

Collective Agreement

between

Assiniboine College

and

**Manitoba Government and General Employees' Union
Local 071**

June 14, 2025 to June 9, 2028

Wowicake Okiciyuwastepi (Truth and Reconciliation)

Assiniboine College and MGEU are dedicated to working together on the path to Reconciliation. We recognize the significance of the Truth and Reconciliation Commission's Calls to Action and are committed to actively participating in meaningful reconciliation efforts.

Our shared journey toward reconciliation will involve ongoing dialogue, mutual respect, and tangible actions to support Indigenous employees and communities. We believe that through our combined efforts, we can create a more inclusive, equitable, and understanding workplace for all.

We look forward to the positive outcomes this new agreement will bring and to continuing our collaborative efforts toward a brighter future for all.

Mino-bimaadiziwin (In a good way).

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*All changes appear in **bold**.

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 Effective June 14, 2025 – June 12, 2026
 Effective June 13, 2026 – June 11, 2027
 Effective June 12, 2027 – June 9, 2028

*All changes appear in **bold**.

This Agreement made this **12th** day of **March** 2026

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 **is** used in this Agreement, **it** shall be construed as meaning the plural where the context so admits or requires. **Additionally, any gendered terms used in this Agreement shall be interpreted as gender-neutral and inclusive of all gender identities.**

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 **fourteenth (14th)** day of June, **2025** the and shall continue in effect up to and including the **ninth (9th)** day of June, **2028** 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 (7¼) 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 foregoing 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.

5:11 Regular employees who take a term position shall retain all the rights and privileges of their regular status at the conclusion of their term.

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 **\$3,000** per annum (administered as **\$1.60*** hourly);
- (b) Recognized and relevant Doctorate - effective date of signing **\$6,000** per annum (administered as **\$3.19*** 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, **technology** 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 **staff** training and professional development on knowledge, techniques, and technologies necessary to support **their work**.

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 $10\frac{8}{12}$ 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 (36¼) 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	National Day for Truth & Reconciliation
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Terry Fox Day	

Any other day proclaimed as a holiday by federal or provincial authorities.

(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 ($1\frac{1}{2}$) 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 ($1\frac{1}{2}x$) 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 ($1\frac{1}{2}x$) 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 ($1\frac{1}{2}$) 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 (1¼) 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 ($\frac{1}{2}$) 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 **shall accumulate sick leave credits from their start date based on hours worked.**
- 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.
The time off in excess of two (2) hours will be charged against the employee's sick leave credits, in fifteen (15) minute intervals.

- 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, **a parent's sibling-in-law**, 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, Ceremonial 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 **traditional ceremonial or** 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 **parent** of a child or must assume actual care and custody of their newborn child; or
- (b) 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 **parent** of a child or must assume actual care and custody of their newborn child; or
- (b) 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 **nine hundred dollars (\$900)**.
- (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 seventy-five cents (\$1.75)** 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 and twenty-five cents (\$1.25)** 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:

- **Assistant Power Engineer**
- Building Service Supervisor
- Building Service Worker 1-3
- **Chief Power Engineer 1-3**
- Cook 1-3
- **Facility Manager 1-4**
- Gardener 1-4
- Maintenance Assistant
- Nurse 1-3
- **Power Engineer 2-3**
- 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
- **Power 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 of 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).

62:05 Assignment of contact hours shall be fairly and equitably rotated amongst those Instructors in the department that are qualified to instruct the course offerings.

62:06 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 (1½x) 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 (1½x) 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 DSLPL.
- 65:02** The implementation of the DSLPL 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

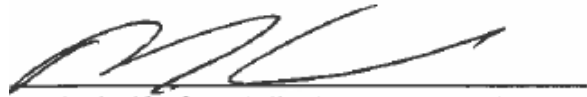
- 68:01** The Employer shall provide **one hundred percent (100%)** reimbursement for professional licensing and professional fees to those employees who are required to maintain such designations as a condition of employment.

Article 69 Market Supplements

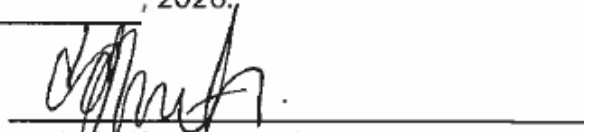
- 69:01** (a) Where there is a requirement to pay a position at a higher rate of pay than what is provided for in the Salary Schedule, the parties agree to negotiate a market supplement. New supplements or changes to amounts of supplements will be managed through collective bargaining or with ninety (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 12 day of March, 2026.



On behalf of Assiniboine Community College



On behalf of Manitoba Government and General Employees' Union



On behalf of Assiniboine Community College



On behalf of Manitoba Government and General Employees' Union

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 to the President
Academic Chairs	Academic Chairpersons
Chief Financial Officer	Chief Information Officer
Deans	Deans, Associate Dean
Directors	Director, Human Resources
	Director, Purchasing
	Director Facilities
	Director, Integrated Planning
	Director, Foundation & Alumni Relations
	Director, Communications & Marketing
	Director, Regulatory Affairs
	Director, Capital Projects
	Director, Parkland Campus
	Director, Centre for Learning & Innovation (CLI)

Excluded Positions	Present Incumbents
Advisors	HR Advisor Staffing Advisor Respectful College Coordinator Health & Safety Officer Senior Advisor, Student Affairs
Manager	Managers, Finance & Budgets Manager, Community Development Manager, International Project Managers Manager, Security
President	President & CEO
Registrar	Registrar, Admissions & Registration
Vice-Presidents	Vice-Presidents

Appendix A 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 ($\frac{1}{10}$) 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 ($\frac{1}{2}$) 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. $\frac{1}{10}$ 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 biweekly 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 **two hundred fifty (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 53rd 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:

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

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

Location	June 17, 2023		June 15, 2024	
	Dependent	Single	Dependent	Single
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 B 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.

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

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 [7¼] 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 (½) 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 (½) 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, e.g. 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 7¼) 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 C 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 1½x 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 (7¼) 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 D 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	
	South of 53	North of 53
(a) Effective July 1, 2023	\$0.65/km	\$0.72/km
(b) The use of a privately owned motorcycle, when authorized by the Employer:	\$0.34/km	\$0.37/km

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:

July 2019 + August 2019 +

September 2019 + June 2020 = Total percentage increase

July 2018 + August 2018 +

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 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 E 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:

		Individual Meals			
		Breakfast	Lunch	Supper	Per Diem
(a)	In areas covered by remoteness allowance: Effective July 1, 2025	\$12.65	\$16.15	\$28.35	\$57.15
(b)	In all other areas: Effective July 1, 2025	\$11.90	\$15.15	\$27.05	\$54.10

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: **\$8.00**

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:

July 2019 + August 2019 +

September 2019 + June 2020 = Total percentage increase

July 2018 + August 2018 +

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

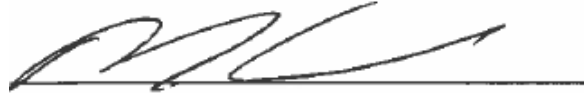
Manitoba Government and General Employees' Union

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

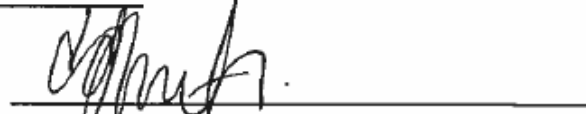
Assiniboine Community College and the Manitoba Government and General Employees' Union agree in the staffing of those positions referenced in 4:01(c) of the Collective Agreement, the college will also give first consideration to employees on the college's re-employment list subject to the requirement 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 12 day of March, 2026.



On behalf of Assiniboine Community
College



On behalf of Manitoba Government and
General Employees' Union



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

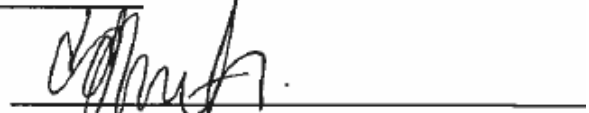
The parties acknowledge that having a sustainable parking program with greater equity among college community users is necessary and desirable.

Parking adjustments will continue to be gradual. **In the first pay period of each fiscal year, monthly parking fees will increase by two dollars (\$2.00)** until parity with students is achieved. Increases will be applied to the first pay received in the new fiscal year.

Signed this 12 day of March, 2026.



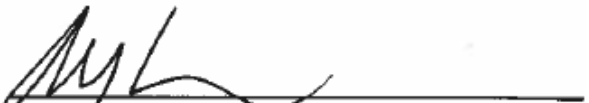
On behalf of Assiniboine Community
College



On behalf of Manitoba Government and
General Employees' Union



On behalf of Assiniboine Community
College



On behalf of Manitoba Government and
General Employees' Union

Memorandum of Agreement #3

between

Assiniboine Community College

and

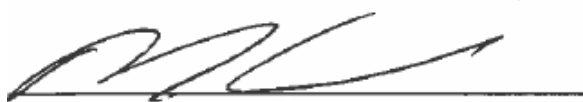
Manitoba Government and General Employees' Union

Re: Shift Schedules

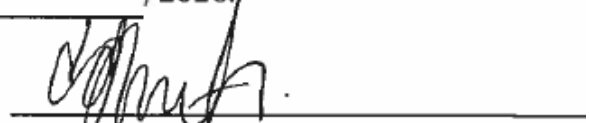
Assiniboine Community college and the Manitoba Government and General Employees' Union agree to the following terms and conditions with respect to the changing of a regularly scheduled employee's posted shift by the Employer.

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 12 day of March, 2026.



On behalf of Assiniboine Community
College



On behalf of Manitoba Government and
General Employees' Union



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

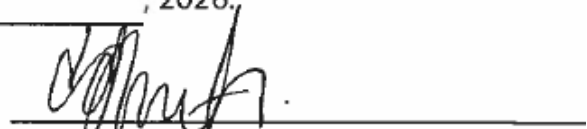
Re: Tuition Scholarship

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 12 day of March, 2026.



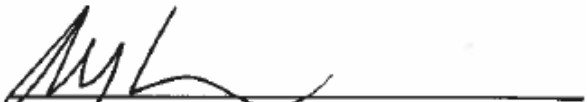
On behalf of Assiniboine Community
College



On behalf of Manitoba Government and
General Employees' Union



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

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.

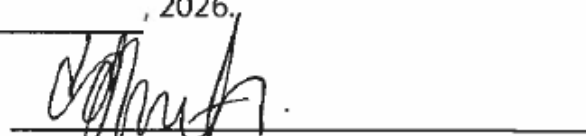
6. During the life of this Agreement, the College agrees to increase its contribution to the Union Officer salary by the general wage increase. It is expressly understood that this obligation shall terminate on June 18, 2021 notwithstanding the continued operation of the collective agreement by virtue 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 12 day of March, 2026.




On behalf of Assiniboine Community College



On behalf of Manitoba Government and General Employees' Union



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

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.

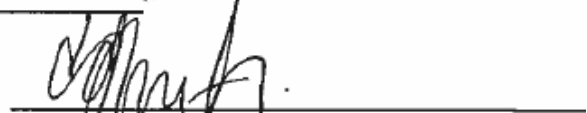
Formal Notice

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

Signed this 12 day of March, 2026.



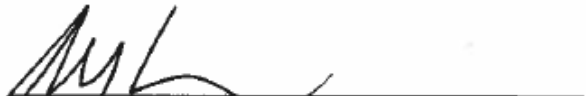
On behalf of Assiniboine Community College



On behalf of Manitoba Government and General Employees' Union



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


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.

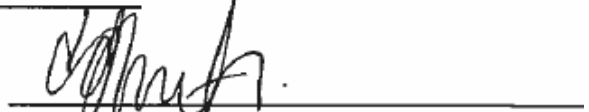
This agreement applies only to the Foundations course for the 2021/2022 academic year and will not be applicable to any other courses at the College.

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

Signed this 12 day of March, 2026.



On behalf of Assiniboine Community College



On behalf of Manitoba Government and General Employees' Union



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

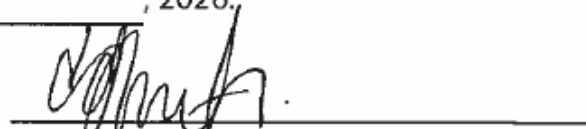
Re: Reciprocal Transfer Agreement

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 12 day of March, 2026.



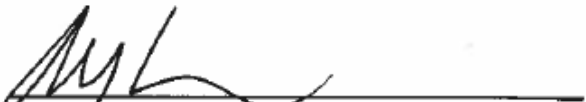
On behalf of Assiniboine Community
College



On behalf of Manitoba Government and
General Employees' Union



On behalf of Assiniboine Community
College



On behalf of Manitoba Government and
General Employees' Union

Memorandum of Agreement #9

between

Assiniboine Community College

and

Manitoba Government and Genera Employees' Union

Re: Standardized Benefit Calculations for Hours of Work Variations (12 Hour Shift Patterns)

The parties agree to vary the terms and conditions of the Collective Agreement for certain groups of employees who work shifts other than the standard eight (8) hour day and forty (40) hour week as per Article 62-Hours of Work (Category B employees). The purpose of this Memorandum is to provide standardized benefit administration for non-standard shifts. Any term and condition not specifically mentioned in this Memorandum shall continue to be applied in accordance with the provisions of the Collective Agreement.

General Principle

Where a benefit is to be calculated for an employee working under the terms and conditions of a variation to the workday or work week, it shall be calculated in a manner such that:

- (a) There shall be no increased costs to the employer when compared to a standard eight (8) hour day employee.**
 - (b) The benefit shall be pro-rated in a manner that will provide an equivalent benefit to employees working a regular workday and work week.**
- (1) Hours of Work
- (a) Employees shall work an average of eighty (80) hours bi-weekly based on the shift schedule.**
 - (b) Employees covered by the terms of this Memorandum may be scheduled to work more than eighty (80) regular hours of work in any bi-weekly pay period without incurring overtime.**

(2) Overtime

Daily Overtime shall be paid after the normal scheduled daily hours (e.g. twelve (12) hour shift - overtime paid after twelve (12) hours).

On an employee's day of rest, overtime shall be paid at the rate of double time (2x) for all time worked as per Article 63:06).

Part-time employees who work twelve (12) hour shifts shall be eligible for overtime as follows:

(a) Daily Overtime

Where a part-time employee is scheduled to work a twelve (12) hour day, the employee shall be eligible to receive overtime after completion of twelve (12) hours.

(b) Bi-weekly Overtime

Where a part-time employee is scheduled to work twelve (12) hour shifts, that employee shall be eligible to receive overtime after the completion of eighty-four (84) hours in the bi-weekly pay period.

Note:

Where a part-time employee is temporarily appointed to a full-time position on a regular shift, the employee shall be eligible for overtime in accordance with that regular shift schedule, i.e. consistent with overtime payment to regular full-time employees.

(3) Sick Leave

Where an employee is absent due to illness, their sick leave credits shall be reduced by a pro-rated amount (e.g. twelve (12) hour shift - sick leave reduced by twelve (12) hours).

(4) Vacation

(a) **Vacation leave shall be converted to hours in accordance with the following:**

(i) **Fifteen (15) days vacation = 15 days x 8 hours = 120 hours**

(ii) **Twenty (20) days vacation = 20 days x 8 hours = 160 hours**

(iii) **Twenty-five (25) days vacation = 25 days x 8 hours = 200 hours**

(iv) Thirty (30) days vacation= 30 days x 8 hours = 240 hours

(b) An employee on vacation shall have their vacation entitlement reduced by the total number of hours that they would have been scheduled to work while on vacation.

(5) Shift Premiums

Article 56: Shift Premiums will apply when applicable.

Article 61: Weekend Premiums will apply when applicable.

(6) Holidays

Employees shall be compensated for holidays as follows:

(a) Where a holiday falls on an employee's day of rest and they are not required to work on that day they shall receive at their option, eight (8) hours paid time off or eight (8) hours pay in lieu.

(b) Where a holiday falls on an employee's day of rest and they are required to work that day they shall receive at their option, eight (8) hours paid time off or eight (8) hours pay in lieu, plus they shall be paid at the rate of two time (2x) for all time worked (Article 63:06).

(c) Where a holiday falls on an employee's regular workday and they work, they shall receive their regular pay and an additional payment calculated at the rate of time and one-half (1½x) for all hours worked on that holiday (Article 24:08).

(7) Bereavement Leave

Bereavement Leave shall be converted to hours as follows:

(a) Employee eligible for five (5) days = 5 days x 8 hours = 40 hours

(b) Employee eligible for four (4) days = 4 days x 8 hours = 32 hours

(c) Employee eligible for three (3) days = 3 days x 8 hours = 24 hours

(d) Employee eligible for two (2) days = 2 days x 8 hours = 16 hours

(e) Employee eligible for one (1) day = 1 day x 8 hours = 8 hours

(8) December Break

For employees working twelve (12) hour shifts, the employee will receive regular pay for all hours worked and will receive eight (8) hours paid time off or eight (8) hours time in lieu.

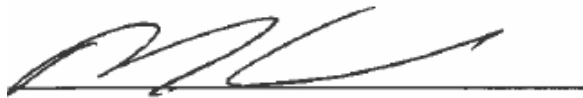
Employees who are on a leave of absence without pay during the designated December Break period are not eligible for paid December Break time off.

(9) Other Leaves

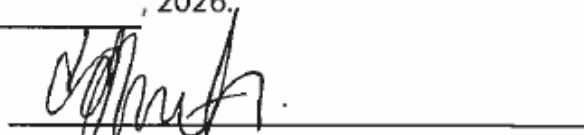
All authorized leaves with pay shall be converted from day(s) to hours. Where an employee is eligible for one day leave with pay, the employee shall be eligible for eight (8) hours pay (e.g. employee eligible for one day leave will receive eight [8] hours leave with pay). Any additional time off required to provide the employee with a full shift off shall be at no cost to the employer (e.g. options to include leave without pay or charge to vacation leave or banked overtime).

This Memorandum of Agreement shall be effective from the date of signing and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal is given by either party at least forty-five (45) days prior to the expiry date hereof.

Signed this 12 day of March, 2026.



On behalf of Assiniboine Community College



On behalf of Manitoba Government and General Employees' Union



On behalf of Assiniboine Community College



On behalf of Manitoba Government and General Employees' Union

Letter of Intent

between

Assiniboine Community College

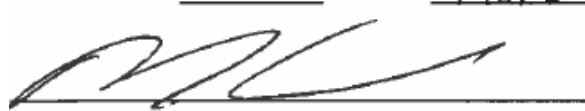
and

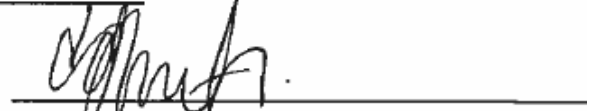
Manitoba Government and General Employees' Union

Re: Long Term Disability (LTD)


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 12 day of March, 2026.


On behalf of Assiniboine Community College


On behalf of Manitoba Government and General Employees' Union


On behalf of Assiniboine Community College


On behalf of Manitoba Government and General Employees' Union

Salary Schedule

2.75% - General Salary Increase Effective June 14, 2025

3.00% - General Salary Increase Effective June 13, 2026

3.00% - General Salary Increase Effective June 12, 2027

Effective the first day of the pay period following date of ratification, a new max step will be added to the Instructor pay scale, set at 2.50% above the current max step. At the time, all instructors will automatically advance to their respective next step on the new instructor pay scale.

Effective June 14, 2025 – June 12, 2026

	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 Clerk 1	48162	49463	50688	51951	53421	54929	56607				
AC1	1852.38	1902.40	1949.53	1998.10	2054.65	2112.65	2177.18				
	25.55	26.24	26.89	27.56	28.34	29.14	30.03				
Accounting Clerk 2	55024	56437	58002	59397	60980	62828	64713				
AC2	2116.28	2170.65	2230.83	2284.48	2345.38	2416.43	2488.93				
	29.19	29.94	30.77	31.51	32.35	33.33	34.33				
Administrative Analyst											
Administrative Analyst	64467	67239	69783	72366	75118	78134	81169	83600			
ANN	2479.50	2586.08	2683.95	2783.28	2889.13	3005.13	3121.85	3215.38			
	34.20	35.67	37.02	38.39	39.85	41.45	43.06	44.35			
Administrative Officer Series											
Administrative Officer	55080	56494	58153	59887	61640	63450	65354				
AO0	2118.45	2172.83	2236.63	2303.33	2370.75	2440.35	2513.58				
	29.22	29.97	30.85	31.77	32.70	33.66	34.67				
Administrative Officer 1	56927	58794	60735	62677	64882	67106	69124				
AO1	2189.50	2261.28	2335.95	2410.63	2495.45	2581.00	2658.58				
	30.20	31.19	32.22	33.25	34.42	35.60	36.67				
Administrative Officer 2	60961	63205	65335	67672	70141	72686	74873				
AO2	2344.65	2430.93	2512.85	2602.75	2697.73	2795.60	2879.70				
	32.34	33.53	34.66	35.90	37.21	38.56	39.72				

	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	64260	66522	68878	71386	74138	76871	79680	82073			
AO3	2471.53	2558.53	2649.15	2745.58	2851.43	2956.55	3064.58	3156.65			
	34.09	35.29	36.54	37.87	39.33	40.78	42.27	43.54			
Administrative Officer 4	72875	75495	78247	81188	84298	87559	91046	93779			
AO4	2802.85	2903.63	3009.48	3122.58	3242.20	3367.63	3501.75	3606.88			
	38.66	40.05	41.51	43.07	44.72	46.45	48.30	49.75			
Administrative Assisnant Series											
Administrative Assistant 2	36645	37361	38398	39341	40396	41621					
AA2	1409.40	1436.95	1476.83	1513.08	1553.68	1600.80					
	19.44	19.82	20.37	20.87	21.43	22.08					
Administrative Assistant 3	42922	44053	45523	46805	47974	49218	50481	51800	53346	54967	
AA3	1650.83	1694.33	1750.88	1800.18	1845.13	1892.98	1941.55	1992.30	2051.75	2114.10	
	22.77	23.37	24.15	24.83	25.45	26.11	26.78	27.48	28.30	29.16	
Administrative Assistant 4	52177	53459	54835	56060	57644	59076	60867				
AA4	2006.80	2056.10	2109.03	2156.15	2217.05	2272.15	2341.03				
	27.68	28.36	29.09	29.74	30.58	31.34	32.29				
Assistant Director Information Services Series											
Assistant Director Information Services	84298	87559	91046	94891	98737	102865	105956				
AIS	3242.20	3367.63	3501.75	3649.65	3797.55	3956.33	4075.23				
	44.72	46.45	48.30	50.34	52.38	54.57	56.21				
Assistant Guidance Counsellor Series											
Assistant Guidance Counsellor	51631	53346	55099	56984	58945	60943	63167	65485	67766	70330	72441
ACG	1985.78	2051.75	2119.18	2191.68	2267.08	2343.93	2429.48	2518.65	2606.38	2704.98	2786.18
	27.39	28.30	29.23	30.23	31.27	32.33	33.51	34.74	35.95	37.31	38.43

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Assistant Principal Education Series											
Assistant Principal Education	78247	81188	84298	87559	91046	94891	98737	101696			
APE	3009.48	3122.58	3242.20	3367.63	3501.75	3649.65	3797.55	3911.38			
	41.51	43.07	44.72	46.45	48.30	50.34	52.38	53.95			
Building Service Supervisor Series											
Building Service Supervisor	48610	50191	51896	53477	55162	57159	58885				
BUP	1869.60	1930.40	1996.00	2056.80	2121.60	2198.40	2264.80				
	23.37	24.13	24.95	25.71	26.52	27.48	28.31				
Building Service Worker Series											
Building Service Worker 1	39125	40248	41330	42661	43972	45303	46676				
BW1	1504.80	1548.00	1589.60	1640.80	1691.20	1742.40	1795.20				
	18.81	19.35	19.87	20.51	21.14	21.78	22.44				
Building Service Worker 2	40248	41330	42661	43972	45303	46842	48256				
BW2	1548.00	1589.60	1640.80	1691.20	1742.40	1801.60	1856.00				
	19.35	19.87	20.51	21.14	21.78	22.52	23.20				
Building Service Worker 3	42037	43264	44616	45948	47445	49047	50503				
BW3	1616.80	1664.00	1716.00	1767.20	1824.80	1886.40	1942.40				
	20.21	20.80	21.45	22.09	22.81	23.58	24.28				
Clerk Series											
Clerk 2	39416	40434	41452	42639	43714	44958	46070	47446			
CL2	1515.98	1555.13	1594.28	1639.95	1681.28	1729.13	1771.90	1824.83			
	20.91	21.45	21.99	22.62	23.19	23.85	24.44	25.17			
Clerk 3	47955	49161	50518	51913	53308	54986	56343	58040			
CL3	1844.40	1890.80	1943.00	1996.65	2050.30	2114.83	2167.03	2232.28			
	25.44	26.08	26.80	27.54	28.28	29.17	29.89	30.79			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Clerk 4	54571	55872	57267	58794	60264	61828	63695				
CL4	2098.88	2148.90	2202.55	2261.28	2317.83	2378.00	2449.78				
	28.95	29.64	30.38	31.19	31.97	32.80	33.79				
Clerk 5	55080	56494	58153	59887	61640	63450	65354				
CL5	2118.45	2172.83	2236.63	2303.33	2370.75	2440.35	2513.58				
	29.22	29.97	30.85	31.77	32.70	33.66	34.67				
Clerk Typist Series											
Clerk-Typist 1	35495	36381	37192	38153	39152	40339					
CT1	1365.18	1399.25	1430.43	1467.40	1505.83	1551.50					
	18.83	19.30	19.73	20.24	20.77	21.40					
Clerk-Typist 2	38964	39849	40811	41885	42922	44053	45391				
CT2	1498.58	1532.65	1569.63	1610.95	1650.83	1694.33	1745.80				
	20.67	21.14	21.65	22.22	22.77	23.37	24.08				
Clerk-Typist 3	45486	46654	47823	49124	50311	51706	53271				
CT3	1749.43	1794.38	1839.33	1889.35	1935.03	1988.68	2048.85				
	24.13	24.75	25.37	26.06	26.69	27.43	28.26				
Computer Operator Series											
Computer Operator 1	44091	45297	46428	47691	49029	50330	51838				
OP1	1695.78	1742.18	1785.68	1834.25	1885.73	1935.75	1993.75				
	23.39	24.03	24.63	25.30	26.01	26.70	27.50				
Computer Operator 2	53780	55137	56513	58153	59717	61527	63374				
OP2	2068.43	2120.63	2173.55	2236.63	2296.80	2366.40	2437.45				
	28.53	29.25	29.98	30.85	31.68	32.64	33.62				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Computer Operator 3 OP3	53949 2074.95 28.62	55495 2134.40 29.44	57304 2204.00 30.40	59058 2271.43 31.33	60886 2341.75 32.30	62865 2417.88 33.35	64750 2490.38 34.35				
Computer Operator 4 OP4	54119 2081.48 28.71	55985 2153.25 29.70	58002 2230.83 30.77	59925 2304.78 31.79	62055 2386.70 32.92	64279 2472.25 34.10	66202 2546.20 35.12				
Computer Programmer Series											
Computer Programmer 1 CP1	56513 2173.55 29.98	58417 2246.78 30.99	60377 2322.18 32.03	62451 2401.93 33.13	64562 2483.13 34.25	66824 2570.13 35.45	69293 2665.10 36.76	71838 2762.98 38.11	74345 2859.40 39.44	77154 2967.43 40.93	79472 3056.60 42.16
Computer Programmer 2A C2A	65844 2532.43 34.93	68087 2618.70 36.12	70499 2711.50 37.40	72912 2804.30 38.68	75514 2904.35 40.06	78303 3011.65 41.54	81319 3127.65 43.14	84298 3242.20 44.72	87483 3364.73 46.41	90103 3465.50 47.80	
Computer Programmer 2B C2B	75910 2919.58 40.27	78775 3029.78 41.79	81602 3138.53 43.29	84599 3253.80 44.88	87974 3383.58 46.67	91329 3512.63 48.45	94929 3651.10 50.36	97794 3761.30 51.88			
Computer Programmer 3 CP3	79981 3076.18 42.43	82940 3190.00 44.00	85843 3301.65 45.54	89105 3427.08 47.27	92592 3561.20 49.12	96117 3696.78 50.99	99981 3845.40 53.04	102997 3961.40 54.64			
Computer Programmer 4 CP4	82940 3190.00 44.00	85843 3301.65 45.54	89105 3427.08 47.27	92592 3561.20 49.12	96117 3696.78 50.99	99981 3845.40 53.04	104071 4002.73 55.21	107219 4123.80 56.88			
Computer Programmer 5 CP5	89105 3427.08 47.27	92592 3561.20 49.12	96117 3696.78 50.99	99981 3845.40 53.04	104071 4002.73 55.21	108407 4169.48 57.51	112969 4344.93 59.93	116362 4475.43 61.73			

	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	45136	46260	47383	48610	49983	51439	52999				
CK1	1736.00	1779.20	1822.40	1869.60	1922.40	1978.40	2038.40				
	21.70	22.24	22.78	23.37	24.03	24.73	25.48				
Cook 2	49650	50856	52042	53373	54808	56327	58032				
CK2	1909.60	1956.00	2001.60	2052.80	2108.00	2166.40	2232.00				
	23.87	24.45	25.02	25.66	26.35	27.08	27.90				
Cook 3	53103	54351	55703	57138	58552	60029	61839				
CK3	2042.40	2090.40	2142.40	2197.60	2252.00	2308.80	2378.40				
	25.53	26.13	26.78	27.47	28.15	28.86	29.73				
Curriculum Consultant Series											
Curriculum Consultant	78247	81188	84298	87559	91046	94891	98737	101696			
CRC	3009.48	3122.58	3242.20	3367.63	3501.75	3649.65	3797.55	3911.38			
	41.51	43.07	44.72	46.45	48.30	50.34	52.38	53.95			
Duplicating Equipment Operator Series											
Duplicating Equipment Operator 1	35834	36852	37870	38964	40095	41226	42470				
DO1	1378.23	1417.38	1456.53	1498.58	1542.08	1585.58	1633.43				
	19.01	19.55	20.09	20.67	21.27	21.87	22.53				
Duplicating Equipment Operator 2	40585	41866	43054	44411	45900	47333	48766				
DO2	1560.93	1610.23	1655.90	1708.10	1765.38	1820.48	1875.58				
	21.53	22.21	22.84	23.56	24.35	25.11	25.87				
Duplicating Equipment Operator 3	48407	49953	51631	53346	55099	56984	58718				
DO3	1861.80	1921.25	1985.78	2051.75	2119.18	2191.68	2258.38				
	25.68	26.50	27.39	28.30	29.23	30.23	31.15				

	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 4 DO4	52517 2019.85 27.86	54119 2081.48 28.71	55985 2153.25 29.70	58002 2230.83 30.77	59925 2304.78 31.79	62055 2386.70 32.92	63921 2458.48 33.91				
Economic Development Consultant Series											
Economic Development Consultant 1 EC1	58077 2233.73 30.81	60076 2310.58 31.87	62017 2385.25 32.90	64260 2471.53 34.09	66522 2558.53 35.29	68878 2649.15 36.54	71386 2745.58 37.87	73534 2828.23 39.01			
Economic Development Consultant 2 EC2	72875 2802.85 38.66	75495 2903.63 40.05	78247 3009.48 41.51	81188 3122.58 43.07	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	93779 3606.88 49.75			
Economic Development Consultant 3 EC3	78247 3009.48 41.51	81188 3122.58 43.07	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	94891 3649.65 50.34	98737 3797.55 52.38	101696 3911.38 53.95			
Economic Development Consultant 4 EC4	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	94891 3649.65 50.34	98737 3797.55 52.38	102865 3956.33 54.57	107295 4126.70 56.92	111743 4297.80 59.28	115118 4427.58 61.07		
Education Administration Consultant Series											
Education Administration Consultant EAC	81188 3122.58 43.07	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	94891 3649.65 50.34	98737 3797.55 52.38	102865 3956.33 54.57	105956 4075.23 56.21			
Educational Assistant Series											
Educational Assistant 1 EA1	44977 1729.85 23.86	46240 1778.43 24.53	47729 1835.70 25.32	49237 1893.70 26.12	50782 1953.15 26.94	52517 2019.85 27.86	54100 2080.75 28.70				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Educational Assistant 2 EA2	49953 1921.25 26.50	51631 1985.78 27.39	53346 2051.75 28.30	55099 2119.18 29.23	56984 2191.68 30.23	58945 2267.08 31.27	60735 2335.95 32.22				
Educational Assistant 3 EA3	52517 2019.85 27.86	54119 2081.48 28.71	55985 2153.25 29.70	58002 2230.83 30.77	59925 2304.78 31.79	62055 2386.70 32.92	63921 2458.48 33.91				
Educational Development Officer Series											
Educational Development Officer EDO	69237 2662.93 36.73	71838 2762.98 38.11	74420 2862.30 39.48	77172 2968.15 40.94	80170 3083.43 42.53	83204 3200.15 44.14	86428 3324.13 45.85	89029 3424.18 47.23			
Education Consultant Series											
Education Consultant ECO	66522 2558.53 35.29	69237 2662.93 36.73	71838 2762.98 38.11	74420 2862.30 39.48	77172 2968.15 40.94	80170 3083.43 42.53	83204 3200.15 44.14	85693 3295.85 45.46			
Financial Officer Series											
Financial Officer 1 FI1	54119 2081.48 28.71	55985 2153.25 29.70	58002 2230.83 30.77	59925 2304.78 31.79	62055 2386.70 32.92	64279 2472.25 34.10	66202 2546.20 35.12				
Financial Officer 2 FI2	55985 2153.25 29.70	58002 2230.83 30.77	59925 2304.78 31.79	62055 2386.70 32.92	64279 2472.25 34.10	66635 2562.88 35.35	68652 2640.45 36.42				
Financial Officer 3 FI3	63205 2430.93 33.53	65335 2512.85 34.66	67672 2602.75 35.90	70141 2697.73 37.21	72686 2795.60 38.56	75438 2901.45 40.02	77700 2988.45 41.22				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Financial Officer 4	69237	71838	74420	77172	80170	83204	85693				
FI4	2662.93	2762.98	2862.30	2968.15	3083.43	3200.15	3295.85				
	36.73	38.11	39.48	40.94	42.53	44.14	45.46				
Financial Officer 5	72007	74646	77436	80415	83544	86843	91555	94307			
FI5	2769.50	2871.00	2978.30	3092.85	3213.20	3340.08	3521.33	3627.18			
	38.20	39.60	41.08	42.66	44.32	46.07	48.57	50.03			
Facility Manager Series											
Facility Manager 1	37398	38567	46176	42240	49234	50856	52624	54247	49440	57554	
FM1	1625.60	1676.00	1776.00	1836.00	1893.60	1956.00	2024.00	2086.40	2148.00	2213.60	
	20.32	20.95	22.20	22.95	23.67	24.45	25.30	26.08	26.85	27.67	
Facility Manager 2	43492	50856	52624	48167	56077	51652	60071	61860	63711		
FM2	1890.40	1956.00	2024.00	2091.20	2156.80	2244.00	2310.40	2379.20	2450.40		
	23.63	24.45	25.30	26.14	26.96	28.05	28.88	29.74	30.63		
Facility Manager 3	56077	51652	60965	63648	66040	68516	70512	64424	74964		
FM3	2156.80	2244.00	2344.80	2448.00	2540.00	2635.20	2712.00	2798.40	2883.20		
	26.96	28.05	29.31	30.60	31.75	32.94	33.90	34.98	36.04		
Facility Manager 4	63648	66040	68516	62984	66407	77917	71645	73774	85863	88442	
FM4	2448.00	2540.00	2635.20	2735.20	2884.00	2996.80	3111.20	3203.20	3302.40	3401.60	
	30.60	31.75	32.94	34.19	36.05	37.46	38.89	40.04	41.28	42.52	
Gardener Series											
Gardener 1	43847	45199	46488	47965	49442	50960	52500				
GR1	1686.40	1738.40	1788.00	1844.80	1901.60	1960.00	2019.20				
	21.08	21.73	22.35	23.06	23.77	24.50	25.24				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Gardener 2	45199	46488	47965	49442	50960	52624	54205				
GR2	1738.40	1788.00	1844.80	1901.60	1960.00	2024.00	2084.80				
	21.73	22.35	23.06	23.77	24.50	25.30	26.06				
Gardener 3	47965	49442	50960	52624	54455	56264	57949				
GR3	1844.80	1901.60	1960.00	2024.00	2094.40	2164.00	2228.80				
	23.06	23.77	24.50	25.30	26.18	27.05	27.86				
Gardener 4	59135	61215	63357	65583	68037	70554	72696				
GR4	2274.40	2354.40	2436.80	2522.40	2616.80	2713.60	2796.00				
	28.43	29.43	30.46	31.53	32.71	33.92	34.95				
Guidance Officer Series											
Guidance Officer 1	66522	69237	71838	74420	77172	80170	83204	85693			
GO1	2558.53	2662.93	2762.98	2862.30	2968.15	3083.43	3200.15	3295.85			
	35.29	36.73	38.11	39.48	40.94	42.53	44.14	45.46			
Guidance Officer 2	71838	74420	77172	80170	83204	85919	89274	91970			
GO2	2762.98	2862.30	2968.15	3083.43	3200.15	3304.55	3433.60	3537.28			
	38.11	39.48	40.94	42.53	44.14	45.58	47.36	48.79			
Illustrator Series											
Illustrator 1	44977	46240	47729	49237	50782	52517	54100				
IL1	1729.85	1778.43	1835.70	1893.70	1953.15	2019.85	2080.75				
	23.86	24.53	25.32	26.12	26.94	27.86	28.70				
Illustrator 2	52517	54119	55985	58002	59925	62055	63921				
IL2	2019.85	2081.48	2153.25	2230.83	2304.78	2386.70	2458.48				
	27.86	28.71	29.70	30.77	31.79	32.92	33.91				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Illustrator 3	55985	58002	59925	62055	64279	66635	68652				
IL3	2153.25	2230.83	2304.78	2386.70	2472.25	2562.88	2640.45				
	29.70	30.77	31.79	32.92	34.10	35.35	36.42				
Instructor Series											
Instructor	65184	67502	69915	72686	75344	78115	81112	84222	87502	90744	93006
FCT	2507.05	2596.23	2689.03	2795.60	2897.83	3004.40	3119.68	3239.30	3365.45	3490.15	3577.15
	34.58	35.81	37.09	38.56	39.97	41.44	43.03	44.68	46.42	48.14	49.34
	96852	99755	102262								
	3725.05	3836.70	3933.13								
	51.38	52.92	54.25								
Information Technologist Series											
Information Technologist 1	55740	57191	60320	61772	63449	65146	66823	68633	70707		
IS1	2143.83	2199.65	2320.00	2375.83	2440.35	2505.60	2570.13	2639.73	2719.48		
	29.57	30.34	32.00	32.77	33.66	34.56	35.45	36.41	37.51		
Information Technologist 2	68878	71460	74024	76814	79585	82770	85900	89198	91894		
IS2	2649.15	2748.48	2847.08	2954.38	3060.95	3183.48	3303.83	3430.70	3534.38		
	36.54	37.91	39.27	40.75	42.22	43.91	45.57	47.32	48.75		
Information Technologist 3	75344	78209	81376	84373	87521	90876	94476	98133	101074		
IS3	2897.83	3008.03	3129.83	3245.10	3366.18	3495.23	3633.70	3774.35	3887.45		
	39.97	41.49	43.17	44.76	46.43	48.21	50.12	52.06	53.62		
Information Technologist 4	81376	84373	87521	90876	94476	98133	102261	106521	109707		
IS4	3129.83	3245.10	3366.18	3495.23	3633.70	3774.35	3933.13	4096.98	4219.50		
	43.17	44.76	46.43	48.21	50.12	52.06	54.25	56.51	58.20		

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Librarian Series											
Librarian 1	53780	55137	56758	58379	60151	61885	63751				
LN1	2068.43	2120.63	2182.98	2245.33	2313.48	2380.18	2451.95				
	28.53	29.25	30.11	30.97	31.91	32.83	33.82				
Librarian 2	58379	60151	61885	63921	66145	68614	70688				
LN2	2245.33	2313.48	2380.18	2458.48	2544.03	2639.00	2718.75				
	30.97	31.91	32.83	33.91	35.09	36.40	37.50				
Librarian 3	66145	68614	71876	75118	78209	81188	83619				
LN3	2544.03	2639.00	2764.43	2889.13	3008.03	3122.58	3216.10				
	35.09	36.40	38.13	39.85	41.49	43.07	44.36				
Librarian 4	75287	78209	81188	82243	85410	88822	91480				
LN4	2895.65	3008.03	3122.58	3163.18	3284.98	3416.20	3518.43				
	39.94	41.49	43.07	43.63	45.31	47.12	48.53				
Library Director 1 Series											
Library Director 1	79208	82243	85410	88822	92554	96324	99227				
LDR	3046.45	3163.18	3284.98	3416.20	3559.75	3704.75	3816.40				
	42.02	43.63	45.31	47.12	49.10	51.10	52.64				
Library Technician Series											
Library Technician 1	47258	48313	49614	50858	52328	53874	55495				
LT1	1817.58	1858.18	1908.20	1956.05	2012.60	2072.05	2134.40				
	25.07	25.63	26.32	26.98	27.76	28.58	29.44				
Library Technician 2	53214	54515	55966	57455	59001	60566	62394				
LT2	2046.68	2096.70	2152.53	2209.80	2269.25	2329.43	2399.75				
	28.23	28.92	29.69	30.48	31.30	32.13	33.10				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Library Technician 3	55080	56494	58153	59887	61640	63450	65354				
LT3	2118.45	2172.83	2236.63	2303.33	2370.75	2440.35	2513.58				
	29.22	29.97	30.85	31.77	32.70	33.66	34.67				
Maintenance Assistant Series											
Maintenance Assistant	43452	44887	46239	47757	49380	51044	52583				
MAN	1671.20	1726.40	1778.40	1836.80	1899.20	1963.20	2022.40				
	20.89	21.58	22.23	22.96	23.74	24.54	25.28				
Maintenance Tradesperson Series											
Maintenance Tradesperson 1	59114	61173	63316	65541	67829	70200					
MP1	2273.60	2352.80	2435.20	2520.80	2608.80	2700.00					
	28.42	29.41	30.44	31.51	32.61	33.75					
Maintenance Tradesperson 2	63524	65749	68037	70429	72884	75442					
MP2	2443.20	2528.80	2616.80	2708.80	2803.20	2901.60					
	30.54	31.61	32.71	33.86	35.04	36.27					
Maintenance Tradesperson 3	74381	76981	79685	82472	85343	88338					
MP3	2860.80	2960.80	3064.80	3172.00	3282.40	3397.60					
	35.76	37.01	38.31	39.65	41.03	42.47					
Media Specialist Series											
Media Specialist 1	69237	71838	74420	77172	80170	83204	85693				
MS1	2662.93	2762.98	2862.30	2968.15	3083.43	3200.15	3295.85				
	36.73	38.11	39.48	40.94	42.53	44.14	45.46				
Media Specialist 2	72875	75495	78247	81188	84298	87559	91046	93779			
MS2	2802.85	2903.63	3009.48	3122.58	3242.20	3367.63	3501.75	3606.88			
	38.66	40.05	41.51	43.07	44.72	46.45	48.30	49.75			

	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	45504	47031	48407	49953	51631	53346	54967				
MT1	1750.15	1808.88	1861.80	1921.25	1985.78	2051.75	2114.10				
	24.14	24.95	25.68	26.50	27.39	28.30	29.16				
Media Technician 2	49953	51631	53346	55099	56984	58945	60735				
MT2	1921.25	1985.78	2051.75	2119.18	2191.68	2267.08	2335.95				
	26.50	27.39	28.30	29.23	30.23	31.27	32.22				
Media Technician 3	54119	55985	58002	59925	62055	64279	66202				
MT3	2081.48	2153.25	2230.83	2304.78	2386.70	2472.25	2546.20				
	28.71	29.70	30.77	31.79	32.92	34.10	35.12				
Nurse 1											
NR1	65167	67476	69805	72218	74444	76773	79082				
	2506.40	2595.20	2684.80	2777.60	2863.20	2952.80	3041.60				
	31.33	32.44	33.56	34.72	35.79	36.91	38.02				
Nurse 2	65978	68287	70637	73008	75504	78167	80517				
NR2	2537.60	2626.40	2716.80	2808.00	2904.00	3006.40	3096.80				
	31.72	32.83	33.96	35.10	36.30	37.58	38.71				
Nurse 3	70637	73008	75504	78167	80767	83492	86008				
NR3	2716.80	2808.00	2904.00	3006.40	3106.40	3211.20	3308.00				
	33.96	35.10	36.30	37.58	38.83	40.14	41.35				
Planning And Program Analyst Series											
Planning and Program Analyst 1	51631	53346	55099	56984	58945	60943	63167	65485	67766	70330	72441
PM1	1985.78	2051.75	2119.18	2191.68	2267.08	2343.93	2429.48	2518.65	2606.38	2704.98	2786.18
	27.39	28.30	29.23	30.23	31.27	32.33	33.51	34.74	35.95	37.31	38.43

	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 PM2	66522 2558.53 35.29	69237 2662.93 36.73	71838 2762.98 38.11	74420 2862.30 39.48	77172 2968.15 40.94	80170 3083.43 42.53	83204 3200.15 44.14	85693 3295.85 45.46			
Planning and Program Analyst 3 PM3	72875 2802.85 38.66	75495 2903.63 40.05	78247 3009.48 41.51	81188 3122.58 43.07	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	93779 3606.88 49.75			
Planning and Program Analyst 4 PM4	81188 3122.58 43.07	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	94891 3649.65 50.34	98737 3797.55 52.38	102865 3956.33 54.57	105956 4075.23 56.21			
Power Engineering Series											
Power Engineer 2nd Class Plant Assistant AP2	59655 2294.40 28.68	61672 2372.00 29.65	63773 2452.80 30.66	65916 2535.20 31.69	68141 2620.80 32.76	70450 2709.60 33.87	72655 2794.40 34.93				
Power Engineer 1st Class Plant Assistant AP1	66540 2559.20 31.99	68786 2645.60 33.07	71116 2735.20 34.19	73528 2828.00 35.35	76024 2924.00 36.55	78624 3024.00 37.80	80808 3108.00 38.85				
Power Engineer 3rd Class Plant PW3	63191 2430.40 30.38	65333 2512.80 31.41	67538 2597.60 32.47	69826 2685.60 33.57	72176 2776.00 34.70	74652 2871.20 35.89	76836 2955.20 36.94				
Power Engineer 2nd Class Plant PW2	71032 2732.00 34.15	73424 2824.00 35.30	75920 2920.00 36.50	78520 3020.00 37.75	81183 3122.40 39.03	83928 3228.00 40.35	86133 3312.80 41.41				
Power Engineer 1st Class Plant PW1	82160 3160.00 39.50	84968 3268.00 40.85	87860 3379.20 42.24	90855 3494.40 43.68	93954 3613.60 45.17	97178 3737.60 46.72	99362 3821.60 47.77				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Power Engineer 3rd Class Plant Chief CP3	76607 2946.40 36.83	79207 3046.40 38.08	81911 3150.40 39.38	84698 3257.60 40.72	87589 3368.80 42.11	90584 3484.00 43.55	92789 3568.80 44.61				
Power Engineer 2nd Class Plant Chief CP2	90002 3461.60 43.27	93080 3580.00 44.75	96242 3701.60 46.27	99570 3829.60 47.87	102960 3960.00 49.50	106496 4096.00 51.20	108680 4180.00 52.25				
Power Engineer 1st Class Plant Chief CP1	98780 3799.20 47.49	102149 3928.80 49.11	105644 4063.20 50.79	109263 4202.40 52.53	113028 4347.20 54.34	116896 4496.00 56.20	119101 4580.80 57.26				
Power Engineer 5th Class Certified PWS	48714 1873.60 23.42	50336 1936.00 24.20	52021 2000.80 25.01	53768 2068.00 25.85	55578 2137.60 26.72	57429 2208.80 27.61	59634 2293.60 28.67				
Production Supervisor Series											
Production Supervisor PSV	66522 2558.53 35.29	69237 2662.93 36.73	71838 2762.98 38.11	74420 2862.30 39.48	77172 2968.15 40.94	80170 3083.43 42.53	83204 3200.15 44.14	85693 3295.85 45.46			
Program Coordinator Education Series											
Program Coordinator Education PCE	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	94891 3649.65 50.34	98737 3797.55 52.38	102865 3956.33 54.57	107295 4126.70 56.92	111743 4297.80 59.28	115118 4427.58 61.07		
Program Coordinator Extension Services Series											
Program Coordinator Extension Services PCE0	62319 2396.85 33.06	64656 2486.75 34.30	66993 2576.65 35.54	69444 2670.90 36.84	72196 2776.75 38.30	74892 2880.43 39.73	77813 2992.80 41.28	80151 3082.70 42.52			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Program Coordinator Extension Services 1 PCE1	69237 2662.93 36.73	71838 2762.98 38.11	74420 2862.30 39.48	77172 2968.15 40.94	80170 3083.43 42.53	83204 3200.15 44.14	86428 3324.13 45.85	89029 3424.18 47.23			
Program Coordinator Extension Services 2 PCE2	74420 2862.30 39.48	77172 2968.15 40.94	80170 3083.43 42.53	83204 3200.15 44.14	86428 3324.13 45.85	89689 3449.55 47.58	93006 3577.15 49.34	95815 3685.18 50.83			
Psychologist Series											
Psychologist 1 PSY1	51631 1985.78 27.39	53346 2051.75 28.30	55099 2119.18 29.23	56984 2191.68 30.23	58945 2267.08 31.27	60943 2343.93 32.33	63167 2429.48 33.51	65485 2518.65 34.74	67766 2606.38 35.95	70330 2704.98 37.31	72441 2786.18 38.43
Psychologist 2 PSY2	66522 2558.53 35.29	69237 2662.93 36.73	71838 2762.98 38.11	74420 2862.30 39.48	77172 2968.15 40.94	80170 3083.43 42.53	83204 3200.15 44.14	85693 3295.85 45.46			
Psychologist 3 PSY3	75495 2903.63 40.05	78247 3009.48 41.51	81188 3122.58 43.07	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	94891 3649.65 50.34	97738 3759.13 51.85			
Psychologist 4 PSY4	84298 3242.20 44.72	87559 3367.63 46.45	91046 3501.75 48.30	94891 3649.65 50.34	98737 3797.55 52.38	102865 3956.33 54.57	107295 4126.70 56.92	111743 4297.80 59.28	115118 4427.58 61.07		
Purchasing Agent Series											
Purchasing Agent 1 PA1	51631 1985.78 27.39	53346 2051.75 28.30	55099 2119.18 29.23	56984 2191.68 30.23	58945 2267.08 31.27	60943 2343.93 32.33	62790 2414.98 33.31				

	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	63205	65335	67672	70141	72686	75438	77700				
PA2	2430.93	2512.85	2602.75	2697.73	2795.60	2901.45	2988.45				
	33.53	34.66	35.90	37.21	38.56	40.02	41.22				
Purchasing Agent 3	67672	70141	72686	75438	78209	81188	83619				
PA3	2602.75	2697.73	2795.60	2901.45	3008.03	3122.58	3216.10				
	35.90	37.21	38.56	40.02	41.49	43.07	44.36				
Recreation Consultant Series											
Recreation Consultant 1	48539	49953	51631	53346	55099	56984	58718				
RC1	1866.88	1921.25	1985.78	2051.75	2119.18	2191.68	2258.38				
	25.75	26.50	27.39	28.30	29.23	30.23	31.15				
Recreation Consultant 2	58945	60943	63167	65485	67766	70330	72441				
RC2	2267.08	2343.93	2429.48	2518.65	2606.38	2704.98	2786.18				
	31.27	32.33	33.51	34.74	35.95	37.31	38.43				
Recreation Consultant 3	66522	68878	71386	74138	76871	79680	82073				
RC3	2558.53	2649.15	2745.58	2851.43	2956.55	3064.58	3156.65				
	35.29	36.54	37.87	39.33	40.78	42.27	43.54				
Recreation Consultant 4	71838	74420	77172	80170	83204	86428	89029				
RC4	2762.98	2862.30	2968.15	3083.43	3200.15	3324.13	3424.18				
	38.11	39.48	40.94	42.53	44.14	45.85	47.23				
Research Assistant Series											
Research Assistant 1	44166	45504	47031	48407	49953	51631	53176				
RH1	1698.68	1750.15	1808.88	1861.80	1921.25	1985.78	2045.23				
	23.43	24.14	24.95	25.68	26.50	27.39	28.21				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Research Assistant 2	49953	51631	53346	55099	56984	58945	60735				
RH2	1921.25	1985.78	2051.75	2119.18	2191.68	2267.08	2335.95				
	26.50	27.39	28.30	29.23	30.23	31.27	32.22				
Residence Counsellor											
Residence Counsellor	53855	55175	56569	58209	59774	61584	63450				
RDC	2071.33	2122.08	2175.73	2238.80	2298.98	2368.58	2440.35				
	28.57	29.27	30.01	30.88	31.71	32.67	33.66				
Security Officer Series											
Security Officer 1	39125	40248	41330	42661	43972	45303	46676				
SO1	1504.80	1548.00	1589.60	1640.80	1691.20	1742.40	1795.20				
	18.81	19.35	19.87	20.51	21.14	21.78	22.44				
Security Officer 2	40810	42037	43264	44616	45948	47445	48860				
SO2	1569.60	1616.80	1664.00	1716.00	1767.20	1824.80	1879.20				
	19.62	20.21	20.80	21.45	22.09	22.81	23.49				
Service Worker Series											
Service Worker 1	38626	39562	40644	41663	42828	44117					
SW1	1485.60	1521.60	1563.20	1602.40	1647.20	1696.80					
	18.57	19.02	19.54	20.03	20.59	21.21					
Service Worker 2	44242	45386	46488	47799	49192	50420	51938				
SW2	1701.60	1745.60	1788.00	1838.40	1892.00	1939.20	1997.60				
	21.27	21.82	22.35	22.98	23.65	24.24	24.97				
Service Worker 3	46488	47632	49213	50690	52250	53831	55453				
SW3	1788.00	1832.00	1892.80	1949.60	2009.60	2070.40	2132.80				
	22.35	22.90	23.66	24.37	25.12	25.88	26.66				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Service Worker 4	48527	49983	51626	53207	55037	56951	58656				
SW4	1866.40	1922.40	1985.60	2046.40	2116.80	2190.40	2256.00				
	23.33	24.03	24.82	25.58	26.46	27.38	28.20				
Senior Consulting Instructor P & E Series											
Senior Consulting Instructor P & E	75495	78247	81188	84298	87559	91046	94891	97738			
SCI	2903.63	3009.48	3122.58	3242.20	3367.63	3501.75	3649.65	3759.13			
	40.05	41.51	43.07	44.72	46.45	48.30	50.34	51.85			
Statistical Analyst Series											
Statistical Analyst 1	58945	60943	63167	65485	67766	70330	72441				
SS1	2267.08	2343.93	2429.48	2518.65	2606.38	2704.98	2786.18				
	31.27	32.33	33.51	34.74	35.95	37.31	38.43				
Statistical Analyst 2	69237	71838	74420	77172	80170	83204	86428	89029			
SS2	2662.93	2762.98	2862.30	2968.15	3083.43	3200.15	3324.13	3424.18			
	36.73	38.11	39.48	40.94	42.53	44.14	45.85	47.23			
Statistical Analyst 3	75495	78247	81188	84298	87559	91046	93779				
SS3	2903.63	3009.48	3122.58	3242.20	3367.63	3501.75	3606.88				
	40.05	41.51	43.07	44.72	46.45	48.30	49.75				
Storekeeper Series											
Storekeeper 1	41847	43016	44411	45900	47333	48841	50311				
SK1	1609.50	1654.45	1708.10	1765.38	1820.48	1878.48	1935.03				
	22.20	22.82	23.56	24.35	25.11	25.91	26.69				
Storekeeper 2	45504	47031	48370	49953	51631	53346	54967				
SK2	1750.15	1808.88	1860.35	1921.25	1985.78	2051.75	2114.10				
	24.14	24.95	25.66	26.50	27.39	28.30	29.16				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Storekeeper 3	48370	49953	51631	53346	55080	56984	58718				
SK3	1860.35	1921.25	1985.78	2051.75	2118.45	2191.68	2258.38				
	25.66	26.50	27.39	28.30	29.22	30.23	31.15				
Storekeeper 4	51631	53346	55080	56984	58945	60961	62809				
SK4	1985.78	2051.75	2118.45	2191.68	2267.08	2344.65	2415.70				
	27.39	28.30	29.22	30.23	31.27	32.34	33.32				
Stores Clerk Series											
Stores Clerk 1	36852	37870	38964	40095	41226	42451	43732				
SC1	1417.38	1456.53	1498.58	1542.08	1585.58	1632.70	1682.00				
	19.55	20.09	20.67	21.27	21.87	22.52	23.20				
Stores Clerk 2	40095	41226	42451	43714	45052	46409					
SC2	1542.08	1585.58	1632.70	1681.28	1732.75	1784.95					
	21.27	21.87	22.52	23.19	23.90	24.62					
Systems Analyst Series											
Systems Analyst 1	52517	54119	55985	58002	59925	62055	63921				
SA1	2019.85	2081.48	2153.25	2230.83	2304.78	2386.70	2458.48				
	27.86	28.71	29.70	30.77	31.79	32.92	33.91				
Systems Analyst 2	55985	58002	59925	62055	64279	66635	68652				
SA2	2153.25	2230.83	2304.78	2386.70	2472.25	2562.88	2640.45				
	29.70	30.77	31.79	32.92	34.10	35.35	36.42				
Systems Analyst 3	60961	63205	65335	67672	70141	72686	74873				
SA3	2344.65	2430.93	2512.85	2602.75	2697.73	2795.60	2879.70				
	32.34	33.53	34.66	35.90	37.21	38.56	39.72				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Systems Coordinator Series											
Systems Coordinator 1	72875	75495	78247	81188	84298	87559	91046	93779			
SCR1	2802.85	2903.63	3009.48	3122.58	3242.20	3367.63	3501.75	3606.88			
	38.66	40.05	41.51	43.07	44.72	46.45	48.30	49.75			
Systems Coordinator 2	78247	81188	84298	87559	91046	94891	98737	101696			
SCR1	3009.48	3122.58	3242.20	3367.63	3501.75	3649.65	3797.55	3911.38			
	41.51	43.07	44.72	46.45	48.30	50.34	52.38	53.95			
Systems Coordinator 3	84298	87559	91046	94891	98737	102865	107295	111743	115118		
SCR1	3242.20	3367.63	3501.75	3649.65	3797.55	3956.33	4126.70	4297.80	4427.58		
	44.72	46.45	48.30	50.34	52.38	54.57	56.92	59.28	61.07		
Switchboard Operator Series											
Switchboard Operator 1	33139	34044	34892	35834	36852	37964					
SB1	1274.55	1309.35	1341.98	1378.23	1417.38	1460.15					
	17.58	18.06	18.51	19.01	19.55	20.14					
Switchboard Operator 2	38964	39849	40811	41885	42922	44053	45391				
SB2	1498.58	1532.65	1569.63	1610.95	1650.83	1694.33	1745.80				
	20.67	21.14	21.65	22.22	22.77	23.37	24.08				
Switchboard Operator 3	45486	46654	47823	49124	50311	51706	53271				
SB3	1749.43	1794.38	1839.33	1889.35	1935.03	1988.68	2048.85				
	24.13	24.75	25.37	26.06	26.69	27.43	28.26				
Training Consultant Series											
Training Consultant	69237	71838	74420	77172	80170	83204	86428	89029			
TCS	2662.93	2762.98	2862.30	2968.15	3083.43	3200.15	3324.13	3424.18			
	36.73	38.11	39.48	40.94	42.53	44.14	45.85	47.23			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Word Processor Series											
Word Processor 1	38304	39397	40603								
WP1	1473.20	1515.25	1561.65								
	20.32	20.90	21.54								
Word Processor 2	46692	47861	49180	50368	51725	53082	54684				
WP2	1795.83	1840.78	1891.53	1937.20	1989.40	2041.60	2103.23				
	24.77	25.39	26.09	26.72	27.44	28.16	29.01				
Word Processor 3	50782	52064	53591	55080	56494	58153	59925				
WP3	1953.15	2002.45	2061.18	2118.45	2172.83	2236.63	2304.78				
	26.94	27.62	28.43	29.22	29.97	30.85	31.79				
Word Processor 4	52064	53591	55080	56494	58153	59887	61678				
WP4	2002.45	2061.18	2118.45	2172.83	2236.63	2303.33	2372.20				
	27.62	28.43	29.22	29.97	30.85	31.77	32.72				
Word Processor 5	55080	56494	58153	59887	61640	63450	65354				
WP5	2118.45	2172.83	2236.63	2303.33	2370.75	2440.35	2513.58				
	29.22	29.97	30.85	31.77	32.70	33.66	34.67				
Word Processor 6	60999	62903	64713	66824	68973	71084	73233				
WP6	2346.10	2419.33	2488.93	2570.13	2652.78	2733.98	2816.63				
	32.36	33.37	34.33	35.45	36.59	37.71	38.85				

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	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 Clerk 1	49614	50952	52215	53516	55042	56588	58322				
AC1	1908.20	1959.68	2008.25	2058.28	2117.00	2176.45	2243.15				
	26.32	27.03	27.70	28.39	29.20	30.02	30.94				
Accounting Clerk 2	56683	58134	59755	61188	62828	64713	66654				
AC2	2180.08	2235.90	2298.25	2353.35	2416.43	2488.93	2563.60				
	30.07	30.84	31.70	32.46	33.33	34.33	35.36				
Administrative Analyst											
Administrative Analyst	66409	69274	71894	74552	77380	80490	83619	86126			
ANN	2554.18	2664.38	2765.15	2867.38	2976.13	3095.75	3216.10	3312.53			
	35.23	36.75	38.14	39.55	41.05	42.70	44.36	45.69			
Administrative Officer Series											
Administrative Officer	56739	58191	59906	61697	63506	65354	67333				
A00	2182.25	2238.08	2304.05	2372.93	2442.53	2513.58	2589.70				
	30.10	30.87	31.78	32.73	33.69	34.67	35.72				
Administrative Officer 1	58643	60566	62564	64562	66843	69124	71216				
A01	2255.48	2329.43	2406.28	2483.13	2570.85	2658.58	2739.05				
	31.11	32.13	33.19	34.25	35.46	36.67	37.78				
Administrative Officer 2	62809	65108	67295	69708	72253	74873	77135				
A02	2415.70	2504.15	2588.25	2681.05	2778.93	2879.70	2966.70				
	33.32	34.54	35.70	36.98	38.33	39.72	40.92				
Administrative Officer 3	66202	68520	70952	73534	76362	79189	82073	84543			
A03	2546.20	2635.38	2728.90	2828.23	2936.98	3045.73	3156.65	3251.63			
	35.12	36.35	37.64	39.01	40.51	42.01	43.54	44.85			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Administrative Officer 4	75061	77776	80603	83638	86843	90198	93779	96607			
AO4	2886.95	2991.35	3100.10	3216.83	3340.08	3469.13	3606.88	3715.63			
	39.82	41.26	42.76	44.37	46.07	47.85	49.75	51.25			
Administrative Assisnant Series											
Administrative Assistant 2	37757	38492	39567	40528	41621	42884					
AA2	1452.18	1480.45	1521.78	1558.75	1600.80	1649.38					
	20.03	20.42	20.99	21.50	22.08	22.75					
Administrative Assistant 3	44223	45391	46899	48219	49425	50707	52008	53365	54948	56626	
AA3	1700.85	1745.80	1803.80	1854.55	1900.95	1950.25	2000.28	2052.48	2113.38	2177.90	
	23.46	24.08	24.88	25.58	26.22	26.90	27.59	28.31	29.15	30.04	
Administrative Assistant 4	53761	55080	56494	57757	59378	60867	62696				
AA4	2067.70	2118.45	2172.83	2221.40	2283.75	2341.03	2411.35				
	28.52	29.22	29.97	30.64	31.50	32.29	33.26				
Assistant Director Information Services Series											
Assistant Director Information Services	86843	90198	93779	97757	101715	105956	109142				
AIS	3340.08	3469.13	3606.88	3759.85	3912.10	4075.23	4197.75				
	46.07	47.85	49.75	51.86	53.96	56.21	57.90				
Assistant Guidance Counsellor Series											
Assistant Guidance Counsellor	53195	54948	56758	58699	60716	62771	65071	67465	69802	72441	74628
ACG	2045.95	2113.38	2182.98	2257.65	2335.23	2414.25	2502.70	2594.78	2684.68	2786.18	2870.28
	28.22	29.15	30.11	31.14	32.21	33.30	34.52	35.79	37.03	38.43	39.59
Assistant Principal Education Series											
Assistant Principal Education	80603	83638	86843	90198	93779	97757	101715	104750			
APE	3100.10	3216.83	3340.08	3469.13	3606.88	3759.85	3912.10	4028.83			
	42.76	44.37	46.07	47.85	49.75	51.86	53.96	55.57			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Building Service Supervisor Series											
Building Service Supervisor	50087	51709	53456	55100	56826	58885	60653				
BUP	1926.40	1988.80	2056.00	2119.20	2185.60	2264.80	2332.80				
	24.08	24.86	25.70	26.49	27.32	28.31	29.16				
Building Service Worker Series											
Building Service Worker 1	40311	41476	42578	43951	45303	46676	48090				
BW1	1550.40	1595.20	1637.60	1690.40	1742.40	1795.20	1849.60				
	19.38	19.94	20.47	21.13	21.78	22.44	23.12				
Building Service Worker 2	41476	42578	43951	45303	46676	48256	49712				
BW2	1595.20	1637.60	1690.40	1742.40	1795.20	1856.00	1912.00				
	19.94	20.47	21.13	21.78	22.44	23.20	23.90				
Building Service Worker 3	43306	44575	45968	47341	48880	50524	52021				
BW3	1665.60	1714.40	1768.00	1820.80	1880.00	1943.20	2000.80				
	20.82	21.43	22.10	22.76	23.50	24.29	25.01				
Clerk Series											
Clerk 2	40603	41659	42696	43921	45033	46315	47465	48879			
CL2	1561.65	1602.25	1642.13	1689.25	1732.03	1781.33	1825.55	1879.93			
	21.54	22.10	22.65	23.30	23.89	24.57	25.18	25.93			
Clerk 3	49406	50651	52045	53478	54911	56645	58040	59793			
CL3	1900.23	1948.08	2001.73	2056.83	2111.93	2178.63	2232.28	2299.70			
	26.21	26.87	27.61	28.37	29.13	30.05	30.79	31.72			
Clerk 4	56211	57550	59001	60566	62074	63695	65617				
CL4	2161.95	2213.43	2269.25	2329.43	2387.43	2449.78	2523.73				
	29.82	30.53	31.30	32.13	32.93	33.79	34.81				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Clerk 5	56739	58191	59906	61697	63506	65354	67333				
CL5	2182.25	2238.08	2304.05	2372.93	2442.53	2513.58	2589.70				
	30.10	30.87	31.78	32.73	33.69	34.67	35.72				
Clerk Typist Series											
Clerk-Typist 1	36569	37474	38323	39303	40339	41565					
CT1	1406.50	1441.30	1473.93	1511.63	1551.50	1598.63					
	19.40	19.88	20.33	20.85	21.40	22.05					
Clerk-Typist 2	40151	41056	42036	43148	44223	45391	46767				
CT2	1544.25	1579.05	1616.75	1659.53	1700.85	1745.80	1798.73				
	21.30	21.78	22.30	22.89	23.46	24.08	24.81				
Clerk-Typist 3	46862	48068	49274	50613	51838	53271	54873				
CT3	1802.35	1848.75	1895.15	1946.63	1993.75	2048.85	2110.48				
	24.86	25.50	26.14	26.85	27.50	28.26	29.11				
Computer Operator Series											
Computer Operator 1	45429	46673	47823	49124	50518	51857	53403				
OP1	1747.25	1795.10	1839.33	1889.35	1943.00	1994.48	2053.93				
	24.10	24.76	25.37	26.06	26.80	27.51	28.33				
Computer Operator 2	55401	56796	58209	59906	61527	63374	65278				
OP2	2130.78	2184.43	2238.80	2304.05	2366.40	2437.45	2510.68				
	29.39	30.13	30.88	31.78	32.64	33.62	34.63				
Computer Operator 3	55570	57173	59039	60830	62715	64769	66711				
OP3	2137.30	2198.93	2270.70	2339.58	2412.08	2491.10	2565.78				
	29.48	30.33	31.32	32.27	33.27	34.36	35.39				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Computer Operator 4	55759	57681	59755	61734	63921	66221	68200				
OP4	2144.55	2218.50	2298.25	2374.38	2458.48	2546.93	2623.05				
	29.58	30.60	31.70	32.75	33.91	35.13	36.18				
Computer Programmer Series											
Computer Programmer 1	58209	60170	62205	64336	66503	68841	71386	74006	76588	79472	81866
CP1	2238.80	2314.20	2392.50	2474.43	2557.80	2647.70	2745.58	2846.35	2945.68	3056.60	3148.68
	30.88	31.92	33.00	34.13	35.28	36.52	37.87	39.26	40.63	42.16	43.43
Computer Programmer 2A	67823	70141	72630	75118	77795	80660	83770	86843	90122	92818	
C2A	2608.55	2697.73	2793.43	2889.13	2992.08	3102.28	3221.90	3340.08	3466.23	3569.90	
	35.98	37.21	38.53	39.85	41.27	42.79	44.44	46.07	47.81	49.24	
Computer Programmer 2B	78190	81150	84053	87144	90631	94081	97794	100735			
C2B	3007.30	3121.13	3232.78	3351.68	3485.80	3618.48	3761.30	3874.40			
	41.48	43.05	44.59	46.23	48.08	49.91	51.88	53.44			
Computer Programmer 3	82394	85429	88426	91781	95381	99001	102997	106088			
CP3	3168.98	3285.70	3400.98	3530.03	3668.50	3807.70	3961.40	4080.30			
	43.71	45.32	46.91	48.69	50.60	52.52	54.64	56.28			
Computer Programmer 4	85429	88426	91781	95381	99001	102997	107201	110443			
CP4	3285.70	3400.98	3530.03	3668.50	3807.70	3961.40	4123.08	4247.78			
	45.32	46.91	48.69	50.60	52.52	54.64	56.87	58.59			
Computer Programmer 5	91781	95381	99001	102997	107201	111668	116362	119868			
CP5	3530.03	3668.50	3807.70	3961.40	4123.08	4294.90	4475.43	4610.28			
	48.69	50.60	52.52	54.64	56.87	59.24	61.73	63.59			
Cook Series											
Cook 1	46509	47653	48818	50087	51501	52999	54600				
CK1	1788.80	1832.80	1877.60	1926.40	1980.80	2038.40	2100.00				
	22.36	22.91	23.47	24.08	24.76	25.48	26.25				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Cook 2	51148	52396	53623	54975	56472	58032	59780				
CK2	1967.20	2015.20	2062.40	2114.40	2172.00	2232.00	2299.20				
	24.59	25.19	25.78	26.43	27.15	27.90	28.74				
Cook 3	54704	55994	57388	58864	60320	61839	63711				
CK3	2104.00	2153.60	2207.20	2264.00	2320.00	2378.40	2450.40				
	26.30	26.92	27.59	28.30	29.00	29.73	30.63				
Curriculum Consultant Series											
Curriculum Consultant	80603	83638	86843	90198	93779	97757	101715	104750			
CRC	3100.10	3216.83	3340.08	3469.13	3606.88	3759.85	3912.10	4028.83			
	42.76	44.37	46.07	47.85	49.75	51.86	53.96	55.57			
Duplicating Equipment Operator Series											
Duplicating Equipment Operator 1	36928	37964	39020	40151	41301	42470	43751				
DO1	1420.28	1460.15	1500.75	1544.25	1588.48	1633.43	1682.73				
	19.59	20.14	20.70	21.30	21.91	22.53	23.21				
Duplicating Equipment Operator 2	41810	43129	44355	45750	47295	48766	50236				
DO2	1608.05	1658.80	1705.93	1759.58	1819.03	1875.58	1932.13				
	22.18	22.88	23.53	24.27	25.09	25.87	26.65				
Duplicating Equipment Operator 3	49878	51461	53195	54948	56758	58699	60490				
DO3	1918.35	1979.25	2045.95	2113.38	2182.98	2257.65	2326.53				
	26.46	27.30	28.22	29.15	30.11	31.14	32.09				
Duplicating Equipment Operator 4	54100	55759	57681	59755	61734	63921	65844				
DO4	2080.75	2144.55	2218.50	2298.25	2374.38	2458.48	2532.43				
	28.70	29.58	30.60	31.70	32.75	33.91	34.93				

	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	59830	61885	63883	66202	68520	70952	73534	75759			
EC1	2301.15	2380.18	2457.03	2546.20	2635.38	2728.90	2828.23	2913.78			
	31.74	32.83	33.89	35.12	36.35	37.64	39.01	40.19			
Economic Development Consultant 2	75061	77776	80603	83638	86843	90198	93779	96607			
EC2	2886.95	2991.35	3100.10	3216.83	3340.08	3469.13	3606.88	3715.63			
	39.82	41.26	42.76	44.37	46.07	47.85	49.75	51.25			
Economic Development Consultant 3	80603	83638	86843	90198	93779	97757	101715	104750			
EC3	3100.10	3216.83	3340.08	3469.13	3606.88	3759.85	3912.10	4028.83			
	42.76	44.37	46.07	47.85	49.75	51.86	53.96	55.57			
Economic Development Consultant 4	86843	90198	93779	97757	101715	105956	110518	115099	118586		
EC4	3340.08	3469.13	3606.88	3759.85	3912.10	4075.23	4250.68	4426.85	4560.98		
	46.07	47.85	49.75	51.86	53.96	56.21	58.63	61.06	62.91		
Education Administration Consultant Series											
Education Administration Consultant	83638	86843	90198	93779	97757	101715	105956	109142			
EAC	3216.83	3340.08	3469.13	3606.88	3759.85	3912.10	4075.23	4197.75			
	44.37	46.07	47.85	49.75	51.86	53.96	56.21	57.90			
Educational Assistant Series											
Educational Assistant 1	46334	47635	49161	50726	52309	54100	55740				
EA1	1782.05	1832.08	1890.80	1950.98	2011.88	2080.75	2143.83				
	24.58	25.27	26.08	26.91	27.75	28.70	29.57				
Educational Assistant 2	51461	53195	54948	56758	58699	60716	62564				
EA2	1979.25	2045.95	2113.38	2182.98	2257.65	2335.23	2406.28				
	27.30	28.22	29.15	30.11	31.14	32.21	33.19				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Educational Assistant 3	54100	55759	57681	59755	61734	63921	65844				
EA3	2080.75	2144.55	2218.50	2298.25	2374.38	2458.48	2532.43				
	28.70	29.58	30.60	31.70	32.75	33.91	34.93				
Educational Development Officer Series											
Educational Development Officer	71329	74006	76664	79491	82582	85712	89029	91706			
EDO	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3424.18	3527.13			
	37.84	39.26	40.67	42.17	43.81	45.47	47.23	48.65			
Education Consultant Series											
Education Consultant	68520	71329	74006	76664	79491	82582	85712	88275			
ECO	2635.38	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3395.18			
	36.35	37.84	39.26	40.67	42.17	43.81	45.47	46.83			
Financial Officer Series											
Financial Officer 1	55759	57681	59755	61734	63921	66221	68200				
FI1	2144.55	2218.50	2298.25	2374.38	2458.48	2546.93	2623.05				
	29.58	30.60	31.70	32.75	33.91	35.13	36.18				
Financial Officer 2	57681	59755	61734	63921	66221	68652	70726				
FI2	2218.50	2298.25	2374.38	2458.48	2546.93	2640.45	2720.20				
	30.60	31.70	32.75	33.91	35.13	36.42	37.52				
Financial Officer 3	65108	67295	69708	72253	74873	77719	80038				
FI3	2504.15	2588.25	2681.05	2778.93	2879.70	2989.18	3078.35				
	34.54	35.70	36.98	38.33	39.72	41.23	42.46				
Financial Officer 4	71329	74006	76664	79491	82582	85712	88275				
FI4	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3395.18				
	37.84	39.26	40.67	42.17	43.81	45.47	46.83				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Financial Officer 5	74175	76890	79774	82827	86051	89463	94307	97153			
F15	2852.88	2957.28	3068.20	3185.65	3309.63	3440.85	3627.18	3736.65			
	39.35	40.79	42.32	43.94	45.65	47.46	50.03	51.54			
Facility Manager Series											
Facility Manager 1	37398	38567	47570	42240	50732	52396	54205	55890	49440	59301	
FM1	1674.40	1726.40	1829.60	1891.20	1951.20	2015.20	2084.80	2149.60	2212.80	2280.80	
	20.93	21.58	22.87	23.64	24.39	25.19	26.06	26.87	27.66	28.51	
Facility Manager 2	43492	52396	54205	48167	57762	51652	61880	63732	65624		
FM2	1947.20	2015.20	2084.80	2154.40	2221.60	2312.00	2380.00	2451.20	2524.00		
	24.34	25.19	26.06	26.93	27.77	28.90	29.75	30.64	31.55		
Facility Manager 3	57762	51652	62796	65562	68037	70575	72634	64424	77231		
FM3	2221.60	2312.00	2415.20	2521.60	2616.80	2714.40	2793.60	2882.40	2970.40		
	27.77	28.90	30.19	31.52	32.71	33.93	34.92	36.03	37.13		
Facility Manager 4	65562	68037	70575	62984	66407	80268	71645	73774	88442	91104	
FM4	2521.60	2616.80	2714.40	2817.60	2971.20	3087.20	3204.80	3300.00	3401.60	3504.00	
	31.52	32.71	33.93	35.22	37.14	38.59	40.06	41.25	42.52	43.80	
Gardener Series											
Gardener 1	45178	46572	47903	49421	50940	52500	54080				
GR1	1737.60	1791.20	1842.40	1900.80	1959.20	2019.20	2080.00				
	21.72	22.39	23.03	23.76	24.49	25.24	26.00				
Gardener 2	46572	47903	49421	50940	52500	54205	55848				
GR2	1791.20	1842.40	1900.80	1959.20	2019.20	2084.80	2148.00				
	22.39	23.03	23.76	24.49	25.24	26.06	26.85				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Gardener 3	49421	50940	52500	54205	56098	57970	59696				
GR3	1900.80	1959.20	2019.20	2084.80	2157.60	2229.60	2296.00				
	23.76	24.49	25.24	26.06	26.97	27.87	28.70				
Gardener 4	60924	63066	65271	67559	70096	72676	74880				
GR4	2343.20	2425.60	2510.40	2598.40	2696.00	2795.20	2880.00				
	29.29	30.32	31.38	32.48	33.70	34.94	36.00				
Guidance Officer Series											
Guidance Officer 1	68520	71329	74006	76664	79491	82582	85712	88275			
GO1	2635.38	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3395.18			
	36.35	37.84	39.26	40.67	42.17	43.81	45.47	46.83			
Guidance Officer 2	74006	76664	79491	82582	85712	88501	91970	94741			
GO2	2846.35	2948.58	3057.33	3176.23	3296.58	3403.88	3537.28	3643.85			
	39.26	40.67	42.17	43.81	45.47	46.95	48.79	50.26			
Illustrator Series											
Illustrator 1	46334	47635	49161	50726	52309	54100	55740				
IL1	1782.05	1832.08	1890.80	1950.98	2011.88	2080.75	2143.83				
	24.58	25.27	26.08	26.91	27.75	28.70	29.57				
Illustrator 2	54100	55759	57681	59755	61734	63921	65844				
IL2	2080.75	2144.55	2218.50	2298.25	2374.38	2458.48	2532.43				
	28.70	29.58	30.60	31.70	32.75	33.91	34.93				
Illustrator 3	57681	59755	61734	63921	66221	68652	70726				
IL3	2218.50	2298.25	2374.38	2458.48	2546.93	2640.45	2720.20				
	30.60	31.70	32.75	33.91	35.13	36.42	37.52				

	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	67144	69538	72026	74873	77606	80471	83563	86767	90141	93478	95815
FCT	2582.45	2674.53	2770.23	2879.70	2984.83	3095.03	3213.93	3337.18	3466.95	3595.28	3685.18
	35.62	36.89	38.21	39.72	41.17	42.69	44.33	46.03	47.82	49.59	50.83
	99774	102752	105334								
	3837.43	3951.98	4051.30								
	52.93	54.51	55.88								
Information Technologist Series											
Information Technologist 1	57417	58925	62130	63638	65353	67106	68840	70706	72837		
IS1	2208.35	2266.35	2389.60	2447.60	2513.58	2581.00	2647.70	2719.48	2801.40		
	30.46	31.26	32.96	33.76	34.67	35.60	36.52	37.51	38.64		
Information Technologist 2	70951	73609	76248	79132	81979	85259	88482	91875	94665		
IS2	2728.90	2831.13	2932.63	3043.55	3153.03	3279.18	3403.15	3533.65	3640.95		
	37.64	39.05	40.45	41.98	43.49	45.23	46.94	48.74	50.22		
Information Technologist 3	77606	80565	83826	86917	90160	93609	97323	101093	104109		
IS3	2984.83	3098.65	3224.08	3342.98	3467.68	3600.35	3743.18	3888.18	4004.18		
	41.17	42.74	44.47	46.11	47.83	49.66	51.63	53.63	55.23		
Information Technologist 4	83826	86917	90160	93609	97323	101093	105334	109726	113006		
IS4	3224.08	3342.98	3467.68	3600.35	3743.18	3888.18	4051.30	4220.23	4346.38		
	44.47	46.11	47.83	49.66	51.63	53.63	55.88	58.21	59.95		
Librarian Series											
Librarian 1	55401	56796	58473	60132	61961	63751	65674				
LN1	2130.78	2184.43	2248.95	2312.75	2383.08	2451.95	2525.90				
	29.39	30.13	31.02	31.90	32.87	33.82	34.84				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Librarian 2	60132	61961	63751	65844	68143	70688	72818				
LN2	2312.75	2383.08	2451.95	2532.43	2620.88	2718.75	2800.68				
	31.90	32.87	33.82	34.93	36.15	37.50	38.63				
Librarian 3	68143	70688	74043	77380	80565	83638	86145				
LN3	2620.88	2718.75	2847.80	2976.13	3098.65	3216.83	3313.25				
	36.15	37.50	39.28	41.05	42.74	44.37	45.70				
Librarian 4	77549	80565	83638	84712	87974	91498	94232				
LN4	2982.65	3098.65	3216.83	3258.15	3383.58	3519.15	3624.28				
	41.14	42.74	44.37	44.94	46.67	48.54	49.99				
Library Director 1 Series											
Library Director 1	81602	84712	87974	91498	95344	99227	102205				
LDR	3138.53	3258.15	3383.58	3519.15	3667.05	3816.40	3930.95				
	43.29	44.94	46.67	48.54	50.58	52.64	54.22				
Library Technician Series											
Library Technician 1	48690	49764	51103	52385	53911	55495	57173				
LT1	1872.68	1914.00	1965.48	2014.78	2073.50	2134.40	2198.93				
	25.83	26.40	27.11	27.79	28.60	29.44	30.33				
Library Technician 2	54816	56155	57663	59189	60773	62394	64279				
LT2	2108.30	2159.78	2217.78	2276.50	2337.40	2399.75	2472.25				
	29.08	29.79	30.59	31.40	32.24	33.10	34.10				
Library Technician 3	56739	58191	59906	61697	63506	65354	67333				
LT3	2182.25	2238.08	2304.05	2372.93	2442.53	2513.58	2589.70				
	30.10	30.87	31.78	32.73	33.69	34.67	35.72				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Maintenance Assistant Series											
Maintenance Assistant	44762	46239	47632	49192	50877	52583	54164				
MAN	1721.60	1778.40	1832.00	1892.00	1956.80	2022.40	2083.20				
	21.52	22.23	22.90	23.65	24.46	25.28	26.04				
Maintenance Tradesperson Series											
Maintenance Tradesperson 1	60903	63024	65229	67517	69868	72322					
MP1	2342.40	2424.00	2508.80	2596.80	2687.20	2781.60					
	29.28	30.30	31.36	32.46	33.59	34.77					
Maintenance Tradesperson 2	65437	67725	70096	72551	75088	77709					
MP2	2516.80	2604.80	2696.00	2790.40	2888.00	2988.80					
	31.46	32.56	33.70	34.88	36.10	37.36					
Maintenance Tradesperson 3	76628	79311	82077	84948	87922	91000					
MP3	2947.20	3050.40	3156.80	3267.20	3381.60	3500.00					
	36.84	38.13	39.46	40.84	42.27	43.75					
Media Specialist Series											
Media Specialist 1	71329	74006	76664	79491	82582	85712	88275				
MS1	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3395.18				
	37.84	39.26	40.67	42.17	43.81	45.47	46.83				
Media Technician Series											
Media Technician 1	46881	48445	49878	51461	53195	54948	56626				
MT1	1803.08	1863.25	1918.35	1979.25	2045.95	2113.38	2177.90				
	24.87	25.70	26.46	27.30	28.22	29.15	30.04				
Media Technician 2	51461	53195	54948	56758	58699	60716	62564				
MT2	1979.25	2045.95	2113.38	2182.98	2257.65	2335.23	2406.28				
	27.30	28.22	29.15	30.11	31.14	32.21	33.19				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Media Technician 3	55759	57681	59755	61734	63921	66221	68200				
MT3	2144.55	2218.50	2298.25	2374.38	2458.48	2546.93	2623.05				
	29.58	30.60	31.70	32.75	33.91	35.13	36.18				
Nurse 1											
NR1	67122	69514	71906	74402	76690	79082	81474				
	2581.60	2673.60	2765.60	2861.60	2949.60	3041.60	3133.60				
	32.27	33.42	34.57	35.77	36.87	38.02	39.17				
Nurse 2	67975	70346	72759	75213	77772	80517	82951				
NR2	2614.40	2705.60	2798.40	2892.80	2991.20	3096.80	3190.40				
	32.68	33.82	34.98	36.16	37.39	38.71	39.88				
Nurse 3	72759	75213	77772	80517	83200	86008	88608				
NR3	2798.40	2892.80	2991.20	3096.80	3200.00	3308.00	3408.00				
	34.98	36.16	37.39	38.71	40.00	41.35	42.60				
Planning And Program Analyst Series											
Planning and Program Analyst 1	53195	54948	56758	58699	60716	62771	65071	67465	69802	72441	74628
PM1	2045.95	2113.38	2182.98	2257.65	2335.23	2414.25	2502.70	2594.78	2684.68	2786.18	2870.28
	28.22	29.15	30.11	31.14	32.21	33.30	34.52	35.79	37.03	38.43	39.59
Planning and Program Analyst 2	68520	71329	74006	76664	79491	82582	85712	88275			
PM2	2635.38	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3395.18			
	36.35	37.84	39.26	40.67	42.17	43.81	45.47	46.83			
Planning and Program Analyst 3	75061	77776	80603	83638	86843	90198	93779	96607			
PM3	2886.95	2991.35	3100.10	3216.83	3340.08	3469.13	3606.88	3715.63			
	39.82	41.26	42.76	44.37	46.07	47.85	49.75	51.25			

	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 4	83638	86843	90198	93779	97757	101715	105956	109142			
PM4	3216.83	3340.08	3469.13	3606.88	3759.85	3912.10	4075.23	4197.75			
	44.37	46.07	47.85	49.75	51.86	53.96	56.21	57.90			
Power Engineering Series											
Power Engineer 2nd Class Plant Assistant	61464	63524	65687	67912	70200	72572	74839				
AP2	2364.00	2443.20	2526.40	2612.00	2700.00	2791.20	2878.40				
	29.55	30.54	31.58	32.65	33.75	34.89	35.98				
Power Engineer 1st Class Plant Assistant	68536	70866	73258	75754	78312	80996	83242				
AP1	2636.00	2725.60	2817.60	2913.60	3012.00	3115.20	3201.60				
	32.95	34.07	35.22	36.42	37.65	38.94	40.02				
Power Engineer 3rd Class Plant	65104	67309	69576	71927	74360	76898	79144				
PW3	2504.00	2588.80	2676.00	2766.40	2860.00	2957.60	3044.00				
	31.30	32.36	33.45	34.58	35.75	36.97	38.05				
Power Engineer 2nd Class Plant	73175	75629	78208	80892	83637	86466	88733				
PW2	2814.40	2908.80	3008.00	3111.20	3216.80	3325.60	3412.80				
	35.18	36.36	37.60	38.89	40.21	41.57	42.66				
Power Engineer 1st Class Plant	84636	87527	90501	93600	96783	100111	102357				
PW1	3255.20	3366.40	3480.80	3600.00	3722.40	3850.40	3936.80				
	40.69	42.08	43.51	45.00	46.53	48.13	49.21				
Power Engineer 3rd Class Plant Chief	78916	81599	84386	87256	90231	93309	95576				
CP3	3035.20	3138.40	3245.60	3356.00	3470.40	3588.80	3676.00				
	37.94	39.23	40.57	41.95	43.38	44.86	45.95				
Power Engineer 2nd Class Plant Chief	92706	95888	99133	102565	106060	109700	111946				
CP2	3565.60	3688.00	3812.80	3944.80	4079.20	4219.20	4305.60				
	44.57	46.10	47.66	49.31	50.99	52.74	53.82				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Power Engineer 1st Class Plant Chief	101754	105228	108826	112549	116439	120412	122679				
CP1	3913.60	4047.20	4185.60	4328.80	4478.40	4631.20	4718.40				
	48.92	50.59	52.32	54.11	55.98	57.89	58.98				
Power Engineer 5th Class Certified	50191	51855	53602	55391	57263	59156	61444				
PWS	1930.40	1994.40	2061.60	2130.40	2202.40	2275.20	2363.20				
	24.13	24.93	25.77	26.63	27.53	28.44	29.54				
Production Supervisor Series											
Production Supervisor	68520	71329	74006	76664	79491	82582	85712	88275			
PSV	2635.38	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3395.18			
	36.35	37.84	39.26	40.67	42.17	43.81	45.47	46.83			
Program Coordinator Education Series											
Program Coordinator Education	86843	90198	93779	97757	101715	105956	110518	115099	118586		
PCE	3340.08	3469.13	3606.88	3759.85	3912.10	4075.23	4250.68	4426.85	4560.98		
	46.07	47.85	49.75	51.86	53.96	56.21	58.63	61.06	62.91		
Program Coordinator Extension Services Series											
Program Coordinator Extension Services	64204	66598	69010	71536	74364	77154	80151	82563			
PCE0	2469.35	2561.43	2654.23	2751.38	2860.13	2967.43	3082.70	3175.50			
	34.06	35.33	36.61	37.95	39.45	40.93	42.52	43.80			
Program Coordinator Extension Services 1	71329	74006	76664	79491	82582	85712	89029	91706			
PCE1	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3424.18	3527.13			
	37.84	39.26	40.67	42.17	43.81	45.47	47.23	48.65			
Program Coordinator Extension Services 2	76664	79491	82582	85712	89029	92384	95815	98699			
PCE2	2948.58	3057.33	3176.23	3296.58	3424.18	3553.23	3685.18	3796.10			
	40.67	42.17	43.81	45.47	47.23	49.01	50.83	52.36			

	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	53195	54948	56758	58699	60716	62771	65071	67465	69802	72441	74628
PSY1	2045.95	2113.38	2182.98	2257.65	2335.23	2414.25	2502.70	2594.78	2684.68	2786.18	2870.28
	28.22	29.15	30.11	31.14	32.21	33.30	34.52	35.79	37.03	38.43	39.59
Psychologist 2	68520	71329	74006	76664	79491	82582	85712	88275			
PSY2	2635.38	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3395.18			
	36.35	37.84	39.26	40.67	42.17	43.81	45.47	46.83			
Psychologist 3	77776	80603	83638	86843	90198	93779	97757	100678			
PSY3	2991.35	3100.10	3216.83	3340.08	3469.13	3606.88	3759.85	3872.23			
	41.26	42.76	44.37	46.07	47.85	49.75	51.86	53.41			
Psychologist 4	86843	90198	93779	97757	101715	105956	110518	115099	118586		
PSY4	3340.08	3469.13	3606.88	3759.85	3912.10	4075.23	4250.68	4426.85	4560.98		
	46.07	47.85	49.75	51.86	53.96	56.21	58.63	61.06	62.91		
Purchasing Agent Series											
Purchasing Agent 1	53195	54948	56758	58699	60716	62771	64675				
PA1	2045.95	2113.38	2182.98	2257.65	2335.23	2414.25	2487.48				
	28.22	29.15	30.11	31.14	32.21	33.30	34.31				
Purchasing Agent 2	65108	67295	69708	72253	74873	77719	80038				
PA2	2504.15	2588.25	2681.05	2778.93	2879.70	2989.18	3078.35				
	34.54	35.70	36.98	38.33	39.72	41.23	42.46				
Purchasing Agent 3	69708	72253	74873	77719	80565	83638	86145				
PA3	2681.05	2778.93	2879.70	2989.18	3098.65	3216.83	3313.25				
	36.98	38.33	39.72	41.23	42.74	44.37	45.70				

	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	50010	51461	53195	54948	56758	58699	60490				
RC1	1923.43	1979.25	2045.95	2113.38	2182.98	2257.65	2326.53				
	26.53	27.30	28.22	29.15	30.11	31.14	32.09				
Recreation Consultant 2	60716	62771	65071	67465	69802	72441	74628				
RC2	2335.23	2414.25	2502.70	2594.78	2684.68	2786.18	2870.28				
	32.21	33.30	34.52	35.79	37.03	38.43	39.59				
Recreation Consultant 3	68520	70952	73534	76362	79189	82073	84543				
RC3	2635.38	2728.90	2828.23	2936.98	3045.73	3156.65	3251.63				
	36.35	37.64	39.01	40.51	42.01	43.54	44.85				
Recreation Consultant 4	74006	76664	79491	82582	85712	89029	91706				
RC4	2846.35	2948.58	3057.33	3176.23	3296.58	3424.18	3527.13				
	39.26	40.67	42.17	43.81	45.47	47.23	48.65				
Research Assistant Series											
Research Assistant 1	45504	46881	48445	49878	51461	53195	54779				
RH1	1750.15	1803.08	1863.25	1918.35	1979.25	2045.95	2106.85				
	24.14	24.87	25.70	26.46	27.30	28.22	29.06				
Research Assistant 2	51461	53195	54948	56758	58699	60716	62564				
RH2	1979.25	2045.95	2113.38	2182.98	2257.65	2335.23	2406.28				
	27.30	28.22	29.15	30.11	31.14	32.21	33.19				
Residence Counsellor											
Residence Counsellor	55476	56833	58285	59962	61584	63450	65354				
RDC	2133.68	2185.88	2241.70	2306.23	2368.58	2440.35	2513.58				
	29.43	30.15	30.92	31.81	32.67	33.66	34.67				

	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	40311	41476	42578	43951	45303	46676	48090				
SO1	1550.40	1595.20	1637.60	1690.40	1742.40	1795.20	1849.60				
	19.38	19.94	20.47	21.13	21.78	22.44	23.12				
Security Officer 2											
SO2	42037	43306	44575	45968	47341	48880	50336				
	1616.80	1665.60	1714.40	1768.00	1820.80	1880.00	1936.00				
	20.21	20.82	21.43	22.10	22.76	23.50	24.20				
Service Worker Series											
Service Worker 1	39791	40768	41871	42932	44117	45448					
SW1	1530.40	1568.00	1610.40	1651.20	1696.80	1748.00					
	19.13	19.60	20.13	20.64	21.21	21.85					
Service Worker 2	45573	46759	47903	49234	50669	51938	53498				
SW2	1752.80	1798.40	1842.40	1893.60	1948.80	1997.60	2057.60				
	21.91	22.48	23.03	23.67	24.36	24.97	25.72				
Service Worker 3	47903	49068	50690	52229	53831	55453	57117				
SW3	1842.40	1887.20	1949.60	2008.80	2070.40	2132.80	2196.80				
	23.03	23.59	24.37	25.11	25.88	26.66	27.46				
Service Worker 4	49983	51501	53186	54808	56701	58677	60424				
SW4	1922.40	1980.80	2045.60	2108.00	2180.80	2256.80	2324.00				
	24.03	24.76	25.57	26.35	27.26	28.21	29.05				
Senior Consulting Instructor P & E Series											
Senior Consulting Instructor P & E	77776	80603	83638	86843	90198	93779	97757	100678			
SCI	2991.35	3100.10	3216.83	3340.08	3469.13	3606.88	3759.85	3872.23			
	41.26	42.76	44.37	46.07	47.85	49.75	51.86	53.41			

	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	60716	62771	65071	67465	69802	72441	74628				
SS1	2335.23	2414.25	2502.70	2594.78	2684.68	2786.18	2870.28				
	32.21	33.30	34.52	35.79	37.03	38.43	39.59				
Statistical Analyst 2	71329	74006	76664	79491	82582	85712	89029	91706			
SS2	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3424.18	3527.13			
	37.84	39.26	40.67	42.17	43.81	45.47	47.23	48.65			
Statistical Analyst 3	77776	80603	83638	86843	90198	93779	96607				
SS3	2991.35	3100.10	3216.83	3340.08	3469.13	3606.88	3715.63				
	41.26	42.76	44.37	46.07	47.85	49.75	51.25				
Storekeeper Series											
Storekeeper 1	43111	44317	45750	47295	48766	50311	51838				
SK1	1658.08	1704.48	1759.58	1819.03	1875.58	1935.03	1993.75				
	22.87	23.51	24.27	25.09	25.87	26.69	27.50				
Storekeeper 2	46881	48445	49821	51461	53195	54948	56626				
SK2	1803.08	1863.25	1916.18	1979.25	2045.95	2113.38	2177.90				
	24.87	25.70	26.43	27.30	28.22	29.15	30.04				
Storekeeper 3	49821	51461	53195	54948	56739	58699	60490				
SK3	1916.18	1979.25	2045.95	2113.38	2182.25	2257.65	2326.53				
	26.43	27.30	28.22	29.15	30.10	31.14	32.09				
Storekeeper 4	53195	54948	56739	58699	60716	62809	64694				
SK4	2045.95	2113.38	2182.25	2257.65	2335.23	2415.70	2488.20				
	28.22	29.15	30.10	31.14	32.21	33.32	34.32				

	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	37964	39020	40151	41301	42470	43732	45052				
SC1	1460.15	1500.75	1544.25	1588.48	1633.43	1682.00	1732.75				
	20.14	20.70	21.30	21.91	22.53	23.20	23.90				
Stores Clerk 2	41301	42470	43732	45033	46409	47804					
SC2	1588.48	1633.43	1682.00	1732.03	1784.95	1838.60					
	21.91	22.53	23.20	23.89	24.62	25.36					
Systems Analyst Series											
Systems Analyst 1	54100	55759	57681	59755	61734	63921	65844				
SA1	2080.75	2144.55	2218.50	2298.25	2374.38	2458.48	2532.43				
	28.70	29.58	30.60	31.70	32.75	33.91	34.93				
Systems Analyst 2	57681	59755	61734	63921	66221	68652	70726				
SA2	2218.50	2298.25	2374.38	2458.48	2546.93	2640.45	2720.20				
	30.60	31.70	32.75	33.91	35.13	36.42	37.52				
Systems Analyst 3	62809	65108	67295	69708	72253	74873	77135				
SA3	2415.70	2504.15	2588.25	2681.05	2778.93	2879.70	2966.70				
	33.32	34.54	35.70	36.98	38.33	39.72	40.92				
Systems Coordinator Series											
Systems Coordinator 1	75061	77776	80603	83638	86843	90198	93779	96607			
SCR1	2886.95	2991.35	3100.10	3216.83	3340.08	3469.13	3606.88	3715.63			
	39.82	41.26	42.76	44.37	46.07	47.85	49.75	51.25			
Systems Coordinator 2	80603	83638	86843	90198	93779	97757	101715	104750			
SCR1	3100.10	3216.83	3340.08	3469.13	3606.88	3759.85	3912.10	4028.83			
	42.76	44.37	46.07	47.85	49.75	51.86	53.96	55.57			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Systems Coordinator 3	86843	90198	93779	97757	101715	105956	110518	115099	118586		
SCR1	3340.08	3469.13	3606.88	3759.85	3912.10	4075.23	4250.68	4426.85	4560.98		
	46.07	47.85	49.75	51.86	53.96	56.21	58.63	61.06	62.91		
Switchboard Operator Series											
Switchboard Operator 1	34138	35080	35948	36928	37964	39114					
SB1	1312.98	1349.23	1382.58	1420.28	1460.15	1504.38					
	18.11	18.61	19.07	19.59	20.14	20.75					
Switchboard Operator 2	40151	41056	42036	43148	44223	45391	46767				
SB2	1544.25	1579.05	1616.75	1659.53	1700.85	1745.80	1798.73				
	21.30	21.78	22.30	22.89	23.46	24.08	24.81				
Switchboard Operator 3	46862	48068	49274	50613	51838	53271	54873				
SB3	1802.35	1848.75	1895.15	1946.63	1993.75	2048.85	2110.48				
	24.86	25.50	26.14	26.85	27.50	28.26	29.11				
Training Consultant Series											
Training Consultant	71329	74006	76664	79491	82582	85712	89029	91706			
TCS	2743.40	2846.35	2948.58	3057.33	3176.23	3296.58	3424.18	3527.13			
	37.84	39.26	40.67	42.17	43.81	45.47	47.23	48.65			
Word Processor Series											
Word Processor 1	39454	40585	41829								
WP1	1517.43	1560.93	1608.78								
	20.93	21.53	22.19								
Word Processor 2	48106	49312	50669	51895	53290	54684	56343				
WP2	1850.20	1896.60	1948.80	1995.93	2049.58	2103.23	2167.03				
	25.52	26.16	26.88	27.53	28.27	29.01	29.89				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Word Processor 3	52309	53629	55212	56739	58191	59906	61734				
WP3	2011.88	2062.63	2123.53	2182.25	2238.08	2304.05	2374.38				
	27.75	28.45	29.29	30.10	30.87	31.78	32.75				
Word Processor 4	53629	55212	56739	58191	59906	61697	63544				
WP4	2062.63	2123.53	2182.25	2238.08	2304.05	2372.93	2443.98				
	28.45	29.29	30.10	30.87	31.78	32.73	33.71				
Word Processor 5	56739	58191	59906	61697	63506	65354	67333				
WP5	2182.25	2238.08	2304.05	2372.93	2442.53	2513.58	2589.70				
	30.10	30.87	31.78	32.73	33.69	34.67	35.72				
Word Processor 6	62846	64807	66654	68841	71046	73233	75438				
WP6	2417.15	2492.55	2563.60	2647.70	2732.53	2816.63	2901.45				
	33.34	34.38	35.36	36.52	37.69	38.85	40.02				

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	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 Clerk 1	51103	52498	53798	55137	56701	58304	60076				
AC1	1965.48	2019.13	2069.15	2120.63	2180.80	2242.43	2310.58				
	27.11	27.85	28.54	29.25	30.08	30.93	31.87				
Accounting Clerk 2	58398	59887	61565	63035	64713	66654	68671				
AC2	2246.05	2303.33	2367.85	2424.40	2488.93	2563.60	2641.18				
	30.98	31.77	32.66	33.44	34.33	35.36	36.43				
Administrative Analyst											
Administrative Analyst	68407	71367	74062	76795	79717	82922	86145	88728			
ANN	2631.03	2744.85	2848.53	2953.65	3066.03	3189.28	3313.25	3412.58			
	36.29	37.86	39.29	40.74	42.29	43.99	45.70	47.07			
Administrative Officer Series											
Administrative Officer	58454	59943	61715	63563	65429	67333	69368				
AO0	2248.23	2305.50	2373.65	2444.70	2516.48	2589.70	2668.00				
	31.01	31.80	32.74	33.72	34.71	35.72	36.80				
Administrative Officer 1	60415	62394	64449	66503	68860	71216	73365				
AO1	2323.63	2399.75	2478.78	2557.80	2648.43	2739.05	2821.70				
	32.05	33.10	34.19	35.28	36.53	37.78	38.92				
Administrative Officer 2	64694	67069	69331	71800	74420	77135	79453				
AO2	2488.20	2579.55	2666.55	2761.53	2862.30	2966.70	3055.88				
	34.32	35.58	36.78	38.09	39.48	40.92	42.15				
Administrative Officer 3	68200	70594	73082	75759	78662	81583	84543	87087			
AO3	2623.05	2715.13	2810.83	2913.78	3025.43	3137.80	3251.63	3349.50			
	36.18	37.45	38.77	40.19	41.73	43.28	44.85	46.20			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Administrative Officer 4	77323	80113	83035	86164	89463	92912	96607	99510			
AO4	2973.95	3081.25	3193.63	3313.98	3440.85	3573.53	3715.63	3827.28			
	41.02	42.50	44.05	45.71	47.46	49.29	51.25	52.79			
Administrative Assisnt Series											
Administrative Assistant 2	38907	39661	40754	41753	42884	44185					
AA2	1496.40	1525.40	1567.45	1605.88	1649.38	1699.40					
	20.64	21.04	21.62	22.15	22.75	23.44					
Administrative Assistant 3	45561	46767	48313	49670	50914	52234	53572	54967	56607	58341	
AA3	1752.33	1798.73	1858.18	1910.38	1958.23	2008.98	2060.45	2114.10	2177.18	2243.88	
	24.17	24.81	25.63	26.35	27.01	27.71	28.42	29.16	30.03	30.95	
Administrative Assistant 4	55382	56739	58191	59491	61169	62696	64581				
AA4	2130.05	2182.25	2238.08	2288.10	2352.63	2411.35	2483.85				
	29.38	30.10	30.87	31.56	32.45	33.26	34.26				
Assistant Director Information Services Series											
Assistant Director Information Services	89463	92912	96607	100697	104769	109142	112422				
AIS	3440.85	3573.53	3715.63	3872.95	4029.55	4197.75	4323.90				
	47.46	49.29	51.25	53.42	55.58	57.90	59.64				
Assistant Guidance Counsellor Series											
Assistant Guidance Counsellor	54798	56607	58473	60471	62545	64656	67031	69501	71913	74628	76871
ACG	2107.58	2177.18	2248.95	2325.80	2405.55	2486.75	2578.10	2673.08	2765.88	2870.28	2956.55
	29.07	30.03	31.02	32.08	33.18	34.30	35.56	36.87	38.15	39.59	40.78
Assistant Principal Education Series											
Assistant Principal Education	83035	86164	89463	92912	96607	100697	104769	107898			
APE	3193.63	3313.98	3440.85	3573.53	3715.63	3872.95	4029.55	4149.90			
	44.05	45.71	47.46	49.29	51.25	53.42	55.58	57.24			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Building Service Supervisor Series											
Building Service Supervisor	51605	53269	55079	56764	58532	60653	62484				
BUP	1984.80	2048.80	2118.40	2183.20	2251.20	2332.80	2403.20				
	24.81	25.61	26.48	27.29	28.14	29.16	30.04				
Building Service Worker Series											
Building Service Worker 1	41538	42724	43868	45282	46676	48090	49546				
BW1	1597.60	1643.20	1687.20	1741.60	1795.20	1849.60	1905.60				
	19.97	20.54	21.09	21.77	22.44	23.12	23.82				
Building Service Worker 2	42724	43868	45282	46676	48090	49712	51210				
BW2	1643.20	1687.20	1741.60	1795.20	1849.60	1912.00	1969.60				
	20.54	21.09	21.77	22.44	23.12	23.90	24.62				
Building Service Worker 3	44616	45927	47362	48776	50357	52042	53602				
BW3	1716.00	1766.40	1821.60	1876.00	1936.80	2001.60	2061.60				
	21.45	22.08	22.77	23.45	24.21	25.02	25.77				
Clerk Series											
Clerk 2	41829	42922	43978	45240	46390	47710	48897	50349			
CL2	1608.78	1650.83	1691.43	1740.00	1784.23	1834.98	1880.65	1936.48			
	22.19	22.77	23.33	24.00	24.61	25.31	25.94	26.71			
Clerk 3	50895	52177	53610	55099	56569	58360	59793	61602			
CL3	1957.50	2006.80	2061.90	2119.18	2175.73	2244.60	2299.70	2369.30			
	27.00	27.68	28.44	29.23	30.01	30.96	31.72	32.68			
Clerk 4	57908	59284	60773	62394	63940	65617	67597				
CL4	2227.20	2280.13	2337.40	2399.75	2459.20	2523.73	2599.85				
	30.72	31.45	32.24	33.10	33.92	34.81	35.86				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Clerk 5	58454	59943	61715	63563	65429	67333	69368				
CL5	2248.23	2305.50	2373.65	2444.70	2516.48	2589.70	2668.00				
	31.01	31.80	32.74	33.72	34.71	35.72	36.80				
Clerk Typist Series											
Clerk-Typist 1	37682	38605	39472	40490	41565	42828					
CT1	1449.28	1484.80	1518.15	1557.30	1598.63	1647.20					
	19.99	20.48	20.94	21.48	22.05	22.72					
Clerk-Typist 2	41357	42300	43299	44449	45561	46767	48181				
CT2	1590.65	1626.90	1665.33	1709.55	1752.33	1798.73	1853.10				
	21.94	22.44	22.97	23.58	24.17	24.81	25.56				
Clerk-Typist 3	48275	49520	50764	52140	53403	54873	56532				
CT3	1856.73	1904.58	1952.43	2005.35	2053.93	2110.48	2174.28				
	25.61	26.27	26.93	27.66	28.33	29.11	29.99				
Computer Operator Series											
Computer Operator 1	46805	48087	49274	50613	52045	53421	55005				
OP1	1800.18	1849.48	1895.15	1946.63	2001.73	2054.65	2115.55				
	24.83	25.51	26.14	26.85	27.61	28.34	29.18				
Computer Operator 2	57078	58511	59962	61715	63374	65278	67239				
OP2	2195.30	2250.40	2306.23	2373.65	2437.45	2510.68	2586.08				
	30.28	31.04	31.81	32.74	33.62	34.63	35.67				
Computer Operator 3	57248	58888	60811	62658	64600	66729	68728				
OP3	2201.83	2264.90	2338.85	2409.90	2484.58	2566.50	2643.35				
	30.37	31.24	32.26	33.24	34.27	35.40	36.46				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Computer Operator 4 OP4	57437 2209.08 30.47	59416 2285.20 31.52	61565 2367.85 32.66	63600 2446.15 33.74	65844 2532.43 34.93	68219 2623.78 36.19	70255 2702.08 37.27				
Computer Programmer Series											
Computer Programmer 1 CP1	59962 2306.23 31.81	61979 2383.80 32.88	64072 2464.28 33.99	66277 2549.10 35.16	68501 2634.65 36.34	70914 2727.45 37.62	73534 2828.23 39.01	76230 2931.90 40.44	78888 3034.13 41.85	81866 3148.68 43.43	84335 3243.65 44.74
Computer Programmer 2A C2A	69859 2686.85 37.06	72253 2778.93 38.33	74816 2877.53 39.69	77380 2976.13 41.05	80132 3081.98 42.51	83091 3195.80 44.08	86296 3319.05 45.78	89463 3440.85 47.46	92837 3570.63 49.25	95608 3677.20 50.72	
Computer Programmer 2B C2B	80547 3097.93 42.73	83600 3215.38 44.35	86579 3329.93 45.93	89764 3452.45 47.62	93365 3590.93 49.53	96908 3727.23 51.41	100735 3874.40 53.44	103770 3991.13 55.05			
Computer Programmer 3 CP3	84882 3264.68 45.03	87992 3384.30 46.68	91084 3503.20 48.32	94552 3636.60 50.16	98247 3778.70 52.12	101979 3922.25 54.10	106088 4080.30 56.28	109274 4202.83 57.97			
Computer Programmer 4 CP4	87992 3384.30 46.68	91084 3503.20 48.32	94552 3636.60 50.16	98247 3778.70 52.12	101979 3922.25 54.10	106088 4080.30 56.28	110424 4247.05 58.58	113760 4375.38 60.35			
Computer Programmer 5 CP5	94552 3636.60 50.16	98247 3778.70 52.12	101979 3922.25 54.10	106088 4080.30 56.28	110424 4247.05 58.58	115023 4423.95 61.02	119868 4610.28 63.59	123468 4748.75 65.50			
Cook Series											
Cook 1 CK1	47924 1843.20 23.04	49088 1888.00 23.60	50295 1934.40 24.18	51605 1984.80 24.81	53061 2040.80 25.51	54600 2100.00 26.25	56244 2163.20 27.04				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Cook 2	52687	53976	55245	56639	58178	59780	61589				
CK2	2026.40	2076.00	2124.80	2178.40	2237.60	2299.20	2368.80				
	25.33	25.95	26.56	27.23	27.97	28.74	29.61				
Cook 3	56348	57679	59114	60632	62130	63711	65624				
CK3	2167.20	2218.40	2273.60	2332.00	2389.60	2450.40	2524.00				
	27.09	27.73	28.42	29.15	29.87	30.63	31.55				
Curriculum Consultant Series											
Curriculum Consultant	83035	86164	89463	92912	96607	100697	104769	107898			
CRC	3193.63	3313.98	3440.85	3573.53	3715.63	3872.95	4029.55	4149.90			
	44.05	45.71	47.46	49.29	51.25	53.42	55.58	57.24			
Duplicating Equipment Operator Series											
Duplicating Equipment Operator 1	38040	39114	40208	41357	42545	43751	45071				
DO1	1463.05	1504.38	1546.43	1590.65	1636.33	1682.73	1733.48				
	20.18	20.75	21.33	21.94	22.57	23.21	23.91				
Duplicating Equipment Operator 2	43073	44430	45693	47125	48728	50236	51744				
DO2	1656.63	1708.83	1757.40	1812.50	1874.13	1932.13	1990.13				
	22.85	23.57	24.24	25.00	25.85	26.65	27.45				
Duplicating Equipment Operator 3	51386	53007	54798	56607	58473	60471	62319				
DO3	1976.35	2038.70	2107.58	2177.18	2248.95	2325.80	2396.85				
	27.26	28.12	29.07	30.03	31.02	32.08	33.06				
Duplicating Equipment Operator 4	55740	57437	59416	61565	63600	65844	67823				
DO4	2143.83	2209.08	2285.20	2367.85	2446.15	2532.43	2608.55				
	29.57	30.47	31.52	32.66	33.74	34.93	35.98				

	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	61640	63751	65806	68200	70594	73082	75759	78039			
EC1	2370.75	2451.95	2530.98	2623.05	2715.13	2810.83	2913.78	3001.50			
	32.70	33.82	34.91	36.18	37.45	38.77	40.19	41.40			
Economic Development Consultant 2	77323	80113	83035	86164	89463	92912	96607	99510			
EC2	2973.95	3081.25	3193.63	3313.98	3440.85	3573.53	3715.63	3827.28			
	41.02	42.50	44.05	45.71	47.46	49.29	51.25	52.79			
Economic Development Consultant 3	83035	86164	89463	92912	96607	100697	104769	107898			
EC3	3193.63	3313.98	3440.85	3573.53	3715.63	3872.95	4029.55	4149.90			
	44.05	45.71	47.46	49.29	51.25	53.42	55.58	57.24			
Economic Development Consultant 4	89463	92912	96607	100697	104769	109142	113836	118567	122148		
EC4	3440.85	3573.53	3715.63	3872.95	4029.55	4197.75	4378.28	4560.25	4698.00		
	47.46	49.29	51.25	53.42	55.58	57.90	60.39	62.90	64.80		
Education Administration Consultant Series											
Education Administration Consultant	86164	89463	92912	96607	100697	104769	109142	112422			
EAC	3313.98	3440.85	3573.53	3715.63	3872.95	4029.55	4197.75	4323.90			
	45.71	47.46	49.29	51.25	53.42	55.58	57.90	59.64			
Educational Assistant Series											
Educational Assistant 1	47729	49067	50651	52253	53893	55740	57418				
EA1	1835.70	1887.18	1948.08	2009.70	2072.78	2143.83	2208.35				
	25.32	26.03	26.87	27.72	28.59	29.57	30.46				
Educational Assistant 2	53007	54798	56607	58473	60471	62545	64449				
EA2	2038.70	2107.58	2177.18	2248.95	2325.80	2405.55	2478.78				
	28.12	29.07	30.03	31.02	32.08	33.18	34.19				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Educational Assistant 3	55740	57437	59416	61565	63600	65844	67823				
EA3	2143.83	2209.08	2285.20	2367.85	2446.15	2532.43	2608.55				
	29.57	30.47	31.52	32.66	33.74	34.93	35.98				
Educational Development Officer Series											
Educational Development Officer	73478	76230	78982	81885	85071	88294	91706	94458			
EDO	2826.05	2931.90	3037.75	3149.40	3271.93	3395.90	3527.13	3632.98			
	38.98	40.44	41.90	43.44	45.13	46.84	48.65	50.11			
Education Consultant Series											
Education Consultant	70594	73478	76230	78982	81885	85071	88294	90933			
ECO	2715.13	2826.05	2931.90	3037.75	3149.40	3271.93	3395.90	3497.40			
	37.45	38.98	40.44	41.90	43.44	45.13	46.84	48.24			
Financial Officer Series											
Financial Officer 1	57437	59416	61565	63600	65844	68219	70255				
FI1	2209.08	2285.20	2367.85	2446.15	2532.43	2623.78	2702.08				
	30.47	31.52	32.66	33.74	34.93	36.19	37.27				
Financial Officer 2	59416	61565	63600	65844	68219	70726	72856				
FI2	2285.20	2367.85	2446.15	2532.43	2623.78	2720.20	2802.13				
	31.52	32.66	33.74	34.93	36.19	37.52	38.65				
Financial Officer 3	67069	69331	71800	74420	77135	80057	82450				
FI3	2579.55	2666.55	2761.53	2862.30	2966.70	3079.08	3171.15				
	35.58	36.78	38.09	39.48	40.92	42.47	43.74				
Financial Officer 4	73478	76230	78982	81885	85071	88294	90933				
FI4	2826.05	2931.90	3037.75	3149.40	3271.93	3395.90	3497.40				
	38.98	40.44	41.90	43.44	45.13	46.84	48.24				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Financial Officer 5	76418	79208	82168	85316	88633	92158	97153	100075			
F15	2939.15	3046.45	3160.28	3281.35	3408.95	3544.53	3736.65	3849.03			
	40.54	42.02	43.59	45.26	47.02	48.89	51.54	53.09			
Facility Manager Series											
Facility Manager 1	37398	38567	49005	42240	52271	53976	55848	57575	49440	61090	
FM1	1724.80	1778.40	1884.80	1948.00	2010.40	2076.00	2148.00	2214.40	2279.20	2349.60	
	21.56	22.23	23.56	24.35	25.13	25.95	26.85	27.68	28.49	29.37	
Facility Manager 2	43492	53976	55848	48167	59509	51652	63752	65645	67600		
FM2	2006.40	2076.00	2148.00	2219.20	2288.80	2381.60	2452.00	2524.80	2600.00		
	25.08	25.95	26.85	27.74	28.61	29.77	30.65	31.56	32.50		
Facility Manager 3	59509	51652	64688	67538	70096	72696	74818	64424	79560		
FM3	2288.80	2381.60	2488.00	2597.60	2696.00	2796.00	2877.60	2969.60	3060.00		
	28.61	29.77	31.10	32.47	33.70	34.95	35.97	37.12	38.25		
Facility Manager 4	67538	70096	72696	62984	66407	82680	71645	73774	91104	93850	
FM4	2597.60	2696.00	2796.00	2902.40	3060.80	3180.00	3301.60	3399.20	3504.00	3609.60	
	32.47	33.70	34.95	36.28	38.26	39.75	41.27	42.49	43.80	45.12	
Gardener Series											
Gardener 1	46551	47986	49359	50919	52479	54080	55703				
GR1	1790.40	1845.60	1898.40	1958.40	2018.40	2080.00	2142.40				
	22.38	23.07	23.73	24.48	25.23	26.00	26.78				
Gardener 2	47986	49359	50919	52479	54080	55848	57533				
GR2	1845.60	1898.40	1958.40	2018.40	2080.00	2148.00	2212.80				
	23.07	23.73	24.48	25.23	26.00	26.85	27.66				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Gardener 3	50919	52479	54080	55848	57783	59717	61506				
GR3	1958.40	2018.40	2080.00	2148.00	2222.40	2296.80	2365.60				
	24.48	25.23	26.00	26.85	27.78	28.71	29.57				
Gardener 4	62754	64959	67247	69597	72218	74860	77127				
GR4	2413.60	2498.40	2586.40	2676.80	2777.60	2879.20	2966.40				
	30.17	31.23	32.33	33.46	34.72	35.99	37.08				
Guidance Officer Series											
Guidance Officer 1	70594	73478	76230	78982	81885	85071	88294	90933			
GO1	2715.13	2826.05	2931.90	3037.75	3149.40	3271.93	3395.90	3497.40			
	37.45	38.98	40.44	41.90	43.44	45.13	46.84	48.24			
Guidance Officer 2	76230	78982	81885	85071	88294	91159	94741	97587			
GO2	2931.90	3037.75	3149.40	3271.93	3395.90	3506.10	3643.85	3753.33			
	40.44	41.90	43.44	45.13	46.84	48.36	50.26	51.77			
Illustrator Series											
Illustrator 1	47729	49067	50651	52253	53893	55740	57418				
IL1	1835.70	1887.18	1948.08	2009.70	2072.78	2143.83	2208.35				
	25.32	26.03	26.87	27.72	28.59	29.57	30.46				
Illustrator 2	55740	57437	59416	61565	63600	65844	67823				
IL2	2143.83	2209.08	2285.20	2367.85	2446.15	2532.43	2608.55				
	29.57	30.47	31.52	32.66	33.74	34.93	35.98				
Illustrator 3	59416	61565	63600	65844	68219	70726	72856				
IL3	2285.20	2367.85	2446.15	2532.43	2623.78	2720.20	2802.13				
	31.52	32.66	33.74	34.93	36.19	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
Instructor Series											
Instructor	69161	71630	74194	77135	79943	82903	86070				
FCT	2660.03	2755.00	2853.60	2966.70	3074.73	3188.55	3310.35				
	36.69	38.00	39.36	40.92	42.41	43.98	45.66				
	89387	92856	96286	98699	102771	105843	108501				
	3437.95	3571.35	3703.30	3796.10	3952.70	4070.88	4173.10				
	47.42	49.26	51.08	52.36	54.52	56.15	57.56				
Information Technologist Series											
Information Technologist 1	59151	60697	63996	65560	67332	69123	70914	72836	75023		
IS1	2275.05	2334.50	2461.38	2521.55	2589.70	2658.58	2727.45	2801.40	2885.50		
	31.38	32.20	33.95	34.78	35.72	36.67	37.62	38.64	39.80		
Information Technologist 2	73082	75834	78548	81507	84448	87822	91140	94646	97512		
IS2	2810.83	2916.68	3021.08	3134.90	3248.00	3377.78	3505.38	3640.23	3750.43		
	38.77	40.23	41.67	43.24	44.80	46.59	48.35	50.21	51.73		
Information Technologist 3	79943	82997	86352	89538	92874	96418	100244	104127	107238		
IS3	3074.73	3192.18	3321.23	3443.75	3572.08	3708.38	3855.55	4004.90	4124.53		
	42.41	44.03	45.81	47.50	49.27	51.15	53.18	55.24	56.89		
Information Technologist 4	86352	89538	92874	96418	100244	104127	108501	113025	116399		
IS4	3321.23	3443.75	3572.08	3708.38	3855.55	4004.90	4173.10	4347.10	4476.88		
	45.81	47.50	49.27	51.15	53.18	55.24	57.56	59.96	61.75		
Librarian Series											
Librarian 1	57078	58511	60245	61942	63827	65674	67653				
LN1	2195.30	2250.40	2317.10	2382.35	2454.85	2525.90	2602.03				
	30.28	31.04	31.96	32.86	33.86	34.84	35.89				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Librarian 2	61942	63827	65674	67823	70198	72818	75005				
LN2	2382.35	2454.85	2525.90	2608.55	2699.90	2800.68	2884.78				
	32.86	33.86	34.84	35.98	37.24	38.63	39.79				
Librarian 3	70198	72818	76268	79717	82997	86164	88746				
LN3	2699.90	2800.68	2933.35	3066.03	3192.18	3313.98	3413.30				
	37.24	38.63	40.46	42.29	44.03	45.71	47.08				
Librarian 4	79887	82997	86164	87257	90631	94250	97059				
LN4	3072.55	3192.18	3313.98	3356.03	3485.80	3625.00	3733.03				
	42.38	44.03	45.71	46.29	48.08	50.00	51.49				
Library Director 1 Series											
Library Director 1	84053	87257	90631	94250	98209	102205	105278				
LDR	3232.78	3356.03	3485.80	3625.00	3777.25	3930.95	4049.13				
	44.59	46.29	48.08	50.00	52.10	54.22	55.85				
Library Technician Series											
Library Technician 1	50160	51272	52649	53968	55533	57173	58888				
LT1	1929.23	1972.00	2024.93	2075.68	2135.85	2198.93	2264.90				
	26.61	27.20	27.93	28.63	29.46	30.33	31.24				
Library Technician 2	56475	57851	59397	60980	62601	64279	66221				
LT2	2172.10	2225.03	2284.48	2345.38	2407.73	2472.25	2546.93				
	29.96	30.69	31.51	32.35	33.21	34.10	35.13				
Library Technician 3	58454	59943	61715	63563	65429	67333	69368				
LT3	2248.23	2305.50	2373.65	2444.70	2516.48	2589.70	2668.00				
	31.01	31.80	32.74	33.72	34.71	35.72	36.80				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Maintenance Assistant Series											
Maintenance Assistant	46114	47632	49068	50669	52416	54164	55807				
MAN	1773.60	1832.00	1887.20	1948.80	2016.00	2083.20	2146.40				
	22.17	22.90	23.59	24.36	25.20	26.04	26.83				
Maintenance Tradesperson Series											
Maintenance Tradesperson 1	62733	64917	67205	69556	71968	74506					
MP1	2412.80	2496.80	2584.80	2675.20	2768.00	2865.60					
	30.16	31.21	32.31	33.44	34.60	35.82					
Maintenance Tradesperson 2	67413	69764	72218	74735	77356	80060					
MP2	2592.80	2683.20	2777.60	2874.40	2975.20	3079.20					
	32.41	33.54	34.72	35.93	37.19	38.49					
Maintenance Tradesperson 3	78936	81703	84552	87506	90564	93746					
MP3	3036.00	3142.40	3252.00	3365.60	3483.20	3605.60					
	37.95	39.28	40.65	42.07	43.54	45.07					
Media Specialist Series											
Media Specialist 1	73478	76230	78982	81885	85071	88294	90933				
MS1	2826.05	2931.90	3037.75	3149.40	3271.93	3395.90	3497.40				
	38.98	40.44	41.90	43.44	45.13	46.84	48.24				
Media Specialist 2	77323	80113	83035	86164	89463	92912	96607	99510			
MS2	2973.95	3081.25	3193.63	3313.98	3440.85	3573.53	3715.63	3827.28			
	41.02	42.50	44.05	45.71	47.46	49.29	51.25	52.79			
Media Technician Series											
Media Technician 1	48294	49915	51386	53007	54798	56607	58341				
MT1	1857.45	1919.80	1976.35	2038.70	2107.58	2177.18	2243.88				
	25.62	26.48	27.26	28.12	29.07	30.03	30.95				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Media Technician 2 MT2	53007 2038.70 28.12	54798 2107.58 29.07	56607 2177.18 30.03	58473 2248.95 31.02	60471 2325.80 32.08	62545 2405.55 33.18	64449 2478.78 34.19				
Media Technician 3 MT3	57437 2209.08 30.47	59416 2285.20 31.52	61565 2367.85 32.66	63600 2446.15 33.74	65844 2532.43 34.93	68219 2623.78 36.19	70255 2702.08 37.27				
Nurse 1 NR1	69140 2659.20 33.24	71615 2754.40 34.43	74069 2848.80 35.61	76648 2948.00 36.85	78999 3038.40 37.98	81474 3133.60 39.17	83928 3228.00 40.35				
Nurse 2 NR2	70034 2693.60 33.67	72468 2787.20 34.84	74943 2882.40 36.03	77480 2980.00 37.25	80122 3081.60 38.52	82951 3190.40 39.88	85447 3286.40 41.08				
Nurse 3 NR3	74943 2882.40 36.03	77480 2980.00 37.25	80122 3081.60 38.52	82951 3190.40 39.88	85696 3296.00 41.20	88608 3408.00 42.60	91271 3510.40 43.88				
Planning And Program Analyst Series Planning and Program Analyst 1 PM1	54798 2107.58 29.07	56607 2177.18 30.03	58473 2248.95 31.02	60471 2325.80 32.08	62545 2405.55 33.18	64656 2486.75 34.30	67031 2578.10 35.56	69501 2673.08 36.87	71913 2765.88 38.15	74628 2870.28 39.59	76871 2956.55 40.78
Planning and Program Analyst 2 PM2	70594 2715.13 37.45	73478 2826.05 38.98	76230 2931.90 40.44	78982 3037.75 41.90	81885 3149.40 43.44	85071 3271.93 45.13	88294 3395.90 46.84	90933 3497.40 48.24			

	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 PM3	77323 2973.95 41.02	80113 3081.25 42.50	83035 3193.63 44.05	86164 3313.98 45.71	89463 3440.85 47.46	92912 3573.53 49.29	96607 3715.63 51.25	99510 3827.28 52.79			
Planning and Program Analyst 4 PM4	86164 3313.98 45.71	89463 3440.85 47.46	92912 3573.53 49.29	96607 3715.63 51.25	100697 3872.95 53.42	104769 4029.55 55.58	109142 4197.75 57.90	112422 4323.90 59.64			
Power Engineering Series											
Power Engineer 2nd Class Plant Assistant AP2	63316 2435.20 30.44	65437 2516.80 31.46	67663 2602.40 32.53	69951 2690.40 33.63	72322 2781.60 34.77	74756 2875.20 35.94	77085 2964.80 37.06				
Power Engineer 1st Class Plant Assistant AP1	70596 2715.20 33.94	73008 2808.00 35.10	75463 2902.40 36.28	78042 3001.60 37.52	80663 3102.40 38.78	83429 3208.80 40.11	85759 3298.40 41.23				
Power Engineer 3rd Class Plant PW3	67060 2579.20 32.24	69348 2667.20 33.34	71677 2756.80 34.46	74090 2849.60 35.62	76607 2946.40 36.83	79207 3046.40 38.08	81536 3136.00 39.20				
Power Engineer 2nd Class Plant PW2	75380 2899.20 36.24	77917 2996.80 37.46	80559 3098.40 38.73	83325 3204.80 40.06	86154 3313.60 41.42	89066 3425.60 42.82	91396 3515.20 43.94				
Power Engineer 1st Class Plant PW1	87194 3353.60 41.92	90168 3468.00 43.35	93226 3585.60 44.82	96408 3708.00 46.35	99695 3834.40 47.93	103127 3966.40 49.58	105436 4055.20 50.69				
Power Engineer 3rd Class Plant Chief CP3	81287 3126.40 39.08	84053 3232.80 40.41	86924 3343.20 41.79	89877 3456.80 43.21	92956 3575.20 44.69	96117 3696.80 46.21	98447 3786.40 47.33				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Power Engineer 2nd Class Plant Chief CP2	95493 3672.80 45.91	98780 3799.20 47.49	102108 3927.20 49.09	105644 4063.20 50.79	109242 4201.60 52.52	113007 4346.40 54.33	115316 4435.20 55.44				
Power Engineer 1st Class Plant Chief CP1	104812 4031.20 50.39	108389 4168.80 52.11	112092 4311.20 53.89	115940 4459.20 55.74	119933 4612.80 57.66	124031 4770.40 59.63	126360 4860.00 60.75				
Power Engineer 5th Class Certified PWS	51709 1988.80 24.86	53415 2054.40 25.68	55224 2124.00 26.55	57055 2194.40 27.43	58989 2268.80 28.36	60944 2344.00 29.30	63295 2434.40 30.43				
Production Supervisor Series											
Production Supervisor PSV	70594 2715.13 37.45	73478 2826.05 38.98	76230 2931.90 40.44	78982 3037.75 41.90	81885 3149.40 43.44	85071 3271.93 45.13	88294 3395.90 46.84	90933 3497.40 48.24			
Program Coordinator Education Series											
Program Coordinator Education PCE	89463 3440.85 47.46	92912 3573.53 49.29	96607 3715.63 51.25	100697 3872.95 53.42	104769 4029.55 55.58	109142 4197.75 57.90	113836 4378.28 60.39	118567 4560.25 62.90	122148 4698.00 64.80		
Program Coordinator Extension Services Series											
Program Coordinator Extension Services PCE0	66145 2544.03 35.09	68596 2638.28 36.39	71084 2733.98 37.71	73685 2834.03 39.09	76607 2946.40 40.64	79472 3056.60 42.16	82563 3175.50 43.80	85052 3271.20 45.12			
Program Coordinator Extension Services 1 PCE1	73478 2826.05 38.98	76230 2931.90 40.44	78982 3037.75 41.90	81885 3149.40 43.44	85071 3271.93 45.13	88294 3395.90 46.84	91706 3527.13 48.65	94458 3632.98 50.11			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Program Coordinator Extension Services 2	78982	81885	85071	88294	91706	95174	98699	101677			
PCE2	3037.75	3149.40	3271.93	3395.90	3527.13	3660.53	3796.10	3910.65			
	41.90	43.44	45.13	46.84	48.65	50.49	52.36	53.94			
Psychologist Series											
Psychologist 1	54798	56607	58473	60471	62545	64656	67031	69501	71913	74628	76871
PSY1	2107.58	2177.18	2248.95	2325.80	2405.55	2486.75	2578.10	2673.08	2765.88	2870.28	2956.55
	29.07	30.03	31.02	32.08	33.18	34.30	35.56	36.87	38.15	39.59	40.78
Psychologist 2	70594	73478	76230	78982	81885	85071	88294	90933			
PSY2	2715.13	2826.05	2931.90	3037.75	3149.40	3271.93	3395.90	3497.40			
	37.45	38.98	40.44	41.90	43.44	45.13	46.84	48.24			
Psychologist 3	80113	83035	86164	89463	92912	96607	100697	103713			
PSY3	3081.25	3193.63	3313.98	3440.85	3573.53	3715.63	3872.95	3988.95			
	42.50	44.05	45.71	47.46	49.29	51.25	53.42	55.02			
Psychologist 4	89463	92912	96607	100697	104769	109142	113836	118567	122148		
PSY4	3440.85	3573.53	3715.63	3872.95	4029.55	4197.75	4378.28	4560.25	4698.00		
	47.46	49.29	51.25	53.42	55.58	57.90	60.39	62.90	64.80		
Purchasing Agent Series											
Purchasing Agent 1	54798	56607	58473	60471	62545	64656	66616				
PA1	2107.58	2177.18	2248.95	2325.80	2405.55	2486.75	2562.15				
	29.07	30.03	31.02	32.08	33.18	34.30	35.34				
Purchasing Agent 2	67069	69331	71800	74420	77135	80057	82450				
PA2	2579.55	2666.55	2761.53	2862.30	2966.70	3079.08	3171.15				
	35.58	36.78	38.09	39.48	40.92	42.47	43.74				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Purchasing Agent 3	71800	74420	77135	80057	82997	86164	88746				
PA3	2761.53	2862.30	2966.70	3079.08	3192.18	3313.98	3413.30				
	38.09	39.48	40.92	42.47	44.03	45.71	47.08				
Recreation Consultant Series											
Recreation Consultant 1	51518	53007	54798	56607	58473	60471	62319				
RC1	1981.43	2038.70	2107.58	2177.18	2248.95	2325.80	2396.85				
	27.33	28.12	29.07	30.03	31.02	32.08	33.06				
Recreation Consultant 2	62545	64656	67031	69501	71913	74628	76871				
RC2	2405.55	2486.75	2578.10	2673.08	2765.88	2870.28	2956.55				
	33.18	34.30	35.56	36.87	38.15	39.59	40.78				
Recreation Consultant 3	70594	73082	75759	78662	81583	84543	87087				
RC3	2715.13	2810.83	2913.78	3025.43	3137.80	3251.63	3349.50				
	37.45	38.77	40.19	41.73	43.28	44.85	46.20				
Recreation Consultant 4	76230	78982	81885	85071	88294	91706	94458				
RC4	2931.90	3037.75	3149.40	3271.93	3395.90	3527.13	3632.98				
	40.44	41.90	43.44	45.13	46.84	48.65	50.11				
Research Assistant Series											
Research Assistant 1	46881	48294	49915	51386	53007	54798	56437				
RH1	1803.08	1857.45	1919.80	1976.35	2038.70	2107.58	2170.65				
	24.87	25.62	26.48	27.26	28.12	29.07	29.94				
Research Assistant 2	53007	54798	56607	58473	60471	62545	64449				
RH2	2038.70	2107.58	2177.18	2248.95	2325.80	2405.55	2478.78				
	28.12	29.07	30.03	31.02	32.08	33.18	34.19				

	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 Counsellor	57154	58549	60038	61772	63450	65354	67333				
RDC	2198.20	2251.85	2309.13	2375.83	2440.35	2513.58	2589.70				
	30.32	31.06	31.85	32.77	33.66	34.67	35.72				
Security Officer Series											
Security Officer 1	41538	42724	43868	45282	46676	48090	49546				
SO1	1597.60	1643.20	1687.20	1741.60	1795.20	1849.60	1905.60				
	19.97	20.54	21.09	21.77	22.44	23.12	23.82				
Security Officer 2	43306	44616	45927	47362	48776	50357	51855				
SO2	1665.60	1716.00	1766.40	1821.60	1876.00	1936.80	1994.40				
	20.82	21.45	22.08	22.77	23.45	24.21	24.93				
Service Worker Series											
Service Worker 1	40997	41996	43140	44221	45448	46821					
SW1	1576.80	1615.20	1659.20	1700.80	1748.00	1800.80					
	19.71	20.19	20.74	21.26	21.85	22.51					
Service Worker 2	46946	48173	49359	50732	52208	53498	55120				
SW2	1805.60	1852.80	1898.40	1951.20	2008.00	2057.60	2120.00				
	22.57	23.16	23.73	24.39	25.10	25.72	26.50				
Service Worker 3	49359	50544	52229	53810	55453	57117	58844				
SW3	1898.40	1944.00	2008.80	2069.60	2132.80	2196.80	2263.20				
	23.73	24.30	25.11	25.87	26.66	27.46	28.29				
Service Worker 4	51501	53061	54788	56472	58407	60445	62255				
SW4	1980.80	2040.80	2107.20	2172.00	2246.40	2324.80	2394.40				
	24.76	25.51	26.34	27.15	28.08	29.06	29.93				

	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 Consulting Instructor P & E	80113	83035	86164	89463	92912	96607	100697	103713			
SCI	3081.25	3193.63	3313.98	3440.85	3573.53	3715.63	3872.95	3988.95			
	42.50	44.05	45.71	47.46	49.29	51.25	53.42	55.02			
Statistical Analyst Series											
Statistical Analyst 1	62545	64656	67031	69501	71913	74628	76871				
SS1	2405.55	2486.75	2578.10	2673.08	2765.88	2870.28	2956.55				
	33.18	34.30	35.56	36.87	38.15	39.59	40.78				
Statistical Analyst 2	73478	76230	78982	81885	85071	88294	91706	94458			
SS2	2826.05	2931.90	3037.75	3149.40	3271.93	3395.90	3527.13	3632.98			
	38.98	40.44	41.90	43.44	45.13	46.84	48.65	50.11			
Statistical Analyst 3	80113	83035	86164	89463	92912	96607	99510				
SS3	3081.25	3193.63	3313.98	3440.85	3573.53	3715.63	3827.28				
	42.50	44.05	45.71	47.46	49.29	51.25	52.79				
Storekeeper Series											
Storekeeper 1	44411	45655	47125	48728	50236	51838	53403				
SK1	1708.10	1755.95	1812.50	1874.13	1932.13	1993.75	2053.93				
	23.56	24.22	25.00	25.85	26.65	27.50	28.33				
Storekeeper 2	48294	49915	51329	53007	54798	56607	58341				
SK2	1857.45	1919.80	1974.18	2038.70	2107.58	2177.18	2243.88				
	25.62	26.48	27.23	28.12	29.07	30.03	30.95				
Storekeeper 3	51329	53007	54798	56607	58454	60471	62319				
SK3	1974.18	2038.70	2107.58	2177.18	2248.23	2325.80	2396.85				
	27.23	28.12	29.07	30.03	31.01	32.08	33.06				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Storekeeper 4	54798	56607	58454	60471	62545	64694	66635				
SK4	2107.58	2177.18	2248.23	2325.80	2405.55	2488.20	2562.88				
	29.07	30.03	31.01	32.08	33.18	34.32	35.35				
Stores Clerk Series											
Stores Clerk 1	39114	40208	41357	42545	43751	45052	46409				
SC1	1504.38	1546.43	1590.65	1636.33	1682.73	1732.75	1784.95				
	20.75	21.33	21.94	22.57	23.21	23.90	24.62				
Stores Clerk 2	42545	43751	45052	46390	47804	49256					
SC2	1636.33	1682.73	1732.75	1784.23	1838.60	1894.43					
	22.57	23.21	23.90	24.61	25.36	26.13					
Systems Analyst Series											
Systems Analyst 1	55740	57437	59416	61565	63600	65844	67823				
SA1	2143.83	2209.08	2285.20	2367.85	2446.15	2532.43	2608.55				
	29.57	30.47	31.52	32.66	33.74	34.93	35.98				
Systems Analyst 2	59416	61565	63600	65844	68219	70726	72856				
SA2	2285.20	2367.85	2446.15	2532.43	2623.78	2720.20	2802.13				
	31.52	32.66	33.74	34.93	36.19	37.52	38.65				
Systems Analyst 3	64694	67069	69331	71800	74420	77135	79453				
SA3	2488.20	2579.55	2666.55	2761.53	2862.30	2966.70	3055.88				
	34.32	35.58	36.78	38.09	39.48	40.92	42.15				
Systems Coordinator Series											
Systems Coordinator 1	77323	80113	83035	86164	89463	92912	96607	99510			
SCR1	2973.95	3081.25	3193.63	3313.98	3440.85	3573.53	3715.63	3827.28			
	41.02	42.50	44.05	45.71	47.46	49.29	51.25	52.79			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Word Processor 2	49557	50801	52196	53459	54892	56343	58040				
WP2	1906.03	1953.88	2007.53	2056.10	2111.20	2167.03	2232.28				
	26.29	26.95	27.69	28.36	29.12	29.89	30.79				
Word Processor 3	53893	55250	56871	58454	59943	61715	63600				
WP3	2072.78	2124.98	2187.33	2248.23	2305.50	2373.65	2446.15				
	28.59	29.31	30.17	31.01	31.80	32.74	33.74				
Word Processor 4	55250	56871	58454	59943	61715	63563	65467				
WP4	2124.98	2187.33	2248.23	2305.50	2373.65	2444.70	2517.93				
	29.31	30.17	31.01	31.80	32.74	33.72	34.73				
Word Processor 5	58454	59943	61715	63563	65429	67333	69368				
WP5	2248.23	2305.50	2373.65	2444.70	2516.48	2589.70	2668.00				
	31.01	31.80	32.74	33.72	34.71	35.72	36.80				
Word Processor 6	64750	66767	68671	70914	73195	75438	77719				
WP6	2490.38	2567.95	2641.18	2727.45	2815.18	2901.45	2989.18				
	34.35	35.42	36.43	37.62	38.83	40.02	41.23				