hours. A meal break shall not be regarded as affecting contiguity.

- 63:08** At the employee's option, overtime shall be compensated by paying the employee for all time worked at the applicable rate or by granting the employee equivalent time off in lieu thereof.
- 63:09** All time off in lieu thereof shall be granted at a time mutually agreeable to the employee and the Employer.
- 63:10** Where an employee has chosen to receive time off in lieu, arrangements in respect thereof shall be completed to the mutual satisfaction of the employee and the Employer within sixty (60) calendar days following the end of the biweekly pay period in which the overtime was worked. Where mutual agreement has not been reached within this sixty (60) day period, the employee shall receive payment based on the rate at which they were being paid when the overtime was worked. **For further clarity, the time off in lieu can be taken beyond the sixty (60) calendar days as long as an agreement is in place within sixty (60) calendar days.**
- 63:11** Notwithstanding the foregoing provisions, part-time employees will only be entitled to overtime compensation when they are required to work beyond their daily or weekly hours of work as prescribed in Article 62 - Hours of Work.

#### **Article 64 Court Leave**

- 64:01** An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence and all jury or witness fees received by the employee shall be remitted to the Employer.

#### **Article 65 Deferred Salary Leave Plan**

- 65:01** The terms and conditions of the Deferred Salary Leave Plan (DSLPL) will apply to all employees. Employees may apply to the Employer to elect to

defer salary to be paid during a period of leave of absence, in accordance with the provisions outlined in the DSLP.

- 65:02** The implementation of the DSLP will become effective the first biweekly pay period following the date of notice of a positive tax ruling from Canada Customs and Revenue Agency.

### **Article 66 Work At Home**

- 66:01** Work at home arrangements shall be voluntary and may be terminated by either party with thirty (30) days' notice.
- 66:02** The Employer shall supply the necessary equipment and supplies to employees working at home and shall be responsible for the insurance and maintenance costs of such equipment.
- 66:03** Working at home shall not affect the employment status of any employee.
- 66:04** All provisions of the Agreement apply to work at home arrangements except as otherwise agreed by the parties to the Collective Agreement.
- 66:05** Work at home arrangements refer to work performed at an employee's home during regular work hours. The provisions of this article refer to long term arrangements only.
- 66:06** The Employer reserves the right to attend at the employee's home with reasonable notice to inspect and repair the Employer's equipment as necessary.
- 66:07** A joint committee will be established to review specific work at home issues not covered by these provisions.

### **Article 67 Military Leave**

- 67:01** Military leave of absence without pay may be granted to any employee who is inducted or who enlists in lieu of induction in any branch of the Canadian Armed Forces. Military leave may be granted for the purpose of fulfilling

commitments to any reserve component of the Canadian Armed Forces. Where possible, reasonable notice shall be provided to the Employer. Upon return from such leave, the employee shall be placed at the same step on the salary schedule that they would have been had they worked in the college during such period.

### **Article 68 Professional Fees**

**68:01** The Employer shall provide seventy-five percent (75%) reimbursement for professional licensing and professional fees to those employees who are required to maintain such designations as a condition of employment.

### **Article 69 Market Supplements**

- 69:01** (a) Where there is a requirement to pay a position at a higher rate of pay than what is provided for in the Salary Schedule, the parties agree to negotiate a market supplement. New supplements or changes to amounts of supplements will be managed through collective bargaining or with ninety (90) days' notice by either party to negotiate a supplement. Any resulting changes or new supplements will be subject to the mutual agreement of the parties.
- (b) Market supplements will be paid on a time limited basis for up to a maximum of five (5) years, unless otherwise mutually agreed between the parties.

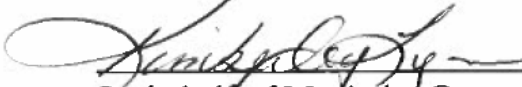
IN WITNESS WHEREOF representatives of Assiniboine Community College have hereunto set their hand for, and on behalf of, Assiniboine Community College; and representatives of Manitoba Government and General Employees' Union, have hereunto set their hand for, and on behalf of, Manitoba Government and General Employees' Union.

Signed this 28 day of September, 2023.

  
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On behalf of Assiniboine Community College

  
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On behalf of Manitoba Government and General Employees' Union

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On behalf of Assiniboine Community College

  
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On behalf of Manitoba Government and General Employees' Union



## **Appendix “A” - Exclusions from the Terms of the Agreement**

The bargaining unit shall comprise all employees as defined in this Agreement except those employees in positions mutually agreed to between the parties as managerial and/or confidential exclusions.

Guidelines to be considered in negotiating exclusions shall be:

1. Positions and incumbents employed for the primary purpose of exercising executive management functions;
2. Positions and incumbents employed in a confidential capacity in matters relating to labour relations.

The exclusions of incumbents of new positions established by the college shall be determined by mutual agreement unless the position is excluded from the Agreement by a ruling of the Manitoba Labour Board.

### **Positions Excluded From the Agreement**

Excluded Positions	Present Incumbents
Administrative Assistants	Human Resources
	Board Secretary
	Executive Assistant, Presidents Office
Academic Chairs	Chairs, Human Services Programs, ECE
	Chair, Business Programs
	Chair, Agriculture & Environment
	Chair. MICA & Field to Fork Initiatives
	Chair, <b>Continuing Studies (Vacant)</b>
	Chair Human Services, Public Safety
	Chair, Trades Programs, Construction
	Chair, Trades Program, Mechanical
	Chair, Media and Office Technologies
	<b>Chairs, Practical Nursing Programs, CHCA</b>
	<b>Chair, Manufacturing and Agricultural Processing Technologies (Vacant)</b>

Excluded Positions	Present Incumbents
Chief Financial Officer	Chief Financial Officer
Chief Information Officer	Chief Information Officer
Deans	Dean, School of Agriculture & Environment
	Dean, School of Health & Human Services
	Dean, School of Business, Technology & Office Programs
	Dean, School of Trades
	<b>Dean, Community Development</b>
	<b>Dean, School of Nursing</b>
	Associate Dean, School of <b>Nursing</b>
Directors	Director, Advancement & External Relations
	Director, Human Resources
	Director, Parkland Campus
	Director Facilities
	<b>Director, Integrated Planning</b>
	<b>Director, Capital Projects</b>
	<b>Director, Communications &amp; Marketing</b>
Human Resource Advisors	HR Advisor <b>Staffing Advisor</b> Respectful College Coordinator
Manager	Managers, Finance & Budgets <b>Manager, Health, Safety &amp; Building Operations</b> <b>Manager, Community Development</b> <b>Manager, International</b> <b>Project Managers</b> <b>Manager, Security</b>
President	President & CEO
Registrar	Registrar, Admissions & Registration
Vice-Presidents	VP Academic
	VP Enrollment
	<b>VP Advancement</b>

## Appendix “B” - Remoteness Allowance

The parties agree to increase the remoteness allowance by the negotiated General Pay Increase in each year of the new Collective Agreement.

- 1:01** Remoteness Allowances shall be paid to employees subject to the eligibility criteria and conditions laid down in this Article.
- 1:02** Eligibility Claim: A notarized eligibility claim, in a standard format to be determined by the Employer in accordance with the provisions of the Article for the payment of dependent’s or single rate of allowances shall be submitted to the Employer when first requesting the allowance, and renewed not less frequently than annually thereafter, normally prior to the fiscal year or where any change in dependents claimed arises.
- 1:03** Single or Dependent’s Allowance: Subject to Section :05, the single allowance will be paid to employees that have established a residence and maintain a home in a location designated as a remote location and who are eligible for the payment of a remoteness allowance. Claims for dependent’s allowance will be subject to Sections :04 and :05 and to the following criteria and conditions:
- The employee shall be supporting one or more dependents where a dependent includes:
    - A marital partner living with and dependent on the employee for main and continuing support;
    - An unmarried child under 18 years of age;
    - An unmarried child over 18 years but under 21 years if in full time attendance at school or university or similar educational institution;
    - An unmarried child of any age if physically incapable or mentally disturbed provided such a child is dependent on the employee for support.
- 1:04** There is a presumption of marriage evidenced by co-habitation. If a marriage contract is not in existence, a common-law arrangement between the marital

partners must have been in existence for at least one year prior to the application for dependent's rate.

- 1:05** Where both marital partners are employees of the college to which remoteness allowances apply, but subject to Section :06 that follows, the dependent rate shall be paid to one partner only and the other partner will not receive either the dependent or single rate of remoteness allowance. Such remoteness allowance will be pro-rated as per Section :08 for part-time employees.
- 1:06** Where both marital partners are employees of the college to which remoteness allowances apply, the dependent rate will be paid to the permanent employee, if the other partner is temporary or departmental, or the first employee to be hired on a permanent basis, otherwise to the first employee hired. Where specially requested by both employees in writing, the dependent's rate may be divided and equal amounts (to the nearest cent) paid to each employee. Such remoteness allowance will be pro-rated as per Section :08 for part-time employees.
- 1:07** Locations and Residence  
The remoteness allowance applicable to the location at which the employee has established their residence and maintains a family home is normally that which prevails; since the residence would be within normal daily travel distance to the employee's headquarters. Where there is doubt as to whether the employee's residence is established in relation to their headquarters the location for remoteness allowance shall be determined by the Employer. Where there is no community in relation to which the employee has a residence, for which an allowance can be established, the nearest community to the designated employee's workplace shall be considered to be the location for the allowance.
- 1:08** Payment of remoteness Allowances  
Remoteness allowances are to be determined separately from hourly wage rates.

For part-time employees, remoteness allowances are to be considered on a daily basis, i.e. one-tenth ( $1/10$ ) of the bi-weekly rate, up to the maximum amount for the bi-weekly period, for the following conditions:

- (a) For each day the employee is at work, provided the employee worked one-half ( $1/2$ ) or greater of the normal working hours, i.e. seven and one-quarter ( $7\frac{1}{4}$ ) or eight (8) hours in any one day; or
- (b) For each day that the employee is recognized as being on standby.

Section 1:08(a) and (b) will apply to part-time employees on staff as of the date of signing this Agreement. For all other part-time employees, remoteness allowances will be pro-rated based on the number of hours an employee works. Example: if an employee works fifty percent (50%) of the hours of a full-time employee, the employee will receive fifty percent (50%) of the remoteness allowance.

For full-time employees, remoteness allowances are to be determined separately from hourly wage rates. Remoteness allowances are to be considered on a daily basis, i.e.  $1/10$  of the biweekly rate, up to the maximum amount for the biweekly period, for the following conditions:

- For each day the employee is at work irrespective of the number of hours worked; or
- For each day the employee is recognized as being on standby.

#### **1:09** Limitations

The remoteness allowances for the various communities, for single or dependents as indicated, represent a maximum bi-weekly allowance relative to paid employment. They are payable during paid holidays and vacations taken during continued employment, during authorized paid sickness leave during continued employment, and as limited in Section :08 above for hourly-rated employees. They are not payable during periods of absence without pay. They are not included as part of regular earnings.

**1:10** Rates

The biweekly remoteness allowances relative to each location at single and dependent's rate are shown in Section :15 hereto. Communities in an eligible area for which no allowance has been established may be added to the list by mutual agreement of the parties.

**1:11** Geographic Eligibility

No location will be included for remoteness allowance that is 250 kilometres or less from the centre of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of 65 kilometres or more by the most direct road to a provincial trunk highway or paved provincial road, and the aggregate distance to the highway or paved road and thence to Winnipeg or Brandon totals 200 or more kilometres. No location having road access and situated south of the 53<sup>rd</sup> parallel of latitude will be included unless the criterion concerning off-highway access was met.

**1:12** Bunk-houses or Similar Accommodations

- (a) In areas where a remoteness allowance has been established, or can be established in relation to a specific community, where employees are provided with living quarters but are not provided board, such employees shall receive twenty-five percent (25%) of the remoteness allowance applicable to that community. In lieu of the twenty-five percent (25%) of the remoteness allowance, employees in the listed locations will receive the following:

	<b>Jun 17/23</b>	<b>Jun 15/24</b>
Bisset	<b>\$29.48</b>	<b>\$30.07</b>
God's Lake Narrows	<b>\$62.79</b>	<b>\$64.05</b>
Island Lake	<b>\$60.66</b>	<b>\$61.87</b>
Norway House	<b>\$52.31</b>	<b>\$53.36</b>

**The parties agree to increase bunkhouse rates by the negotiated General Pay Increase in each year of a new Collective Agreement.**

- (b) Where such employees are to be stationed under such conditions in a remote location on a semi-permanent basis (i.e. for a period of three [3] months or more), they shall receive in addition twenty-five percent (25%) of the remoteness allowance applicable to that community.
- (c) The rates shall be based on the community closest to the location where accommodation is supplied.
- (d) Employees stationed in a remote area who are provided with room and board shall not receive any form of living or remoteness Allowance.

**1:13** No Duplication of Allowance by Reason of Retroactivity

Any person hitherto entitled to receive an allowance under provisions replaced hereby, in respect of the period during which those provisions were in force and effect, shall be entitled to receive hereunder only the difference, if any, between what the employee was entitled to receive under those provisions and what the employee is entitled to receive hereunder.

**1:14** A full time employee eligible for remoteness allowance as provided in this appendix, shall be eligible, in each fiscal year to receive up to a maximum of 2 days travel time without loss of regular pay.

**1:15** Biweekly Remoteness Allowances

The Parties agree to increase the remoteness allowance by the negotiated General Pay Increase in each year of the new Collective Agreement.

## Biweekly Remoteness Allowances

LOCATION	June 17, 2023		June 15, 2024	
	Dependent	Single	Dependent	Single
Berens River	312.00	178.89	318.24	182.47
Bissett	206.96	121.60	211.10	124.03
Bloodvein River	316.65	181.88	322.98	185.52
Brochet	372.68	214.60	380.13	218.89
Churchill	301.27	182.79	307.30	186.45
Cormorant	175.90	112.17	179.42	114.41
Cranberry Portage	150.72	94.98	153.73	96.88
Crane River	185.69	134.92	189.40	137.62
Cross Lake	335.45	193.93	342.16	197.81
Dauphin River (Anama Bay)	208.11	147.67	212.27	150.62
Easterville	153.91	97.14	156.99	99.08
Flin Flon	130.43	81.13	133.04	82.75
Gillam	268.01	162.17	273.37	165.41
God's Lake Narrows	369.65	212.52	377.04	216.77
Gods River	374.44	215.78	381.93	220.10
Grand Rapids	149.63	92.48	152.62	94.33
Ilford	400.41	229.23	408.42	233.81
Island Lake/Garden Hill	344.38	196.73	351.27	200.66
JenPeg	244.59	146.22	249.48	149.14
Lac Brochet	406.14	232.97	414.26	237.63
Leaf Rapids	206.90	128.40	211.04	130.97
Little Grand Rapids	331.91	188.22	338.55	191.98
Lynn Lake	213.65	129.37	217.92	131.96
Manigotagan	206.96	122.38	211.10	124.83
Matheson Island	211.03	150.26	215.25	153.27
Moose Lake	223.45	138.13	227.92	140.89
Negginan/Poplar River	317.23	182.44	323.57	186.09
Nelson House	228.41	139.46	232.98	142.25
Norway House	298.39	170.60	304.36	174.01
Oxford House	362.61	207.44	369.86	211.59



Pikwitonei	292.51	175.19	298.36	178.69
Pukatawagan	241.06	148.06	245.88	151.02
Red Sucker Lake	367.75	210.93	375.11	215.15
St. Theresa Point	344.38	196.73	351.27	200.66
Shamattawa	393.57	228.51	401.44	233.08
Sherridon	238.21	146.13	242.97	149.05
Snow Lake	178.98	111.24	182.56	113.46
Southern Indian Lake	379.05	218.63	386.63	223.00
Split Lake	394.37	225.10	402.26	229.60
Tadoule Lake	412.39	237.36	420.64	242.11
The Pas	122.40	74.79	124.85	76.29
Thicket Portage	291.90	174.74	297.74	178.23
Thompson	194.89	136.88	198.79	139.62
Wabowden	250.11	170.68	255.11	174.09
Waterhen	154.52	96.62	157.61	98.55
York Landing	397.82	231.72	405.78	236.35

## Appendix “C” - Application of Benefits to Part-time Employees

### Definitions

- 1:01** “Part-time employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- 1:02** “Casual employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis.
- 1:03** “Accumulated service” means the equivalent length of service acquired by an employee by virtue of their employment; eg. for an employee in an eight (8) hour per day classification: (The figures for seven and one-quarter [7¼] hour per day classifications are shown in brackets.)
- 8 (7¼) hours work equals one day of accumulated service;
  - 40 (36¼) hours work equals one week of accumulated service;
  - 80 (72½) hours work equals one biweekly pay period of accumulated service;
  - 168 (152¼) hours work equals one month of accumulated service;
  - 2016 (1827) hours work equals one year of accumulated service.
- (a) For purposes of accumulated service, overtime hours are not included.
- (b) Accumulated service must be continuous service, i.e. there must have been no break in service involving termination of the employee.
- 1:04** “Calendar service” is based on continuous service with the Employer. eg. one (1) year of continuous employment equals one (1) year of calendar service.

### **Application**

- 2:01** The Agreement applies to part-time employees effective the first of the biweekly pay period following the attainment of 336 (304½) hours of accumulated service.
- 2:02** This appendix does not apply to casual employees.
- 2:03** The Employer will determine whether an employee is part-time or casual in accordance with Sections :01 and :02. The parties agree to meet in an effort to resolve any problems which may occur as to whether an employee is part-time or casual. The matter may be referred to Labour/Management Committee for resolution.

### **Conversions**

- 3:01** A part-time employee who is converted to casual is no longer covered by this appendix effective the date of the employee's conversion.
- 3:02** A casual employee who is converted to part-time status must complete the service requirement set out in Section 2:01 of this Appendix but receives no credit for calendar or accumulated service as a casual employee.
- 3:03** Where a part-time employee who has been covered by the collective agreement has been converted to casual employment and is subsequently reconverted to part-time employment with no break in service, the period of casual employment shall be treated as a period of leave of absence. While this does not affect the continuity of employment, the period of casual employment does not count as calendar or accumulated service for purposes of benefit determination.

### **General Principles**

- 4:01** Where a benefit is to be pro-rated for a part-time employee it will be calculated so that if two (2) part-time employees were sharing a full time position the total cost to the Employer of that benefit is no greater than the cost of having the position filled by a full-time employee.

**4:02** The factor used in pro-rating a benefit shall be determined by totalling the number of regularly scheduled hours the employee has worked in the preceding eight (8) weeks and dividing by 320 (290); i.e. 8 hours x 8 weeks x 5 days.

$$\text{Prorating factor} = \frac{\text{Number of regular scheduled hours the employee worked in the preceding eight weeks}}{320 (290)}$$

### **Benefits**

**5:01** Part-time employees will only be eligible for the benefits specifically identified in this section.

**5:02** Holidays

- (a) An employee will be eligible for pay for a holiday on which the employee does not work provided the employee:
  - (i) Did not fail to report for work after having been scheduled to work on the day of the holiday; and
  - (ii) Has not absented themselves from work without the consent of the Employer on their regular working day immediately preceding or following the holiday unless the employee's absence is by reason of established illness.
- (b) Where an employee is eligible for holiday pay or time in lieu the employee shall receive an amount calculated by multiplying the regular daily working hours for the employee's classification times the prorating factor.
- (c) Where the Employer requires an employee to work a full shift (i.e. seven and one-quarter [7<sup>1</sup>/<sub>4</sub>] or eight [8] hours) as a regular work day on December 24 when that day falls on Monday through Friday inclusive, such employee shall be entitled to one-half (1/2) day of compensatory leave with pay to a maximum of four (4) hours.

**5:03** Vacation

- (a) **Employees shall earn vacation leave credits at the appropriate hourly pro-rated amount, as outlined in Article 25.**
- (b) An employee begins accumulating **vacation credits** on **their first hour of work.**
- (c) Long service vacation eligibility is based on calendar service.

**5:04** Sick Leave

- (a) **Employees shall earn sick leave credits at the appropriate hourly pro-rated amount, as outlined in Article 27:02.**
- (b) An employee starts accumulating service on **their first hour of work.**
- (c) Calendar service is used to determine eligibility for receiving sick leave credits at a higher rate (i.e. one (1) day per biweekly pay period rather than one-half (1/2) day per biweekly pay period).
- (d) Part-time employees are not eligible for additional sick leave extensions as provided under Article 27:06 – Sick Leave of the Agreement.

**5:05** Compassionate Leave, Paternity Leave, Adoptive Leave, Family Related Leave, Court Leave

- (a) These types of paid leave will be pro-rated by multiplying the number of days the employee would qualify for by the prorating factor.
- (b) In the case of Adoptive Parent Leave and Parental Leave without pay, an employee is eligible for the full calendar time benefit, i. e. seventeen (17) weeks.

**5:06** Maternity Leave

- (a) Part-time employees are eligible for Maternity Leave Plans A and B as set out in the Agreement.
- (b) To qualify for maternity leave, calendar service is used, i.e. seven (7) months.

- (c) An employee who qualifies is eligible for the full calendar time leave provided under the Agreement, i.e. twenty (20) weeks.
- (d) The application of ten (10) days' sick leave towards the EI waiting period will be calculated by multiplying the number of days accumulated sick leave the employee has (up to ten [10] days) by the prorating factor.

**5:07**    Workers' Compensation

An employee who is eligible for workers' compensation may use accumulated sick leave to supplement workers' compensation in accordance with Article 28 - Workers' Compensation.

**5:08**    Bridging of Service

Calendar service shall be the basis for determining eligibility for this benefit, i.e. four (4) years.

**5:09**    Severance Pay

Accumulated service is the basis for meeting the minimum service requirement in accordance with Article 23 - Severance Pay of the Agreement, and for the calculation of severance pay, eg. Ten and one-half (10½) years accumulated service multiplied by one (1) weeks pay equals ten and one-half (10½) weeks of severance pay.

**5:10**    Remoteness Allowance

Refer to the Agreement Appendix B Section 1:08.

**5:11**    Notice of Layoff, Resignation or Termination

- (a) The period of notice required to be given by the employee or the Employer is the same as that applicable to full-time employees.
- (b) Pay in lieu of notice shall be calculated by multiplying the number of weeks' notice by the prorating factor.

**5:12**    Merit Increases

Eligibility for merit increases will be based on calendar service provided the employee has received pay for at least 416 (377) hours exclusive of overtime.

**5:13** Overtime

- (a) Daily overtime is only payable when the employee has worked beyond the normal daily hours for that classification, i.e. 8 (or 7<sup>1</sup>/<sub>4</sub>) hours.
- (b) Overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a part-time employee only has two (2) “days of rest” per week.
- (c) Certain shift configurations may require working more than five (5) days per week without payment of overtime.

**5:14** Probation

- (a) The period of probation is based on calendar service.
- (b) Notwithstanding any provision of the Agreement, this period may be extended by the Employer for any reason provided twelve (12) months’ probation is not exceeded.

**5:15** Seniority

Seniority is based on accumulated service.

**5:16** Layoff

Accumulated service is used for purposes of layoff.

**5:17** Dental Plan & Vision Care Plan

- (a) For purposes of eligibility determination, accumulated hours are used.
  - (i) A regular employee requires 1040 (942.5) hours.
  - (ii) A term employee requires 2080 (1885) hours.
- (b) Part-time employees will be eligible for family coverage up to fifty percent (50%) of the maximum.
- (c) Prior to February 1, 2001 all part-time employees on staff will be given the option to choose either:
  - (i) To maintain their single coverage under the dental plan; or

- (ii) To elect family coverage on a pro-rated basis in accordance with Subsection (b).

**5:18** December Break

Where an employee is eligible for time off with pay during that period between Boxing Day and New Year's Day designated by the Employer as December Break, or time off in lieu, the employee shall receive an amount calculated by multiplying the regular daily working hours for the employee's classification times the prorating factor.

**5:19** Additional Hours

Additional hours shall be offered on an equitable basis to part-time employees who are available to work and are capable of performing the duties.



## Appendix “D” - Casual Employees

**1:01** The only provisions of the Agreement which apply to casual employees who have attained service requirements stipulated in Section :01(b) of Article 4 - Application of Agreement are as follows:

Article 1 - Interpretation

Article 4 - Application

Article 7 - No Discrimination

Article 8 - Management Rights

Article 10 - Retroactive Wages

Article 13 - Conduct of employees

Article 17 - Disciplinary Action

Article 24 - Holidays

- Provisions respecting 1 1/2x for time worked on the listed holidays only
- All other provisions in accordance with Employment Standards Code

Article 36 - Loss of or Damage to Personal Effects

Article 41 - Uniforms and Protective Clothing

- Sections :01,;02 and :06 only

Article 45 - Union Security

Article 47 - Grievance Procedure - limited to the provisions of this Article

Article 48 - Arbitration Procedure - limited to the provisions of this Article

Article 50 - Harassment

Article 51 - Civil Liability

Article 52 - Employees Files

Article 57 - Shift Premium

Article 62 - Weekend Premium

**1:02** Overtime

- (a) Daily overtime is only payable when the employee has worked beyond the normal daily hours for that classification, i.e. eight (8) or seven and one-quarter (7<sup>1</sup>/<sub>4</sub>) hours.
- (b) Overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a casual employee only has two (2) “days of rest” per week.
- (c) Certain shift configurations may require working more than five (5) days per week without payment of overtime.

**1:03** There is no obligation for the Employer to offer work to a casual employee or for a casual employee to accept work that is offered.

**1:04** A casual employee who has not worked for a period of forty-five (45) calendar days may be terminated at the sole discretion of the Employer. If an employee who has been terminated in accordance with this section is rehired as a casual employee within twelve (12) months, the employee will receive credit for the employee’s previous casual service for purpose of the application of Section 4:01(b) of Article 4 - Application of Agreement.

**1:05** A casual employee who is working in a second job with the Employer must meet the requirements of Section :01(b) of Article 4 - Application of Agreement with respect to accumulated service in the second job. The same requirements will also apply to any subsequent jobs.

**1:06** The rate of pay shall not be for less than the lowest rate of pay set out in the appropriate classification and salary schedule of the Agreement except as may be provided in a separate Memorandum of Agreement between the parties.

## Appendix “E” - Privately Owned Vehicles

### Privately Owned Vehicles

#### 1:01 Reimbursement Rates

An allowance for the use of a privately owned vehicle, for travel on college business, when authorized by the Employer, shall be paid in accordance with the location of the employee’s residence as follows:

	For Employees Resident	
	<u>South of 53</u>	<u>North of 53</u>
(a) Effective July 1, 2023:	<b>\$0.64/km</b>	<b>\$0.72/km</b>
(b) The use of a privately owned motorcycle, when authorized by the Employer:	<b>\$0.34/km</b>	<b>\$0.37/km</b>

No college employee is required to provide a personal vehicle as a condition of employment.

1:02 The above allowance covers all costs relative to the operation of the vehicle except bridge, ferry or highway tolls and parking, as authorized, which may be claimed as incurred.

#### 1:03 Residence to Work Location

Transportation of an employee between their residence and headquarters may not be claimed except where the employee has been called back to return to work:

- (a) Outside of their normal hours on their regular working day or shift, or
- (b) On the employee’s day of rest.

#### 1:04 Special Areas

(a) When authorized by the Employer, the use of a privately owned vehicle for travel on college business in the vicinity of towns which are in those areas covered by remoteness allowances and which also do not have

road access to a provincial trunk highway, will be paid for at the following rates:

**Effective July 1, 2023: \$32.36/day plus \$0.41/km**

- (b) Where this rate has been authorized, it will be in lieu of the normal rate for use of privately owned vehicles for travel on college business.

**1:05** The official rates throughout this Appendix are those expressed in kilometres and cents per kilometre (¢/km). An employee converting mileage to kilometres for the purpose of filing a claim should multiply the total number of miles at the end of the month or expense claim period by 1.6. The resultant figure should be rounded to the nearest kilometre.

### **Privately Owned Vehicles - Business Insurance**

**2:01** Employees shall be reimbursed for the additional cost of business rate insurance above that required for the All Purpose rate, or Pleasure Use rate for a truck, when use of the vehicle will exceed 1,609 kilometres on the Employer's business in the insurance year.

### **Increases to Rates**

**3:01** The parties agree as follows:

The rates in this Appendix shall be increased effective July 1st each year in accordance with the following formula:

- An amount calculated by measuring the average percentage increase in the Private Transportation component of the Manitoba Consumer Price Index (Table 18-10-0004-07) from July 2019 to June 2020 as follows:
 
$$\begin{aligned} & \text{July 2019} + \text{August 2019} + \\ & \text{September 2019} \dots + \text{June 2020} = \text{Total percentage increase} \\ & \text{July 2018} + \text{August 2018} + \\ & \text{September 2018} \dots + \text{June 2019} \end{aligned}$$
- The total percentage increase divided by twelve (12) equals the average percentage increase. The average percentage increase rounded to one

(1) decimal place will be applied to each rate and rounded to one (1) decimal place and used to calculate new rates for the application sections.

- The College will calculate the total percentage increase after Statistics Canada publishes the June rate.
- The College will communicate to the Union the total percentage increase and the new rates that will be implemented including the data that supports the calculation.

## Appendix “F” - Meals and Miscellaneous Expenses

### Meals - Eligibility for Claims

**1:01** Breakfast - an employee is expected to have had breakfast before the start of the day’s work, even though some travel may be necessary before the recognized starting time. Exceptions occur to this pattern and cost of breakfast may be claimed when:

- (a) The employee is in travel status; or
- (b) The employee has been travelling for more than one (1) hour on college business before the recognized time for the start of the employee’s day’s work.

**1:02** Luncheon - an employee is expected to make arrangements to provide or purchase luncheon, or the mid-day or mid-shift meal. For many employees, either because of lack of facilities in the area of work or for general convenience or economy, luncheon is carried to work rather than purchased. Exceptions to this pattern, when cost of luncheon may be claimed, occur when:

- (a) The employee is in travel status; or
- (b) The employee is away from their normal place of work and outside the headquarter area which would cause the employee to disrupt their normal mid-day or mid-shift meal arrangements.

The inability of the employee to return to their home or residence does not constitute grounds for claim for the cost of a purchased meal.

**1:03** Dinner - an employee may only claim for the cost of a dinner meal when:

- (a) The employee is in travel status; or

- (b) The employee has been travelling on college business and not expected to arrive back to the employee’s residence before 7:30 p.m. where a meal break not taken.

Any extension of working hours at the normal place of work is covered under Article 3 - Meal Allowances During Overtime Work. No other meal claims except as provided in this Article shall be paid.

**Meal Expenses - Travel Within the Province**

**2:01** An employee who is eligible may claim the actual cost of purchased meals up to the following maximum amounts:

	<u>Individual Meals</u>			
	<u>Breakfast</u>	<u>Lunch</u>	<u>Supper</u>	<u>Per Diem</u>
(a) In areas covered by remoteness allowance:				
Effective July 1, 2023:	<b>\$11.70</b>	<b>\$14.90</b>	<b>\$26.20</b>	<b>\$52.80</b>
(b) In all other areas:				
Effective July 1, 2023:	<b>\$11.00</b>	<b>\$14.00</b>	<b>\$25.00</b>	<b>\$50.00</b>

**2:02** For each full day in travel status an eligible employee may claim a per diem allowance in lieu of individual meal claims to cover the cost of purchased meals.

**2:03** Where no overnight accommodation is involved only the appropriate individual expenses under Section 2:01 may be claimed.

**2:04** Actual meal expenses exceeding the above maximum may be claimed if supported by a receipt up to a maximum of **\$74.60** per day including gratuities and taxes.

## Meal Allowances During Overtime Work

### **3:01** Extension of Working Day

Where an employee's working day has been extended beyond the standard working day or shift at the normal place of work by either:

- (a) At least two (2) hours, exclusive of a dinner or supper break, a meal allowance shall be paid at **\$7.20** per day effective date of ratification;
- (b) At least three and one-half (3½) hours, exclusive of a dinner/supper break, an allowance equivalent to that payable for "Lunch" in the appropriate area as shown in Article 2- Meal Expenses - Travel Within the Province, shall be paid.

**3:02** To qualify for the above, employees in the category of office personnel and Instructors must have been at work for a total (exclusive of lunch or dinner/supper periods) of not less than:

- (a) Nine and one-quarter (9¼) hours; or
- (b) Ten and three-quarters (10¾) hours;

as applicable, on the day for which the allowance is claimed.

**3:03** An employee in travel status is not entitled to either of the above allowances.

### **3:04** Special Emergencies

Where special circumstances arise (e.g. flood control, fire duties, etc.) and an employee is required to work extended hours in connection with that emergency, with the approval of the Employer, the employee may claim the cost of purchased meals appropriate to the period worked, as provided for under Article 2 - Meals Expenses - Travel Within the Province.



### **Incidentals Allowance**

**4:01** An employee who is in travel status may claim an incidentals allowance for each night of:

- (a) Commercial accommodation - effective August 1, 2022 **\$7.40**.

**4:02** The incidentals allowance covers reimbursement for all incidental expenses except as provided in Article 5 - Miscellaneous Expenses During Travel.

### **Miscellaneous Expenses During Travel**

**5:01** Gratuities

No gratuities may be claimed. Allowance is made for these in either the individual meal allowances, the per diem allowances, or as part of the claim for meals during travel outside the province.

**5:02** Laundry

- (a) Laundry charges must be supported by receipts and may only be claimed where the employee is travelling on college business and overnight away-from-home accommodation is involved for a period in excess of four consecutive nights.

- (b) No claim may be made where special reimbursement arrangements have been made, such as a weekly or monthly allowance for living costs.

**5:03** Parking

- (a) An employee may claim parking expenses as follows:

- (i) Short-term parking, when an employee is away from their workplace; and
- (ii) Overnight parking where it is not provided with accommodation.

- (b) Parking at an airport or other transportation terminal will only be allowed where the parking cost and the transportation costs to and from the terminal are less than the normal allowable transportation costs (i.e. limousine, taxi or bus, as available).

**5:04** Telephone

- (a) Charges for telephone calls necessary for business purposes may only be claimed when they are supported by a listing of the person telephoned or telegraphed and the city or town involved.
- (b) An employee is entitled to claim the cost of long distance telephone calls up to a maximum of **six dollars and twenty cents (\$6.20)** for each period of three (3) consecutive nights that the employee is away from their residence on college business and overnight accommodation is involved.

**Travel Status - Return Home Over A Weekend**

- 6:01** Provided that work schedules permit, an employee in travel status may return home over a weekend and shall be reimbursed travel expenses in an amount not exceeding the cost of maintaining the employee in travel status over the weekend.
- 6:02** If travel is by college vehicle this cost should be evaluated at the per kilometre rate applicable for personal distance traveled for that class of vehicle.

**Accommodations**

- 7:01** Employees travelling on college business are entitled to standard hotel room accommodation with a bath when available.
- 7:02** The type, standard and cost of accommodation, and the period for which such costs may be allowed shall, in the opinion of the Employer, be reasonable considering all relevant circumstances.
- 7:03** No accommodation expenses are claimable when the college provides a caboose, trailer or other suitable accommodation.
- 7:04** An employee choosing to stay in private accommodation while in travel status shall be provided with a private accommodation allowance of **ninety-five dollars (\$95.00)** per day.

## Definitions

### 8:01 “Travel Status”

Absence of the employee from their headquarters area on college business involving travel and accommodation with the approval of the Employer.

### 8:02 “Headquarters Area”

A metropolitan or urban area of not less than twenty-four (24) kilometres (15 miles) in diameter;

A patrol area or territory of comparable size to a metropolitan area;

In all other cases:

An area twenty-four (24) kilometres (15 miles) around the employee’s headquarters.

### 8:03 “Employee’s Headquarters”

The workplace where the employee is normally stationed or required to use as their base of operations on a continuing basis in relation to which the employee has established a residence.

## Increases to Rates

### 9:01 The parties agree as follows:

**With the exception of the private accommodation rate in Appendix F**

**7:04**, the rates shall increase July 1st each year based on the following formula:

- An amount calculated by measuring the average percentage increase in the Food Purchased from Restaurants component of the Manitoba Consumer Price Index (Table 18-10-0004-01) from July 2019 to June 2020 as follows:

$$\begin{aligned} & \text{July 2019} + \text{August 2019} + \\ & \text{September 2019} \dots + \text{June 2020} = \text{Total percentage increase} \\ & \text{July 2018} + \text{August 2018} + \end{aligned}$$

September 2018... + June 2019

- The total percentage increase divided by twelve (12) equals the average percentage increase. The average percentage increase rounded to one (1) decimal place will be applied to each rate and rounded to one (1) decimal place will be applied to each rate and rounded to the nearest five (5) cents. Per diems represent the total of the individual meal rates.
- The College will calculate the total percentage increase after Statistics Canada publishes the June rate.
- The College will communicate to the Union the total percentage increase and the new rates that will be implemented including the data that supports the calculation.

**Memorandum of Agreement #1**

between

**Assiniboine Community College**

and

**Manitoba Government and General Employees' Union**

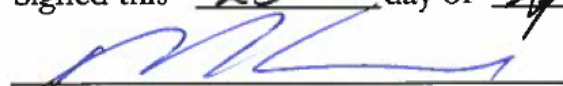
**Re: Additional Opportunities for Employees on the Re-employment List**


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Assiniboine Community College and the Manitoba Government and General Employees' Union agree in the staffing of those positions referenced in 4:01(c) of the Collective Agreement, the college will also give first consideration to employees on the college's re-employment list subject to the requirement that the employee must have the qualifications and ability to perform the duties which the employee will be required to perform.

The acceptance or rejection of such position by an employee on the college's re-employment list will not affect that employee's status on the re-employment list.

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #2**

between

**Assiniboine Community College**

and

**Manitoba Government and General Employees' Union**


**Re: Parking**

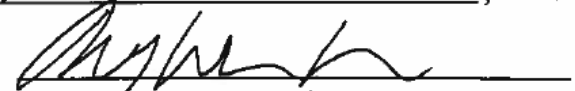
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The parties acknowledge that having a sustainable parking program with greater equity among college community users is necessary and desirable.

Parking adjustments **will continue** to be gradual, **increasing at a rate of \$2.00 annually** until parity with students is achieved. **Increases will be applied to the first pay received in the new fiscal year.**

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #3**

between

**Assiniboine Community College**

and

**Manitoba Government and General Employees' Union**

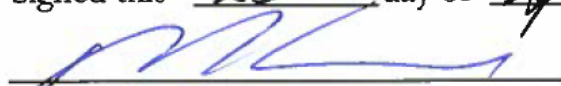
**Re: Shift Schedules**

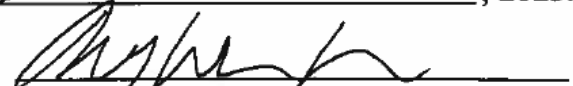
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Assiniboine Community college and the Manitoba Government and General Employees' Union agree to the following terms and conditions with respect to the changing of a regularly scheduled employee's posted shift by the Employer.

1. Where changes are necessary in a regularly scheduled posted shift, every reasonable effort will be made to provide at least twenty-four (24) hours notice.
2. Except as set out in (1), where an employee does not receive at least twenty-four (24) hours' notice of a change to the employee's regularly scheduled posted shift, the employee shall be paid at time and one-half (1½x) for all hours worked for the first shift which varies from the employee's posted schedule. Such payment shall apply only to the first shift which varies from the posted schedule.
3. This memorandum does not apply to employees assigned to relief shift or changes to shift schedules due to:
  - (a) Sick leave;
  - (b) Emergency situations.
4. Part-time work schedules shall be posted in each applicable department for a minimum of two (2) weeks, one (1) week in advance.

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union



**Memorandum of Agreement #4**

between

**Assiniboine Community College**

and

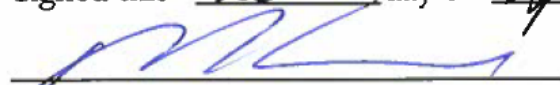
**Manitoba Government and General Employees' Union**

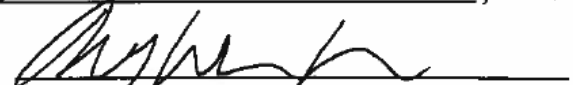
**Re: Tuition Scholarship**

---

The College and the Manitoba Government and General Employees' Union agree to the continued maintenance of a scholarship or bursary funded by the College for employee's dependants.

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #5**

between

**Assiniboine Community College**

and

**Manitoba Government and General Employees' Union**

**Re: Half-time Union Officer**

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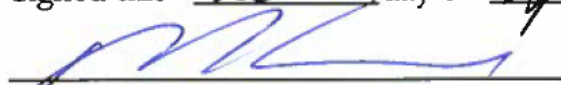
Assiniboine Community College and the Manitoba Government and General Employees' Union (MGEU) agree to have a half-time Union Officer effective July 1, 2010 in order to foster a collaborative working relationship, with a focus on problem solving.

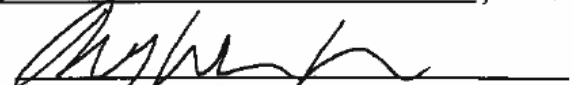
1. The administration of this Memorandum shall be the responsibility of the Director, Human Resources and MGEU Staff Representative. The MGEU Staff Representative shall provide day-to-day guidance and direction.
2. The appointment of the Union Officer shall be made by the Union from amongst the bargaining unit membership.
3. The hours of work shall be 18.125 hours per week, Monday through Friday unless changes have been authorized and where the hours per day or days of the week require changes to accommodate the Union Officer's other half-time position.
4. The College agrees to pay the salary of the Union Officer calculated as fifty percent (50%) of the incumbent's college classification scale up to a maximum of \$30,000 per annum and all benefits provided under the MGEU/Assiniboine Community College Collective Agreement. Where the College portion exceeds \$30,000 per annum, the Union agrees to reimburse the College for the salary in excess of \$30,000.

5. The Union may establish a minimum salary scale for the Union Officer. In the case where this minimum salary exceeds the salary of the incumbent's regular position the Union will reimburse the College for the difference between the incumbent's salary and the established minimum.
6. During the life of this Agreement, the College agrees to increase its contribution to the Union Officer salary by the general wage increase. It is expressly understood that this obligation shall terminate on June 18, 2021 notwithstanding the continued operation of the collective agreement by virtue of the Labour Relations Act. Any subsequent increases of the College's contribution will need to be negotiated.
7. The College shall provide the Union Officer with an office with telephone, voicemail, and computer access to the Assiniboine Community College e-mail network and intranet service.
8. The Union Officer shall continue to be covered under the terms and conditions of the Collective Agreement and will continue to accrue seniority at their classification level. It is understood that the Union Officer shall also continue to be paid at the classification level of their existing position.
9. The Union Officer shall maintain active involvement in all employee/labour relations issues as may arise from time to time and may be consulted by the College at any time relative to any matter or dispute. Under the direction of the MGEU Staff Representative the duties of the Union Officer shall include, but not limited to:
  - (a) Collective Agreement administration
  - (b) Member of the Labour/Management Committee
  - (c) Joint problem solving
  - (d) Grievance handling, including problem solving, Step 1 and 2 of the grievance procedure
  - (e) Disciplinary issues, including attendance management

- (f) Participation in investigations as required
  - (g) Participation on other committees as requested by the College
  - (h) Other labour relations issues as mutually agreed
10. The parties agree to review the effectiveness of the Union Officer position carrying out the duties as described in 9. on an annual basis.
  11. Articles 44:05, 44:07 and 44:08 do not apply to the Union Officer position when the Union Officer is acting in that capacity.
  12. Either party may terminate this Memorandum of Understanding with ninety (90) days' notice.

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #6**

between

**Assiniboine Community College**

and

**Manitoba Government and General Employees' Union**

**Re: Change Initiatives**

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The College and the Union are committed to delivering academic excellence for the learners.

The parties agree to continue to work together in a cooperative manner to manage change initiatives that may impact staffing levels provided by current members of the bargaining unit.

The College and Union shall address all such change initiatives involving bargaining unit members with due consideration for the Collective Agreement and the parties' longstanding practice of working together to mitigate the impact of changes.

The parties agree to apply the following principles and processes in managing change initiatives:

**PRINCIPLES**

1. The sharing of relevant information and dialogue on matters of mutual interest including departmental budgets, change initiatives and College priorities in a timely manner.
2. The parties may refer matters of mutual interest relating to change initiatives to the Labour Management Committee.

## PROCESS

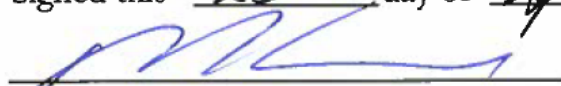
### Preliminary Notice

1. When considering change initiatives that may impact on bargaining unit positions, the College may give preliminary notice of thirty (30) days or more to the Union of its intent to consider the initiative along with a preliminary estimate of the potential number of positions that may be affected. Attrition will be the guiding principle.
2. Effective the date of the preliminary notice, the College may identify regular positions that may be suitable redeployment options, and fill them on an interim basis.
3. If the College provides formal notice of layoff, within a unit or department, the College may continue to fill regular positions in other units or departments on an interim basis subject to the maximum number of employees to be redeployed giving consideration to appropriate classifications.
4. If the College proceeds with the change initiative, any regular positions filled on an interim basis shall be available to redeploy affected staff.
5. If the College elects not to pursue the change initiative, any positions filled temporarily pursuant to the preliminary notice shall be filled through the competitive process without undue delay.

### Formal Notice

Formal notice requirements regarding the layoff of staff are set out in Article 22. Preliminary notice is over and above these requirements.

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #7**

between

**Assiniboine Community College**

and

**Manitoba Government and General Employees' Union**

**Re: Foundation Course – Contact Hours**

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Upon revisions made to the Foundations course following the 2020/2021 academic year, the Employer and the Union agree to the following effective immediately:

1. All college foundations sections will be assigned to instructional staff and included in their work assignment by May 2021 for the 2021/2022 academic year.
2. The instructor will be responsible for the running of the Foundations course, setting direction within the class, and undertaking and reporting the final assessment.
3. The Foundations course could be larger than normal class sizes. As a result, the Union and Employer agree to ensure proper contact hours are provided based on class size for the Foundations course depending on the number of students in the class. The parties agree that on day eleven (11) of the Foundations course:
  - a. A class with up to and including thirty-five (35) students will be recognized as one section, and the instructor will receive twenty (20) contact hours for teaching that class size.
  - b. If the class size is between thirty-six (36) and seventy-five (75) students, the class will be recognized as an additional section and

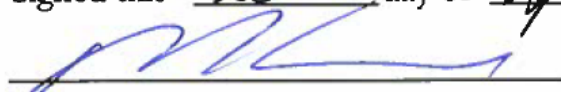


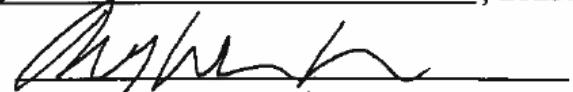
the instructor will receive an additional twenty (20) contact hours for a total of forty (40) contact hours for teaching that class size.

This agreement applies only to the Foundations course for the 2021/2022 academic year and will not be applicable to any other courses at the College.

The proposed schedule of College Foundations assignments will not put any assigned faculty into an overtime position.

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #8**

between

**Assiniboine Community College**

and

**Manitoba Government and General Employees' Union**

**Re: Reciprocal Transfer Agreement**

---

Effective date of signing of the Collective Agreement, the Employer shall maintain a list of Reciprocal Transfer Agreements that are in effect with other organizations. The Employer shall make the list reasonably available to employees and job applicants.

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union

**Letter of Intent**

between

**Assiniboine Community College**

and

**Manitoba Government and General Employees' Union**

**Re: Long Term Disability (LTD)**

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Assiniboine and MGEU commit to undertaking a collaborative, comprehensive review of the Long Term Disability (LTD) plan over the life of this agreement, to explore opportunities for a sustainable LTD plan that provides improved service and benefits to its participants.

Signed this 23 day of September, 2023.

  
On behalf of Assiniboine Community  
College

  
On behalf of Manitoba Government  
and General Employees' Union

## Salary Schedule

Effective June 19, 2021 – June 17, 2022

Annual wages are based on 26 pay periods.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ACCOUNTING CLERK SERIES											
ACCOUNTING	44147	45297	46447	47616	48973	50349					
CLERK 1	1697.95	1742.18	1786.40	1831.35	1883.55	1936.48					
	23.42	24.03	24.64	25.26	25.98	26.71					
ACCOUNTING	50424	51725	53157	54439	55891	57568					
CLERK 2	1939.38	1989.40	2044.50	2093.80	2149.63	2214.15					
	26.75	27.44	28.20	28.88	29.65	30.54					
ADMINISTRATIVE ANALYST											
ADMINISTRATIVE	59095	61621	63959	66334	68841	71630	74402				
ANALYST	2272.88	2370.03	2459.93	2551.28	2647.70	2755.00	2861.58				
	31.35	32.69	33.93	35.19	36.52	38.00	39.47				
ADMINISTRATIVE OFFICER SERIES											
ADMINISTRATIVE	50481	51763	53308	54873	56494	58153					
OFFICER	1941.55	1990.85	2050.30	2110.48	2172.83	2236.63					
	26.78	27.46	28.28	29.11	29.97	30.85					
ADMINISTRATIVE	52177	53874	55646	57455	59453	61508					
OFFICER 1	2006.80	2072.05	2140.20	2209.80	2286.65	2365.68					
	27.68	28.58	29.52	30.48	31.54	32.63					
ADMINISTRATIVE	55872	57945	59887	62017	64298	66616					
OFFICER 2	2148.90	2228.65	2303.33	2385.25	2472.98	2562.15					
	29.64	30.74	31.77	32.90	34.11	35.34					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ADMINISTRATIVE OFFICER 3	58888	60980	63148	65429	67936	70462	73025				
	2264.90	2345.38	2428.75	2516.48	2612.90	2710.05	2808.65				
	31.24	32.35	33.50	34.71	36.04	37.38	38.74				
ADMINISTRATIVE OFFICER 4	66805	69199	71706	74420	77285	80264	83450				
	2569.40	2661.48	2757.90	2862.30	2972.50	3087.05	3209.58				
	35.44	36.71	38.04	39.48	41.00	42.58	44.27				
ADMINISTRATIVE ASSISTANT SERIES											
ADMINISTRATIVE ASSISTANT 2	33553	34213	35175	36042	37003						
	1290.50	1315.88	1352.85	1386.20	1423.18						
	17.80	18.15	18.66	19.12	19.63						
ADMINISTRATIVE ASSISTANT 3	39341	40377	41697	42884	43959	45127	46240	47465	48916		
	1513.08	1552.95	1603.70	1649.38	1690.70	1735.65	1778.43	1825.55	1881.38		
	20.87	21.42	22.12	22.75	23.32	23.94	24.53	25.18	25.95		
ADMINISTRATIVE ASSISTANT 4	47823	48992	50255	51386	52818	54157					
	1839.33	1884.28	1932.85	1976.35	2031.45	2082.93					
	25.37	25.99	26.66	27.26	28.02	28.73					
ASSISTANT DIRECTOR INFORMATION SERVICES SERIES											
ASSISTANT DIRECTOR INFORMATION SERVICES	77285	80264	83450	86974	90518	94269					
	2972.50	3087.05	3209.58	3345.15	3481.45	3625.73					
	41.00	42.58	44.27	46.14	48.02	50.01					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ASSISTANT GUIDANCE COUNSELLOR SERIES											
ASSISTANT	47295	48916	50500	52234	54025	55853	57908	60038	62111	64467	
GUIDANCE	1819.03	1881.38	1942.28	2008.98	2077.85	2148.18	2227.20	2309.13	2388.88	2479.50	
COUNSELLOR	25.09	25.95	26.79	27.71	28.66	29.63	30.72	31.85	32.95	34.20	
ASSISTANT PRINCIPAL EDUCATION SERIES											
ASSISTANT	71706	74420	77285	80264	83450	86974	90518				
PRINCIPAL	2757.90	2862.30	2972.50	3087.05	3209.58	3345.15	3481.45				
EDUCATION	38.04	39.48	41.00	42.58	44.27	46.14	48.02				
BUILDING SERVICE SUPERVISOR SERIES											
BUILDING	44554	45968	47570	48984	50565	52375					
SERVICE	1713.60	1768.00	1829.60	1884.00	1944.80	2014.40					
SUPERVISOR	21.42	22.10	22.87	23.55	24.31	25.18					
BUILDING SERVICE WORKER SERIES											
BUILDING	35839	36879	37856	39084	40290	41517					
SERVICE	1378.40	1418.40	1456.00	1503.20	1549.60	1596.80					
WORKER 1	17.23	17.73	18.20	18.79	19.37	19.96					
BUILDING	36879	37856	39084	40290	41517	42911					
SERVICE	1418.40	1456.00	1503.20	1549.60	1596.80	1650.40					
WORKER 2	17.73	18.20	18.79	19.37	19.96	20.63					
BUILDING	38501	39645	40872	42079	43472	44928					
SERVICE	1480.80	1524.80	1572.00	1618.40	1672.00	1728.00					
WORKER 3	18.51	19.06	19.65	20.23	20.90	21.60					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
CLERK SERIES											
CLERK 2	30349	31178	31970	32837							
	1167.25	1199.15	1229.60	1262.95							
	16.10	16.54	16.96	17.42							
CLERK 3	39341	40377	41697	42884	43959	45127	46240	47465	48916		
	1513.08	1552.95	1603.70	1649.38	1690.70	1735.65	1778.43	1825.55	1881.38		
	20.87	21.42	22.12	22.75	23.32	23.94	24.53	25.18	25.95		
CLERK 4	49991	51197	52498	53874	55250	56664					
	1922.70	1969.10	2019.13	2072.05	2124.98	2179.35					
	26.52	27.16	27.85	28.58	29.31	30.06					
CLERK 5	50481	51763	53308	54873	56494	58153					
	1941.55	1990.85	2050.30	2110.48	2172.83	2236.63					
	26.78	27.46	28.28	29.11	29.97	30.85					
CLERK-TYPIST SERIES											
CLERK-TYPIST 1	32517	33327	34081	34948	35872						
	1250.63	1281.80	1310.80	1344.15	1379.68						
	17.25	17.68	18.08	18.54	19.03						
CLERK-TYPIST 2	35702	36513	37399	38379	39341	40377					
	1373.15	1404.33	1438.40	1476.10	1513.08	1552.95					
	18.94	19.37	19.84	20.36	20.87	21.42					
CLERK-TYPIST 3	41659	42734	43827	45033	46127	47371					
	1602.25	1643.58	1685.63	1732.03	1774.08	1821.93					
	22.10	22.67	23.25	23.89	24.47	25.13					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
COMPUTER OPERATOR SERIES											
COMPUTER OPERATOR 1	40415	41508	42545	43695	44939	46145					
	1554.40	1596.45	1636.33	1680.55	1728.40	1774.80					
	21.44	22.02	22.57	23.18	23.84	24.48					
COMPUTER OPERATOR 2	49274	50537	51782	53308	54722	56381					
	1895.15	1943.73	1991.58	2050.30	2104.68	2168.48					
	26.14	26.81	27.47	28.28	29.03	29.91					
COMPUTER OPERATOR 3	49444	50858	52536	54138	55796	57606					
	1901.68	1956.05	2020.58	2082.20	2146.00	2215.60					
	26.23	26.98	27.87	28.72	29.60	30.56					
COMPUTER OPERATOR 4	49614	51310	53157	54911	56871	58907					
	1908.20	1973.45	2044.50	2111.93	2187.33	2265.63					
	26.32	27.22	28.20	29.13	30.17	31.25					
COMPUTER PROGRAMMER SERIES											
COMPUTER PROGRAMMER 1	51782	53553	55344	57248	59171	61263	63506	65862	68143	70707	
	1991.58	2059.73	2128.60	2201.83	2275.78	2356.25	2442.53	2533.15	2620.88	2719.48	
	27.47	28.41	29.36	30.37	31.39	32.50	33.69	34.94	36.15	37.51	
COMPUTER PROGRAMMER 2A	60339	62413	64618	66843	69218	71763	74533	77285	80188		
	2320.73	2400.48	2485.30	2570.85	2662.20	2760.08	2866.65	2972.50	3084.15		
	32.01	33.11	34.28	35.46	36.72	38.07	39.54	41.00	42.54		
COMPUTER PROGRAMMER 2B	69595	72215	74816	77549	80641	83732	87012				
	2676.70	2777.48	2877.53	2982.65	3101.55	3220.45	3346.60				
	36.92	38.31	39.69	41.14	42.78	44.42	46.16				
COMPUTER PROGRAMMER 3	73327	76041	78699	81678	84882	88105	91649				
	2820.25	2924.65	3026.88	3141.43	3264.68	3388.65	3524.95				
	38.90	40.34	41.75	43.33	45.03	46.74	48.62				
COMPUTER PROGRAMMER 4	76041	78699	81678	84882	88105	91649	95400				
	2924.65	3026.88	3141.43	3264.68	3388.65	3524.95	3669.23				
	40.34	41.75	43.33	45.03	46.74	48.62	50.61				



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
COMPUTER PROGRAMMER 5	81678	84882	88105	91649	95400	99397	103562				
	3141.43	3264.68	3388.65	3524.95	3669.23	3822.93	3983.15				
	43.33	45.03	46.74	48.62	50.61	52.73	54.94				
COOK SERIES											
COOK 1	41351	42391	43431	44554	45802	47112					
	1590.40	1630.40	1670.40	1713.60	1761.60	1812.00					
	19.88	20.38	20.88	21.42	22.02	22.65					
COOK 2	45511	46613	47716	48922	50212	51626					
	1750.40	1792.80	1835.20	1881.60	1931.20	1985.60					
	21.88	22.41	22.94	23.52	24.14	24.82					
COOK 3	48672	49837	51023	52354	53664	55016					
	1872.00	1916.80	1962.40	2013.60	2064.00	2116.00					
	23.40	23.96	24.53	25.17	25.80	26.45					
CURRICULUM CONSULTANT SERIES											
CURRICULUM CONSULTANT	71706	74420	77285	80264	83450	86974	90518				
	2757.90	2862.30	2972.50	3087.05	3209.58	3345.15	3481.45				
	38.04	39.48	41.00	42.58	44.27	46.14	48.02				
DUPLICATING EQUIPMENT OPERATOR SERIES											
DUPLICATING EQUIPMENT OPERATOR 1	32837	33761	34703	35702	36758	37776					
	1262.95	1298.48	1334.73	1373.15	1413.75	1452.90					
	17.42	17.91	18.41	18.94	19.50	20.04					
DUPLICATING EQUIPMENT OPERATOR 2	37173	38360	39454	40679	42055	43374					
	1429.70	1475.38	1517.43	1564.55	1617.48	1668.23					
	19.72	20.35	20.93	21.58	22.31	23.01					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
DUPLICATING EQUIPMENT OPERATOR 3	44355 1705.93 23.53	45787 1761.03 24.29	47295 1819.03 25.09	48916 1881.38 25.95	50500 1942.28 26.79	52234 2008.98 27.71					
DUPLICATING EQUIPMENT OPERATOR 4	48106 1850.20 25.52	49614 1908.20 26.32	51310 1973.45 27.22	53157 2044.50 28.20	54911 2111.93 29.13	56871 2187.33 30.17					
ECONOMIC DEVELOPMENT CONSULTANT SERIES											
ECONOMIC DEVELOPMENT CONSULTANT 1	53233 2047.40 28.24	55061 2117.73 29.21	56833 2185.88 30.15	58888 2264.90 31.24	60980 2345.38 32.35	63148 2428.75 33.50	65429 2516.48 34.71				
ECONOMIC DEVELOPMENT CONSULTANT 2	66805 2569.40 35.44	69199 2661.48 36.71	71706 2757.90 38.04	74420 2862.30 39.48	77285 2972.50 41.00	80264 3087.05 42.58	83450 3209.58 44.27				
ECONOMIC DEVELOPMENT CONSULTANT 3	71706 2757.90 38.04	74420 2862.30 39.48	77285 2972.50 41.00	80264 3087.05 42.58	83450 3209.58 44.27	86974 3345.15 46.14	90518 3481.45 48.02				
ECONOMIC DEVELOPMENT CONSULTANT 4	77285 2972.50 41.00	80264 3087.05 42.58	83450 3209.58 44.27	86974 3345.15 46.14	90518 3481.45 48.02	94269 3625.73 50.01	98360 3783.05 52.18	102450 3940.38 54.35			
EDUCATION ADMINISTRATION CONSULTANT SERIES											
EDUCATION ADMINISTRATION CONSULTANT	74420 2862.30 39.48	77285 2972.50 41.00	80264 3087.05 42.58	83450 3209.58 44.27	86974 3345.15 46.14	90518 3481.45 48.02	94269 3625.73 50.01				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
EDUCATIONAL ASSISTANT SERIES											
EDUCATIONAL ASSISTANT 1	41226	42394	43732	45146	46522	48106					
	1585.58	1630.53	1682.00	1736.38	1789.30	1850.20					
	21.87	22.49	23.20	23.95	24.68	25.52					
EDUCATIONAL ASSISTANT 2	45787	47295	48916	50500	52234	54025					
	1761.03	1819.03	1881.38	1942.28	2008.98	2077.85					
	24.29	25.09	25.95	26.79	27.71	28.66					
EDUCATIONAL ASSISTANT 3	48106	49614	51310	53157	54911	56871					
	1850.20	1908.20	1973.45	2044.50	2111.93	2187.33					
	25.52	26.32	27.22	28.20	29.13	30.17					
EDUCATIONAL DEVELOPMENT OFFICER SERIES											
EDUCATIONAL DEVELOPMENT OFFICER	63450	65862	68219	70726	73497	76268	79227				
	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35	3047.18				
	33.66	34.94	36.19	37.52	38.99	40.46	42.03				
EDUCATION CONSULTANT SERIES											
EDUCATION CONSULTANT	60980	63450	65862	68219	70726	73497	76268				
	2345.38	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35				
	32.35	33.66	34.94	36.19	37.52	38.99	40.46				
FINANCIAL OFFICER SERIES											
FINANCIAL OFFICER 1	49614	51310	53157	54911	56871	58907					
	1908.20	1973.45	2044.50	2111.93	2187.33	2265.63					
	26.32	27.22	28.20	29.13	30.17	31.25					
FINANCIAL OFFICER 2	51310	53157	54911	56871	58907	61074					
	1973.45	2044.50	2111.93	2187.33	2265.63	2349.00					
	27.22	28.20	29.13	30.17	31.25	32.40					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
FINANCIAL OFFICER 3	57945	59887	62017	64298	66616	69142					
	2228.65	2303.33	2385.25	2472.98	2562.15	2659.30					
	30.74	31.77	32.90	34.11	35.34	36.68					
FINANCIAL OFFICER 4	63450	65862	68219	70726	73497	76268					
	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35					
	33.66	34.94	36.19	37.52	38.99	40.46					
FINANCIAL OFFICER 5	65994	68426	70990	73704	76588	79604	83940				
	2538.23	2631.75	2730.35	2834.75	2945.68	3061.68	3228.43				
	35.01	36.30	37.66	39.10	40.63	42.23	44.53				
FACILITY MANAGER SERIES											
FACILITY MANAGER 1	37398	38567	42308	42240	45095	46613	48215	49733	49440		
	1489.60	1535.20	1627.20	1682.40	1734.40	1792.80	1854.40	1912.80	1968.00		
	18.62	19.19	20.34	21.03	21.68	22.41	23.18	23.91	24.60		
FACILITY MANAGER 2	43492	46613	48215	48167	51376	51652	55058	56701			
	1731.20	1792.80	1854.40	1917.60	1976.00	2056.00	2117.60	2180.80			
	21.64	22.41	23.18	23.97	24.70	25.70	26.47	27.26			
FACILITY MANAGER 3	51376	51652	55890	58324	60528	62796	64626	64424			
	1976.00	2056.00	2149.60	2243.20	2328.00	2415.20	2485.60	2564.80			
	24.70	25.70	26.87	28.04	29.10	30.19	31.07	32.06			
FACILITY MANAGER 4	58324	60528	62796	62984	66407	71407	71645	73774	78708		
	2243.20	2328.00	2415.20	2507.20	2643.20	2746.40	2851.20	2936.00	3027.20		
	28.04	29.10	30.19	31.34	33.04	34.33	35.64	36.70	37.84		
GARDENER SERIES											
GARDENER 1	40165	41413	42620	43951	45303	46717					
	1544.80	1592.80	1639.20	1690.40	1742.40	1796.80					
	19.31	19.91	20.49	21.13	21.78	22.46					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
GARDENER 2	41413	42620	43951	45303	46717	48215					
	1592.80	1639.20	1690.40	1742.40	1796.80	1854.40					
	19.91	20.49	21.13	21.78	22.46	23.18					
GARDENER 3	43951	45303	46717	48215	49920	51564					
	1690.40	1742.40	1796.80	1854.40	1920.00	1983.20					
	21.13	21.78	22.46	23.18	24.00	24.79					
GARDENER 4	49086	50839	52630	54477	56513	58605					
	1887.90	1955.33	2024.20	2095.25	2173.55	2254.03					
	26.04	26.97	27.92	28.90	29.98	31.09					
GUIDANCE OFFICER SERIES											
GUIDANCE OFFICER 1	60980	63450	65862	68219	70726	73497	76268				
	2345.38	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35				
	32.35	33.66	34.94	36.19	37.52	38.99	40.46				
GUIDANCE OFFICER 2	65862	68219	70726	73497	76268	78775	81847				
	2533.15	2623.78	2720.20	2826.78	2933.35	3029.78	3147.95				
	34.94	36.19	37.52	38.99	40.46	41.79	43.42				
ILLUSTRATOR SERIES											
ILLUSTRATOR 1	41226	42394	43732	45146	46522	48106					
	1585.58	1630.53	1682.00	1736.38	1789.30	1850.20					
	21.87	22.49	23.20	23.95	24.68	25.52					
ILLUSTRATOR 2	48106	49614	51310	53157	54911	56871					
	1850.20	1908.20	1973.45	2044.50	2111.93	2187.33					
	25.52	26.32	27.22	28.20	29.13	30.17					
ILLUSTRATOR 3	51310	53157	54911	56871	58907	61074					
	1973.45	2044.50	2111.93	2187.33	2265.63	2349.00					
	27.22	28.20	29.13	30.17	31.25	32.40					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
INSTRUCTOR SERIES											
INSTRUCTOR	59755	61885	64090	66616	69067	71612	74345	77210	80207	83186	85240
	2298.25	2380.18	2465.00	2562.15	2656.40	2754.28	2859.40	2969.60	3084.88	3199.43	3278.45
	31.70	32.83	34.00	35.34	36.64	37.99	39.44	40.96	42.55	44.13	45.22
Step 12	88765										
	3414.03										
	47.09										
INFORMATION TECHNOLOGIST SERIES											
INFORMATION	51065	52422	55287	56607	58152	59717	61263	62903			
TECHNOLGIST 1	1964.03	2016.23	2126.43	2177.18	2236.63	2296.80	2356.25	2419.33			
	27.09	27.81	29.33	30.03	30.85	31.68	32.50	33.37			
INFORMATION	63148	65504	67860	70405	72968	75871	78755	81771			
TECHNOLGIST 2	2428.75	2519.38	2610.00	2707.88	2806.48	2918.13	3029.05	3145.05			
	33.50	34.75	36.00	37.35	38.71	40.25	41.78	43.38			
INFORMATION	69066	71668	74590	77342	80226	83298	86616	89952			
TECHNOLGIST 3	2656.40	2756.45	2868.83	2974.68	3085.60	3203.78	3331.38	3459.70			
	36.64	38.02	39.57	41.03	42.56	44.19	45.95	47.72			
INFORMATION	74590	77342	80226	83298	86616	89952	93741	97662			
TECHNOLGIST 4	2868.83	2974.68	3085.60	3203.78	3331.38	3459.70	3605.43	3756.23			
	39.57	41.03	42.56	44.19	45.95	47.72	49.73	51.81			
LIBRARIAN SERIES											
LIBRARIAN 1	49274	50537	52008	53516	55137	56720					
	1895.15	1943.73	2000.28	2058.28	2120.63	2181.53					
	26.14	26.81	27.59	28.39	29.25	30.09					
LIBRARIAN 2	53516	55137	56720	58586	60641	62884					
	2058.28	2120.63	2181.53	2253.30	2332.33	2418.60					
	28.39	29.25	30.09	31.08	32.17	33.36					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
LIBRARIAN 3	60641	62884	65881	68841	71668	74420					
	2332.33	2418.60	2533.88	2647.70	2756.45	2862.30					
	32.17	33.36	34.95	36.52	38.02	39.48					
LIBRARIAN 4	69010	71668	74420	75400	78285	81414					
	2654.23	2756.45	2862.30	2900.00	3010.93	3131.28					
	36.61	38.02	39.48	40.00	41.53	43.19					
LIBRARY DIRECTOR 1 SERIES											
LIBRARY DIRECTOR 1	72592	75400	78285	81414	84844	88313					
	2791.98	2900.00	3010.93	3131.28	3263.23	3396.63					
	38.51	40.00	41.53	43.19	45.01	46.85					
LIBRARY TECHNICIAN SERIES											
LIBRARY TECHNICIAN 1	43318	44298	45448	46598	47974	49369					
	1666.05	1703.75	1747.98	1792.20	1845.13	1898.78					
	22.98	23.50	24.11	24.72	25.45	26.19					
LIBRARY TECHNICIAN 2	48784	49953	51291	52667	54081	55514					
	1876.30	1921.25	1972.73	2025.65	2080.03	2135.13					
	25.88	26.50	27.21	27.94	28.69	29.45					
LIBRARY TECHNICIAN 3	50481	51763	53308	54873	56494	58153					
	1941.55	1990.85	2050.30	2110.48	2172.83	2236.63					
	26.78	27.46	28.28	29.11	29.97	30.85					
MAINTENANCE ASSISTANT SERIES											
MAINTENANCE ASSISTANT	39812	41122	42370	43764	45240	46800					
	1531.20	1581.60	1629.60	1683.20	1740.00	1800.00					
	19.14	19.77	20.37	21.04	21.75	22.50					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
MEDIA SPECIALIST SERIES											
MEDIA SPECIALIST 1	63450	65862	68219	70726	73497	76268					
	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35					
	33.66	34.94	36.19	37.52	38.99	40.46					
MEDIA SPECIALIST 2	66805	69199	71706	74420	77285	80264	83450				
	2569.40	2661.48	2757.90	2862.30	2972.50	3087.05	3209.58				
	35.44	36.71	38.04	39.48	41.00	42.58	44.27				
MEDIA TECHNICIAN SERIES											
MEDIA TECHNICIAN 1	41678	43111	44355	45787	47295	48916					
	1602.98	1658.08	1705.93	1761.03	1819.03	1881.38					
	22.11	22.87	23.53	24.29	25.09	25.95					
MEDIA TECHNICIAN 2	45787	47295	48916	50500	52234	54025					
	1761.03	1819.03	1881.38	1942.28	2008.98	2077.85					
	24.29	25.09	25.95	26.79	27.71	28.66					
MEDIA TECHNICIAN 3	49614	51310	53157	54911	56871	58907					
	1908.20	1973.45	2044.50	2111.93	2187.33	2265.63					
	26.32	27.22	28.20	29.13	30.17	31.25					
NURSE SERIES											
NURSE 1	59738	61860	63981	66207	68245	70367					
	2297.60	2379.20	2460.80	2546.40	2624.80	2706.40					
	28.72	29.74	30.76	31.83	32.81	33.83					
NURSE 2	60466	62588	64751	66935	69202	71656					
	2325.60	2407.20	2490.40	2574.40	2661.60	2756.00					
	29.07	30.09	31.13	32.18	33.27	34.45					
NURSE 3	64751	66935	69202	71656	74028	76524					
	2490.40	2574.40	2661.60	2756.00	2847.20	2943.20					
	31.13	32.18	33.27	34.45	35.59	36.79					



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PLANNING AND PROGRAM ANALYST SERIES											
PLANNING AND PROGRAM ANALYST 1	47295	48916	50500	52234	54025	55853	57908	60038	62111	64467	
	1819.03	1881.38	1942.28	2008.98	2077.85	2148.18	2227.20	2309.13	2388.88	2479.50	
	25.09	25.95	26.79	27.71	28.66	29.63	30.72	31.85	32.95	34.20	
PLANNING AND PROGRAM ANALYST 2	60980	63450	65862	68219	70726	73497	76268				
	2345.38	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35				
	32.35	33.66	34.94	36.19	37.52	38.99	40.46				
PLANNING AND PROGRAM ANALYST 3	66805	69199	71706	74420	77285	80264	83450				
	2569.40	2661.48	2757.90	2862.30	2972.50	3087.05	3209.58				
	35.44	36.71	38.04	39.48	41.00	42.58	44.27				
PLANNING AND PROGRAM ANALYST 4	74420	77285	80264	83450	86974	90518	94269				
	2862.30	2972.50	3087.05	3209.58	3345.15	3481.45	3625.73				
	39.48	41.00	42.58	44.27	46.14	48.02	50.01				
PRODUCTION SUPERVISOR SERIES											
PRODUCTION SUPERVISOR	60980	63450	65862	68219	70726	73497	76268				
	2345.38	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35				
	32.35	33.66	34.94	36.19	37.52	38.99	40.46				
PROGRAM COORDINATOR EDUCATION SERIES											
PROGRAM COORDINATOR EDUCATION	77285	80264	83450	86974	90518	94269	98360	102450			
	2972.50	3087.05	3209.58	3345.15	3481.45	3625.73	3783.05	3940.38			
	41.00	42.58	44.27	46.14	48.02	50.01	52.18	54.35			
PROGRAM COORDINATOR EXTENSION SERVICES SERIES											
PROGRAM COORDINATOR EXTENSION SERVICES	57116	59265	61395	63657	66164	68652	71329				
	2196.75	2279.40	2361.33	2448.33	2544.75	2640.45	2743.40				
	30.30	31.44	32.57	33.77	35.10	36.42	37.84				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PROGRAM	63450	65862	68219	70726	73497	76268	79227				
COORDINATOR	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35	3047.18				
EXTENSION SERVICES 1	33.66	34.94	36.19	37.52	38.99	40.46	42.03				
PROGRAM	68219	70726	73497	76268	79227	82224	85240				
COORDINATOR	2623.78	2720.20	2826.78	2933.35	3047.18	3162.45	3278.45				
EXTENSION SERVICES 2	36.19	37.52	38.99	40.46	42.03	43.62	45.22				
PSYCHOLOGIST SERIES											
PSYCHOLOGIST 1	47295	48916	50500	52234	54025	55853	57908	60038	62111	64467	
	1819.03	1881.38	1942.28	2008.98	2077.85	2148.18	2227.20	2309.13	2388.88	2479.50	
	25.09	25.95	26.79	27.71	28.66	29.63	30.72	31.85	32.95	34.20	
PSYCHOLOGIST 2	60980	63450	65862	68219	70726	73497	76268				
	2345.38	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35				
	32.35	33.66	34.94	36.19	37.52	38.99	40.46				
PSYCHOLOGIST 3	69199	71706	74420	77285	80264	83450	86974				
	2661.48	2757.90	2862.30	2972.50	3087.05	3209.58	3345.15				
	36.71	38.04	39.48	41.00	42.58	44.27	46.14				
PSYCHOLOGIST 4	77285	80264	83450	86974	90518	94269	98360	102450			
	2972.50	3087.05	3209.58	3345.15	3481.45	3625.73	3783.05	3940.38			
	41.00	42.58	44.27	46.14	48.02	50.01	52.18	54.35			
PURCHASING AGENT SERIES											
PURCHASING AGENT 1	47295	48916	50500	52234	54025	55853					
	1819.03	1881.38	1942.28	2008.98	2077.85	2148.18					
	25.09	25.95	26.79	27.71	28.66	29.63					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PURCHASING AGENT 2	57945 2228.65 30.74	59887 2303.33 31.77	62017 2385.25 32.90	64298 2472.98 34.11	66616 2562.15 35.34	69142 2659.30 36.68					
PURCHASING AGENT 3	62017 2385.25 32.90	64298 2472.98 34.11	66616 2562.15 35.34	69142 2659.30 36.68	71668 2756.45 38.02	74420 2862.30 39.48					
RECREATION CONSULTANT SERIES											
RECREATION CONSULTANT 1	44468 1710.28 23.59	45787 1761.03 24.29	47295 1819.03 25.09	48916 1881.38 25.95	50500 1942.28 26.79	52234 2008.98 27.71					
RECREATION CONSULTANT 2	54025 2077.85 28.66	55853 2148.18 29.63	57908 2227.20 30.72	60038 2309.13 31.85	62111 2388.88 32.95	64467 2479.50 34.20					
RECREATION CONSULTANT 3	60980 2345.38 32.35	63148 2428.75 33.50	65429 2516.48 34.71	67936 2612.90 36.04	70462 2710.05 37.38	73025 2808.65 38.74					
RECREATION CONSULTANT 4	65862 2533.15 34.94	68219 2623.78 36.19	70726 2720.20 37.52	73497 2826.78 38.99	76268 2933.35 40.46	79227 3047.18 42.03					
RESEARCH ASSISTANT SERIES											
RESEARCH ASSISTANT 1	40490 1557.30 21.48	41678 1602.98 22.11	43111 1658.08 22.87	44355 1705.93 23.53	45787 1761.03 24.29	47295 1819.03 25.09					
RESEARCH ASSISTANT 2	45787 1761.03 24.29	47295 1819.03 25.09	48916 1881.38 25.95	50500 1942.28 26.79	52234 2008.98 27.71	54025 2077.85 28.66					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
RESIDENCE COUNSELLOR											
RESIDENCE	49350	50575	51838	53365	54779	56437					
COUNSELLOR	1898.05	1945.18	1993.75	2052.48	2106.85	2170.65					
	26.18	26.83	27.50	28.31	29.06	29.94					
SECURITY OFFICER SERIES											
SECURITY	35839	36879	37856	39084	40290	41517					
OFFICER 1	1378.40	1418.40	1456.00	1503.20	1549.60	1596.80					
	17.23	17.73	18.20	18.79	19.37	19.96					
SECURITY	37399	38501	39645	40872	42079	43472					
OFFICER 2	1438.40	1480.80	1524.80	1572.00	1618.40	1672.00					
	17.98	18.51	19.06	19.65	20.23	20.90					
SERVICE WORKER SERIES											
SERVICE	35381	36255	37232	38168	39229						
WORKER 1	1360.80	1394.40	1432.00	1468.00	1508.80						
	17.01	17.43	17.90	18.35	18.86						
SERVICE	40560	41600	42620	43805	45053	46197					
WORKER 2	1560.00	1600.00	1639.20	1684.80	1732.80	1776.80					
	19.50	20.00	20.49	21.06	21.66	22.21					
SERVICE	40519	41517	42640	43930	45261	46592					
WORKER 3	1558.40	1596.80	1640.00	1689.60	1740.80	1792.00					
	19.48	19.96	20.50	21.12	21.76	22.40					
SERVICE	40706	41933	43306	44554	45968	47570					
WORKER 4	1565.60	1612.80	1665.60	1713.60	1768.00	1829.60					
	19.57	20.16	20.82	21.42	22.10	22.87					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
SENIOR CONSULTING INSTRUCTOR P & E SERIES											
SENIOR	69199	71706	74420	77285	80264	83450	86974				
CONSULTING	2661.48	2757.90	2862.30	2972.50	3087.05	3209.58	3345.15				
INSTRUCTOR P & E	36.71	38.04	39.48	41.00	42.58	44.27	46.14				
STATISTICAL ANALYST SERIES											
STATISTICAL	54025	55853	57908	60038	62111	64467					
ANALYST 1	2077.85	2148.18	2227.20	2309.13	2388.88	2479.50					
	28.66	29.63	30.72	31.85	32.95	34.20					
STATISTICAL	63450	65862	68219	70726	73497	76268	79227				
ANALYST 2	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35	3047.18				
	33.66	34.94	36.19	37.52	38.99	40.46	42.03				
STATISTICAL	69199	71706	74420	77285	80264	83450					
ANALYST 3	2661.48	2757.90	2862.30	2972.50	3087.05	3209.58					
	36.71	38.04	39.48	41.00	42.58	44.27					
STOREKEEPER SERIES											
STOREKEEPER 1	38341	39416	40679	42055	43374	44750					
	1474.65	1515.98	1564.55	1617.48	1668.23	1721.15					
	20.34	20.91	21.58	22.31	23.01	23.74					
STOREKEEPER 2	41678	43111	44336	45787	47295	48916					
	1602.98	1658.08	1705.20	1761.03	1819.03	1881.38					
	22.11	22.87	23.52	24.29	25.09	25.95					
STOREKEEPER 3	44336	45787	47295	48916	50481	52234					
	1705.20	1761.03	1819.03	1881.38	1941.55	2008.98					
	23.52	24.29	25.09	25.95	26.78	27.71					
STOREKEEPER 4	47295	48916	50481	52234	54025	55872					
	1819.03	1881.38	1941.55	2008.98	2077.85	2148.90					
	25.09	25.95	26.78	27.71	28.66	29.64					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
STORES CLERK SERIES											
STORES CLERK 1	33761	34703	35702	36758	37776	38888					
	1298.48	1334.73	1373.15	1413.75	1452.90	1495.68					
	17.91	18.41	18.94	19.50	20.04	20.63					
STORES CLERK 2	36758	37776	38888	40038	41301						
	1413.75	1452.90	1495.68	1539.90	1588.48						
	19.50	20.04	20.63	21.24	21.91						
SYSTEMS ANALYST SERIES											
SYSTEMS	48106	49614	51310	53157	54911	56871					
ANALYST 1	1850.20	1908.20	1973.45	2044.50	2111.93	2187.33					
	25.52	26.32	27.22	28.20	29.13	30.17					
SYSTEMS	51310	53157	54911	56871	58907	61074					
ANALYST 2	1973.45	2044.50	2111.93	2187.33	2265.63	2349.00					
	27.22	28.20	29.13	30.17	31.25	32.40					
SYSTEMS	55872	57945	59887	62017	64298	66616					
ANALYST 3	2148.90	2228.65	2303.33	2385.25	2472.98	2562.15					
	29.64	30.74	31.77	32.90	34.11	35.34					
SYSTEMS COORDINATOR SERIES											
SYSTEMS	66805	69199	71706	74420	77285	80264	83450				
COORDINATOR 1	2569.40	2661.48	2757.90	2862.30	2972.50	3087.05	3209.58				
	35.44	36.71	38.04	39.48	41.00	42.58	44.27				
SYSTEMS	71706	74420	77285	80264	83450	86974	90518				
COORDINATOR 2	2757.90	2862.30	2972.50	3087.05	3209.58	3345.15	3481.45				
	38.04	39.48	41.00	42.58	44.27	46.14	48.02				
SYSTEMS	77285	80264	83450	86974	90518	94269	98360	102450			
COORDINATOR 3	2972.50	3087.05	3209.58	3345.15	3481.45	3625.73	3783.05	3940.38			
	41.00	42.58	44.27	46.14	48.02	50.01	52.18	54.35			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
SWITCHBOARD OPERATOR SERIES											
SWITCHBOARD	30349	31178	31970	32837	33761						
OPERATOR 1	1167.25	1199.15	1229.60	1262.95	1298.48						
	16.10	16.54	16.96	17.42	17.91						
SWITCHBOARD	35702	36513	37399	38379	39341	40377					
OPERATOR 2	1373.15	1404.33	1438.40	1476.10	1513.08	1552.95					
	18.94	19.37	19.84	20.36	20.87	21.42					
SWITCHBOARD	41659	42734	43827	45033	46127	47371					
OPERATOR 3	1602.25	1643.58	1685.63	1732.03	1774.08	1821.93					
	22.10	22.67	23.25	23.89	24.47	25.13					
TRAINING CONSULTANT SERIES											
TRAINING CONSULTANT	63450	65862	68219	70726	73497	76268	79227				
	2440.35	2533.15	2623.78	2720.20	2826.78	2933.35	3047.18				
	33.66	34.94	36.19	37.52	38.99	40.46	42.03				
WORD PROCESSOR SERIES											
WORD	35099	36098									
PROCESSOR 1	1349.95	1388.38									
	18.62	19.15									
WORD	42771	43865	45090	46183	47389	48652					
PROCESSOR 2	1645.03	1687.08	1734.20	1776.25	1822.65	1871.23					
	22.69	23.27	23.92	24.50	25.14	25.81					
WORD	46522	47729	49086	50481	51763	53308					
PROCESSOR 3	1789.30	1835.70	1887.90	1941.55	1990.85	2050.30					
	24.68	25.32	26.04	26.78	27.46	28.28					
WORD	47729	49086	50481	51763	53308	54873					
PROCESSOR 4	1835.70	1887.90	1941.55	1990.85	2050.30	2110.48					
	25.32	26.04	26.78	27.46	28.28	29.11					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
WORD	50481	51763	53308	54873	56494	58153					
PROCESSOR 5	1941.55	1990.85	2050.30	2110.48	2172.83	2236.63					
	26.78	27.46	28.28	29.11	29.97	30.85					
WORD	55910	57644	59322	61263	63223	65165					
PROCESSOR 6	2150.35	2217.05	2281.58	2356.25	2431.65	2506.33					
	29.66	30.58	31.47	32.50	33.54	34.57					



## Effective June 18, 2022 – June 16, 2023

Annual wages are based on 26 pay periods.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ACCOUNTING CLERK SERIES											
ACCOUNTING	45033	46221	47389	48577	49953	51367					
CLERK 1	1732.03	1777.70	1822.65	1868.33	1921.25	1975.63					
	23.89	24.52	25.14	25.77	26.50	27.25					
ACCOUNTING	51442	52762	54232	55533	57022	58737					
CLERK 2	1978.53	2029.28	2085.83	2135.85	2193.13	2259.10					
	27.29	27.99	28.77	29.46	30.25	31.16					
ADMINISTRATIVE ANALYST											
ADMINISTRATIVE	60283	62865	65240	67672	70236	73063	75891				
ANALYST	2318.55	2417.88	2509.23	2602.75	2701.35	2810.10	2918.85				
	31.98	33.35	34.61	35.90	37.26	38.76	40.26				
ADMINISTRATIVE OFFICER SERIES											
ADMINISTRATIVE	51499	52799	54383	55985	57625	59322					
OFFICER	1980.70	2030.73	2091.63	2153.25	2216.33	2281.58					
	27.32	28.01	28.85	29.70	30.57	31.47					
ADMINISTRATIVE	53233	54967	56777	58605	60660	62752					
OFFICER 1	2047.40	2114.10	2183.70	2254.03	2333.05	2413.53					
	28.24	29.16	30.12	31.09	32.18	33.29					
ADMINISTRATIVE	57003	59114	61093	63261	65598	67955					
OFFICER 2	2192.40	2273.60	2349.73	2433.10	2523.00	2613.63					
	30.24	31.36	32.41	33.56	34.80	36.05					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ADMINISTRATIVE OFFICER 3	60076 2310.58 31.87	62205 2392.50 33.00	64411 2477.33 34.17	66748 2567.23 35.41	69312 2665.83 36.77	71876 2764.43 38.13	74496 2865.20 39.52				
ADMINISTRATIVE OFFICER 4	68143 2620.88 36.15	70594 2715.13 37.45	73157 2813.73 38.81	75910 2919.58 40.27	78831 3031.95 41.82	81885 3149.40 43.44	85127 3274.10 45.16				
ADMINISTRATIVE ASSISTANT SERIES											
ADMINISTRATIVE ASSISTANT 2	34232 1316.60 18.16	34911 1342.70 18.52	35891 1380.40 19.04	36777 1414.48 19.51	37757 1452.18 20.03						
ADMINISTRATIVE ASSISTANT 3	40132 1543.53 21.29	41188 1584.13 21.85	42545 1636.33 22.57	43751 1682.73 23.21	44845 1724.78 23.79	46032 1770.45 24.42	47182 1814.68 25.03	48426 1862.53 25.69	49897 1919.08 26.47		
ADMINISTRATIVE ASSISTANT 4	48784 1876.30 25.88	49972 1921.98 26.51	51272 1972.00 27.20	52422 2016.23 27.81	53893 2072.78 28.59	55250 2124.98 29.31					
ASSISTANT DIRECTOR INFORMATION SERVICES SERIES											
ASSISTANT DIRECTOR INFORMATION SERVICES	78831 3031.95 41.82	81885 3149.40 43.44	85127 3274.10 45.16	88728 3412.58 47.07	92347 3551.78 48.99	96173 3698.95 51.02					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ASSISTANT GUIDANCE COUNSELLOR SERIES											
ASSISTANT	48256	49897	51518	53290	55118	56984	59076	61244	63355	65768	
GUIDANCE	1856.00	1919.08	1981.43	2049.58	2119.90	2191.68	2272.15	2355.53	2436.73	2529.53	
COUNSELLOR	25.60	26.47	27.33	28.27	29.24	30.23	31.34	32.49	33.61	34.89	
ASSISTANT PRINCIPAL EDUCATION SERIES											
ASSISTANT	73157	75910	78831	81885	85127	88728	92347				
PRINCIPAL	2813.73	2919.58	3031.95	3149.40	3274.10	3412.58	3551.78				
EDUCATION	38.81	40.27	41.82	43.44	45.16	47.07	48.99				
BUILDING SERVICE SUPERVISOR SERIES											
BUILDING	45448	46904	48527	49983	51584	53436					
SERVICE	1748.00	1804.00	1866.40	1922.40	1984.00	2055.20					
SUPERVISOR	21.85	22.55	23.33	24.03	24.80	25.69					
BUILDING SERVICE WORKER SERIES											
BUILDING	36567	37628	38626	39874	41101	42349	43784				
SERVICE	1406.40	1447.20	1485.60	1533.60	1580.80	1628.80	1684.00				
WORKER 1	17.58	18.09	18.57	19.17	19.76	20.36	21.05				
BUILDING	37628	38626	39874	41101	42349	43784					
SERVICE	1447.20	1485.60	1533.60	1580.80	1628.80	1684.00					
WORKER 2	18.09	18.57	19.17	19.76	20.36	21.05					
BUILDING	39292	40456	41704	42932	44346	45844					
SERVICE	1511.20	1556.00	1604.00	1651.20	1705.60	1763.20					
WORKER 3	18.89	19.45	20.05	20.64	21.32	22.04					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
CLERK SERIES											
CLERK 2	30971	31819	32611	33497							
	1191.18	1223.80	1254.25	1288.33							
	16.43	16.88	17.30	17.77	0.00	0.00					
CLERK 3	40132	41188	42545	43751	44845	46032	47182	48426	49897		
	1543.53	1584.13	1636.33	1682.73	1724.78	1770.45	1814.68	1862.53	1919.08		
	21.29	21.85	22.57	23.21	23.79	24.42	25.03	25.69	26.47		
CLERK 4	51009	52234	53553	54967	56362	57814					
	1961.85	2008.98	2059.73	2114.10	2167.75	2223.58					
	27.06	27.71	28.41	29.16	29.90	30.67					
CLERK 5	51499	52799	54383	55985	57625	59322					
	1980.70	2030.73	2091.63	2153.25	2216.33	2281.58					
	27.32	28.01	28.85	29.70	30.57	31.47					
CLERK-TYPIST SERIES											
CLERK-TYPIST 1	33176	34006	34779	35665	36607						
	1276.00	1307.90	1337.63	1371.70	1407.95						
	17.60	18.04	18.45	18.92	19.42						
CLERK-TYPIST 2	36419	37248	38153	39152	40132	41188					
	1400.70	1432.60	1467.40	1505.83	1543.53	1584.13					
	19.32	19.76	20.24	20.77	21.29	21.85					
CLERK-TYPIST 3	42507	43601	44713	45938	47050	48332					
	1634.88	1676.93	1719.70	1766.83	1809.60	1858.90					
	22.55	23.13	23.72	24.37	24.96	25.64					
COMPUTER OPERATOR SERIES											
COMPUTER OPERATOR 1	41226	42357	43412	44581	45844	47069					
	1585.58	1629.08	1669.68	1714.63	1763.20	1810.33					
	21.87	22.47	23.03	23.65	24.32	24.97					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
COMPUTER OPERATOR 2	50274 1933.58 26.67	51555 1982.88 27.35	52818 2031.45 28.02	54383 2091.63 28.85	55834 2147.45 29.62	57512 2211.98 30.51					
COMPUTER OPERATOR 3	50443 1940.10 26.76	51876 1995.20 27.52	53591 2061.18 28.43	55231 2124.25 29.30	56927 2189.50 30.20	58775 2260.55 31.18					
COMPUTER OPERATOR 4	50613 1946.63 26.85	52347 2013.33 27.77	54232 2085.83 28.77	56023 2154.70 29.72	58021 2231.55 30.78	60094 2311.30 31.88					
COMPUTER PROGRAMMER SERIES											
COMPUTER PROGRAMMER 1	52818 2031.45 28.02	54628 2101.05 28.98	56456 2171.38 29.95	58398 2246.05 30.98	60358 2321.45 32.02	62488 2403.38 33.15	64788 2491.83 34.37	67182 2583.90 35.64	69519 2673.80 36.88	72140 2774.58 38.27	
COMPUTER PROGRAMMER 2A	61565 2367.85 32.66	63676 2449.05 33.78	65919 2535.33 34.97	68181 2622.33 36.17	70613 2715.85 37.46	73214 2815.90 38.84	76041 2924.65 40.34	78831 3031.95 41.82	81809 3146.50 43.40		
COMPUTER PROGRAMMER 2B	70990 2730.35 37.66	73666 2833.30 39.08	76324 2935.53 40.49	79114 3042.83 41.97	82262 3163.90 43.64	85410 3284.98 45.31	88765 3414.03 47.09				
COMPUTER PROGRAMMER 3	74797 2876.80 39.68	77568 2983.38 41.15	80283 3087.78 42.59	83317 3204.50 44.20	86597 3330.65 45.94	89877 3456.80 47.68	93496 3596.00 49.60				
COMPUTER PROGRAMMER 4	77568 2983.38 41.15	80283 3087.78 42.59	83317 3204.50 44.20	86597 3330.65 45.94	89877 3456.80 47.68	93496 3596.00 49.60	97323 3743.18 51.63				
COMPUTER PROGRAMMER 5	83317 3204.50 44.20	86597 3330.65 45.94	89877 3456.80 47.68	93496 3596.00 49.60	97323 3743.18 51.63	101395 3899.78 53.79	105636 4062.90 56.04				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
COOK SERIES											
COOK 1	42183	43244	44304	45448	46738	48069					
	1622.40	1663.20	1704.00	1748.00	1797.60	1848.80					
	20.28	20.79	21.30	21.85	22.47	23.11					
COOK 2	46426	47549	48672	49920	51231	52666					
	1785.60	1828.80	1872.00	1920.00	1970.40	2025.60					
	22.32	22.86	23.40	24.00	24.63	25.32					
COOK 3	49650	50836	52063	53415	54746	56119					
	1909.60	1955.20	2002.40	2054.40	2105.60	2158.40					
	23.87	24.44	25.03	25.68	26.32	26.98					
CURRICULUM CONSULTANT SERIES											
CURRICULUM	73157	75910	78831	81885	85127	88728	92347				
CONSULTANT	2813.73	2919.58	3031.95	3149.40	3274.10	3412.58	3551.78				
	38.81	40.27	41.82	43.44	45.16	47.07	48.99				
DUPLICATING EQUIPMENT OPERATOR SERIES											
DUPLICATING	33497	34440	35401	36419	37493	38549					
EQUIPMENT	1288.33	1324.58	1361.55	1400.70	1442.03	1482.63					
OPERATOR 1	17.77	18.27	18.78	19.32	19.89	20.45					
DUPLICATING	37927	39133	40245	41508	42903	44260					
EQUIPMENT	1458.70	1505.10	1547.88	1596.45	1650.10	1702.30					
OPERATOR 2	20.12	20.76	21.35	22.02	22.76	23.48					
DUPLICATING	45259	46711	48256	49897	51518	53290					
EQUIPMENT	1740.73	1796.55	1856.00	1919.08	1981.43	2049.58					
OPERATOR 3	24.01	24.78	25.60	26.47	27.33	28.27					
DUPLICATING	49086	50613	52347	54232	56023	58021					
EQUIPMENT	1887.90	1946.63	2013.33	2085.83	2154.70	2231.55					
OPERATOR 4	26.04	26.85	27.77	28.77	29.72	30.78					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ECONOMIC DEVELOPMENT CONSULTANT SERIES											
ECONOMIC DEVELOPMENT CONSULTANT 1	54307	56173	57983	60076	62205	64411	66748				
	2088.73	2160.50	2230.10	2310.58	2392.50	2477.33	2567.23				
	28.81	29.80	30.76	31.87	33.00	34.17	35.41				
ECONOMIC DEVELOPMENT CONSULTANT 2	68143	70594	73157	75910	78831	81885	85127				
	2620.88	2715.13	2813.73	2919.58	3031.95	3149.40	3274.10				
	36.15	37.45	38.81	40.27	41.82	43.44	45.16				
ECONOMIC DEVELOPMENT CONSULTANT 3	73157	75910	78831	81885	85127	88728	92347				
	2813.73	2919.58	3031.95	3149.40	3274.10	3412.58	3551.78				
	38.81	40.27	41.82	43.44	45.16	47.07	48.99				
ECONOMIC DEVELOPMENT CONSULTANT 4	78831	81885	85127	88728	92347	96173	100339	104505			
	3031.95	3149.40	3274.10	3412.58	3551.78	3698.95	3859.18	4019.40			
	41.82	43.44	45.16	47.07	48.99	51.02	53.23	55.44			
EDUCATION ADMINISTRATION CONSULTANT SERIES											
EDUCATION ADMINISTRATION CONSULTANT	75910	78831	81885	85127	88728	92347	96173				
	2919.58	3031.95	3149.40	3274.10	3412.58	3551.78	3698.95				
	40.27	41.82	43.44	45.16	47.07	48.99	51.02				
EDUCATIONAL ASSISTANT SERIES											
EDUCATIONAL ASSISTANT 1	42055	43242	44619	46051	47465	49086					
	1617.48	1663.15	1716.08	1771.18	1825.55	1887.90					
	22.31	22.94	23.67	24.43	25.18	26.04					
EDUCATIONAL ASSISTANT 2	46711	48256	49897	51518	53290	55118					
	1796.55	1856.00	1919.08	1981.43	2049.58	2119.90					
	24.78	25.60	26.47	27.33	28.27	29.24					
EDUCATIONAL ASSISTANT 3	49086	50613	52347	54232	56023	58021					
	1887.90	1946.63	2013.33	2085.83	2154.70	2231.55					
	26.04	26.85	27.77	28.77	29.72	30.78					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
EDUCATIONAL DEVELOPMENT OFFICER SERIES											
EDUCATIONAL DEVELOPMENT OFFICER	64731	67182	69595	72158	74967	77795	80829				
	2489.65	2583.90	2676.70	2775.30	2883.33	2992.08	3108.80				
	34.34	35.64	36.92	38.28	39.77	41.27	42.88				
EDUCATION CONSULTANT SERIES											
EDUCATION CONSULTANT	62205	64731	67182	69595	72158	74967	77795				
	2392.50	2489.65	2583.90	2676.70	2775.30	2883.33	2992.08				
	33.00	34.34	35.64	36.92	38.28	39.77	41.27				
FINANCIAL OFFICER SERIES											
FINANCIAL OFFICER 1	50613	52347	54232	56023	58021	60094					
	1946.63	2013.33	2085.83	2154.70	2231.55	2311.30					
	26.85	27.77	28.77	29.72	30.78	31.88					
FINANCIAL OFFICER 2	52347	54232	56023	58021	60094	62300					
	2013.33	2085.83	2154.70	2231.55	2311.30	2396.13					
	27.77	28.77	29.72	30.78	31.88	33.05					
FINANCIAL OFFICER 3	59114	61093	63261	65598	67955	70537					
	2273.60	2349.73	2433.10	2523.00	2613.63	2712.95					
	31.36	32.41	33.56	34.80	36.05	37.42					
FINANCIAL OFFICER 4	64731	67182	69595	72158	74967	77795					
	2489.65	2583.90	2676.70	2775.30	2883.33	2992.08					
	34.34	35.64	36.92	38.28	39.77	41.27					
FINANCIAL OFFICER 5	67333	69802	72422	75193	78134	81206	85636				
	2589.70	2684.68	2785.45	2892.03	3005.13	3123.30	3293.68				
	35.72	37.03	38.42	39.89	41.45	43.08	45.43				



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
FACILITY MANAGER SERIES											
FACILITY MANAGER 1	37398	38567	43160	42240	46010	47549	49192	50732	49440		
	1520.00	1566.40	1660.00	1716.80	1769.60	1828.80	1892.00	1951.20	2008.00		
	19.00	19.58	20.75	21.46	22.12	22.86	23.65	24.39	25.10		
FACILITY MANAGER 2	43492	47549	49192	48167	52416	51652	56160	57845			
	1766.40	1828.80	1892.00	1956.00	2016.00	2097.60	2160.00	2224.80			
	22.08	22.86	23.65	24.45	25.20	26.22	27.00	27.81			
FACILITY MANAGER 3	52416	51652	57013	59509	61756	64064	65936	64424			
	2016.00	2097.60	2192.80	2288.80	2375.20	2464.00	2536.00	2616.80			
	25.20	26.22	27.41	28.61	29.69	30.80	31.70	32.71			
FACILITY MANAGER 4	59509	61756	64064	62984	66407	72842	71645	73774	80288		
	2288.80	2375.20	2464.00	2557.60	2696.80	2801.60	2908.80	2995.20	3088.00		
	28.61	29.69	30.80	31.97	33.71	35.02	36.36	37.44	38.60		
GARDENER SERIES											
GARDENER 1	40976	42245	43472	44845	46218	47653					
	1576.00	1624.80	1672.00	1724.80	1777.60	1832.80					
	19.70	20.31	20.90	21.56	22.22	22.91					
GARDENER 2	42245	43472	44845	46218	47653	49192					
	1624.80	1672.00	1724.80	1777.60	1832.80	1892.00					
	20.31	20.90	21.56	22.22	22.91	23.65					
GARDENER 3	44845	46218	47653	49192	50919	52604					
	1724.80	1777.60	1832.80	1892.00	1958.40	2023.20					
	21.56	22.22	22.91	23.65	24.48	25.29					
GARDENER 4	50085	51857	53685	55570	57644	59793					
	1926.33	1994.48	2064.80	2137.30	2217.05	2299.70					
	26.57	27.51	28.48	29.48	30.58	31.72					



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
INFORMATION TECHNOLOGIST SERIES											
INFORMATION	52101	53478	56399	57756	59321	60923	62488	64165			
TECHNOLGIST 1	2003.90	2056.83	2169.20	2221.40	2281.58	2343.20	2403.38	2467.90			
	27.64	28.37	29.92	30.64	31.47	32.32	33.15	34.04			
INFORMATION	64411	66823	69217	71819	74439	77398	80339	83411			
TECHNOLGIST 2	2477.33	2570.13	2662.20	2762.25	2863.03	2976.85	3089.95	3208.13			
	34.17	35.45	36.72	38.10	39.49	41.06	42.62	44.25			
INFORMATION	70461	73119	76098	78906	81847	84976	88350	91762			
TECHNOLGIST 3	2710.05	2812.28	2926.83	3034.85	3147.95	3268.30	3398.08	3529.30			
	37.38	38.79	40.37	41.86	43.42	45.08	46.87	48.68			
INFORMATION	76098	78906	81847	84976	88350	91762	95626	99622			
TECHNOLGIST 4	2926.83	3034.85	3147.95	3268.30	3398.08	3529.30	3677.93	3831.63			
	40.37	41.86	43.42	45.08	46.87	48.68	50.73	52.85			
LIBRARIAN SERIES											
LIBRARIAN 1	50274	51555	53063	54590	56249	57870					
	1933.58	1982.88	2040.88	2099.60	2163.40	2225.75					
	26.67	27.35	28.15	28.96	29.84	30.70					
LIBRARIAN 2	54590	56249	57870	59774	61866	64147					
	2099.60	2163.40	2225.75	2298.98	2379.45	2467.18					
	28.96	29.84	30.70	31.71	32.82	34.03					
LIBRARIAN 3	61866	64147	67201	70236	73120	75910					
	2379.45	2467.18	2584.63	2701.35	2812.28	2919.58					
	32.82	34.03	35.65	37.26	38.79	40.27					
LIBRARIAN 4	70405	73120	75910	76908	79868	83054					
	2707.88	2812.28	2919.58	2958.00	3071.83	3194.35					
	37.35	38.79	40.27	40.80	42.37	44.06					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
LIBRARY DIRECTOR 1 SERIES											
LIBRARY	74062	76908	79868	83054	86560	90085					
DIRECTOR 1	2848.53	2958.00	3071.83	3194.35	3329.20	3464.78					
	39.29	40.80	42.37	44.06	45.92	47.79					
LIBRARY TECHNICIAN SERIES											
LIBRARY	44185	45184	46371	47540	48935	50368					
TECHNICIAN 1	1699.40	1737.83	1783.50	1828.45	1882.10	1937.20					
	23.44	23.97	24.60	25.22	25.96	26.72					
LIBRARY	49764	50952	52328	53723	55175	56626					
TECHNICIAN 2	1914.00	1959.68	2012.60	2066.25	2122.08	2177.90					
	26.40	27.03	27.76	28.50	29.27	30.04					
LIBRARY	51499	52799	54383	55985	57625	59322					
TECHNICIAN 3	1980.70	2030.73	2091.63	2153.25	2216.33	2281.58					
	27.32	28.01	28.85	29.70	30.57	31.47					
MAINTENANCE ASSISTANT SERIES											
MAINTENANCE	40623	41954	43223	44658	46156	47736					
ASSISTANT	1562.40	1613.60	1662.40	1717.60	1775.20	1836.00					
	19.53	20.17	20.78	21.47	22.19	22.95					
MEDIA SPECIALIST SERIES											
MEDIA	64731	67182	69595	72158	74967	77795					
SPECIALIST 1	2489.65	2583.90	2676.70	2775.30	2883.33	2992.08					
	34.34	35.64	36.92	38.28	39.77	41.27					
MEDIA	68143	70594	73157	75910	78831	81885	85127				
SPECIALIST 2	2620.88	2715.13	2813.73	2919.58	3031.95	3149.40	3274.10				
	36.15	37.45	38.81	40.27	41.82	43.44	45.16				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
MEDIA TECHNICIAN SERIES											
MEDIA	42526	43978	45259	46711	48256	49897					
TECHNICIAN 1	1635.60	1691.43	1740.73	1796.55	1856.00	1919.08					
	22.56	23.33	24.01	24.78	25.60	26.47					
MEDIA	46711	48256	49897	51518	53290	55118					
TECHNICIAN 2	1796.55	1856.00	1919.08	1981.43	2049.58	2119.90					
	24.78	25.60	26.47	27.33	28.27	29.24					
MEDIA	50613	52347	54232	56023	58021	60094					
TECHNICIAN 3	1946.63	2013.33	2085.83	2154.70	2231.55	2311.30					
	26.85	27.77	28.77	29.72	30.78	31.88					
NURSE SERIES											
NURSE 1	60944	63108	65271	67538	69618	71781					
	2344.00	2427.20	2510.40	2597.60	2677.60	2760.80					
	29.30	30.34	31.38	32.47	33.47	34.51					
NURSE 2	61693	63856	66061	68287	70596	73092					
	2372.80	2456.00	2540.80	2626.40	2715.20	2811.20					
	29.66	30.70	31.76	32.83	33.94	35.14					
NURSE 3	66061	68287	70596	73092	75525	78063					
	2540.80	2626.40	2715.20	2811.20	2904.80	3002.40					
	31.76	32.83	33.94	35.14	36.31	37.53					
PLANNING AND PROGRAM ANALYST SERIES											
PLANNING AND	48256	49897	51518	53290	55118	56984	59076	61244	63355	65768	
PROGRAM	1856.00	1919.08	1981.43	2049.58	2119.90	2191.68	2272.15	2355.53	2436.73	2529.53	
ANALYST 1	25.60	26.47	27.33	28.27	29.24	30.23	31.34	32.49	33.61	34.89	
PLANNING AND	62205	64731	67182	69595	72158	74967	77795				
PROGRAM	2392.50	2489.65	2583.90	2676.70	2775.30	2883.33	2992.08				
ANALYST 2	33.00	34.34	35.64	36.92	38.28	39.77	41.27				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PLANNING AND PROGRAM ANALYST 3	68143 2620.88 36.15	70594 2715.13 37.45	73157 2813.73 38.81	75910 2919.58 40.27	78831 3031.95 41.82	81885 3149.40 43.44	85127 3274.10 45.16				
PLANNING AND PROGRAM ANALYST 4	75910 2919.58 40.27	78831 3031.95 41.82	81885 3149.40 43.44	85127 3274.10 45.16	88728 3412.58 47.07	92347 3551.78 48.99	96173 3698.95 51.02				
PRODUCTION SUPERVISOR SERIES											
PRODUCTION SUPERVISOR	62205 2392.50 33.00	64731 2489.65 34.34	67182 2583.90 35.64	69595 2676.70 36.92	72158 2775.30 38.28	74967 2883.33 39.77	77795 2992.08 41.27				
PROGRAM COORDINATOR EDUCATION SERIES											
PROGRAM COORDINATOR EDUCATION	78831 3031.95 41.82	81885 3149.40 43.44	85127 3274.10 45.16	88728 3412.58 47.07	92347 3551.78 48.99	96173 3698.95 51.02	100339 3859.18 53.23	104505 4019.40 55.44			
PROGRAM COORDINATOR EXTENSION SERVICES SERIES											
PROGRAM COORDINATOR EXTENSION SERVICES	58266 2240.98 30.91	60453 2325.08 32.07	62639 2409.18 33.23	64939 2497.63 34.45	67502 2596.23 35.81	70028 2693.38 37.15	72761 2798.50 38.60				
PROGRAM COORDINATOR EXTENSION SERVICES 1	64731 2489.65 34.34	67182 2583.90 35.64	69595 2676.70 36.92	72158 2775.30 38.28	74967 2883.33 39.77	77795 2992.08 41.27	80829 3108.80 42.88				
PROGRAM COORDINATOR EXTENSION SERVICES 2	69595 2676.70 36.92	72158 2775.30 38.28	74967 2883.33 39.77	77795 2992.08 41.27	80829 3108.80 42.88	83883 3226.25 44.50	86956 3344.43 46.13				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PSYCHOLOGIST SERIES											
PSYCHOLOGIST 1	48256	49897	51518	53290	55118	56984	59076	61244	63355	65768	
	1856.00	1919.08	1981.43	2049.58	2119.90	2191.68	2272.15	2355.53	2436.73	2529.53	
	25.60	26.47	27.33	28.27	29.24	30.23	31.34	32.49	33.61	34.89	
PSYCHOLOGIST 2	62205	64731	67182	69595	72158	74967	77795				
	2392.50	2489.65	2583.90	2676.70	2775.30	2883.33	2992.08				
	33.00	34.34	35.64	36.92	38.28	39.77	41.27				
PSYCHOLOGIST 3	70594	73157	75910	78831	81885	85127	88728				
	2715.13	2813.73	2919.58	3031.95	3149.40	3274.10	3412.58				
	37.45	38.81	40.27	41.82	43.44	45.16	47.07				
PSYCHOLOGIST 4	78831	81885	85127	88728	92347	96173	100339	104505			
	3031.95	3149.40	3274.10	3412.58	3551.78	3698.95	3859.18	4019.40			
	41.82	43.44	45.16	47.07	48.99	51.02	53.23	55.44			
PURCHASING AGENT SERIES											
PURCHASING AGENT 1	48256	49897	51518	53290	55118	56984					
	1856.00	1919.08	1981.43	2049.58	2119.90	2191.68					
	25.60	26.47	27.33	28.27	29.24	30.23					
PURCHASING AGENT 2	59114	61093	63261	65598	67955	70537					
	2273.60	2349.73	2433.10	2523.00	2613.63	2712.95					
	31.36	32.41	33.56	34.80	36.05	37.42					
PURCHASING AGENT 3	63261	65598	67955	70537	73120	75910					
	2433.10	2523.00	2613.63	2712.95	2812.28	2919.58					
	33.56	34.80	36.05	37.42	38.79	40.27					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
RECREATION CONSULTANT SERIES											
RECREATION CONSULTANT 1	45373 1745.08 24.07	46711 1796.55 24.78	48256 1856.00 25.60	49897 1919.08 26.47	51518 1981.43 27.33	53290 2049.58 28.27					
RECREATION CONSULTANT 2	55118 2119.90 29.24	56984 2191.68 30.23	59076 2272.15 31.34	61244 2355.53 32.49	63355 2436.73 33.61	65768 2529.53 34.89					
RECREATION CONSULTANT 3	62205 2392.50 33.00	64411 2477.33 34.17	66748 2567.23 35.41	69312 2665.83 36.77	71876 2764.43 38.13	74496 2865.20 39.52					
RECREATION CONSULTANT 4	67182 2583.90 35.64	69595 2676.70 36.92	72158 2775.30 38.28	74967 2883.33 39.77	77795 2992.08 41.27	80829 3108.80 42.88					
RESEARCH ASSISTANT SERIES											
RESEARCH ASSISTANT 1	41301 1588.48 21.91	42526 1635.60 22.56	43978 1691.43 23.33	45259 1740.73 24.01	46711 1796.55 24.78	48256 1856.00 25.60					
RESEARCH ASSISTANT 2	46711 1796.55 24.78	48256 1856.00 25.60	49897 1919.08 26.47	51518 1981.43 27.33	53290 2049.58 28.27	55118 2119.90 29.24					
RESIDENCE COUNSELLOR											
RESIDENCE COUNSELLOR	50349 1936.48 26.71	51593 1984.33 27.37	52875 2033.63 28.05	54439 2093.80 28.88	55891 2149.63 29.65	57568 2214.15 30.54					



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
SECURITY OFFICER SERIES											
SECURITY OFFICER 1	36567 1406.40 17.58	37628 1447.20 18.09	38626 1485.60 18.57	39874 1533.60 19.17	41101 1580.80 19.76	42349 1628.80 20.36					
SECURITY OFFICER 2	38148 1467.20 18.34	39292 1511.20 18.89	40456 1556.00 19.45	41704 1604.00 20.05	42932 1651.20 20.64	44346 1705.60 21.32					
SERVICE WORKER SERIES											
SERVICE WORKER 1	36109 1388.80 17.36	36983 1422.40 17.78	37981 1460.80 18.26	38938 1497.60 18.72	40020 1539.20 19.24						
SERVICE WORKER 2	41372 1591.20 19.89	42432 1632.00 20.40	43472 1672.00 20.90	44700 1719.20 21.49	45968 1768.00 22.10	47133 1812.80 22.66					
SERVICE WORKER 3	41330 1589.60 19.87	42349 1628.80 20.36	43493 1672.80 20.91	44824 1724.00 21.55	46176 1776.00 22.20	47528 1828.00 22.85					
SERVICE WORKER 4	41538 1597.60 19.97	42786 1645.60 20.57	44180 1699.20 21.24	45448 1748.00 21.85	46904 1804.00 22.55	48527 1866.40 23.33					
SENIOR CONSULTING INSTRUCTOR P & E SERIES											
SENIOR CONSULTING INSTRUCTOR P & E	70594 2715.13 37.45	73157 2813.73 38.81	75910 2919.58 40.27	78831 3031.95 41.82	81885 3149.40 43.44	85127 3274.10 45.16	88728 3412.58 47.07				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
STATISTICAL ANALYST SERIES											
STATISTICAL ANALYST 1	55118 2119.90 29.24	56984 2191.68 30.23	59076 2272.15 31.34	61244 2355.53 32.49	63355 2436.73 33.61	65768 2529.53 34.89					
STATISTICAL ANALYST 2	64731 2489.65 34.34	67182 2583.90 35.64	69595 2676.70 36.92	72158 2775.30 38.28	74967 2883.33 39.77	77795 2992.08 41.27	80829 3108.80 42.88				
STATISTICAL ANALYST 3	70594 2715.13 37.45	73157 2813.73 38.81	75910 2919.58 40.27	78831 3031.95 41.82	81885 3149.40 43.44	85127 3274.10 45.16					
STOREKEEPER SERIES											
STOREKEEPER 1	39114 1504.38 20.75	40208 1546.43 21.33	41508 1596.45 22.02	42903 1650.10 22.76	44260 1702.30 23.48	45655 1755.95 24.22					
STOREKEEPER 2	42526 1635.60 22.56	43978 1691.43 23.33	45240 1740.00 24.00	46711 1796.55 24.78	48256 1856.00 25.60	49897 1919.08 26.47					
STOREKEEPER 3	45240 1740.00 24.00	46711 1796.55 24.78	48256 1856.00 25.60	49897 1919.08 26.47	51499 1980.70 27.32	53290 2049.58 28.27					
STOREKEEPER 4	48256 1856.00 25.60	49897 1919.08 26.47	51499 1980.70 27.32	53290 2049.58 28.27	55118 2119.90 29.24	57003 2192.40 30.24					
STORES CLERK SERIES											
STORES CLERK 1	34440 1324.58 18.27	35401 1361.55 18.78	36419 1400.70 19.32	37493 1442.03 19.89	38549 1482.63 20.45	39680 1526.13 21.05					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
STORES CLERK 2	37493	38549	39680	40849	42130						
	1442.03	1482.63	1526.13	1571.08	1620.38						
	19.89	20.45	21.05	21.67	22.35						
SYSTEMS ANALYST SERIES											
SYSTEMS ANALYST 1	49086	50613	52347	54232	56023	58021					
	1887.90	1946.63	2013.33	2085.83	2154.70	2231.55					
	26.04	26.85	27.77	28.77	29.72	30.78					
SYSTEMS ANALYST 2	52347	54232	56023	58021	60094	62300					
	2013.33	2085.83	2154.70	2231.55	2311.30	2396.13					
	27.77	28.77	29.72	30.78	31.88	33.05					
SYSTEMS ANALYST 3	57003	59114	61093	63261	65598	67955					
	2192.40	2273.60	2349.73	2433.10	2523.00	2613.63					
	30.24	31.36	32.41	33.56	34.80	36.05					
SYSTEMS COORDINATOR SERIES											
SYSTEMS COORDINATOR 1	68143	70594	73157	75910	78831	81885	85127				
	2620.88	2715.13	2813.73	2919.58	3031.95	3149.40	3274.10				
	36.15	37.45	38.81	40.27	41.82	43.44	45.16				
SYSTEMS COORDINATOR 2	73157	75910	78831	81885	85127	88728	92347				
	2813.73	2919.58	3031.95	3149.40	3274.10	3412.58	3551.78				
	38.81	40.27	41.82	43.44	45.16	47.07	48.99				
SYSTEMS COORDINATOR 3	78831	81885	85127	88728	92347	96173	100339	104505			
	3031.95	3149.40	3274.10	3412.58	3551.78	3698.95	3859.18	4019.40			
	41.82	43.44	45.16	47.07	48.99	51.02	53.23	55.44			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
SWITCHBOARD OPERATOR SERIES											
SWITCHBOARD OPERATOR 1	30971 1191.18 16.43	31819 1223.80 16.88	32611 1254.25 17.30	33497 1288.33 17.77	34440 1324.58 18.27						
SWITCHBOARD OPERATOR 2	36419 1400.70 19.32	37248 1432.60 19.76	38153 1467.40 20.24	39152 1505.83 20.77	40132 1543.53 21.29	41188 1584.13 21.85					
SWITCHBOARD OPERATOR 3	42507 1634.88 22.55	43601 1676.93 23.13	44713 1719.70 23.72	45938 1766.83 24.37	47050 1809.60 24.96	48332 1858.90 25.64					
TRAINING CONSULTANT SERIES											
TRAINING CONSULTANT	64731 2489.65 34.34	67182 2583.90 35.64	69595 2676.70 36.92	72158 2775.30 38.28	74967 2883.33 39.77	77795 2992.08 41.27	80829 3108.80 42.88				
WORD PROCESSOR SERIES											
WORD PROCESSOR 1	35815 1377.50 19.00	36833 1416.65 19.54									
WORD PROCESSOR 2	43638 1678.38 23.15	44750 1721.15 23.74	45994 1769.00 24.40	47107 1811.78 24.99	48351 1859.63 25.65	49633 1908.93 26.33					
WORD PROCESSOR 3	47465 1825.55 25.18	48690 1872.68 25.83	50085 1926.33 26.57	51499 1980.70 27.32	52799 2030.73 28.01	54383 2091.63 28.85					
WORD PROCESSOR 4	48690 1872.68 25.83	50085 1926.33 26.57	51499 1980.70 27.32	52799 2030.73 28.01	54383 2091.63 28.85	55985 2153.25 29.70					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
WORD	51499	52799	54383	55985	57625	59322					
PROCESSOR 5	1980.70	2030.73	2091.63	2153.25	2216.33	2281.58					
	27.32	28.01	28.85	29.70	30.57	31.47					
WORD	57041	58812	60509	62488	64505	66485					
PROCESSOR 6	2193.85	2262.00	2327.25	2403.38	2480.95	2557.08					
	30.26	31.20	32.10	33.15	34.22	35.27					

## Effective June 17, 2023 – June 14, 2024

Annual wages are based on 26 pay periods.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ACCOUNTING CLERK SERIES											
ACCOUNTING	45938	47163	48351	49557	50952	52403					
CLERK 1	1766.83	1813.95	1859.63	1906.03	1959.68	2015.50					
	24.37	25.02	25.65	26.29	27.03	27.80					
ACCOUNTING	52479	53817	55325	56645	58172	59925					
CLERK 2	2018.40	2069.88	2127.88	2178.63	2237.35	2304.78					
	27.84	28.55	29.35	30.05	30.86	31.79					
ADMINISTRATIVE ANALYST											
ADMINISTRATIVE	61489	64128	66560	69029	71649	74533	77418				
ANALYST	2364.95	2466.45	2559.98	2654.95	2755.73	2866.65	2977.58				
	32.62	34.02	35.31	36.62	38.01	39.54	41.07				
ADMINISTRATIVE OFFICER SERIES											
ADMINISTRATIVE	52536	53874	55476	57116	58794	60509					
OFFICER	2020.58	2072.05	2133.68	2196.75	2261.28	2327.25					
	27.87	28.58	29.43	30.30	31.19	32.10					
ADMINISTRATIVE	54307	56079	57927	59793	61885	64015					
OFFICER 1	2088.73	2156.88	2227.93	2299.70	2380.18	2462.10					
	28.81	29.75	30.73	31.72	32.83	33.96					
ADMINISTRATIVE	58153	60302	62319	64543	66918	69331					
OFFICER 2	2236.63	2319.28	2396.85	2482.40	2573.75	2666.55					
	30.85	31.99	33.06	34.24	35.50	36.78					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ADMINISTRATIVE OFFICER 3	61282 2356.98 32.51	63450 2440.35 33.66	65712 2527.35 34.86	68087 2618.70 36.12	70707 2719.48 37.51	73327 2820.25 38.90	76004 2923.20 40.32				
ADMINISTRATIVE OFFICER 4	69519 2673.80 36.88	72007 2769.50 38.20	74628 2870.28 39.59	77436 2978.30 41.08	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07				
ADMINISTRATIVE ASSISTANT SERIES											
ADMINISTRATIVE ASSISTANT 2	34930 1343.43 18.53	35627 1370.25 18.90	36626 1408.68 19.43	37531 1443.48 19.91	38530 1481.90 20.44						
ADMINISTRATIVE ASSISTANT 3	40943 1574.70 21.72	42017 1616.03 22.29	43412 1669.68 23.03	44637 1716.80 23.68	45750 1759.58 24.27	46956 1805.98 24.91	48143 1851.65 25.54	49406 1900.23 26.21	50895 1957.50 27.00		
ADMINISTRATIVE ASSISTANT 4	49764 1914.00 26.40	50990 1961.13 27.05	52309 2011.88 27.75	53478 2056.83 28.37	54986 2114.83 29.17	56362 2167.75 29.90					
ASSISTANT DIRECTOR INFORMATION SERVICES SERIES											
ASSISTANT DIRECTOR INFORMATION SERVICES	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07	90518 3481.45 48.02	94194 3622.83 49.97	98115 3773.63 52.05					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ASSISTANT GUIDANCE COUNSELLOR SERIES											
ASSISTANT	49237	50895	52554	54364	56230	58134	60264	62469	64637	67088	
GUIDANCE	1893.70	1957.50	2021.30	2090.90	2162.68	2235.90	2317.83	2402.65	2486.03	2580.28	
COUNSELLOR	26.12	27.00	27.88	28.84	29.83	30.84	31.97	33.14	34.29	35.59	
ASSISTANT PRINCIPAL EDUCATION SERIES											
ASSISTANT	74628	77436	80415	83525	86843	90518	94194				
PRINCIPAL	2870.28	2978.30	3092.85	3212.48	3340.08	3481.45	3622.83				
EDUCATION	39.59	41.08	42.66	44.31	46.07	48.02	49.97				
BUILDING SERVICE SUPERVISOR SERIES											
BUILDING	46364	47861	49504	51002	52624	54517					
SERVICE	1783.20	1840.80	1904.00	1961.60	2024.00	2096.80					
SUPERVISOR	22.29	23.01	23.80	24.52	25.30	26.21					
BUILDING SERVICE WORKER SERIES											
BUILDING	37316	38397	39416	40685	41933	43202					
SERVICE	1435.20	1476.80	1516.00	1564.80	1612.80	1661.60					
WORKER 1	17.94	18.46	18.95	19.56	20.16	20.77					
BUILDING	38397	39416	40685	41933	43202	44679					
SERVICE	1476.80	1516.00	1564.80	1612.80	1661.60	1718.40					
WORKER 2	18.46	18.95	19.56	20.16	20.77	21.48					
BUILDING	40082	41268	42557	43805	45240	46780					
SERVICE	1541.60	1587.20	1636.80	1684.80	1740.00	1799.20					
WORKER 3	19.27	19.84	20.46	21.06	21.75	22.49					



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
CLERK SERIES											
CLERK 2	31593	32460	33271	34176							
	1215.10	1248.45	1279.63	1314.43							
	16.76	17.22	17.65	18.13	0.00	0.00					
CLERK 3	40943	42017	43412	44637	45750	46956	48143	49406	50895		
	1574.70	1616.03	1669.68	1716.80	1759.58	1805.98	1851.65	1900.23	1957.50		
	21.72	22.29	23.03	23.68	24.27	24.91	25.54	26.21	27.00		
CLERK 4	52045	53290	54628	56079	57493	58982					
	2001.73	2049.58	2101.05	2156.88	2211.25	2268.53					
	27.61	28.27	28.98	29.75	30.50	31.29					
CLERK 5	52536	53874	55476	57116	58794	60509					
	2020.58	2072.05	2133.68	2196.75	2261.28	2327.25					
	27.87	28.58	29.43	30.30	31.19	32.10					
CLERK-TYPIST SERIES											
CLERK-TYPIST 1	33855	34703	35476	36381	37342						
	1302.10	1334.73	1364.45	1399.25	1436.23						
	17.96	18.41	18.82	19.30	19.81						
CLERK-TYPIST 2	37154	38002	38926	39944	40943	42017					
	1428.98	1461.60	1497.13	1536.28	1574.70	1616.03					
	19.71	20.16	20.65	21.19	21.72	22.29					
CLERK-TYPIST 3	43374	44486	45617	46862	47993	49312					
	1668.23	1711.00	1754.50	1802.35	1845.85	1896.60					
	23.01	23.60	24.20	24.86	25.46	26.16					
COMPUTER OPERATOR SERIES											
COMPUTER OPERATOR 1	42055	43205	44298	45486	46767	48012					
	1617.48	1661.70	1703.75	1749.43	1798.73	1846.58					
	22.31	22.92	23.50	24.13	24.81	25.47					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
COMPUTER OPERATOR 2	51291 1972.73 27.21	52592 2022.75 27.90	53893 2072.78 28.59	55476 2133.68 29.43	56965 2190.95 30.22	58681 2256.93 31.13					
COMPUTER OPERATOR 3	51461 1979.25 27.30	52931 2035.80 28.08	54665 2102.50 29.00	56343 2167.03 29.89	58077 2233.73 30.81	59962 2306.23 31.81					
COMPUTER OPERATOR 4	51631 1985.78 27.39	53403 2053.93 28.33	55325 2127.88 29.35	57154 2198.20 30.32	59189 2276.50 31.40	61301 2357.70 32.52					
COMPUTER PROGRAMMER SERIES											
COMPUTER PROGRAMMER 1	53893 2072.78 28.59	55721 2143.10 29.56	57587 2214.88 30.55	59566 2291.00 31.60	61584 2368.58 32.67	63751 2451.95 33.82	66089 2541.85 35.06	68539 2636.10 36.36	70914 2727.45 37.62	73591 2830.40 39.04	
COMPUTER PROGRAMMER 2A	62809 2415.70 33.32	64958 2498.35 34.46	67239 2586.08 35.67	69557 2675.25 36.90	72026 2770.23 38.21	74684 2872.45 39.62	77568 2983.38 41.15	80415 3092.85 42.66	83450 3209.58 44.27		
COMPUTER PROGRAMMER 2B	72422 2785.45 38.42	75156 2890.58 39.87	77851 2994.25 41.30	80697 3103.73 42.81	83921 3227.70 44.52	87125 3350.95 46.22	90556 3482.90 48.04				
COMPUTER PROGRAMMER 3	76305 2934.80 40.48	79133 3043.55 41.98	81904 3150.13 43.45	84995 3269.03 45.09	88332 3397.35 46.86	91687 3526.40 48.64	95381 3668.50 50.60				
COMPUTER PROGRAMMER 4	79133 3043.55 41.98	81904 3150.13 43.45	84995 3269.03 45.09	88332 3397.35 46.86	91687 3526.40 48.64	95381 3668.50 50.60	99284 3818.58 52.67				
COMPUTER PROGRAMMER 5	84995 3269.03 45.09	88332 3397.35 46.86	91687 3526.40 48.64	95381 3668.50 50.60	99284 3818.58 52.67	103431 3978.08 54.87	107766 4144.83 57.17				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
COOK SERIES											
COOK 1	43036	44117	45199	46364	47674	49047					
	1655.20	1696.80	1738.40	1783.20	1833.60	1886.40					
	20.69	21.21	21.73	22.29	22.92	23.58					
COOK 2	47362	48506	49650	50919	52271	53727					
	1821.60	1865.60	1909.60	1958.40	2010.40	2066.40					
	22.77	23.32	23.87	24.48	25.13	25.83					
COOK 3	50648	51855	53124	54496	55848	57242					
	1948.00	1994.40	2043.20	2096.00	2148.00	2201.60					
	24.35	24.93	25.54	26.20	26.85	27.52					
CURRICULUM CONSULTANT SERIES											
CURRICULUM	74628	77436	80415	83525	86843	90518	94194				
CONSULTANT	2870.28	2978.30	3092.85	3212.48	3340.08	3481.45	3622.83				
	39.59	41.08	42.66	44.31	46.07	48.02	49.97				
DUPLICATING EQUIPMENT OPERATOR SERIES											
DUPLICATING	34176	35137	36117	37154	38247	39322					
EQUIPMENT	1314.43	1351.40	1389.10	1428.98	1471.03	1512.35					
OPERATOR 1	18.13	18.64	19.16	19.71	20.29	20.86					
DUPLICATING	38700	39925	41056	42357	43770	45146					
EQUIPMENT	1488.43	1535.55	1579.05	1629.08	1683.45	1736.38					
OPERATOR 2	20.53	21.18	21.78	22.47	23.22	23.95					
DUPLICATING	46183	47653	49237	50895	52554	54364					
EQUIPMENT	1776.25	1832.80	1893.70	1957.50	2021.30	2090.90					
OPERATOR 3	24.50	25.28	26.12	27.00	27.88	28.84					
DUPLICATING	50085	51631	53403	55325	57154	59189					
EQUIPMENT	1926.33	1985.78	2053.93	2127.88	2198.20	2276.50					
OPERATOR 4	26.57	27.39	28.33	29.35	30.32	31.40					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ECONOMIC DEVELOPMENT CONSULTANT SERIES											
ECONOMIC DEVELOPMENT CONSULTANT 1	55401 2130.78 29.39	57304 2204.00 30.40	59152 2275.05 31.38	61282 2356.98 32.51	63450 2440.35 33.66	65712 2527.35 34.86	68087 2618.70 36.12				
ECONOMIC DEVELOPMENT CONSULTANT 2	69519 2673.80 36.88	72007 2769.50 38.20	74628 2870.28 39.59	77436 2978.30 41.08	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07				
ECONOMIC DEVELOPMENT CONSULTANT 3	74628 2870.28 39.59	77436 2978.30 41.08	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07	90518 3481.45 48.02	94194 3622.83 49.97				
ECONOMIC DEVELOPMENT CONSULTANT 4	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07	90518 3481.45 48.02	94194 3622.83 49.97	98115 3773.63 52.05	102356 3936.75 54.30	106597 4099.88 56.55			
EDUCATION ADMINISTRATION CONSULTANT SERIES											
EDUCATION ADMINISTRATION CONSULTANT	77436 2978.30 41.08	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07	90518 3481.45 48.02	94194 3622.83 49.97	98115 3773.63 52.05				
EDUCATIONAL ASSISTANT SERIES											
EDUCATIONAL ASSISTANT 1	42903 1650.10 22.76	44109 1696.50 23.40	45523 1750.88 24.15	46975 1806.70 24.92	48426 1862.53 25.69	50085 1926.33 26.57					
EDUCATIONAL ASSISTANT 2	47653 1832.80 25.28	49237 1893.70 26.12	50895 1957.50 27.00	52554 2021.30 27.88	54364 2090.90 28.84	56230 2162.68 29.83					
EDUCATIONAL ASSISTANT 3	50085 1926.33 26.57	51631 1985.78 27.39	53403 2053.93 28.33	55325 2127.88 29.35	57154 2198.20 30.32	59189 2276.50 31.40					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
EDUCATIONAL DEVELOPMENT OFFICER SERIES											
EDUCATIONAL DEVELOPMENT OFFICER	66032	68539	70990	73610	76475	79359	82450				
	2539.68	2636.10	2730.35	2831.13	2941.33	3052.25	3171.15				
	35.03	36.36	37.66	39.05	40.57	42.10	43.74				
EDUCATION CONSULTANT SERIES											
EDUCATION CONSULTANT	63450	66032	68539	70990	73610	76475	79359				
	2440.35	2539.68	2636.10	2730.35	2831.13	2941.33	3052.25				
	33.66	35.03	36.36	37.66	39.05	40.57	42.10				
FINANCIAL OFFICER SERIES											
FINANCIAL OFFICER 1	51631	53403	55325	57154	59189	61301					
	1985.78	2053.93	2127.88	2198.20	2276.50	2357.70					
	27.39	28.33	29.35	30.32	31.40	32.52					
FINANCIAL OFFICER 2	53403	55325	57154	59189	61301	63563					
	2053.93	2127.88	2198.20	2276.50	2357.70	2444.70					
	28.33	29.35	30.32	31.40	32.52	33.72					
FINANCIAL OFFICER 3	60302	62319	64543	66918	69331	71951					
	2319.28	2396.85	2482.40	2573.75	2666.55	2767.33					
	31.99	33.06	34.24	35.50	36.78	38.17					
FINANCIAL OFFICER 4	66032	68539	70990	73610	76475	79359					
	2539.68	2636.10	2730.35	2831.13	2941.33	3052.25					
	35.03	36.36	37.66	39.05	40.57	42.10					
FINANCIAL OFFICER 5	68690	71216	73874	76701	79698	82846	87351				
	2641.90	2739.05	2841.28	2950.03	3065.30	3186.38	3359.65				
	36.44	37.78	39.19	40.69	42.28	43.95	46.34				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
FACILITY MANAGER SERIES											
FACILITY MANAGER 1	37398 1550.40 19.38	38567 1598.40 19.98	44034 1693.60 21.17	42240 1751.20 21.89	46946 1805.60 22.57	48506 1865.60 23.32	50191 1930.40 24.13	51751 1990.40 24.88	49440 2048.80 25.61		
FACILITY MANAGER 2	43492 1802.40 22.53	48506 1865.60 23.32	50191 1930.40 24.13	48167 1995.20 24.94	53477 2056.80 25.71	51652 2140.00 26.75	57284 2203.20 27.54	59010 2269.60 28.37			
FACILITY MANAGER 3	53477 2056.80 25.71	51652 2140.00 26.75	58157 2236.80 27.96	60716 2335.20 29.19	63004 2423.20 30.29	65354 2513.60 31.42	67268 2587.20 32.34	64424 2669.60 33.37			
FACILITY MANAGER 4	60716 2335.20 29.19	63004 2423.20 30.29	65354 2513.60 31.42	62984 2608.80 32.61	66407 2751.20 34.39	74319 2858.40 35.73	71645 2967.20 37.09	73774 3055.20 38.19	81911 3150.40 39.38		
GARDENER SERIES											
GARDENER 1	41808 1608.00 20.10	43098 1657.60 20.72	44346 1705.60 21.32	45760 1760.00 22.00	47154 1813.60 22.67	48610 1869.60 23.37					
GARDENER 2	43098 1657.60 20.72	44346 1705.60 21.32	45760 1760.00 22.00	47154 1813.60 22.67	48610 1869.60 23.37	50191 1930.40 24.13					
GARDENER 3	45760 1760.00 22.00	47154 1813.60 22.67	48610 1869.60 23.37	50191 1930.40 24.13	51938 1997.60 24.97	53664 2064.00 25.80					
GARDENER 4	51103 1965.48 27.11	52913 2035.08 28.07	54760 2106.13 29.05	56683 2180.08 30.07	58812 2262.00 31.20	60999 2346.10 32.36					



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
INFORMATION TECHNOLOGIST SERIES											
INFORMATION	53157	54552	57530	58925	60509	62149	63751	65466			
TECHNOLGIST 1	2044.50	2098.15	2212.70	2266.35	2327.25	2390.33	2451.95	2517.93			
	28.20	28.94	30.52	31.26	32.10	32.97	33.82	34.73			
INFORMATION	65711	68162	70612	73270	75928	78963	81960	85089			
TECHNOLGIST 2	2527.35	2621.60	2715.85	2818.08	2920.30	3037.03	3152.30	3272.65			
	34.86	36.16	37.46	38.87	40.28	41.89	43.48	45.14			
INFORMATION	71875	74590	77624	80490	83487	86691	90122	93609			
TECHNOLGIST 3	2764.43	2868.83	2985.55	3095.75	3211.03	3334.28	3466.23	3600.35			
	38.13	39.57	41.18	42.70	44.29	45.99	47.81	49.66			
INFORMATION	77624	80490	83487	86691	90122	93609	97549	101620			
TECHNOLGIST 4	2985.55	3095.75	3211.03	3334.28	3466.23	3600.35	3751.88	3908.48			
	41.18	42.70	44.29	45.99	47.81	49.66	51.75	53.91			
LIBRARIAN SERIES											
LIBRARIAN 1	51291	52592	54138	55683	57380	59039					
	1972.73	2022.75	2082.20	2141.65	2206.90	2270.70					
	27.21	27.90	28.72	29.54	30.44	31.32					
LIBRARIAN 2	55683	57380	59039	60980	63110	65448					
	2141.65	2206.90	2270.70	2345.38	2427.30	2517.20					
	29.54	30.44	31.32	32.35	33.48	34.72					
LIBRARIAN 3	63110	65448	68558	71649	74590	77436					
	2427.30	2517.20	2636.83	2755.73	2868.83	2978.30					
	33.48	34.72	36.37	38.01	39.57	41.08					
LIBRARIAN 4	71819	74590	77436	78454	81470	84731					
	2762.25	2868.83	2978.30	3017.45	3133.45	3258.88					
	38.10	39.57	41.08	41.62	43.22	44.95					



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
LIBRARY DIRECTOR 1 SERIES											
LIBRARY	75551	78454	81470	84731	88294	91894					
DIRECTOR 1	2905.80	3017.45	3133.45	3258.88	3395.90	3534.38					
	40.08	41.62	43.22	44.95	46.84	48.75					
LIBRARY TECHNICIAN SERIES											
LIBRARY	45071	46089	47314	48502	49915	51386					
TECHNICIAN 1	1733.48	1772.63	1819.75	1865.43	1919.80	1976.35					
	23.91	24.45	25.10	25.73	26.48	27.26					
LIBRARY	50764	51989	53384	54798	56287	57776					
TECHNICIAN 2	1952.43	1999.55	2053.20	2107.58	2164.85	2222.13					
	26.93	27.58	28.32	29.07	29.86	30.65					
LIBRARY	52536	53874	55476	57116	58794	60509					
TECHNICIAN 3	2020.58	2072.05	2133.68	2196.75	2261.28	2327.25					
	27.87	28.58	29.43	30.30	31.19	32.10					
MAINTENANCE ASSISTANT SERIES											
MAINTENANCE	41455	42807	44096	45552	47092	48693					
ASSISTANT	1594.40	1646.40	1696.00	1752.00	1811.20	1872.80					
	19.93	20.58	21.20	21.90	22.64	23.41					
MEDIA SPECIALIST SERIES											
MEDIA	66032	68539	70990	73610	76475	79359					
SPECIALIST 1	2539.68	2636.10	2730.35	2831.13	2941.33	3052.25					
	35.03	36.36	37.66	39.05	40.57	42.10					
MEDIA	69519	72007	74628	77436	80415	83525	86843				
SPECIALIST 2	2673.80	2769.50	2870.28	2978.30	3092.85	3212.48	3340.08				
	36.88	38.20	39.59	41.08	42.66	44.31	46.07				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
MEDIA TECHNICIAN SERIES											
MEDIA TECHNICIAN 1	43393 1668.95 23.02	44863 1725.50 23.80	46183 1776.25 24.50	47653 1832.80 25.28	49237 1893.70 26.12	50895 1957.50 27.00					
MEDIA TECHNICIAN 2	47653 1832.80 25.28	49237 1893.70 26.12	50895 1957.50 27.00	52554 2021.30 27.88	54364 2090.90 28.84	56230 2162.68 29.83					
MEDIA TECHNICIAN 3	51631 1985.78 27.39	53403 2053.93 28.33	55325 2127.88 29.35	57154 2198.20 30.32	59189 2276.50 31.40	61301 2357.70 32.52					
NURSE SERIES											
NURSE 1	62172 2391.20 29.89	64376 2476.00 30.95	66581 2560.80 32.01	68890 2649.60 33.12	71012 2731.20 34.14	73237 2816.80 35.21					
NURSE 2	62941 2420.80 30.26	65146 2505.60 31.32	67392 2592.00 32.40	69660 2679.20 33.49	72010 2769.60 34.62	74568 2868.00 35.85					
NURSE 3	67392 2592.00 32.40	69660 2679.20 33.49	72010 2769.60 34.62	74568 2868.00 35.85	77044 2963.20 37.04	79644 3063.20 38.29					
PLANNING AND PROGRAM ANALYST SERIES											
PLANNING AND PROGRAM ANALYST 1	49237 1893.70 26.12	50895 1957.50 27.00	52554 2021.30 27.88	54364 2090.90 28.84	56230 2162.68 29.83	58134 2235.90 30.84	60264 2317.83 31.97	62469 2402.65 33.14	64637 2486.03 34.29	67088 2580.28 35.59	

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PLANNING AND PROGRAM ANALYST 2	63450 2440.35 33.66	66032 2539.68 35.03	68539 2636.10 36.36	70990 2730.35 37.66	73610 2831.13 39.05	76475 2941.33 40.57	79359 3052.25 42.10				
PLANNING AND PROGRAM ANALYST 3	69519 2673.80 36.88	72007 2769.50 38.20	74628 2870.28 39.59	77436 2978.30 41.08	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07				
PLANNING AND PROGRAM ANALYST 4	77436 2978.30 41.08	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07	90518 3481.45 48.02	94194 3622.83 49.97	98115 3773.63 52.05				
PRODUCTION SUPERVISOR SERIES											
PRODUCTION SUPERVISOR	63450 2440.35 33.66	66032 2539.68 35.03	68539 2636.10 36.36	70990 2730.35 37.66	73610 2831.13 39.05	76475 2941.33 40.57	79359 3052.25 42.10				
PROGRAM COORDINATOR EDUCATION SERIES											
PROGRAM COORDINATOR EDUCATION	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07	90518 3481.45 48.02	94194 3622.83 49.97	98115 3773.63 52.05	102356 3936.75 54.30	106597 4099.88 56.55			
PROGRAM COORDINATOR EXTENSION SERVICES SERIES											
PROGRAM COORDINATOR EXTENSION SERVICES	59435 2285.93 31.53	61678 2372.20 32.72	63902 2457.75 33.90	66239 2547.65 35.14	68860 2648.43 36.53	71442 2747.75 37.90	74232 2855.05 39.38				
PROGRAM COORDINATOR EXTENSION SERVICES 1	66032 2539.68 35.03	68539 2636.10 36.36	70990 2730.35 37.66	73610 2831.13 39.05	76475 2941.33 40.57	79359 3052.25 42.10	82450 3171.15 43.74				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PROGRAM	70990	73610	76475	79359	82450	85561	88709				
COORDINATOR	2730.35	2831.13	2941.33	3052.25	3171.15	3290.78	3411.85				
EXTENSION SERVICES 2	37.66	39.05	40.57	42.10	43.74	45.39	47.06				
PSYCHOLOGIST SERIES											
PSYCHOLOGIST 1	49237	50895	52554	54364	56230	58134	60264	62469	64637	67088	
	1893.70	1957.50	2021.30	2090.90	2162.68	2235.90	2317.83	2402.65	2486.03	2580.28	
	26.12	27.00	27.88	28.84	29.83	30.84	31.97	33.14	34.29	35.59	
PSYCHOLOGIST 2	63450	66032	68539	70990	73610	76475	79359				
	2440.35	2539.68	2636.10	2730.35	2831.13	2941.33	3052.25				
	33.66	35.03	36.36	37.66	39.05	40.57	42.10				
PSYCHOLOGIST 3	72007	74628	77436	80415	83525	86843	90518				
	2769.50	2870.28	2978.30	3092.85	3212.48	3340.08	3481.45				
	38.20	39.59	41.08	42.66	44.31	46.07	48.02				
PSYCHOLOGIST 4	80415	83525	86843	90518	94194	98115	102356	106597			
	3092.85	3212.48	3340.08	3481.45	3622.83	3773.63	3936.75	4099.88			
	42.66	44.31	46.07	48.02	49.97	52.05	54.30	56.55			
PURCHASING AGENT SERIES											
PURCHASING AGENT 1	49237	50895	52554	54364	56230	58134					
	1893.70	1957.50	2021.30	2090.90	2162.68	2235.90					
	26.12	27.00	27.88	28.84	29.83	30.84					
PURCHASING AGENT 2	60302	62319	64543	66918	69331	71951					
	2319.28	2396.85	2482.40	2573.75	2666.55	2767.33					
	31.99	33.06	34.24	35.50	36.78	38.17					
PURCHASING AGENT 3	64543	66918	69331	71951	74590	77436					
	2482.40	2573.75	2666.55	2767.33	2868.83	2978.30					
	34.24	35.50	36.78	38.17	39.57	41.08					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
RECREATION CONSULTANT SERIES											
RECREATION CONSULTANT 1	46296 1780.60 24.56	47653 1832.80 25.28	49237 1893.70 26.12	50895 1957.50 27.00	52554 2021.30 27.88	54364 2090.90 28.84					
RECREATION CONSULTANT 2	56230 2162.68 29.83	58134 2235.90 30.84	60264 2317.83 31.97	62469 2402.65 33.14	64637 2486.03 34.29	67088 2580.28 35.59					
RECREATION CONSULTANT 3	63450 2440.35 33.66	65712 2527.35 34.86	68087 2618.70 36.12	70707 2719.48 37.51	73327 2820.25 38.90	76004 2923.20 40.32					
RECREATION CONSULTANT 4	68539 2636.10 36.36	70990 2730.35 37.66	73610 2831.13 39.05	76475 2941.33 40.57	79359 3052.25 42.10	82450 3171.15 43.74					
RESEARCH ASSISTANT SERIES											
RESEARCH ASSISTANT 1	42130 1620.38 22.35	43393 1668.95 23.02	44863 1725.50 23.80	46183 1776.25 24.50	47653 1832.80 25.28	49237 1893.70 26.12					
RESEARCH ASSISTANT 2	47653 1832.80 25.28	49237 1893.70 26.12	50895 1957.50 27.00	52554 2021.30 27.88	54364 2090.90 28.84	56230 2162.68 29.83					
RESIDENCE COUNSELLOR											
RESIDENCE COUNSELLOR	51367 1975.63 27.25	52630 2024.20 27.92	53949 2074.95 28.62	55533 2135.85 29.46	57022 2193.13 30.25	58737 2259.10 31.16					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
SECURITY OFFICER SERIES											
SECURITY OFFICER 1	37316 1435.20 17.94	38397 1476.80 18.46	39416 1516.00 18.95	40685 1564.80 19.56	41933 1612.80 20.16	43202 1661.60 20.77					
SECURITY OFFICER 2	38917 1496.80 18.71	40082 1541.60 19.27	41268 1587.20 19.84	42557 1636.80 20.46	43805 1684.80 21.06	45240 1740.00 21.75					
SERVICE WORKER SERIES											
SERVICE WORKER 1	36837 1416.80 17.71	37732 1451.20 18.14	38751 1490.40 18.63	39728 1528.00 19.10	40831 1570.40 19.63						
SERVICE WORKER 2	42204 1623.20 20.29	43285 1664.80 20.81	44346 1705.60 21.32	45594 1753.60 21.92	46904 1804.00 22.55	48090 1849.60 23.12					
SERVICE WORKER 3	42162 1621.60 20.27	43202 1661.60 20.77	44367 1706.40 21.33	45740 1759.20 21.99	47112 1812.00 22.65	48485 1864.80 23.31					
SERVICE WORKER 4	42370 1629.60 20.37	43660 1679.20 20.99	45074 1733.60 21.67	46364 1783.20 22.29	47861 1840.80 23.01	49504 1904.00 23.80					
SENIOR CONSULTING INSTRUCTOR P & E SERIES											
SENIOR CONSULTING INSTRUCTOR P & E	72007 2769.50 38.20	74628 2870.28 39.59	77436 2978.30 41.08	80415 3092.85 42.66	83525 3212.48 44.31	86843 3340.08 46.07	90518 3481.45 48.02				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
STATISTICAL ANALYST SERIES											
STATISTICAL ANALYST 1	56230	58134	60264	62469	64637	67088					
	2162.68	2235.90	2317.83	2402.65	2486.03	2580.28					
	29.83	30.84	31.97	33.14	34.29	35.59					
STATISTICAL ANALYST 2	66032	68539	70990	73610	76475	79359	82450				
	2539.68	2636.10	2730.35	2831.13	2941.33	3052.25	3171.15				
	35.03	36.36	37.66	39.05	40.57	42.10	43.74				
STATISTICAL ANALYST 3	72007	74628	77436	80415	83525	86843					
	2769.50	2870.28	2978.30	3092.85	3212.48	3340.08					
	38.20	39.59	41.08	42.66	44.31	46.07					
STOREKEEPER SERIES											
STOREKEEPER 1	39906	41018	42357	43770	45146	46579					
	1534.83	1577.60	1629.08	1683.45	1736.38	1791.48					
	21.17	21.76	22.47	23.22	23.95	24.71					
STOREKEEPER 2	43393	44863	46145	47653	49237	50895					
	1668.95	1725.50	1774.80	1832.80	1893.70	1957.50					
	23.02	23.80	24.48	25.28	26.12	27.00					
STOREKEEPER 3	46145	47653	49237	50895	52536	54364					
	1774.80	1832.80	1893.70	1957.50	2020.58	2090.90					
	24.48	25.28	26.12	27.00	27.87	28.84					
STOREKEEPER 4	49237	50895	52536	54364	56230	58153					
	1893.70	1957.50	2020.58	2090.90	2162.68	2236.63					
	26.12	27.00	27.87	28.84	29.83	30.85					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
STORES CLERK SERIES											
STORES CLERK 1	35137	36117	37154	38247	39322	40490					
	1351.40	1389.10	1428.98	1471.03	1512.35	1557.30					
	18.64	19.16	19.71	20.29	20.86	21.48					
STORES CLERK 2	38247	39322	40490	41678	42978						
	1471.03	1512.35	1557.30	1602.98	1653.00						
	20.29	20.86	21.48	22.11	22.80						
SYSTEMS ANALYST SERIES											
SYSTEMS	50085	51631	53403	55325	57154	59189					
ANALYST 1	1926.33	1985.78	2053.93	2127.88	2198.20	2276.50					
	26.57	27.39	28.33	29.35	30.32	31.40					
SYSTEMS	53403	55325	57154	59189	61301	63563					
ANALYST 2	2053.93	2127.88	2198.20	2276.50	2357.70	2444.70					
	28.33	29.35	30.32	31.40	32.52	33.72					
SYSTEMS	58153	60302	62319	64543	66918	69331					
ANALYST 3	2236.63	2319.28	2396.85	2482.40	2573.75	2666.55					
	30.85	31.99	33.06	34.24	35.50	36.78					
SYSTEMS COORDINATOR SERIES											
SYSTEMS	69519	72007	74628	77436	80415	83525	86843				
COORDINATOR 1	2673.80	2769.50	2870.28	2978.30	3092.85	3212.48	3340.08				
	36.88	38.20	39.59	41.08	42.66	44.31	46.07				
SYSTEMS	74628	77436	80415	83525	86843	90518	94194				
COORDINATOR 2	2870.28	2978.30	3092.85	3212.48	3340.08	3481.45	3622.83				
	39.59	41.08	42.66	44.31	46.07	48.02	49.97				
SYSTEMS	80415	83525	86843	90518	94194	98115	102356	106597			
COORDINATOR 3	3092.85	3212.48	3340.08	3481.45	3622.83	3773.63	3936.75	4099.88			
	42.66	44.31	46.07	48.02	49.97	52.05	54.30	56.55			



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
SWITCHBOARD OPERATOR SERIES											
SWITCHBOARD OPERATOR 1	31593	32460	33271	34176	35137						
	1215.10	1248.45	1279.63	1314.43	1351.40						
	16.76	17.22	17.65	18.13	18.64						
SWITCHBOARD OPERATOR 2	37154	38002	38926	39944	40943	42017					
	1428.98	1461.60	1497.13	1536.28	1574.70	1616.03					
	19.71	20.16	20.65	21.19	21.72	22.29					
SWITCHBOARD OPERATOR 3	43374	44486	45617	46862	47993	49312					
	1668.23	1711.00	1754.50	1802.35	1845.85	1896.60					
	23.01	23.60	24.20	24.86	25.46	26.16					
TRAINING CONSULTANT SERIES											
TRAINING CONSULTANT	66032	68539	70990	73610	76475	79359	82450				
	2539.68	2636.10	2730.35	2831.13	2941.33	3052.25	3171.15				
	35.03	36.36	37.66	39.05	40.57	42.10	43.74				
WORD PROCESSOR SERIES											
WORD PROCESSOR 1	36532	37587									
	1405.05	1445.65									
	19.38	19.94									
WORD PROCESSOR 2	44524	45655	46918	48049	49331	50632					
	1712.45	1755.95	1804.53	1848.03	1897.33	1947.35					
	23.62	24.22	24.89	25.49	26.17	26.86					
WORD PROCESSOR 3	48426	49670	51103	52536	53874	55476					
	1862.53	1910.38	1965.48	2020.58	2072.05	2133.68					
	25.69	26.35	27.11	27.87	28.58	29.43					

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
WORD	49670	51103	52536	53874	55476	57116					
PROCESSOR 4	1910.38	1965.48	2020.58	2072.05	2133.68	2196.75					
	26.35	27.11	27.87	28.58	29.43	30.30					
WORD	52536	53874	55476	57116	58794	60509					
PROCESSOR 5	2020.58	2072.05	2133.68	2196.75	2261.28	2327.25					
	27.87	28.58	29.43	30.30	31.19	32.10					
WORD	58191	60000	61734	63751	65806	67823					
PROCESSOR 6	2238.08	2307.68	2374.38	2451.95	2530.98	2608.55					
	30.87	31.83	32.75	33.82	34.91	35.98					

## Effective June 15, 2024 – June 14, 2025

Annual wages are based on 26 pay periods.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ACCOUNTING CLERK SERIES											
ACCOUNTING	46862	48125	49331	50556	51989	53459	55080				
CLERK 1	1802.35	1850.93	1897.33	1944.45	1999.55	2056.10	2118.45				
	24.86	25.53	26.17	26.82	27.58	28.36	29.22				
ACCOUNTING	53534	54911	56437	57795	59340	61131	62978				
CLERK 2	2059.00	2111.93	2170.65	2222.85	2282.30	2351.18	2422.23				
	28.40	29.13	29.94	30.66	31.48	32.43	33.41				
ADMINISTRATIVE ANALYST											
ADMINISTRATIVE	62733	65429	67898	70424	73101	76041	78982	81357			
ANALYST	2412.80	2516.48	2611.45	2708.60	2811.55	2924.65	3037.75	3129.10			
	33.28	34.71	36.02	37.36	38.78	40.34	41.90	43.16			
ADMINISTRATIVE OFFICER SERIES											
ADMINISTRATIVE	53591	54967	56588	58266	59981	61734	63600				
OFFICER	2061.18	2114.10	2176.45	2240.98	2306.95	2374.38	2446.15				
	28.43	29.16	30.02	30.91	31.82	32.75	33.74				
ADMINISTRATIVE	55401	57210	59095	60999	63129	65297	67257				
OFFICER 1	2130.78	2200.38	2272.88	2346.10	2428.03	2511.40	2586.80				
	29.39	30.35	31.35	32.36	33.49	34.64	35.68				
ADMINISTRATIVE	59322	61508	63582	65844	68256	70726	72856				
OFFICER 2	2281.58	2365.68	2445.43	2532.43	2625.23	2720.20	2802.13				
	31.47	32.63	33.73	34.93	36.21	37.52	38.65				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ADMINISTRATIVE OFFICER 3	62526	64731	67031	69463	72140	74797	77531	79868			
	2404.83	2489.65	2578.10	2671.63	2774.58	2876.80	2981.93	3071.83			
	33.17	34.34	35.56	36.85	38.27	39.68	41.13	42.37			
ADMINISTRATIVE OFFICER 4	70914	73459	76136	79001	82036	85202	88595	91253			
	2727.45	2825.33	2928.28	3038.48	3155.20	3277.00	3407.50	3509.73			
	37.62	38.97	40.39	41.91	43.52	45.20	47.00	48.41			
ADMINISTRATIVE ASSISTANT SERIES											
ADMINISTRATIVE ASSISTANT 2	35646	36343	37361	38285	39303	40490					
	1370.98	1397.80	1436.95	1472.48	1511.63	1557.30					
	18.91	19.28	19.82	20.31	20.85	21.48					
ADMINISTRATIVE ASSISTANT 3	41772	42865	44298	45542	46673	47898	49124	50405	51913	53478	
	1606.60	1648.65	1703.75	1751.60	1795.10	1842.23	1889.35	1938.65	1996.65	2056.83	
	22.16	22.74	23.50	24.16	24.76	25.41	26.06	26.74	27.54	28.37	
ADMINISTRATIVE ASSISTANT 4	50764	52026	53365	54552	56098	57493	59227				
	1952.43	2001.00	2052.48	2098.15	2157.60	2211.25	2277.95				
	26.93	27.60	28.31	28.94	29.76	30.50	31.42				
ASSISTANT DIRECTOR INFORMATION SERVICES SERIES											
ASSISTANT DIRECTOR INFORMATION SERVICES	82036	85202	88595	92347	96079	100094	103110				
	3155.20	3277.00	3407.50	3551.78	3695.33	3849.75	3965.75				
	43.52	45.20	47.00	48.99	50.97	53.10	54.70				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ASSISTANT GUIDANCE COUNSELLOR SERIES											
ASSISTANT	50236	51913	53610	55457	57361	59303	61470	63732	65938	68445	70499
GUIDANCE	1932.13	1996.65	2061.90	2132.95	2206.18	2280.85	2364.23	2451.23	2536.05	2632.48	2711.50
COUNSELLOR	26.65	27.54	28.44	29.42	30.43	31.46	32.61	33.81	34.98	36.31	37.40
ASSISTANT PRINCIPAL EDUCATION SERIES											
ASSISTANT	76136	79001	82036	85202	88595	92347	96079	98963			
PRINCIPAL	2928.28	3038.48	3155.20	3277.00	3407.50	3551.78	3695.33	3806.25			
EDUCATION	40.39	41.91	43.52	45.20	47.00	48.99	50.97	52.50			
BUILDING SERVICE SUPERVISOR SERIES											
BUILDING	47300	48839	50503	52042	53685	55620	57304				
SERVICE	1819.20	1878.40	1942.40	2001.60	2064.80	2139.20	2204.00				
SUPERVISOR	22.74	23.48	24.28	25.02	25.81	26.74	27.55				
BUILDING SERVICE WORKER SERIES											
BUILDING	38064	39167	40207	41517	42786	44076	45407				
SERVICE	1464.00	1506.40	1546.40	1596.80	1645.60	1695.20	1746.40				
WORKER 1	18.30	18.83	19.33	19.96	20.57	21.19	21.83				
BUILDING	39167	40207	41517	42786	44076	45573	46946				
SERVICE	1506.40	1546.40	1596.80	1645.60	1695.20	1752.80	1805.60				
WORKER 2	18.83	19.33	19.96	20.57	21.19	21.91	22.57				
BUILDING	40893	42100	43410	44700	46156	47716	49151				
SERVICE	1572.80	1619.20	1669.60	1719.20	1775.20	1835.20	1890.40				
WORKER 3	19.66	20.24	20.87	21.49	22.19	22.94	23.63				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
CLERK SERIES											
CLERK 2	32234	33120	33949	34873	35929						
	1239.75	1273.83	1305.73	1341.25	1381.85						
	17.10	17.57	18.01	18.50	19.06						
CLERK 3	41772	42865	44298	45542	46673	47898	49124	50405	51913	53478	
	1606.60	1648.65	1703.75	1751.60	1795.10	1842.23	1889.35	1938.65	1996.65	2056.83	
	22.16	22.74	23.50	24.16	24.76	25.41	26.06	26.74	27.54	28.37	
CLERK 4	53101	54364	55721	57210	58643	60170	61979				
	2042.33	2090.90	2143.10	2200.38	2255.48	2314.20	2383.80				
	28.17	28.84	29.56	30.35	31.11	31.92	32.88				
CLERK 5	53591	54967	56588	58266	59981	61734	63600				
	2061.18	2114.10	2176.45	2240.98	2306.95	2374.38	2446.15				
	28.43	29.16	30.02	30.91	31.82	32.75	33.74				
CLERK-TYPIST SERIES											
CLERK-TYPIST 1	34534	35401	36192	37116	38096	39246					
	1328.20	1361.55	1392.00	1427.53	1465.23	1509.45					
	18.32	18.78	19.20	19.69	20.21	20.82					
CLERK-TYPIST 2	37908	38775	39718	40754	41772	42865	44166				
	1457.98	1491.33	1527.58	1567.45	1606.60	1648.65	1698.68				
	20.11	20.57	21.07	21.62	22.16	22.74	23.43				
CLERK-TYPIST 3	44260	45391	46541	47804	48954	50311	51838				
	1702.30	1745.80	1790.03	1838.60	1882.83	1935.03	1993.75				
	23.48	24.08	24.69	25.36	25.97	26.69	27.50				
COMPUTER OPERATOR SERIES											
COMPUTER OPERATOR 1	42903	44072	45184	46409	47710	48973	50443				
	1650.10	1695.05	1737.83	1784.95	1834.98	1883.55	1940.10				
	22.76	23.38	23.97	24.62	25.31	25.98	26.76				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
COMPUTER OPERATOR 2	52328 2012.60 27.76	53648 2063.35 28.46	54986 2114.83 29.17	56588 2176.45 30.02	58115 2235.18 30.83	59868 2302.60 31.76	61678 2372.20 32.72				
COMPUTER OPERATOR 3	52498 2019.13 27.85	54006 2077.13 28.65	55759 2144.55 29.58	57474 2210.53 30.49	59246 2278.68 31.43	61169 2352.63 32.45	63016 2423.68 33.43				
COMPUTER OPERATOR 4	52667 2025.65 27.94	54477 2095.25 28.90	56437 2170.65 29.94	58304 2242.43 30.93	60377 2322.18 32.03	62545 2405.55 33.18	64430 2478.05 34.18				
COMPUTER PROGRAMMER SERIES											
COMPUTER PROGRAMMER 1	54986 2114.83 29.17	56852 2186.60 30.16	58756 2259.83 31.17	60773 2337.40 32.24	62828 2416.43 33.33	65033 2501.25 34.50	67427 2593.33 35.77	69915 2689.03 37.09	72347 2782.55 38.38	75080 2887.68 39.83	77342 2974.68 41.03
COMPUTER PROGRAMMER 2A	64072 2464.28 33.99	66258 2548.38 35.15	68596 2638.28 36.39	70952 2728.90 37.64	73478 2826.05 38.98	76192 2930.45 40.42	79133 3043.55 41.98	82036 3155.20 43.52	85127 3274.10 45.16	87691 3372.70 46.52	
COMPUTER PROGRAMMER 2B	73874 2841.28 39.19	76664 2948.58 40.67	79416 3054.43 42.13	82319 3166.08 43.67	85617 3292.95 45.42	88878 3418.38 47.15	92384 3553.23 49.01	95174 3660.53 50.49			
COMPUTER PROGRAMMER 3	77832 2993.53 41.29	80716 3104.45 42.82	83544 3213.20 44.32	86710 3335.00 46.00	90103 3465.50 47.80	93534 3597.45 49.62	97304 3742.45 51.62	100226 3854.83 53.17			
COMPUTER PROGRAMMER 4	80716 3104.45 42.82	83544 3213.20 44.32	86710 3335.00 46.00	90103 3465.50 47.80	93534 3597.45 49.62	97304 3742.45 51.62	101282 3895.43 53.73	104335 4012.88 55.35			
COMPUTER PROGRAMMER 5	86710 3335.00 46.00	90103 3465.50 47.80	93534 3597.45 49.62	97304 3742.45 51.62	101282 3895.43 53.73	105504 4057.83 55.97	109934 4228.20 58.32	113233 4355.08 60.07			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
COOK SERIES											
COOK 1	43909	45012	46114	47300	48631	50045	51564				
	1688.80	1731.20	1773.60	1819.20	1870.40	1924.80	1983.20				
	21.11	21.64	22.17	22.74	23.38	24.06	24.79				
COOK 2	48319	49484	50648	51938	53332	54808	56472				
	1858.40	1903.20	1948.00	1997.60	2051.20	2108.00	2172.00				
	23.23	23.79	24.35	24.97	25.64	26.35	27.15				
COOK 3	51668	52895	54205	55599	56972	58407	60175				
	1987.20	2034.40	2084.80	2138.40	2191.20	2246.40	2314.40				
	24.84	25.43	26.06	26.73	27.39	28.08	28.93				
CURRICULUM CONSULTANT SERIES											
CURRICULUM CONSULTANT	76136	79001	82036	85202	88595	92347	96079	98963			
	2928.28	3038.48	3155.20	3277.00	3407.50	3551.78	3695.33	3806.25			
	40.39	41.91	43.52	45.20	47.00	48.99	50.97	52.50			
DUPLICATING EQUIPMENT OPERATOR SERIES											
DUPLICATING EQUIPMENT OPERATOR 1	34873	35853	36852	37908	39020	40113	41320				
	1341.25	1378.95	1417.38	1457.98	1500.75	1542.80	1589.20				
	18.50	19.02	19.55	20.11	20.70	21.28	21.92				
DUPLICATING EQUIPMENT OPERATOR 2	39491	40735	41885	43205	44656	46051	47446				
	1518.88	1566.73	1610.95	1661.70	1717.53	1771.18	1824.83				
	20.95	21.61	22.22	22.92	23.69	24.43	25.17				
DUPLICATING EQUIPMENT OPERATOR 3	47107	48615	50236	51913	53610	55457	57135				
	1811.78	1869.78	1932.13	1996.65	2061.90	2132.95	2197.48				
	24.99	25.79	26.65	27.54	28.44	29.42	30.31				
DUPLICATING EQUIPMENT OPERATOR 4	51103	52667	54477	56437	58304	60377	62205				
	1965.48	2025.65	2095.25	2170.65	2242.43	2322.18	2392.50				
	27.11	27.94	28.90	29.94	30.93	32.03	33.00				



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
ECONOMIC DEVELOPMENT CONSULTANT SERIES											
ECONOMIC DEVELOPMENT CONSULTANT 1	56513 2173.55 29.98	58454 2248.23 31.01	60339 2320.73 32.01	62526 2404.83 33.17	64731 2489.65 34.34	67031 2578.10 35.56	69463 2671.63 36.85	71555 2752.10 37.96			
ECONOMIC DEVELOPMENT CONSULTANT 2	70914 2727.45 37.62	73459 2825.33 38.97	76136 2928.28 40.39	79001 3038.48 41.91	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	91253 3509.73 48.41			
ECONOMIC DEVELOPMENT CONSULTANT 3	76136 2928.28 40.39	79001 3038.48 41.91	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	92347 3551.78 48.99	96079 3695.33 50.97	98963 3806.25 52.50			
ECONOMIC DEVELOPMENT CONSULTANT 4	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	92347 3551.78 48.99	96079 3695.33 50.97	100094 3849.75 53.10	104411 4015.78 55.39	108746 4182.53 57.69	112026 4308.68 59.43		
EDUCATION ADMINISTRATION CONSULTANT SERIES											
EDUCATION ADMINISTRATION CONSULTANT	79001 3038.48 41.91	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	92347 3551.78 48.99	96079 3695.33 50.97	100094 3849.75 53.10	103110 3965.75 54.70			
EDUCATIONAL ASSISTANT SERIES											
EDUCATIONAL ASSISTANT 1	43770 1683.45 23.22	44996 1730.58 23.87	46447 1786.40 24.64	47917 1842.95 25.42	49406 1900.23 26.21	51103 1965.48 27.11	52649 2024.93 27.93				
EDUCATIONAL ASSISTANT 2	48615 1869.78 25.79	50236 1932.13 26.65	51913 1996.65 27.54	53610 2061.90 28.44	55457 2132.95 29.42	57361 2206.18 30.43	59095 2272.88 31.35				
EDUCATIONAL ASSISTANT 3	51103 1965.48 27.11	52667 2025.65 27.94	54477 2095.25 28.90	56437 2170.65 29.94	58304 2242.43 30.93	60377 2322.18 32.03	62205 2392.50 33.00				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
EDUCATIONAL DEVELOPMENT OFFICER SERIES											
EDUCATIONAL DEVELOPMENT OFFICER	67370	69915	72422	75099	78021	80961	84109	86635			
	2591.15	2689.03	2785.45	2888.40	3000.78	3113.88	3234.95	3332.10			
	35.74	37.09	38.42	39.84	41.39	42.95	44.62	45.96			
EDUCATION CONSULTANT SERIES											
EDUCATION CONSULTANT	64731	67370	69915	72422	75099	78021	80961	83393			
	2489.65	2591.15	2689.03	2785.45	2888.40	3000.78	3113.88	3207.40			
	34.34	35.74	37.09	38.42	39.84	41.39	42.95	44.24			
FINANCIAL OFFICER SERIES											
FINANCIAL OFFICER 1	52667	54477	56437	58304	60377	62545	64430				
	2025.65	2095.25	2170.65	2242.43	2322.18	2405.55	2478.05				
	27.94	28.90	29.94	30.93	32.03	33.18	34.18				
FINANCIAL OFFICER 2	54477	56437	58304	60377	62545	64844	66805				
	2095.25	2170.65	2242.43	2322.18	2405.55	2494.00	2569.40				
	28.90	29.94	30.93	32.03	33.18	34.40	35.44				
FINANCIAL OFFICER 3	61508	63582	65844	68256	70726	73402	75608				
	2365.68	2445.43	2532.43	2625.23	2720.20	2823.15	2907.98				
	32.63	33.73	34.93	36.21	37.52	38.94	40.11				
FINANCIAL OFFICER 4	67370	69915	72422	75099	78021	80961	83393				
	2591.15	2689.03	2785.45	2888.40	3000.78	3113.88	3207.40				
	35.74	37.09	38.42	39.84	41.39	42.95	44.24				
FINANCIAL OFFICER 5	70066	72648	75363	78247	81301	84505	89105	91781			
	2694.83	2794.15	2898.55	3009.48	3126.93	3250.18	3427.08	3530.03			
	37.17	38.54	39.98	41.51	43.13	44.83	47.27	48.69			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
FACILITY MANAGER SERIES											
FACILITY	37398	38567	44928	42240	47903	49484	51210	52791	49440	55994	
MANAGER 1	1581.60	1630.40	1728.00	1786.40	1842.40	1903.20	1969.60	2030.40	2090.40	2153.60	
	19.77	20.38	21.60	22.33	23.03	23.79	24.62	25.38	26.13	26.92	
FACILITY	43492	49484	51210	48167	54559	51652	58448	60196	62005		
MANAGER 2	1839.20	1903.20	1969.60	2035.20	2098.40	2183.20	2248.00	2315.20	2384.80		
	22.99	23.79	24.62	25.44	26.23	27.29	28.10	28.94	29.81		
FACILITY	54559	51652	59322	61943	64272	66664	68620	64424	72946		
MANAGER 3	2098.40	2183.20	2281.60	2382.40	2472.00	2564.00	2639.20	2723.20	2805.60		
	26.23	27.29	28.52	29.78	30.90	32.05	32.99	34.04	35.07		
FACILITY	61943	64272	66664	62984	66407	75816	71645	73774	83554	86071	
MANAGER 4	2382.40	2472.00	2564.00	2661.60	2806.40	2916.00	3027.20	3116.80	3213.60	3310.40	
	29.78	30.90	32.05	33.27	35.08	36.45	37.84	38.96	40.17	41.38	
GARDENER SERIES											
GARDENER 1	42661	43972	45240	46676	48111	49588	51085				
	1640.80	1691.20	1740.00	1795.20	1850.40	1907.20	1964.80				
	20.51	21.14	21.75	22.44	23.13	23.84	24.56				
GARDENER 2	43972	45240	46676	48111	49588	51210	52749				
	1691.20	1740.00	1795.20	1850.40	1907.20	1969.60	2028.80				
	21.14	21.75	22.44	23.13	23.84	24.62	25.36				
GARDENER 3	46676	48111	49588	51210	52978	54746	56389				
	1795.20	1850.40	1907.20	1969.60	2037.60	2105.60	2168.80				
	22.44	23.13	23.84	24.62	25.47	26.32	27.11				
GARDENER 4	57533	59572	61652	63815	66207	68661	70741				
	2212.80	2291.20	2371.20	2454.40	2546.40	2640.80	2720.80				
	27.66	28.64	29.64	30.68	31.83	33.01	34.01				



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
INFORMATION TECHNOLOGIST SERIES											
INFORMATION TECHNOLOGIST 1	54232 2085.83 28.77	55645 2140.20 29.52	58699 2257.65 31.14	60113 2312.03 31.89	61734 2374.38 32.75	63393 2438.18 33.63	65033 2501.25 34.50	66786 2568.68 35.43	68803 2646.25 36.50		
INFORMATION TECHNOLOGIST 2	67031 2578.10 35.56	69538 2674.53 36.89	72026 2770.23 38.21	74740 2874.63 39.65	77455 2979.03 41.09	80546 3097.93 42.73	83600 3215.38 44.35	86804 3338.63 46.05	89425 3439.40 47.44		
INFORMATION TECHNOLOGIST 3	73327 2820.25 38.90	76098 2926.83 40.37	79189 3045.73 42.01	82111 3158.10 43.56	85164 3275.55 45.18	88425 3400.98 46.91	91932 3535.83 48.77	95494 3672.85 50.66	98360 3783.05 52.18		
INFORMATION TECHNOLOGIST 4	79189 3045.73 42.01	82111 3158.10 43.56	85164 3275.55 45.18	88425 3400.98 46.91	91932 3535.83 48.77	95494 3672.85 50.66	99509 3827.28 52.79	103656 3986.78 54.99	106767 4106.40 56.64		
LIBRARIAN SERIES											
LIBRARIAN 1	52328 2012.60 27.76	53648 2063.35 28.46	55231 2124.25 29.30	56814 2185.15 30.14	58530 2251.13 31.05	60226 2316.38 31.95	62036 2385.98 32.91				
LIBRARIAN 2	56814 2185.15 30.14	58530 2251.13 31.05	60226 2316.38 31.95	62205 2392.50 33.00	64373 2475.88 34.15	66767 2567.95 35.42	68784 2645.53 36.49				
LIBRARIAN 3	64373 2475.88 34.15	66767 2567.95 35.42	69934 2689.75 37.10	73101 2811.55 38.78	76098 2926.83 40.37	79001 3038.48 41.91	81376 3129.83 43.17				
LIBRARIAN 4	73271 2818.08 38.87	76098 2926.83 40.37	79001 3038.48 41.91	80038 3078.35 42.46	83110 3196.53 44.09	86428 3324.13 45.85	89029 3424.18 47.23				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
LIBRARY DIRECTOR 1 SERIES											
LIBRARY	77078	80038	83110	86428	90066	93742	96569				
DIRECTOR 1	2964.53	3078.35	3196.53	3324.13	3464.05	3605.43	3714.18				
	40.89	42.46	44.09	45.85	47.78	49.73	51.23				
LIBRARY TECHNICIAN SERIES											
LIBRARY	45976	47012	48275	49482	50914	52422	54006				
TECHNICIAN 1	1768.28	1808.15	1856.73	1903.13	1958.23	2016.23	2077.13				
	24.39	24.94	25.61	26.25	27.01	27.81	28.65				
LIBRARY	51782	53044	54458	55910	57418	58945	60716				
TECHNICIAN 2	1991.58	2040.15	2094.53	2150.35	2208.35	2267.08	2335.23				
	27.47	28.14	28.89	29.66	30.46	31.27	32.21				
LIBRARY	53591	54967	56588	58266	59981	61734	63600				
TECHNICIAN 3	2061.18	2114.10	2176.45	2240.98	2306.95	2374.38	2446.15				
	28.43	29.16	30.02	30.91	31.82	32.75	33.74				
MAINTENANCE ASSISTANT SERIES											
MAINTENANCE	42287	43680	44991	46468	48048	49671	51168				
ASSISTANT	1626.40	1680.00	1730.40	1787.20	1848.00	1910.40	1968.00				
	20.33	21.00	21.63	22.34	23.10	23.88	24.60				
MEDIA SPECIALIST SERIES											
MEDIA	67370	69915	72422	75099	78021	80961	83393				
SPECIALIST 1	2591.15	2689.03	2785.45	2888.40	3000.78	3113.88	3207.40				
	35.74	37.09	38.42	39.84	41.39	42.95	44.24				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
MEDIA	70914	73459	76136	79001	82036	85202	88595	91253			
SPECIALIST 2	2727.45	2825.33	2928.28	3038.48	3155.20	3277.00	3407.50	3509.73			
	37.62	38.97	40.39	41.91	43.52	45.20	47.00	48.41			
MEDIA TECHNICIAN SERIES											
MEDIA	44279	45768	47107	48615	50236	51913	53478				
TECHNICIAN 1	1703.03	1760.30	1811.78	1869.78	1932.13	1996.65	2056.83				
	23.49	24.28	24.99	25.79	26.65	27.54	28.37				
MEDIA	48615	50236	51913	53610	55457	57361	59095				
TECHNICIAN 2	1869.78	1932.13	1996.65	2061.90	2132.95	2206.18	2272.88				
	25.79	26.65	27.54	28.44	29.42	30.43	31.35				
MEDIA	52667	54477	56437	58304	60377	62545	64430				
TECHNICIAN 3	2025.65	2095.25	2170.65	2242.43	2322.18	2405.55	2478.05				
	27.94	28.90	29.94	30.93	32.03	33.18	34.18				
NURSE SERIES											
NURSE 1	63420	65666	67933	70284	72447	74714	76960				
	2439.20	2525.60	2612.80	2703.20	2786.40	2873.60	2960.00				
	30.49	31.57	32.66	33.79	34.83	35.92	37.00				
NURSE 2	64210	66456	68744	71053	73466	76066	78354				
	2469.60	2556.00	2644.00	2732.80	2825.60	2925.60	3013.60				
	30.87	31.95	33.05	34.16	35.32	36.57	37.67				
NURSE 3	68744	71053	73466	76066	78604	81245	83700				
	2644.00	2732.80	2825.60	2925.60	3023.20	3124.80	3219.20				
	33.05	34.16	35.32	36.57	37.79	39.06	40.24				
PLANNING AND PROGRAM ANALYST SERIES											
PLANNING AND	50236	51913	53610	55457	57361	59303	61470	63732	65938	68445	70499
PROGRAM	1932.13	1996.65	2061.90	2132.95	2206.18	2280.85	2364.23	2451.23	2536.05	2632.48	2711.50
ANALYST 1	26.65	27.54	28.44	29.42	30.43	31.46	32.61	33.81	34.98	36.31	37.40

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PLANNING AND PROGRAM ANALYST 2	64731 2489.65 34.34	67370 2591.15 35.74	69915 2689.03 37.09	72422 2785.45 38.42	75099 2888.40 39.84	78021 3000.78 41.39	80961 3113.88 42.95	83393 3207.40 44.24			
PLANNING AND PROGRAM ANALYST 3	70914 2727.45 37.62	73459 2825.33 38.97	76136 2928.28 40.39	79001 3038.48 41.91	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	91253 3509.73 48.41			
PLANNING AND PROGRAM ANALYST 4	79001 3038.48 41.91	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	92347 3551.78 48.99	96079 3695.33 50.97	100094 3849.75 53.10	103110 3965.75 54.70			
PRODUCTION SUPERVISOR SERIES											
PRODUCTION SUPERVISOR	64731 2489.65 34.34	67370 2591.15 35.74	69915 2689.03 37.09	72422 2785.45 38.42	75099 2888.40 39.84	78021 3000.78 41.39	80961 3113.88 42.95	83393 3207.40 44.24			
PROGRAM COORDINATOR EDUCATION SERIES											
PROGRAM COORDINATOR EDUCATION	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	92347 3551.78 48.99	96079 3695.33 50.97	100094 3849.75 53.10	104411 4015.78 55.39	108746 4182.53 57.69	112026 4308.68 59.43		
PROGRAM COORDINATOR EXTENSION SERVICES SERIES											
PROGRAM COORDINATOR EXTENSION SERVICES	60641 2332.33 32.17	62922 2420.05 33.38	65184 2507.05 34.58	67578 2599.13 35.85	70255 2702.08 37.27	72875 2802.85 38.66	75721 2912.33 40.17	78002 3000.05 41.38			
PROGRAM COORDINATOR EXTENSION SERVICES 1	67370 2591.15 35.74	69915 2689.03 37.09	72422 2785.45 38.42	75099 2888.40 39.84	78021 3000.78 41.39	80961 3113.88 42.95	84109 3234.95 44.62	86635 3332.10 45.96			



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
PROGRAM	72422	75099	78021	80961	84109	87276	90499	93233			
COORDINATOR	2785.45	2888.40	3000.78	3113.88	3234.95	3356.75	3480.73	3585.85			
EXTENSION SERVICES 2	38.42	39.84	41.39	42.95	44.62	46.30	48.01	49.46			

## PSYCHOLOGIST SERIES

PSYCHOLOGIST 1	50236	51913	53610	55457	57361	59303	61470	63732	65938	68445	70499
	1932.13	1996.65	2061.90	2132.95	2206.18	2280.85	2364.23	2451.23	2536.05	2632.48	2711.50
	26.65	27.54	28.44	29.42	30.43	31.46	32.61	33.81	34.98	36.31	37.40

PSYCHOLOGIST 2	64731	67370	69915	72422	75099	78021	80961	83393			
	2489.65	2591.15	2689.03	2785.45	2888.40	3000.78	3113.88	3207.40			
	34.34	35.74	37.09	38.42	39.84	41.39	42.95	44.24			

PSYCHOLOGIST 3	73459	76136	79001	82036	85202	88595	92347	95118			
	2825.33	2928.28	3038.48	3155.20	3277.00	3407.50	3551.78	3658.35			
	38.97	40.39	41.91	43.52	45.20	47.00	48.99	50.46			

PSYCHOLOGIST 4	82036	85202	88595	92347	96079	100094	104411	108746	112026		
	3155.20	3277.00	3407.50	3551.78	3695.33	3849.75	4015.78	4182.53	4308.68		
	43.52	45.20	47.00	48.99	50.97	53.10	55.39	57.69	59.43		

## PURCHASING AGENT SERIES

PURCHASING AGENT 1	50236	51913	53610	55457	57361	59303	61093				
	1932.13	1996.65	2061.90	2132.95	2206.18	2280.85	2349.73				
	26.65	27.54	28.44	29.42	30.43	31.46	32.41				

PURCHASING AGENT 2	61508	63582	65844	68256	70726	73402	75608				
	2365.68	2445.43	2532.43	2625.23	2720.20	2823.15	2907.98				
	32.63	33.73	34.93	36.21	37.52	38.94	40.11				

PURCHASING AGENT 3	65844	68256	70726	73402	76098	79001	81376				
	2532.43	2625.23	2720.20	2823.15	2926.83	3038.48	3129.83				
	34.93	36.21	37.52	38.94	40.37	41.91	43.17				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
RECREATION CONSULTANT SERIES											
RECREATION CONSULTANT 1	47239 1816.85 25.06	48615 1869.78 25.79	50236 1932.13 26.65	51913 1996.65 27.54	53610 2061.90 28.44	55457 2132.95 29.42	57135 2197.48 30.31				
RECREATION CONSULTANT 2	57361 2206.18 30.43	59303 2280.85 31.46	61470 2364.23 32.61	63732 2451.23 33.81	65938 2536.05 34.98	68445 2632.48 36.31	70499 2711.50 37.40				
RECREATION CONSULTANT 3	64731 2489.65 34.34	67031 2578.10 35.56	69463 2671.63 36.85	72140 2774.58 38.27	74797 2876.80 39.68	77531 2981.93 41.13	79868 3071.83 42.37				
RECREATION CONSULTANT 4	69915 2689.03 37.09	72422 2785.45 38.42	75099 2888.40 39.84	78021 3000.78 41.39	80961 3113.88 42.95	84109 3234.95 44.62	86635 3332.10 45.96				
RESEARCH ASSISTANT SERIES											
RESEARCH ASSISTANT 1	42978 1653.00 22.80	44279 1703.03 23.49	45768 1760.30 24.28	47107 1811.78 24.99	48615 1869.78 25.79	50236 1932.13 26.65	51744 1990.13 27.45				
RESEARCH ASSISTANT 2	48615 1869.78 25.79	50236 1932.13 26.65	51913 1996.65 27.54	53610 2061.90 28.44	55457 2132.95 29.42	57361 2206.18 30.43	59095 2272.88 31.35				
RESIDENCE COUNSELLOR											
RESIDENCE COUNSELLOR	52403 2015.50 27.80	53685 2064.80 28.48	55042 2117.00 29.20	56645 2178.63 30.05	58172 2237.35 30.86	59925 2304.78 31.79	61734 2374.38 32.75				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
SECURITY OFFICER SERIES											
SECURITY OFFICER 1	38064 1464.00 18.30	39167 1506.40 18.83	40207 1546.40 19.33	41517 1596.80 19.96	42786 1645.60 20.57	44076 1695.20 21.19	45407 1746.40 21.83				
SECURITY OFFICER 2	39708 1527.20 19.09	40893 1572.80 19.66	42100 1619.20 20.24	43410 1669.60 20.87	44700 1719.20 21.49	46156 1775.20 22.19	47549 1828.80 22.86				
SERVICE WORKER SERIES											
SERVICE WORKER 1	37586 1445.60 18.07	38501 1480.80 18.51	39541 1520.80 19.01	40540 1559.20 19.49	41663 1602.40 20.03	42932 1651.20 20.64					
SERVICE WORKER 2	43056 1656.00 20.70	44159 1698.40 21.23	45240 1740.00 21.75	46509 1788.80 22.36	47861 1840.80 23.01	49068 1887.20 23.59	50544 1944.00 24.30				
SERVICE WORKER 3	43015 1654.40 20.68	44076 1695.20 21.19	45261 1740.80 21.76	46655 1794.40 22.43	48069 1848.80 23.11	49463 1902.40 23.78	50960 1960.00 24.50				
SERVICE WORKER 4	43223 1662.40 20.78	44533 1712.80 21.41	45989 1768.80 22.11	47300 1819.20 22.74	48839 1878.40 23.48	50503 1942.40 24.28	52021 2000.80 25.01				
SENIOR CONSULTING INSTRUCTOR P & E SERIES											
SENIOR CONSULTING INSTRUCTOR P & E	73459 2825.33 38.97	76136 2928.28 40.39	79001 3038.48 41.91	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	92347 3551.78 48.99	95118 3658.35 50.46			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
STATISTICAL ANALYST SERIES											
STATISTICAL ANALYST 1	57361 2206.18 30.43	59303 2280.85 31.46	61470 2364.23 32.61	63732 2451.23 33.81	65938 2536.05 34.98	68445 2632.48 36.31	70499 2711.50 37.40				
STATISTICAL ANALYST 2	67370 2591.15 35.74	69915 2689.03 37.09	72422 2785.45 38.42	75099 2888.40 39.84	78021 3000.78 41.39	80961 3113.88 42.95	84109 3234.95 44.62	86635 3332.10 45.96			
STATISTICAL ANALYST 3	73459 2825.33 38.97	76136 2928.28 40.39	79001 3038.48 41.91	82036 3155.20 43.52	85202 3277.00 45.20	88595 3407.50 47.00	91253 3509.73 48.41				
STOREKEEPER SERIES											
STOREKEEPER 1	40716 1566.00 21.60	41847 1609.50 22.20	43205 1661.70 22.92	44656 1717.53 23.69	46051 1771.18 24.43	47521 1827.73 25.21	48954 1882.83 25.97				
STOREKEEPER 2	44279 1703.03 23.49	45768 1760.30 24.28	47069 1810.33 24.97	48615 1869.78 25.79	50236 1932.13 26.65	51913 1996.65 27.54	53478 2056.83 28.37				
STOREKEEPER 3	47069 1810.33 24.97	48615 1869.78 25.79	50236 1932.13 26.65	51913 1996.65 27.54	53591 2061.18 28.43	55457 2132.95 29.42	57135 2197.48 30.31				
STOREKEEPER 4	50236 1932.13 26.65	51913 1996.65 27.54	53591 2061.18 28.43	55457 2132.95 29.42	57361 2206.18 30.43	59322 2281.58 31.47	61112 2350.45 32.42				
STORES CLERK SERIES											
STORES CLERK 1	35853 1378.95 19.02	36852 1417.38 19.55	37908 1457.98 20.11	39020 1500.75 20.70	40113 1542.80 21.28	41301 1588.48 21.91	42545 1636.33 22.57				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
STORES CLERK 2	39020	40113	41301	42526	43846	45165					
	1500.75	1542.80	1588.48	1635.60	1686.35	1737.10					
	20.70	21.28	21.91	22.56	23.26	23.96					
SYSTEMS ANALYST SERIES											
SYSTEMS	51103	52667	54477	56437	58304	60377	62205				
ANALYST 1	1965.48	2025.65	2095.25	2170.65	2242.43	2322.18	2392.50				
	27.11	27.94	28.90	29.94	30.93	32.03	33.00				
SYSTEMS	54477	56437	58304	60377	62545	64844	66805				
ANALYST 2	2095.25	2170.65	2242.43	2322.18	2405.55	2494.00	2569.40				
	28.90	29.94	30.93	32.03	33.18	34.40	35.44				
SYSTEMS	59322	61508	63582	65844	68256	70726	72856				
ANALYST 3	2281.58	2365.68	2445.43	2532.43	2625.23	2720.20	2802.13				
	31.47	32.63	33.73	34.93	36.21	37.52	38.65				
SYSTEMS COORDINATOR SERIES											
SYSTEMS	70914	73459	76136	79001	82036	85202	88595	91253			
COORDINATOR 1	2727.45	2825.33	2928.28	3038.48	3155.20	3277.00	3407.50	3509.73			
	37.62	38.97	40.39	41.91	43.52	45.20	47.00	48.41			
SYSTEMS	76136	79001	82036	85202	88595	92347	96079	98963			
COORDINATOR 2	2928.28	3038.48	3155.20	3277.00	3407.50	3551.78	3695.33	3806.25			
	40.39	41.91	43.52	45.20	47.00	48.99	50.97	52.50			
SYSTEMS	82036	85202	88595	92347	96079	100094	104411	108746	112026		
COORDINATOR 3	3155.20	3277.00	3407.50	3551.78	3695.33	3849.75	4015.78	4182.53	4308.68		
	43.52	45.20	47.00	48.99	50.97	53.10	55.39	57.69	59.43		

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
SWITCHBOARD OPERATOR SERIES											
SWITCHBOARD OPERATOR 1	32234	33120	33949	34873	35853	36946					
	1239.75	1273.83	1305.73	1341.25	1378.95	1421.00					
	17.10	17.57	18.01	18.50	19.02	19.60					
SWITCHBOARD OPERATOR 2	37908	38775	39718	40754	41772	42865	44166				
	1457.98	1491.33	1527.58	1567.45	1606.60	1648.65	1698.68				
	20.11	20.57	21.07	21.62	22.16	22.74	23.43				
SWITCHBOARD OPERATOR 3	44260	45391	46541	47804	48954	50311	51838				
	1702.30	1745.80	1790.03	1838.60	1882.83	1935.03	1993.75				
	23.48	24.08	24.69	25.36	25.97	26.69	27.50				
TRAINING CONSULTANT SERIES											
TRAINING CONSULTANT	67370	69915	72422	75099	78021	80961	84109	86635			
	2591.15	2689.03	2785.45	2888.40	3000.78	3113.88	3234.95	3332.10			
	35.74	37.09	38.42	39.84	41.39	42.95	44.62	45.96			
WORD PROCESSOR SERIES											
WORD PROCESSOR 1	37267	38341	39510								
	1433.33	1474.65	1519.60								
	19.77	20.34	20.96								
WORD PROCESSOR 2	45429	46579	47861	49010	50330	51649	53214				
	1747.25	1791.48	1840.78	1885.00	1935.75	1986.50	2046.68				
	24.10	24.71	25.39	26.00	26.70	27.40	28.23				
WORD PROCESSOR 3	49406	50669	52140	53591	54967	56588	58304				
	1900.23	1948.80	2005.35	2061.18	2114.10	2176.45	2242.43				
	26.21	26.88	27.66	28.43	29.16	30.02	30.93				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
WORD	50669	52140	53591	54967	56588	58266	60019				
PROCESSOR 4	1948.80	2005.35	2061.18	2114.10	2176.45	2240.98	2308.40				
	26.88	27.66	28.43	29.16	30.02	30.91	31.84				
WORD	53591	54967	56588	58266	59981	61734	63600				
PROCESSOR 5	2061.18	2114.10	2176.45	2240.98	2306.95	2374.38	2446.15				
	28.43	29.16	30.02	30.91	31.82	32.75	33.74				
WORD	59359	61207	62978	65033	67125	69180	71272				
PROCESSOR 6	2283.03	2354.08	2422.23	2501.25	2581.73	2660.75	2741.23				
	31.49	32.47	33.41	34.50	35.61	36.70	37.81				