
AGREEMENT

between

RED RIVER COMMUNITY COLLEGE

and

**THE MANITOBA GOVERNMENT
EMPLOYEES' UNION**

1997 - 2000

RED RIVER COMMUNITY COLLEGE EMPLOYEES'
1997 - 2000 COLLECTIVE AGREEMENT

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THIS AGREEMENT made this twenty-fifth day of June, 1998

BETWEEN

RED RIVER COMMUNITY COLLEGE
(hereinafter referred to as the "Employer"),

OF THE FIRST PART

-and-

THE MANITOBA GOVERNMENT EMPLOYEES' UNION
(hereinafter referred to as the "Union"),

OF THE SECOND PART.

WITNESSETH: That for the purpose of promoting co-operation and understanding between the College and its employees affected hereby, and to recognize the mutual value of joint discussions and negotiations with respect to compensation for employees, including the establishment of pay ranges for new classes of employees and the adjustment from time to time of pay ranges for existing classes of employees and working conditions of employees, the parties hereto agree as follows:

INTERPRETATION

- 1:01 Wherever the singular and the masculine are used in this Agreement, the same shall be construed as meaning the plural, or the feminine or the neuter where the context so admits or requires and the converse shall hold as applicable.
- 1:02 In this Agreement, unless the context otherwise requires, the expression:
- a) **"Agreement"** means this collective Agreement;
 - b) **"authorized overtime"** shall mean overtime authorized by the Employer and where the term "overtime" is used in this Agreement, it shall mean "authorized overtime";
 - c) "casual employee" means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis;
 - d) **"class" or "classification of position"** means a group of positions involving duties and responsibilities so similar that the same or like qualifications may reasonably be required for, and the same schedule or grade of pay can be reasonably applied to, all positions in the group;

- e) **“continuous service”** or “continuous employment” means consecutive and contiguous 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 lay-off, white 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 (9 1/2) 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,
- 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) **“lay-off”** 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;
- 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;

DURATION OF AGREEMENT

- 2:01 This Agreement shall become effective from and including the ~~twenty-first (21st)~~ day of June, 1997 and shall continue in effect up to ~~and including the thirtieth (30th) day of June~~ and shall remain in force and effect 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 and 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 party giving notice agrees to deliver to the other their written proposals for the revision of the Collective Agreement at least thirty (30) days prior to the expiry date of the Agreement. The parties shall, within twenty (20) working days following receipt of the specific proposals for revision to the Agreement, 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 1996/97 Agreement to the 1997/2000 Agreement shall be effective the date of signing of this Agreement unless otherwise specified.

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.

APPLICATION OF AGREEMENT

- 4:01 The Employer recognizes the Manitoba Government 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 the Appendix on Exclusions attached to and forming part of this Agreement;
 - b) casual employees;
 - c) evening instructors and evening educational assistants employed by separate employment agreement in the College's continuing education division;
 - d) part-time employees who have less than 336 hours of accumulated service for employees in an 8 hour per day classification or less than 304.5 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.

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,
- 5:03 Where a term employee is laid-off, then the following shall apply:
- a) if the lay-off is at the end of a specific term of employment, no notice of lay-off is required;
 - b) if the lay-off 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 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 position and the employee to regular status.
- 5:05 An employee appointed to a term position shall be informed in writing as to the duration of the term. Failure to comply with the foregoing shall not in itself negate the employee's status as a term employee.

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.

NO DISCRIMINATION

- 7:01 The parties hereto agree that there shall be no discrimination, harassment, coercion or interference exercised or practiced with respect to any employee by reason of age, sex, marital status, race, creed, colour, ethnic or national origin, political or religious affiliation or membership in the Union or activities in the Union.

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.

PAY

- 9:01 An employee, other than an employee paid on an hourly or daily basis who does not work every working day in a bi-weekly pay period and by reason thereof is not entitled to be paid an amount equal to a bi-weekly salary is entitled to be paid an amount equal to the daily rate of pay for the employee's position at his or her step multiplied by a number comprising the number of days actually worked in that period plus any leaves with pay in that period for which the employee is eligible. The daily rate of pay shall be calculated by multiplying the hourly rate of pay by the number of hours in a normal working day and rounding the result to the nearest cent. The bi-weekly salary shall be calculated by multiplying the hourly rate of pay by the normal number of hours in a bi-weekly pay period and rounding 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 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,

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 have left the service during the above-mentioned period but who have retired in accordance with the provisions of The Civil Service Superannuation Act or who have died in service;
 - iii) employees who have left the service during the above-mentioned period by reason of being laid-off by the Employer;
 - 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.
- b) Upon written request to the Employer, within 60 (sixty) 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).

RECRUITMENT AND APPOINTMENT

- 11:01 Unless in the opinion of the Employer it is in the public interest to appoint a person from outside of the College, preference for filling vacancies shall be as follows:
- a) promotion;
 - b) competition and transfer; and
 - c) appointment of a person on the College re-employment list.
- 11:02 The selection of employees for vacant or new positions shall be on the basis of ability, prior work performance and seniority. Where ability and work performance are equal, seniority shall be the determining factor.
- 11:03 An employee who is notified that he/she is 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 he/she was an unsuccessful applicant.
- 11:04 Notwithstanding Section :01, first consideration for filling vacancies or new positions shall be given to persons on the College re-employment list.

MEDICAL FITNESS

- 12:01 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.
- 12:02 The cost of any examination referred to in Section :01 will be paid by the Employer.

PROBATION

- 13:01 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
 - c) Chairperson
- 13:02 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.
- 13:03 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.
- 13:04 Where an employee's probation period has been established for a period of twelve (12) months no extension may be invoked by the Employer.
- 13:05 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.
- 13:06 Where an employee has been rejected during probation following a promotion, upon such rejection the Employer will relocate the employee to his or her former position or to a position comparable to the former position.
- 13:07 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.

- 13:08 The rejection of an employee on probation is not arbitrable.
- 13:09 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.
- 13:10 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.

CONDUCT OF EMPLOYEES

- 14:01 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.
- 14:02 Where an employee is absent without leave for a period of two (2) weeks, the employee shall be considered to have abandoned her position and shall be deemed to have been terminated on the last day on which the employee was present at work and performed her regular duties.

PERFORMANCE APPRAISAL

- 15:01 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.

MERIT INCREASES

- 16:01 "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.
- 16:02 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.
- 16:03 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 his/her next merit increase twelve (12) months from the anniversary date established in accordance with this section.

- 16:04 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 one thousand and eight (1008) regular hours of work during that twelve (12) month period. If an employee has not accumulated one thousand and eight (1008) 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 one thousand and eight (1008) regular hours during the preceding twenty-four (24) month period. In a similar manner an employee who has not accumulated one thousand and eight (1008) 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 one thousand and eight (1008) regular hours.
- 16:05 Where an employee has been on maternity leave and/or parental leave and as a result of such leave(s) fails to be eligible for a merit increase under Section :04, the employee will be eligible for a merit increase on the first of the month following the date on which the employee accumulates the necessary regular hours of work. The effective date of the increase shall be the first of the bi-weekly pay period which includes the first of the month.
- 16:06 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.
- 16:07 The effective date for an employee's merit increase shall be the first day of the bi-weekly pay period which includes the employee's anniversary date.
- 16:08 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 bi-weekly 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).

DISCIPLINARY ACTION

- 17:01 An employee shall only be disciplined for just cause.
- 17:02 A hearing may be held with an employee prior to making a determination to suspend or dismiss an 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 he or she has 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 the 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.

RESIGNATIONS

- 18:01 An employee wishing to resign shall provide the Employer with a written notice of resignation which shall specify the last day upon which the employee will perform his or her regular duties.
- 18:02 The effective date of a resignation shall be the last day upon which an employee is present at work and performs his or her regular duties.
- 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 his or her regular duties precedes a Friday which, but for the fact that a holiday falls thereon would be a regular working day, the employee shall be deemed to have voluntarily terminated his or her 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 4 weeks notice of resignation shall be included under Article 25: 11 g).
- 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.

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 and twenty (120) days' notice;
- b) During the notice period the Union and the Employer shall meet to facilitate potential retraining and/or re-deployment opportunities;

TECHNOLOGICAL CHANGE

- 20:01 The Employer and the Union recognize that technological change can offer significant improvements in the quality and quantity of College services.
- 20:02 For purposes of this Article, technological change means the introduction of equipment or material into College operations which is likely to affect the security of employment of regular employees who are employed on a full-time, year-round basis.
- 20:03 The Employer agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and employees.
- 20:04 Where the Employer intends to introduce technological change, the following procedure will be followed:
- a) The Employer will provide the Union with one hundred and 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.

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 "Expenses of Removal on Transfer".
- 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.

LAY-OFF

- 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 lay-off(s) is necessary, the Employer shall determine the classification(s) from which the lay-off(s) are to take place.
- 22:02 Subject to this Article, the Employer shall determine the group of employees concerned within each classification from which employees are to be laid-off.
- 22:03 The group of employees concerned shall then be divided, where applicable, into three (3) subgroups as follows:
 Subgroup (1) - term employees with two (2) or more years of continuous service;
 Subgroup (2) - regular employees with less than four (4) years of continuous service;
 Subgroup (3) - regular employees with four (4) or more years of continuous service.
- 22:04 Within the group of employees concerned, lay-offs shall take place in ascending subgroup order. In determining the order of lay-off within a subgroup, seniority shall be the determining factor provided the qualifications of the employees are relatively equal. This section 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.
- 22:05 **procedure "A" - Within Classification**
 a) An employee in subgroup (3) shall not be laid-off while there are employees in subgroups (1) and (2) in the same classification. This provision is subject to the employee having the qualifications and ability to perform the duties which the remaining employees will be required to perform.
 b) Subject to this Article, where there are no employees in subgroups (1) and (2) within the same classification, employees in subgroup (3) may be laid-off. In this case, the group of employees concerned shall be all employees in the same classification.
- 22:06 **procedure "B" - Within Classification Series.**
 a) Notwithstanding Section :05 b), where an employee in subgroup 3 cannot be retained within his/her classification, the group of employees concerned shall be within the same classification series. The group of employees concerned shall include the affected employee and employees in subgroups 1, 2 and 3 in the same classification series in a classification with the same or lower maximum salary in relation to the maximum salary of the classification of the affected employee. For purposes of administering this Section only, all classifications within the Instructor classification series shall be deemed to have the same maximum salary.

- b) An employee in subgroup (3) shall not be laid-off while there are employees in subgroups (1) and (2) in the group of employees concerned within the same classification series. This provision is subject to the employee having the qualifications and ability to perform the duties which the remaining employees will be required to perform.
- c) Subject to this Article, where there are no employees in subgroups (1) and (2) within the same classification series in a classification that has the same or lower maximum salary in relation to the maximum salary of the classification of the affected employee, employees in subgroup (3) may be laid off.

22:07 Procedure "C" - Within all Classifications

- a) Notwithstanding Section :06 c), where an employee in subgroup 3 cannot be retained within his/her classification series, the group of employees concerned shall include the affected employee and employees in subgroups 1 and 2 within all classifications with the same or lower maximum salary in relation to the maximum salary of the classification of the affected employee.
- b) An employee in subgroup (3) shall not be laid-off while there are employees in subgroups (1) and (2) in the group of employees concerned. This provision is subject to the employee having the qualifications and ability to perform the duties which the remaining employees will be required to perform.
- c) Subject to this Article, where there are no employees in subgroups 1 and 2 in a classification that has the same or lower maximum salary in relation to the maximum salary of the classification of the affected employee, the affected employee may be laid off.

22:08 Where the lay-off(s) of employee(s) in subgroup (3) is necessary, the Employer shall provide the Union with written notice not less than forty (40) days prior to the date of lay-off(s). The parties shall then meet to discuss the steps to be taken to assist the employees affected.

22:09 Except where specifically provided, this Article does not apply to the lay-off of:

- a) term employees at the end of a specific term of employment;
- b) term employees with less than two (2) years of continuous service.

22:10 Where the Employer is laying off an employee, notice of lay-off or pay in lieu thereof will be given in accordance with the following:

- a) Where a term employee is being laid-off at the end of a specific term of employment or after completion of a job for which the employee was specifically employed, no notice of lay-off is required.
- b) Four weeks' notice will be provided to
 - i) regular employees;
 - ii) term employees with one (1) or more years of continuous service.
- c) Two weeks' notice will be provided to term employees with less than one (1) year of continuous service.

- 22: 11 The Union will be provided a copy of lay-off notices issued to:
- a) regular employees;
 - b) term employees with two (2) or more years of continuous service,
- 22:12 For purposes of this Article, “regular employee(s)” refers to full-time and part-time employee(s) and “term employee(s) refers to full-time and part-time employee(s).
- 22:13 Term employees with less than two (2) years of continuous service shall be considered for lay-off prior to the lay-off of employees in Subgroup (1), (2) or (3).
- 22:14 Where employees have been laid-off, the Employer shall not use casual employees to do the work of the laid-off employees except:
- a) where the laid-off employees are not available for work; or
 - b) in emergency situations.
- 22:15 Where an employee, including a term employee, alleges that his or her lay-off has not been in accordance with this Agreement, the Grievance Procedure set forth in this Agreement shall apply except that the grievance shall be initiated at the second step of the procedure.
- 22:16 For 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.
- 22:17 Where the temporary lay-off of an employee in subgroup (3) is necessary, Sections :05 to :08 inclusive do not apply. For purposes of this Section a temporary lay-off is defined as less than three (3) months duration. Employees shall return to their positions upon expiry of such lay-off. This section applies only to situations identified in separate Memoranda of Agreement between the parties.
- 22:18 Employees who are laid-off shall be placed on a re-employment list for a period of twelve (12) months from the effective date of the lay-off,
- 22:19 The Employer shall maintain a re-employment list for all employees covered by this Article who are laid-off on other than a temporary basis. A copy will be provided to the Union on request.

- 22:20 Employees who are placed on a re-employment list shall be called back to their positions in reverse order of lay-off in the classification from which the employee was laid-off.
- 22:21 An employee who is on there-employment list must:
- a) report any change of address to Human Resources without delay;
 - b) if called back, respond to the call-back within seven (7) days of receipt of notification of call-back. Notice of recall shall be made by registered mail to the last known address filed by the employee;
 - c) return to work within fourteen (14) days of receipt of notification of call-back 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 in accordance with this Section or be deemed to have resigned.
- 22:22 A term employee who has been employed in the same position for one (1) or more years of continuous service and who is laid off or whose term expires shall be placed on an employment availability list by the Employer for a period of one (1) year. During this period, the employee shall be considered for re-employment to the position if it is to be refilled.
- 22:23 Employees on a re-employment list may be offered re-employment to other positions.
- 22:24 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 twelve (12) 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.
- 22:25 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 twelve (12) month period if applicable.

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 death, shall be paid, or to the employee's estate in the event of death, severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks' pay. (Example: 10 years, 8 complete months of continuous service equals 10 8/12 years of continuous service for purposes of calculation.)

- 23:02 Where an employee in his or her ninth (9th) 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 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 his or her ninth (9th) year divided by twelve (12) months .
- 23:03 Employees with three (3) or more years of continuous employment whose services are terminated as a result of permanent lay-off shall be paid severance pay in the amount of one week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed twenty-two (22) weeks' pay.
- 23:04 Where an employee in his or her third (3rd) year of continuous service fails to complete three (3) years' continuous service as a result of permanent lay-off, the employee shall be paid severance pay on the basis of three (3) weeks' pay multiplied by the factor of the number of complete months service completed in his or her third (3rd) year divided by twelve (12) months.
- 23:05 The rate of pay referred to in this Article shall be determined on the basis of the last regular bi-weekly rate of pay, excluding allowances, which was in effect for the employee at the time of retirement, permanent lay-off, or death. Subject to section :07, the rate of pay for hourly rated employees shall be determined on the basis of the applicable work week, either thirty-six and one-quarter (36 1/4) or forty (40) hours per week.
- 23:06 In the case of employees eligible for severance pay who are on stand-by or temporary lay-off at the time of retirement, permanent lay-off or death, the weekly hours shall be, subject to Section :07, the normal weekly hours of work in effect for the classification of the employees at the time of the retirement, permanent lay-off or death.
- 23:07 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.

HOLIDAYS

- 24:01 a) The following holidays shall be observed in the College:
- | | |
|--------------------|--|
| i) New Year's Day | vii) Labour Day |
| ii) Good Friday | viii) Thanksgiving Day |
| iii) Easter Monday | ix) Remembrance Day |
| iv) Victoria Day | x) Christmas Day |
| v) Canada Day | xi) Boxing Day |
| vi) Civic Holiday | xii) Any other holiday proclaimed by Federal or Provincial Statute |
- b) For calculation purposes holidays shall be observed as indicated below:
- i) For all shift employees, where any of the holidays fall on a Saturday or a Sunday they shall be observed on that day. 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 one o'clock in the afternoon on December 24th when that day falls on Monday through Friday. This day shall be considered a full working day for purposes of calculation,
- b) Where the Employer requires an employee to work a regular work day on December 24th when that day falls on Monday through Friday inclusive, such employee shall be entitled to one-half (1/2) day of compensatory leave with pay to a maximum of four (4) hours.
- 24:03 An employee is entitled to his or her 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 herself 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 his or her 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 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 1/2x) 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) A shift employee who is entitled to pay for a holiday and who works on a holiday when it is the employee's regularly scheduled working day shall, in addition to the regular pay, be compensated at the rate of time and one-half (1 1/2x) 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 1/2) hours for each additional hour worked. 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. Any overtime hours worked on the holiday shall be compensated on the same basis as set out in Section :06 a) orb).
- 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 in lieu of statutory holidays to be carried forward to the next vacation year.
 - d) In the event that an employee is terminated, the accumulated compensatory leave in lieu of statutory holidays shall be paid out at the final rate in effect for the employee during the year in which the statutory holidays were worked.
- 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 Where a holiday falls within the vacation period of an employee, one (1) additional working day shall be added to the employee's vacation entitlement in lieu of the holiday.

VACATION

- 25:01 A vacation year is the period beginning on the first day of April and ending on the thirty-first day of March next following.
- 25:02 Employees shall earn vacation leave credits on the following basis:
- (a) Employees who have completed less than two (2) years service, one and one-quarter (1 1/4) working days per complete month of service in each vacation year to be taken in the vacation year following the year in which the vacation is earned;
 - (b) Commencing from the beginning of the vacation year in which two (2) years of service will be completed, one and two-thirds (1 2/3) working days per complete month of service in each vacation year to be taken in the year in which three (3) years of service are completed and yearly thereafter;
 - (c) Commencing from the beginning of the vacation year in which nine (9) years of service will be completed, two and one-twelfth (2 1/12) working days per complete month of service in each vacation year to be taken in the year in which ten (10) years of service are completed and yearly thereafter;
 - (d) Commencing from the beginning of the vacation year in which nineteen (19) years of service will be completed, two and one-half (2 1/2) working days per complete month of service in each vacation year to be taken in the year in which twenty (20) years of service are completed and yearly thereafter;
 - (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 one and one-quarter (1 1/4) days per complete month of service and employees terminating in their ninth (9th) year of service shall have their vacation leave credits cashed-out at the rate of one and two-thirds (1 2/3) days per complete month of service, and employees terminating in their nineteenth (19th) year of service shall have their vacation leave credits cashed-out at the rate of two and one-twelfth (2 1/12) days per complete month of service.
- 25:03 An employee appointed on the first working day of the month shall accumulate vacation credits from that date. An employee appointed on any working day other than the first working day of the month shall accumulate vacation credits from the first of the month following the date of employment.
- 25:04 When computing vacation leave:
- a) any fraction of a day equal to or greater than one-half (1/2) shall be computed as a half day; and
 - b) any fraction of a day less than one-half (1/2) shall be computed as nothing.
- 25:05
- a) Vacation leave shall be taken in the vacation year following the vacation year in which it is earned.
 - b) Where operational requirements permit, and subject to the approval of the Employer, vacation leave may be taken by an employee.

- c) Vacation leave may not be taken in advance of when it is earned. However, notwithstanding Section :05 a), upon the request on an employee, and upon the approval of the Employer, vacation leave up to a maximum of five (5) working days may be granted to an employee in the year in which 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 carry-over 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.
- 25:06 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, the Employer may authorize payment in lieu of vacation. Such pay shall not be subject to deduction of pension fund contributions or life insurance contributions. An employee whose vacation leave has been restricted may, in lieu of receiving such pay, elect to carry over such vacation leave to the following year.
- 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 for a period of one (1) month or a portion thereof greater than one-half (1/2), 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 rate of three and two-thirds ($3 \frac{2}{3}$) days for each full month of employment during the period September 1 to August 31,
 - b) Instructors who are designated by the Employer as Coordinators shall accumulate vacation credits at the rate of three and five-twelfths ($3 \frac{5}{12}$) days for each full month of employment during the academic year September 1 to August 31.

- c) 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.
- d) Where an instructor is transferred or promoted to a classification which does not qualify for vacation benefits specific to instructors, the employee will be entitled to his or her unexpended vacation credits as of the date of transfer or promotion.
- e) Where a regular instructor resigns, his or her unexpended vacation credits shall be recalculated and paid out on the basis of the appropriate rate of accumulation as set out in Section :02.
- f) Notwithstanding Section : 11 f), where a regular instructor is laid off or retires or dies or gives at least four (4) weeks notice of resignation, his or her unexpended vacation credits shall be calculated and paid out at the rate of accumulation specified in Section :11 a).
- g) Where a term instructor who has less than 22 consecutive months of service is terminated or resigns, his or her unexpended vacation credits shall be recalculated and paid out on the basis of the appropriate rate of accumulation as set out in Section :02.
- h) Where a term instructor with 22 or more consecutive months of service is terminated or resigns in accordance with the provisions of Section : 11 g) his or her unexpended vacation credits shall be calculated and paid out at the rate of accumulation specified in Section : 11 a).

25:12 **Christmas Break**

Employees shall receive time off with pay during that period between Boxing Day and New Year's Day designated by the Employer as Christmas 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 Christmas break, the employee shall receive equivalent time off without loss of pay.

SICK LEAVE

- 26:01 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 his or her regular duties as a result of illness or injury.
- 26:02 The sick leave to which an employee is entitled shall accumulate:
- (a) during the first four (4) years of service at the rate of one-half (1/2) working day per bi-weekly pay period; and
 - (b) after the first four (4) years of service, at the rate of one (1) working day per bi-weekly pay period.

- 26:03 Sick leave shall be earned by daily and hourly paid employees pro-rated on the basis of total accumulated service and regular hours worked, exclusive of overtime (i.e. 80 hours = 10 days = 1 bi-weekly pay period).
- 26:04 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.
- 26:05 Subject to Sections :06 and :07, sick leave shall not accumulate beyond two hundred and eight (208) working days.
- 26:06 The Employer may grant, in addition to the sick leave accumulated under this Agreement:
- a) to an employee who has been employed for not less than ten (10) years but less than fifteen (15) years, and who has been granted not more than two hundred and eight (208) working days of sick leave with pay during the employee's years of service, an additional period of sick leave with pay, which additional sick leave will increase the total sick leave for all the employee's years of service to not more than two hundred and twenty eight (228) working days;
 - b) to an employee who has been employed for not less than fifteen (15) years but less than twenty (20) years, and who has been granted not more than two hundred and twenty eight (228) working days of sick leave during the employee's years of service, an additional period of sick leave with pay which additional sick leave will increase the total sick leave for all the employee's years of service to not more than two hundred and fifty-six (256) working days; and
 - c) to an employee who has been employed for not less than twenty (20) years and who has been granted not more than two hundred and fifty-six (256) working days of sick leave during the employee's years of service, an additional period of sick leave with pay which additional leave will increase the total sick leave for all the employee's years of service to not more than two hundred and ninety-six (296) working days.
- 26:07 Additional sick leave with pay may be granted over and above an employee's accumulated sick leave and additional sick leave granted under Section :06.
- 26:08 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 and eight (208) working days in accordance with Sections :02 and :03.
- 26:09 An employee appointed on the first working day of a bi-weekly pay period shall be eligible to accumulate sick leave credits from that date. An employee appointed on any date other than the first working day of a bi-weekly pay period shall be eligible to accumulate sick leave credits from the first full bi-weekly pay period following the date of appointment.

- 26:10 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 his or her 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.
- 26:11 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 (1/2) of the bi-weekly period.
- 26:12 Where an employee is to be absent because of illness, the employee shall endeavour to notify his or her 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.
- 26: 13 An employee who has been absent because of sickness for a period of more than three (3) consecutive working days shall furnish, when requested by the Employer, at any time during or after this period of sickness, a medical certificate or sworn statutory declaration certifying that the employee is or was unable to be present at work because of the illness. Where an employee fails to produce a medical certificate or statutory declaration acceptable to the Employer, the employee shall not be entitled to be paid for the period of absence.
- 26:14 An employee who has been absent because of sickness for a period of three (3) working days or less may be required to furnish, when requested by the Employer, either a medical certificate or a sworn statutory declaration as required under Section:13. Failure to produce a certificate or statutory declaration acceptable to the Employer will result in a loss of pay for the period of absence.
- 26: 15 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 on a form as required by the Employer.
- 26:16 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:II, shall be to a maximum of ten (10) working days.

WORKERS' COMPENSATION

- 27:01 When an employee is unable to work and is in receipt of Workers' Compensation allowance as a result of an injury incurred in the course of the employee's duties, the employee may elect to be paid an additional amount 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 receipt of Workers' Compensation allowances, and such additional payments shall be payable until the employee's accrued sick leave credits have been exhausted. Net salary shall be as determined by the Workers' Compensation Board.
- 27:02 Notwithstanding Section :01, an employee's pay may only be "topped up" by a maximum of 10% of the employee's net salary at the time of the injury.
- 27:03 Where an employee is absent due to injuries or disabilities for which compensation is paid 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 the injury or disability occurred.
- 27:04 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.
- 27:05 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.

COMPASSIONATE LEAVE

- 28:01 An employee shall be entitled to compassionate leave of three (3) working days without loss of salary in the event of the death of a member of an employee's immediate family. Immediate family is defined as father, mother, brother, sister, spouse, child or ward of the employee, or relative permanently residing in the employee's household or with whom the employee permanently resides.
- 28:02 An employee shall be entitled to compassionate leave of one (1) working day without loss of salary in the event of the death of an employee's grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, or grandchild.

- 28:03 An employee who is entitled to compassionate leave under Section :01 and :02 during vacation leave shall receive vacation credits equal to the number of days of Compassionate Leave granted.
- 28:04 Provided an employee has not received compassionate leave for the death in question, an employee shall be entitled to compassionate leave up to a maximum of one (1) day without loss of salary for attending a funeral as a pallbearer.
- 28:05 An employee shall be entitled to additional compassionate or special leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance.
- 28:06 For other purposes such as a dangerous illness in the immediate family, an employee shall be entitled to leave with pay up to a maximum accumulation of five (5) days in each fiscal year to be charged against the employee's sick leave credits.

PATERNITY LEAVE

- 29:01 A male employee shall be granted one (1) day's leave with pay, to attend to needs directly related to the birth of his child. At the employee's option, such leave shall be granted on the day of, or the day following the birth of his child, or the day of his wife's admission to, or discharge from hospital.

MATERNITY LEAVE

- 30:01 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

- 30:02 In order to qualify for Plan A, an employee must:
- a) have completed nine (9) 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 by her in the application as the day on which she intends to commence such leave; and
 - c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.
- 30:03 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,
- 30:04 a) An employee who has been granted Maternity Leave shall be permitted to apply up to a maximum of ten (10) days of her accumulated sick leave against the Unemployment Insurance waiting period.
- b) Should the employee not return to work following her Maternity Leave for a period of employment sufficient to allow for reaccumulation 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.

PLAN B

- 30:05 Effective the latter of:
- a) the bi-weekly pay period following the date of signing; or
 - b) the date a Supplementary Unemployment Benefit Plan (SUB) is approved for implementation by Human Resource Development Canada (H.R.D.C.) and limited to Maternity Leaves commencing on or after that date, the provisions of Plan B will come into effect.
- 30:06 In order to qualify for Plan B an employee must:
- a) have completed nine (9) 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 by her in the application as the day on which she intends to commence such leave;
 - c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
 - d) provide the Employer with proof that she has applied for Unemployment Insurance benefits and that Human Resource Development Canada (H.R.D.C.) has agreed that the employee has qualified for and is entitled to such Unemployment Insurance benefits pursuant to Section 18, Unemployment Insurance Act.
- 30:07 An applicant for Maternity Leave under Plan B must sign an agreement with the Employer providing that:
- a) she will return to work and remain in the employ of the Employer on a full time basis for at least six (6) months following her return to work, or, in the case of a part-time employee, she will return to work and remain in the

- employ of the Employer on a part-time basis for at least six (6) months following her return to work; and
- b) if she does not take Parental Leave as provided in Article 32 she will return to work on the date of the expiry of her Maternity Leave; and
 - c) if she does take Parental Leave as provided in Article 32, she will return to work on the date of the expiry of her Parental Leave; and
 - d) should she fail to return to work as provided above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of Maternity Leave.
- 30:08 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 twelve (12) months.
- 30:09 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 :06 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 :06 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.
- 30:10 During the period of Maternity Leave, an employee who qualifies is entitled to a Maternity Leave allowance in accordance with the SUB plan as follows:
- a) for the first two (2) weeks an employee shall receive 93% of her weekly rate of pay;
 - b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the Unemployment Insurance benefits the employee is eligible to receive and 93% of her weekly rate of pay;
 - c) all other time as may be provided under Section :09 shall be on a leave without pay basis.
- 30: 11 Plan B does not apply to term employees.
- 30:12 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.
- 30:13 Where an employee's anniversary date falls during the period of Maternity Leave under Plan A or B, the employee shall be eligible to receive a merit increase effective the date upon which she returns to her position of employment.
- 30:14 Sections 36(1) through 36(11) inclusive of The Employment Standards Act respecting Maternity Leave shall apply "mutatis mutandis".

ADOPTIVE PARENT LEAVE

- 31:01 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.

PARENTAL LEAVE

- 32:01 In order to qualify for parental leave, an employee must:
- a) be the natural mother of a child; or
 - b) be the natural father of a child or he must assume actual care and custody of his newborn child; or
 - c) adopt a child under the law of a province.
- 32:02 An employee who qualifies under Section :01 must:
- a) have completed nine (9) 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.
- 32:03 An employee who qualifies in accordance with Section :01 and :02 is entitled to parental leave without pay for a continuous period of up to seventeen (17) weeks.
- 32:04 Subject to Section :05, parental leave must commence no later than the first anniversary date of the birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.
- 32:05 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.

BRIDGING OF SERVICE

- 33:01 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.

LOSS OF OR DAMAGE TO PERSONAL EFFECTS

- 34:01 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.
- 34:02 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.
- 34:03 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.
- 34:04 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.
- 34:05 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.
- 34:06 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.

34:07 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 75% of the replacement cost, including applicable Sales Taxes where necessary.

REMOTENESS ALLOWANCE

35:01 The Employer shall provide Remoteness Allowances as shown in Appendix "B" which is attached hereto and which forms part of this Agreement.

DENTAL PLAN

36:01 The parties agree to the continuation of the Dental Services Plan. Effective July 1, 1998, and limited to dental work performed on and after that date, the basis for payment for covered services shall be changed to the 1998 Manitoba Dental Association Fee Guide. Effective January 1, 1999 the 1999 Manitoba Dental Association Fee Guide will be implemented. Thereafter when the Province of Manitoba and the Manitoba Government Employees' Union change the Dental Services Plan, the same changes will be made to this Dental Services Plan.

HEALTH AND SAFETY

37:01 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.

37:02 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.

37:03 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.

37:04 Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect his or her safety and health and the safety and health of any other persons who may be affected by his or her acts or omissions at work.

- 37:05 The parties agree to the establishment of Workplace Health and Safety Committees in the College it is deemed necessary. Where it is deemed appropriate to establish a Workplace Health and Safety Committee in a workplace, the following shall apply.
- 37:06 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 Health and Safety 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.
- 37:07 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.
- 37:08 The objectives of Workplace Health and Safety Committees include:
- a) assisting employees to identify, record, examine, evaluate and resolve health and safety concerns in the work-place;
 - b) developing practical procedures and conditions to help achieve health and safety in the workplace;
 - c) promoting education and training programs to develop detailed knowledge of health and safety concerns and responsibilities in each individual workplace.
- 37:09 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.
- 37:10 a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to his or her safety or health in the performance of the employee's work, the employee shall report that condition to his or her supervisor.
- b) The supervisor upon being notified under (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 Health and Safety Division without delay.

- d) If the employee refuses to work because of his or her belief that the condition is dangerous, the employee must be available to perform other work assigned.
- 37:11 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
- 37:12 Nothing in this Article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Sections :09. and :10.
- 37:13 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 his or her safety or health.
- 37:14 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.

UNIFORMS AND PROTECTIVE CLOTHING

- 38:01 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.
- 38:02 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.
- 38:03 Where an employee is required, as a condition of employment, to provide and wear approved safety footwear during the course of the employee's regular duties the employee will be eligible for an allowance of fifty-five (\$55.00) dollars once per fiscal year to help offset the cost to the employee of purchasing approved safety footwear. The allowance will be paid under the following conditions:
- a) the safety footwear purchased must 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 specifically for employment with the Employer, and
 - d) to be eligible to receive the allowance an employee must work five (5) consecutive work days.

- 38:04 The College Health and Safety Committee shall develop a policy on Uniforms and Protective Clothing and said policy shall be applicable to this Agreement. Until such time as said policy is developed by the Committee and implemented by the College, the policy on Uniforms and Protective Clothing as specified in the Province of Manitoba General Manual of Administration shall be applicable to this Agreement. Where the provisions of the College policy on Uniforms and Protective Clothing, or the General Manual of Administration conflict with this Article, this Article shall prevail.
- 38:05 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.

VIDEO DISPLAY TERMINALS

- 39:01 A VDT Operator who is required to work at a Video Display Terminal (VDT) for twenty-five percent (25%) or more of the normal work week shall upon request have his or her eyes examined by an Optometrist once per year. The Optometrist shall be selected by the Employer or an Optometrist of the employee's choice acceptable to the Employer. The Employer shall pay the costs of such examinations or tests where not covered by a medical plan. (39:01 shall cease to apply as of July 1, 1998)
- 39:02 A pregnant VDT Operator may request a job reassignment for the period of pregnancy by forwarding a written request to the Director of Human Resources. Upon receipt of the request, the Employer, where possible, will assign the VDT Operator to an alternate position and/or classification or to alternate duties within five (5) working days of the request. Where the Employer is unable to accomplish this, the Employer will notify the Union and the parties will meet without delay in an effort to resolve the matter.
- 39:03 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.

UNION BUSINESS

- 40:01 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 his

- or her 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.
- 40:02 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).
- 40:03 Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's supervisor.
- 40:04 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.

RIGHTS OF STEWARDS

- 41:01 "Steward" means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- 41:02 The Employer recognizes the Union's right to select Stewards to represent employees.
- 41:03 The Union shall determine the number of Stewards and the jurisdiction of each Steward having regard to the plan of organization, the distribution of employees at the work place, and the administrative structure implied by the Grievance Procedure.

- 41:04 The Union agrees to provide the Employer with a list of Stewards and any subsequent changes. The Union shall provide appropriate identification for Stewards
- 41:05 Stewards and employees shall not conduct Union business during their working time.
- 41:06 The duties of the Stewards shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the Grievance Procedure.
- 41:07 For complaints of an urgent nature, a Steward shall first obtain the permission of his or her immediate supervisor before leaving work to investigate such complaint. Such permission shall not be unreasonably sought or withheld. On resuming his or her normal duties, the Steward shall notify his or her supervisor.
- 41:08 When it is necessary for a Steward to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the Steward 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 Steward and employee shall notify their supervisor(s).

UNION SECURITY

- 42:01 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 bi-weekly 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 bi-weekly pay period, following the date the employee is covered under the terms of this Agreement.
- 42:02 The Employer shall forward to the Union the amount of the dues deducted under Section :01 above on a bi-weekly basis per each applicable bi-weekly pay period system.
- 42:03 The Employer shall provide the Union on a bi-weekly basis per each applicable bi-weekly pay period system, the names of the employee from whose wages dues have been deducted showing opposite each employee's name, the amount of dues deducted for that employee.
- 42:04 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.

- 42:05 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.

LABOUR/MANAGEMENT COMMITTEE

- 43:01 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.
- 43:02 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.

GRIEVANCE PROCEDURE

- 44:01 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.
- 44:02 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.
- 44:03 Notwithstanding Section :02, 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.
- 44:04 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 :02 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 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 :04 a) or :04 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 :06 a grievance filed under Section :04 b) shall not require the signature of an employee.
- 44:05 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.
- 44:06 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.
- 44:07 It is mutually agreed that an effort shall be made to 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. When a grievance cannot be presented in person at any step, it may be transmitted by registered mail.
- 44:08 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 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 Steward or Officer of the Union, the grievance shall automatically be referred by the immediate supervisor to Step 2.

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 15 (fifteen) working days of receipt of the grievance.
 - c) For those grievances defined in accordance with Section :02, 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 :03, 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.
- 44:09 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.
- 44:10 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.

ARBITRATION PROCEDURE:

- 45:01 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;
- 45:02 The procedure for arbitrating grievances shall be the procedure 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 difference or allegation 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 the Arbitration Board.
 - b) Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in Section :03 a) shall so state.
 - i) Where the party who receives the notice accepts the request for a single arbitrator 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 :03 c) within ten (10) working days.
 - iii) Where the parties have agreed to a single arbitrator, the 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 :03 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) If either party fails to appoint its member to the Board as provided above or where the two **(2)** appointees of the parties fail to agree on the appointment of a third member within the time specified, the Chief Justice for the Province of Manitoba, or in the Chief Justice's absence, the Chief Justice of the Court of Queen's Bench, upon the request of a party to the Agreement, shall nominate a member on behalf of the party failing to make an appointment or shall nominate the third member and Chairperson, as the case may be, and where the case requires, may nominate both, and where such nomination has been made, the Minister of Labour shall appoint that person as member or Chairperson or both, as the case may be.
- 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 substitute such other penalty or remedy in lieu of dismissal or the

- disciplinary action 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.

STAFF DEVELOPMENT

- 46:01 The parties recognize the desirability of ongoing staff development, the purpose of which is to improve services to meet the needs of students and the community.
- 46:02 Educational leave policies and practices shall be as set forth from time to time in the College's Policies and Procedures Manual.

SEXUAL HARASSMENT

- 47:01 The parties recognize that the problem of sexual harassment may exist. However, the parties agree that sexual harassment will not be tolerated in the workplace or in connection with the workplace.
- 47:02 Where an employee is of the opinion that the employee has been or is being sexually harassed by another employee, the employee may forward a written complaint directly to the College President. The complaint shall be marked "Personal and Confidential".
- 47:03 The College President or designate will endeavour to resolve the matter in an expeditious and confidential manner.
- 47:04 The alleged offender shall be entitled to notice of the complaint and shall be given the opportunity to respond to the complaint.

- 47:05** The College President or designate, after investigating the complaint, shall have the authority to:
- a) dismiss the complaint; or
 - b) determine the appropriate discipline; and/or
 - c) take any action which in the College President's opinion may be necessary.
- 47:06** Where the College President or designate determines that a complaint has been made for frivolous, or vindictive reasons, the College President shall have the authority to:
- a) take disciplinary action against the complainant; and/or
 - b) take any action against the complainant which in the College President's opinion may be necessary.

CIVIL LIABILITY

- 48:01** 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 his or her duties, then:
- a) The employee, upon being served with any legal process, or upon receipt of any action or proceeding as hereinbefore 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.

EMPLOYEE FILES

- 49:01** 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.
- 49:02** 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.

LONG TERM DISABILITY INCOME PLAN

50:01 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.

SENIORITY

51:01 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 1st, 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.

51:02 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.

51:03 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.

51:04 A seniority list will be prepared by April 1 by the Employer based on service up to and including December **31** of the previous year. The list will be posted at work locations as determined by the Employer.

- 51:05** Seniority lists will be prepared for the following types of employees by classification groupings in order of seniority:
- a) Regular
 - b) Term
- 51:06** 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.

AMBULANCE AND HOSPITAL SEMI-PRIVATE PLAN

- 52:01** The Employer will continue the Ambulance and Hospital Semi-Private Plan (AHSP) in accordance with the following:
- a) premiums will be paid by the Employer;
 - b) the plan benefits shall continue as currently provided to employees and their dependants;
 - c) eligibility requirements will be the same as those in effect for the Dental Plan.

INSTRUCTOR ACCREDITATION

- 53:01** Each Instructor shall be required to attain the certificate in Adult Education or an equivalent qualification acceptable to the Employer.
- 53:02** Instructors shall complete at least one **(1)** course toward accreditation each calendar year.
- a) Except where the employee has been assigned instructional responsibilities, Instructors shall complete at least one **(1)** course toward accreditation each summer during periods of non-instructional assignment. The employee's vacation period shall be reduced by the number of calendar days on which the course is scheduled. No employee will be put in a deficit position with respect to vacation credits as a result of taking these summer courses.
 - b) Subject to approval by the Employer, Instructors may complete one course toward accreditation at other times in the calendar year and such progress toward accreditation shall be deemed to satisfy the intent and requirements of this section.

OFF-CAMPUS ASSIGNMENTS

- 54:01** Where an Instructor is assigned instructional duties and responsibilities off-campus such that the instructor is unable to return to his 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.

SHIFT PREMIUM

- 55:01 An employee who works 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 four dollars and eighty cents (\$4.80) for the shift in addition to the employee's regular pay.
- 55:02 An employee required to work a full shift of overtime on his or her 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 which are contiguous to his or her regular working hours.
- 55:03 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.

STAND-BY

- 56:01 An employee who has been designated by the Employer or authorized supervisor to be available on stand-by during off duty hours, shall be entitled to payment of seven dollars and fifty cents (\$7.50) for each twenty-four (24) hour period or less of stand-by on a regular working day. For stand-by on a day of rest or on a paid holiday that is not a working day, the payment shall be fifteen dollars (\$15.00) for each twenty-four (24) hour period or less.
- 56:02 To be eligible for stand-by payment, an employee designated for stand-by duty must be available during his or her period of stand-by at a known telephone number and must be available to return for duty as quickly as possible if called.
- 56:03 An employee on stand-by who is entitled to overtime compensation and who is called back to work shall be compensated in accordance with call-out provisions in addition to stand-by pay.
- 56:04 For the purpose of this Article, a twenty-four (24) hour period shall be defined as the period from 8:00 A.M. of one day to 8:00 A.M. of the following day.

CO-ORDINATORS' ALLOWANCE

- 57:01 "Co-ordinators" means those instructors who are designated by management as Co-ordinators, Department Heads or Senior Instructors and receive an allowance in recognition of duties which may include administration and co-ordination in a department and supervision of other staff.

- 57:02 Where an instructor is designated as a Co-ordinator, the Co-ordinator shall be paid the following allowance(s) in addition to his or her basic salary and subject to the following conditions:
- a) An administrative allowance of:
 - i) effective June 21, 1997, and up to and including June 19, 1998
\$997 per annum (\$38.25 bi-weekly),
 - ii) effective June 20, 1998, and up to and including June 18, 1999
\$1012 per annum (\$38.82 bi-weekly),
 - iii) effective June 19, 1999,
\$1033 per annum (\$39.60 bi-weekly).
 - b) Where a Co-ordinator is designated to be responsible for the supervision of other staff, a supervisory allowance per staff member supervised, will be:
 - i) effective June 21, 1997, and up to and including June 19, 1998
\$150 per annum (\$5.79 bi-weekly) to a maximum of \$1811 per annum (~~\$69.45~~ bi-weekly),
 - ii) effective June 20, 1998, and up to and including June 18, 1999
\$153 per annum (\$5.88 bi-weekly) to a maximum of \$1838 per annum (~~\$70.49~~ bi-weekly),
 - iii) effective June 19, 1999
\$156 per annum (\$6.00 bi-weekly) to a maximum of \$1875 per annum (\$71.90 bi-weekly).

ACTING STATUS

- 58:01 Where the Employer directs an employee employed in one position to temporarily take over the duties and responsibilities of some other position having a higher grade of pay, and provided the employee takes over and continues to perform for ten (10) or more consecutive working days the duties and responsibilities of that other position, the employee shall be appointed temporarily to that other position with acting status and shall be paid at the rate of pay for that other position from the date of taking over the duties and responsibilities of that other position until the temporary appointment is revoked; and upon the temporary appointment being revoked shall, unless the employee is appointed or promoted to some other position, revert to his or her original position and be paid at the rate of pay for his or her original position that the employee would be paid if the employee had never held the temporary appointment.
- 58:02 For purposes 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.

WEEKEND PREMIUM

- 59:01 An employee shall receive fifty cents (50¢) per hour for all regular hours of work or portions thereof on a Saturday or Sunday.
- 59:02 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.
- 59:03 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.

HOURS OF WORK

- 60:01 All employees shall come within one (1) of the following categories of hours of work:
- a) Thirty-six and one-quarter (36 1/4) hours of work, Category (A);
 - b) Forty (40) hours of work, Category (B)
 - c) Instructors, Category (C).
- 60:02 All employees within this Agreement shall come within Category (A) except for employees classified in the Instructor Series, who shall be categorized as Category (C) employees, and employees in the following classifications who shall be categorized as Category (B) employees:
- Building Service Supervisor
 - Building Service Worker 1-3
 - Cook 1-3
 - Gardener 1-4
 - Nurse 1-3
 - Security Officer 1-2
 - Service Worker 1-4
- 60:03 Category (A)**
- a) **Regular Work Day and Regular Work Week**
Employees shall work seven and one-quarter (7 1/4) consecutive hours per work day exclusive of meal periods and thirty-six and one-quarter (36 1/4) hours per work week. Alterations to the foregoing shall only be by written mutual consent of both parties to this Agreement. This provision does not relate to the times of work in Section :03 b), or the days of work in Section :03 c).
 - b) **Times of Work**
Normal office hours shall be between 8:00 A.M. and 5:00 P.M. Where the necessity to provide service to the public creates a need to set different times of work, the Employer, after meaningful consultation with the M.G.E.U., may

set different times of work. This provision does not relate to the work day and work week in Section :03 a), or the days of work in Section :03 c).

c) Days of Work

The days of work shall be Monday to Friday inclusive except where it is necessary to provide service to the public on Saturdays, when sufficient staff may be maintained at the discretion of the Employer.

d) Flexible Hours Guidelines

The Flexible Hours Guidelines for 'office' employees shall apply for the duration of this Agreement and are attached for informational purposes.

60:04 Category (B)

a) Regular Work Day and Regular Work Week

Employees shall work eight (8) consecutive hours in each work day exclusive of meal periods and forty (40) hours in each week.

b) Times of Work

- i) The normal hours of work shall be from 8:00 A.M. to 5:00 P.M. Monday to Friday inclusive but where it is necessary to provide service on Saturday, Sunday or a holiday, sufficient staff for that purpose shall be maintained at the discretion of the Employer.
- ii) Where the nature of the work, the exigencies of the service or existing regulations are such that it is not possible to observe the hours prescribed in Section :04 b) i), the Employer may set different hours of work.
- iii) Any variations to a work day or work week other than those described in Section :04 b) i) shall only be instituted with the mutual consent of both the parties hereto.

60:05 Category (C)

Instructional staff are expected to perform the related professional responsibilities of preparation, evaluation, assessment, supervision, consultation, and vocational guidance connected with their instructional function.

- a) 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. Instructors will be available to students one hour per day at a scheduled location and time. Upon written request, Instructors will be available during non-contact time for other activities related to their instructional function.
- b) A contact hour is a period of sixty (60) minutes or less of assigned instructional responsibilities with a class. Contact hours will be assigned by College Management with the approved time table as authorized by the College President or designate as the official source document.
- c) Notwithstanding Section :05 a), the parties recognize that some instructional programs must be conducted after 6:00 P.M. The parties agree as follows:
 - i) For those instructional programs offered after 6:00 P.M. for which a new Instructor has been specifically hired, the Employer may assign the Instructor **hours** beyond 6:00 P.M. 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 temporarily assigned hours beyond 6:00 P.M., the Employer, after consultation with the Union, may assign such hours provided eight (8) consecutive hours is not exceeded.
 - d) The academic year for Instructors shall be the period September 1 to August 31.
 - e) An Instructor shall be eligible for payment at overtime rates for all annual contact hours in the current academic year which exceed the specific annual contact hour thresholds of the category of the program(s) to which the employee is assigned:
 - Category A Programs 800 annual contact hours,
 - Category B Program 1000 annual contact hours (975 annual contact hours for the 1998/1999 academic year, 950 annual contact hours for the 1999/2000 academic year and each academic year thereafter).
 - f) Department Heads, part-time employees, and employees who are assigned duties in lieu of instruction due to their assignment to special projects, curriculum development or other non-instructional activities will not be included in the provisions specified in Section :05 e) nor will they be eligible for additional compensation as set out in Section :05 e) for increases to their work load.
 - g) An employee who believes he or she has met the requirement specified in Section :05 e) will be required to apply for payment in writing to the Employer.
 - h) i) Determination of departments and calculation of totals of annual contact hours are the sole and exclusive responsibility of the Employer.
 ii) The Employer shall assign new programs to annual contact hour categories as per Section :05 e), however, prior to making final determination of the program category, the Employer will consult with the Union.
 - i) Payment under Section :05 e) will be at a rate of one and one-half times (1 1/2x) the Instructor's hourly rate as set out in the Salary Schedule. Such pay shall not be subject to superannuation or group life insurance deductions, nor will vacation credits accrue.
- 60:06 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.

OVERTIME

- 61:01 The Employer may require employees to work overtime.
- 61:02 This Article dealing with compensation for overtime shall apply only to those employees who are in the following classifications:
- | | |
|--|----------------------------------|
| Accounting Clerk 1,2 | Administrative Officer |
| Administrative Officer 1 | Administrative Secretary 1,2,3,4 |
| Assistant Counsellor Guidance | Building Service Supervisor |
| Building Service Worker 1,2,3 | Clerk 1,2,3,4,5 |
| Clerk-Typist 1,2,3 | Computer Operator 1,2,3,4 |
| Computer Programmer 1 | Cook 1,2,3 |
| Duplicating Equipment Operator 1,2,3,4 | Educational Assistant 1,2,3 |
| Environmental Officer 1 | Financial Officer 1,2 |
| Gardener 1,2,3,4 | Illustrator 1,2,3 |
| Informational Writer 1 | Librarian 1,2 |
| Library Technician 1,2,3 | Media Technician 1,2,3 |
| Nurse 1,2,3 | Planning & Program Analyst 1 |
| Psychologist 1 | Purchasing Agent (P.I.O.) |
| Purchasing Agent 1 | Recreation Consultant 1,2 |
| Research Assistant 1,2 | Residence Counsellor |
| Security Officer 1,2 | Service Worker 1,2,3,4 |
| Statistical Analyst 1 | Stores Clerk 1,2 |
| Storekeeper 1,2,3,4 | Switchboard Operator 1,2,3 |
| Systems Analyst 1,2 | Word Processor 1,2,3,4,5,6 |
- 61:03 Every reasonable effort shall be made to ensure that all overtime work is distributed equitably amongst employees who are able to perform the required duties.
- 61:04 An employee who is required to work overtime on his or her regular work day shall receive compensation at time and one-half (1 1/2x) for all overtime worked.
- 61:05 a) An employee in one of the following classifications and who is required to work on his or her first day of rest shall receive compensation at time and one-half (1 1/2x) for all hours worked.
- Assistant Counsellor Guidance
 - Librarian 1,2
 - Library Technician 1,2,3
 - Educational Assistant 1,2,3
- b) An employee not in one of the classifications listed in :05 a), and who is required to work on his or her first day of rest shall receive compensation at time and one-half (1 1/2x) for the first four (4) hours and double time (2x) thereafter.

- 61:06 An employee who is required to work on his or her 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.
- 61:07 An employee in the classification of Duplicating Equipment Operator 1-4, or Environmental Officer 1, or Psychologist 1, or whose hours of work are determined in Category (9) of Section :01, and who is required to work on his or her day(s) of rest is entitled to compensation at double time (2x) for all time worked.
- 61:08 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 his or her scheduled working hours. A meal break shall not be regarded as affecting contiguity.
- 61:09 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.
- 61:10 All time off in lieu thereof shall be granted at a time mutually agreeable to the employee and the Employer.
- 61:11 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 bi-weekly 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 he was being paid when the overtime was worked.
- 61:12 Notwithstanding the foregoing provisions, part-time employees will only be entitled to overtime compensation when they are required to work beyond the daily or weekly hours of work as prescribed in Article 60.
- 61:13 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 and ten (210) working days in any one academic year, such Instructor shall be granted equivalent compensatory time off in lieu, or shall be paid for such additional instructional time at his or her 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 Article 60: will not be eligible for compensation under this clause.

COMPENSATORY LEAVE

- 62:01 Where an employee not eligible for premium overtime as set out in this Agreement has been designated by his or her supervisor to work overtime, such employee shall accumulate compensatory leave at the rate of one (1) hour for each hour worked.
- 62:02 By mutual agreement between the employee and the Employer, accumulated compensatory leave shall be granted on the basis of either:
- a) equivalent time off without loss of pay; or
 - b) payment at straight time hourly rates.
- 62:03 Time off under Section :02 a) shall be at a time mutually agreeable to the employee and the Employer.
- 62:04 Where arrangements under Section :02 are not made within sixty (60) days from the start of the bi-weekly pay period in which the overtime was worked, the employee shall receive payment at straight time hourly rates based on the rate of pay at which the employee was being compensated when the overtime was worked.
- 62:05 This Article does not apply to Instructors.
- 62:06 Where an employee in one of the following classifications is called out or scheduled to work overtime, such employee shall receive for the work a minimum of three (3) hours compensatory leave provided that the period of overtime worked is not contiguous to his or her scheduled working hours. A meal break shall not be regarded as affecting contiguity.
- Economic Development Consultant 1,2,3,4
 - Information Writer 2
 - Media Specialist 1 and 2
 - Planning and Program Analyst 2,3,4
 - Recreation Consultant 3,4
 - Statistical Analyst 2,3

COURT LEAVE

- 63:01 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.

DEFERRED SALARY LEAVE PLAN

- 64:01 The terms and conditions of the Deferred Salary Leave Plan 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 Deferred Salary Leave Plan.
- 64:02 The implementation of the DSLP will become effective the first bi-weekly pay period following the date of notice of a positive tax ruling from Revenue Canada.

The following representatives of the parties have signed this Agreement on behalf of Red River Community College and the Manitoba Government Employees' Union on this 25th day of June, 1998.

ON BEHALF OF THE MANITOBA GOVERNMENT EMPLOYEES' UNION

ON BEHALF OF RED RIVER COMMUNITY COLLEGE

Peter Delfino
President,
Manitoba Government Employees' Union

Ralph Bullock
Chairperson, Board of Governors,
Red River Community College

Penny Copeland
Member, Negotiating Committee,
Manitoba Government Employees' Union

James Shackel
President,
Red River Community College

Frankleman
Member, Negotiating Committee,
Manitoba Government Employees' Union

Keri Wirth
Member, Negotiating Committee,
Red River Community College

A. Turcotte
Staff Representative,
Manitoba Government Employees' Union

John [unclear]
Member, Negotiating Committee,
Red River Community College

Nancy [unclear]
Member, Negotiating Committee,
Red River Community College

Wesley [unclear]
Member, Negotiating Committee,
Red River Community College

APPENDIX "A"**EXCLUSIONS FROM THE TERMS OF THE AGREEMENT**

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

Guidelines to be considered in negotiating exclusions shall be:

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

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

POSITIONS EXCLUDED FROM THE AGREEMENT.

President
 Vice-President, Academic
 Vice-President, Training Enterprises
 Vice-President, Administrative Affairs
 Chief Financial Officer
 Director, Computer Services
 Director, Human Resource Services
 Director, Market Driven Training
 Director, Marketing and Public Relations
 Dean, Industrial Technology
 Dean, Business and Applied Arts
 Dean, Applied Sciences
 Dean, Aboriginal Education and Institutional Diversity
 Dean, Student Affairs
 Director, Library and Program Services
 Internal Auditor
 Personnel Administrators (3 positions)
 Employment Equity Coordinator
 Executive Assistant to the President
 Executive Assistant to the Board of Governors
 Secretary to the Director of Human Resource Services

APPENDIX "B"
REMOTENESS ALLOWANCE

- 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 1:05, 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 1:04 and 1:05 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, Department, Board, Agency or Commission of the Government of Manitoba 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.
- 1:06 Where both marital partners are employees of the Government of Manitoba in any Department, Board, Agency or Commission or College to which this Agreement or the Civil Service Regulations covering 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.

1:07 Locations and Residence

The Remoteness Allowance applicable to the location at which the employee has established his or her 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 his or her 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 Hourly Rated Personnel & Employees Hired on an "if as and when" Basis

Remoteness Allowances are to be determined separately from hourly wage rates. Except for employees hired on an "if, as and when" basis, Remoteness Allowances are to be considered on a daily basis, i.e. 1/10th 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 irrespective of the number of hours worked,
- b) for each day that the employee is recognized as being on "standby".

In order to qualify for the daily rate, an employee hired on an "if, as and when" basis is required to work one-half (1/2) or greater of the normal working hours (i.e. 7 1/4 or 8 hours) in any one day.

1:09 Limitations

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

1:10 Rates

The bi-weekly Remoteness Allowances relative to each location at Single and Dependent's rate are shown in Section :15 hereto. Communities in an eligible area for which no allowance has been established may be added to the list by mutual agreement of the parties.

1:11 **Geographic Eligibility**

No location will be included for Remoteness Allowance that is 250 Kilometres or less from the centre of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of 65 Kilometres or more by the most direct road to a Provincial Trunk Highway or paved Provincial Road, and the aggregate distance to the highway or paved road and thence to Winnipeg or Brandon totals 200 or more Kilometres. No location having road access and situated south of the 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:

	Effective December 6, 1997	Effective December 5, 1998
Bissett	\$19.88	\$20.48
God's Lake Narrows	\$42.37	\$43.64
Island Lake	\$40.94	\$42.17
Norway House	\$35.28	\$36.34

- 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

BI-WEEKLY REMOTENESS ALLOWANCES

LOCATION	Effective December 6, 1997		Effective December 5, 1998	
	DEPENDENTS	SINGLE	DEPENDENTS	SINGLE
Berens River	\$194.46	\$111.49	\$200.29	\$114.83
Bissett	128.99	76.27	132.86	78.56
Bloodvein River	197.36	113.36	203.28	116.76
Brochet	232.29	133.75	239.26	137.76
Churchill	187.78	113.94	193.41	117.36
Cormorant	109.63	69.92	112.92	72.02
Cranberry Portage	93.93	59.19	96.75	60.97
Crane River	115.74	84.10	119.21	86.62
Cross Lake	209.08	120.86	215.35	124.49
Dauphin River (Anama Bay)	129.71	92.04	133.60	94.80
Easterville	95.92	60.56	98.80	62.38
Flin Flon	81.28	50.57	83.72	52.09
Gillam	167.04	101.08	172.05	104.11
God's Lake Narrows	230.40	132.46	237.31	136.43
God's River	233.38	134.49	240.38	138.52
Grand Rapids	93.25	57.65	96.05	59.38
Ilford	249.56	142.85	257.05	47.14
Island Lake/ Garden Hill	214.65	122.61	221.09	126.29
Jenpeg	152.45	91.13	157.02	93.86
Lac Brochet	253.13	145.20	260.72	149.56
Leaf Rapids	128.94	80.02	132.81	82.42
Little Grand Rapids	206.87	117.31	213.08	120.83
Lynn Lake	133.16	80.62	137.15	83.04
Manigotagan	128.99	76.27	132.86	78.56
Matheson Island	131.50	93.26	135.45	96.06
Moose Lake	139.25	86.09	143.43	88.67
Negginan/Poplar Point	197.72	113.71	203.65	117.12
Nelson House	142.37	86.92	146.64	89.53
Norway House	185.98	106.34	191.56	109.53
Oxford House	226.00	129.29	232.78	133.17
Pikwitonie	182.33	109.19	187.80	112.47
Pukatawagan	150.24	92.28	154.75	95.05
Red Sucker Lake	229.20	131.46	236.08	135.40
St. Therese Point	214.65	122.61	221.09	126.29
Shamattawa	245.29	142.44	252.65	146.71
Sherridon	148.48	91.09	152.93	93.82
Snow Lake	111.55	69.34	114.90	71.42
South Indian Lake	236.25	136.27	243.34	140.36
Split Lake	245.81	140.30	253.18	144.51

Tadoule Lake	257.02	147.95	264.73	152.39
The Pas	76.29	46.62	78.58	48.02
Thicket Portage	181.93	108.92	187.39	112.19
Thompson	121.46	85.32	125.10	87.88
Wabowden	155.88	106.38	160.56	109.57
Waterhen	96.30	60.23	99.19	62.04
York Landing	247.95	144.42	255.39	148.75

APPENDIX "C"
APPLICATION OF BENEFITS TO
PART-TIME EMPLOYEES

DEFINITIONS

- 1:01 **"Part-time employee"** means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- 1:02 **"Casual employee"** means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis.
- 1:03 **"Accumulated service"** means the equivalent length of service acquired by an employee by virtue of his or her employment; eg. for an employee in an 8 hour per day classification: (The figures for 7 1/4 hour per day classifications are shown in brackets.)
8 (7 1/4) hours work equals one day of accumulated service;
40 (36 1/4) hours work equals one week of accumulated service;
80 (72 1/2) hours work equals one bi-weekly pay period of accumulated service;
168 (152 1/4) 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 bi-weekly pay period following the attainment of 336 (304 1/2) hours of accumulated service
- 2:02 The Agreement 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 the collective agreement 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 Article 2 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 himself from work without the consent of the Employer on his or her 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 pro rating factor.
- c) Where the Employer requires an employee to work a full shift (i.e. seven and one-quarter [7 1/4] or eight [8] hours) as a regular work day on December 24th when that day falls on Monday **through** Friday inclusive, such employee shall be entitled to one-half (1/2) day of compensatory leave with pay to a maximum of four (4) hours.

5:03 Vacation

- a) Twenty-one (21) days of accumulated service equals one vacation credit. (i.e. 1 1/4, 1 2/3, 2 1/12, or 2 1/2 days).
- b) An employee begins accumulating service on the first day of the month following the date of appointment unless the employee has been appointed on the first of a month.
- c) Long service vacation eligibility is based on calendar service.

5:04 Sick Leave

- a) Ten (10) days of accumulated service equals one sick leave credit (i.e. 1/2 or 1 day)
- b) An employee starts accumulating service on the bi-weekly pay period following the date of appointment unless the employee has been appointed on the first day of a bi-weekly pay period.
- c) Calendar service is used to determine eligibility for receiving sick leave credits at a higher rate (i.e. one (1) day per bi-weekly pay period rather than one-half (1/2) day per bi-weekly pay period).
- d) Part-time employees are not eligible for additional sick leave extensions as provided under Article 26:06 of the Agreement.

5 : 0 ~~Compassionate Leave, Paternity Leave, Adoptive Parent 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 pro rating 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 this Agreement.
- b) To qualify for maternity leave, calendar service is used, i.e. nine (9) 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 U.I.C. waiting period will be calculated by multiplying **the** number of days accumulated sick leave the employee has (up to ten [10] days) by the pro rating 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 27 - 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 (i.e. three [3] or nine [9] years) and for the calculation of severance pay eg. ten and one-half (10 1/2) years accumulated service multiplied by one (1) week's pay equals ten and one-half (10 1/2) weeks of severance pay.
- 5:10 **Remoteness Allowance**
Refer to the Agreement Appendix" B" Section 1:08.
- 5:11 **Notice of Lay-Off, 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 pro rating factor.
- 5:12 **Merit Increases**
Eligibility for merit increases will be based on calendar service provided the employee has received pay for at least 416 (377) hours exclusive of overtime.
- 5:13 **Overtime**
a) Daily overtime is only payable when the employee has worked beyond the normal daily hours for that classification, i.e. 8 (or 7 1/4) 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 **Shift Premium**
An employee must work an entire 8 (or 7 1/4) hour shift in order to qualify for shift premium.
- 5:15 **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.

5:16 Seniority

Seniority is based on accumulated service.

5:17 Lay-Off

Accumulated service is used for purposes of lay-off.

5:18 Dental Plan

A part-time employee who has met the eligibility criteria for the Dental Plan shall be eligible for single coverage of dental expenses only. No coverage for a spouse or dependants will be provided. For purposes of eligibility determination, accumulated hours are used.

- a) A regular employee requires 1040 (942.5) hours.
- b) A term employee requires 2080 (1885) hours.

5:19 Christmas 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 Christmas 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 pro rating factor.

APPENDIX "D"**PRIVATELY-OWNED VEHICLES****ARTICLE 1 - 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, 1998	30.4¢/km	34.0 ¢/km
Effective January 1, 1999	31.3 ¢/km	35.0 ¢/km
b) The use of a privately-owned motorcycle, when authorized by the Employer, shall be reimbursed at the following rates:		
Effective July 1, 1998	15.1 ¢/km	16.9 ¢/km
Effective January 1, 1999	15.6 ¢/km	17.4 ¢/km

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 his or her residence and headquarters may not be claimed except where the employee has been called back to return to work:

- a) outside of his or her normal hours on his or her regular working day or shift,
- 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, 1998	\$15.73/day plus 19.3 ¢/km
Effective January 1, 1999	\$16.20/day plus 19.9 ¢/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 Article 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.

ARTICLE 2 - 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.

APPENDIX "E"MEALS AND MISCELLANEOUS EXPENSESARTICLE 1 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 his or her normal place of work and outside the headquarter area which would cause the employee to disrupt his or her normal mid-day or mid-shift meal arrangements.

The inability of the employee to return to his or her 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. were 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.

ARTICLE 2 - 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

	<u>Breakfast</u>	<u>Luncheon</u>	<u>Dinner</u>
a) In Areas Covered by Remoteness Allowance			
July 1, 1998	\$5.50	\$7.20	\$12.45
January 1, 1999	\$5.65	\$7.40	\$12.80
b) In All Other Areas			
July 1, 1998	\$5.00	\$6.70	\$11.60
January 1, 1999	\$5.15	\$6.90	\$11.95

- 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 as follows:

Per Diem Allowance

a) In Areas Covered by Remoteness Allowance:	
Effective July 1, 1998	\$25.15
Effective January 1, 1999	\$25.90
b) In All other Areas:	
Effective July 1, 1998	\$23.25
Effective January 1, 1999	\$23.95

- 2:03 Where no overnight accommodation is involved only the appropriate individual expenses under Section 2:01 may be claimed.
- 2:04 Where a single price or flat rate is charged for meals by the supplier and no other reasonable alternative in the location is available (which may occur in some remote or isolated communities), actual meal expenses exceeding the above maxima may be claimed if supported by a receipt.

ARTICLE 3 - 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 the following rates:

Effective July 1, 1998	\$3.30 per day,
Effective January 1, 1999	\$3.40 per day
- b) at least three and a half hours (3 1/2), exclusive of a dinner or supper break, an allowance equivalent to that payable for "Luncheon" in the appropriate area as shown in Article 2 above, 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 hutch or dinner/supper periods) of not less than:

- a) nine and one-quarter (9 1/4) hours; or
 - b) ten and three-quarters (10 3/4) 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, tire 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.

ARTICLE 4 - INCIDENTALS ALLOWANCE**4:01 An employee who is in travel status may claim**

- a) for each night involving commercial accommodation, an incidentals allowance of:

effective July 1, 1998,	three dollars and five cents (\$3.05),
effective January 1, 1999,	three dollars and fifteen cents (\$3.15) or
- b) for each night involving non-commercial accommodation, an incidentals allowance of:

effective July 1, 1998,	two dollars and five cents (\$2.05),
effective January 1, 1999,	two dollars and ten cents (\$2.10).

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

ARTICLE 5 - 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 his or her 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 and Telegram

- a) Charges for telephone calls and telegrams 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 four dollars and fifty cents (\$4.50) for each period-of three (3) consecutive nights that the employee is away from his or her residence on College business and overnight accommodation is involved.

ARTICLE 6 - 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 travelled for that class of vehicle.

ARTICLE 7 - 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.

ARTICLE 8 - DEFINITIONS

- 8:01 **“Travel Status”**
Absence of the employee *from* his or her 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 his or her base of operations on a continuing basis in relation to which the employee has established a residence.

SUBJECT: FLEXIBLE HOURS GUIDELINES

Red River Community College and the Manitoba Government Employees' Union agree that a division or branch within the College may, subject to the approval of the Employer, determine the most suitable arrangements of hours of work for "office" employees in accordance with the following guidelines:

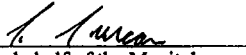
- 1) The office must remain open during the hours 8:30 a.m. to 4:30 p.m. with an extension to 5:00 p.m. where it is deemed necessary to provide service to the public.
- 2) Variations in employees' hours of work may occur as a result of staggered starting or finishing times or an alteration in the time allowed for lunch.
- 3) The earliest starting time is 7:30 a.m., the latest finishing time is 6:00 p.m. and the minimum allowable lunch period is forty-five (45) minutes.
- 4) Varied starting or finishing times must comprise a minimum of thirty (30) minutes prior to or after established office hours.
- 5) Service to the public must not be downgraded by the change in hours.
- 6) Employees must work seven and one-quarter (7 $\frac{1}{4}$) hours per work day and thirty-six and one-quarter (36 $\frac{1}{4}$) hours per week exclusive of lunch periods.
- 7) All employees must be present at work during a core period of 10:00 a.m. to 3:00 p.m., less lunch periods.
- 8) The normal work week continues to be Monday to Friday inclusive.

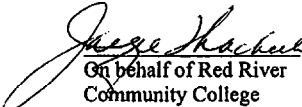
MEMORANDUM OF AGREEMENT #1

**SUBJECT: ADDITIONAL OPPORTUNITIES FOR EMPLOYEES
ON THE RE-EMPLOYMENT LIST**

Red River Community College and the Manitoba Government Employees' Union agree that 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 there-employment list.


 On behalf of the Manitoba
 Government Employees' Union

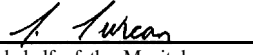

 On behalf of Red River
 Community College

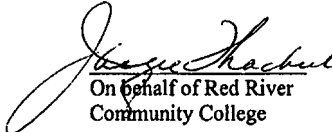
Date: June 25.98

MEMORANDUM OF AGREEMENT #2

SUBJECT: ARTICLE 18:02

Red River Community College and the Manitoba Government Employees' Union agree that the requirement to be present at work on the effective date of resignation may be waived by the Employer in instances where an Instructor's notice of resignation period overlaps his or her annual scheduled vacation.

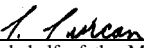

 On behalf of the Manitoba
 Government Employees' Union



 On behalf of Red River
 Community College

Date: June 25.98

MEMORANDUM OF AGREEMENT #3SUBJECT: BENEFIT PLAN REVIEW

Red River Community College and the Manitoba Government Employees' Union agree to conduct a joint review of the benefit plans and examine, within the existing expenditures in the plans, if modifications, efficiencies or greater flexibility could improve the effectiveness of the plans in delivering benefits to employees. This will include, but is not limited to, pharmacare, vision and other health care benefits.



 On behalf of the Manitoba
 Government Employees' Union

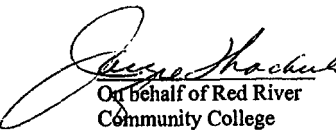

 On behalf of Red River
 Community College

Date: June 25-98

MEMORANDUM OF AGREEMENT #4SUBJECT: CAREER PATHING

Red River Community College and the Manitoba Government Employees' Union agree that issues pertaining to career pathing within the College will be discussed at Labour/Management committee meetings during the term of the agreement.


 On behalf of the Manitoba
 Government Employees' Union

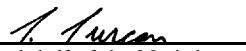

 On behalf of Red River
 Community College

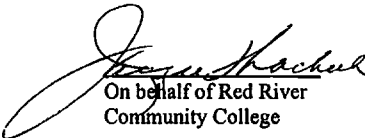
Date: June 25-98

MEMORANDUM OF AGREEMENT #5**SUBJECT: COMPASSIONATE LEAVE**
ARTICLE 28:06

Red River Community College and the Manitoba Government Employees' Union agree that for purposes of the administration of Article 28:06 (Compassionate Leave) and Article 26 (Sick Leave):

- 1) Any leave which may be granted to an employee under Article 28:06 will be deducted from the employee's sick leave credits in the following sequence:
 - sick leave credits accumulated in previous years,
 - b) subject to paragraph 2), sick leave credits accumulated in the current year;
 - c) subject to paragraph 2), sick leave credits advanced to an employee pursuant to Article 26: 10.
- 2) An employee's sick leave accumulation will not be reduced to less than twelve (12) days per year as a result of the application of Article 28:06 of this Agreement.



On behalf of the Manitoba
Government Employees' Union


On behalf of Red River
Community College

Date: June 25, 98

MEMORANDUM OF AGREEMENT #6**SUBJECT: EMPLOYEES WORKING AT HOME**

Red River Community College and the Manitoba Government Employees' Union agree to meet during the life of this Agreement to discuss issues of mutual concern regarding employees who have made arrangements with management to work at home.


 On behalf of the Manitoba
 Government Employees' Union

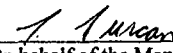

 On behalf of Red River
 Community College

Date: June 25, 98

MEMORANDUM OF AGREEMENT #7**SUBJECT: FOOD SERVICES**

Red River Community College and the Manitoba Government Employees' Union agree as follows:

1. In addition to the appropriate classifications within the Administrative Officer, Accounting Clerk and Clerk Series, it is understood that only the Service Worker 1, Cook 1 and Cook 3 classifications and pay ranges will be used for individuals employed in the College's Food Services operation,
2. Employees may be moved from one food service area to another food service area to allow them to receive as close to full time hours as possible.
3. Employees employed within the Service Worker 1 classification may be required to operate a cash register.


 On behalf of the Manitoba
 Government Employees' Union


 On behalf of Red River
 Community College

Date: June 25, 98

MEMORANDUM OF AGREEMENT #8

SUBJECT: HARASSMENT

Red River Community College and the Manitoba Government Employees' Union agree that matters of general employee harassment may be addressed in accordance with the college's policies and procedures not in accordance with Article 47 - Sexual Harassment.

I. Lurca
On behalf of the Manitoba
Government Employees' Union

Jeanne Mackel
On behalf of Red River
Community College

Date: *June 25.98*

MEMORANDUM OF AGREEMENT #9

SUBJECT: INSTRUCTIONAL WORKLOADS

Red River Community College and the Manitoba Government Employees' Union agree that the Labour/Management Committee will meet during the term of this agreement to review instructional workload issues.

I. Lurca
On behalf of the Manitoba
Government Employees' Union

Jeanne Mackel
On behalf of Red River
Community College

Date: *June 25.98*

MEMORANDUM OF AGREEMENT #10**SUBJECT: IMPLEMENTATION OF THE NEW INSTRUCTOR CLASSIFICATION SERIES**

Red River Community College and the Manitoba Government Employees' Union agree that:

- 1) The new Instructor Classification Series will replace the existing Instructor Classification Series effective January 4, 1999.
- 2) The new Instructor Classification Series will consist of the single classification "Instructor".
- 3) The "Instructor" classification pay range will consist of 14 pay steps.
- 4) On implementation of the new Instructor series, existing Instructors will be slotted into the new pay range in accordance with the following:


OLD INSTRUCTOR CLASSIFICATION				NEW INSTRUCTOR CLASSIFICATION	BI-WEEKLY SALARY
A	B	C	ABE		
Step 1-3	-	-	Step 1	Step 1	\$1,283.98
-	-	-	Step 2	Step 2	\$1,328.93
-	Step 1	Step 1	Step 3	Step 3	\$1,376.78
-	Step 2	Step 2	Step 4	Step 4	\$1,424.63
-	Step 3	Step 3	Step 5	Step 5	\$1,476.83
-	Step 4	Step 4	Step 6	Step 6	\$1,530.48
-	Step 5	Step 5	Step 7	Step 7	\$1,586.30
-	Step 6	Step 6	Step 8	Step 8	\$1,646.48
-	Step 7	Step 7	Step 9	Step 9	\$1,711.00
-	Step 8	Step 8	Step 10	Step 10	\$1,776.25
-	Step 9	Step 9	Step 11	Step 11	\$1,844.40
-	-	Step 10	-	Step 12	\$1,916.18
-	-	Step 11	-	Step 13	\$1,992.30
-	-	-	-	Step 14	\$2,070.60

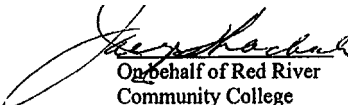
5) Subject to Article 16. Instructors shall be eligible to progress within the pay range as follows:

- a) up to and including Step 11 - all Instructors;
- b) up to and including Step 12 - Instructors with a Vocational Education Certificate, or any 2 of the following: recognized and relevant diplomas and/or recognised and relevant trade certificates or any combination thereof;
- c) up to and including Step 13 - Instructors with a recognised and relevant bachelor's degree;
- d) up to and including Step 14 - Instructors with a recognized and relevant master's degree.

For greater certainty, upon implementation of the new Instructor series, instructors will progress in this series on their anniversary dates.

- 6) For purposes of administering Article 5 above, "relevant" means "Academic preparation and attainment that is directly applicable and connected to the subject matter the instructor is assigned to teach".
- 7) Instructors who were classified "Instructor C" immediately prior to the implementation date of the new "Instructor" classification, will be grandparented and, subject to Article 16, may progress within the new Instructor pay range up to and including at least Step 13.


On behalf of the Manitoba
Government Employees' Union


On behalf of Red River
Community College

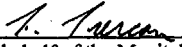
Date: June 25, 98


MEMORANDUM OF AGREEMENT #11

SUBJECT: JOB SHARING

Red River Community College and the Manitoba Government Employees' Union agree as follows:

- 1) 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.
- 2) The Employer will endeavour to inform the Union of existing job share situations within the bargaining unit within sixty (60) days of the signing of this Agreement.
- 3) The Employer will inform the Union of any new job share arrangements within the bargaining unit at the time the job share is initiated.


On behalf of the Manitoba
Government Employees' Union

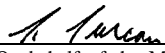

On behalf of Red River
Community College

Date: June 25.98

MEMORANDUM OF AGREEMENT #12

SUBJECT: JOINT EMPLOYEE ASSISTANCE PROGRAM

Red River Community College and the Manitoba Government Employees' Union agree that employees covered by this Agreement will continue to have access to the Joint Employee Assistance Program during the life of this Agreement.



On behalf of the Manitoba
Government Employees' Union


On behalf of Red River
Community College

Date: June 25.98

MEMORANDUM OF AGREEMENT #13SUBJECT: MATERNITY LEAVE

Red River Community College and the Manitoba Government Employees' Union agree that for and in consideration of the Maternity Leave provisions negotiated into this Agreement, the Manitoba Government Employees' Union hereby agrees not to process to arbitration any grievances respecting the utilization of accumulated sick leave credits to cover part or all of an employee's maternity leave.



 On behalf of the Manitoba
 Government Employees' Union



 On behalf of Red River
 Community College

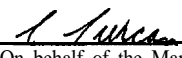
Date: June 25, 98

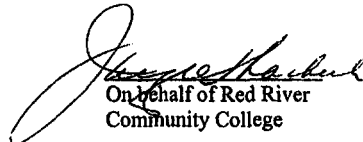
MEMORANDUM OF AGREEMENT #14SUBJECT: OVERTIME AND COMPENSATORY LEAVE

Red River Community College and the Manitoba Government Employees' Union agree as follows:

- 1) This Article shall apply to all overtime worked by employees save and except those employees classified in the instructor series, and shall include overtime worked at premium rates (i.e. time and one-half and double time) and at straight time rates as provided in the Compensatory Leave articles for employees not eligible for premium overtime. Where the term "overtime" is used in this Article it refers to both overtime and compensatory leave.
- 2) The existing provisions on overtime will apply to all overtime credits earned up to forty (40) hours per fiscal year. (Note: Twenty (20) hours overtime worked at double time (2X) equals forty (40) overtime credits.

- 3) For any overtime credits earned beyond forty (40) hours in the fiscal year the following provisions of this Article will apply.
- 4) All overtime worked by employees shall be banked.
- 5) The employer shall consult with the employee in an effort to reach agreement on whether the employee will be granted pay or time off in lieu for banked overtime.
- 6) Where agreement is not reached, the employer shall determine whether pay or time off will be granted.
- 7) Where banked time is to be taken, the employer shall consult with the employee in an effort to reach agreement on when the time off is to be taken.
- 8) Where agreement is not reached, the employer shall determine when the time off is to be taken.
- 9) Where the employer determines when the time off is to be taken under Section :08, the employee will receive forty-eight (48) hours notice of the time off and the following conditions shall apply:
 - a) the minimum period of time off will be five (5) days provided the employee has sufficient banked time available. In order to meet the five (5) day requirement, time off in lieu of overtime may be combined with holiday and/or vacation time and/or reduced work week days;
 - b) where the employee has less than five (5) days banked, then these days may be scheduled by the employer.
- 10) Nothing in Section :09 restricts the employer and employee from agreeing to alternative arrangements.
- 11) This Article is effective June 24, 1995 and applies to all overtime worked on and after that date. No recovery will be made for any overtime cashed out prior to the date of signing of the agreement or where an agreement has been reached as of that date between an employee and the employer on cashing out the overtime.

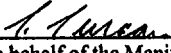

On behalf of the Manitoba
Government Employees' Union


On behalf of Red River
Community College

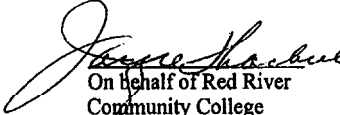
Date: June 25, 98

MEMORANDUM OF AGREEMENT #15**SUBJECT: PARKING BATES**

Red River Community College and the Manitoba Government Employees' Union agree that the rates for employee parking will not be altered during the life of this Agreement.



 On behalf of the Manitoba
 Government Employees' Union



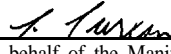
 On behalf of Red River
 Community College

Date: June 25, 98

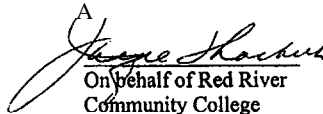
MEMORANDUM OF AGREEMENT #16**SUBJECT: PARKING RATES -DOWNTOWN CAMPUS - 123 MAIN STREET**

Red River Community College **and** the Manitoba Government Employees' Union agree that:

- 1) Notwithstanding the "Letter of Intent - Parking Rates" attached to the Collective Agreement, the parties hereby recognize that the monthly employee parking rate for the Red River Community College-Downtown Campus at 123 Main Street is \$60.00 (including G.S.T.)
- 2) Subject to the availability of parking spaces, employees may voluntarily opt to participate in this parking program.
- 3) This memorandum is in place to permit participating employees to have the payment of the monthly rate processed through payroll deduction.
- 4) The above-noted rate will not be altered during the life of the current collective agreement unless changed by the mutual consent of the parties.



 On behalf of the Manitoba
 Government Employees' Union



 On behalf of Red River
 Community College

Date: June 25, 98

MEMORANDUM OF AGREEMENT #17**SUBJECT: PROGRAM CATEGORIES FOR PURPOSES OF ADMINISTERING ARTICLE 60:05 e)**

Red River Community College and the Manitoba Government Employees' Union agree that the following lists identify those Programs that are in Category A and those Programs that are in Category B for purposes of administering Article 60:05 e) of the collective agreement:

Category A

Administrative Assistant	Animal Health Technology
Applied Chemistry	Biomedical Engineering Technology
Business Accountancy – Integrated	Business Administration
Business Administration – Integrated	Chemical and Biosciences Technology
Civil Technology	Civil Technician (P/T)
Commerce/Industry Sales & Marketing	Communication Engineering Technology
Computer Accounting Technician	Computer Analyst/Programmer
Computer Engineering Technology	Creative Communications
Dental Assisting	Dental Assisting - PLA
Design & Construction Technology	Developmental Services Worker
Early Childhood Education – PLA	Electrical Engineering Technology
Electronic Engineering Technology	Environmental Protection Technology
Entrepreneurship	Geographic Information Systems --
Geomatics Technology	Health Information Technology
Hotel & Restaurant Administration	Instrumentation Technology --
International Business	Joint Baccalaureate Nursing
Library & Information Technology	Magnetic Resonance Imaging
Manufacturing Technology	Mechanical Engineering Technology
Medical Laboratory Technology	Med. Radiological Diagnostic Technology
Municipal Technology	Nursing
Power Engineering	Radiation Therapy
Structural Technology	Related Subjects:
Teacher Education:	- Math/Science
- Business	- Math/Physics
- Industrial Arts	- Communications
- Vocational	Tourism
Visual Language Interpreter Training	

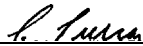
Category B

Aboriginal Translator	Adult Basic Education
Advanced Welding	Advertising Art
Apprenticeship	Automotive Service Education Program (Apprenticeship)
CAD Technology (3 options)	Carpentry & Woodworking
Chef Training	College Preparation for Aboriginal Students
College Preparation for Nursing	Collision Repair & Refinishing
Commercial Baking	Commercial Cooking
Culinary Arts	Electrical

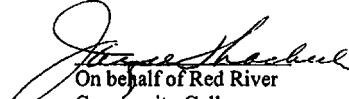
Category B (continued)

Electronic Technician
General Studies (core course only)
Heavy Duty Equipment Mechanic
Machine CAD Technology
Masonry
Painting & Decorating
Piping Trades
Power Equipment Technician
Refrigeration & Air Cond. Technology
Welding

English as a Second Language
Greenspace Management
Heavy Duty Equipment Technician
Manufacturing Technician
Motor Vehicle Mechanic:
- Certificate
- co-op
- Diploma
- Work Experience
Wood Processing Technology



On behalf of the Manitoba
Government Employees' Union



On behalf of Red River
Community College

Date: June 25, 98

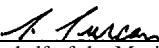
MEMORANDUM OF AGREEMENT #18

SUBJECT: SHIFT PREMIUM - 12 HOUR SHIFTS

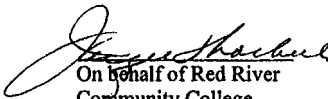
Red River Community College and the Manitoba Government Employees' Union agree that notwithstanding the provisions of Article 55 of the Collective Agreement, an employee in Category (B) of Article 60:01 Hours of Work, who works a twelve (12) hour shift where half or more of the hours are worked between 6:00 P.M. and 6:00 A.M. shall receive a shift premium of seven dollars and twenty cents (**\$7.20**) for the shift in addition to the employee's regular pay.

An employee who receives this shift premium will not, for the same shift, be eligible for shift premium provided in Article 55.

This memorandum of Agreement forms part of and is attached to the Collective Agreement.



On behalf of the Manitoba
Government Employees' Union



On behalf of Red River
Community College


Date: June 25, 98

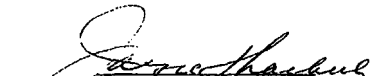
MEMORANDUM OF AGREEMENT #19

SUBJECT: SHIFT SCHEDULES

Red River Community College and the Manitoba Government 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 (1 1/2x) 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.



On behalf of the Manitoba
Government Employees' Union

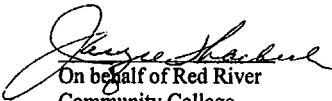

On behalf of Red River
Community College

Date: June 25, 98

MEMORANDUM OF AGREEMENT #20**SUBJECT: SWITCHBOARD OPERATORS**

Red River Community College and the Manitoba Government Employees' Union agree that Switchboard Operators shall, where necessary, be assigned shift duties to cover operations up to twenty-four (24) hours per day and seven (7) days per week.


 On behalf of the Manitoba
 Government Employees' Union



 On behalf of Red River
 Community College

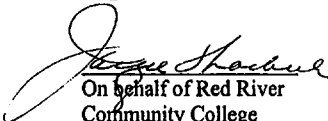
Date: June 25, 98

MEMORANDUM OF AGREEMENT #21**SUBJECT: VISION CARE PLAN**

Red River Community College and the Manitoba Government Employees' Union agree to implement a Vision Care Plan effective July 1, 1998 as follows:

- 1) Eligibility requirement for employees and dependents will be the same as those in effect for the Dental Plan.
- 2) Co-insurance will be 80%/20%.
- 3) The maximum payment under the Plan will be up to one hundred and fifty dollars (\$150) every twenty-four (24) months for an employee or dependent. This amount will increase to one hundred and ninety dollars (\$190) effective April 1, 1999.
- 4) Coverage will include prescription lenses and eye examinations.
- 5) The fee guide will be the 1998 optometrist/ophthalmologist suggested fee guide. Effective January 1, 1999 the 1999 fee guide will be implemented.


 On behalf of the Manitoba
 Government Employees' Union


 On behalf of Red River
 Community College

Date: June 25, 98

CLASSIFICATION AND SALARY SCHEDULE
Effective June 21, 1997 to June 19, 1998

ACCOUNTING CLERK SERIES

ACCOUNTING	28162	28918	29694	30469	31339	32228
CLERK 1	1079.53	1108.53	1138.25	1167.98	1201.33	1235.40
	14.89	15.29	15.70	16.11	16.57	17.04

ACCOUNTING	32285	33192	34081	34989	35992	37051
CLERK 2	1237.58	1272.38	1306.45	1341.25	1379.68	1420.28
	17.07	17.55	18.02	18.50	19.03	19.59

ADMINISTRATIVE	39339	40985	42573	44162	45845	47680	49533
ANALYST	1508.00	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78
	20.80	21.67	22.51	23.35	24.24	25.21	26.19

ADMINISTRATIVE OFFICER SERIES

ADMINISTRATIVE	32322	33230	34233	35292	36351	37486
OFFICER	1239.03	1273.83	1312.25	1352.85	1393.45	1436.95
	17.09	17.57	18.10	18.66	19.22	19.82

ADMINISTRATIVE	31774	32928	34081	35311	36654	37977
OFFICER 1	1218.00	1262.23	1306.45	1353.58	1405.05	1455.80
	16.80	17.41	18.02	18.67	19.38	20.08

ADMINISTRATIVE	35973	37315	38620	40058	41552	43103
OFFICER 2	1378.95	1430.43	1480.45	1535.55	1592.83	1652.28
	19.02	19.73	20.42	21.18	21.97	22.79

ADMINISTRATIVE	37959	39339	40777	42309	43973	45656	47396
OFFICER 3	1455.08	1508.00	1563.10	1621.83	1685.63	1750.15	1816.85
	20.07	20.80	21.56	22.37	23.25	24.14	25.06

ADMINISTRATIVE	43235	44843	46488	48285	50214	52181	54337
OFFICER 4	1657.35	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93
	22.86	23.71	24.58	25.53	26.55	27.59	28.73

ADMINISTRATIVE SECRETARY SERIES

ADMINISTRATIVE	21069	21542	22147	22752	23377
SECRETARY 1	807.65	825.78	848.98	872.18	896.10
	11.14	11.39	11.71	12.03	12.36

ADMINISTRATIVE	23830	24379	25003	25627	26365	27046
SECRETARY 2	913.50	934.53	958.45	982.38	1010.65	1036.75
	12.60	12.89	13.22	13.55	13.94	14.30

CLASSIFICATION AND SALARY SCHEDULE
Effective June 21, 1997 to June 19, 1998

ADMINISTRATIVE SECRETARY SERIES(Continued)

ADMINISTRATIVE SECRETARY 3	27235 1044.00 14.40	27954 1071.55 14.78	28729 1101.28 15.19	29485 1130.28 15.59	30299 1161.45 16.02	31150 1194.08 16.47				
ADMINISTRATIVE SECRETARY 4	30582 1172.33 16.17	31358 1202.05 16.58	32171 1233.23 17.01	32984 1264.40 17.44	33930 1300.65 17.94	34781 1333.28 18.39				
ASSISTANT DIRECTOR INFORMATION SERV.	50214 1924.88 26.55	52181 2000.28 27.59	54337 2082.93 28.73	56626 2170.65 29.94	59028 2262.73 31.21	61543 2359.15 32.54				
ASSISTANT GUIDANCE COUNSELLOR	30223 1158.55 15.98	31301 1199.88 16.55	32341 1239.75 17.10	33514 1284.70 17.72	34687 1329.65 18.34	35954 1378.23 19.01	37297 1429.70 19.72	38696 1483.35 20.46	40096 1537.00 21.20	41666 1597.18 22.03
ASSISTANT PRINCIPAL EDUCATION	46488 1782.05 24.58	48285 1850.93 25.53	50214 1924.88 26.55	52181 2000.28 27.59	54337 2082.93 28.73	56626 2170.65 29.94	59028 2262.73 31.21			
BUILDING SERVICE SUPERVISOR	28278 1084.00 13.55	29238 1120.80 14.01	30261 1160.00 14.50	31263 1198.40 14.98	32285 1237.60 15.47	33496 1284.00 16.05				
BUILDING SERVICE WORKER SERIES										
BUILDING SERVICE WORKER 1	20619 790.40 9.88	21266 815.20 10.19	21767 834.40 10.43	22477 861.60 10.77	23165 888.00 11.10	23854 914.40 11.43	24626 944.00 11.80	25419 974.40 12.18	26212 1004.80 12.56	27193 1042.40 13.03
BUILDING SERVICE WORKER 2	23165 888.00 11.10	23854 914.40 11.43	24626 944.00 11.80	25419 974.40 12.18	26212 1004.80 12.56	27193 1042.40 13.03				
BUILDING SERVICE WORKER 3	24250 929.60 11.62	25023 959.20 11.99	25837 990.40 12.38	26671 1022.40 12.78	27548 1056.00 13.20	28529 1093.60 13.67				
CHAIRPERSON	46715 1790.75 24.70	48531 1860.35 25.66	50403 1932.13 26.65	52427 2009.70 27.72	54621 2093.80 28.88	56928 2182.25 30.10	59425 2277.95 31.42			

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CLERK SERIES

CLERK 1	18989	19518	20029	20615		
	727.90	748.20	767.78	790.25		
	10.04	10.32	10.59	10.90		
CLERK 2	22488	23036	23622	24284	24909	25627
	862.03	883.05	905.53	930.90	954.83	982.38
	11.89	12.18	12.49	12.84	13.17	13.55
CLERK 3	27310	28010	28767	29542	30355	31301
	1046.90	1073.73	1102.73	1132.45	1163.63	1199.88
	14.44	14.81	15.21	15.62	16.05	16.55
CLERK 4	32039	32833	33703	34592	35519	36483
	1228.15	1258.60	1291.95	1326.03	1361.55	1398.53
	16.94	17.36	17.82	18.29	18.78	19.29
CLERK 5	32322	33230	34233	35292	36351	37486
	1239.03	1273.83	1312.25	1352.85	1393.45	1436.95
	17.09	17.57	18.10	18.66	19.22	19.82

CLERK-TYPIST SERIES

CLERK-TYPIST 1	20407	20937	21410	22034	22639	
	782.28	802.58	820.70	844.63	867.83	
	10.79	11.07	11.32	11.65	11.97	
CLERK-TYPIST 2	22488	23036	23622	24284	24909	25627
	862.03	883.05	905.53	930.90	954.83	982.38
	11.89	12.18	12.49	12.84	13.17	13.55
CLERK-TYPIST 3	26497	27216	27916	28691	29448	30280
	1015.73	1043.28	1070.10	1099.83	1128.83	1160.73
	14.01	14.39	14.76	15.17	15.57	16.01

COMPUTER OPERATOR SERIES

COMPUTER OPERATOR 1	25646	26384	27065	27859	28634	29467
	983.10	1011.38	1037.48	1067.93	1097.65	1129.55
	13.56	13.95	14.31	14.73	15.14	15.58
COMPUTER OPERATOR 2	31528	32360	33249	34233	35197	36237
	1208.58	1240.48	1274.55	1312.25	1349.23	1389.10
	16.67	17.11	17.58	18.10	18.61	19.16

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COMPUTER OPERATOR SERIES(Continued)

COMPUTER	31660	32625	33741	34762	35916	37089				
OPERATOR 3	1213.65	1250.63	1293.40	1332.55	1376.78	1421.73				
	16.74	17.25	17.84	18.38	18.99	19.61				
COMPUTER	31774	32928	34081	35311	36654	37977				
OPERATOR 4	1218.00	1262.23	1306.45	1353.58	1405.05	1455.80				
	16.80	17.41	18.02	18.67	19.38	20.08				

COMPUTER PROGRAMMER SERIES

COMPUTER	30223	31301	32341	33514	34687	35954	37297	38696	40096	41666
PROGRAMMER 1	1158.55	1199.88	1239.75	1284.70	1329.65	1378.23	1429.70	1483.35	1537.00	1597.18
	15.98	16.55	17.10	17.72	18.34	19.01	19.72	20.46	21.20	22.03
COMPUTER	35386	36616	37959	39339	40777	42309	43973	45656	47396	
PROGRAMMER 2A	1356.48	1403.60	1455.08	1508.00	1563.10	1621.83	1685.63	1750.15	1816.85	
	18.71	19.36	20.07	20.80	21.56	22.37	23.25	24.14	25.06	
COMPUTER	40985	42373	44162	45845	47680	49533	51519			
PROGRAMMER 2B	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78	1974.90			
	21.67	22.51	23.35	24.24	25.21	26.19	27.24			
COMPUTER	43235	44843	46488	48285	50214	52181	54337			
PROGRAMMER 3	1657.35	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93			
	22.86	23.71	24.58	25.53	26.55	27.59	28.73			
COMPUTER	44843	46488	48285	50214	52181	54337	56626			
PROGRAMMER 4	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93	2170.65			
	23.71	24.58	25.53	26.55	27.59	28.73	29.94			
COMPUTER	48285	50214	52181	54337	56626	59028	61543			
PROGRAMMER 5	1850.93	1924.88	2000.28	2082.93	2170.65	2262.73	2359.15			
	25.53	26.55	27.59	28.73	29.94	31.21	32.54			
CONSULTANT	44843	46488	48285	50214	52181	54337	56626			
SPECIAL EDUCATION	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93	2170.65			
	23.71	24.58	25.53	26.55	27.59	28.73	29.94			

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COOK SERIES

COOK 1	21558	22351	23103	23854	24626	25377	26129	26838	27506	28278
	826.40	856.80	885.60	914.40	944.00	972.80	1001.60	1028.80	1054.40	1084.00
	10.33	10.71	11.07	11.43	11.80	12.16	12.52	12.86	13.18	13.55
	29113	29990								
	1116.00	1149.60								
	13.95	14.37								
COOK 2	28904	29635	30386	31221	32077	32974				
	1108.00	1136.00	1164.80	1196.80	1229.60	1264.00				
	13.85	14.20	14.56	14.96	15.37	15.80				
COOK 3	25586	26504	27402	28299	29217	30115	31033	31784	32598	33475
	980.80	1016.00	1050.40	1084.80	1120.00	1154.40	1189.60	1218.40	1249.60	1283.20
	12.26	12.70	13.13	13.56	14.00	14.43	14.87	15.23	15.62	16.04
	34351	35290								
	1316.80	1352.80								
	16.46	16.91								

CURRICULUM	46488	48285	50214	52181	54337	56626	59028
CONSULTANT	1782.05	1850.93	1924.88	2000.28	2082.93	2170.65	2262.73
	24.58	25.53	26.55	27.59	28.73	29.94	31.21

DUPLICATING EQUIPMENT CONSULTANT SERIES

DUPLICATING	20615	21202	21845	22488	23206	23887
EQUIPMENT	790.25	812.73	837.38	862.03	889.58	915.68
OPERATOR 1	10.90	11.21	11.55	11.89	12.27	12.63
DUPLICATING	23490	24265	25003	25835	26743	27594
EQUIPMENT	900.45	930.18	958.45	990.35	1025.15	1057.78
OPERATOR 2	12.42	12.83	13.22	13.66	14.14	14.59
DUPLICATING	28313	29221	30223	31301	32341	33514
EQUIPMENT	1085.33	1120.13	1158.55	1199.88	1239.75	1284.70
OPERATOR 3	14.97	15.45	15.98	16.55	17.10	17.72
DUPLICATING	30734	31774	32928	34081	35311	36654
EQUIPMENT	1178.13	1218.00	1262.23	1306.45	1353.58	1405.05
OPERATOR 4	16.25	16.80	17.41	18.02	18.67	19.38

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ECONOMIC DEVELOPMENT CONSULTANT SERIES

ECONOMIC DEVELOPMENT CONSULTANT 1	34157	35386	36616	37959	39339	40777	42309
	1309.35	1356.48	1403.60	1455.08	1508.00	1563.10	1621.83
	18.06	18.71	19.36	20.07	20.80	21.56	22.37
ECONOMIC DEVELOPMENT CONSULTANT 2	43235	44843	46488	48285	50214	52181	54337
	1657.35	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93
	22.86	23.71	24.58	25.53	26.55	27.59	28.73
ECONOMIC DEVELOPMENT CONSULTANT 3	46488	48285	50214	52181	54337	56626	59028
	1782.05	1850.93	1924.88	2000.28	2082.93	2170.65	2262.73
	24.58	25.53	26.55	27.59	28.73	29.94	31.21
ECONOMIC DEVELOPMENT CONSULTANT 4	50214	52181	54337	56626	59028	61543	64248
	1924.88	2000.28	2082.93	2170.65	2262.73	2359.15	2462.83
	26.55	27.59	28.73	29.94	31.21	32.54	33.97
EDUCATION ADMINISTRATION CONSULTANT	48285	50214	52181	54337	56626	59028	61543
	1850.93	1924.88	2000.28	2082.93	2170.65	2262.73	2359.15
	25.53	26.55	27.59	28.73	29.94	31.21	32.54

EDUCATIONAL ASSISTANT SERIES

EDUCATIONAL ASSISTANT 1	26176	26970	27878	28786	29750	30734
	1003.40	1033.85	1068.65	1103.45	1140.43	1178.13
	13.84	14.26	14.74	15.22	15.73	16.25
EDUCATIONAL ASSISTANT 2	29221	30223	31301	32341	33514	34687
	1120.13	1158.55	1199.88	1239.75	1284.70	1329.65
	15.45	15.98	16.55	17.10	17.72	18.34
EDUCATIONAL ASSISTANT 3	30734	31774	32928	34081	35311	36654
	1178.13	1218.00	1262.23	1306.45	1353.58	1405.05
	16.25	16.80	17.41	18.02	18.67	19.38
EDUCATIONAL DEVELOPMENT OFFICER	40985	42573	44162	45845	47680	49533
	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78
	21.67	22.51	23.35	24.24	25.21	26.19
EDUCATION CONSULTANT	39339	40985	42573	44162	45845	47680
	1508.00	1571.08	1631.98	1692.88	1757.40	1827.73
	20.80	21.67	22.51	23.35	24.24	25.21

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ENVIRONMENTAL OFFICER SERIES

ENVIRONMENTAL OFFICER 1	28748	29750	30734	31774	32928	34081	35311	36616	37996
	1102.00	1140.43	1178.13	1218.00	1262.23	1306.45	1353.58	1403.60	1456.53
	15.20	15.73	16.25	16.80	17.41	18.02	18.67	19.36	20.09
ENVIRONMENTAL OFFICER 2	32928	34081	35311	36616	37940	39339	40777	42309	43954
	1262.23	1306.45	1353.58	1403.60	1454.35	1508.00	1563.10	1621.83	1684.90
	17.41	18.02	18.67	19.36	20.06	20.80	21.56	22.37	23.24
ENVIRONMENTAL OFFICER 3	37940	39339	40985	42573	44162	45845	47680	49533	51519
	1454.35	1508.00	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78	1974.90
	20.06	20.80	21.67	22.51	23.35	24.24	25.21	26.19	27.24
ENVIRONMENTAL OFFICER 4	39339	40985	42573	44162	45845	47680	49533	51519	53675
	1508.00	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78	1974.90	2057.55
	20.80	21.67	22.51	23.35	24.24	25.21	26.19	27.24	28.38
ENVIRONMENTAL OFFICER 5	43235	44843	46488	48285	50214	52181	54337	56626	59028
	1657.35	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93	2170.65	2262.73
	22.86	23.71	24.58	25.53	26.55	27.59	28.73	29.94	31.21

FINANCIAL OFFICER SERIES

FINANCIAL OFFICER 1	31774	32928	34081	35311	36654	37977	
	1218.00	1262.23	1306.45	1353.58	1405.05	1455.80	
	16.80	17.41	18.02	18.67	19.38	20.08	
FINANCIAL OFFICER 2	32928	34081	35311	36654	37977	39434	
	1262.23	1306.45	1353.58	1405.05	1455.80	1511.63	
	17.41	18.02	18.67	19.38	20.08	20.85	
FINANCIAL OFFICER 3	37315	38620	40058	41552	43103	44786	
	1430.43	1480.45	1535.55	1592.83	1652.28	1716.80	
	19.73	20.42	21.18	21.97	22.79	23.68	
FINANCIAL OFFICER 4	40985	42573	44162	45845	47680	49533	
	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78	
	21.67	22.51	23.35	24.24	25.21	26.19	
FINANCIAL OFFICER 5	42687	44294	46034	47850	49760	51746	54621
	1636.33	1697.95	1764.65	1834.25	1907.48	1983.60	2093.80
	22.57	23.42	24.34	25.30	26.31	27.36	28.88

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GARDENER SERIES

GARDENER 1	25336	26150	27005	27882	28758	29718
	971.20	1002.40	1035.20	1068.80	1102.40	1139.20
	12.14	12.53	12.94	13.36	13.78	14.24
GARDENER 2	26150	27005	27882	28758	29718	30741
	1002.40	1035.20	1068.80	1102.40	1139.20	1178.40
	12.53	12.94	13.36	13.78	14.24	14.73
GARDENER 3	27882	28758	29718	30741	31847	32953
	1068.80	1102.40	1139.20	1178.40	1220.80	1263.20
	13.36	13.78	14.24	14.73	15.26	15.79
GARDENER 4	34664	35979	37273	38650	40132	41635
	1328.80	1379.20	1428.80	1481.60	1538.40	1596.00
	16.61	17.24	17.86	18.52	19.23	19.95

GUIDANCE	39339	40985	42573	44162	45845	47680	49533
OFFICER	1508.00	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78
	20.80	21.67	22.51	23.35	24.24	25.21	26.19

ILLUSTRATOR SERIES

ILLUSTRATOR 1	26176	26970	27878	28786	29750	30734
	1003.40	1033.85	1068.65	1103.45	1140.43	1178.13
	13.84	14.26	14.74	15.22	15.73	16.25
ILLUSTRATOR 2	30734	31774	32928	34081	35311	36654
	1178.13	1218.00	1262.23	1306.45	1353.58	1405.05
	16.25	16.80	17.41	18.02	18.67	19.38
ILLUSTRATOR 3	32928	34081	35311	36654	37977	39434
	1262.23	1306.45	1353.58	1405.05	1455.80	1511.63
	17.41	18.02	18.67	19.38	20.08	20.85

INFORMATION WRITER SERIES

INFORMATION WRITER 1	29221	30223	31301	32341	33514	34687
	1120.13	1158.55	1199.88	1239.75	1284.70	1329.65
	15.45	15.98	16.55	17.10	17.72	18.34
INFORMATION WRITER 2	37315	38620	40058	41552	43103	44786
	1430.43	1480.45	1535.55	1592.83	1652.28	1716.80
	19.73	20.42	21.18	21.97	22.79	23.68

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LIBRARY TECHNICIAN SERIES

LIBRARY TECHNICIAN 1	27556 1056.33 14.57	28256 1083.15 14.94	29013 1112.15 15.34	29807 1142.60 15.76	30658 1175.23 16.21	31585 1210.75 16.70
LIBRARY TECHNICIAN 2	31225 1196.98 16.51	32020 1227.43 16.93	32909 1261.50 17.40	33817 1296.30 17.88	34724 1331.10 18.36	35708 1368.80 18.88
LIBRARY TECHNICIAN 3	32322 1239.03 17.09	33230 1273.83 17.57	34233 1312.25 18.10	35292 1352.85 18.66	36351 1393.45 19.22	37486 1436.95 19.82

MEDIA SPECIALIST SERIES

MEDIA SPECIALIST 1	40985 1571.08 21.67	42573 1631.98 22.51	44162 1692.88 23.35	45845 1757.40 24.24	47680 1827.73 25.21	49533 1898.78 26.19	
MEDIA SPECIALIST 2	43235 1657.35 22.86	44843 1718.98 23.71	46488 1782.05 24.58	48285 1850.93 25.53	50214 1924.88 26.55	52181 2000.28 27.59	54337 2082.93 28.73

MEDIA TECHNICIAN SERIES

MEDIA TECHNICIAN 1	26516 1016.45 14.02	27424 1051.25 14.50	28313 1085.33 14.97	29221 1120.13 15.45	30223 1158.55 15.98	31301 1199.88 16.55
MEDIA TECHNICIAN 2	29221 1120.13 15.45	30223 1158.55 15.98	31301 1199.88 16.55	32341 1239.75 17.10	33514 1284.70 17.72	34687 1329.65 18.34
MEDIA TECHNICIAN 3	31774 1218.00 16.80	32928 1262.23 17.41	34081 1306.45 18.02	35311 1353.58 18.67	36654 1405.05 19.38	37977 1455.80 20.08

NURSE SERIES

NURSE 1	37252 1428.00 17.85	38650 1481.60 18.52	40007 1533.60 19.17	41447 1588.80 19.86	42783 1640.00 20.50	44139 1692.00 21.15
NURSE 2	37774 1448.00 18.10	39151 1500.80 18.76	40508 1552.80 19.41	41906 1606.40 20.08	43409 1664.00 20.80	44974 1724.00 21.55

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NURSE SERIES(Continued)

NURSE 3	40508	41906	43409	44974	46539	48084				
	1552.80	1606.40	1664.00	1724.00	1784.00	1843.20				
	19.41	20.08	20.80	21.55	22.30	23.04				

PLANNING AND PROGRAM ANALYST SERIES

PLANNING AND PROGRAM ANALYST 1	30223	31301	32341	33514	34687	35954	37297	38696	40096	41666
	1158.55	1199.88	1239.75	1284.70	1329.65	1378.23	1429.70	1483.35	1537.00	1597.18
	15.98	16.55	17.10	17.72	18.34	19.01	19.72	20.46	21.20	22.03

PLANNING AND PROGRAM ANALYST 2	39339	40985	42573	44162	45845	47680	49533			
	1508.00	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78			
	20.80	21.67	22.51	23.35	24.24	25.21	26.19			

PLANNING AND PROGRAM ANALYST 3	43235	44843	46488	48285	50214	52181	54337			
	1657.35	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93			
	22.86	23.71	24.58	25.53	26.55	27.59	28.73			

PLANNING AND PROGRAM ANALYST 4	48285	50214	52181	54337	56626	59028	61543			
	1850.93	1924.88	2000.28	2082.93	2170.65	2262.73	2359.15			
	25.53	26.55	27.59	28.73	29.94	31.21	32.54			

PRODUCTION SUPERVISOR	39339	40985	42573	44162	45845	47680	49533			
	1508.00	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78			
	20.80	21.67	22.51	23.35	24.24	25.21	26.19			

PROGRAM COORDINATOR EDUCATION	50214	52181	54337	56626	59028	61543	64248	67009		
	1924.88	2000.28	2082.93	2170.65	2262.73	2359.15	2462.83	2568.68		
	26.55	27.59	28.73	29.94	31.21	32.54	33.97	35.43		

PROGRAM COORDINATOR EXTENSION SERVICES	40985	42573	44162	45845	47680	49533	51519			
	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78	1974.90			
	21.67	22.51	23.35	24.24	25.21	26.19	27.24			

PSYCHOLOGIST SERIES

PSYCHOLOGIST 1	30223	31301	32341	33514	34687	35954	37297	38696	40096	41666
	1158.55	1199.88	1239.75	1284.70	1329.65	1378.23	1429.70	1483.35	1537.00	1597.18
	15.98	16.55	17.10	17.72	18.34	19.01	19.72	20.46	21.20	22.03

PSYCHOLOGIST 2	39339	40985	42573	44162	45845	47680	49533			
	1508.00	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78			
	20.80	21.67	22.51	23.35	24.24	25.21	26.19			

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PSYCHOLOGIST SERIES(Continued)

PSYCHOLOGIST 3	44843	46488	48285	50214	52181	54337	56626
	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93	2170.65
	23.71	24.58	25.53	26.55	27.59	28.73	29.94
PSYCHOLOGIST 4	50214	52181	54337	56626	59028	61543	64248
	1924.88	2000.28	2082.93	2170.65	2262.73	2359.15	2462.83
	26.55	27.59	28.73	29.94	31.21	32.54	33.97

PURCHASING AGENT SERIES

PURCHASING AGENT 1	30223	31301	32341	33514	34687	35954
	1158.55	1199.88	1239.75	1284.70	1329.65	1378.23
	15.98	16.55	17.10	17.72	18.34	19.01
PURCHASING AGENT PIO	34157	35386	36616	37959	39339	40777
	1309.35	1356.48	1403.60	1455.08	1508.00	1563.10
	18.06	18.71	19.36	20.07	20.80	21.56
PURCHASING AGENT 2	37315	38620	40058	41552	43103	44786
	1430.43	1480.45	1535.55	1592.83	1652.28	1716.80
	19.73	20.42	21.18	21.97	22.79	23.68
PURCHASING AGENT 3	40058	41552	43103	44786	46469	48285
	1535.55	1592.83	1652.28	1716.80	1781.33	1850.93
	21.18	21.97	22.79	23.68	24.57	25.53

RECREATION CONSULTANT SERIES

RECREATION CONSULTANT 1	28370	29221	30223	31301	32341	33514
	1087.50	1120.13	1158.55	1199.88	1239.75	1284.70
	15.00	15.45	15.98	16.55	17.10	17.72
RECREATION CONSULTANT 2	34687	35954	37297	38696	40096	41666
	1329.65	1378.23	1429.70	1483.35	1537.00	1597.18
	18.34	19.01	19.72	20.46	21.20	22.03
RECREATION CONSULTANT 3	39339	40777	42309	43973	45656	47396
	1508.00	1563.10	1621.83	1685.63	1750.15	1816.85
	20.80	21.56	22.37	23.25	24.14	25.06
RECREATION CONSULTANT 4	42573	44162	45845	47680	49533	51519
	1631.98	1692.88	1757.40	1827.73	1898.78	1974.90
	22.51	23.35	24.24	25.21	26.19	27.24

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RESEARCH ASSISTANT SERIES

RESEARCH ASSISTANT 1	25703	26516	27424	28313	29221	30223
	985.28	1016.45	1051.25	1085.33	1120.13	1158.55
	13.59	14.02	14.50	14.97	15.45	15.98

RESEARCH ASSISTANT 2	29221	30223	31301	32341	33514	34687
	1120.13	1158.55	1199.88	1239.75	1284.70	1329.65
	15.45	15.98	16.55	17.10	17.72	18.34

RESIDENCE COUNSELLOR	31566	32398	33287	34270	35235	36294
	1210.03	1241.93	1276.00	1313.70	1350.68	1391.28
	16.69	17.13	17.60	18.12	18.63	19.19

SECURITY OFFICER SERIES

SECURITY OFFICER 1	20619	21266	21767	22477	23165	23854	24626	25419	26212
	790.40	815.20	834.40	861.60	888.00	914.40	944.00	974.40	1004.80
	9.88	10.19	10.43	10.77	11.10	11.43	11.80	12.18	12.56

SECURITY OFFICER 2	23520	24250	25023	25837	26671	27548
	901.60	929.60	959.20	990.40	1022.40	1056.00
	11.27	11.62	11.99	12.38	12.78	13.20

SERVICE WORKER SERIES

SERVICE WORKER 1	18282	18866	19409	19951	20515	21057	21600	22164	22769	23374
	700.80	723.20	744.00	764.80	786.40	807.20	828.00	849.60	872.80	896.00
	8.76	9.04	9.30	9.56	9.83	10.09	10.35	10.62	10.91	11.20

	24042	24710
	921.60	947.20
	11.52	11.84

SERVICE WORKER 2	25607	26296	27005	27777	28591	29364
	981.60	1008.00	1035.20	1064.80	1096.00	1125.60
	12.27	12.60	12.94	13.31	13.70	14.07

SERVICE WORKER 3	25565	26212	27026	27861	28737	29614
	980.00	1004.80	1036.00	1068.00	1101.60	1135.20
	12.25	12.56	12.95	13.35	13.77	14.19

SERVICE WORKER 4	25732	26546	27402	28278	29238	30261
	986.40	1017.60	1050.40	1084.00	1120.80	1160.00
	12.33	12.72	13.13	13.55	14.01	14.50

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SENIOR	44843	46488	48285	50214	52181	54337	56626
CONSULTING	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93	2170.65
INSTRUCTOR P & E	23.71	24.58	25.53	26.55	27.59	28.73	29.94

STATISTICAL ANALYST SERIES

STATISTICAL ANALYST 1	34687	35954	37297	38696	40096	41666	
	1329.65	1378.23	1429.70	1483.35	1537.00	1597.18	
	18.34	19.01	19.72	20.46	21.20	22.03	
STATISTICAL ANALYST 2	40985	42573	44162	45845	47680	49533	51519
	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78	1974.90
	21.67	22.51	23.35	24.24	25.21	26.19	27.24
STATISTICAL ANALYST 3	44843	46488	48285	50214	52181	54337	
	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93	
	23.71	24.58	25.53	26.55	27.59	28.73	

STOREKEEPER SERIES

STOREKEEPER 1	24247	24984	25835	26743	27594	28502	
	929.45	957.73	990.35	1025.15	1057.78	1092.58	
	12.82	13.21	13.66	14.14	14.59	15.07	
STOREKEEPER 2	26516	27424	28294	29221	30223	31301	
	1016.45	1051.25	1084.60	1120.13	1158.55	1199.88	
	14.02	14.50	14.96	15.45	15.98	16.55	
STOREKEEPER 3	28294	29221	30223	31301	32322	33514	
	1084.60	1120.13	1158.55	1199.88	1239.03	1284.70	
	14.96	15.45	15.98	16.55	17.09	17.72	
STOREKEEPER 4	30223	31301	32322	33514	34687	35973	
	1158.55	1199.88	1239.03	1284.70	1329.65	1378.95	
	15.98	16.55	17.09	17.72	18.34	19.02	

STORES CLERK SERIES

STORES CLERK 1	21202	21845	22488	23206	23887	24644	
	812.73	837.38	862.03	889.58	915.68	944.68	
	11.21	11.55	11.89	12.27	12.63	13.03	
STORES CLERK 2	23206	23887	24644	25419	26232		
	889.58	915.68	944.68	974.40	1005.58		
	12.27	12.63	13.03	13.44	13.87		

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SYSTEMS ANALYST SERIES

SYSTEMS	30734	31774	32928	34081	35311	36654	
ANALYST 1	1178.13	1218.00	1262.23	1306.45	1353.58	1405.05	
	16.25	16.80	17.41	18.02	18.67	19.38	
SYSTEMS	32928	34081	35311	36654	37977	39434	
ANALYST 2	1262.23	1306.45	1353.58	1405.05	1455.80	1511.63	
	17.41	18.02	18.67	19.38	20.08	20.85	
SYSTEMS	35973	37315	38620	40058	41552	43103	
ANALYST 3	1378.95	1430.43	1480.45	1535.55	1592.83	1652.28	
	19.02	19.73	20.42	21.18	21.97	22.79	

SYSTEMS COORDINATOR SERIES

SYSTEMS	43235	44843	46488	48285	50214	52181	54337
COORDINATOR 1	1657.35	1718.98	1782.05	1850.93	1924.88	2000.28	2082.93
	22.86	23.71	24.58	25.53	26.55	27.59	28.73
SYSTEMS	46488	48285	50214	52181	54337	56626	59028
COORDINATOR 2	1782.05	1850.93	1924.88	2000.28	2082.93	2170.65	2262.73
	24.58	25.53	26.55	27.59	28.73	29.94	31.21
SYSTEMS	50214	52181	54337	56626	59028	61543	64248
COORDINATOR 3	1924.88	2000.28	2082.93	2170.65	2262.73	2359.15	2462.83
	26.55	27.59	28.73	29.94	31.21	32.54	33.97

SWITCHBOARD OPERATOR SERIES

SWITCHBOARD	18989	19518	20029	20615	21202		
OPERATOR 1	727.90	748.20	767.78	790.25	812.73		
	10.04	10.32	10.59	10.90	11.21		
SWITCHBOARD	22488	23036	23622	24284	24909	25627	
OPERATOR 2	862.03	883.05	905.53	930.90	954.83	982.38	
	11.89	12.18	12.49	12.84	13.17	13.55	
SWITCHBOARD	26497	27216	27916	28691	29448	30280	
OPERATOR 3	1015.73	1043.28	1070.10	1099.83	1128.83	1160.73	
	14.01	14.39	14.76	15.17	15.57	16.01	
TRAINING	40985	42573	44162	45845	47680	49533	51519
CONSULTANT	1571.08	1631.98	1692.88	1757.40	1827.73	1898.78	1974.90
	21.67	22.51	23.35	24.24	25.21	26.19	27.24

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WORD PROCESSOR SERIES

WORD	22090	22790					
PROCESSOR 1	846.80	873.63					
	11.68	12.05					
WORD	27235	27954	28729	29485	30299	31150	
PROCESSOR 2	1044.00	1071.55	1101.28	1130.28	1161.45	1194.08	
	14.40	14.78	15.19	15.59	16.02	16.47	
WORD	29750	30545	31415	32322	33230	34233	
PROCESSOR 3	1140.43	1170.88	1204.23	1239.03	1273.83	1312.25	
	15.73	16.15	16.61	17.09	17.57	18.10	
WORD	30545	31415	32322	33230	34233	35292	
PROCESSOR 4	1170.88	1204.23	1239.03	1273.83	1312.25	1352.85	
	16.15	16.61	17.09	17.57	18.10	18.66	
WORD	32322	33230	34233	35292	36351	37486	
PROCESSOR 5	1239.03	1273.83	1312.25	1352.85	1393.45	1436.95	
	17.09	17.57	18.10	18.66	19.22	19.82	
WORD	36010	37126	38280	39547	40833	42176	
PROCESSOR 6	1380.40	1423.18	1467.40	1515.98	1565.28	1616.75	
	19.04	19.63	20.24	20.91	21.59	22.30	

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ACCOUNTING CLERK SERIES

ACCOUNTING	28578	29353	30147	30923	31812	32720
CLERK 1	1095.48	1125.20	1155.65	1185.38	1219.45	1254.25
	15.11	15.52	15.94	16.35	16.82	17.30

ACCOUNTING	32776	33684	34592	35519	36540	37599
CLERK 2	1256.43	1291.23	1326.03	1361.55	1400.70	1441.30
	17.33	17.81	18.29	18.78	19.32	19.88

ADMINISTRATIVE	39926	41609	43216	44824	46526	48399	50271
ANALYST	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05
	21.11	22.00	22.85	23.70	24.60	25.59	26.58

ADMINISTRATIVE OFFICER SERIES

ADMINISTRATIVE	32814	33722	34743	35821	36899	38053
OFFICER	1257.88	1292.68	1331.83	1373.15	1414.48	1458.70
	17.35	17.83	18.37	18.94	19.51	20.12

ADMINISTRATIVE	32247	33419	34592	35840	37202	38545
OFFICER 1	1236.13	1281.08	1326.03	1373.88	1426.08	1477.55
	17.05	17.67	18.29	18.95	19.67	20.38

ADMINISTRATIVE	36521	37883	39207	40663	42176	43746
OFFICER 2	1399.98	1452.18	1502.93	1558.75	1616.75	1676.93
	19.31	20.03	20.73	21.50	22.30	23.13

ADMINISTRATIVE	38526	39926	41382	42952	44635	46337	48115
OFFICER 3	1476.83	1530.48	1586.30	1646.48	1711.00	1776.25	1844.40
	20.37	21.11	21.88	22.71	23.60	24.50	25.44

ADMINISTRATIVE	43878	45524	47188	49004	50971	52957	55151
OFFICER 4	1682.00	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10
	23.20	24.07	24.95	25.91	26.95	28.00	29.16

ADMINISTRATIVE SECRETARY SERIES

ADMINISTRATIVE	21391	21864	22488	23093	23736
SECRETARY 1	819.98	838.10	862.03	885.23	909.88
	11.31	11.56	11.89	12.21	12.55

ADMINISTRATIVE	24190	24738	25381	26005	26762	27443
SECRETARY 2	927.28	948.30	972.95	996.88	1025.88	1051.98
	12.79	13.08	13.42	13.75	14.15	14.51

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ADMINISTRATIVE SECRETARY SERIES(Continued)

ADMINISTRATIVE SECRETARY 3	27651 1059.95 14.62	28370 1087.50 15.00	29164 1117.95 15.42	29920 1146.95 15.82	30753 1178.85 16.26	31623 1212.20 16.72				
ADMINISTRATIVE SECRETARY 4	31036 1189.73 16.41	31831 1220.18 16.83	32663 1252.08 17.27	33476 1283.25 17.70	34441 1320.23 18.21	35311 1353.58 18.67				
ASSISTANT DIRECTOR INFORMATION SERV.	50971 1953.88 26.95	52957 2030.00 28.00	55151 2114.10 29.16	57477 2203.28 30.39	59917 2296.80 31.68	62470 2394.68 33.03				
ASSISTANT GUIDANCE COUNSELLOR	30677 1175.95 16.22	31774 1218.00 16.80	32833 1258.60 17.36	34025 1304.28 17.99	35216 1349.95 18.62	36502 1399.25 19.30	37864 1451.45 20.02	39282 1505.83 20.77	40701 1560.20 21.52	42290 1621.10 22.36
ASSISTANT PRINCIPAL EDUCATION	47188 1808.88 24.95	49004 1878.48 25.91	50971 1953.88 26.95	52957 2030.00 28.00	55151 2114.10 29.16	57477 2203.28 30.39	59917 2296.80 31.68			
BUILDING SERVICE SUPERVISOR	28696 1100.00 13.75	29677 1137.60 14.22	30720 1177.60 14.72	31722 1216.00 15.20	32765 1256.00 15.70	33997 1303.20 16.29				
BUILDING SERVICE WORKER SERIES										
BUILDING SERVICE WORKER 1	20932 802.40 10.03	21579 827.20 10.34	22101 847.20 10.59	22810 874.40 10.93	23520 901.60 11.27	24209 928.00 11.60	25002 958.40 11.98	25795 988.80 12.36	26609 1020.00 12.75	
BUILDING SERVICE WORKER 2	23520 901.60 11.27	24209 928.00 11.60	25002 958.40 11.98	25795 988.80 12.36	26609 1020.00 12.75	27610 1058.40 13.23				
BUILDING SERVICE WORKER 3	24605 943.20 11.79	25398 973.60 12.17	26233 1005.60 12.57	27068 1037.60 12.97	27965 1072.00 13.40	28967 1110.40 13.88				
CHAIRPERSON	47415 1817.58 25.07	49250 1887.90 26.04	51160 1961.13 27.05	53221 2040.15 28.14	55434 2124.98 29.31	57779 2214.88 30.55	60314 2312.03 31.89			

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CLERK SERIES

CLERK 1	19272	19802	20332	20918		
	738.78	759.08	779.38	801.85		
	10.19	10.47	10.75	11.06		
CLERK 2	22828	23377	23982	24644	25287	26005
	875.08	896.10	919.30	944.68	969.33	996.88
	12.07	12.36	12.68	13.03	13.37	13.75
CLERK 3	27727	28426	29202	29977	30809	31774
	1062.85	1089.68	1119.40	1149.13	1181.03	1218.00
	14.66	15.03	15.44	15.85	16.29	16.80
CLERK 4	32512	33325	34214	35103	36048	37032
	1246.28	1277.45	1311.53	1345.60	1381.85	1419.55
	17.19	17.62	18.09	18.56	19.06	19.58
CLERK 5	32814	33722	34743	35821	36899	38053
	1257.88	1292.68	1331.83	1373.15	1414.48	1458.70
	17.35	17.83	18.37	18.94	19.51	20.12

CLERK-TYPIST SERIES

CLERK-TYPIST 1	20710	21258	21731	22355	22979	
	793.88	814.90	833.03	856.95	880.88	
	10.95	11.24	11.49	11.82	12.15	
CLERK-TYPIST 2	22828	23377	23982	24644	25287	26005
	875.08	896.10	919.30	944.68	969.33	996.88
	12.07	12.36	12.68	13.03	13.37	13.75
CLERK-TYPIST 3	26894	27632	28332	29126	29883	30734
	1030.95	1059.23	1086.05	1116.50	1145.50	1178.13
	14.22	14.61	14.98	15.40	15.80	16.25

COMPUTER OPERATOR SERIES

COMPUTER OPERATOR 1	26024	26781	27462	28275	29069	29902
	997.60	1026.60	1052.70	1083.88	1114.33	1146.23
	13.76	14.16	14.52	14.95	15.37	15.81
COMPUTER OPERATOR 2	32001	32852	33741	34743	35727	36786
	1226.70	1259.33	1293.40	1331.83	1369.53	1410.13
	16.92	17.37	17.84	18.37	18.89	19.45

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COMPUTER OPERATOR SERIES(Continued)

COMPUTER OPERATOR 3	32133	33117	34252	35292	36445	37637
	1231.78	1269.48	1312.98	1352.85	1397.08	1442.75
	16.99	17.51	18.11	18.66	19.27	19.90
COMPUTER OPERATOR 4	32247	33419	34592	35840	37202	38545
	1236.13	1281.08	1326.03	1373.88	1426.08	1477.55
	17.05	17.67	18.29	18.95	19.67	20.38

COMPUTER PROGRAMMER SERIES

COMPUTER PROGRAMMER 1	30677	31774	32833	34025	35216	36502	37864	39282	40701	42290
	1175.95	1218.00	1258.60	1304.28	1349.95	1399.25	1451.45	1505.83	1560.20	1621.10
	16.22	16.80	17.36	17.99	18.62	19.30	20.02	20.77	21.52	22.36
COMPUTER PROGRAMMER 2A	35916	37164	38526	39926	41382	42952	44635	46337	48115	
	1376.78	1424.63	1476.83	1530.48	1586.30	1646.48	1711.00	1776.25	1844.40	
	18.99	19.65	20.37	21.11	21.88	22.71	23.60	24.50	25.44	
COMPUTER PROGRAMMER 2B	41609	43216	44824	46526	48399	50271	52295			
	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	2004.63			
	22.00	22.85	23.70	24.60	25.59	26.58	27.65			
COMPUTER PROGRAMMER 3	43878	45524	47188	49004	50971	52957	55151			
	1682.00	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10			
	23.20	24.07	24.95	25.91	26.95	28.00	29.16			
COMPUTER PROGRAMMER 4	45524	47188	49004	50971	52957	55151	57477			
	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10	2203.28			
	24.07	24.95	25.91	26.95	28.00	29.16	30.39			
COMPUTER PROGRAMMER 5	49004	50971	52957	55151	57477	59917	62470			
	1878.48	1953.88	2030.00	2114.10	2203.28	2296.80	2394.68			
	25.91	26.95	28.00	29.16	30.39	31.68	33.03			
CONSULTANT SPECIAL EDUCATION	45524	47188	49004	50971	52957	55151	57477			
	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10	2203.28			
	24.07	24.95	25.91	26.95	28.00	29.16	30.39			

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COOK SERIES

COOK 1	21871	22685	23457	24209	25002	25753	26525	27235	27924	28696
	838.40	869.60	899.20	928.00	958.40	987.20	1016.80	1044.00	1070.40	1100.00
	10.48	10.87	11.24	11.60	11.98	12.34	12.71	13.05	13.38	13.75
	29551	30449								
	1132.80	1167.20								
	14.16	14.59								
COOK 2	29343	30073	30845	31680	32557	33475				
	1124.80	1152.80	1182.40	1214.40	1248.00	1283.20				
	14.06	14.41	14.78	15.18	15.60	16.04				
COOK 3	25962	26901	27819	28717	29656	30574	31492	32264	33078	33976
	995.20	1031.20	1066.40	1100.80	1136.80	1172.00	1207.20	1236.80	1268.00	1302.40
	12.44	12.89	13.33	13.76	14.21	14.65	15.09	15.46	15.85	16.28
	34873	35812								
	1336.80	1372.80								
	16.71	17.16								

CURRICULUM	47188	49004	50971	52957	55151	57477	59917
CONSULTANT	1808.88	1878.48	1953.88	2030.00	2114.10	2203.28	2296.80
	24.95	25.91	26.95	28.00	29.16	30.39	31.68

DUPLICATING EQUIPMENT CONSULTANT SERIES

DUPLICATING	20918	21523	22166	22828	23547	24247
EQUIPMENT	801.85	825.05	849.70	875.08	902.63	929.45
OPERATOR 1	11.06	11.38	11.72	12.07	12.45	12.82
DUPLICATING	23849	24625	25381	26214	27140	28010
EQUIPMENT	914.23	943.95	972.95	1004.85	1040.38	1073.73
OPERATOR 2	12.61	13.02	13.42	13.86	14.35	14.81
DUPLICATING	28729	29656	30677	31774	32833	34025
EQUIPMENT	1101.28	1136.80	1175.95	1218.00	1258.60	1304.28
OPERATOR 3	15.19	15.68	16.22	16.80	17.36	17.99
DUPLICATING	31188	32247	33419	34592	35840	37202
EQUIPMENT	1195.53	1236.13	1281.08	1326.03	1373.88	1426.08
OPERATOR 4	16.49	17.05	17.67	18.29	18.95	19.67

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ECONOMIC DEVELOPMENT CONSULTANT SERIES

ECONOMIC DEVELOPMENT CONSULTANT 1	34668	35916	37164	38526	39926	41382	42952
	1328.93	1376.78	1424.63	1476.83	1530.48	1586.30	1646.48
	18.33	18.99	19.65	20.37	21.11	21.88	22.71
ECONOMIC DEVELOPMENT CONSULTANT 2	43878	45524	47188	49004	50971	52957	55151
	1682.00	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10
	23.20	24.07	24.95	25.91	26.95	28.00	29.16
ECONOMIC DEVELOPMENT CONSULTANT 3	47188	49004	50971	52957	55151	57477	59917
	1808.88	1878.48	1953.88	2030.00	2114.10	2203.28	2296.80
	24.95	25.91	26.95	28.00	29.16	30.39	31.68
ECONOMIC DEVELOPMENT CONSULTANT 4	50971	52957	55151	57477	59917	62470	65212
	1953.88	2030.00	2114.10	2203.28	2296.80	2394.68	2499.80
	26.95	28.00	29.16	30.39	31.68	33.03	34.48

EDUCATION ADMINISTRATION CONSULTANT	49004	50971	52957	55151	57477	59917	62470
	1878.48	1953.88	2030.00	2114.10	2203.28	2296.80	2394.68
	25.91	26.95	28.00	29.16	30.39	31.68	33.03

EDUCATIONAL ASSISTANT SERIES

EDUCATIONAL ASSISTANT 1	26573	27367	28294	29221	30204	31188
	1018.63	1049.08	1084.60	1120.13	1157.83	1195.53
	14.05	14.47	14.96	15.45	15.97	16.49
EDUCATIONAL ASSISTANT 2	29656	30677	31774	32833	34025	35216
	1136.80	1175.95	1218.00	1258.60	1304.28	1349.95
	15.68	16.22	16.80	17.36	17.99	18.62
EDUCATIONAL ASSISTANT 3	31188	32247	33419	34592	35840	37202
	1195.53	1236.13	1281.08	1326.03	1373.88	1426.08
	16.49	17.05	17.67	18.29	18.95	19.67

EDUCATIONAL DEVELOPMENT OFFICER	41609	43216	44824	46526	48399	50271	52295
	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	2004.63
	22.00	22.85	23.70	24.60	25.59	26.58	27.65

EDUCATION CONSULTANT	39926	41609	43216	44824	46526	48399	50271
	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05
	21.11	22.00	22.85	23.70	24.60	25.59	26.58

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ENVIRONMENTAL OFFICER SERIES

ENVIRONMENTAL OFFICER 1	29183	30204	31188	32247	33419	34592	35840	37164	38564
	1118.68	1157.83	1195.53	1236.13	1281.08	1326.03	1373.88	1424.63	1478.28
	15.43	15.97	16.49	17.05	17.67	18.29	18.95	19.65	20.39
ENVIRONMENTAL OFFICER 2	33419	34592	35840	37164	38507	39926	41382	42952	44616
	1281.08	1326.03	1373.88	1424.63	1476.10	1530.48	1586.30	1646.48	1710.28
	17.67	18.29	18.95	19.65	20.36	21.11	21.88	22.71	23.59
ENVIRONMENTAL OFFICER 3	38507	39926	41609	43216	44824	46526	48399	50271	52295
	1476.10	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	2004.63
	20.36	21.11	22.00	22.85	23.70	24.60	25.59	26.58	27.65
ENVIRONMENTAL OFFICER 4	39926	41609	43216	44824	46526	48399	50271	52295	54489
	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	2004.63	2088.73
	21.11	22.00	22.85	23.70	24.60	25.59	26.58	27.65	28.81
ENVIRONMENTAL OFFICER 5	43878	45524	47188	49004	50971	52957	55151	57477	59917
	1682.00	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10	2203.28	2296.80
	23.20	24.07	24.95	25.91	26.95	28.00	29.16	30.39	31.68

FINANCIAL OFFICER SERIES

FINANCIAL OFFICER 1	32247	33419	34592	35840	37202	38545	
	1236.13	1281.08	1326.03	1373.88	1426.08	1477.55	
	17.05	17.67	18.29	18.95	19.67	20.38	
FINANCIAL OFFICER 2	33419	34592	35840	37202	38545	40020	
	1281.08	1326.03	1373.88	1426.08	1477.55	1534.10	
	17.67	18.29	18.95	19.67	20.38	21.16	
FINANCIAL OFFICER 3	37883	39207	40663	42176	43746	45467	
	1452.18	1502.93	1558.75	1616.75	1676.93	1742.90	
	20.03	20.73	21.50	22.30	23.13	24.04	
FINANCIAL OFFICER 4	41609	43216	44824	46526	48399	50271	
	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	
	22.00	22.85	23.70	24.60	25.59	26.58	
FINANCIAL OFFICER 5	43330	44956	46734	48569	50498	52522	55434
	1660.98	1723.33	1791.48	1861.80	1935.75	2013.33	2124.98
	22.91	23.77	24.71	25.68	26.70	27.77	29.31

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GARDENER SERIES

GARDENER 1	25711	26546	27402	28299	29197	30157
	985.60	1017.60	1050.40	1084.80	1119.20	1156.00
	12.32	12.72	13.13	13.56	13.99	14.45
GARDENER 2	26546	27402	28299	29197	30157	31200
	1017.60	1050.40	1084.80	1119.20	1156.00	1196.00
	12.72	13.13	13.56	13.99	14.45	14.95
GARDENER 3	28299	29197	30157	31200	32327	33454
	1084.80	1119.20	1156.00	1196.00	1239.20	1282.40
	13.56	13.99	14.45	14.95	15.49	16.03
GARDENER 4	35186	36522	37837	39235	40737	42261
	1348.80	1400.00	1450.40	1504.00	1561.60	1620.00
	16.86	17.50	18.13	18.80	19.52	20.25

GUIDANCE OFFICER	39926	41609	43216	44824	46526	48399	50271
	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05
	21.11	22.00	22.85	23.70	24.60	25.59	26.58

ILLUSTRATOR SERIES

ILLUSTRATOR 1	26573	27367	28294	29221	30204	31188
	1018.63	1049.08	1084.60	1120.13	1157.83	1195.53
	14.05	14.47	14.96	15.45	15.97	16.49
ILLUSTRATOR 2	31188	32247	33419	34592	35840	37202
	1195.53	1236.13	1281.08	1326.03	1373.88	1426.08
	16.49	17.05	17.67	18.29	18.95	19.67
ILLUSTRATOR 3	33419	34592	35840	37202	38545	40020
	1281.08	1326.03	1373.88	1426.08	1477.55	1534.10
	17.67	18.29	18.95	19.67	20.38	21.16

INFORMATION WRITER SERIES

INFORMATION WRITER 1	29656	30677	31774	32833	34025	35216
	1136.80	1175.95	1218.00	1258.60	1304.28	1349.95
	15.68	16.22	16.80	17.36	17.99	18.62
INFORMATION WRITER 2	37883	39207	40663	42176	43746	45467
	1452.18	1502.93	1558.75	1616.75	1676.93	1742.90
	20.03	20.73	21.50	22.30	23.13	24.04

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INSTRUCTOR SERIES

INSTRUCTOR	33495	34668	35916	37164	38526	39926	41382	42952	44635	46337
(New Classification	1283.98	1328.93	1376.78	1424.63	1476.83	1530.48	1586.30	1646.48	1711.00	1776.25
Commencing Jan. 4, 1999)	17.71	18.33	18.99	19.65	20.37	21.11	21.88	22.71	23.60	24.50
	48115	49987	51973	54016						
	1844.40	1916.18	1992.30	2070.60						
	25.44	26.43	27.48	28.56						
INSTRUCTOR A	31774	32833	34025							
(Until Jan. 3, 1999)	1218.00	1258.60	1304.28							
	16.80	17.36	17.99							
INSTRUCTOR ABE	33495	34668	35916	37164	38526	39926	41382	42952	44635	46337
(Until Jan. 3, 1999)	1283.98	1328.93	1376.78	1424.63	1476.83	1530.48	1586.30	1646.48	1711.00	1776.25
	17.71	18.33	18.99	19.65	20.37	21.11	21.88	22.71	23.60	24.50
	48115									
	1844.40									
	25.44									
INSTRUCTOR B	35916	37164	38526	39926	41382	42952	44635	46337	48115	
(Until Jan. 3, 1999)	1376.78	1424.63	1476.83	1530.48	1586.30	1646.48	1711.00	1776.25	1844.40	
	18.99	19.65	20.37	21.11	21.88	22.71	23.60	24.50	25.44	
INSTRUCTOR C	35916	37164	38526	39926	41382	42952	44635	46337	48115	49987
(Until Jan. 3, 1999)	1376.78	1424.63	1476.83	1530.48	1586.30	1646.48	1711.00	1776.25	1844.40	1916.18
	18.99	19.65	20.37	21.11	21.88	22.71	23.60	24.50	25.44	26.43
	51973									
	1992.30									
	27.48									

LIBRARIAN SERIES

LIBRARIAN 1	30677	31774	32833	34025	35216	36502				
	1175.95	1218.00	1258.60	1304.28	1349.95	1399.25				
	16.22	16.80	17.36	17.99	18.62	19.30				
LIBRARIAN 2	34025	35216	36502	37864	39282	40701	42290			
	1304.28	1349.95	1399.25	1451.45	1505.83	1560.20	1621.10			
	17.99	18.62	19.30	20.02	20.77	21.52	22.36			
LIBRARIAN 3	37864	39282	40701	42290	44351	46413				
	1451.45	1505.83	1560.20	1621.10	1700.13	1779.15				
	20.02	20.77	21.52	22.36	23.45	24.54				

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LIBRARIAN SERIES(Continued)

LIBRARIAN 4	39926	41609	43216	44824	46526	48399	50271
	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05
	21.11	22.00	22.85	23.70	24.60	25.59	26.58

LIBRARY DIRECTOR 1	45524	47188	49004	50971	52957	55151	
	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10	
	24.07	24.95	25.91	26.95	28.00	29.16	

LIBRARY TECHNICIAN SERIES

LIBRARY TECHNICIAN 1	27972	28672	29448	30261	31112	32058	
	1072.28	1099.10	1128.83	1160.00	1192.63	1228.88	
	14.79	15.16	15.57	16.00	16.45	16.95	

LIBRARY TECHNICIAN 2	31698	32493	33400	34327	35254	36237	
	1215.10	1245.55	1280.35	1315.88	1351.40	1389.10	
	16.76	17.18	17.66	18.15	18.64	19.16	

LIBRARY TECHNICIAN 3	32814	33722	34743	35821	36899	38053	
	1257.88	1292.68	1331.83	1373.15	1414.48	1458.70	
	17.35	17.83	18.37	18.94	19.51	20.12	

MEDIA SPECIALIST SERIES

MEDIA SPECIALIST 1	41609	43216	44824	46526	48399	50271	
	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	
	22.00	22.85	23.70	24.60	25.59	26.58	

MEDIA SPECIALIST 2	43878	45524	47188	49004	50971	52957	55151
	1682.00	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10
	23.20	24.07	24.95	25.91	26.95	28.00	29.16

MEDIA TECHNICIAN SERIES

MEDIA TECHNICIAN 1	26913	27840	28729	29656	30677	31774	
	1031.68	1067.20	1101.28	1136.80	1175.95	1218.00	
	14.23	14.72	15.19	15.68	16.22	16.80	

MEDIA TECHNICIAN 2	29656	30677	31774	32833	34025	35216	
	1136.80	1175.95	1218.00	1258.60	1304.28	1349.95	
	15.68	16.22	16.80	17.36	17.99	18.62	

MEDIA TECHNICIAN 3	32247	33419	34592	35840	37202	38545	
	1236.13	1281.08	1326.03	1373.88	1426.08	1477.55	
	17.05	17.67	18.29	18.95	19.67	20.38	

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NURSE SERIES

NURSE 1	37816	39235	40612	42073	43430	44807				
	1449.60	1504.00	1556.80	1612.80	1664.80	1717.60				
	18.12	18.80	19.46	20.16	20.81	21.47				
NURSE 2	38337	39736	41113	42532	44056	45642				
	1469.60	1523.20	1576.00	1630.40	1688.80	1749.60				
	18.37	19.04	19.70	20.38	21.11	21.87				
NURSE 3	41113	42532	44056	45642	47228	48814				
	1576.00	1630.40	1688.80	1749.60	1810.40	1871.20				
	19.70	20.38	21.11	21.87	22.63	23.39				

PLANNING AND PROGRAM ANALYST SERIES

PLANNING AND PROGRAM ANALYST 1	30677	31774	32833	34025	35216	36502	37864	39282	40701	42290
	1175.95	1218.00	1258.60	1304.28	1349.95	1399.25	1451.45	1505.83	1560.20	1621.10
	16.22	16.80	17.36	17.99	18.62	19.30	20.02	20.77	21.52	22.36
PLANNING AND PROGRAM ANALYST 2	39926	41609	43216	44824	46526	48399	50271			
	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05			
	21.11	22.00	22.85	23.70	24.60	25.59	26.58			
PLANNING AND PROGRAM ANALYST 3	43878	45524	47188	49004	50971	52957	55151			
	1682.00	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10			
	23.20	24.07	24.95	25.91	26.95	28.00	29.16			
PLANNING AND PROGRAM ANALYST 4	49004	50971	52957	55151	57477	59917	62470			
	1878.48	1953.88	2030.00	2114.10	2203.28	2296.80	2394.68			
	25.91	26.95	28.00	29.16	30.39	31.68	33.03			
PRODUCTION SUPERVISOR	39926	41609	43216	44824	46526	48399	50271			
	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05			
	21.11	22.00	22.85	23.70	24.60	25.59	26.58			
PROGRAM COORDINATOR EDUCATION	50971	52957	55151	57477	59917	62470	65212	68011		
	1953.88	2030.00	2114.10	2203.28	2296.80	2394.68	2499.80	2607.10		
	26.95	28.00	29.16	30.39	31.68	33.03	34.48	35.96		
PROGRAM COORDINATOR EXTENSION SERVICES	41609	43216	44824	46526	48399	50271	52295			
	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	2004.63			
	22.00	22.85	23.70	24.60	25.59	26.58	27.65			

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PSYCHOLOGIST SERIES

PSYCHOLOGIST 1	30677	31774	32833	34025	35216	36502	37864	39282	40701	42290
	1175.95	1218.00	1258.60	1304.28	1349.95	1399.25	1451.45	1505.83	1560.20	1621.10
	16.22	16.80	17.36	17.99	18.62	19.30	20.02	20.77	21.52	22.36
PSYCHOLOGIST 2	39926	41609	43216	44824	46526	48399	50271			
	1530.48	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05			
	21.11	22.00	22.85	23.70	24.60	25.59	26.58			
PSYCHOLOGIST 3	45524	47188	49004	50971	52957	55151	57477			
	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10	2203.28			
	24.07	24.95	25.91	26.95	28.00	29.16	30.39			
PSYCHOLOGIST 4	50971	52957	55151	57477	59917	62470	65212	68011		
	1953.88	2030.00	2114.10	2203.28	2296.80	2394.68	2499.80	2607.10		
	26.95	28.00	29.16	30.39	31.68	33.03	34.48	35.96		

PURCHASING AGENT SERIES

PURCHASING AGENT 1	30677	31774	32833	34025	35216	36502				
	1175.95	1218.00	1258.60	1304.28	1349.95	1399.25				
	16.22	16.80	17.36	17.99	18.62	19.30				
PURCHASING AGENT PIO	34668	35916	37164	38526	39926	41382				
	1328.93	1376.78	1424.63	1476.83	1530.48	1586.30				
	18.33	18.99	19.65	20.37	21.11	21.88				
PURCHASING AGENT 2	37883	39207	40663	42176	43746	45467				
	1452.18	1502.93	1558.75	1616.75	1676.93	1742.90				
	20.03	20.73	21.50	22.30	23.13	24.04				
PURCHASING AGENT 3	40663	42176	43746	45467	47169	49004				
	1558.75	1616.75	1676.93	1742.90	1808.15	1878.48				
	21.50	22.30	23.13	24.04	24.94	25.91				

RECREATION CONSULTANT SERIES

RECREATION CONSULTANT 1	28805	29656	30677	31774	32833	34025				
	1104.18	1136.80	1175.95	1218.00	1258.60	1304.28				
	15.23	15.68	16.22	16.80	17.36	17.99				
RECREATION CONSULTANT 2	35216	36502	37864	39282	40701	42290				
	1349.95	1399.25	1451.45	1505.83	1560.20	1621.10				
	18.62	19.30	20.02	20.77	21.52	22.36				

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RECREATION CONSULTANT SERIES(Continued)

RECREATION CONSULTANT 3	39926 1530.48 21.11	41382 1586.30 21.88	42952 1646.48 22.71	44635 1711.00 23.60	46337 1776.25 24.50	48115 1844.40 25.44
RECREATION CONSULTANT 4	43216 1656.63 22.85	44824 1718.25 23.70	46526 1783.50 24.60	48399 1855.28 25.59	50271 1927.05 26.58	52295 2004.63 27.65

RESEARCH ASSISTANT SERIES

RESEARCH ASSISTANT 1	26081 999.78 13.79	26913 1031.68 14.23	27840 1067.20 14.72	28729 1101.28 15.19	29656 1136.80 15.68	30677 1175.95 16.22
RESEARCH ASSISTANT 2	29656 1136.80 15.68	30677 1175.95 16.22	31774 1218.00 16.80	32833 1258.60 17.36	34025 1304.28 17.99	35216 1349.95 18.62

RESIDENCE COUNSELLOR	32039 1228.15 16.94	32890 1260.78 17.39	33779 1294.85 17.86	34781 1333.28 18.39	35765 1370.98 18.91	36843 1412.30 19.48
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SECURITY OFFICER SERIES

SECURITY OFFICER 1	20932 802.40 10.03	21579 827.20 10.34	22101 847.20 10.59	22810 874.40 10.93	23520 901.60 11.27	24209 928.00 11.60	25002 958.40 11.98	25795 988.80 12.36	26609 1020.00 12.75
SECURITY OFFICER 2	23875 915.20 11.44	24605 943.20 11.79	25398 973.60 12.17	26233 1005.60 12.57	27068 1037.60 12.97	27965 1072.00 13.40			

SERVICE WORKER SERIES

SERVICE WORKER 1	18553 711.20 8.89	19158 734.40 9.18	19701 755.20 9.44	20244 776.00 9.70	20828 798.40 9.98	21370 819.20 10.24	21934 840.80 10.51	22497 862.40 10.78	23103 885.60 11.07	23729 909.60 11.37
	24397 935.20 11.69	25085 961.60 12.02								
SERVICE WORKER 2	25983 996.00 12.45	26692 1023.20 12.79	27402 1050.40 13.13	28195 1080.80 13.51	29030 1112.80 13.91	29802 1142.40 14.28				

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SERVICE WORKER SERIES(Continued)

SERVICE	25941	26609	27423	28278	29176	30052
WORKER 3	994.40	1020.00	1051.20	1084.00	1118.40	1152.00
	12.43	12.75	13.14	13.55	13.98	14.40

SERVICE	26108	26943	27819	28696	29677	30720
WORKER 4	1000.80	1032.80	1066.40	1100.00	1137.60	1177.60
	12.51	12.91	13.33	13.75	14.22	14.72

SENIOR	45524	47188	49004	50971	52957	55151	57477
CONSULTING	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10	2203.28
INSTRUCTOR P & E	24.07	24.95	25.91	26.95	28.00	29.16	30.39

STATISTICAL ANALYST SERIES

STATISTICAL	35216	36502	37864	39282	40701	42290
ANALYST 1	1349.95	1399.25	1451.45	1505.83	1560.20	1621.10
	18.62	19.30	20.02	20.77	21.52	22.36

STATISTICAL	41609	43216	44824	46526	48399	50271	52295
ANALYST 2	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	2004.63
	22.00	22.85	23.70	24.60	25.59	26.58	27.65

STATISTICAL	45524	47188	49004	50971	52957	55151
ANALYST 3	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10
	24.07	24.95	25.91	26.95	28.00	29.16

STOREKEEPER SERIES

STOREKEEPER 1	24606	25362	26214	27140	28010	28937
	943.23	972.23	1004.85	1040.38	1073.73	1109.25
	13.01	13.41	13.86	14.35	14.81	15.30

STOREKEEPER 2	26913	27840	28710	29656	30677	31774
	1031.68	1067.20	1100.55	1136.80	1175.95	1218.00
	14.23	14.72	15.18	15.68	16.22	16.80

STOREKEEPER 3	28710	29656	30677	31774	32814	34025
	1100.55	1136.80	1175.95	1218.00	1257.88	1304.28
	15.18	15.68	16.22	16.80	17.35	17.99

STOREKEEPER 4	30677	31774	32814	34025	35216	36521
	1175.95	1218.00	1257.88	1304.28	1349.95	1399.98
	16.22	16.80	17.35	17.99	18.62	19.31

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STORES CLERK SERIES

STORES	21523	22166	22828	23547	24247	25022
CLERK 1	825.05	849.70	875.08	902.63	929.45	959.18
	11.38	11.72	12.07	12.45	12.82	13.23
STORES	23547	24247	25022	25797	26630	
CLERK 2	902.63	929.45	959.18	988.90	1020.80	
	12.45	12.82	13.23	13.64	14.08	

SYSTEMS ANALYST SERIES

SYSTEMS	31188	32247	33419	34592	35840	37202
ANALYST 1	1195.53	1236.13	1281.08	1326.03	1373.88	1426.08
	16.49	17.05	17.67	18.29	18.95	19.67
SYSTEMS	33419	34592	35840	37202	38545	40020
ANALYST 2	1281.08	1326.03	1373.88	1426.08	1477.55	1534.10
	17.67	18.29	18.95	19.67	20.38	21.16
SYSTEMS	36521	37883	39207	40663	42176	43746
ANALYST 3	1399.98	1452.18	1502.93	1558.75	1616.75	1676.93
	19.31	20.03	20.73	21.50	22.30	23.13

SYSTEMS COORDINATOR SERIES

SYSTEMS	43878	45524	47188	49004	50971	52957	55151	
COORDINATOR 1	1682.00	1745.08	1808.88	1878.48	1953.88	2030.00	2114.10	
	23.20	24.07	24.95	25.91	26.95	28.00	29.16	
SYSTEMS	47188	49004	50971	52957	55151	57477	59917	
COORDINATOR 2	1808.88	1878.48	1953.88	2030.00	2114.10	2203.28	2296.80	
	24.95	25.91	26.95	28.00	29.16	30.39	31.68	
SYSTEMS	50971	52957	55151	57477	59917	62470	65212	68011
COORDINATOR 3	1953.88	2030.00	2114.10	2203.28	2296.80	2394.68	2499.80	2607.10
	26.95	28.00	29.16	30.39	31.68	33.03	34.48	35.96

SWITCHBOARD OPERATOR SERIES

SWITCHBOARD	19272	19802	20332	20918	21523	
OPERATOR 1	738.78	759.08	779.38	801.85	825.05	
	10.19	10.47	10.75	11.06	11.38	
SWITCHBOARD	22828	23377	23982	24644	25287	26005
OPERATOR 2	875.08	896.10	919.30	944.68	969.33	996.88
	12.07	12.36	12.68	13.03	13.37	13.75

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SWITCHBOARD OPERATOR SERIES(Continued)

SWITCHBOARD	26894	27632	28332	29126	29883	30734	
OPERATOR 3	1030.95	1059.23	1086.05	1116.50	1145.50	1178.13	
	14.22	14.61	14.98	15.40	15.80	16.25	
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TRAINING	41609	43216	44824	46526	48399	50271	52295
CONSULTANT	1595.00	1656.63	1718.25	1783.50	1855.28	1927.05	2004.63
	22.00	22.85	23.70	24.60	25.59	26.58	27.65

WORD PROCESSOR SERIES

WORD	22431	23131					
PROCESSOR 1	859.85	886.68					
	11.86	12.23					
WORD	27651	28370	29164	29920	30753	31623	
PROCESSOR 2	1059.95	1087.50	1117.95	1146.95	1178.85	1212.20	
	14.62	15.00	15.42	15.82	16.26	16.72	
WORD	30204	30999	31887	32814	33722	34743	
PROCESSOR 3	1157.83	1188.28	1222.35	1257.88	1292.68	1331.83	
	15.97	16.39	16.86	17.35	17.83	18.37	
WORD	30999	31887	32814	33722	34743	35821	
PROCESSOR 4	1188.28	1222.35	1257.88	1292.68	1331.83	1373.15	
	16.39	16.86	17.35	17.83	18.37	18.94	
WORD	32814	33722	34743	35821	36899	38053	
PROCESSOR 5	1257.88	1292.68	1331.83	1373.15	1414.48	1458.70	
	17.35	17.83	18.37	18.94	19.51	20.12	
WORD	36559	37675	38847	40134	41439	42800	
PROCESSOR 6	1401.43	1444.20	1489.15	1538.45	1588.48	1640.68	
	19.33	19.92	20.54	21.22	21.91	22.63	

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ACCOUNTING CLERK SERIES

ACCOUNTING	29145	29939	30753	31547	32455	33382
CLERK 1	1117.23	1147.68	1178.85	1209.30	1244.10	1279.63
	15.41	15.83	16.26	16.68	17.16	17.65
ACCOUNTING	33438	34365	35292	36237	37278	38356
CLERK 2	1281.80	1317.33	1352.85	1389.10	1428.98	1470.30
	17.68	18.17	18.66	19.16	19.71	20.28

ADMINISTRATIVE	40720	42441	44086	45713	47453	49363	51273
ANALYST	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48
	21.53	22.44	23.31	24.17	25.09	26.10	27.11

ADMINISTRATIVE OFFICER SERIES

ADMINISTRATIVE	33476	34403	35443	36540	37637	38810
OFFICER	1283.25	1318.78	1358.65	1400.70	1442.75	1487.70
	17.70	18.19	18.74	19.32	19.90	20.52

ADMINISTRATIVE	32890	34081	35292	36559	37940	39320
OFFICER 1	1260.78	1306.45	1352.85	1401.43	1454.35	1507.28
	17.39	18.02	18.66	19.33	20.06	20.79

ADMINISTRATIVE	37259	38639	39982	41476	43027	44616
OFFICER 2	1428.25	1481.18	1532.65	1589.93	1649.38	1710.28
	19.70	20.43	21.14	21.93	22.75	23.59

ADMINISTRATIVE	39301	40720	42214	43803	45524	47264	49079
OFFICER 3	1506.55	1560.93	1618.20	1679.10	1745.08	1811.78	1881.38
	20.78	21.53	22.32	23.16	24.07	24.99	25.95

ADMINISTRATIVE	44748	46432	48134	49987	51992	54016	56247
OFFICER 4	1715.35	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15
	23.66	24.55	25.45	26.43	27.49	28.56	29.74

ADMINISTRATIVE SECRETARY SERIES

ADMINISTRATIVE	21826	22299	22942	23547	24209
SECRETARY 1	836.65	854.78	879.43	902.63	928.00
	11.54	11.79	12.13	12.45	12.80

ADMINISTRATIVE	24682	25230	25892	26535	27292	27991
SECRETARY 2	946.13	967.15	992.53	1017.18	1046.18	1073.00
	13.05	13.34	13.69	14.03	14.43	14.80

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ADMINISTRATIVE SECRETARY SERIES(Continued)

ADMINISTRATIVE SECRETARY 3	28199 1080.98 14.91	28937 1109.25 15.30	29750 1140.43 15.73	30526 1170.15 16.14	31377 1202.78 16.59	32247 1236.13 17.05				
ADMINISTRATIVE SECRETARY 4	31660 1213.65 16.74	32474 1244.83 17.17	33325 1277.45 17.62	34138 1308.63 18.05	35122 1346.33 18.57	36010 1380.40 19.04				
ASSISTANT DIRECTOR INFORMATION SERV.	51992 1993.03 27.49	54016 2070.60 28.56	56247 2156.15 29.74	58631 2247.50 31.00	61108 2342.48 32.31	63718 2442.53 33.69				
ASSISTANT GUIDANCE COUNSELLOR	31282 1199.15 16.54	32417 1242.65 17.14	33495 1283.98 17.71	34705 1330.38 18.35	35916 1376.78 18.99	37240 1427.53 19.69	38620 1480.45 20.42	40077 1536.28 21.19	41514 1591.38 21.95	43141 1653.73 22.81
ASSISTANT PRINCIPAL EDUCATION	48134 1845.13 25.45	49987 1916.18 26.43	51992 1993.03 27.49	54016 2070.60 28.56	56247 2156.15 29.74	58631 2247.50 31.00	61108 2342.48 32.31			
BUILDING SERVICE SUPERVISOR	29280 1122.40 14.03	30261 1160.00 14.50	31325 1200.80 15.01	32348 1240.00 15.50	33412 1280.80 16.01	34685 1329.60 16.62				
BUILDING SERVICE WORKER SERIES										
BUILDING SERVICE WORKER 1	21350 818.40 10.23	22017 844.00 10.55	22539 864.00 10.80	23270 892.00 11.15	24000 920.00 11.50	24689 946.40 11.83	25503 977.60 12.22	26317 1008.80 12.61	27151 1040.80 13.01	
BUILDING SERVICE WORKER 2	24000 920.00 11.50	24689 946.40 11.83	25503 977.60 12.22	26317 1008.80 12.61	27151 1040.80 13.01	28153 1079.20 13.49				
BUILDING SERVICE WORKER 3	25106 962.40 12.03	25899 992.80 12.41	26755 1025.60 12.82	27610 1058.40 13.23	28529 1093.60 13.67	29551 1132.80 14.16				
CHAIRPERSON	48361 1853.83 25.57	50233 1925.60 26.56	52181 2000.28 27.59	54281 2080.75 28.70	56550 2167.75 29.90	58933 2259.10 31.16	61524 2358.43 32.53			

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CLERK SERIES

CLERK 1	19651	20199	20748	21334		
	753.28	774.30	795.33	817.80		
	10.39	10.68	10.97	11.28		
CLERK 2	23282	23849	24455	25135	25797	26535
	892.48	914.23	937.43	963.53	988.90	1017.18
	12.31	12.61	12.93	13.29	13.64	14.03
CLERK 3	28275	28994	29788	30582	31434	32417
	1083.88	1111.43	1141.88	1172.33	1204.95	1242.65
	14.95	15.33	15.75	16.17	16.62	17.14
CLERK 4	33155	33987	34895	35802	36767	37769
	1270.93	1302.83	1337.63	1372.43	1409.40	1447.83
	17.53	17.97	18.45	18.93	19.44	19.97
CLERK 5	33476	34403	35443	36540	37637	38810
	1283.25	1318.78	1358.65	1400.70	1442.75	1487.70
	17.70	18.19	18.74	19.32	19.90	20.52

CLERK-TYPIST SERIES

CLERK-TYPIST 1	21126	21674	22166	22809	23433	
	809.83	830.85	849.70	874.35	898.28	
	11.17	11.46	11.72	12.06	12.39	
CLERK-TYPIST 2	23282	23849	24455	25135	25797	26535
	892.48	914.23	937.43	963.53	988.90	1017.18
	12.31	12.61	12.93	13.29	13.64	14.03
CLERK-TYPIST 3	27424	28180	28899	29712	30488	31358
	1051.25	1080.25	1107.80	1138.98	1168.70	1202.05
	14.50	14.90	15.28	15.71	16.12	16.58

COMPUTER OPERATOR SERIES

COMPUTER OPERATOR 1	26554	27310	28010	28842	29656	30507
	1017.90	1046.90	1073.73	1105.63	1136.80	1169.43
	14.04	14.44	14.81	15.25	15.68	16.13
COMPUTER OPERATOR 2	32644	33514	34422	35443	36445	37524
	1251.35	1284.70	1319.50	1358.65	1397.08	1438.40
	17.26	17.72	18.20	18.74	19.27	19.84

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COMPUTER OPERATOR SERIES(Continued)

COMPUTER	32776	33779	34932	35992	37183	38394			
OPERATOR 3	1256.43	1294.85	1339.08	1379.68	1425.35	1471.75			
	17.33	17.86	18.47	19.03	19.66	20.30			
COMPUTER	32890	34081	35292	36559	37940	39320			
OPERATOR 4	1260.78	1306.45	1352.85	1401.43	1454.35	1507.28			
	17.39	18.02	18.66	19.33	20.06	20.79			

COMPUTER PROGRAMMER SERIES

COMPUTER	31282	32417	33495	34705	35916	37240	38620	40077	41514	43141
PROGRAMMER 1	1199.15	1242.65	1283.98	1330.38	1376.78	1427.53	1480.45	1536.28	1591.38	1653.73
	16.54	17.14	17.71	18.35	18.99	19.69	20.42	21.19	21.95	22.81
COMPUTER	36635	37902	39301	40720	42214	43803	45524	47264	49079	
PROGRAMMER 2A	1404.33	1452.90	1506.55	1560.93	1618.20	1679.10	1745.08	1811.78	1881.38	
	19.37	20.04	20.78	21.53	22.32	23.16	24.07	24.99	25.95	
COMPUTER	42441	44086	45713	47453	49363	51273	53335			
PROGRAMMER 2B	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	2044.50			
	22.44	23.31	24.17	25.09	26.10	27.11	28.20			
COMPUTER	44748	46432	48134	49987	51992	54016	56247			
PROGRAMMER 3	1715.35	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15			
	23.66	24.55	25.45	26.43	27.49	28.56	29.74			
COMPUTER	46432	48134	49987	51992	54016	56247	58631			
PROGRAMMER 4	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15	2247.50			
	24.55	25.45	26.43	27.49	28.56	29.74	31.00			
COMPUTER	49987	51992	54016	56247	58631	61108	63718			
PROGRAMMER 5	1916.18	1993.03	2070.60	2156.15	2247.50	2342.48	2442.53			
	26.43	27.49	28.56	29.74	31.00	32.31	33.69			
CONSULTANT	46432	48134	49987	51992	54016	56247	58631			
SPECIAL EDUCATION	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15	2247.50			
	24.55	25.45	26.43	27.49	28.56	29.74	31.00			

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COOK SERIES

COOK 1	22310	23144	23917	24689	25503	26275	27047	27777	28487	29280
	855.20	887.20	916.80	946.40	977.60	1007.20	1036.80	1064.80	1092.00	1122.40
	10.69	11.09	11.46	11.83	12.22	12.59	12.96	13.31	13.65	14.03
	30136	31054								
	1155.20	1190.40								
	14.44	14.88								
COOK 2	29927	30678	31471	32306	33204	34143				
	1147.20	1176.00	1206.40	1238.40	1272.80	1308.80				
	14.34	14.70	15.08	15.48	15.91	16.36				
COOK 3	26484	27444	28383	29301	30240	31179	32118	32911	33746	34664
	1015.20	1052.00	1088.00	1123.20	1159.20	1195.20	1231.20	1261.60	1293.60	1328.80
	12.69	13.15	13.60	14.04	14.49	14.94	15.39	15.77	16.17	16.61
	35562	36522								
	1363.20	1400.00								
	17.04	17.50								
CURRICULUM	48134	49987	51992	54016	56247	58631	61108			
CONSULTANT	1845.13	1916.18	1993.03	2070.60	2156.15	2247.50	2342.48			
	25.45	26.43	27.49	28.56	29.74	31.00	32.31			

DUPLICATING EQUIPMENT CONSULTANT SERIES

DUPLICATING	21334	21958	22601	23282	24020	24738				
EQUIPMENT	817.80	841.73	866.38	892.48	920.75	948.30				
OPERATOR 1	11.28	11.61	11.95	12.31	12.70	13.08				
DUPLICATING	24322	25117	25892	26743	27689	28578				
EQUIPMENT	932.35	962.80	992.53	1025.15	1061.40	1095.48				
OPERATOR 2	12.86	13.28	13.69	14.14	14.64	15.11				
DUPLICATING	29296	30242	31282	32417	33495	34705				
EQUIPMENT	1123.03	1159.28	1199.15	1242.65	1283.98	1330.38				
OPERATOR 3	15.49	15.99	16.54	17.14	17.71	18.35				
DUPLICATING	31812	32890	34081	35292	36559	37940				
EQUIPMENT	1219.45	1260.78	1306.45	1352.85	1401.43	1454.35				
OPERATOR 4	16.82	17.39	18.02	18.66	19.33	20.06				

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ECONOMIC DEVELOPMENT CONSULTANT SERIES

ECONOMIC DEVELOPMENT CONSULTANT 1	35367	36635	37902	39301	40720	42214	43803
	1355.75	1404.33	1452.90	1506.55	1560.93	1618.20	1679.10
	18.70	19.37	20.04	20.78	21.53	22.32	23.16
ECONOMIC DEVELOPMENT CONSULTANT 2	44748	46432	48134	49987	51992	54016	56247
	1715.35	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15
	23.66	24.55	25.45	26.43	27.49	28.56	29.74
ECONOMIC DEVELOPMENT CONSULTANT 3	48134	49987	51992	54016	56247	58631	61108
	1845.13	1916.18	1993.03	2070.60	2156.15	2247.50	2342.48
	25.45	26.43	27.49	28.56	29.74	31.00	32.31
ECONOMIC DEVELOPMENT CONSULTANT 4	51992	54016	56247	58631	61108	63718	66517
	1993.03	2070.60	2156.15	2247.50	2342.48	2442.53	2549.83
	27.49	28.56	29.74	31.00	32.31	33.69	35.17

EDUCATION ADMINISTRATION CONSULTANT	49987	51992	54016	56247	58631	61108	63718
	1916.18	1993.03	2070.60	2156.15	2247.50	2342.48	2442.53
	26.43	27.49	28.56	29.74	31.00	32.31	33.69

EDUCATIONAL ASSISTANT SERIES

EDUCATIONAL ASSISTANT 1	27102	27916	28861	29807	30809	31812
	1038.93	1070.10	1106.35	1142.60	1181.03	1219.45
	14.33	14.76	15.26	15.76	16.29	16.82
EDUCATIONAL ASSISTANT 2	30242	31282	32417	33495	34705	35916
	1159.28	1199.15	1242.65	1283.98	1330.38	1376.78
	15.99	16.54	17.14	17.71	18.35	18.99
EDUCATIONAL ASSISTANT 3	31812	32890	34081	35292	36559	37940
	1219.45	1260.78	1306.45	1352.85	1401.43	1454.35
	16.82	17.39	18.02	18.66	19.33	20.06

EDUCATIONAL DEVELOPMENT OFFICER	42441	44086	45713	47453	49363	51273	53335
	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	2044.50
	22.44	23.31	24.17	25.09	26.10	27.11	28.20

EDUCATION CONSULTANT	40720	42441	44086	45713	47453	49363	51273
	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48
	21.53	22.44	23.31	24.17	25.09	26.10	27.11

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ENVIRONMENTAL OFFICER SERIES

ENVIRONMENTAL OFFICER 1	29769	30809	31812	32890	34081	35292	36559	37902	39339
	1141.15	1181.03	1219.45	1260.78	1306.45	1352.85	1401.43	1452.90	1508.00
	15.74	16.29	16.82	17.39	18.02	18.66	19.33	20.04	20.80
ENVIRONMENTAL OFFICER 2	34081	35292	36559	37902	39282	40720	42214	43803	45505
	1306.45	1352.85	1401.43	1452.90	1505.83	1560.93	1618.20	1679.10	1744.35
	18.02	18.66	19.33	20.04	20.77	21.53	22.32	23.16	24.06
ENVIRONMENTAL OFFICER 3	39282	40720	42441	44086	45713	47453	49363	51273	53335
	1505.83	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	2044.50
	20.77	21.53	22.44	23.31	24.17	25.09	26.10	27.11	28.20
ENVIRONMENTAL OFFICER 4	40720	42441	44086	45713	47453	49363	51273	53335	55586
	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	2044.50	2130.78
	21.53	22.44	23.31	24.17	25.09	26.10	27.11	28.20	29.39
ENVIRONMENTAL OFFICER 5	44748	46432	48134	49987	51992	54016	56247	58631	61108
	1715.35	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15	2247.50	2342.48
	23.66	24.55	25.45	26.43	27.49	28.56	29.74	31.00	32.31

FINANCIAL OFFICER SERIES

FINANCIAL OFFICER 1	32890	34081	35292	36559	37940	39320	
	1260.78	1306.45	1352.85	1401.43	1454.35	1507.28	
	17.39	18.02	18.66	19.33	20.06	20.79	
FINANCIAL OFFICER 2	34081	35292	36559	37940	39320	40814	
	1306.45	1352.85	1401.43	1454.35	1507.28	1564.55	
	18.02	18.66	19.33	20.06	20.79	21.58	
FINANCIAL OFFICER 3	38639	39982	41476	43027	44616	46375	
	1481.18	1532.65	1589.93	1649.38	1710.28	1777.70	
	20.43	21.14	21.93	22.75	23.59	24.52	
FINANCIAL OFFICER 4	42441	44086	45713	47453	49363	51273	
	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	
	22.44	23.31	24.17	25.09	26.10	27.11	
FINANCIAL OFFICER 5	44200	45864	47661	49533	51500	53581	56550
	1694.33	1758.13	1827.00	1898.78	1974.18	2053.93	2167.75
	23.37	24.25	25.20	26.19	27.23	28.33	29.90

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GARDENER SERIES

GARDENER 1	26233	27068	27944	28863	29781	30762
	1005.60	1037.60	1071.20	1106.40	1141.60	1179.20
	12.57	12.97	13.39	13.83	14.27	14.74
GARDENER 2	27068	27944	28863	29781	30762	31826
	1037.60	1071.20	1106.40	1141.60	1179.20	1220.00
	12.97	13.39	13.83	14.27	14.74	15.25
GARDENER 3	28863	29781	30762	31826	32974	34122
	1106.40	1141.60	1179.20	1220.00	1264.00	1308.00
	13.83	14.27	14.74	15.25	15.80	16.35
GARDENER 4	35896	37252	38588	40028	41551	43117
	1376.00	1428.00	1479.20	1534.40	1592.80	1652.80
	17.20	17.85	18.49	19.18	19.91	20.66

GUIDANCE OFFICER	40720	42441	44086	45713	47453	49363	51273
	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48
	21.53	22.44	23.31	24.17	25.09	26.10	27.11

ILLUSTRATOR SERIES

ILLUSTRATOR 1	27102	27916	28861	29807	30809	31812
	1038.93	1070.10	1106.35	1142.60	1181.03	1219.45
	14.33	14.76	15.26	15.76	16.29	16.82
ILLUSTRATOR 2	31812	32890	34081	35292	36559	37940
	1219.45	1260.78	1306.45	1352.85	1401.43	1454.35
	16.82	17.39	18.02	18.66	19.33	20.06
ILLUSTRATOR 3	34081	35292	36559	37940	39320	40814
	1306.45	1352.85	1401.43	1454.35	1507.28	1564.55
	18.02	18.66	19.33	20.06	20.79	21.58

INFORMATION WRITER SERIES

INFORMATION WRITER 1	30242	31282	32417	33495	34705	35916
	1159.28	1199.15	1242.65	1283.98	1330.38	1376.78
	15.99	16.54	17.14	17.71	18.35	18.99
INFORMATION WRITER 2	38639	39982	41476	43027	44616	46375
	1481.18	1532.65	1589.93	1649.38	1710.28	1777.70
	20.43	21.14	21.93	22.75	23.59	24.52

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INSTRUCTOR	34157	35367	36635	37902	39301	40720	42214	43803	45524	47264
	1309.35	1355.75	1404.33	1452.90	1506.55	1560.93	1618.20	1679.10	1745.08	1811.78
	18.06	18.70	19.37	20.04	20.78	21.53	22.32	23.16	24.07	24.99
	49079	50990	53013	55094						
	1881.38	1954.60	2032.18	2111.93						
	25.95	26.96	28.03	29.13						

LIBRARIAN SERIES

LIBRARIAN 1	31282	32417	33495	34705	35916	37240				
	1199.15	1242.65	1283.98	1330.38	1376.78	1427.53				
	16.54	17.14	17.71	18.35	18.99	19.69				
LIBRARIAN 2	34705	35916	37240	38620	40077	41514	43141			
	1330.38	1376.78	1427.53	1480.45	1536.28	1591.38	1653.73			
	18.35	18.99	19.69	20.42	21.19	21.95	22.81			
LIBRARIAN 3	38620	40077	41514	43141	45240	47339				
	1480.45	1536.28	1591.38	1653.73	1734.20	1814.68				
	20.42	21.19	21.95	22.81	23.92	25.03				
LIBRARIAN 4	40720	42441	44086	45713	47453	49363	51273			
	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48			
	21.53	22.44	23.31	24.17	25.09	26.10	27.11			

LIBRARY DIRECTOR 1	46432	48134	49987	51992	54016	56247				
	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15				
	24.55	25.45	26.43	27.49	28.56	29.74				

LIBRARY TECHNICIAN SERIES

LIBRARY TECHNICIAN 1	28540	29240	30034	30866	31736	32701				
	1094.03	1120.85	1151.30	1183.20	1216.55	1253.53				
	15.09	15.46	15.88	16.32	16.78	17.29				
LIBRARY TECHNICIAN 2	32341	33136	34062	35008	35954	36956				
	1239.75	1270.20	1305.73	1341.98	1378.23	1416.65				
	17.10	17.52	18.01	18.51	19.01	19.54				
LIBRARY TECHNICIAN 3	33476	34403	35443	36540	37637	38810				
	1283.25	1318.78	1358.65	1400.70	1442.75	1487.70				
	17.70	18.19	18.74	19.32	19.90	20.52				

CLASSIFICATION AND SALARY SCHEDULE
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MEDIA SPECIALIST SERIES

MEDIA	42441	44086	45713	47453	49363	51273					
SPECIALIST 1	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48					
	22.44	23.31	24.17	25.09	26.10	27.11					
MEDIA	44748	46432	48134	49987	51992	54016	56247				
SPECIALIST 2	1715.35	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15				
	23.66	24.55	25.45	26.43	27.49	28.56	29.74				

MEDIA TECHNICIAN SERIES

MEDIA	27443	28389	29296	30242	31282	32417					
TECHNICIAN 1	1051.98	1088.23	1123.03	1159.28	1199.15	1242.65					
	14.51	15.01	15.49	15.99	16.54	17.14					
MEDIA	30242	31282	32417	33495	34705	35916					
TECHNICIAN 2	1159.28	1199.15	1242.65	1283.98	1330.38	1376.78					
	15.99	16.54	17.14	17.71	18.35	18.99					
MEDIA	32890	34081	35292	36559	37940	39320					
TECHNICIAN 3	1260.78	1306.45	1352.85	1401.43	1454.35	1507.28					
	17.39	18.02	18.66	19.33	20.06	20.79					

NURSE SERIES

NURSE 1	38567	40028	41426	42908	44306	45704					
	1478.40	1534.40	1588.00	1644.80	1698.40	1752.00					
	18.48	19.18	19.85	20.56	21.23	21.90					
NURSE 2	39110	40529	41927	43388	44932	46560					
	1499.20	1553.60	1607.20	1663.20	1722.40	1784.80					
	18.74	19.42	20.09	20.79	21.53	22.31					
NURSE 3	41927	43388	44932	46560	48167	49795					
	1607.20	1663.20	1722.40	1784.80	1846.40	1908.80					
	20.09	20.79	21.53	22.31	23.08	23.86					

PLANNING AND PROGRAM ANALYST SERIES

PLANNING AND	31282	32417	33495	34705	35916	37240	38620	40077	41514	43141	
PROGRAM	1199.15	1242.65	1283.98	1330.38	1376.78	1427.53	1480.45	1536.28	1591.38	1653.73	
ANALYST 1	16.54	17.14	17.71	18.35	18.99	19.69	20.42	21.19	21.95	22.81	
PLANNING AND	40720	42441	44086	45713	47453	49363	51273				
PROGRAM	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48				
ANALYST 2	21.53	22.44	23.31	24.17	25.09	26.10	27.11				

CLASSIFICATION AND SALARY SCHEDULE
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PLANNING AND PROGRAM ANALYST SERIES(Continued)

PLANNING AND PROGRAM ANALYST 3	44748	46432	48134	49987	51992	54016	56247	1715.35	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15	23.66	24.55	25.45	26.43	27.49	28.56	29.74
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PLANNING AND PROGRAM ANALYST 4	49987	51992	54016	56247	58631	61108	63718	1916.18	1993.03	2070.60	2156.15	2247.50	2342.48	2442.53	26.43	27.49	28.56	29.74	31.00	32.31	33.69
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PRODUCTION SUPERVISOR	40720	42441	44086	45713	47453	49363	51273	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	21.53	22.44	23.31	24.17	25.09	26.10	27.11
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PROGRAM COORDINATOR EDUCATION	51992	54016	56247	58631	61108	63718	66517	69373	1993.03	2070.60	2156.15	2247.50	2342.48	2442.53	2549.83	2659.30	27.49	28.56	29.74	31.00	32.31	33.69	35.17	36.68
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PROGRAM COORDINATOR EXTENSION SERVICES	42441	44086	45713	47453	49363	51273	53335	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	2044.50	22.44	23.31	24.17	25.09	26.10	27.11	28.20
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PSYCHOLOGIST SERIES

PSYCHOLOGIST 1	31282	32417	33495	34705	35916	37240	38620	40077	41514	43141	1199.15	1242.65	1283.98	1330.38	1376.78	1427.53	1480.45	1536.28	1591.38	1653.73	16.54	17.14	17.71	18.35	18.99	19.69	20.42	21.19	21.95	22.81
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PSYCHOLOGIST 2	40720	42441	44086	45713	47453	49363	51273	1560.93	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	21.53	22.44	23.31	24.17	25.09	26.10	27.11
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PSYCHOLOGIST 3	46432	48134	49987	51992	54016	56247	58631	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15	2247.50	24.55	25.45	26.43	27.49	28.56	29.74	31.00
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PSYCHOLOGIST 4	51992	54016	56247	58631	61108	63718	66517	69373	1993.03	2070.60	2156.15	2247.50	2342.48	2442.53	2549.83	2659.30	27.49	28.56	29.74	31.00	32.31	33.69	35.17	36.68
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PURCHASING AGENT SERIES

PURCHASING AGENT 1	31282	32417	33495	34705	35916	37240	1199.15	1242.65	1283.98	1330.38	1376.78	1427.53	16.54	17.14	17.71	18.35	18.99	19.69
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PURCHASING AGENT SERIES(Continued)

PURCHASING AGENT PIO	35367 1355.75 18.70	36635 1404.33 19.37	37902 1452.90 20.04	39301 1506.55 20.78	40720 1560.93 21.53	42214 1618.20 22.32
PURCHASING AGENT 2	38639 1481.18 20.43	39982 1532.65 21.14	41476 1589.93 21.93	43027 1649.38 22.75	44616 1710.28 23.59	46375 1777.70 24.52
PURCHASING AGENT 3	41476 1589.93 21.93	43027 1649.38 22.75	44616 1710.28 23.59	46375 1777.70 24.52	48115 1844.40 25.44	49987 1916.18 26.43

RECREATION CONSULTANT SERIES

RECREATION CONSULTANT 1	29372 1125.93 15.53	30242 1159.28 15.99	31282 1199.15 16.54	32417 1242.65 17.14	33495 1283.98 17.71	34705 1330.38 18.35
RECREATION CONSULTANT 2	35916 1376.78 18.99	37240 1427.53 19.69	38620 1480.45 20.42	40077 1536.28 21.19	41514 1591.38 21.95	43141 1653.73 22.81
RECREATION CONSULTANT 3	40720 1560.93 21.53	42214 1618.20 22.32	43803 1679.10 23.16	45524 1745.08 24.07	47264 1811.78 24.99	49079 1881.38 25.95
RECREATION CONSULTANT 4	44086 1689.98 23.31	45713 1752.33 24.17	47453 1819.03 25.09	49363 1892.25 26.10	51273 1965.48 27.11	53335 2044.50 28.20

RESEARCH ASSISTANT SERIES

RESEARCH ASSISTANT 1	26611 1020.08 14.07	27443 1051.98 14.51	28389 1088.23 15.01	29296 1123.03 15.49	30242 1159.28 15.99	31282 1199.15 16.54
RESEARCH ASSISTANT 2	30242 1159.28 15.99	31282 1199.15 16.54	32417 1242.65 17.14	33495 1283.98 17.71	34705 1330.38 18.35	35916 1376.78 18.99
RESIDENCE COUNSELLOR	32682 1252.80 17.28	33552 1286.15 17.74	34460 1320.95 18.22	35481 1360.10 18.76	36483 1398.53 19.29	37580 1440.58 19.87

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SECURITY OFFICER SERIES

SECURITY	21350	22017	22539	23270	24000	24689	25503	26317	27151
OFFICER 1	818.40	844.00	864.00	892.00	920.00	946.40	977.60	1008.80	1040.80
	10.23	10.55	10.80	11.15	11.50	11.83	12.22	12.61	13.01
SECURITY	24355	25106	25899	26755	27610	28529			
OFFICER 2	933.60	962.40	992.80	1025.60	1058.40	1093.60			
	11.67	12.03	12.41	12.82	13.23	13.67			

SERVICE WORKER SERIES

SERVICE	18929	19534	20097	20640	21245	21788	22372	22957	23562	24209
WORKER 1	725.60	748.80	770.40	791.20	814.40	835.20	857.60	880.00	903.20	928.00
	9.07	9.36	9.63	9.89	10.18	10.44	10.72	11.00	11.29	11.60
	24877	25586								
	953.60	980.80								
	11.92	12.26								
SERVICE	26504	27235	27944	28758	29614	30407				
WORKER 2	1016.00	1044.00	1071.20	1102.40	1135.20	1165.60				
	12.70	13.05	13.39	13.78	14.19	14.57				
SERVICE	26463	27151	27965	28842	29760	30657				
WORKER 3	1014.40	1040.80	1072.00	1105.60	1140.80	1175.20				
	12.68	13.01	13.40	13.82	14.26	14.69				
SERVICE	26630	27485	28383	29280	30261	31325				
WORKER 4	1020.80	1053.60	1088.00	1122.40	1160.00	1200.80				
	12.76	13.17	13.60	14.03	14.50	15.01				
SENIOR	46432	48134	49987	51992	54016	56247	58631			
CONSULTING	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15	2247.50			
INSTRUCTOR P & E	24.55	25.45	26.43	27.49	28.56	29.74	31.00			

STATISTICAL ANALYST SERIES

STATISTICAL	35916	37240	38620	40077	41514	43141				
ANALYST 1	1376.78	1427.53	1480.45	1536.28	1591.38	1653.73				
	18.99	19.69	20.42	21.19	21.95	22.81				
STATISTICAL	42441	44086	45713	47453	49363	51273	53335			
ANALYST 2	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	2044.50			
	22.44	23.31	24.17	25.09	26.10	27.11	28.20			

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STATISTICAL ANALYST SERIES(Continued)

STATISTICAL ANALYST 3	46432	48134	49987	51992	54016	56247
	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15
	24.55	25.45	26.43	27.49	28.56	29.74

STOREKEEPER SERIES

STOREKEEPER 1	25098	25873	26743	27689	28578	29523
	962.08	991.80	1025.15	1061.40	1095.48	1131.73
	13.27	13.68	14.14	14.64	15.11	15.61
STOREKEEPER 2	27443	28389	29277	30242	31282	32417
	1051.98	1088.23	1122.30	1159.28	1199.15	1242.65
	14.51	15.01	15.48	15.99	16.54	17.14
STOREKEEPER 3	29277	30242	31282	32417	33476	34705
	1122.30	1159.28	1199.15	1242.65	1283.25	1330.38
	15.48	15.99	16.54	17.14	17.70	18.35
STOREKEEPER 4	31282	32417	33476	34705	35916	37259
	1199.15	1242.65	1283.25	1330.38	1376.78	1428.25
	16.54	17.14	17.70	18.35	18.99	19.70

STORES CLERK SERIES

STORES CLERK 1	21958	22601	23282	24020	24738	25514
	841.73	866.38	892.48	920.75	948.30	978.03
	11.61	11.95	12.31	12.70	13.08	13.49
STORES CLERK 2	24020	24738	25514	26308	27159	
	920.75	948.30	978.03	1008.48	1041.10	
	12.70	13.08	13.49	13.91	14.36	

SYSTEMS ANALYST SERIES

SYSTEMS ANALYST 1	31812	32890	34081	35292	36559	37940
	1219.45	1260.78	1306.45	1352.85	1401.43	1454.35
	16.82	17.39	18.02	18.66	19.33	20.06
SYSTEMS ANALYST 2	34081	35292	36559	37940	39320	40814
	1306.45	1352.85	1401.43	1454.35	1507.28	1564.55
	18.02	18.66	19.33	20.06	20.79	21.58
SYSTEMS ANALYST 3	37259	38639	39982	41476	43027	44616
	1428.25	1481.18	1532.65	1589.93	1649.38	1710.28
	19.70	20.43	21.14	21.93	22.75	23.59

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SYSTEMS COORDINATOR SERIES

SYSTEMS	44748	46432	48134	49987	51992	54016	56247	
COORDINATOR 1	1715.35	1779.88	1845.13	1916.18	1993.03	2070.60	2156.15	
	23.66	24.55	25.45	26.43	27.49	28.56	29.74	
SYSTEMS	48134	49987	51992	54016	56247	58631	61108	
COORDINATOR 2	1845.13	1916.18	1993.03	2070.60	2156.15	2247.50	2342.48	
	25.45	26.43	27.49	28.56	29.74	31.00	32.31	
SYSTEMS	51992	54016	56247	58631	61108	63718	66517	69373
COORDINATOR 3	1993.03	2070.60	2156.15	2247.50	2342.48	2442.53	2549.83	2659.30
	27.49	28.56	29.74	31.00	32.31	33.69	35.17	36.68

SWITCHBOARD OPERATOR SERIES

SWITCHBOARD	19651	20199	20748	21334	21958		
OPERATOR 1	753.28	774.30	795.33	817.80	841.73		
	10.39	10.68	10.97	11.28	11.61		
SWITCHBOARD	23282	23849	24455	25135	25797	26535	
OPERATOR 2	892.48	914.23	937.43	963.53	988.90	1017.18	
	12.31	12.61	12.93	13.29	13.64	14.03	
SWITCHBOARD	27424	28180	28899	29712	30488	31358	
OPERATOR 3	1051.25	1080.25	1107.80	1138.98	1168.70	1202.05	
	14.50	14.90	15.28	15.71	16.12	16.58	
TRAINING	42441	44086	45713	47453	49363	51273	53335
CONSULTANT	1626.90	1689.98	1752.33	1819.03	1892.25	1965.48	2044.50
	22.44	23.31	24.17	25.09	26.10	27.11	28.20

WORD PROCESSOR SERIES

WORD	22885	23585				
PROCESSOR 1	877.25	904.08				
	12.10	12.47				
WORD	28199	28937	29750	30526	31377	32247
PROCESSOR 2	1080.98	1109.25	1140.43	1170.15	1202.78	1236.13
	14.91	15.30	15.73	16.14	16.59	17.05
WORD	30809	31623	32530	33476	34403	35443
PROCESSOR 3	1181.03	1212.20	1247.00	1283.25	1318.78	1358.65
	16.29	16.72	17.20	17.70	18.19	18.74

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WORD PROCESSOR SERIES(Continued)

WORD	31623	32530	33476	34403	35443	36540
PROCESSOR 4	1212.20	1247.00	1283.25	1318.78	1358.65	1400.70
	16.72	17.20	17.70	18.19	18.74	19.32
WORD	33476	34403	35443	36540	37637	38810
PROCESSOR 5	1283.25	1318.78	1358.65	1400.70	1442.75	1487.70
	17.70	18.19	18.74	19.32	19.90	20.52
WORD	37297	38431	39623	40928	42271	43651
PROCESSOR 6	1429.70	1473.20	1518.88	1568.90	1620.38	1673.30
	19.72	20.32	20.95	21.64	22.35	23.08
