

# **Collective Agreement**

between

**The Board of Governors of Red River College**  
(hereinafter referred to as the “Employer”)

of the first part

and

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

of the second part

**June 23, 2006 - June 19, 2009**

**10203 (06)**

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This Agreement made this 6th day of July, 2007

between

**The Board of Governors of Red River College**  
(hereinafter referred to as the “Employer”)

of the first part

and

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

of the second part

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

### **Article 1 - Interpretation**

**1:01** Wherever the singular and the masculine are used in this Agreement, the same shall be construed as meaning the plural, or the feminine or the neuter where the context so admits or requires and the converse shall hold as applicable.

**1:02** In this Agreement, unless the context otherwise requires, the expression:

- (a) “Agreement” means this Collective Agreement;
- (b) “Authorized Overtime” shall mean overtime authorized by the Employer and where the term “overtime” is used in this Agreement, it shall mean “Authorized Overtime”;
- (c) “Casual Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the



case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis;

- (d) “Class” or “classification of position” means a group of positions involving duties and responsibilities so similar that the same or like qualifications may reasonably be required for, and the same schedule or grade of pay can be reasonably applied to, all positions in the group;
- (e) “Continuous Service” or “continuous employment” means consecutive and 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 layoff, while not considered a break in service, shall not be counted in the total continuous service. (Example: ten (10) years consecutive and continuous service with six (6) months leave of absence without pay or six (6) months layoff = nine and one-half (9 ½) years continuous service);
- (f) “Dismissal” means the removal of an employee for disciplinary reasons from employment for just cause;
- (g) “Employee” means a person employed in a position in the bargaining unit in accordance with Article 4 - Application of Agreement;
- (h) “Increment” means the amount per annum provided as a rate of increase in the applicable salary payable to any eligible employee which, unless the context of the relevant approved pay range otherwise clearly indicates, may be granted annually on the applicable anniversary dates;
- (i) “Layoff” means to temporarily remove from a position of employment subject to the employee retaining such rights as set out under this Agreement;
- (j) “Part-time Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours, as the case may

be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis;

- (k) “Position” means a position of employment with the Employer as provided in Article 4 - Application of Agreement;
- (l) “Promotion” means a change of employment from one position to another having a higher maximum salary;
- (m) “Regular Employee” means an employee who carries out and occupies a continuing function with the Employer and who has all the rights and privileges of permanent status.

## **Article 2 - Duration of Agreement**

- 2:01** This Agreement shall become effective from and including the twenty-third (23<sup>rd</sup>) day of June, 2006 and shall continue in effect up to and including the nineteenth (19<sup>th</sup>) day of June, 2009 and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty-five (45) days prior to but not more than one hundred 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 parties shall meet and exchange proposals at least thirty (30) days prior to the expiry date of the Agreement and commence collective bargaining. These time limits may be changed by mutual agreement between the parties hereto.
- 2:03** All additions, deletions, amendments, and/or revisions from the 2003/2006 Agreement to the 2006/2009 Agreement shall be effective the date of signing of this Agreement unless otherwise specified.

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

- 3:01** During the term of this Agreement, amendments to the salary schedule resulting from the introduction of a new classification, or amendments to the Appendix (see Appendix A) of the Agreement in respect of exclusions

from the terms of this Agreement shall be determined through negotiation between the parties hereto.

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

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

- 4:01** The Employer recognizes the Manitoba Government and General Employees' Union as the sole and exclusive bargaining agent for all employees of the Employer save and except:
- (a) Those employees employed in positions listed in Appendix A - Exclusions from the terms of the Agreement, attached to and forming part of this Agreement;
  - (b) Casual employees who have less than 160 hours of accumulated service in an eight (8) hour per day classification or less than 145 hours of accumulated service for employees in a 7.25 hours per day classification. Casual employees who have accumulated the required hours shall be included in the Agreement effective the start of the bi-weekly period following such accumulation. See Appendix D - Casual employees;
  - (c) Evening instructors and evening educational assistants employed by separate employment agreement in the College's continuing education division;
  - (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 shall be included in the Agreement effective the start of the bi-weekly pay period following such accumulation. See Appendix C - Application of Benefits to part-time employees.

## **Article 5 - Term Employees**

- 5:01** “Term Employee” means an employee hired for a specific term of employment. The term of employment may be based on a specific period of time or the completion of a specific job or until the occurrence of a specified event.
- 5:02** Where the employment of a term employee terminates at the end of a specific term of employment, then:
- (a) the Employer shall not be required to give any notice or payment in lieu thereof;
  - (b) the employee shall not be required to give any notice of resignation.
- 5:03** Where a term employee is laid off, then the following shall apply:
- (a) If the layoff is at the end of a specific term of employment, no notice of layoff is required;
  - (b) If the layoff is prior to the end of a specific term of employment, an employee will receive written notice prior to the layoff 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 employee to regular status.
- 5:05** An employee appointed on term shall be informed in writing as to the duration of the term. Where the term relates to the reason set out in Section :07, the employee shall be so informed. Failure to comply with the foregoing shall not in itself negate the employee’s status as a term employee.

- 5:06** Where the employee is not to be converted in accordance with Section :04, the employee shall be notified in writing of the reasons prior to the completion of twenty-four (24) continuous months of service. Inadvertent failure to provide such notice shall not result in a right to conversion if the other conditions in Section :04 are not met. A meeting may be held with the employee to discuss this matter. The employee has the option to have a union representative present.
- 5:07** Section :06 does not apply where a term employee is replacing an employee who is absent for any reason.
- 5:08** Where a term employee is re-employed within one-hundred and twenty (120) days of the expiration of their previous term of employment, service as of the end of the previous term of employment will be credited to the employee as consecutive service. The foregoing does not apply to a term of employment where an employee has resigned.
- 5:09** The Employer and the Union will meet in the month of April, or as otherwise mutually agreed, in each year to review the status of all term employees with more than twenty-four (24) continuous months of service.

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

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

### **Article 7 - No Discrimination**

- 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, sexual orientation, race, creed, colour, ethnic or national origin, political or religious affiliation or membership in the Union or activities in the Union.

### **Article 8 - Management Rights**

- 8:01** All the functions, rights, personnel pay practices, powers and authority which the Employer has not specifically abridged, delegated or modified

by this Agreement are recognized by the Union as being retained by the Employer,

- 8:02** In administering this Agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

### **Article 9 - Pay**

- 9:01** 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.
- 9:04** Where an employee is granted a special merit or additional remuneration by the Employer, the Employer shall notify the Union.

## **Article 10 - Retroactive Wages**

- 10:01** (a) Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall apply to:
- (i) Employees who are in the employ of the Employer on the date of the signing of this Agreement;
  - (ii) Employees who 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 sixty (60) days of the date of the signing of this Agreement, retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall be made to employees who have voluntarily terminated their services (resigned).

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

- 11:01** If a vacant or new regular position or term position of at least six (6) months known duration, in the bargaining unit is to be filled, a competitive selection process will be used.
- 11:02** Notwithstanding Section :01, a competitive selection process may not be required where:
- (a) A qualified person on the College's re-employment list is appointed to a position without competition; or

- (b) A regular employee at risk of layoff is re-deployed to an alternate position; or
- (c) A term employee is converted to regular status in accordance with the provisions of Article 5 - Term Employees; or
- (d) An acting status appointment made through a competitive process is subsequently converted to regular status; or
- (e) A regular employee is re-deployed to an alternate position due to health, reasonable accommodation, or human rights reasons; or
- (f) A term employee who is backfilling a regular position may be directly appointed into the regular position where the incumbent in the regular position is not returning to such position and where the term employee's appointment to the backfill position was determined through a competitive process.

**11:03** Where a competitive process is used a competition bulletin shall be posted for a minimum of seven (7) working days unless mutually agreed between the parties otherwise, and shall state the closing date for applications, the location of the position, the classification and salary range (if available), duties and qualifications. The Union will be provided with a copy of all bulletins as they are issued. All internal applicants who meet the screening criteria established pursuant to the competition bulletin shall be interviewed for the position.

**11:04** The selection of employees for vacant or new positions shall be on the basis of ability, prior work performance and seniority. Where ability and prior work performance are relatively equal, seniority shall be the determining factor.

**11:05** Notwithstanding the provisions of Section :04, first consideration for filling vacancies or new positions shall be given to persons on the College re-employment list.

**11:06** Nothing in this article shall prevent the Employer from advertising outside the College for a position, nor from selecting a person from outside the College to a position subject to Section :04.



- 11:07** An employee who is notified that 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.

### **Article 12 - 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.

### **Article 13 - 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** After consultation with the Union, the Employer may extend the probationary period for an instructor up to an additional twelve (12) months.
- 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.

### **Article 14 - 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 his/her position and shall be deemed to have been terminated on the last day on which the employee was present at work and performed his/her regular duties.

### **Article 15 - Performance Assessment**

- 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.
- 15:02** An employee's performance shall be assessed against the duties of his/her official position description. The assessment process may also include other objective criteria which have been jointly developed between the employee and his/her supervisor for the purpose of performance assessment.

### **Article 16 - 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).

### **Article 17 - Instructor Classification**

**17:01** Subject to Article 16 - Merit Increases, effective June 23, 2007, instructors shall be eligible to progress within the pay range up to and including Step 12.

- (a) Effective June 23, 2007, a new instructor series will be implemented.
- (b) Educational Supplement: Effective June 23, 2007, instructors shall be eligible for an educational supplement as outlined below upon attainment of a recognized and relevant degree effective the 1<sup>st</sup> bi-weekly pay period of the month following attainment of the credential. Employee to supply proof of credential.

For attainment of:

- (i) Recognized and relevant Masters Degree - \$2,500 per annum; or
- (ii) Recognized and relevant Doctorate - \$5,000 per annum.

**17:02** For purposes of administering Section :01 above, "relevant" means "academic preparation and attainment that is directly applicable and connected to the subject matter the instructor is assigned to teach."

### **Article 18 - Disciplinary Action**

**18:01** An employee shall only be disciplined for just cause.

- 18:02** A meeting may be held with an employee prior to making a determination to discipline the employee. The employee has the option to have a representative present.
- 18:03** 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.
- 18:04** 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.
- 18:05** An employee may grieve any disciplinary action according to Article 49 - Grievance Procedure. Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the grievance procedure.
- 18:06** 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).
- 18:07** No notice or payment in lieu thereof is required where an employee is dismissed.

### **Article 19 - Resignations**

- 19:01** An employee wishing to resign shall provide the Employer with a written signed notice of resignation which shall specify the last day upon which the employee will perform his or her regular duties.
- 19:02** 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.
- 19:03** 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.

- 19:04** (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 26 - Vacation, Section:11 (e).
- 19:05** An employee may, with the approval of the Employer, withdraw the notice of resignation at any time before the resignation becomes effective.
- 19:06** Where the employment of an employee terminates at the end of a specific term of employment, or on the completion of a job for which the employee was specifically employed, no notice of resignation is required.

### **Article 20 - Contracting Out**

- 20:01** The Employer will give all reasonable consideration to the continued employment of employees who would become redundant because work is contracted out.
- 20:02** 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.
- 20:03** Where an Employer contracts out work that was formerly performed by an employee currently on the re-employment list, the Union and the Employer shall meet to facilitate potential re-training and/or re-deployment opportunities.

## **Article 21 - Technological Change**

- 21:01** The Employer and the Union recognize that technological change can offer significant improvements in the quality and quantity of College services.
- 21:02** 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.
- 21:03** 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.
- 21:04** 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.
- 21:05** 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.



## **Article 22 - Change of Work Headquarters**

- 22:01** 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.
- 22:02** 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."
- 22:03** 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.
- 22:04** Where an employee with one (1) or more years of continuous service is unable to relocate, the employee shall be subject to layoff, If the employee has not been offered another suitable position within one (1) year from the date of layoff the employee shall be permanently laid off and shall be eligible for severance pay in accordance with Article 24 - Severance Pay.
- 22:05** For purposes of interpretation of this Article, where the term "suitable position" is used it means a position which the employee is reasonably qualified for and able to perform and which is in a location that would not require a change of residence by the employee.

## **Article 23 - Layoff**

- 23:01** Where by reason of a shortage of work or funds, or the abolition of a position or material changes in duties or organization, the Employer determines that a layoff(s) is necessary, the Employer shall determine the classification(s) from which the layoff(s) are to take place.
- 23:02** The Employer shall determine employees concerned within each classification from which employees are to be laid off.

- 23:03** Where the layoff(s) of employee(s) is necessary, the Employer shall provide the Union with written notice not less than forty (40) days prior to the date of layoff(s). The parties shall then meet to discuss the steps to be taken to assist the employees affected.
- 23:04** Employees selected for layoff shall receive four (4) weeks notice or payment in lieu. No notice is required for term employees who are released at the end of his/her term. The Union shall be provided with a copy of all layoff notices issued.
- 23:05** In determining the order of layoff of employees, seniority shall be the determining factor. This Article is subject to the requirement that the employees who are retained must have the qualifications and ability to perform the duties, which the remaining employees will be required to perform. Term employees with less than two (2) years of continuous service shall first be considered for layoff.
- 23:06** An employee selected for layoff may exercise an option to displace an employee with less seniority in the same, equivalent or lower classification, subject to the following:
- (a) A term employee laid off prior to the expiry of his/her term may only displace another term employee with the same scheduled expiry date;
  - (b) The employee exercising the displacement option must have the qualifications and ability to perform the work of the person he/she is seeking to displace.
- 23:07** An employee who is displaced pursuant to Section :06 shall be given notice of layoff and may, in turn exercise an employee displacement option as set out in Section :06. The process will continue in this manner until there are no displacement opportunities.
- 23:08** An employee who is entitled to displace another employee in accordance with the provisions of this Article may have a familiarization period in the new position. The purpose of the familiarization period is to allow the employee to become oriented to the specific duties of the position. The familiarization period is not intended to be a period during which an employee acquires the necessary qualifications and ability to enable the employee to displace another employee.

- 23:09** For the purposes of this Article, “qualifications” refers to education, knowledge, training, skills, experience, aptitude and competence. “Ability” refers to mental, and physical capability. The Employer, in making a decision with respect to determining which employees are to be retained and which employees are to be laid off, shall determine qualifications, and the ability of employees to perform the duties which the remaining employees will be required to perform, in a fair, reasonable, and non-discriminatory manner. The onus of proof rests with the Employer in any dispute over the application of qualifications and ability to perform the duties which the remaining employees will be required to perform.
- 23:10** The provisions of Sections :06 and :07 are not applicable if the layoff is to be for a duration of less than three (3) months and the employee(s) is to return to his/her position upon expiry of such layoff.
- 23:11** Casual employees shall not be used to do the work of laid off employees unless the laid off employee(s) is not available for work.
- 23:12** Where an employee, including a term employee, alleges that the employee’s layoff has not been in accordance with this Agreement, the grievance shall be initiated at Step 2 of the grievance procedure.
- 23:13** The Employer shall maintain a re-employment list for all employees who are laid off. A copy will be provided to the Union on request.
- 23:14** Employees who are laid off shall be placed on a re-employment list for a period of up to twenty-four (24) months from the effective date of the layoff.
- 23:15** Employees who are placed on a re-employment list shall be called back to their positions in reverse order of layoff in the classification from which the employee was laid off.
- 23:16** An employee who is on the re-employment list must:
- (a) Report any change of address to Human Resources without delay;
  - (b) If called back or provided a reasonable re-employment opportunity, respond to the call-back or reasonable re-employment opportunity within seven (7) days of receipt of notification of call-back or reasonable re-employment opportunity. An employee who accepts a

reasonable re-employment opportunity at a lower rate of pay shall retain their recall rights under Section :15 for the duration of the time they would have remained on the re-employment list;

- (c) Return to work within fourteen (14) days of receipt of notification of call-back or reasonable re-employment opportunity or such other date as may be agreed upon between the employee and the Employer;
- (d) Except for good and sufficient reasons, accept a call-back or reasonable re-employment opportunity in accordance with this Article or be deemed to have resigned.

**23:17** A “reasonable re-employment opportunity” is a position which the employee is reasonably qualified for and able to perform and which is in a location which would not require a change of residence by the employee.

**23:18** Employees on a re-employment list may be offered re-employment to other positions within the College.

**23:19** An employee who accepts another position may be placed on a trial period of not more than six (6) months duration. An employee who is found to be unsuitable during this trial period will be returned to the appropriate re-employment list for the greater of six (6) months or the remainder of the employee’s twenty-four (24) month period on the re-employment list. An employee found to be unsuitable may grieve the decision commencing at Step 2 of the grievance procedure.

**23:20** If a regular employee accepts a term position as a result of re-employment, the employee’s status as a regular employee shall be maintained. On the expiry of the term, the employee will be permanently laid off, or remain on the re-employment list for the remainder of the twenty-four (24) month period if applicable.

**23:21** An employee who has been notified of layoff may opt to waive his/her employee displacement and re-employment rights and accept a permanent layoff. The employee is then eligible to receive severance pay in accordance with Article 24:04.

## Article 24 - Severance Pay

- 24:01** 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 employment equals 10 8/12 years of continuous employment for purposes of calculation.)
- 24:02** Where an employee in his or her ninth (9th) year of continuous employment fails to complete nine (9) years' continuous employment 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.
- 24:03** In addition to the severance pay set out in Section :01, employees who retire in accordance with the provisions of The Civil Service Superannuation Act will also be eligible for the following severance pay:
- (a) For employees with twenty (20) or more years of accumulated service, an additional two (2) weeks' pay;
  - (b) For employees with twenty-five (25) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsection (a);
  - (c) For employees with thirty (30) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsections (a) and (b);
  - (d) For employees with thirty-five (35) or more years of accumulated service, two (2) weeks' pay in addition to the amounts in Subsections (a), (b) and (c).

- 24:04** Employees with one (1) or more years of continuous employment whose services are terminated as a result of permanent layoff shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks' pay.
- 24:05** Where an employee in his or her first (1<sup>st</sup>) year of continuous employment fails to complete one (1) year continuous employment as a result of permanent layoff, the employee shall be paid severance pay on the basis of one (1) weeks' pay multiplied by the factor of the number of complete months of service completed in his or her first (1<sup>st</sup>) year divided by twelve (12) months.
- 24:06** 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 layoff, or death. Subject to Section :08, the rate of pay for hourly rated employees shall be determined on the basis of the applicable work week, either thirty-six and one-quarter (36 %) or forty (40) hours per week.
- 24:07** In the case of employees eligible for severance pay who are on stand-by or temporary layoff at the time of retirement, permanent layoff or death, the weekly hours shall be, subject to Section :08, the normal weekly hours of work in effect for the classification of the employees at the time of the retirement, permanent layoff or death.
- 24:08** In the case of hourly paid employees whose total weekly hours of work vary between summer and winter, the severance pay to be paid shall be based on an average of the normal hours of work over the fiscal year.

### **Article 25 - Holidays**

- 25:01** (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<br>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.

**25:02** (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 ( $\frac{1}{2}$ ) day of compensatory leave with pay to a maximum of four (4) hours.

(c) Where an employee is on approved vacation on December 24, when that day falls on Monday through Friday, the employee shall utilize  $\frac{1}{2}$  day of vacation credits and the day shall be considered a full day for purposes of all other calculations.

**25:03** 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.

**25:04** 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.

- 25:05** 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 (1½x) times the employee's regular rate for the time worked on that day.
- 25:06** Subject to Section :08, and subject to the call-out provisions as provided in this Agreement, an employee who is required to work on the holiday when it is observed on the employee's day of rest shall receive, in addition to the regular holiday pay to which the employee may be entitled:
- (a) If the employee is eligible for premium overtime, overtime compensation based on double time (2x) the employee's regular rate of pay for all overtime worked on the holiday. Such overtime compensation is in lieu of the overtime compensation to which the employee would otherwise be eligible;
  - (b) If the employee is not eligible for premium overtime, compensation based on time and one-half (1½x) the employee's regular rate of pay for all overtime worked on the holiday. Such compensation is in lieu of the compensation to which an employee would otherwise be eligible.
- 25:07** 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.
- 25:08** (a) An employee who is entitled to pay for a holiday and who is required to work on the holiday, in addition to the regular pay, shall be compensated at the rate of time and one-half (1½x) 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 (1½x) hours for each additional hour worked. Any overtime hours worked on the holiday shall be compensated on the same basis as set out in Section :06 (a) or (b).



- (b) Subject to Section :08 (c), the accumulated compensatory leave referred to in Section :08 (a) above, shall be taken in the vacation year in which it is earned.
- (c) The Employer may allow accumulated compensatory leave 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.
- (e) Shift employees shall be entitled to add to their regular annual vacation a maximum of five (5) days accumulated compensatory leave, and any additional compensatory leave shall be granted at the discretion of the Employer.

**25:09** An employee who leaves the employment of the Employer, shall receive pay in lieu of the compensatory leave that has not been granted.

**25:10** 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.

### **Article 26 - Vacation**

**26:01** A vacation year is the period beginning on the first day of April and ending on the thirty-first day of March next following.

**26:02** 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 ( $1\frac{1}{4}$ ) 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 ( $1\frac{2}{3}$ ) 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 ( $2 \frac{1}{12}$ ) 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 ( $2 \frac{1}{2}$ ) 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 ( $1 \frac{1}{4}$ ) days per complete month of service and employees terminating in their ninth (9<sup>th</sup>) year of service shall have their vacation leave credits cashed-out at the rate of one and two-thirds ( $1 \frac{2}{3}$ ) days per complete month of service, and employees terminating in their nineteenth (19<sup>th</sup>) year of service shall have their vacation leave credits cashed-out at the rate of two and one-twelfth ( $2 \frac{1}{12}$ ) days per complete month of service.

**26:03** 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.

**26:04** When computing vacation leave:

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

- 26:05** (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.
- (g) Where an employee is called back from vacation by their Employer, the employee shall be reimbursed for trip cancellation fees or any other expenses approved by the Employer.
- 26:06** 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.
- 26:07** Subject to the requirements of the Employer, vacation leave shall be rotated regardless of seniority.
- 26:08** 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.

- 26:09** Where an employee dies, the employee's estate shall receive the employee's accumulated vacation credits.
- 26:10** Where an employee is absent on leave without pay for a period of one (1) month or a portion thereof greater than one-half ( $\frac{1}{2}$ ), vacation leave credits shall no longer accumulate.
- 26:11** 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 August 1 to July 31 ;
  - (b) Subject to the applicable sections of this article, vacations shall be taken by an instructor during periods in which no instructional or teaching responsibilities with a class have been assigned;
  - (c) Where an instructor is transferred 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;
  - (d) 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;
  - (e) Notwithstanding Section :11 (d), where a regular instructor is laid off or retires or dies or gives at least four (4) weeks notice of resignation, his or her unexpended vacation credits shall be calculated and paid out at the rate of accumulation specified in Section :11 (a);
  - (f) Where a term instructor who has less than twenty-two (22) 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;

- (g) Where a term instructor with twenty-two (22) or more consecutive months of service is terminated or resigns in accordance with the provisions of Section :11 (f) his or her unexpended vacation credits shall be calculated and paid out at the rate of accumulation specified in Section :11 (a).

**26:12** 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.

**Article 27 - Sick Leave**

- 27:01** It is agreed by both parties that earned sick leave entitlement shall be granted where an employee is unable to be at work and perform his or her regular duties as a result of illness or injury.
- 27:02** The sick leave to which an employee is entitled shall accumulate:
- (a) During the first four (4) years of service at the rate of one-half ( $\frac{1}{2}$ ) working day per 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.
- 27:03** 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. eighty [SO] hours = ten [10] days = one [1] bi-weekly pay period).
- 27:04** Sick leave with pay up to but not exceeding the net amount of entitlement will be paid to hourly paid employees based on the number of hours they normally would have been scheduled to work on the day they were absent on sick leave.
- 27:05** Sick leave shall not accumulate beyond two hundred and eight (208) working days.

- 27:06** An employee who has been absent on sick leave with pay, upon returning to work, shall continue to accumulate sick leave up to a maximum of two hundred and eight (208) working days in accordance with Sections :02 and :03.
- 27:07** 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.
- 27:08** A new employee may be granted sick leave in advance of it being earned during the first six (6) months of service, provided that the amount advanced, when combined with credits already accumulated, does not exceed five (5) working days. If an employee who has used more sick leave than has been earned has his or her services terminated for a reason other than layoff or death, the salary over-payment resulting from the use of unearned sick leave shall be recovered by the Employer.
- 27:09** Sick leave shall not accumulate during periods when an employee is:
- (a) Absent on sick leave and/or absent on Workers Compensation for a period of more than ten (10) consecutive working days; or
  - (b) Absent without leave; or
  - (c) Absent on leave of absence without pay.
- Subsections (b) and (c) to apply where the period of absence is greater than one-half (½) of the bi-weekly period.
- 27:10** 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.
- 27:11** An employee who has been absent because of sickness for a period of more than three (3) consecutive working days shall furnish within a reasonable period of time, 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 within a reasonable period of time, the employee shall not be entitled to be paid for the period of absence.

- 27:12** 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.
- 27:13** 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. Where the Employer requires information other than a certificate of absence due to illness or injury, Article 12 shall apply.
- 27:14** 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 26:11, shall be to a maximum of fifteen (15) working days.
- 27:15** Where the Employer has cause to request information other than that required in Sections :11 or :12 hereof, the Employer shall reimburse the employee for any costs incurred for providing such information.
- 27:16** Employees should make every reasonable effort to schedule their medical and dental appointments outside of their working day. However, if employees are unable to schedule their medical and dental appointments outside normal working hours, they will be allowed time off without loss of pay provided they are absent less than two (2) hours. Employees are encouraged to schedule appointments at the beginning or end of the working day in order to minimize disruptions and absences. Employee absences for appointments greater than two (2) hours, will be allowed without loss of pay if the employee has sick leave credits. The time off will be charged against the employee's sick leave credits. Any fraction of a day

less than half ( $\frac{1}{2}$ ) but greater than two (2) hours will be computed as a half ( $\frac{1}{2}$ ) day; any fraction of a day greater than half ( $\frac{1}{2}$ ) day will be computed as one (1) day.

**27:17** For medical and dental appointments with specialists or for services not available locally, up to two (2) days including travel and appointment time, may be allowed for such appointments. Where documentation acceptable to the Employer is provided, sick leave may be used for such medical and dental appointments.

### **Article 28 - Workers Compensation**

**28:01** 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.

**28:02** 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.

**28:03** 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 of absence due to the compensable injury.

**28:04** Where an employee is injured on the job and is required to leave for medical treatment and/or is sent home by management due to the injury, the employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.

**28:05** Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on-the-job accident shall be provided by or at the expense of the Employer if it is not covered by a medical plan.



### **Article 29 - Compassionate Leave**

- 29:01** An employee shall be entitled to compassionate leave of five (5) working days without loss of salary in the event of the death of parent, spouse or child.
- 29:02** 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 brother, sister, ward of the employee, grandparent, grandchild, or relative permanently residing in the employee's household or with whom the employee permanently resides.
- 29:03** 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, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, niece or nephew.
- 29:04** An employee who is entitled to compassionate leave under Sections :01, :02 and :03 during vacation leave shall receive vacation credits equal to the number of days of compassionate leave granted.
- 29:05** 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.
- 29:06** 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 of two-hundred (200) kilometres or further, accessible by all weather road.

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

- 30:01** An employee shall be entitled to up to five (5) days of leave with pay in each fiscal year to be granted on the recommendation of the Employer as follows and charged against the employee's sick leave credits:
- (a) (i) The leave shall be for the purpose of attending to family responsibilities which are real, immediate and unavoidable and which necessitate the employee's absence from work;

- (ii) The family responsibilities of the employee could not reasonably be accommodated by some other person or in some other way or at some other time;
- (iii) The amount of leave is intended to cover the period until appropriate alternative arrangements can be made;
- (b) (i) For religious observances as approved by the Employer with reasonable notice to be provided to the Employer. Religious observances shall be interpreted as major religious holidays normally observed by the employee and designated as a date of obligation by the employee's religious traditions.

**30:02** An employee's sick leave accumulated under Article 27 - Sick Leave will not be reduced to less than twelve (12) days per year as a result of the application of this provision.

### **Article 31 - Paternity Leave**

**31:01** 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.

### **Article 32 - Maternity Leave**

**32:01** 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**

**32:02** In order to qualify for Plan A, an employee must:

- (a) Have completed seven (7) continuous months of employment for or with the Employer;
- (b) Submit to the Employer an application in writing for leave under Plan A at least four (4) weeks before the day specified 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.

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

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

**32:04** (a) An employee who has been granted maternity leave shall be permitted to apply up to a maximum of ten (10) days of her accumulated sick leave against the Employment 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**

**32:05** 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 (HRDC) and limited to maternity leaves commencing on or after that date, the provisions of Plan B will come into effect.

**32:06** In order to qualify for Plan B an employee must:

- (a) Have completed seven (7) continuous months of employment for or with the Employer;
- (b) Submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified 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 Employment Insurance benefits and that HRDC has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 18, Employment Insurance Act.

**32:07** 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 34 - Parental Leave, 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 34 - Parental Leave, 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.

- 32:08** 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.
- 32:09** 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.
- 32:10** 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 ninety-three percent (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 Employment Insurance benefits the employee is eligible to receive and ninety-three percent (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.
- 32:11** Plan B does not apply to term employees.
- 32:12** 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.

- 32:13** 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.
- 32:14** The Employment Standards Act respecting maternity leave shall apply Mutatis Mutandis.

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

- 33:01** An employee shall be granted one (1) day's leave with pay to attend to needs directly related to the adoption of the child. At the employee's option such leave shall be granted on the day of, or the day following the adoption.
- 33:02** Where a female employee who adopts an infant under the age of twenty-four (24) months, such employee shall be eligible to receive maternity leave and the relevant provisions of Article 32 - Maternity Leave shall apply mutatis mutandis.

### **Article 34 - Parental Leave**

- 34:01** In order to qualify for parental leave, an employee must:
- (a) Be the mother of a child; or
  - (b) Be the father of a child or he must assume actual care and custody of his newborn child; or
  - (c) Adopt a child under the law of a province.
- 34:02** An employee who qualifies under Section :01 must:
- (a) Have completed seven (7) continuous months of employment; and
  - (b) Submit to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.
- 34:03** 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 thirty-seven (37) weeks.

**34:04** 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.

**34:05** 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.

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

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

The following conditions shall apply:

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

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

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

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



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

### **Article 37 - Remoteness Allowance**

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

### **Article 38 - Benefits**

**38:01** Dental Plan

- (a) The Employer and the Union agree to the continuation of the Dental Plan with the following changes:
  - (i) The applicable Manitoba Dental Association (MDA) Fee Guides will be implemented effective January 1, 2007, January 1, 2008 and January 1, 2009;
  - (ii) Dental coverage will continue for the first seventeen (17) weeks of maternity leave;
  - (iii) The annual maximum per claimant effective January 1, 2004, will be increased to one thousand four hundred and seventy-five dollars (\$1,475);
  - (iv) The orthodontic lifetime maximum effective January 1, 2004, will be increased to one thousand six hundred and seventy-five dollars (\$1,675);
  - (v) Effective January 1, 2001, part-time employees will be eligible for family coverage based on fifty percent (50%) of the coverage amounts applicable for full-time employees **up** to fifty percent (50%) of the maximum.

**38:02** Vision Care Plan

- (a) The Employer and the Union agree to the continuation of the Vision Care Plan as follows:
  - (i) Eligibility requirement for employees and dependents will be the same as those in effect for the Dental Plan;
  - (ii) Co-insurance will be 80%/20%;
  - (iii) The maximum payment under the Plan effective January 1, 2004, will be up to two hundred and twenty five dollars (\$225) every twenty-four (24) months for an employee or dependent;
  - (iv) Coverage will include prescription lenses and eye examinations;
  - (v) The applicable optometrist/ophthalmologist fee guides will be implemented effective January 1, 2007, January 1, 2008 and January 1, 2009.
- (b) Changes to the Dental Plan respecting eligibility during maternity leave and pro-rated family coverage for part-time employees will also apply to the Vision Care Plan.

**38:03** Drug Care Plan

- (a) The Employer and the Union agrees to the continuation of the Drug Care Plan effective October 1, 2001 as follows:
  - (i) Eligibility requirements for employees and dependents will be the same as the Dental Services Plan;
  - (ii) Co-insurance will be based on eighty percent (80%) reimbursement;
  - (iii) The maximum payment per contract (family) is six hundred and fifty dollars (\$650.00).
- (b) Other terms and conditions of the Drug Care Plan will be similar to those formerly in effect for the Drug coverage provisions of the employee paid Extended Health Benefit (EHB) plan.

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

- (a) The Employer will continue the Ambulance and Hospital Semi-Private Plan (AHSP) in accordance with the following:
  - (i) Premiums will be paid by the Employer;
  - (ii) The plan benefits shall continue as currently provided to employees and their dependants;
  - (iii) Eligibility requirements will be the same as those in effect for the Dental Plan.
- (b) The Employer shall provide a two hundred dollars (\$200.00) per annum health spending account for regular employees. Effective January 1, 2007, the amount increases to three hundred dollars (\$300.00); and effective January 1, 2008 the amount increases to four hundred dollars (\$400.00). The health spending account shall be pro-rated for regular part-time employees.

**Article 39 - Employee Assistance Program**

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

**Article 40 - Health and Safety**

- 40:01** The Employer and the Union recognize that safety, accident prevention and the preservation of health are of primary importance in College operations and that these activities require the combined efforts of the Employer, employees, and the Union.
- 40:02** The Employer will continue to provide its employees with safe working conditions, equipment and materials, and will continue to ensure that all reasonable precautions are taken.
- 40:03** The Union will continue to make every effort to obtain the cooperation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.

- 40:04** Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect 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.
- 40:05** 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.
- 40:06** Efforts should be made to schedule committee meetings, functions or duties during the employees' work time but if this is not possible meetings may be held during an employee's off duty hours. Employee representatives who are members of a Workplace 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.
- 40:07** Minutes of all committee meetings are required. Minutes shall consist of matters relating to the receipt and disposition of safety and health concerns. The minutes shall be signed by both chairpersons. Where there is disagreement as to the accuracy or content, either party may so note the disagreement and place their comments on the minutes prior to signing. When the minutes are signed by both co-chairpersons, the management co-chairperson shall retain the original for the records of the committee, forward a copy to the Workplace Safety and Health Division, post a copy and forward a copy to members of the committee.
- 40:08** The objectives of Workplace Health and Safety Committees include:
- (a) Assisting employees to identify, record, examine, evaluate and resolve health and safety concerns in the workplace;
  - (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.

- 40:09** Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, the supervisor shall not require or permit an employee to engage in, carry on or continue to work in that workplace under that condition.
- 40:10** (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to 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 Section :10 (a) 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.
- 40:11** Where an employee has refused to perform work in accordance with Section :10, no other employee shall be assigned the particular work unless such employee is notified of the refusal and the reasons for the refusal, if known.
- 40:12** Nothing in this Article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Sections :09 and :10.
- 40:13** Disciplinary action shall not be taken against an employee solely for the reason that the employee:
- (a) Made a report under Section :10; and
- (b) Refused to work or continue to work under the conditions described under Section :10 provided a safety and health officer has reported in

writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to his or her safety or health.

- 40:14** Where an employee willfully takes unfair advantage of the provisions described in Section :10, the employee may be subject to disciplinary action up to and including suspension or dismissal.

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

- 41:01** Where the Employer determines that uniforms and protective clothing are required in the performance of the employee's duties, such uniforms and protective clothing shall be provided to the employee.
- 41:02** Where uniforms and protective clothing are supplied, the Employer agrees to furnish, replace or repair such clothing when damaged in the performance of the employee's duties.
- 41:03** Where an employee is required, as a condition of employment, to provide and wear approved safety footwear or prescription safety glasses during the course of the employee's regular duties the employee will be eligible for an allowance once per fiscal year, to help offset the cost to the employee of purchasing approved safety footwear or prescription safety glasses. Effective June 23, 2007, the allowance shall be one-hundred and sixty dollars (\$160.00). Employees may use their Vision Care benefits to supplement the purchase of prescription safety glasses.
- 41:04** The allowance will be paid under the following conditions:
- (a) The safety footwear 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.

- 41:05** Where an employee who has worked for a fiscal year and has not claimed the allowance in that fiscal year, purchases safety footwear and/or prescription safety glasses in the next fiscal year, the employee is eligible to claim up to twice the maximum allowance in that fiscal year.
- 41:06** 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.
- 41:07** Notwithstanding any other provision of this Agreement, where an employee disputes the provision of protective clothing and footwear in accordance with this Article, the employee may file a grievance in accordance with the grievance procedure. The decision at Step 2 shall be final for such grievances.

#### **Article 42 - Video Display terminals**

- 42:01** 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.
- 42:02** Where an operator is of the opinion that the work results in undue eye fatigue, the employee may request a review of the job duties. The Employer will endeavour to design the job of the operator in a manner that will, wherever practicable, permit an operator to be assigned at least ten (10) minutes of alternate duties during any two (2) hour period of continuous operation.

### **Article 43 - Union Business**

- 43:01** Leave of absence to attend to Union business may be granted to employees under the following conditions:
- (a) Requests for leave shall be made in writing by the Union by providing the employee with a letter of request. The employee shall submit the letter to 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.
- 43:02**
- (a) For time spent with the Employer's representatives during negotiations of the Agreement, the Union will be allowed to have no more than two (2) employees present at each bargaining session on a time off with pay basis.
  - (b) Prior to the commencement of negotiations, the Union shall supply the Employer with a list of employee representatives. Dependent upon operational requirements, requested leave for such employees shall not be unreasonably denied.
  - (c) Subject to the mutual agreement of the parties, the total number of employees referred to in both Sections :02 (a) and (b) above may be changed provided any additional employees are on leave without pay or on wage recovery as per Section: 01 (c).
- 43:03** Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's supervisor.



**43:04** The Employer agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings, and social events provided the information does not contain anything that is adverse to the interests of the Employer. The Employer shall have the right to refuse to post or remove the posting of any information.

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

**44:01** “Union Officer” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.

**44:02** The Employer recognizes the Union’s right to select union officers to represent employees.

**44:03** The Union shall determine the number of union officers and the jurisdiction of each union officer having regard to the plan of organization, the distribution of employees at the work place, and the administrative structure implied by the grievance procedure.

**44:04** The Union agrees to provide the Employer with a list of union officers and any subsequent changes, The Union shall provide appropriate identification for union officers.

**44:05** Union officers and employees shall not conduct union business during their working time.

**44:06** The duties of the union officers shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the grievance procedure.

**44:07** For complaints of an urgent nature, a union officer shall first obtain the permission of 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 union officer shall notify his or her supervisor.

**44:08** When it is necessary for a union officer to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the union officer or employee concerned, provided that each has obtained approval from their supervisor(s) for the time required to deal with the

complaint or grievance. On resuming their duties, the union officer and employee shall notify their supervisor(s).

- 44:09** Notwithstanding Section :05, upon request, a union representative shall be provided an opportunity to meet with newly hired employees for up to fifteen (15) minutes during regular working hours. The time shall be established by agreement subject to operational requirements and may include a group orientation to facilitate this.

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

- 45:01** Employees covered by this Agreement, whether members of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the 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.
- 45:02** 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.
- 45:03** 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.
- 45:04** The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.
- 45:05** Notwithstanding any other provision in this Agreement, the Employer shall not later than ninety (90) days preceding the expiry date of this Agreement, furnish in written form to the Union the following, by classification groupings:
- (a) The name of each employee;
  - (b) The classification of each employee;
  - (c) The current rate of pay of each employee.

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

- 46:01** A joint consultation committee will be established and maintained within the College. The committee shall consist of no more than three (3) representatives of the Employer and three (3) representatives of the Union. The committee shall meet at the request of either party for the purpose of discussing matters of mutual concern, and which either party considers appropriate for discussion by the committee.
- 46:02** The committee may make recommendations to the Union and the Employer with respect to its discussion and conclusions, but it shall not have jurisdiction over wages, or any matter of collective bargaining including the administration of this Agreement. The committee does not have the power to bind either the Union or its members or the Employer to its decisions or conclusions.

### **Article 47 - Grievance Procedure**

- 47:01** The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.
- 47:02** A grievance is defined as a complaint in writing concerning:
- (a) The application, interpretation, or alleged violation of an Article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
  - (b) The dismissal, suspension, demotion, or written reprimand of an employee;
  - (c) A dispute concerning the classification of an employee.
- 47:03** 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.
- 47:04** (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 and General Employees' Union. In all cases the grievance shall be presented within twenty (20) working days from the date of the action giving rise to the grievance.
- (c) Where the parties fail to resolve a grievance under Section :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.

**47:05** 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.

**47:06** 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.

- 47:07** 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.
- 47:08** An employee has the right to representation by a Union representative at any step of the grievance procedure.

#### Step 1

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

- (e) Where the immediate supervisor at Step 1 is a union officer or officer of the Union, the grievance shall automatically be referred by the immediate supervisor to Step 2.

### Step 2

- (a) If the grievance is not resolved satisfactorily at Step 1, the employee shall submit the same grievance and the redress requested to the College President or designate within fifteen (15) working days of the receipt of the decision at Step 1.
- (b) The College President or designate shall sign for receipt of the grievance and issue a decision in writing to the employee and to the Union within fifteen (15) working days of receipt of the grievance.
- (c) For those grievances defined in accordance with Section :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.

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

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

## **Article 48 - Arbitration Procedure**

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

- (a) Grievances concerning the application, interpretation or alleged violation of an Article of this Agreement;

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

**48:02** The procedure for arbitrating grievances shall be 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 an arbitrator or arbitration board in accordance with Sections :02 (b) or (c);
- (b) Where the party initiating the arbitration proceedings wishes to request a single arbitrator, the notice referred to in Section :02 (a) shall so state;
  - (i) The parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days;
  - (ii) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days, the party initiating the arbitration proceedings may submit the name of its appointee to the board in accordance with Section :02 (c) within ten (10) working days;
  - (iii) A single arbitrator shall be considered to be an arbitration board for purposes of this Article.
- (c) Where the party initiating the arbitration proceedings wishes to request arbitration by a three (3) person board, the notice referred to in Section :02 (a) shall contain the first party's appointee to the arbitration board. The following procedure will then apply:

- (i) The party who receives the notice shall within ten (10) working days of receiving the notice, name an appointee to the arbitration board and notify the other party in writing of such appointee;
  - (ii) The two (2) members of the arbitration board named by the parties shall, within ten (10) working days of the appointment of the second of them, appoint a third member of the arbitration board who shall be the chairperson thereof;
  - (iii) 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.

### **Article 49 - Staff Development**

- 49:01** 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. Accordingly, upon the employee's written request, the Employer will create a staff development plan for each employee who requests same.
- 49:02** Educational leave policies and practices shall be as set forth from time to time in the College's Policies and Procedures Manual.

### **Article 50 - Harassment**

- 50:01** For the purpose of this Article, "harassment" is defined as vexatious behaviour in the form of hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee.
- 50:02** The parties recognize that the problem of harassment may exist. However, the parties agree that harassment will not be tolerated in the workplace or in connection with the workplace.

- 50:03** Where an employee is of the opinion that the employee has been or is being harassed, the employee may forward a written complaint directly to Human Resources. Where this is not possible, the complaint may be forwarded to the College President. The complaint shall be marked “Personal and Confidential.”
- 50:04** The Director of Human Resources, College President or designate will endeavour to resolve the matter in an expeditious and confidential manner.
- 50:05** The alleged offender shall be entitled to notice of the complaint and shall be given the opportunity to respond to the complaint.
- 50:06** The Director of Human Resources, College President or designate, after an investigation is conducted, shall have the authority to:
- (a) Dismiss the complaint; or
  - (b) Implement appropriate discipline; and/or
  - (c) Take any other action which in his/her opinion may be necessary.
- 50:07** Where the Director of Human Resources, College President or designate determines that a complaint has been made for frivolous, or vindictive reasons, he/she shall have the authority to:
- (a) Implement disciplinary action against the complainant; and/or
  - (b) Take any other action against the complainant which in his/her opinion may be necessary.
- 50:08** Notwithstanding the above, complaints of harassment may be processed as grievances.

### **Article 51 - Civil Liability**

- 51:01** 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 Section :01 (a), the Employer and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Employer shall unilaterally appoint counsel. The Employer accepts full responsibility for the conduct of the action and the employee agrees to co-operate fully with appointed counsel.

### **Article 52 - Employee Files**

- 52:01** 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.
- 52:02** An employee may request a copy of specific documents on the Employer's personnel file of that employee. This provision shall not be unreasonably requested or denied.

### **Article 53 - Lone Term Disability Income Plan**

- 53:01** 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.

## **Article 54 - Seniority**

- 54:01** (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.
- 54:02** 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 (1) 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.
- 54:03** 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.
- 54:04** 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.

**54:05** Seniority lists will be prepared for the following types of employees by classification groupings in order of seniority:

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

**54:06** Grievances concerning the calculation of seniority must be filed at Step 2 of the grievance procedure within twenty (20) working days of the date the employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

### **Article 55 - Instructor Accreditation**

**55:01** Each instructor shall be required to attain the Certificate in Adult Education or an equivalent qualification acceptable to the Employer.

**55:02** 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 or more courses toward accreditation at other times in the calendar year during non-contact time. Such progress toward accreditation shall be deemed to satisfy the intent and requirements of this Section.

### **Article 56 - Off-Campus Assignments**

**56:01** 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.

**56:02** An employee who accepts relocation as a result of program decentralization shall be entitled to the following:

- (a) Where the program is moved permanently to a location which requires relocation of the employee, the College policy on Expenses of Removal of Transfer shall apply;
- (b) Where the location of the program is to be temporary (one [1] full academic year or less), the employee shall be deemed to be in travel status and the following conditions shall apply:
  - (i) The employee shall receive a disturbance allowance equivalent to two (2) weeks salary;
  - (ii) The employee shall be entitled to accommodations in accordance with Appendix F;
  - (iii) The employee shall receive the applicable meal allowances and other expenses as per Appendix F;
  - (iv) Prior to being committed to accepting the assignments, the employee shall be entitled to one (1) pre-location trip to the community, including transportation, meals and accommodation expenses, for the purpose of reviewing the accommodation and educational facilities;
  - (v) Upon accepting the assignment, the employee, in addition to the initial paid relocation trip and final return trip, shall be entitled to further paid return trips to his/her permanent residence a minimum of eight (8) weeks or major portion thereof. Where possible, the teaching assignments shall be scheduled in such a manner as to allow the paid travel to occur on normal working days;
  - (vi) The employee shall retain remoteness allowance applicable to the location of his/her permanent residence;

- (vii) Additional miscellaneous expenses may be claimed, with the approval of the College President or designate.

### **Article 57 - Shift Premium**

- 57:01** An employee required to work a shift where half or more of the hours are worked between 6:00 p.m. and 6:00 a.m. shall receive a shift premium of one dollar (\$1.00) per hour or portion thereof. Effective June 23, 2007, the shift premium shall increase to one dollar and forty cents (\$1.40) per hour or portion thereof; and effective June 21, 2008, the shift premium shall increase to one dollar and fifty cents (\$1.50) per hour or portion thereof.
- 57:02** 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.
- 57:03** The shift premium shall not be included in the calculation of overtime payments, superannuation, group insurance, sick leave payments, vacation pay, or any other employee benefits.

### **Article 58 - Stand-By**

- 58:01** An employee, who has been designated by the Employer or authorized supervisor to be available on stand-by during off duty hours on a regular working day, shall be entitled to payment for each eight (8) hour period of:
- (a) Effective July 1, 2007 - eighteen dollars and fifty cents (\$18.50).
  - (b) Effective July 1, 2008 – twenty dollars (\$20.00)
- 58:02** For stand-by on a day of rest or on a paid holiday that is not a working day, the payment for each eight (8) hour period shall be:
- (a) Effective July 1, 2007 – twenty one dollars and eighty cents (\$21.80).
  - (b) Effective July 1, 2008 – twenty four dollars (\$24.00)
- 58:03** To be eligible for stand-by payment, an employee designated for stand-by duty must be available during the period of stand-by at a known telephone number or by another method of communication as mutually agreed



between the supervisor and the employee, and must be available to return for duty as quickly as possible if called.

- 58:04** The stand-by payment includes the responsibility to respond to phone calls and other forms of electronic communication which do not include a return to work. If such calls individually or in total exceed one-half ( $\frac{1}{2}$ ) hour, the employee is entitled to claim overtime for the period beyond one-half ( $\frac{1}{2}$ ) hour at the applicable overtime rate. The provisions respecting minimum call-out do not apply in these circumstances.
- 58:05** An employee on stand-by who is called back to work shall be compensated in accordance with call-out provisions of the applicable overtime Article in addition to stand-by pay.

### **Article 59 - Academic Coordinators' Allowance**

- 59:01** "Academic Coordinators" means those instructors who are designated in writing by the Employer as coordinators of academic programs and receive an allowance in recognition of duties that may include administration and coordination of these programs.
- 59:02** Where an instructor is designated by the Employer as an academic coordinator, the academic coordinator shall be paid an allowance of two thousand five hundred dollars (\$2,500) per annum in addition to his or her basic salary. Effective June 23, 2007, the allowance shall increase to two thousand six hundred dollars (\$2,600) per annum; and effective June 21, 2008, the allowance shall increase to two thousand and seven hundred dollars (\$2,700) per annum.
- 59:03** Where an instructor serves the Employer with written notice requesting that he/she not be designated as an academic coordinator the Employer shall make every reasonable effort to accommodate the request. Normally, the instructor will not be required to assume the responsibilities of academic coordinator for a period longer than ninety (90) days following the date the employer received such notice.
- 59:04** The Employer may designate an instructor as an academic coordinator where necessary due to operational requirements such as program accreditation standards.

**59:05** Notwithstanding the provision of Article 63:05 (i), an instructor who is designated as an academic coordinator for the full academic year will have an annual contact hour threshold of four hundred and sixty (460) hours.

An instructor who is designated as an academic coordinator for part of the academic year will have an annual contact threshold that is pro-rated based on the period the instructor was designated as an academic coordinator and the period the instructor was not designated as an academic coordinator.

### **Article 60 - Acting Status**

**60:01** 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 five (5) 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 a rate of pay for his or her original position that the employee would be paid if the employee had never held the temporary appointment.

**60:02** 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.

### **Article 61 - Job Sharing**

**61:01** The Employer and the Union agree as follows:

- (a) Job sharing is an alternative work arrangement whereby the duties and responsibilities of a full-time position may be restructured in a manner that would accommodate the employment of two (2) or more employees on a part-time basis;

- (b) The Employer will inform the Union of any new job share arrangements within the bargaining unit at the time the job share is initiated.

### **Article 62 - Weekend Premium**

- 62:01** An employee shall receive fifty cents (50¢) per hour for all regular hours of work or portions thereof on a Saturday or Sunday. Effective July 1, 2007, the weekend premium shall increase to seventy-five cents (75¢), effective July 1, 2008, the weekend premium shall increase to one dollar (\$1.00).
- 62:02** 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.
- 62:03** The weekend premium shall not be included in the calculation of overtime payments, superannuation, group life insurance, sick leave payments, vacation pay, or any other employee benefits.

### **Article 63 - Hours of Work**

- 63:01** All employees shall come within one (1) of the following categories of hours of work:
- (a) Thirty-six and one-quarter (36 ¼) hours of work, Category (A);
  - (b) Forty (40) hours of work, Category (B)
  - (c) Instructors, Category (C).
- 63:02** All employees within this Agreement shall come within Category (A) except for employees classified as 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;
  - Maintenance Tradesperson;

Nurse 1-3;  
 Security Officer 1-2;  
 Service Worker 1-4.

**63:03** Category (A)

- (a) Regular Work Day and Regular Work Week  
 Employees shall work seven and one-quarter (7 ¼) consecutive hours per work day exclusive of meal periods and thirty-six and one-quarter (36 ¼) 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 as outlined in Appendix "G."

**63:04** 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.

**63:05** Category (C)

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

- (a) The parties recognize that the normal workload of a community college instructor includes but is not limited to the following in various proportions:
  - Curriculum development;
  - Assigned contact hours;
  - Course/lesson preparation (new, revised or repeated);
  - Evaluation (including marking, grading of oral presentations and other forms of student assessment);
  - Student supervision (number of students);
  - Student consultation;
  - Committee work;
  - Applied Research.

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

- (b) Normally, prior to the commencement of the academic year, the chair shall determine workload within his/her area and for the individual instructors within the area. The workload assigned to individual instructors shall be appropriate and reasonable for the discipline concerned, taking into account the various factors set out in Section :05 (a) hereof. The workload assigned to each instructor shall be

determined in consultation with the instructor. The workload shall be reasonable and fair. Unless mandated by an accrediting body or professional organization the instructor(s) subject to the review of the chair, shall choose the course materials, method of presentation and evaluation for each subject assigned. Curriculum developed by another institution and purchased for use by the College shall be delivered by instructors within this College unless otherwise mutually agreed with the Union. It is understood that programs delivered in partnership with another organization may be delivered by instructors from that organization and the College. No instructor shall be laid off as a result of purchased courses or programs delivered in partnership.

- (c) An instructor shall carry out the responsibilities for teaching with fair and ethical dealing with students, taking care to inform students adequately regarding course format, assignments, and methods of evaluation, to maintain teaching schedules in all but exceptional circumstances, to inform students adequately of any necessary cancellation and rescheduling of instruction, and to adhere to the schedules for the submission of grades and evaluations and to act in conformity with the Senior Academic Committee. Instructors shall exercise with discretion their responsibility to maintain order and safety in the classroom and in the laboratory, and to evict disrupters and /or those persons who pose a threat to themselves or to others.
- (d) Appeal Procedure
  - (i) An instructor who wishes a review of his/her workload shall apply to the appropriate dean, or designate, within five (5) working days of receiving the assignment from the chair. The dean or designate, shall render a decision within five (5) working days of receipt of the appeal.
  - (ii) An instructor who is dissatisfied with the decision of the dean, or designate, may submit his/her complaint to the vice-president academic, or designate, within five (5) working days of receipt of the dean's, or designate's, decision and the vice-president academic, or designate, shall render his/her decision within 5 working days of receipt of the complaint.
  - (iii) The time limits may be extended by mutual agreement between the parties.

- (iv) If the above procedures fail to resolve the issues the matter may be submitted to arbitration in accordance with Article 48 of this Agreement.
- (e) A contact hour is a period of sixty (60) minutes or less of assigned responsibilities with a class including (but not limited to) exam invigilation, clinical, practicum supervision, worksite visitations, and assisted supervision.
- (f) Instructors may be assigned contact hours during an eight (8) consecutive hour period between 8:00 a.m. and 6:00 p.m. Monday through Friday. During this period instructors are entitled to a one (1) hour lunch break between 11:00 a.m. and 2:30 p.m.  
  
Instructors are expected to make themselves reasonably available during non-contact time for student consultation and other activities related to their instructional functions.
- (g) Notwithstanding Section :05 (e), 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.
- (h) When an instructor in a health care program is assigned to oversee student practicums, the instructor may work up to three (3) twelve (12) hour shifts during the course of a work week. Where the

instructor will be considered to have met the requirements of Section :05 (e).

Where an instructor has worked two (2) twelve (12) hour shifts, the instructor will receive one (1) day compensation time. Where an instructor has worked one (1) twelve (12) hour shift, the instructor will receive one-half ( $\frac{1}{2}$ ) day compensation time. This compensation time will be taken with mutual agreement within two (2) weeks of the time worked. Where mutual agreement is not achieved, the Employer will schedule time.

- (i) An instructor shall be eligible for payment at overtime rate for any and all contact hours in excess of 800 in an academic year.
- (j) Payment under Section :05 (i) will be at a rate of one and one-half time ( $1\frac{1}{2}$ ) the instructors 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.
- (k) Where, because of the nature of the course and/or at the discretion of the Employer, an instructor is required to instruct beyond two hundred (200) working days in any one or 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 Section (d) (i) hereof will not be eligible for compensation under this Article.

### **Article 64 - Overtime**

- 64:01** The Employer may require employees to work overtime.
- 64:02** Notwithstanding Section :01, every reasonable effort shall be made to ensure that all overtime work is distributed equitably amongst employees who volunteer for overtime work and are able to perform the required duties.
- 64:03** An employee who is required to work overtime on his or her regular work day shall receive compensation at time and one-half ( $1\frac{1}{2}x$ ) for all overtime worked.



- 64:04** An employee who is required to work on his or her first day of rest shall receive compensation at time and one-half (1½x) for the first four (4) hours and double time (2x) thereafter.
- 64:05** 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.
- 64:06** 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 (B) of Article 63:02, 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.
- 64:07** An employee, if called out or scheduled to work additional hours, shall receive for the work a minimum payment equivalent to three (3) hours at the applicable overtime rate provided that the period of overtime worked by the employee is not contiguous to his or her scheduled working hours. A meal break shall not be regarded as affecting contiguity.
- 64:08** At the employee's option, overtime shall be compensated by paying the employee for all time worked at the applicable rate or by granting the employee equivalent time off in lieu thereof.
- 64:09** All time off in lieu thereof shall be granted at a time mutually agreeable to the employee and the Employer.
- 64:10** Where an employee has chosen to receive time off in lieu, arrangements in respect thereof shall be completed to the mutual satisfaction of the employee and the Employer within sixty (60) calendar days following the end of the 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.
- 64:11** 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 63 - Hours of Work.

### **Article 65 - Court Leave**

**65:01** An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence and all jury or witness fees received by the employee shall be remitted to the Employer.

### **Article 66 - Deferred Salary Leave Plan**

**66:01** The terms and conditions of the Deferred Salary Leave Plan (DSLPL) will apply to all employees. Employees may apply to the Employer to elect to defer salary to be paid during a period of leave of absence, in accordance with the provisions outlined in the DSLPL.

**66:02** The implementation of the DSLPL will become effective the first bi-weekly pay period following the date of notice of a positive tax ruling from Human Resource Development Canada.

### **Article 67 - Work at Home**

**67:01** Work at home arrangements shall be voluntary and may be terminated by either party with thirty (30) days notice.

**67:02** The Employer shall supply the necessary equipment and supplies to employees working at home and shall be responsible for the insurance and maintenance costs of such equipment.

**67:03** Working at home shall not affect the employment status of any employee. **A** person who would not otherwise be an employee will not become one because they are performing work from an off-site location. Similarly, it will not prevent a person from remaining or becoming an employee if they otherwise would be an employee.

**67:04** All provisions of the Agreement apply to work at home arrangements except as otherwise agreed by the parties to the Collective Agreement.

**67:05** Work at home arrangements refer to work performed at an employee's home during regular work hours. The provisions of this Article refer to long term arrangements only.

- 67:06** The Employer reserves the right to attend at the employee's home with reasonable notice to inspect and repair the Employer's equipment as necessary.
- 67:07** A joint committee will be established to review specific work at home issues not covered by these provisions.

### **Article 68 - Military Leave**

- 68:01** Military leave of absence without pay may be granted to any employee who is inducted or who enlists in lieu of induction in any branch of the Canadian Armed Forces. Military leave may be granted for the purpose of fulfilling commitments to any reserve component of the Canadian Armed Forces. Where possible, reasonable notice shall be provided to the Employer. Upon return from such leave, the employee shall be placed at the same step on the salary schedule that he/she would have been had he/she worked in the College during such period.

### **Article 69 - Professional Fees**

- 69:01** The Employer shall provide fifty percent (50%) reimbursement for professional licensing and professional fees to those employees who are required to maintain such designations as a condition of employment.

The following representatives of the parties have signed this Agreement on behalf of Red River College and the Manitoba Government and General Employees' Union on this 6th day of July, 2007

**ON BEHALF OF THE BOARD OF GOVERNORS OF RED RIVER COLLEGE**

  
Chairperson, Board of Governors, Red River College

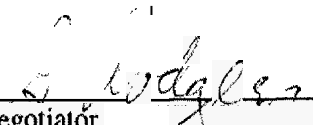
  
President, Red River College


  
Member, Negotiating Committee, Red River College


  
Member, Negotiating Committee, Red River College

  
Member, Negotiating Committee, Red River College

  
Member, Negotiating Committee, Red River College

  
Chief Negotiator, Manitoba Government and General Employees' Union

  
Staff Representative, Manitoba Government and General Employees' Union

  
Member, Negotiating Committee, Manitoba Government and General Employees' Union

## Appendix “A”

### Exclusions From the Terms of the Agreement

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

Guidelines to be considered in negotiating exclusions shall be:

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

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

#### Positions Excluded From the Agreement

President	Dean, School of Continuing & Distance Education
Vice-president Academic & Research	Dean, Student Services
Vice-president Business Development	Dean, Transportation, Aviation & Manufacturing
Vice-president Finance & Administration	Manager, Corporate Legal & Insurance Services
Vice President Student Services & Planning	Manager, Human Resource Systems
Associate Vice-president Facilities & Campus Services	Manager, Security Services
Controller	Human Resource Officers (three [3] positions)
Director, Applied Research	Employment Equity Coordinator
Director, Campus Services	Staff Development Coordinator
Director, College Relations	Supervisor IT Security
Director, Building Systems & Maintenance	Executive Assistant to the President
Director, Design, Planning & Construction	Executive Assistant to the Board of Governors
Director, Human Resource Services	Budget Coordinator
Director, Information Technology Solutions	Secretary to the Director, Human Resource Services
Director, Research & Planning	
Dean, Aboriginal Education	
Dean, Applied Sciences	
Dean, Business & Applied Arts	
Dean, Industrial Technologies	
Dean, Learning Innovations	

## **Appendix “B”**

### **Remoteness Allowance**

**1:01** Remoteness Allowances shall be paid to employees subject to the eligibility criteria and conditions laid down in this Appendix.

**1:02** Eligibility Claim: A notarized eligibility claim, in a standard format to be determined by the Employer in accordance with the provisions of this Appendix for the payment of dependent's or single rate of allowances shall be submitted to the Employer when first requesting the allowance, and renewed not less frequently than annually thereafter, normally prior to the fiscal year or where any change in dependents claimed arises.

**1:03** Single or Dependent's Allowance: Subject to Section :05, the single allowance will be paid to employees that have established a residence and maintain a home in a location designated as a remote location and who are eligible for the payment of a remoteness allowance. Claims for dependent's allowance will be subject to sections 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 or mentally incapable, 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. Such remoteness allowance will be pro-rated as per Section :09 for part-time employees.

**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. Such remoteness allowance will be pro-rated as per Section :09 for part-time employees.

**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 and Employees Hired on an "If, As and When" Basis Part-time Employees: Remoteness allowances are to be determined separately from hourly wage rates. Except for employees hired on an "if, as and when" basis, for part-time employees, remoteness allowances are to be considered on a daily basis, i.e. one-tenth (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 provided the employee worked one-half ( $\frac{1}{2}$ ) or greater of the normal working hours, i.e. seven and one-quarter (7 $\frac{1}{4}$ ) or eight (8) hours in any one day, or

- (b) For each day that the employee is recognized as being on “stand by.” In order to qualify for the daily rate, an employee hired on an “if, as, and when” basis is required to work one-half ( $\frac{1}{2}$ ) or greater of the normal working hours, i.e. seven and one-quarter (7 $\frac{1}{4}$ ) or eight (8) hours in any one (1) day.
- 1:09** Part-time employees: Section :08 will apply to all part-time employees on staff as of the date of signing of this Agreement. For all other part-time employees, remoteness allowances will be pro-rated based on the number of hours an employee works. Example: if an employee works fifty percent (50%) of the hours of a full-time employee, the employee will receive fifty percent (50%) of the remoteness allowance.
- 1:10** 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.
- 1:11** Rates: The bi-weekly remoteness allowances relative to each location at single and dependent’s rate are shown in Section :16 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.
- 1:12** Geographic Eligibility: No location will be included for remoteness allowance that is two-hundred fifty (250) kilometres or less from the center of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of sixty-five (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 two-hundred (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.
- 1:13** 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:

	<u>Effective Date of Signing</u>	<u>Effective June 23, 2007</u>	<u>Effective June 21, 2008</u>
Bissett	\$24.53	\$25.14	\$25.77
God's Lake Narrows	\$52.27	\$53.58	\$54.92
Island Lake	\$50.50	\$51.76	\$53.05
Norway House	\$43.54	\$44.63	\$45.74

- (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.
- 1:14** 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.
- 1:15** 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 two (2) days travel time without loss of regular pay.

1:16 Bi-weekly Remoteness Allowances

Location	Date of Signing		June 23, 2007		June 21, 2008	
	Dependent	Single	Dependent	Single	Dependent	Single
Berens River	239.94	137.57	245.94	141.01	252.09	144.54
Bissett	159.16	93.51	163.14	95.85	167.22	98.25
Bloodvein River	243.52	139.87	249.61	143.37	255.85	146.95
Brochet	286.61	165.03	293.78	169.16	301.12	173.39
Churchill	231.69	140.59	237.48	144.10	243.42	147.70
Cormorant	135.28	86.26	138.66	88.42	142.13	90.63
Cranberry Portage	115.91	73.04	118.81	74.87	121.78	76.74
Crane River	142.80	103.77	146.37	106.36	150.03	109.02
Cross Lake	257.97	149.14	264.42	152.87	271.03	156.69
Dauphin River (Anama Bay)	160.04	113.56	164.04	116.40	168.14	119.31
Easterville	118.36	74.71	121.32	76.58	124.35	78.49
Flin Flon	100.30	62.39	102.81	63.95	105.38	65.55
Gillam	206.12	124.71	211.27	127.83	216.55	131.03
God's Lake Narrows	284.28	163.43	291.39	167.52	298.67	171.71
God's River	287.96	165.94	295.16	170.09	302.54	174.34
Grand Rapids	115.06	71.12	117.94	72.90	120.89	74.72
Ilford	307.94	176.28	315.64	180.69	323.53	185.21
Island Lake/Garden Hill	264.85	151.30	271.47	155.08	278.26	158.96
Jenpeg	188.10	112.44	192.80	115.25	197.62	118.13
Lac Brochet	312.34	179.16	320.15	183.64	328.15	188.23
Leaf Rapids	159.10	98.74	163.08	101.21	167.16	103.74
Little Grand Rapids	255.26	144.75	261.64	148.37	268.18	152.08
Lynn Lake	164.30	99.48	168.41	101.97	172.62	104.52
Manigotagan	159.16	94.12	163.14	96.47	167.22	98.88
Matheson Island	162.29	115.56	166.35	118.45	170.51	121.41
Moose Lake	171.83	106.22	176.13	108.88	180.53	111.60
Negginan/Poplar River	243.97	140.30	250.07	143.81	256.32	147.41
Nelson House	175.66	107.26	180.05	109.94	184.55	112.69
Norway House	229.48	131.20	235.22	134.48	241.10	137.84
Oxford House	278.86	159.53	285.83	163.52	292.98	167.61
Pikwitonei	224.97	134.73	230.59	138.10	236.35	141.55
Pukatawagan	185.39	113.86	190.02	116.71	194.77	119.63
Red Sucker Lake	282.81	162.21	289.88	166.27	297.13	170.43
St. Therese Point	264.85	151.30	271.47	155.08	278.26	158.96
Shamattawa	302.66	175.75	310.23	180.14	317.99	184.64
Sherridon	183.20	112.38	187.78	115.19	192.47	118.07
Snow Lake	137.64	85.55	141.08	87.69	144.61	89.88
South Indian Lake	291.51	168.14	298.80	172.34	306.27	176.65
Split Lake	303.30	173.11	310.88	177.44	318.65	181.88
Tadoule Lake	317.14	182.55	325.07	187.11	333.20	191.79
The Pas	94.14	57.52	96.49	58.96	98.90	60.43
Thicket Portage	224.49	134.39	230.10	137.75	235.85	141.19
Thompson	149.87	105.27	153.62	107.90	157.46	110.60
Wabowden	192.35	131.26	197.16	134.54	202.09	137.90
Waterhen	118.83	74.31	121.80	76.17	124.85	78.07
York Landing	305.94	178.20	313.59	182.66	321.43	187.23

## 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; e.g. for an employee in an eight (8) hour per day classification: (The figures for seven and one-quarter [7¼] hour per day classifications are shown in brackets.)

8 (7 ¼) hours work equals one day of accumulated service;

40 (36%) hours work equals one week of accumulated service;

80 (72 ½) hours work equals one bi-weekly pay period of accumulated service;

168 (152%) 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. i.e. 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%) hours of accumulated service.

- 2:02** This Appendix does not apply to casual employees.
- 2:03** The Employer will determine whether an employee is part-time or casual in accordance with Sections :01 and :02. The parties agree to meet in an effort to resolve any problems which may occur as to whether an employee is part-time or casual. The matter may be referred to Labour/Management Committee for resolution.

### Conversions

- 3:01** A part-time employee who is converted to casual is no longer covered by the 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 Section 2:01 of this Appendix but receives no credit for calendar or accumulated service as a casual employee.
- 3:03** Where a part-time employee who has been covered by the 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 totaling 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 him or herself 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 [7¼] 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 (½) 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 ¼, 1 2/3, 2 1/12, or 2 ½ 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. ½ 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 (½) day per bi-weekly pay period).

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

- (a) These types of paid leave will be pro rated by multiplying the number of days the employee would qualify for by the 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. seven (7) months.
- (c) An employee who qualifies is eligible for the full calendar time leave provided under the Agreement, i.e. twenty (20) weeks.
- (d) The application of ten (10) days sick leave towards the Employment Insurance 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 28 - Workers Compensation.

**5:08** Bridging of Service

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

**5:09** Severance Pay

Accumulated service is the basis for meeting the minimum service requirement in accordance with Article 24 - Severance Pay of the Agreement, and for the calculation of severance pay e.g. ten and one-half

(10 ½) years accumulated service multiplied by one (1) week's pay equals ten and one-half (10 ½) weeks of severance pay.

**5:10** Remoteness Allowance

Refer to the Agreement Appendix B Section 1:09.

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

- (a) The period of notice required to be given by the employee or the Employer is the same as that applicable to full-time employees.
- (b) Pay in lieu of notice shall be calculated by multiplying the number of weeks notice by the 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 ¼) hours.
- (b) Overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a part-time employee only has two (2) days of rest per week.
- (c) Certain shift configurations may require working more than five (5) days per week without payment of overtime.

**5:14** Probation

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

**5:15** Seniority

Seniority is based on accumulated service.

**5:16** Layoff

Accumulated service is used for purposes of layoff.

**5:17** Dental Care Plan, Vision Care Plan and Drug Care Plan

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

**5:18** 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"

### Casual Employees

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

Article 1 - Interpretation

Article 4 - Application

Article 7 - No Discrimination

Article 8 - Management Rights

Article 10 - Retroactive Wages

Article 14 - Conduct of Employees

Article 18 - Disciplinary Action

Article 25 - Holidays

- Provisions respecting 1½x for time worked on the listed holidays only
- All other provisions in accordance with The Employment Standards Act.

Article 36 - Loss of or Damage to Personal Effects

Article 41 - Uniforms and Protective Clothing

- Sections :01, :02 and :07 only

Article 44 - Union Security

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

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

Article 50 - Harassment

Article 51 - Civil Liability

Article 52 - Employees Files

Article 57 - Shift Premium

Article 62 - Weekend Premium

**1.02** Overtime

- (a) Daily overtime is only payable when the employee has worked beyond the normal daily hours for that classification, i.e. eight (8) or seven and one-quarter (7¼) hours;
- (b) Overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a casual employee only has two (2) days of rest per week;

- (c) Certain shift configurations may require working more than five (5) days per week without payment of overtime.
- 1:03** There is no obligation for the Employer to offer work to a casual employee or for a casual employee to accept work that is offered.
- 1:04** A casual employee who has not worked for a period of forty-five (45) calendar days may be terminated at the sole discretion of the Employer. If an employee who has been terminated in accordance with this Section is rehired as a casual employee within twelve (12) months, the employee will receive credit for the employee's previous casual service for purposes of the application of Section 4:01 (b) of Article 4 - Application of Agreement.
- 1:05** A casual employee who is working in a second job with the Employer must meet the requirements of Section :01 (b) of Article 4 - Application of Agreement with respect to accumulated service in the second job. The same requirements will also apply to any subsequent jobs.
- 1:06** The rate of pay shall not be less than the lowest rate of pay set out in the appropriate classification and salary schedule of the Agreement except as may be provided in a separate Memorandum of Agreement between the parties.

## Appendix “E”

### Privately-Owned Vehicles

#### Privately-Owned Vehicles

**1:01** Privately-Owned Vehicles

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

**1:02** Reimbursement Rates

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

	For Employees Resident	
	<u>South of 53</u>	<u>North of 53</u>
(a) Effective date of Signing:	39.9¢/km	45.6¢/km
(b) The use of a privately-owned motorcycle, when authorized by the Employer:	19.9¢/km	22¢/km

**1:03** 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.

**1:04** 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; or
- (b) on the employee’s day of rest.

**1:05** 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 October 1, 2006                      \$20.72/day plus 25.52 ¢/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.

**1:06** 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.

#### Privately Owned Vehicles - Business Insurance

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

#### Increases To Rates

**3:01** The rates in this Appendix will be increased effective July 1, 2008 in accordance with the following formula:

An amount calculated by measuring the average percentage increase in the Private Transportation component of the Manitoba Consumer Price Index from July 2007 to June 2008 as follows:

$$\frac{\text{July 2007}}{\text{July 2006}} + \frac{\text{Aug 2007}}{\text{Aug 2006}} + \frac{\text{May 2008}}{\text{May 2007}} + \frac{\text{June 2008}}{\text{June 2007}} = \text{Total Percentage Increase}$$

The Total Percentage Increase will be divided by twelve (12) to determine the Average Percentage Increase. This figure will be rounded to one (1) decimal place and used to calculate new rates for the applicable sections.

## **Appendix “F”**

### **Meals and Miscellaneous Expenses**

#### **Meals - Eligibility For Claims**

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

- (a) The employee is in travel status; or
- (b) The employee has been traveling 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 traveling 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 Section 3 - Meal Allowances During Overtime Work. No other meal claims except as provided in this Appendix shall be paid.

Meal Expenses - Travel Within The Province

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

		<u>Individual Meals</u>			
		<u>Breakfast</u>	<u>Lunch</u>	<u>Supper</u>	<u>Per Diem</u>
(a)	In areas covered by remoteness allowance				
	Effective Date of Signing:	\$7.10	\$9.11	\$16.26	\$32.47
	Effective July 1, 2007:	\$7.35	\$9.36	\$16.51	\$33.22
(b)	In all other areas				
	Effective Date of Signing:	\$6.58	\$8.59	\$15.49	\$30.66
	Effective July 1, 2007	\$6.83	\$8.84	\$15.74	\$31.41

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

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

**2:04** Actual meal expenses exceeding the above maximum may be claimed if supported by a receipt up to a maximum of \$50.00 per day including gratuities and taxes.

Meal Allowances During Overtime Work

**3:01** Extension of Working Day

Where an employee's working date 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 \$4.10 per day effective October 1, 2003;
- (b) At least three and a half (3½) hours, exclusive of a dinner or supper break, an allowance equivalent to that payable for "Lunch" in the appropriate areas as shown in Section 2 - Meal Expenses - Travel Within the Province, shall be paid."

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

- (a) Nine and one-quarter (9 $\frac{1}{4}$ ) hours; or
- (b) Ten and three-quarters (10  $\frac{3}{4}$ ) 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, fire duties, etc.) and an employee is required to work extended hours in connection with that emergency, with the approval of the Employer, the employee may claim the cost of purchased meals appropriate to the period worked, as provided for under Section 2 - Meals Expenses - Travel Within The Province.

Incidentals Allowance

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

- (a) Commercial accommodation - effective date of signing, four dollars and thirty cents (\$4.30); effective July 1, 2007, four dollars and sixty cents (\$4.60);
- (b) Non-commercial accommodation - effective date of signing, two dollars and ninety cents (\$2.90); effective July 1, 2007, three dollars and twenty cents (\$3.20).

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

Miscellaneous Expenses During Travel

**5:01** Gratuities

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

**5:02** Laundry

- (a) Laundry charges must be supported by receipts and may only be claimed where the employee is traveling 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;
  - (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.

Travel Status - Return Home Over A Weekend

- 6:01** Provided that work schedules permit, an employee in travel status may return home over a weekend and shall be reimbursed travel expenses in an amount not exceeding the cost of maintaining the employee in travel status over the weekend.



- 6:02** If travel is by College vehicle this cost should be evaluated at the per kilometre rate applicable for personal distance traveled for that class of vehicle.

#### Accommodations

- 7:01** Employees traveling 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.

#### 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.

#### Increases To Rates

- 9:01** The rates in Section 3 - Meal Expenses During Overtime Work and Section 4 - Incidentals Allowance will increased effective July 1, 2008 by the following formula:

- (a) An amount calculated by measuring the average percentage increase in the Food Purchased from Restaurants component of the Manitoba Consumer Price Index from July 2007 to June 2008. The amount shall be the average of the monthly percentage increases in the component as follows:

$$\frac{\text{July 2007}}{\text{July 2006}} + \frac{\text{Aug 2007}}{\text{Aug 2006}} + \frac{\text{May 2008}}{\text{May 2007}} + \frac{\text{June 2008}}{\text{June 2007}} = \text{Total Percentage Increase}$$

Total Percentage Increase divided by twelve (12) equals the Average Percentage Increase. The Average Percentage Increase rounded to one (1) decimal place will be applied to each rate and rounded to the nearest five cents (5¢). Per Diems represent the total of the individual meal rates.

## Appendix "G"

### Flexible Hours Guidelines

Red River College and the Manitoba Government and General 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**


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

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

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

  
On Behalf of Red River College

  
On Behalf of the Manitoba Government  
and General Employees' Union


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**Memorandum of Agreement #2**

**Re: Article 19:02**

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Red River College and the Manitoba Government and General 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.

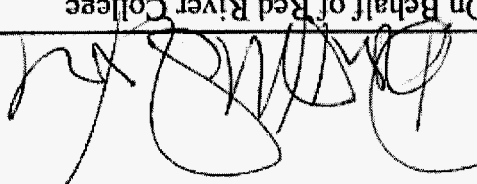
  
On Behalf of Red River College

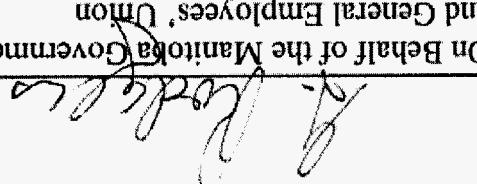
  
On Behalf of the Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #3**

**Re: Harassment**

Red River College and the Manitoba Government and General 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 50 - Harassment.

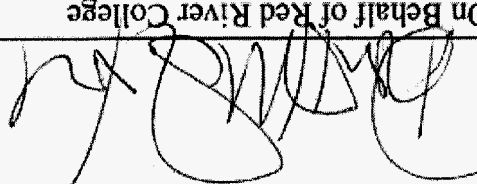
On Behalf of Red River College  


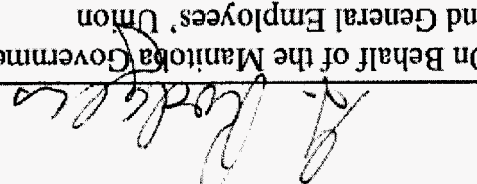
On Behalf of the Manitoba Government and General Employees' Union  


**Memorandum of Agreement #4**

**Re: Maternity Leave**

Red River College and the Manitoba Government and General Employees' Union agree that for and in consideration of the maternity leave provisions negotiated into this Agreement, the Manitoba Government and General 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 Red River College  


On Behalf of the Manitoba Government and General Employees' Union  


**Memorandum of Agreement #5**

**Re: Parking Rates**

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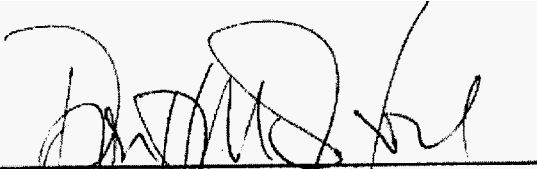
Red River College and the Manitoba Government and General Employees' Union agree that:

123 Main Street Campus

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 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.


Notre Dame Campus

5. Effective date of signing, existing parking rates will be increased by 2.3%, effective June 21, 2008 rates will be increased a further amount of 2%.



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On Behalf of Red River College



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On Behalf of the Manitoba Government  
and General Employees' Union


## **Memorandum of Agreement #6**

### **Re: Shift Schedules**

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Red River College and the Manitoba Government and General Employees' Union agree to the following terms and conditions with respect to the changing of a regularly scheduled employee's posted shift by the employer.

1. Where changes are necessary in a regularly scheduled posted shift, every reasonable effort will be made to provide at least twenty-four (24) hours notice.
2. Except as set out in (1), where an employee does not receive at least twenty-four (24) hours' notice of a change to the employee's regularly scheduled posted shift, the employee shall be paid at time and one-half (1½) 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.



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On Behalf of Red River College



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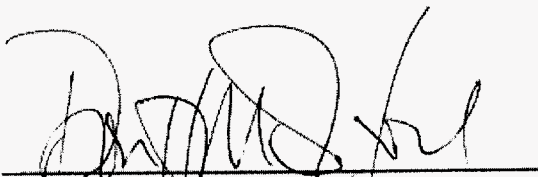
On Behalf of the Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #7****Re: Food Services**

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Red River College and the Manitoba and General 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.



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On Behalf of Red River College



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On Behalf of the Manitoba Government  
and General Employees' Union



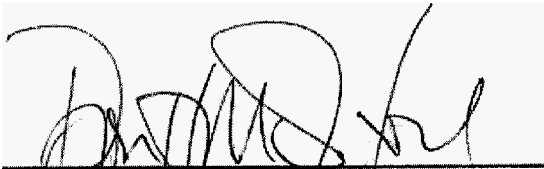
## Memorandum of Agreement #8

### **Re: Classification Plan**

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

1. A new classification plan will be developed for all positions in the College with the exception of instructors and other positions as may be agreed to by the parties.
2. A classification committee will be formed with an equal number of RRC and MGEU representatives to evaluate all positions other than those outlined above. Salary costs for MGEU members when engaged in committee activities related to this MOA, are the responsibility of the College.
3. Following the evaluation of the positions, the parties will meet to negotiate the salaries for the positions and placement of the incumbents within the new salary range.
4. An employee classification/appeal grievance dispute mechanism will be developed and will form part of the Collective Agreement. It is understood that employee access to arbitration will not be affected if a classification dispute is not resolved through the classification/appeal grievance dispute mechanism.
5. The effective date of implementation of the new classification and pay plan will be June 23, 2007.
6. The classification committee of RRC and MGEU representatives as described in Section 2 herein, will meet to classify new positions, and assess employee/management originated requests for a classification review.



On Behalf of Red River College



On Behalf of the Manitoba Government  
and General Employees' Union

July 6, 2007


## Letter of Intent

**Subject: Red River College Group Benefits**

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Red River College (RRC) and the Manitoba Government and General Employees' Union (MGEU) agree as follows:

1. A process will be developed to review opportunities to:
  - Establish a separate autonomous LTD/Health/Dental Plan for RRC;
  - Convert the existing LTD Plan to a fully insured plan in order to minimize the risk of RRC and to produce stability in monthly costs.
2. The parties agree that an employee survey will be conducted to determine levels of understanding, satisfaction and their benefit priorities.
3. Following the reviews outlined and the employee survey results, an appropriate form, design and pricing of a flexible benefit plan proposal will be developed for RRC.
4. The flexible benefit plan proposal will encompass the coverage's currently included in the existing Blue Cross Plan.
5. Any changes to the benefit plan are subject to negotiation with the MGEU.



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On Behalf of the Manitoba Government  
and General Employees' Union



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On Behalf of Red River College

July 6, 2007

**Letter of Intent**

**Subject: Tuition Scholarship**

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Red River College and the Manitoba Government and General Employees' Union shall establish a joint committee to discuss the application of a scholarship or bursary funded by the College for employee's dependants for the Fall of 2007.



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On Behalf of the Manitoba Government  
and General Employees' Union



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On Behalf of Red River College

July 6, 2007

**Letter of Intent**

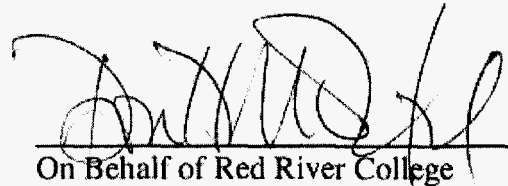
**Subject: Intellectual Property and Copyright Policy**

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Red River College agrees to discuss the issue of intellectual property during the life of the Collective Agreement.



On Behalf of the Manitoba Government  
and General Employees' Union



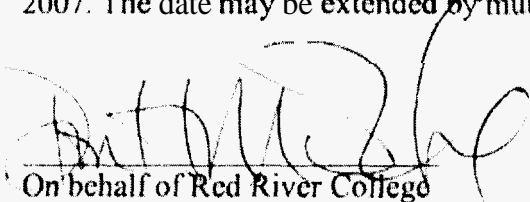
On Behalf of Red River College

July 6, 2007


**Letter of Intent**

**SUBJECT: PART-TIME INSTRUCTORS**

**Red River College and the Manitoba Government and General Employees ' Union will discuss the application of the Hours of Work Article 63 and Appendix C Application of Benefits to Part - Time employees as it applies to part - time instructors by December 2007. The date may be extended by mutual agreement.**



On behalf of Red River College

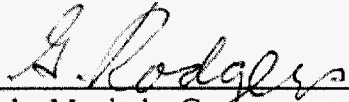


On behalf of the Manitoba  
Government and General  
Employees' Union

July 6, 2007

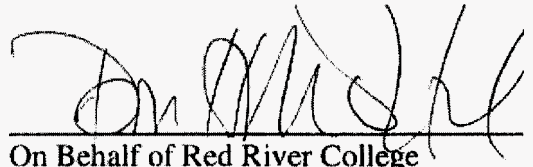
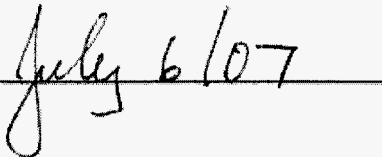
**Letter of Intent****Subject: Day Time Instructors – Continuing Education Division**

Red River College agrees, for greater certainty, that the exclusion of evening instructors in the continuing education division from the terms and conditions of the Collective Agreement under Article 4:01 (c) means that day time instructors in the continuing education division are covered by the terms and conditions of the Collective Agreement.



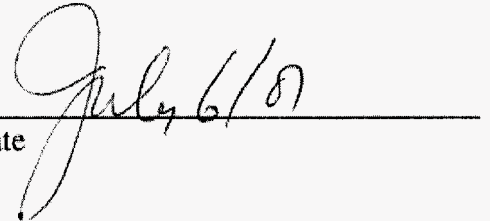
On Behalf of the Manitoba Government  
and General Employees' Union

Date



On Behalf of Red River College

Date



## Classification and Salary Schedule

**Effective June 24, 2006 to June 22, 2007**

### ACCOUNTING CLERK SERIES

ACCOUNTING CLERK 1	35,386	36,313	37,259	38,186	39,245	40,361
	1,356.48	1,392.00	1,428.25	1,463.78	1,504.38	1,547.15
	18.71	19.20	19.70	20.19	20.75	21.34

ACCOUNTING CLERK 2	40,436	41,495	42,573	43,651	44,843	46,148
	1,550.05	1,590.65	1,631.98	1,673.30	1,718.98	1,769.00
	21.38	21.94	22.51	23.08	23.71	24.40

### ADMINISTRATIVE OFFICER SERIES

ADMINISTRATIVE OFFICER	40,474	41,533	42,725	43,992	45,297	46,640
	1,551.50	1,592.10	1,637.78	1,686.35	1,736.38	1,787.85
	21.40	21.96	22.59	23.26	23.95	24.66

ADMINISTRATIVE OFFICER 1	41,836	43,197	44,635	46,072	47,661	49,325
	1,603.70	1,655.90	1,711.00	1,766.10	1,827.00	1,890.80
	22.12	22.84	23.60	24.36	25.20	26.08

ADMINISTRATIVE OFFICER 2	44,824	46,470	48,039	49,760	51,576	53,411
	1,718.25	1,781.33	1,841.50	1,907.48	1,977.08	2,047.40
	23.70	24.57	25.40	26.31	27.27	28.24

ADMINISTRATIVE OFFICER 3	47,245	48,890	50,630	52,465	54,470	56,493	58,612
	1,811.05	1,874.13	1,940.83	2,011.15	2,088.00	2,165.58	2,246.78
	24.98	25.85	26.77	27.74	28.80	29.87	30.99

ADMINISTRATIVE OFFICER 4	53,562	55,529	57,515	59,671	61,997	64,380	66,952
	2,053.20	2,128.60	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50
	28.32	29.36	30.41	31.55	32.78	34.04	35.40

### ADMINISTRATIVE ASSISTANT SERIES

ADMINISTRATIVE ASSISTANT 1	26,894	27,424	28,180	28,880	29,637
	1,030.95	1,051.25	1,080.25	1,107.08	1,136.08
	14.22	14.50	14.90	15.27	15.67

ADMINISTRATIVE ASSISTANT 2	30,204	30,847	31,604	32,360	33,249	34,081
	1,157.83	1,182.48	1,211.48	1,240.48	1,274.55	1,306.45
	15.97	16.31	16.71	17.11	17.58	18.02

ADMINISTRATIVE ASSISTANT 3	34,290	35,160	36,124	37,013	37,996	38,999
	1,314.43	1,347.78	1,384.75	1,418.83	1,456.53	1,494.95
	18.13	18.59	19.10	19.57	20.09	20.62

**ADMINISTRATIVE ASSISTANT SERIES cont'd...**

ADMINISTRATIVE ASSISTANT 4	38,318	39,264	40,266	41,212	42,384	43,406
	1,468.85	1,505.10	1,543.53	1,579.78	1,624.73	1,663.88
	20.26	20.76	21.29	21.79	22.41	22.95

**AMERICAN SIGN LANGUAGE (ASL) GROUP**

ASL INTERPRETER	36,994	38,280	39,623	41,023	42,460	43,954	45,486
	1,418.10	1,467.40	1,518.88	1,572.53	1,627.63	1,684.90	1,743.63
	19.56	20.24	20.95	21.69	22.45	23.24	24.05

	47,075	48,720	50,422	51,368
	1,804.53	1,867.60	1,932.85	1,969.10
	24.89	25.76	26.66	27.16

ASL INTERPRETER COORDINATOR	43,217	44,730	46,299	47,926	49,609	51,349	53,165
	1,656.63	1,714.63	1,774.80	1,837.15	1,901.68	1,968.38	2,037.98
	22.85	23.65	24.48	25.34	26.23	27.15	28.11

	55,018	56,928	58,933	60,957
	2,109.03	2,182.25	2,259.10	2,336.68
	29.09	30.10	31.16	32.23

**ARCHITECT SERIES**

ARCHITECT 1	37,921	39,207	40,455	41,893	43,254	44,786	46,470
	1,453.63	1,502.93	1,550.78	1,605.88	1,658.08	1,716.80	1,781.33
	20.05	20.73	21.39	22.15	22.87	23.68	24.57

	48,096	49,817	51,690
	1,843.68	1,909.65	1,981.43
	25.43	26.34	27.33

ARCHITECT 2	48,871	50,895	52,787	54,716	56,720	58,952	61,165
	1,873.40	1,950.98	2,023.48	2,097.43	2,174.28	2,259.83	2,344.65
	25.84	26.91	27.91	28.93	29.99	31.17	32.34

ARCHITECT 3	55,529	57,534	59,690	62,016	64,380	66,971	69,751
	2,128.60	2,205.45	2,288.10	2,377.28	2,467.90	2,567.23	2,673.80
	29.36	30.42	31.56	32.79	34.04	35.41	36.88

ARCHITECT 4	59,690	62,016	64,380	66,971	69,751	72,626	75,671
	2,288.10	2,377.28	2,467.90	2,567.23	2,673.80	2,784.00	2,900.73
	31.56	32.79	34.04	35.41	36.88	38.40	40.01

ASSISTANT DIRECTOR INFORMATION SERVICES	61,997	64,380	66,952	69,751	72,626	75,634
	2,376.55	2,467.90	2,566.50	2,673.80	2,784.00	2,899.28
	32.78	34.04	35.40	36.88	38.40	39.99

ASSISTANT GUIDANCE COUNSELLOR	37,902	39,207	40,493	41,874	43,311	44,805	46,451
	1,452.90	1,502.93	1,552.23	1,605.15	1,660.25	1,717.53	1,780.60
	20.04	20.73	21.41	22.14	22.90	23.69	24.56

<b>ASSISTANT GUIDANCE COUNSELLOR cont'd...</b>	48,134	49,817	51,690				
	1,845.13	1,909.65	1,981.43				
	25.45	26.34	27.33				
<b>ASSISTANT PRINCIPAL EDUCATION</b>	57,515	59,671	61,997	64,380	66,952	69,751	72,626
	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50	2,673.80	2,784.00
	30.41	31.55	32.78	34.04	35.40	36.88	38.40
<b>BUILDING SERVICE SUPERVISOR</b>	35,708	36,856	38,108	39,277	40,529	41,990	
	1,368.80	1,412.80	1,460.80	1,505.60	1,553.60	1,609.60	
	17.11	17.66	18.26	18.82	19.42	20.12	
<b>BUILDING SERVICE WORKER SERIES</b>							
<b>BUILDING SERVICE WORKER 1</b>	26,504	27,256	27,882	28,737	29,572	30,344	31,304
	1,016.00	1,044.80	1,068.80	1,101.60	1,133.60	1,163.20	1,200.00
	12.70	13.06	13.36	13.77	14.17	14.54	15.00
	32,285	33,245					
	1,237.60	1,274.40					
	15.47	15.93					
<b>BUILDING SERVICE WORKER 2</b>	29,572	30,344	31,304	32,285	33,245	34,393	
	1,133.60	1,163.20	1,200.00	1,237.60	1,274.40	1,318.40	
	14.17	14.54	15.00	15.47	15.93	16.48	
<b>BUILDING SERVICE WORKER 3</b>	30,866	31,784	32,744	33,746	34,831	36,021	
	1,183.20	1,218.40	1,255.20	1,293.60	1,335.20	1,380.80	
	14.79	15.23	15.69	16.17	16.69	17.26	
<b>CHAIRPERSON</b>	62,209	64,671	67,308	70,080	73,104	75,294	77,447
	2,384.67	2,479.05	2,580.14	2,686.40	2,802.32	2,886.27	2,968.80
	32.89	34.19	35.59	37.05	38.65	39.81	40.95
<b>CLERK SERIES</b>							
<b>CLERK 1</b>	24,322	24,984	25,608	26,308			
	932.35	957.73	981.65	1,008.48			
	12.86	13.21	13.54	13.91			
<b>CLERK 2</b>	28,597	29,259	29,958	30,753	31,509	32,360	
	1,096.20	1,121.58	1,148.40	1,178.85	1,207.85	1,240.48	
	15.12	15.47	15.84	16.26	16.66	17.11	
<b>CLERK 3</b>	34,365	35,216	36,162	37,070	38,053	39,207	
	1,317.33	1,349.95	1,386.20	1,421.00	1,458.70	1,502.93	
	18.17	18.62	19.12	19.60	20.12	20.73	
<b>CLERK 4</b>	40,058	41,023	42,063	43,197	44,276	45,448	
	1,535.55	1,572.53	1,612.40	1,655.90	1,697.23	1,742.18	
	21.18	21.69	22.24	22.84	23.41	24.03	



**CLERK SERIES cont'd...**

CLERK 5	40,474	41,533	42,725	43,992	45,297	46,640
	1,551.50	1,592.10	1,637.78	1,686.35	1,736.38	1,787.85
	21.40	21.96	22.59	23.26	23.95	24.66

**CLERK-TYPIST SERIES**

CLERK-TYPIST 1	26,081	26,705	27,292	28,029	28,748	
	999.78	1,023.70	1,046.18	1,074.45	1,102.00	
	13.79	14.12	14.43	14.82	15.20	
CLERK-TYPIST 2	28,597	29,259	29,958	30,753	31,509	32,360
	1,096.20	1,121.58	1,148.40	1,178.85	1,207.85	1,240.48
	15.12	15.47	15.84	16.26	16.66	17.11
CLERK-TYPIST 3	33,400	34,270	35,122	36,067	36,975	37,977
	1,280.35	1,313.70	1,346.33	1,382.58	1,417.38	1,455.80
	17.66	18.12	18.57	19.07	19.55	20.08

**COMPUTER OPERATOR SERIES**

COMPUTER OPERATOR 1	32,379	33,268	34,100	35,046	35,992	36,994
	1,241.20	1,275.28	1,307.18	1,343.43	1,379.68	1,418.10
	17.12	17.59	18.03	18.53	19.03	19.56
COMPUTER OPERATOR 2	39,491	40,512	41,552	42,725	43,897	45,183
	1,513.80	1,552.95	1,592.83	1,637.78	1,682.73	1,732.03
	20.88	21.42	21.97	22.59	23.21	23.89
COMPUTER OPERATOR 3	39,642	40,796	42,101	43,387	44,748	46,186
	1,519.60	1,563.83	1,613.85	1,663.15	1,715.35	1,770.45
	20.96	21.57	22.26	22.94	23.66	24.42
COMPUTER OPERATOR 4	39,774	41,136	42,573	44,030	45,618	47,264
	1,524.68	1,576.88	1,631.98	1,687.80	1,748.70	1,811.78
	21.03	21.75	22.51	23.28	24.12	24.99

**COMPUTER PROGRAMMER SERIES**

COMPUTER PROGRAMMER 1	41,552	42,952	44,351	45,902	47,453	49,136	50,933
	1,592.83	1,646.48	1,700.13	1,759.58	1,819.03	1,883.55	1,952.43
	21.97	22.71	23.45	24.27	25.09	25.98	26.93
	52,805	54,640	56,701				
	2,024.20	2,094.53	2,173.55				
	27.92	28.89	29.98				
COMPUTER PROGRAMMER 2A	48,361	50,044	51,822	53,600	55,548	57,571	59,784
	1,853.83	1,918.35	1,986.50	2,054.65	2,129.33	2,206.90	2,291.73
	25.57	26.46	27.40	28.34	29.37	30.44	31.61
	61,997	64,304					
	2,376.55	2,465.00					
	32.78	34.00					

**COMPUTER PROGRAMMER SERIES cont'd**

COMPUTER PROGRAMMER 2B	55,813 2,139.48 29.51	57,912 2,219.95 30.62	60,030 2,301.15 31.74	62,224 2,385.25 32.90	64,683 2,479.50 34.20	67,160 2,574.48 35.51	69,789 2,675.25 36.90
COMPUTER PROGRAMMER 3	58,801 2,254.03 31.09	60,957 2,336.68 32.23	63,113 2,419.33 33.37	65,477 2,509.95 34.62	68,068 2,609.28 35.99	70,678 2,709.33 37.37	73,515 2,818.08 38.87
COMPUTER PROGRAMMER 4	60,957 2,336.68 32.23	63,113 2,419.33 33.37	65,477 2,509.95 34.62	68,068 2,609.28 35.99	70,678 2,709.33 37.37	73,515 2,818.08 38.87	76,522 2,933.35 40.46
COMPUTER PROGRAMMER 5	65,477 2,509.95 34.62	68,068 2,609.28 35.99	70,678 2,709.33 37.37	73,515 2,818.08 38.87	76,522 2,933.35 40.46	79,757 3,057.33 42.17	83,085 3,184.93 43.93

**COOK SERIES**

COOK 1	27,590 1,057.60 13.22	28,591 1,096.00 13.70	29,468 1,129.60 14.12	30,344 1,163.20 14.54	31,304 1,200.00 15.00	32,223 1,235.20 15.44	33,120 1,269.60 15.87
	33,976 1,302.40 16.28	34,790 1,333.60 16.67	35,708 1,368.80 17.11	36,710 1,407.20 17.59	37,774 1,448.00 18.10		
COOK 2	36,480 1,398.40 17.48	37,357 1,432.00 17.90	38,254 1,466.40 18.33	39,235 1,504.00 18.80	40,278 1,544.00 19.30	41,384 1,586.40 19.83	
COOK 3	32,473 1,244.80 15.56	33,579 1,287.20 16.09	34,685 1,329.60 16.62	35,729 1,369.60 17.12	36,835 1,412.00 17.65	37,899 1,452.80 18.16	
	39,005 1,495.20 18.69	39,944 1,531.20 19.14	40,904 1,568.00 19.60	41,969 1,608.80 20.11	43,012 1,648.80 20.61	44,139 1,692.00 21.15	
<b>CURRICULUM CONSULTANT</b>	57,515 2,204.73 30.41	59,671 2,287.38 31.55	61,997 2,376.55 32.78	64,380 2,467.90 34.04	66,952 2,566.50 35.40	69,751 2,673.80 36.88	72,626 2,784.00 38.40

**DUPLICATING EQUIPMENT OPERATOR SERIES**

DUPLICATING EQUIPMENT OPERATOR 1	26,308 1,008.48 13.91	27,027 1,036.03 14.29	27,783 1,065.03 14.69	28,597 1,096.20 15.12	29,448 1,128.83 15.57	30,261 1,160.00 16.00	
DUPLICATING EQUIPMENT OPERATOR 2	29,788 1,141.88 15.75	30,734 1,178.13 16.25	31,604 1,211.48 16.71	32,606 1,249.90 17.24	33,684 1,291.23 17.81	34,762 1,332.55 18.38	

**DUPLICATING EQUIPMENT OPERATOR SERIES cont'd...**

DUPLICATING EQUIPMENT OPERATOR 3	35,576 1,363.73 18.81	36,691 1,406.50 19.40	37,902 1,452.90 20.04	39,207 1,502.93 20.73	40,493 1,552.23 21.41	41,874 1,605.15 22.14
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DUPLICATING EQUIPMENT OPERATOR 4	38,545 1,477.55 20.38	39,774 1,524.68 21.03	41,136 1,576.88 21.75	42,573 1,631.98 22.51	44,030 1,687.80 23.28	45,618 1,748.70 24.12
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**ECONOMIC DEVELOPMENT CONSULTANT SERIES**

ECONOMIC DEVELOPMENT CONSULTANT 1	42,649 1,634.88 22.55	44,143 1,692.15 23.34	45,581 1,747.25 24.10	47,245 1,811.05 24.98	48,890 1,874.13 25.85	50,630 1,940.83 26.77	52,465 2,011.15 27.74
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ECONOMIC DEVELOPMENT CONSULTANT 2	53,562 2,053.20 28.32	55,529 2,128.60 29.36	57,515 2,204.73 30.41	59,671 2,287.38 31.55	61,997 2,376.55 32.78	64,380 2,467.90 34.04	66,952 2,566.50 35.40
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ECONOMIC DEVELOPMENT CONSULTANT 3	57,515 2,204.73 30.41	59,671 2,287.38 31.55	61,997 2,376.55 32.78	64,380 2,467.90 34.04	66,952 2,566.50 35.40	69,751 2,673.80 36.88	72,626 2,784.00 38.40
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ECONOMIC DEVELOPMENT CONSULTANT 4	61,997 2,376.55 32.78	64,380 2,467.90 34.04	66,952 2,566.50 35.40	69,751 2,673.80 36.88	72,626 2,784.00 38.40	75,634 2,899.28 39.99	78,924 3,025.43 41.73
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	82,215 3,151.58 43.47
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<b>EDUCATION ADMIN. CONSULTANT</b>	59,671 2,287.38 31.55	61,997 2,376.55 32.78	64,380 2,467.90 34.04	66,952 2,566.50 35.40	69,751 2,673.80 36.88	72,626 2,784.00 38.40	75,634 2,899.28 39.99
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**EDUCATIONAL ASSISTANT SERIES**

EDUCATIONAL ASSISTANT 1	33,041 1,266.58 17.47	33,987 1,302.83 17.97	35,065 1,344.15 18.54	36,181 1,386.93 19.13	37,316 1,430.43 19.73	38,545 1,477.55 20.38
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EDUCATIONAL ASSISTANT 2	36,691 1,406.50 19.40	37,902 1,452.90 20.04	39,207 1,502.93 20.73	40,493 1,552.23 21.41	41,874 1,605.15 22.14	43,311 1,660.25 22.90
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EDUCATIONAL ASSISTANT 3	38,545 1,477.55 20.38	39,774 1,524.68 21.03	41,136 1,576.88 21.75	42,573 1,631.98 22.51	44,030 1,687.80 23.28	45,618 1,748.70 24.12
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<b>EDUCATIONAL DEVEL. OFFICER</b>	50,895 1,950.98 26.91	52,805 2,024.20 27.92	54,716 2,097.43 28.93	56,720 2,174.28 29.99	58,933 2,259.10 31.16	61,165 2,344.65 32.34	63,567 2,436.73 33.61
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**EDUCATION CONSULTANT**

48,890	50,895	52,805	54,716	56,720	58,933	61,165
1,874.13	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65
25.85	26.91	27.92	28.93	29.99	31.16	32.34

**FACILITIES TECHNICAL OFFICER SERIES**

FACILITIES TECHNICAL OFFICER 1	49,363	50,933	52,711	54,507	56,418	58,347
	1,892.25	1,952.43	2,020.58	2,089.45	2,162.68	2,236.63
	26.10	26.93	27.87	28.82	29.83	30.85

FACILITIES TECHNICAL OFFICER 2	52,030	53,808	55,661	57,628	59,727	61,846
	1,994.48	2,062.63	2,133.68	2,209.08	2,289.55	2,370.75
	27.51	28.45	29.43	30.47	31.58	32.70

**FINANCIAL OFFICER SERIES**

FINANCIAL OFFICER 1	39,774	41,136	42,573	44,030	45,618	47,264
	1,524.68	1,576.88	1,631.98	1,687.80	1,748.70	1,811.78
	21.03	21.75	22.51	23.28	24.12	24.99

FINANCIAL OFFICER 2	41,136	42,573	44,030	45,618	47,264	48,985
	1,576.88	1,631.98	1,687.80	1,748.70	1,811.78	1,877.75
	21.75	22.51	23.28	24.12	24.99	25.90

FINANCIAL OFFICER 3	46,470	48,039	49,760	51,576	53,411	55,472
	1,781.33	1,841.50	1,907.48	1,977.08	2,047.40	2,126.43
	24.57	25.40	26.31	27.27	28.24	29.33

FINANCIAL OFFICER 4	50,895	52,805	54,716	56,720	58,933	61,165
	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65
	26.91	27.92	28.93	29.99	31.16	32.34

FINANCIAL OFFICER 5	52,919	54,867	56,947	59,141	61,430	63,851	67,312
	2,028.55	2,103.23	2,182.98	2,267.08	2,354.80	2,447.60	2,580.28
	27.98	29.01	30.11	31.27	32.48	33.76	35.59

**GARDENER SERIES**

GARDENER 1	32,181	33,162	34,164	35,228	36,292	37,440
	1,233.60	1,271.20	1,309.60	1,350.40	1,391.20	1,435.20
	15.42	15.89	16.37	16.88	17.39	17.94

GARDENER 2	33,162	34,164	35,228	36,292	37,440	38,671
	1,271.20	1,309.60	1,350.40	1,391.20	1,435.20	1,482.40
	15.89	16.37	16.88	17.39	17.94	18.53

GARDENER 3	39,318	40,654	42,011	43,451	45,016	46,581
	1,507.20	1,558.40	1,610.40	1,665.60	1,725.60	1,785.60
	18.84	19.48	20.13	20.82	21.57	22.32

GARDENER 4	43,409	44,995	46,560	48,209	50,004	51,840
	1,664.00	1,724.80	1,784.80	1,848.00	1,916.80	1,987.20
	20.80	21.56	22.31	23.10	23.96	24.84

**GUIDANCE OFFICER SERIES**

GUIDANCE OFFICER 1	48,890	50,895	52,805	54,716	56,720	58,933	61,165
	1,874.13	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65
	25.85	26.91	27.92	28.93	29.99	31.16	32.34

GUIDANCE OFFICER 2	52,805	54,716	56,720	58,933	61,165	63,170	65,628
	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65	2,421.50	2,515.75
	27.92	28.93	29.99	31.16	32.34	33.40	34.70

**ILLUSTRATOR SERIES**

ILLUSTRATOR 1	33,041	33,987	35,065	36,181	37,316	38,545
	1,266.58	1,302.83	1,344.15	1,386.93	1,430.43	1,477.55
	17.47	17.97	18.54	19.13	19.73	20.38

ILLUSTRATOR 2	38,545	39,774	41,136	42,573	44,030	45,618
	1,477.55	1,524.68	1,576.88	1,631.98	1,687.80	1,748.70
	20.38	21.03	21.75	22.51	23.28	24.12

ILLUSTRATOR 3	41,136	42,573	44,030	45,618	47,264	48,985
	1,576.88	1,631.98	1,687.80	1,748.70	1,811.78	1,877.75
	21.75	22.51	23.28	24.12	24.99	25.90

<b>INSTRUCTOR</b>	41,250	42,649	44,143	45,581	47,245	48,890	50,630
	1,581.23	1,634.88	1,692.15	1,747.25	1,811.05	1,874.13	1,940.83
	21.81	22.55	23.34	24.10	24.98	25.85	26.77

	52,465	54,470	56,493	58,612	60,824	63,170	65,628
	2,011.15	2,088.00	2,165.58	2,246.78	2,331.60	2,421.50	2,515.75
	27.74	28.80	29.87	30.99	32.16	33.40	34.70

	68,068
	2,609.28
	35.99

**LIBRARIAN SERIES**

LIBRARIAN 1	37,902	39,207	40,493	41,874	43,311	44,805
	1,452.90	1,502.93	1,552.23	1,605.15	1,660.25	1,717.53
	20.04	20.73	21.41	22.14	22.90	23.69

LIBRARIAN 2	41,874	43,311	44,805	46,451	48,134	49,817	51,690
	1,605.15	1,660.25	1,717.53	1,780.60	1,845.13	1,909.65	1,981.43
	22.14	22.90	23.69	24.56	25.45	26.34	27.33

LIBRARIAN 3	46,451	48,134	49,817	51,690	54,148	56,588
	1,780.60	1,845.13	1,909.65	1,981.43	2,075.68	2,169.20
	24.56	25.45	26.34	27.33	28.63	29.92

LIBRARIAN 4	48,890	50,895	52,805	54,716	56,720	58,933	61,165
	1,874.13	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65
	25.85	26.91	27.92	28.93	29.99	31.16	32.34

<b>LIBRARY DIRECTOR 1</b>	55,529	57,515	59,671	61,997	64,380	66,952
	2,128.60	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50
	29.36	30.41	31.55	32.78	34.04	35.40

**LIBRARY TECHNICIAN SERIES**

LIBRARY TECHNICIAN 1	34,706	35,519	36,446	37,391	38,431	39,566
	1,330.38	1,361.55	1,397.08	1,433.33	1,473.20	1,516.70
	18.35	18.78	19.27	19.77	20.32	20.92

LIBRARY TECHNICIAN 2	39,112	40,039	41,117	42,233	43,349	44,503
	1,499.30	1,534.83	1,576.15	1,618.93	1,661.70	1,705.93
	20.68	21.17	21.74	22.33	22.92	23.53

LIBRARY TECHNICIAN 3	40,474	41,533	42,725	43,992	45,297	46,640
	1,551.50	1,592.10	1,637.78	1,686.35	1,736.38	1,787.85
	21.40	21.96	22.59	23.26	23.95	24.66

<b>MAINT. TRADESPERSON</b>	40,550	41,864	43,284	44,807
	1,554.40	1,604.80	1,659.20	1,717.60
	19.43	20.06	20.74	21.47

**MEDIA SPECIALIST SERIES**

MEDIA SPECIALIST 1	50,895	52,805	54,716	56,720	58,933	61,165
	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65
	26.91	27.92	28.93	29.99	31.16	32.34

MEDIA SPECIALIST 2	53,562	55,529	57,515	59,671	61,997	64,380	66,952
	2,053.20	2,128.60	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50
	28.32	29.36	30.41	31.55	32.78	34.04	35.40

**MEDIA TECHNICIAN SERIES**

MEDIA TECHNICIAN 1	33,420	34,535	35,576	36,691	37,902	39,207
	1,281.08	1,323.85	1,363.73	1,406.50	1,452.90	1,502.93
	17.67	18.26	18.81	19.40	20.04	20.73

MEDIA TECHNICIAN 2	36,691	37,902	39,207	40,493	41,874	43,311
	1,406.50	1,452.90	1,502.93	1,552.23	1,605.15	1,660.25
	19.40	20.04	20.73	21.41	22.14	22.90

MEDIA TECHNICIAN 3	39,774	41,136	42,573	44,030	45,618	47,264
	1,524.68	1,576.88	1,631.98	1,687.80	1,748.70	1,811.78
	21.03	21.75	22.51	23.28	24.12	24.99

**NURSE SERIES**

NURSE 1	47,875	49,607	51,318	53,092	54,741	56,431
	1,835.20	1,901.60	1,967.20	2,035.20	2,098.40	2,163.20
	22.94	23.77	24.59	25.44	26.23	27.04

NURSE 2	48,501	50,212	51,903	53,656	55,492	57,454
	1,859.20	1,924.80	1,989.60	2,056.80	2,127.20	2,202.40
	23.24	24.06	24.87	25.71	26.59	27.53

**NURSE SERIES cont'd...**

NURSE 3	51,903	53,656	55,492	57,454	59,374	61,357
	1,989.60	2,056.80	2,127.20	2,202.40	2,276.00	2,352.00
	24.87	25.71	26.59	27.53	28.45	29.40

**OPERATIONS MANAGEMENT SERIES**

OPERATIONSMANAGER	45,037	46,560	48,271	50,108	51,527	53,030
	1,726.40	1,784.80	1,850.40	1,920.80	1,975.20	2,032.80
	21.58	22.31	23.13	24.01	24.69	25.41

ASSISTANT OPERATIONS MANAGER	42,762	44,181	45,621	47,270		
	1,639.20	1,693.60	1,748.80	1,812.00		
	20.49	21.17	21.86	22.65		

**PLANNING AND PROGRAM ANALYST SERIES**

PLANNING AND PROGRAM ANALYST 1	37,902	39,207	40,493	41,874	43,311	44,805	46,451
	1,452.90	1,502.93	1,552.23	1,605.15	1,660.25	1,717.53	1,780.60
	20.04	20.73	21.41	22.14	22.90	23.69	24.56

	48,134	49,817	51,690
	1,845.13	1,909.65	1,981.43
	25.45	26.34	27.33

PLANNING AND PROGRAM ANALYST 2	48,890	50,895	52,805	54,716	56,720	58,933	61,165
	1,874.13	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65
	25.85	26.91	27.92	28.93	29.99	31.16	32.34

PLANNING AND PROGRAM ANALYST 3	53,562	55,529	57,515	59,671	61,997	64,380	66,952
	2,053.20	2,128.60	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50
	28.32	29.36	30.41	31.55	32.78	34.04	35.40

PLANNING AND PROGRAM ANALYST 4	59,671	61,997	64,380	66,952	69,751	72,626	75,634
	2,287.38	2,376.55	2,467.90	2,566.50	2,673.80	2,784.00	2,899.28
	31.55	32.78	34.04	35.40	36.88	38.40	39.99

<b>PRODUCTION SUPERVISOR</b>	48,890	50,895	52,805	54,716	56,720	58,933	61,165
	1,874.13	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65
	25.85	26.91	27.92	28.93	29.99	31.16	32.34

<b>PROGRAM COORDINATOR EDUCATION</b>	61,997	64,380	66,952	69,751	72,626	75,634	78,924
	2,376.55	2,467.90	2,566.50	2,673.80	2,784.00	2,899.28	3,025.43
	32.78	34.04	35.40	36.88	38.40	39.99	41.73

	82,215
	3,151.58
	43.47

<b>PROGRAM COORDINATOR EXTENSION SERVICES</b>	50,895	52,805	54,716	56,720	58,933	61,165	63,567
	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65	2,436.73
	26.91	27.92	28.93	29.99	31.16	32.34	33.61

<b>POSTAL CLERK</b>	28,975	29,637	30,356	31,169	31,944	32,833
	1,110.70	1,136.08	1,163.63	1,194.80	1,224.53	1,258.60
	15.32	15.67	16.05	16.48	16.89	17.36

**PSYCHOLOGIST SERIES**

PSYCHOLOGIST 1	37,902	39,207	40,493	41,874	43,311	44,805	46,451
	1,452.90	1,502.93	1,552.23	1,605.15	1,660.25	1,717.53	1,780.60
	20.04	20.73	21.41	22.14	22.90	23.69	24.56

	48,134	49,817	51,690
	1,845.13	1,909.65	1,981.43
	25.45	26.34	27.33

PSYCHOLOGIST 2	48,890	50,895	52,805	54,716	56,720	58,933	61,165
	1,874.13	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65
	25.85	26.91	27.92	28.93	29.99	31.16	32.34

PSYCHOLOGIST 3	55,529	57,515	59,671	61,997	64,380	66,952	69,751
	2,128.60	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50	2,673.80
	29.36	30.41	31.55	32.78	34.04	35.40	36.88

PSYCHOLOGIST 4	61,997	64,380	66,952	69,751	72,626	75,634	78,924
	2,376.55	2,467.90	2,566.50	2,673.80	2,784.00	2,899.28	3,025.43
	32.78	34.04	35.40	36.88	38.40	39.99	41.73

	82,215
	3,151.58
	43.47

**PURCHASING AGENT SERIES**

PURCHASING AGENT 1	37,902	39,207	40,493	41,874	43,311	44,805
	1,452.90	1,502.93	1,552.23	1,605.15	1,660.25	1,717.53
	20.04	20.73	21.41	22.14	22.90	23.69

PURCHASING AGENT PIO	42,649	44,143	45,581	47,245	48,890	50,630
	1,634.88	1,692.15	1,747.25	1,811.05	1,874.13	1,940.83
	22.55	23.34	24.10	24.98	25.85	26.77

PURCHASING AGENT 2	46,470	48,039	49,760	51,576	53,411	55,472
	1,781.33	1,841.50	1,907.48	1,977.08	2,047.40	2,126.43
	24.57	25.40	26.31	27.27	28.24	29.33

PURCHASING AGENT 3	49,760	51,576	53,411	55,472	57,496	59,671
	1,907.48	1,977.08	2,047.40	2,126.43	2,204.00	2,287.38
	26.31	27.27	28.24	29.33	30.40	31.55

**RECREATION CONSULTANT SERIES**

RECREATION CONSULTANT 1	35,670	36,691	37,902	39,207	40,493	41,874
	1,367.35	1,406.50	1,452.90	1,502.93	1,552.23	1,605.15
	18.86	19.40	20.04	20.73	21.41	22.14



**RECREATION CONSULTANT SERIES cont'd...**

RECREATION	43,311	44,805	46,451	48,134	49,817	51,690
CONSULTANT 2	1,660.25	1,717.53	1,780.60	1,845.13	1,909.65	1,981.43
	22.90	23.69	24.56	25.45	26.34	27.33

RECREATION	48,890	50,630	52,465	54,470	56,493	58,612
CONSULTANT 3	1,874.13	1,940.83	2,011.15	2,088.00	2,165.58	2,246.78
	25.85	26.77	27.74	28.80	29.87	30.99

RECREATION	52,805	54,716	56,720	58,933	61,165	63,567
CONSULTANT 4	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65	2,436.73
	27.92	28.93	29.99	31.16	32.34	33.61

**RESEARCH ASSISTANT SERIES**

RESEARCH	32,455	33,420	34,535	35,576	36,691	37,902
ASSISTANT 1	1,244.10	1,281.08	1,323.85	1,363.73	1,406.50	1,452.90
	17.16	17.67	18.26	18.81	19.40	20.04

RESEARCH	36,691	37,902	39,207	40,493	41,874	43,311
ASSISTANT 2	1,406.50	1,452.90	1,502.93	1,552.23	1,605.15	1,660.25
	19.40	20.04	20.73	21.41	22.14	22.90

<b>RESIDENCE COUNSELLOR</b>	39,547	40,550	41,609	42,763	43,935	45,240
	1,515.98	1,554.40	1,595.00	1,639.23	1,684.18	1,734.20
	20.91	21.44	22.00	22.61	23.23	23.92

**SECURITY OFFICER SERIES**

SECURITY OFFICER 1	26,504	27,256	27,882	28,737	29,572	30,344	31,304
	1,016.00	1,044.80	1,068.80	1,101.60	1,133.60	1,163.20	1,200.00
	12.70	13.06	13.36	13.77	14.17	14.54	15.00

	32,285	33,245
	1,237.60	1,274.40
	15.47	15.93

SECURITY OFFICER 2	29,969	30,866	31,784	32,744	33,746	34,831	35,791
	1,148.80	1,183.20	1,218.40	1,255.20	1,293.60	1,335.20	1,372.00
	14.36	14.79	15.23	15.69	16.17	16.69	17.15

	36,730
	1,408.00
	17.60

**SERVICE WORKER SERIES**

SERVICE WORKER 1	23,666	24,397	25,023	25,670	26,358	27,026	27,652
	907.20	935.20	959.20	984.00	1,010.40	1,036.00	1,060.00
	11.34	11.69	11.99	12.30	12.63	12.95	13.25

	28,320	29,050	29,802	30,574	31,430
	1,085.60	1,113.60	1,142.40	1,172.00	1,204.80
	13.57	13.92	14.28	14.65	15.06

**SERVICE WORKER SERIES cont'd...**

SERVICE WORKER 2	32,494	33,329	34,164	35,103	36,104	37,023
	1,245.60	1,277.60	1,309.60	1,345.60	1,384.00	1,419.20
	15.57	15.97	16.37	16.82	17.30	17.74

SERVICE WORKER 3	32,452	33,245	34,184	35,207	36,271	37,336
	1,244.00	1,274.40	1,310.40	1,349.60	1,390.40	1,431.20
	15.55	15.93	16.38	16.87	17.38	17.89

SERVICE WORKER 4	32,619	33,621	34,685	35,708	36,856	38,108
	1,250.40	1,288.80	1,329.60	1,368.80	1,412.80	1,460.80
	15.63	16.11	16.62	17.11	17.66	18.26

<b>SENIOR CONSULTING INSTRUCTOR P &amp; E</b>	55,529	57,515	59,671	61,997	64,380	66,952	69,751
	2,128.60	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50	2,673.80
	29.36	30.41	31.55	32.78	34.04	35.40	36.88

**STATISTICAL ANALYST SERIES**

STATISTICAL ANALYST 1	43,311	44,805	46,451	48,134	49,817	51,690
	1,660.25	1,717.53	1,780.60	1,845.13	1,909.65	1,981.43
	22.90	23.69	24.56	25.45	26.34	27.33

STATISTICAL ANALYST 2	50,895	52,805	54,716	56,720	58,933	61,165	63,567
	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65	2,436.73
	26.91	27.92	28.93	29.99	31.16	32.34	33.61

STATISTICAL ANALYST 3	55,529	57,515	59,671	61,997	64,380	66,952
	2,128.60	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50
	29.36	30.41	31.55	32.78	34.04	35.40

**STOREKEEPER SERIES**

STOREKEEPER 1	30,715	31,585	32,606	33,684	34,762	35,859
	1,177.40	1,210.75	1,249.90	1,291.23	1,332.55	1,374.60
	16.24	16.70	17.24	17.81	18.38	18.96

STOREKEEPER 2	33,420	34,535	35,557	36,691	37,902	39,207
	1,281.08	1,323.85	1,363.00	1,406.50	1,452.90	1,502.93
	17.67	18.26	18.80	19.40	20.04	20.73

STOREKEEPER 3	35,557	36,691	37,902	39,207	40,474	41,874
	1,363.00	1,406.50	1,452.90	1,502.93	1,551.50	1,605.15
	18.80	19.40	20.04	20.73	21.40	22.14

STOREKEEPER 4	37,902	39,207	40,474	41,874	43,311	44,824
	1,452.90	1,502.93	1,551.50	1,605.15	1,660.25	1,718.25
	20.04	20.73	21.40	22.14	22.90	23.70

**STORES CLERK SERIES**

STORES CLERK 1	27,027	27,783	28,597	29,448	30,261	31,169
	1,036.03	1,065.03	1,096.20	1,128.83	1,160.00	1,194.80
	14.29	14.69	15.12	15.57	16.00	16.48

**STORES CLERK SERIES cont'd**

STORES CLERK 2	29,448	30,261	31,169	32,096	33,117
	1,128.83	1,160.00	1,194.80	1,230.33	1,269.48
	15.57	16.00	16.48	16.97	17.51

**SYSTEMS ANALYST SERIES**

SYSTEMS ANALYST 1	38,545	39,774	41,136	42,573	44,030	45,618
	1,477.55	1,524.68	1,576.88	1,631.98	1,687.80	1,748.70
	20.38	21.03	21.75	22.51	23.28	24.12

SYSTEMS ANALYST 2	41,136	42,573	44,030	45,618	47,264	48,985
	1,576.88	1,631.98	1,687.80	1,748.70	1,811.78	1,877.75
	21.75	22.51	23.28	24.12	24.99	25.90

SYSTEMS ANALYST 3	44,824	46,470	48,039	49,760	51,576	53,411
	1,718.25	1,781.33	1,841.50	1,907.48	1,977.08	2,047.40
	23.70	24.57	25.40	26.31	27.27	28.24

**SYSTEMS COORDINATOR SERIES**

SYSTEMS COORDINATOR 1	53,562	55,529	57,515	59,671	61,997	64,380	66,952
	2,053.20	2,128.60	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50
	28.32	29.36	30.41	31.55	32.78	34.04	35.40

SYSTEMS COORDINATOR 2	57,515	59,671	61,997	64,380	66,952	69,751	72,626
	2,204.73	2,287.38	2,376.55	2,467.90	2,566.50	2,673.80	2,784.00
	30.41	31.55	32.78	34.04	35.40	36.88	38.40

SYSTEMS COORDINATOR 3	61,997	64,380	66,952	69,751	72,626	75,634	78,924
	2,376.55	2,467.90	2,566.50	2,673.80	2,784.00	2,899.28	3,025.43
	32.78	34.04	35.40	36.88	38.40	39.99	41.73

	82,215
	3,151.58
	43.47

**SWITCHBOARD OPERATOR SERIES**

SWITCHBOARD OPERATOR 1	24,322	24,984	25,608	26,308	27,027
	932.35	957.73	981.65	1,008.48	1,036.03
	12.86	13.21	13.54	13.91	14.29

SWITCHBOARD OPERATOR 2	28,597	29,259	29,958	30,753	31,509	32,360
	1,096.20	1,121.58	1,148.40	1,178.85	1,207.85	1,240.48
	15.12	15.47	15.84	16.26	16.66	17.11

SWITCHBOARD OPERATOR 3	33,400	34,270	35,122	36,067	36,975	37,977
	1,280.35	1,313.70	1,346.33	1,382.58	1,417.38	1,455.80
	17.66	18.12	18.57	19.07	19.55	20.08

**TRAINING CONSULTANT**

	50,895	52,805	54,716	56,720	58,933	61,165	63,567
	1,950.98	2,024.20	2,097.43	2,174.28	2,259.10	2,344.65	2,436.73
	26.91	27.92	28.93	29.99	31.16	32.34	33.61

**WORD PROCESSOR SERIES**

WORD PROCESSOR 1	28,105	28,918				
	1,077.35	1,108.53				
	14.86	15.29				
WORD PROCESSOR 2	34,290	35,160	36,124	37,013	37,996	38,999
	1,314.43	1,347.78	1,384.75	1,418.83	1,456.53	1,494.95
	18.13	18.59	19.10	19.57	20.09	20.62
WORD PROCESSOR 3	37,316	38,261	39,339	40,474	41,533	42,725
	1,430.43	1,466.68	1,508.00	1,551.50	1,592.10	1,637.78
	19.73	20.23	20.80	21.40	21.96	22.59
WORD PROCESSOR 4	38,261	39,339	40,474	41,533	42,725	43,992
	1,466.68	1,508.00	1,551.50	1,592.10	1,637.78	1,686.35
	20.23	20.80	21.40	21.96	22.59	23.26
WORD PROCESSOR 5	40,474	41,533	42,725	43,992	45,297	46,640
	1,551.50	1,592.10	1,637.78	1,686.35	1,736.38	1,787.85
	21.40	21.96	22.59	23.26	23.95	24.66
WORD PROCESSOR 6	44,862	46,224	47,567	49,136	50,687	52,276
	1,719.70	1,771.90	1,823.38	1,883.55	1,943.00	2,003.90
	23.72	24.44	25.15	25.98	26.80	27.64

## Classification and Salary Schedule

**Effective June 23, 2007 to June 20, 2008**

### ACCOUNTING CLERK SERIES

ACCOUNTING CLERK 1	36,275	37,221	38,186	39,131	40,228	41,363
	1,390.55	1,426.80	1,463.78	1,500.03	1,542.08	1,585.58
	19.18	19.68	20.19	20.69	21.27	21.87

ACCOUNTING CLERK 2	41,439	42,536	43,633	44,748	45,959	47,302
	1,588.48	1,630.53	1,672.58	1,715.35	1,761.75	1,813.23
	21.91	22.49	23.07	23.66	24.30	25.01

### ADMINISTRATIVE OFFICER SERIES

ADMINISTRATIVE OFFICER	41,495	42,573	43,784	45,089	46,432	47,812
	1,590.65	1,631.98	1,678.38	1,728.40	1,779.88	1,832.80
	21.94	22.51	23.15	23.84	24.55	25.28

ADMINISTRATIVE OFFICER 1	42,876	44,276	45,751	47,226	48,853	50,555
	1,643.58	1,697.23	1,753.78	1,810.33	1,872.68	1,937.93
	22.67	23.41	24.19	24.97	25.83	26.73

ADMINISTRATIVE OFFICER 2	45,940	47,623	49,250	51,009	52,862	54,753
	1,761.03	1,825.55	1,887.90	1,955.33	2,026.38	2,098.88
	24.29	25.18	26.04	26.97	27.95	28.95

ADMINISTRATIVE OFFICER 3	48,417	50,120	51,897	53,770	55,831	57,912	60,068
	1,856.00	1,921.25	1,989.40	2,061.18	2,140.20	2,219.95	2,302.60
	25.60	26.50	27.44	28.43	29.52	30.62	31.76

ADMINISTRATIVE OFFICER 4	54,905	56,910	58,952	61,165	63,548	65,988	68,636
	2,104.68	2,181.53	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03
	29.03	30.09	31.17	32.34	33.60	34.89	36.29

### ADMINISTRATIVE ASSISTANT SERIES

ADMINISTRATIVE ASSISTANT 1	27,575	28,105	28,880	29,599	30,374
	1,057.05	1,077.35	1,107.08	1,134.63	1,164.35
	14.58	14.86	15.27	15.65	16.06

ADMINISTRATIVE ASSISTANT 2	30,961	31,623	32,398	33,174	34,081	34,933
	1,186.83	1,212.20	1,241.93	1,271.65	1,306.45	1,339.08
	16.37	16.72	17.13	17.54	18.02	18.47

ADMINISTRATIVE ASSISTANT 3	35,140	36,030	37,032	37,940	38,942	39,982
	1,347.05	1,381.13	1,419.55	1,454.35	1,492.78	1,532.65
	18.58	19.05	19.58	20.06	20.59	21.14

**ADMINISTRATIVE ASSISTANT SERIES cont'd...**

ADMINISTRATIVE ASSISTANT 4	39,283	40,247	41,268	42,233	43,443	44,484	
	1,505.83	1,542.80	1,581.95	1,618.93	1,665.33	1,705.20	
	20.77	21.28	21.82	22.33	22.97	23.52	

**AMERICAN SIGN LANGUAGE (ASL) GROUP**

ASL INTERPRETER	37,921	39,245	40,607	42,044	43,519	45,051	46,621
	1,453.63	1,504.38	1,556.58	1,611.68	1,668.23	1,726.95	1,787.13
	20.05	20.75	21.47	22.23	23.01	23.82	24.65

	48,247	49,931	51,690	52,654			
	1,849.48	1,914.00	1,981.43	2,018.40			
	25.51	26.40	27.33	27.84			

ASL INTERPRETER COORDINATOR	44,294	45,845	47,453	49,117	50,857	52,635	54,489
	1,697.95	1,757.40	1,819.03	1,882.83	1,949.53	2,017.68	2,088.73
	23.42	24.24	25.09	25.97	26.89	27.83	28.81

	56,399	58,347	60,408	62,489			
	2,161.95	2,236.63	2,315.65	2,395.40			
	29.82	30.85	31.94	33.04			

**ARCHITECT SERIES**

ARCHITECT 1	38,866	40,190	41,457	42,933	44,332	45,902	47,623
	1,489.88	1,540.63	1,589.20	1,645.75	1,699.40	1,759.58	1,825.55
	20.55	21.25	21.92	22.70	23.44	24.27	25.18

	49,307	51,065	52,976				
	1,890.08	1,957.50	2,030.73				
	26.07	27.00	28.01				

ARCHITECT 2	50,101	52,162	54,110	56,077	58,139	60,427	62,697
	1,920.53	1,999.55	2,074.23	2,149.63	2,228.65	2,316.38	2,403.38
	26.49	27.58	28.61	29.65	30.74	31.95	33.15

ARCHITECT 3	56,910	58,971	61,184	63,567	65,988	68,654	71,491
	2,181.53	2,260.55	2,345.38	2,436.73	2,529.53	2,631.75	2,740.50
	30.09	31.18	32.35	33.61	34.89	36.30	37.80

ARCHITECT 4	61,184	63,567	65,988	68,654	71,491	74,442	77,563
	2,345.38	2,436.73	2,529.53	2,631.75	2,740.50	2,853.60	2,973.23
	32.35	33.61	34.89	36.30	37.80	39.36	41.01

ASSISTANT DIRECTOR INFORMATION SERVICES	63,548	65,988	68,636	71,491	74,442	77,525	
	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60	2,971.78	
	33.60	34.89	36.29	37.80	39.36	40.99	

ASSISTANT GUIDANCE COUNSELLOR	38,847	40,190	41,514	42,914	44,389	45,921	47,604
	1,489.15	1,540.63	1,591.38	1,645.03	1,701.58	1,760.30	1,824.83
	20.54	21.25	21.95	22.69	23.47	24.28	25.17

<b>ASSISTANT GUIDANCE COUNSELLOR cont'd...</b>	49,344	51,065	52,976				
	1,891.53	1,957.50	2,030.73				
	26.09	27.00	28.01				
<b>ASSISTANT PRINCIPAL EDUCATION</b>	58,952	61,165	63,548	65,988	68,636	71,491	74,442
	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60
	31.17	32.34	33.60	34.89	36.29	37.80	39.36
<b>BUILDING SERVICE SUPERVISOR</b>	36,605	37,774	39,068	40,257	41,551	43,033	
	1,403.20	1,448.00	1,497.60	1,543.20	1,592.80	1,649.60	
	17.54	18.10	18.72	19.29	19.91	20.62	
<b>BUILDING SERVICE WORKER SERIES</b>							
<b>BUILDING SERVICE WORKER 1</b>	27,172	27,944	28,570	29,447	30,303	31,096	32,097
	1,041.60	1,071.20	1,095.20	1,128.80	1,161.60	1,192.00	1,230.40
	13.02	13.39	13.69	14.11	14.52	14.90	15.38
	33,099	34,080					
	1,268.80	1,306.40					
	15.86	16.33					
<b>BUILDING SERVICE WORKER 2</b>	30,303	31,096	32,097	33,099	34,080	35,249	
	1,161.60	1,192.00	1,230.40	1,268.80	1,306.40	1,351.20	
	14.52	14.90	15.38	15.86	16.33	16.89	
<b>BUILDING SERVICE WORKER 3</b>	31,638	32,577	33,558	34,581	35,708	36,918	
	1,212.80	1,248.80	1,286.40	1,325.60	1,368.80	1,415.20	
	15.16	15.61	16.08	16.57	17.11	17.69	
<b>CHAIRPERSON</b>	63,756	66,271	68,995	71,832	74,934	77,184	79,378
	2,443.98	2,540.40	2,644.80	2,753.55	2,872.45	2,958.73	3,042.83
	33.71	35.04	36.48	37.98	39.62	40.81	41.97
	82,162	85,037	88,013				
	3,149.54	3,259.75	3,373.83				
	43.44	44.96	46.54				
<b>CLERK SERIES</b>							
<b>CLERK 1</b>	24,927	25,608	26,251	26,970			
	955.55	981.65	1,006.30	1,033.85			
	13.18	13.54	13.88	14.26			
<b>CLERK 2</b>	29,315	29,996	30,715	31,528	32,304	33,174	
	1,123.75	1,149.85	1,177.40	1,208.58	1,238.30	1,271.65	
	15.50	15.86	16.24	16.67	17.08	17.54	
<b>CLERK 3</b>	35,216	36,105	37,070	37,996	38,999	40,190	
	1,349.95	1,384.03	1,421.00	1,456.53	1,494.95	1,540.63	
	18.62	19.09	19.60	20.09	20.62	21.25	

**CLERK SERIES cont'd...**

CLERK 4	41,060	42,044	43,122	44,276	45,391	46,583
	1,573.98	1,611.68	1,653.00	1,697.23	1,740.00	1,785.68
	21.71	22.23	22.80	23.41	24.00	24.63
CLERK 5	41,495	42,573	43,784	45,089	46,432	47,812
	1,590.65	1,631.98	1,678.38	1,728.40	1,779.88	1,832.80
	21.94	22.51	23.15	23.84	24.55	25.28

**CLERK-TYPIST SERIES**

CLERK-TYPIST 1	26,724	27,367	27,973	28,729	29,467	
	1,024.43	1,049.08	1,072.28	1,101.28	1,129.55	
	14.13	14.47	14.79	15.19	15.58	
CLERK-TYPIST 2	29,315	29,996	30,715	31,528	32,304	33,174
	1,123.75	1,149.85	1,177.40	1,208.58	1,238.30	1,271.65
	15.50	15.86	16.24	16.67	17.08	17.54
CLERK-TYPIST 3	34,233	35,122	35,992	36,975	37,902	38,923
	1,312.25	1,346.33	1,379.68	1,417.38	1,452.90	1,492.05
	18.10	18.57	19.03	19.55	20.04	20.58

**COMPUTER OPERATOR SERIES**

COMPUTER OPERATOR 1	33,193	34,100	34,951	35,916	36,900	37,921
	1,272.38	1,307.18	1,339.80	1,376.78	1,414.48	1,453.63
	17.55	18.03	18.48	18.99	19.51	20.05
COMPUTER OPERATOR 2	40,474	41,533	42,592	43,784	44,994	46,318
	1,551.50	1,592.10	1,632.70	1,678.38	1,724.78	1,775.53
	21.40	21.96	22.52	23.15	23.79	24.49
COMPUTER OPERATOR 3	40,625	41,817	43,160	44,465	45,864	47,340
	1,557.30	1,602.98	1,654.45	1,704.48	1,758.13	1,814.68
	21.48	22.11	22.82	23.51	24.25	25.03
COMPUTER OPERATOR 4	40,777	42,157	43,633	45,127	46,753	48,437
	1,563.10	1,616.03	1,672.58	1,729.85	1,792.20	1,856.73
	21.56	22.29	23.07	23.86	24.72	25.61

**COMPUTER PROGRAMMER SERIES**

COMPUTER PROGRAMMER 1	42,592	44,030	45,467	47,056	48,644	50,366	52,200
	1,632.70	1,687.80	1,742.90	1,803.80	1,864.70	1,930.68	2,001.00
	22.52	23.28	24.04	24.88	25.72	26.63	27.60
	54,129	56,002	58,120				
	2,074.95	2,146.73	2,227.93				
	28.62	29.61	30.73				



**COMPUTER PROGRAMMER SERIES cont'd...**

COMPUTER	49,571	51,292	53,127	54,943	56,928	59,009	61,278
PROGRAMMER 2A	1,900.23	1,966.20	2,036.53	2,106.13	2,182.25	2,262.00	2,349.00
	26.21	27.12	28.09	29.05	30.10	31.20	32.40
	63,548	65,912					
	2,436.00	2,526.63					
	33.60	34.85					
COMPUTER	57,212	59,368	61,524	63,775	66,309	68,844	71,529
PROGRAMMER 2B	2,193.13	2,275.78	2,358.43	2,444.70	2,541.85	2,639.00	2,741.95
	30.25	31.39	32.53	33.72	35.06	36.40	37.82
COMPUTER	60,276	62,489	64,683	67,123	69,770	72,437	75,350
PROGRAMMER 3	2,310.58	2,395.40	2,479.50	2,573.03	2,674.53	2,776.75	2,888.40
	31.87	33.04	34.20	35.49	36.89	38.30	39.84
COMPUTER	62,489	64,683	67,123	69,770	72,437	75,350	78,433
PROGRAMMER 4	2,395.40	2,479.50	2,573.03	2,674.53	2,776.75	2,888.40	3,006.58
	33.04	34.20	35.49	36.89	38.30	39.84	41.47
COMPUTER	67,123	69,770	72,437	75,350	78,433	81,742	85,166
PROGRAMMER 5	2,573.03	2,674.53	2,776.75	2,888.40	3,006.58	3,133.45	3,264.68
	35.49	36.89	38.30	39.84	41.47	43.22	45.03

**COOK SERIES**

COOK 1	28,278	29,301	30,198	31,096	32,097	33,037	33,955
	1,084.00	1,123.20	1,157.60	1,192.00	1,230.40	1,266.40	1,301.60
	13.55	14.04	14.47	14.90	15.38	15.83	16.27
	34,831	35,666	36,605	37,628	38,713		
	1,335.20	1,367.20	1,403.20	1,442.40	1,484.00		
	16.69	17.09	17.54	18.03	18.55		
COOK 2	37,398	38,296	39,214	40,216	41,280	42,428	
	1,433.60	1,468.00	1,503.20	1,541.60	1,582.40	1,626.40	
	17.92	18.35	18.79	19.27	19.78	20.33	
COOK 3	33,287	34,414	35,562	36,626	37,753	38,838	39,986
	1,276.00	1,319.20	1,363.20	1,404.00	1,447.20	1,488.80	1,532.80
	15.95	16.49	17.04	17.55	18.09	18.61	19.16
	40,946	41,927	43,012	44,097	45,245		
	1,569.60	1,607.20	1,648.80	1,690.40	1,734.40		
	19.62	20.09	20.61	21.13	21.68		
<b>CURRICULUM</b>	58,952	61,165	63,548	65,988	68,636	71,491	74,442
<b>CONSULTANT</b>	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60
	31.17	32.34	33.60	34.89	36.29	37.80	39.36

**DUPLICATING EQUIPMENT OPERATOR SERIES**

DUPLICATING EQUIPMENT OPERATOR 1	26,970	27,708	28,483	29,315	30,185	31,017
	1,033.85	1,062.13	1,091.85	1,123.75	1,157.10	1,189.00
	14.26	14.65	15.06	15.50	15.96	16.40
DUPLICATING EQUIPMENT OPERATOR 2	30,526	31,509	32,398	33,420	34,535	35,632
	1,170.15	1,207.85	1,241.93	1,281.08	1,323.85	1,365.90
	16.14	16.66	17.13	17.67	18.26	18.84
DUPLICATING EQUIPMENT OPERATOR 3	36,464	37,618	38,847	40,190	41,514	42,914
	1,397.80	1,442.03	1,489.15	1,540.63	1,591.38	1,645.03
	19.28	19.89	20.54	21.25	21.95	22.69
DUPLICATING EQUIPMENT OPERATOR 4	39,510	40,777	42,157	43,633	45,127	46,753
	1,514.53	1,563.10	1,616.03	1,672.58	1,729.85	1,792.20
	20.89	21.56	22.29	23.07	23.86	24.72

**ECONOMIC DEVELOPMENT CONSULTANT SERIES**

ECONOMIC DEVELOPMENT CONSULTANT 1	43,708	45,240	46,715	48,417	50,120	51,897	53,770
	1,675.48	1,734.20	1,790.75	1,856.00	1,921.25	1,989.40	2,061.18
	23.11	23.92	24.70	25.60	26.50	27.44	28.43
ECONOMIC DEVELOPMENT CONSULTANT 2	54,905	56,910	58,952	61,165	63,548	65,988	68,636
	2,104.68	2,181.53	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03
	29.03	30.09	31.17	32.34	33.60	34.89	36.29
ECONOMIC DEVELOPMENT CONSULTANT 3	58,952	61,165	63,548	65,988	68,636	71,491	74,442
	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60
	31.17	32.34	33.60	34.89	36.29	37.80	39.36
ECONOMIC DEVELOPMENT CONSULTANT 4	63,548	65,988	68,636	71,491	74,442	77,525	80,891
	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60	2,971.78	3,100.83
	33.60	34.89	36.29	37.80	39.36	40.99	42.77
	84,277						
	3,230.60						
	44.56						
<b>EDUCATION ADMIN. CONSULTANT</b>	61,165	63,548	65,988	68,636	71,491	74,442	77,525
	2,344.65	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60	2,971.78
	32.34	33.60	34.89	36.29	37.80	39.36	40.99

**EDUCATIONAL ASSISTANT SERIES**

EDUCATIONAL ASSISTANT 1	33,873	34,838	35,935	37,089	38,242	39,510
	1,298.48	1,335.45	1,377.50	1,421.73	1,465.95	1,514.53
	17.91	18.42	19.00	19.61	20.22	20.89
EDUCATIONAL ASSISTANT 2	37,618	38,847	40,190	41,514	42,914	44,389
	1,442.03	1,489.15	1,540.63	1,591.38	1,645.03	1,701.58
	19.89	20.54	21.25	21.95	22.69	23.47

**EDUCATIONAL ASSISTANT SERIES cont'd...**

EDUCATIONAL ASSISTANT 3	39,510	40,777	42,157	43,633	45,127	46,753
	1,514.53	1,563.10	1,616.03	1,672.58	1,729.85	1,792.20
	20.89	21.56	22.29	23.07	23.86	24.72

EDUCATIONAL DEVEL. OFFICER	52,162	54,129	56,077	58,139	60,408	62,697	65,156
	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38	2,497.63
	27.58	28.62	29.65	30.74	31.94	33.15	34.45

EDUCATION CONSULTANT	50,120	52,162	54,129	56,077	58,139	60,408	62,697
	1,921.25	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38
	26.50	27.58	28.62	29.65	30.74	31.94	33.15

**FACILITIES TECHNICAL OFFICER SERIES**

FACILITIES TECHNICAL OFFICER 1	50,593	52,200	54,035	55,869	57,836	59,803
	1,939.38	2,001.00	2,071.33	2,141.65	2,217.05	2,292.45
	26.75	27.60	28.57	29.54	30.58	31.62

FACILITIES TECHNICAL OFFICER 2	53,335	55,151	57,061	59,066	61,222	63,397
	2,044.50	2,114.10	2,187.33	2,264.18	2,346.83	2,430.20
	28.20	29.16	30.17	31.23	32.37	33.52

**FINANCIAL OFFICER SERIES**

FINANCIAL OFFICER 1	40,777	42,157	43,633	45,127	46,753	48,437
	1,563.10	1,616.03	1,672.58	1,729.85	1,792.20	1,856.73
	21.56	22.29	23.07	23.86	24.72	25.61

FINANCIAL OFFICER 2	42,157	43,633	45,127	46,753	48,437	50,214
	1,616.03	1,672.58	1,729.85	1,792.20	1,856.73	1,924.88
	22.29	23.07	23.86	24.72	25.61	26.55

FINANCIAL OFFICER 3	47,623	49,250	51,009	52,862	54,753	56,853
	1,825.55	1,887.90	1,955.33	2,026.38	2,098.88	2,179.35
	25.18	26.04	26.97	27.95	28.95	30.06

FINANCIAL OFFICER 4	52,162	54,129	56,077	58,139	60,408	62,697
	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38
	27.58	28.62	29.65	30.74	31.94	33.15

FINANCIAL OFFICER 5	54,243	56,247	58,366	60,617	62,962	65,439	68,995
	2,079.30	2,156.15	2,237.35	2,323.63	2,413.53	2,508.50	2,644.80
	28.68	29.74	30.86	32.05	33.29	34.60	36.48

**GARDENER SERIES**

GARDENER 1	32,995	33,997	35,019	36,104	37,190	38,379
	1,264.80	1,303.20	1,342.40	1,384.00	1,425.60	1,471.20
	15.81	16.29	16.78	17.30	17.82	18.39

GARDENER 2	33,997	35,019	36,104	37,190	38,379	39,631
	1,303.20	1,342.40	1,384.00	1,425.60	1,471.20	1,519.20
	16.29	16.78	17.30	17.82	18.39	18.99

**GARDENER SERIES cont'd...**

GARDENER 3	40,299	41,677	43,054	44,536	46,143	47,750
	1,544.80	1,597.60	1,650.40	1,707.20	1,768.80	1,830.40
	19.31	19.97	20.63	21.34	22.11	22.88
GARDENER 4	44,494	46,122	47,729	49,419	51,256	53,134
	1,705.60	1,768.00	1,829.60	1,894.40	1,964.80	2,036.80
	21.32	22.10	22.87	23.68	24.56	25.46

**GUIDANCE OFFICER SERIES**

GUIDANCE OFFICER 1	50,120	52,162	54,129	56,077	58,139	60,408	62,697
	1,921.25	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38
	26.50	27.58	28.62	29.65	30.74	31.94	33.15
GUIDANCE OFFICER 2	54,129	56,077	58,139	60,408	62,697	64,758	67,274
	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38	2,482.40	2,578.83
	28.62	29.65	30.74	31.94	33.15	34.24	35.57

**ILLUSTRATOR SERIES**

ILLUSTRATOR 1	33,873	34,838	35,935	37,089	38,242	39,510	
	1,298.48	1,335.45	1,377.50	1,421.73	1,465.95	1,514.53	
	17.91	18.42	19.00	19.61	20.22	20.89	
ILLUSTRATOR 2	39,510	40,777	42,157	43,633	45,127	46,753	
	1,514.53	1,563.10	1,616.03	1,672.58	1,729.85	1,792.20	
	20.89	21.56	22.29	23.07	23.86	24.72	
ILLUSTRATOR 3	42,157	43,633	45,127	46,753	48,437	50,214	
	1,616.03	1,672.58	1,729.85	1,792.20	1,856.73	1,924.88	
	22.29	23.07	23.86	24.72	25.61	26.55	
INSTRUCTOR	48,891	50,636	52,458	54,475	56,491	58,603	60,833
	1,874.15	1,941.04	2,010.89	2,088.20	2,165.48	2,246.44	2,331.93
	25.85	26.77	27.74	28.80	29.87	30.99	32.16
	63,179	65,622	68,064	69,750	72,619		
	2,421.86	2,515.51	2,609.12	2,673.75	2,783.72		
	33.40	34.70	35.99	36.88	38.40		

**LIBRARIAN SERIES**

LIBRARIAN 1	41495	42573	43784	45089	46432	47812
	1590.65	1631.98	1678.38	1728.4	1779.88	1832.8
	21.94	22.51	23.15	23.84	24.55	25.28
LIBRARIAN 2	45089	46432	47812	49344	51065	52976
	1728.4	1779.88	1832.8	1891.53	1957.5	2030.73
	23.84	24.55	25.28	26.09	27.00	28.01
LIBRARIAN 3	51065	52976	55510	58007	60408	62697
	1957.5	2030.73	2127.88	2223.58	2315.65	2403.38
	27.00	28.01	29.35	30.67	31.94	33.15

**LIBRARIAN SERIES cont'd...**

LIBRARIAN 4	58139	60408	62697	63548	65988	68636
	2228.65	2315.65	2403.38	2436	2529.53	2631.03
	30.74	31.94	33.15	33.60	34.89	36.29

**LIBRARY DIRECTOR 1**

	61165	63548	65988	68636	71491	74442
	2344.65	2436.00	2529.53	2631.03	2740.50	2853.60
	32.34	33.60	34.89	36.29	37.80	39.36

**LIBRARY TECHNICIAN SERIES****LIBRARY TECHNICIAN 1**

	35,576	36,408	37,353	38,318	39,396	40,550
	1,363.73	1,395.63	1,431.88	1,468.85	1,510.18	1,554.40
	18.81	19.25	19.75	20.26	20.83	21.44

**LIBRARY TECHNICIAN 2**

	40,096	41,041	42,138	43,292	44,427	45,618
	1,537.00	1,573.25	1,615.30	1,659.53	1,703.03	1,748.70
	21.20	21.70	22.28	22.89	23.49	24.12

**LIBRARY TECHNICIAN 3**

	41,495	42,573	43,784	45,089	46,432	47,812
	1,590.65	1,631.98	1,678.38	1,728.40	1,779.88	1,832.80
	21.94	22.51	23.15	23.84	24.55	25.28

**MAINT. TRADESPERSON**

	41,572	42,908	44,369	45,934
	1,593.60	1,644.80	1,700.80	1,760.80
	19.92	20.56	21.26	22.01

**MEDIA SPECIALIST SERIES****MEDIA SPECIALIST 1**

	52,162	54,129	56,077	58,139	60,408	62,697
	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38
	27.58	28.62	29.65	30.74	31.94	33.15

**MEDIA SPECIALIST 2**

	54,905	56,910	58,952	61,165	63,548	65,988	68,636
	2,104.68	2,181.53	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03
	29.03	30.09	31.17	32.34	33.60	34.89	36.29

**MEDIA TECHNICIAN SERIES****MEDIA TECHNICIAN 1**

	34,252	35,405	36,464	37,618	38,847	40,190
	1,312.98	1,357.20	1,397.80	1,442.03	1,489.15	1,540.63
	18.11	18.72	19.28	19.89	20.54	21.25

**MEDIA TECHNICIAN 2**

	37,618	38,847	40,190	41,514	42,914	44,389
	1,442.03	1,489.15	1,540.63	1,591.38	1,645.03	1,701.58
	19.89	20.54	21.25	21.95	22.69	23.47

**MEDIA TECHNICIAN 3**

	40,777	42,157	43,633	45,127	46,753	48,437
	1,563.10	1,616.03	1,672.58	1,729.85	1,792.20	1,856.73
	21.56	22.29	23.07	23.86	24.72	25.61

**NURSE SERIES**

NURSE 1	54,052	56,118	58,122	60,167	62,108	64,091	
	2,072.00	2,151.20	2,228.00	2,306.40	2,380.80	2,456.80	
	25.90	26.89	27.85	28.83	29.76	30.71	
NURSE 2	54,845	56,849	58,748	60,856	63,005	65,343	67,931
	2,102.40	2,179.20	2,252.00	2,332.80	2,415.20	2,504.80	2,604.00
	26.28	27.24	28.15	29.16	30.19	31.31	32.55
NURSE 3	58,748	60,856	63,005	65,343	67,576	69,830	72,939
	2,252.00	2,332.80	2,415.20	2,504.80	2,590.40	2,676.80	2,796.00
	28.15	29.16	30.19	31.31	32.38	33.46	34.95

**OPERATIONS MANAGEMENT SERIES**

OPERATIONS MANAGER	46,164	47,729	49,482	51,360	52,821	54,365	
	1,769.60	1,829.60	1,896.80	1,968.80	2,024.80	2,084.00	
	22.12	22.87	23.71	24.61	25.31	26.05	
ASSISTANT OPERATIONS MANAGER	43,826	45,287	46,769	48,459			
	1,680.00	1,736.00	1,792.80	1,857.60			
	21.00	21.70	22.41	23.22			

**PLANNING AND PROGRAM ANALYST SERIES**

PLANNING AND PROGRAM ANALYST 1	38,847	40,190	41,514	42,914	44,389	45,921	47,604
	1,489.15	1,540.63	1,591.38	1,645.03	1,701.58	1,760.30	1,824.83
	20.54	21.25	21.95	22.69	23.47	24.28	25.17
	49,344	51,065	52,976				
	1,891.53	1,957.50	2,030.73				
	26.09	27.00	28.01				
PLANNING AND PROGRAM ANALYST 2	50,120	52,162	54,129	56,077	58,139	60,408	62,697
	1,921.25	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38
	26.50	27.58	28.62	29.65	30.74	31.94	33.15
PLANNING AND PROGRAM ANALYST 3	54,905	56,910	58,952	61,165	63,548	65,988	68,636
	2,104.68	2,181.53	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03
	29.03	30.09	31.17	32.34	33.60	34.89	36.29
PLANNING AND PROGRAM ANALYST 4	61,165	63,548	65,988	68,636	71,491	74,442	77,525
	2,344.65	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60	2,971.78
	32.34	33.60	34.89	36.29	37.80	39.36	40.99
<b>PRODUCTION SUPERVISOR</b>	50,120	52,162	54,129	56,077	58,139	60,408	62,697
	1,921.25	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38
	26.50	27.58	28.62	29.65	30.74	31.94	33.15
<b>PROGRAM COORDINATOR EDUCATION</b>	63,548	65,988	68,636	71,491	74,442	77,525	80,891
	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60	2,971.78	3,100.83
	33.60	34.89	36.29	37.80	39.36	40.99	42.77

<b>PROGRAM COORDINATOR</b>	84,277							
<b>EDUCATION cont'd...</b>	3,230.60							
	44.56							
<b>PROGRAM COORDINATOR</b>	52,162	54,129	56,077	58,139	60,408	62,697	65,156	
<b>EXTENSION SERVICES</b>	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38	2,497.63	
	27.58	28.62	29.65	30.74	31.94	33.15	34.45	
<b>POSTAL CLERK</b>	29,694	30,374	31,112	31,944	32,739	33,646		
	1,138.25	1,164.35	1,192.63	1,224.53	1,254.98	1,289.78		
	15.70	16.06	16.45	16.89	17.31	17.79		
<b>PSYCHOLOGIST SERIES</b>								
<b>PSYCHOLOGIST 1</b>	38,847	40,190	41,514	42,914	44,389	45,921	47,604	
	1,489.15	1,540.63	1,591.38	1,645.03	1,701.58	1,760.30	1,824.83	
	20.54	21.25	21.95	22.69	23.47	24.28	25.17	
	49,344	51,065	52,976					
	1,891.53	1,957.50	2,030.73					
	26.09	27.00	28.01					
<b>PSYCHOLOGIST 2</b>	50,120	52,162	54,129	56,077	58,139	60,408	62,697	
	1,921.25	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38	
	26.50	27.58	28.62	29.65	30.74	31.94	33.15	
<b>PSYCHOLOGIST 3</b>	56,910	58,952	61,165	63,548	65,988	68,636	71,491	
	2,181.53	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03	2,740.50	
	30.09	31.17	32.34	33.60	34.89	36.29	37.80	
<b>PSYCHOLOGIST 4</b>	63,548	65,988	68,636	71,491	74,442	77,525	80,891	
	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60	2,971.78	3,100.83	
	33.60	34.89	36.29	37.80	39.36	40.99	42.77	
	84,277							
	3,230.60							
	44.56							
<b>PURCHASING AGENT SERIES</b>								
<b>PURCHASING AGENT 1</b>	38,847	40,190	41,514	42,914	44,389	45,921		
	1,489.15	1,540.63	1,591.38	1,645.03	1,701.58	1,760.30		
	20.54	21.25	21.95	22.69	23.47	24.28		
<b>PURCHASING AGENT PIO</b>	43,708	45,240	46,715	48,417	50,120	51,897		
	1,675.48	1,734.20	1,790.75	1,856.00	1,921.25	1,989.40		
	23.11	23.92	24.70	25.60	26.50	27.44		
<b>PURCHASING AGENT 2</b>	47,623	49,250	51,009	52,862	54,753	56,853		
	1,825.55	1,887.90	1,955.33	2,026.38	2,098.88	2,179.35		
	25.18	26.04	26.97	27.95	28.95	30.06		
<b>PURCHASING AGENT 3</b>	51,009	52,862	54,753	56,853	58,933	61,165		
	1,955.33	2,026.38	2,098.88	2,179.35	2,259.10	2,344.65		
	26.97	27.95	28.95	30.06	31.16	32.34		

**RECREATION CONSULTANT SERIES**

RECREATION CONSULTANT 1	36,559	37,618	38,847	40,190	41,514	42,914
	1,401.43	1,442.03	1,489.15	1,540.63	1,591.38	1,645.03
	19.33	19.89	20.54	21.25	21.95	22.69

RECREATION CONSULTANT 2	44,389	45,921	47,604	49,344	51,065	52,976
	1,701.58	1,760.30	1,824.83	1,891.53	1,957.50	2,030.73
	23.47	24.28	25.17	26.09	27.00	28.01

RECREATION CONSULTANT 3	50,120	51,897	53,770	55,831	57,912	60,068
	1,921.25	1,989.40	2,061.18	2,140.20	2,219.95	2,302.60
	26.50	27.44	28.43	29.52	30.62	31.76

RECREATION CONSULTANT 4	54,129	56,077	58,139	60,408	62,697	65,156
	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38	2,497.63
	28.62	29.65	30.74	31.94	33.15	34.45

**RESEARCH ASSISTANT SERIES**

RESEARCH ASSISTANT 1	33,268	34,252	35,405	36,464	37,618	38,847
	1,275.28	1,312.98	1,357.20	1,397.80	1,442.03	1,489.15
	17.59	18.11	18.72	19.28	19.89	20.54

RESEARCH ASSISTANT 2	37,618	38,847	40,190	41,514	42,914	44,389
	1,442.03	1,489.15	1,540.63	1,591.38	1,645.03	1,701.58
	19.89	20.54	21.25	21.95	22.69	23.47

<b>RESIDENCE COUNSELLOR</b>	40,531	41,571	42,649	43,841	45,032	46,375
	1,553.68	1,593.55	1,634.88	1,680.55	1,726.23	1,777.70
	21.43	21.98	22.55	23.18	23.81	24.52

**SECURITY OFFICER SERIES**

SECURITY OFFICER 1	27,172	27,944	28,570	29,447	30,303	31,096	32,097
	1,041.60	1,071.20	1,095.20	1,128.80	1,161.60	1,192.00	1,230.40
	13.02	13.39	13.69	14.11	14.52	14.90	15.38

	33,099	34,080
	1,268.80	1,306.40
	15.86	16.33

SECURITY OFFICER 2	30,720	31,638	32,577	33,558	34,581	35,708	36,689
	1,177.60	1,212.80	1,248.80	1,286.40	1,325.60	1,368.80	1,406.40
	14.72	15.16	15.61	16.08	16.57	17.11	17.58

	37,649
	1,443.20
	18.04

**SERVICE WORKER SERIES**

SERVICE WORKER 1	24,250	25,002	25,649	26,317	27,026	27,694	28,341
	929.60	958.40	983.20	1,008.80	1,036.00	1,061.60	1,086.40
	11.62	11.98	12.29	12.61	12.95	13.27	13.58



**SERVICE WORKER SERIES cont'd**

SERVICE WORKER 1 cont'd..	29,030	29,781	30,553	31,346	32,223		
	1,112.80	1,141.60	1,171.20	1,201.60	1,235.20		
	13.91	14.27	14.64	15.02	15.44		
SERVICE WORKER 2	33,308	34,164	35,019	35,979	37,002	37,941	
	1,276.80	1,309.60	1,342.40	1,379.20	1,418.40	1,454.40	
	15.96	16.37	16.78	17.24	17.73	18.18	
SERVICE WORKER 3	33,266	34,080	35,040	36,084	37,169	38,275	
	1,275.20	1,306.40	1,343.20	1,383.20	1,424.80	1,467.20	
	15.94	16.33	16.79	17.29	17.81	18.34	
SERVICE WORKER 4	33,433	34,456	35,562	36,605	37,774	39,068	
	1,281.60	1,320.80	1,363.20	1,403.20	1,448.00	1,497.60	
	16.02	16.51	17.04	17.54	18.10	18.72	
<b>SENIOR CONSULTING INSTRUCTOR P &amp; E</b>	56,910	58,952	61,165	63,548	65,988	68,636	71,491
	2,181.53	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03	2,740.50
	30.09	31.17	32.34	33.60	34.89	36.29	37.80

**STATISTICAL ANALYST SERIES**

STATISTICAL ANALYST 1	44,389	45,921	47,604	49,344	51,065	52,976	
	1,701.58	1,760.30	1,824.83	1,891.53	1,957.50	2,030.73	
	23.47	24.28	25.17	26.09	27.00	28.01	
STATISTICAL ANALYST 2	52,162	54,129	56,077	58,139	60,408	62,697	65,156
	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38	2,497.63
	27.58	28.62	29.65	30.74	31.94	33.15	34.45
STATISTICAL ANALYST 3	56,910	58,952	61,165	63,548	65,988	68,636	
	2,181.53	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03	
	30.09	31.17	32.34	33.60	34.89	36.29	

**STOREKEEPER SERIES**

STOREKEEPER 1	31,490	32,379	33,420	34,535	35,632	36,748	
	1,207.13	1,241.20	1,281.08	1,323.85	1,365.90	1,408.68	
	16.65	17.12	17.67	18.26	18.84	19.43	
STOREKEEPER 2	34,252	35,405	36,446	37,618	38,847	40,190	
	1,312.98	1,357.20	1,397.08	1,442.03	1,489.15	1,540.63	
	18.11	18.72	19.27	19.89	20.54	21.25	
STOREKEEPER 3	36,446	37,618	38,847	40,190	41,495	42,914	
	1,397.08	1,442.03	1,489.15	1,540.63	1,590.65	1,645.03	
	19.27	19.89	20.54	21.25	21.94	22.69	
STOREKEEPER 4	38,847	40,190	41,495	42,914	44,389	45,940	
	1,489.15	1,540.63	1,590.65	1,645.03	1,701.58	1,761.03	
	20.54	21.25	21.94	22.69	23.47	24.29	

**STORES CLERK SERIES**

STORES CLERK 1	27,708	28,483	29,315	30,185	31,017	31,944
	1,062.13	1,091.85	1,123.75	1,157.10	1,189.00	1,224.53
	14.65	15.06	15.50	15.96	16.40	16.89

STORES CLERK 2	30,185	31,017	31,944	32,890	33,949
	1,157.10	1,189.00	1,224.53	1,260.78	1,301.38
	15.96	16.40	16.89	17.39	17.95

**SYSTEMS ANALYST SERIES**

SYSTEMS ANALYST 1	39,510	40,777	42,157	43,633	45,127	46,753
	1,514.53	1,563.10	1,616.03	1,672.58	1,729.85	1,792.20
	20.89	21.56	22.29	23.07	23.86	24.72

SYSTEMS ANALYST 2	42,157	43,633	45,127	46,753	48,437	50,214
	1,616.03	1,672.58	1,729.85	1,792.20	1,856.73	1,924.88
	22.29	23.07	23.86	24.72	25.61	26.55

SYSTEMS ANALYST 3	45,940	47,623	49,250	51,009	52,862	54,753
	1,761.03	1,825.55	1,887.90	1,955.33	2,026.38	2,098.88
	24.29	25.18	26.04	26.97	27.95	28.95

**SYSTEMS COORDINATOR SERIES**

SYSTEMS COORDINATOR 1	54,905	56,910	58,952	61,165	63,548	65,988	68,636
	2,104.68	2,181.53	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03
	29.03	30.09	31.17	32.34	33.60	34.89	36.29

SYSTEMS COORDINATOR 2	58,952	61,165	63,548	65,988	68,636	71,491	74,442
	2,259.83	2,344.65	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60
	31.17	32.34	33.60	34.89	36.29	37.80	39.36

SYSTEMS COORDINATOR 3	63,548	65,988	68,636	71,491	74,442	77,525	80,891
	2,436.00	2,529.53	2,631.03	2,740.50	2,853.60	2,971.78	3,100.83
	33.60	34.89	36.29	37.80	39.36	40.99	42.77

**SWITCHBOARD OPERATOR SERIES**

SWITCHBOARD OPERATOR 1	24,927	25,608	26,251	26,970	27,708
	955.55	981.65	1,006.30	1,033.85	1,062.13
	13.18	13.54	13.88	14.26	14.65

SWITCHBOARD OPERATOR 2	29,315	29,996	30,715	31,528	32,304	33,174
	1,123.75	1,149.85	1,177.40	1,208.58	1,238.30	1,271.65
	15.50	15.86	16.24	16.67	17.08	17.54

SWITCHBOARD OPERATOR 3	34,233	35,122	35,992	36,975	37,902	38,923
	1,312.25	1,346.33	1,379.68	1,417.38	1,452.90	1,492.05
	18.10	18.57	19.03	19.55	20.04	20.58

<b>TRAINING CONSULTANT</b>	52,162	54,129	56,077	58,139	60,408	62,697	65,156
	1,999.55	2,074.95	2,149.63	2,228.65	2,315.65	2,403.38	2,497.63
	27.58	28.62	29.65	30.74	31.94	33.15	34.45

**WORD PROCESSOR SERIES**

WORD PROCESSOR 1	28,805	29,637				
	1,104.18	1,136.08				
	15.23	15.67				
WORD PROCESSOR 2	35,140	36,030	37,032	37,940	38,942	39,982
	1,347.05	1,381.13	1,419.55	1,454.35	1,492.78	1,532.65
	18.58	19.05	19.58	20.06	20.59	21.14
WORD PROCESSOR 3	38,242	39,226	40,323	41,495	42,573	43,784
	1,465.95	1,503.65	1,545.70	1,590.65	1,631.98	1,678.38
	20.22	20.74	21.32	21.94	22.51	23.15
WORD PROCESSOR 4	39,226	40,323	41,495	42,573	43,784	45,089
	1,503.65	1,545.70	1,590.65	1,631.98	1,678.38	1,728.40
	20.74	21.32	21.94	22.51	23.15	23.84
WORD PROCESSOR 5	41,495	42,573	43,784	45,089	46,432	47,812
	1,590.65	1,631.98	1,678.38	1,728.40	1,779.88	1,832.80
	21.94	22.51	23.15	23.84	24.55	25.28
WORD PROCESSOR 6	45,978	47,377	48,758	50,366	51,954	53,581
	1,762.48	1,816.13	1,869.05	1,930.68	1,991.58	2,053.93
	24.31	25.05	25.78	26.63	27.47	28.33

## Classification and Salary Schedule

**Effective June 21, 2008 to June 19, 2009**

### **ACCOUNTING CLERK SERIES**

ACCOUNTING CLERK 1	37,183	38,148	39,131	40,115	41,231	42,403
	1,425.35	1,462.33	1,500.03	1,537.73	1,580.50	1,625.45
	19.66	20.17	20.69	21.21	21.80	22.42

ACCOUNTING CLERK 2	42,479	43,595	44,730	45,864	47,113	48,493
	1,628.35	1,671.13	1,714.63	1,758.13	1,805.98	1,858.90
	22.46	23.05	23.65	24.25	24.91	25.64

### **ADMINISTRATIVE OFFICER SERIES**

ADMINISTRATIVE OFFICER	42,536	43,633	44,881	46,224	47,585	49,004
	1,630.53	1,672.58	1,720.43	1,771.90	1,824.10	1,878.48
	22.49	23.07	23.73	24.44	25.16	25.91

ADMINISTRATIVE OFFICER 1	43,954	45,391	46,886	48,399	50,082	51,822
	1,684.90	1,740.00	1,797.28	1,855.28	1,919.80	1,986.50
	23.24	24.00	24.79	25.59	26.48	27.40

ADMINISTRATIVE OFFICER 2	47,094	48,815	50,479	52,276	54,186	56,115
	1,805.25	1,871.23	1,935.03	2,003.90	2,077.13	2,151.08
	24.90	25.81	26.69	27.64	28.65	29.67

ADMINISTRATIVE OFFICER 3	49,628	51,368	53,203	55,113	57,231	59,368	61,562
	1,902.40	1,969.10	2,039.43	2,112.65	2,193.85	2,275.78	2,359.88
	26.24	27.16	28.13	29.14	30.26	31.39	32.55

ADMINISTRATIVE OFFICER 4	56,285	58,328	60,427	62,697	65,137	67,633	70,357
	2,157.60	2,235.90	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00
	29.76	30.84	31.95	33.15	34.44	35.76	37.20

### **ADMINISTRATIVE ASSISTANT SERIES**

ADMINISTRATIVE ASSISTANT 1	28,256	28,805	29,599	30,337	31,131
	1,083.15	1,104.18	1,134.63	1,162.90	1,193.35
	14.94	15.23	15.65	16.04	16.46

ADMINISTRATIVE ASSISTANT 2	31,736	32,417	33,211	34,006	34,933	35,803
	1,216.55	1,242.65	1,273.10	1,303.55	1,339.08	1,372.43
	16.78	17.14	17.56	17.98	18.47	18.93

ADMINISTRATIVE ASSISTANT 3	36,010	36,937	37,959	38,885	39,907	40,985
	1,380.40	1,415.93	1,455.08	1,490.60	1,529.75	1,571.08
	19.04	19.53	20.07	20.56	21.10	21.67

ADMINISTRATIVE ASSISTANT 4	40,266	41,250	42,309	43,292	44,521	45,600
	1,543.53	1,581.23	1,621.83	1,659.53	1,706.65	1,747.98
	21.29	21.81	22.37	22.89	23.54	24.11

**AMERICAN SIGN LANGUAGE (ASL) GROUP**

ASL INTERPRETER	38,866	40,228	41,628	43,103	44,616	46,186	47,793
	1,489.88	1,542.08	1,595.73	1,652.28	1,710.28	1,770.45	1,832.08
	20.55	21.27	22.01	22.79	23.59	24.42	25.27

	49,458	51,179	52,976	53,978
	1,895.88	1,961.85	2,030.73	2,069.15
	26.15	27.06	28.01	28.54

ASL INTERPRETER COORDINATOR	45,410	46,999	48,644	50,347	52,124	53,959	55,850
	1,740.73	1,801.63	1,864.70	1,929.95	1,998.10	2,068.43	2,140.93
	24.01	24.85	25.72	26.62	27.56	28.53	29.53

	57,817	59,803	61,921	64,059
	2,216.33	2,292.45	2,373.65	2,455.58
	30.57	31.62	32.74	33.87

**ARCHITECT SERIES**

ARCHITECT 1	39,831	41,193	42,498	44,011	45,448	47,056	48,815
	1,526.85	1,579.05	1,629.08	1,687.08	1,742.18	1,803.80	1,871.23
	21.06	21.78	22.47	23.27	24.03	24.88	25.81

	50,536	52,351	54,300
	1,937.20	2,006.80	2,081.48
	26.72	27.68	28.71

ARCHITECT 2	51,349	53,467	55,472	57,477	59,595	61,940	64,267
	1,968.38	2,049.58	2,126.43	2,203.28	2,284.48	2,374.38	2,463.55
	27.15	28.27	29.33	30.39	31.51	32.75	33.98

ARCHITECT 3	58,328	60,446	62,716	65,156	67,633	70,376	73,288
	2,235.90	2,317.10	2,404.10	2,497.63	2,592.60	2,697.73	2,809.38
	30.84	31.96	33.16	34.45	35.76	37.21	38.75

ARCHITECT 4	62,716	65,156	67,633	70,376	73,288	76,295	79,511
	2,404.10	2,497.63	2,592.60	2,697.73	2,809.38	2,924.65	3,047.90
	33.16	34.45	35.76	37.21	38.75	40.34	42.04

<b>ASSISTANT DIRECTOR INFORMATION SERVICES</b>	65,137	67,633	70,357	73,288	76,295	79,454
	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65	3,045.73
	34.44	35.76	37.20	38.75	40.34	42.01

<b>ASSISTANT GUIDANCE COUNSELLOR</b>	39,812	41,193	42,554	43,992	45,505	47,075	48,796
	1,526.13	1,579.05	1,631.25	1,686.35	1,744.35	1,804.53	1,870.50
	21.05	21.78	22.50	23.26	24.06	24.89	25.80

	50,574	52,351	54,300
	1,938.65	2,006.80	2,081.48
	26.74	27.68	28.71

<b>ASSISTANT PRINCIPAL EDUCATION</b>	60,427 2,316.38 31.95	62,697 2,403.38 33.15	65,137 2,496.90 34.44	67,633 2,592.60 35.76	70,357 2,697.00 37.20	73,288 2,809.38 38.75	76,295 2,924.65 40.34
<b>BUILDING SERVICE SUPERVISOR</b>	37,524 1,438.40 17.98	38,713 1,484.00 18.55	40,049 1,535.20 19.19	41,259 1,581.60 19.77	42,595 1,632.80 20.41	44,118 1,691.20 21.14	
<b>BUILDING SERVICE WORKER SERIES</b>							
<b>BUILDING SERVICE WORKER 1</b>	27,861 1,068.00 13.35	28,633 1,097.60 13.72	29,280 1,122.40 14.03	30,177 1,156.80 14.46	31,054 1,190.40 14.88	31,868 1,221.60 15.27	32,890 1,260.80 15.76
	33,934 1,300.80 16.26	34,936 1,339.20 16.74					
<b>BUILDING SERVICE WORKER 2</b>	31,054 1,190.40 14.88	31,868 1,221.60 15.27	32,890 1,260.80 15.76	33,934 1,300.80 16.26	34,936 1,339.20 16.74	36,125 1,384.80 17.31	
<b>BUILDING SERVICE WORKER 3</b>	32,431 1,243.20 15.54	33,391 1,280.00 16.00	34,393 1,318.40 16.48	35,437 1,358.40 16.98	36,605 1,403.20 17.54	37,837 1,450.40 18.13	
<b>CHAIRPERSON</b>	65,345 2,504.88 34.55	67,936 2,604.20 35.92	70,716 2,710.78 37.39	73,629 2,822.43 38.93	76,806 2,944.23 40.61	79,114 3,032.68 41.83	81,364 3,118.95 43.02
	84,220 3,228.43 44.53	87,151 3,340.80 46.08	90,215 3,458.25 47.70				
<b>CLERK SERIES</b>							
<b>CLERK 1</b>	25,552 979.48 13.51	26,251 1,006.30 13.88	26,913 1,031.68 14.23	27,651 1,059.95 14.62			
<b>CLERK 2</b>	30,053 1,152.03 15.89	30,753 1,178.85 16.26	31,490 1,207.13 16.65	32,323 1,239.03 17.09	33,117 1,269.48 17.51	34,006 1,303.55 17.98	
<b>CLERK 3</b>	36,105 1,384.03 19.09	37,013 1,418.83 19.57	37,996 1,456.53 20.09	38,942 1,492.78 20.59	39,982 1,532.65 21.14	41,193 1,579.05 21.78	
<b>CLERK 4</b>	42,082 1,613.13 22.25	43,103 1,652.28 22.79	44,200 1,694.33 23.37	45,391 1,740.00 24.00	46,526 1,783.50 24.60	47,756 1,830.63 25.25	
<b>CLERK 5</b>	42,536 1,630.53 22.49	43,633 1,672.58 23.07	44,881 1,720.43 23.73	46,224 1,771.90 24.44	47,585 1,824.10 25.16	49,004 1,878.48 25.91	

**CLERK-TYPIST SERIES**

CLERK-TYPIST 1	27,386	28,048	28,672	29,448	30,204	
	1,049.80	1,075.18	1,099.10	1,128.83	1,157.83	
	14.48	14.83	15.16	15.57	15.97	
CLERK-TYPIST 2	30,053	30,753	31,490	32,323	33,117	34,006
	1,152.03	1,178.85	1,207.13	1,239.03	1,269.48	1,303.55
	15.89	16.26	16.65	17.09	17.51	17.98
CLERK-TYPIST 3	35,084	35,992	36,900	37,902	38,847	39,888
	1,344.88	1,379.68	1,414.48	1,452.90	1,489.15	1,529.03
	18.55	19.03	19.51	20.04	20.54	21.09

**COMPUTER OPERATOR SERIES**

COMPUTER OPERATOR 1	34,025	34,951	35,821	36,805	37,826	38,866
	1,304.28	1,339.80	1,373.15	1,410.85	1,450.00	1,489.88
	17.99	18.48	18.94	19.46	20.00	20.55
COMPUTER OPERATOR 2	41,495	42,573	43,651	44,881	46,110	47,472
	1,590.65	1,631.98	1,673.30	1,720.43	1,767.55	1,819.75
	21.94	22.51	23.08	23.73	24.38	25.10
COMPUTER OPERATOR 3	41,647	42,857	44,238	45,581	47,018	48,531
	1,596.45	1,642.85	1,695.78	1,747.25	1,802.35	1,860.35
	22.02	22.66	23.39	24.10	24.86	25.66
COMPUTER OPERATOR 4	41,798	43,217	44,730	46,261	47,926	49,647
	1,602.25	1,656.63	1,714.63	1,773.35	1,837.15	1,903.13
	22.10	22.85	23.65	24.46	25.34	26.25

**COMPUTER PROGRAMMER SERIES**

COMPUTER PROGRAMMER 1	43,651	45,127	46,602	48,228	49,855	51,633	53,505
	1,673.30	1,729.85	1,786.40	1,848.75	1,911.10	1,979.25	2,051.03
	23.08	23.86	24.64	25.50	26.36	27.30	28.29
	55,491	57,401	59,576				
	2,127.15	2,200.38	2,283.75				
	29.34	30.35	31.50				
COMPUTER PROGRAMMER 2A	50,820	52,578	54,451	56,323	58,347	60,484	62,810
	1,948.08	2,015.50	2,087.28	2,159.05	2,236.63	2,318.55	2,407.73
	26.87	27.80	28.79	29.78	30.85	31.98	33.21
	65,137	67,558					
	2,496.90	2,589.70					
	34.44	35.72					
COMPUTER PROGRAMMER 2B	58,650	60,843	63,056	65,364	67,974	70,565	73,326
	2,248.23	2,332.33	2,417.15	2,505.60	2,605.65	2,704.98	2,810.83
	31.01	32.17	33.34	34.56	35.94	37.31	38.77

**COMPUTER PROGRAMMER SERIES cont'd...**

COMPUTER PROGRAMMER 3	61,789 2,368.58 32.67	64,059 2,455.58 33.87	66,309 2,541.85 35.06	68,806 2,637.55 36.38	71,510 2,741.23 37.81	74,253 2,846.35 39.26	77,241 2,960.90 40.84
COMPUTER PROGRAMMER 4	64,059 2,455.58 33.87	66,309 2,541.85 35.06	68,806 2,637.55 36.38	71,510 2,741.23 37.81	74,253 2,846.35 39.26	77,241 2,960.90 40.84	80,400 3,081.98 42.51
COMPUTER PROGRAMMER 5	68,806 2,637.55 36.38	71,510 2,741.23 37.81	74,253 2,846.35 39.26	77,241 2,960.90 40.84	80,400 3,081.98 42.51	83,785 3,211.75 44.30	87,303 3,346.60 46.16

**COOK SERIES**

COOK 1	28,988 1,111.20 13.89	30,031 1,151.20 14.39	30,950 1,186.40 14.83	31,868 1,221.60 15.27	32,890 1,260.80 15.76	33,871 1,298.40 16.23	34,810 1,334.40 16.68
	35,708 1,368.80 17.11	36,564 1,401.60 17.52	37,524 1,438.40 17.98	38,567 1,478.40 18.48	39,673 1,520.80 19.01		
COOK 2	38,337 1,469.60 18.37	39,256 1,504.80 18.81	40,195 1,540.80 19.26	41,217 1,580.00 19.75	42,303 1,621.60 20.27	43,492 1,667.20 20.84	
COOK 3	34,122 1,308.00 16.35	35,270 1,352.00 16.90	36,459 1,397.60 17.47	37,544 1,439.20 17.99	38,692 1,483.20 18.54	39,819 1,526.40 19.08	40,988 1,571.20 19.64
	41,969 1,608.80 20.11	42,971 1,647.20 20.59	44,097 1,690.40 21.13	45,204 1,732.80 21.66	46,372 1,777.60 22.22		
<b>CURRICULUM CONSULTANT</b>	60,427 2,316.38 31.95	62,697 2,403.38 33.15	65,137 2,496.90 34.44	67,633 2,592.60 35.76	70,357 2,697.00 37.20	73,288 2,809.38 38.75	76,295 2,924.65 40.34

**DUPLICATING EQUIPMENT OPERATOR SERIES**

DUPLICATING EQUIPMENT OPERATOR 1	27,651 1,059.95 14.62	28,407 1,088.95 15.02	29,202 1,119.40 15.44	30,053 1,152.03 15.89	30,942 1,186.10 16.36	31,793 1,218.73 16.81
DUPLICATING EQUIPMENT OPERATOR 2	31,282 1,199.15 16.54	32,304 1,238.30 17.08	33,211 1,273.10 17.56	34,252 1,312.98 18.11	35,405 1,357.20 18.72	36,521 1,399.98 19.31
DUPLICATING EQUIPMENT OPERATOR 3	37,372 1,432.60 19.76	38,564 1,478.28 20.39	39,812 1,526.13 21.05	41,193 1,579.05 21.78	42,554 1,631.25 22.50	43,992 1,686.35 23.26



**DUPLICATING EQUIPMENT OPERATOR SERIES cont'd...**

DUPLICATING EQUIPMENT	40,493	41,798	43,217	44,730	46,261	47,926
OPERATOR 4	1,552.23	1,602.25	1,656.63	1,714.63	1,773.35	1,837.15
	21.41	22.10	22.85	23.65	24.46	25.34

**ECONOMIC DEVELOPMENT CONSULTANT SERIES**

ECONOMIC DEVELOPMENT CONSULTANT 1	44,805	46,375	47,888	49,628	51,368	53,203	55,113
	1,717.53	1,777.70	1,835.70	1,902.40	1,969.10	2,039.43	2,112.65
	23.69	24.52	25.32	26.24	27.16	28.13	29.14

ECONOMIC DEVELOPMENT CONSULTANT 2	56,285	58,328	60,427	62,697	65,137	67,633	70,357
	2,157.60	2,235.90	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00
	29.76	30.84	31.95	33.15	34.44	35.76	37.20

ECONOMIC DEVELOPMENT CONSULTANT 3	60,427	62,697	65,137	67,633	70,357	73,288	76,295
	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65
	31.95	33.15	34.44	35.76	37.20	38.75	40.34

ECONOMIC DEVELOPMENT CONSULTANT 4	65,137	67,633	70,357	73,288	76,295	79,454	82,915
	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65	3,045.73	3,178.40
	34.44	35.76	37.20	38.75	40.34	42.01	43.84

	86,376
	3,311.08
	45.67

<b>EDUCATION ADMIN. CONSULTANT</b>	62,697	65,137	67,633	70,357	73,288	76,295	79,454
	2,403.38	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65	3,045.73
	33.15	34.44	35.76	37.20	38.75	40.34	42.01

**EDUCATIONAL ASSISTANT SERIES**

EDUCATIONAL ASSISTANT 1	34,724	35,708	36,843	38,015	39,207	40,493
	1,331.10	1,368.80	1,412.30	1,457.25	1,502.93	1,552.23
	18.36	18.88	19.48	20.10	20.73	21.41

EDUCATIONAL ASSISTANT 2	38,564	39,812	41,193	42,554	43,992	45,505
	1,478.28	1,526.13	1,579.05	1,631.25	1,686.35	1,744.35
	20.39	21.05	21.78	22.50	23.26	24.06

EDUCATIONAL ASSISTANT 3	40,493	41,798	43,217	44,730	46,261	47,926
	1,552.23	1,602.25	1,656.63	1,714.63	1,773.35	1,837.15
	21.41	22.10	22.85	23.65	24.46	25.34

<b>EDUCATIONAL DEVEL. OFFICER</b>	53,467	55,491	57,477	59,595	61,921	64,267	66,782
	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55	2,559.98
	28.27	29.34	30.39	31.51	32.74	33.98	35.31

<b>EDUCATION CONSULTANT</b>	51,368	53,467	55,491	57,477	59,595	61,921	64,267
	1,969.10	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55
	27.16	28.27	29.34	30.39	31.51	32.74	33.98

**FACILITIES TECHNICAL OFFICER SERIES**

FACILITIES TECHNICAL OFFICER 1	51,860	53,505	55,377	57,269	59,274	61,297
	1,987.95	2,051.03	2,122.80	2,195.30	2,272.15	2,349.73
	27.42	28.29	29.28	30.28	31.34	32.41

FACILITIES TECHNICAL OFFICER 2	54,678	56,531	58,479	60,541	62,754	64,985
	2,095.98	2,167.03	2,241.70	2,320.73	2,405.55	2,491.10
	28.91	29.89	30.92	32.01	33.18	34.36

**FINANCIAL OFFICER SERIES**

FINANCIAL OFFICER 1	41,798	43,217	44,730	46,261	47,926	49,647
	1,602.25	1,656.63	1,714.63	1,773.35	1,837.15	1,903.13
	22.10	22.85	23.65	24.46	25.34	26.25

FINANCIAL OFFICER 2	43,217	44,730	46,261	47,926	49,647	51,463
	1,656.63	1,714.63	1,773.35	1,837.15	1,903.13	1,972.73
	22.85	23.65	24.46	25.34	26.25	27.21

FINANCIAL OFFICER 3	48,815	50,479	52,276	54,186	56,115	58,271
	1,871.23	1,935.03	2,003.90	2,077.13	2,151.08	2,233.73
	25.81	26.69	27.64	28.65	29.67	30.81

FINANCIAL OFFICER 4	53,467	55,491	57,477	59,595	61,921	64,267
	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55
	28.27	29.34	30.39	31.51	32.74	33.98

FINANCIAL OFFICER 5	55,604	57,647	59,822	62,130	64,531	67,085	70,716
	2,131.50	2,209.80	2,293.18	2,381.63	2,473.70	2,571.58	2,710.78
	29.40	30.48	31.63	32.85	34.12	35.47	37.39

**GARDENER SERIES**

GARDENER 1	33,830	34,852	35,896	37,002	38,129	39,339
	1,296.80	1,336.00	1,376.00	1,418.40	1,461.60	1,508.00
	16.21	16.70	17.20	17.73	18.27	18.85

GARDENER 2	34,852	35,896	37,002	38,129	39,339	40,612
	1,336.00	1,376.00	1,418.40	1,461.60	1,508.00	1,556.80
	16.70	17.20	17.73	18.27	18.85	19.46

GARDENER 3	41,301	42,720	44,139	45,642	47,291	48,939
	1,583.20	1,637.60	1,692.00	1,749.60	1,812.80	1,876.00
	19.79	20.47	21.15	21.87	22.66	23.45

GARDENER 4	45,600	47,270	48,918	50,651	52,529	54,470
	1,748.00	1,812.00	1,875.20	1,941.60	2,013.60	2,088.00
	21.85	22.65	23.44	24.27	25.17	26.10

**GUIDANCE OFFICER SERIES**

GUIDANCE OFFICER 1	51,368	53,467	55,491	57,477	59,595	61,921	64,267
	1,969.10	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55
	27.16	28.27	29.34	30.39	31.51	32.74	33.98

**GUIDANCE OFFICER SERIES cont'd...**

## GUIDANCE OFFICER 2

55,491	57,477	59,595	61,921	64,267	66,385	68,957
2,127.15	2,203.28	2,284.48	2,373.65	2,463.55	2,544.75	2,643.35
29.34	30.39	31.51	32.74	33.98	35.10	36.46

**ILLUSTRATOR SERIES**

## ILLUSTRATOR 1

34,724	35,708	36,843	38,015	39,207	40,493
1,331.10	1,368.80	1,412.30	1,457.25	1,502.93	1,552.23
18.36	18.88	19.48	20.10	20.73	21.41

## ILLUSTRATOR 2

40,493	41,798	43,217	44,730	46,261	47,926
1,552.23	1,602.25	1,656.63	1,714.63	1,773.35	1,837.15
21.41	22.10	22.85	23.65	24.46	25.34

## ILLUSTRATOR 3

43,217	44,730	46,261	47,926	49,647	51,463
1,656.63	1,714.63	1,773.35	1,837.15	1,903.13	1,972.73
22.85	23.65	24.46	25.34	26.25	27.21

**INSTRUCTOR**

49,874	51,652	53,524	55,567	57,628	59,784	62,054
1,911.83	1,979.98	2,051.75	2,130.05	2,209.08	2,291.73	2,378.73
26.37	27.31	28.30	29.38	30.47	31.61	32.81

64,456	66,934	69,430	71,151	74,083
2,470.80	2,565.78	2,661.48	2,727.45	2,839.83
34.08	35.39	36.71	37.62	39.17

**LIBRARIAN SERIES**

## LIBRARIAN 1

42536	43632	44881	46224	47585	49004
1630.53	1672.58	1720.43	1771.90	1824.10	1878.48
22.49	23.07	23.73	24.44	25.16	25.91

## LIBRARIAN 2

46224	47585	49004	50574	52351	54299
1771.90	1824.10	1878.48	1938.65	2006.80	2081.48
24.44	25.16	25.91	26.74	27.68	28.71

## LIBRARIAN 3

52351	54299	56891	59463	61921	64267
2006.80	2081.48	2180.80	2279.40	2373.65	2463.55
27.68	28.71	30.08	31.44	32.74	33.98

## LIBRARIAN 4

59595	61921	64267	65137	67633	70357
2284.48	2373.65	2463.55	2496.90	2592.60	2697.00
31.51	32.74	33.98	34.44	35.76	37.20

**LIBRARY DIRECTOR 1**

62697	65137	67633	70357	73288	76295
2403.38	2496.90	2592.60	2697.00	2809.38	2924.65
33.15	34.44	35.76	37.20	38.75	40.34

**LIBRARY TECHNICIAN SERIES**

## LIBRARY TECHNICIAN 1

36,464	37,316	38,280	39,283	40,380	41,571
1,397.80	1,430.43	1,467.40	1,505.83	1,547.88	1,593.55
19.28	19.73	20.24	20.77	21.35	21.98

**LIBRARY TECHNICIAN SERIES cont'd...**

LIBRARY TECHNICIAN 2	41,098	42,063	43,197	44,370	45,543	46,753
	1,575.43	1,612.40	1,655.90	1,700.85	1,745.80	1,792.20
	21.73	22.24	22.84	23.46	24.08	24.72

LIBRARY TECHNICIAN 3	42,536	43,633	44,881	46,224	47,585	49,004
	1,630.53	1,672.58	1,720.43	1,771.90	1,824.10	1,878.48
	22.49	23.07	23.73	24.44	25.16	25.91

**MAINT. TRADESPERSON**

	42,616	43,972	45,475	47,082
	1,633.60	1,685.60	1,743.20	1,804.80
	20.42	21.07	21.79	22.56

**MEDIA SPECIALIST SERIES**

MEDIA SPECIALIST 1	53,467	55,491	57,477	59,595	61,921	64,267
	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55
	28.27	29.34	30.39	31.51	32.74	33.98

MEDIA SPECIALIST 2	56,285	58,328	60,427	62,697	65,137	67,633	70,357
	2,157.60	2,235.90	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00
	29.76	30.84	31.95	33.15	34.44	35.76	37.20

**MEDIA TECHNICIAN SERIES**

MEDIA TECHNICIAN 1	35,103	36,294	37,372	38,564	39,812	41,193
	1,345.60	1,391.28	1,432.60	1,478.28	1,526.13	1,579.05
	18.56	19.19	19.76	20.39	21.05	21.78

MEDIA TECHNICIAN 2	38,564	39,812	41,193	42,554	43,992	45,505
	1,478.28	1,526.13	1,579.05	1,631.25	1,686.35	1,744.35
	20.39	21.05	21.78	22.50	23.26	24.06

MEDIA TECHNICIAN 3	41,798	43,217	44,730	46,261	47,926	49,647
	1,602.25	1,656.63	1,714.63	1,773.35	1,837.15	1,903.13
	22.10	22.85	23.65	24.46	25.34	26.25

**NURSE SERIES**

NURSE 1	55,404	57,521	59,575	61,671	63,661	65,693
	2,123.80	2,204.98	2,283.70	2,364.06	2,440.32	2,518.22
	26.55	27.56	28.55	29.55	30.50	31.48

NURSE 2	56,216	58,270	60,217	62,377	64,580	66,976	69,629
	2,154.96	2,233.68	2,308.30	2,391.12	2,475.58	2,567.42	2,669.10
	26.94	27.92	28.85	29.89	30.94	32.09	33.36

NURSE 3	60,217	62,377	64,580	66,976	69,265	71,575	74,763
	2,308.30	2,391.12	2,475.58	2,567.42	2,655.16	2,743.72	2,865.90
	28.85	29.89	30.94	32.09	33.19	34.30	35.82

**OPERATIONS MANAGEMENT SERIES**

OPERATIONS MANAGER	47,311	48,918	50,713	52,654	54,136	55,722
	1,813.60	1,875.20	1,944.00	2,018.40	2,075.20	2,136.00
	22.67	23.44	24.30	25.23	25.94	26.70

ASSISTANT OPERATIONS MANAGER	44,932	46,414	47,937	49,670
	1,722.40	1,779.20	1,837.60	1,904.00
	21.53	22.24	22.97	23.80

**PLANNING AND PROGRAM ANALYST SERIES**

PLANNING AND PROGRAM ANALYST 1	39,812	41,193	42,554	43,992	45,505	47,075	48,796
	1,526.13	1,579.05	1,631.25	1,686.35	1,744.35	1,804.53	1,870.50
	21.05	21.78	22.50	23.26	24.06	24.89	25.80

	50,574	52,351	54,300
	1,938.65	2,006.80	2,081.48
	26.74	27.68	28.71

PLANNING AND PROGRAM ANALYST 2	51,368	53,467	55,491	57,477	59,595	61,921	64,267
	1,969.10	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55
	27.16	28.27	29.34	30.39	31.51	32.74	33.98

PLANNING AND PROGRAM ANALYST 3	56,285	58,328	60,427	62,697	65,137	67,633	70,357
	2,157.60	2,235.90	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00
	29.76	30.84	31.95	33.15	34.44	35.76	37.20

PLANNING AND PROGRAM ANALYST 4	62,697	65,137	67,633	70,357	73,288	76,295	79,454
	2,403.38	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65	3,045.73
	33.15	34.44	35.76	37.20	38.75	40.34	42.01

<b>PRODUCTION SUPERVISOR</b>	51,368	53,467	55,491	57,477	59,595	61,921	64,267
	1,969.10	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55
	27.16	28.27	29.34	30.39	31.51	32.74	33.98

<b>PROGRAM COORDINATOR EDUCATION</b>	65,137	67,633	70,357	73,288	76,295	79,454	82,915
	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65	3,045.73	3,178.40
	34.44	35.76	37.20	38.75	40.34	42.01	43.84

	86,376
	3,311.08
	45.67

<b>PROGRAM COORDINATOR EXTENSION SERVICES</b>	53,467	55,491	57,477	59,595	61,921	64,267	66,782
	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55	2,559.98
	28.27	29.34	30.39	31.51	32.74	33.98	35.31

<b>POSTAL CLERK</b>	30,431	31,131	31,887	32,739	33,552	34,479
	1,166.53	1,193.35	1,222.35	1,254.98	1,286.15	1,321.68
	16.09	16.46	16.86	17.31	17.74	18.23

**PSYCHOLOGIST SERIES**

PSYCHOLOGIST 1	39,812	41,193	42,554	43,992	45,505	47,075	48,796
	1,526.13	1,579.05	1,631.25	1,686.35	1,744.35	1,804.53	1,870.50
	21.05	21.78	22.50	23.26	24.06	24.89	25.80
	50,574	52,351	54,300				
	1,938.65	2,006.80	2,081.48				
	26.74	27.68	28.71				
PSYCHOLOGIST 2	51,368	53,467	55,491	57,477	59,595	61,921	64,267
	1,969.10	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55
	27.16	28.27	29.34	30.39	31.51	32.74	33.98
PSYCHOLOGIST 3	58,328	60,427	62,697	65,137	67,633	70,357	73,288
	2,235.90	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00	2,809.38
	30.84	31.95	33.15	34.44	35.76	37.20	38.75
PSYCHOLOGIST 4	65,137	67,633	70,357	73,288	76,295	79,454	82,915
	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65	3,045.73	3,178.40
	34.44	35.76	37.20	38.75	40.34	42.01	43.84
	86,376						
	3,311.08						
	45.67						

**PURCHASING AGENT SERIES**

PURCHASING AGENT 1	39,812	41,193	42,554	43,992	45,505	47,075	
	1,526.13	1,579.05	1,631.25	1,686.35	1,744.35	1,804.53	
	21.05	21.78	22.50	23.26	24.06	24.89	
PURCHASING AGENT PIO	44,805	46,375	47,888	49,628	51,368	53,203	
	1,717.53	1,777.70	1,835.70	1,902.40	1,969.10	2,039.43	
	23.69	24.52	25.32	26.24	27.16	28.13	
PURCHASING AGENT 2	48,815	50,479	52,276	54,186	56,115	58,271	
	1,871.23	1,935.03	2,003.90	2,077.13	2,151.08	2,233.73	
	25.81	26.69	27.64	28.65	29.67	30.81	
PURCHASING AGENT 3	52,276	54,186	56,115	58,271	60,408	62,697	
	2,003.90	2,077.13	2,151.08	2,233.73	2,315.65	2,403.38	
	27.64	28.65	29.67	30.81	31.94	33.15	

**RECREATION CONSULTANT SERIES**

RECREATION CONSULTANT 1	37,467	38,564	39,812	41,193	42,554	43,992	
	1,436.23	1,478.28	1,526.13	1,579.05	1,631.25	1,686.35	
	19.81	20.39	21.05	21.78	22.50	23.26	
RECREATION CONSULTANT 2	45,505	47,075	48,796	50,574	52,351	54,300	
	1,744.35	1,804.53	1,870.50	1,938.65	2,006.80	2,081.48	
	24.06	24.89	25.80	26.74	27.68	28.71	

RECREATION CONSULTANT 3	51,368	53,203	55,113	57,231	59,368	61,562
	1,969.10	2,039.43	2,112.65	2,193.85	2,275.78	2,359.88
	27.16	28.13	29.14	30.26	31.39	32.55

RECREATION CONSULTANT 4	55,491	57,477	59,595	61,921	64,267	66,782
	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55	2,559.98
	29.34	30.39	31.51	32.74	33.98	35.31

**RESEARCH ASSISTANT SERIES**

RESEARCH ASSISTANT 1	34,100	35,103	36,294	37,372	38,564	39,812
	1,307.18	1,345.60	1,391.28	1,432.60	1,478.28	1,526.13
	18.03	18.56	19.19	19.76	20.39	21.05

RESEARCH ASSISTANT 2	38,564	39,812	41,193	42,554	43,992	45,505
	1,478.28	1,526.13	1,579.05	1,631.25	1,686.35	1,744.35
	20.39	21.05	21.78	22.50	23.26	24.06

**RESIDENCE COUNSELLOR**

	41,552	42,611	43,708	44,937	46,167	47,529
	1,592.83	1,633.43	1,675.48	1,722.60	1,769.73	1,821.93
	21.97	22.53	23.11	23.76	24.41	25.13

**SECURITY OFFICER SERIES**

SECURITY OFFICER 1	27,861	28,633	29,280	30,177	31,054	31,868	32,890
	1,068.00	1,097.60	1,122.40	1,156.80	1,190.40	1,221.60	1,260.80
	13.35	13.72	14.03	14.46	14.88	15.27	15.76

	33,934	34,936
	1,300.80	1,339.20
	16.26	16.74

SECURITY OFFICER 2	31,492	32,431	33,391	34,393	35,437	36,605	37,607
	1,207.20	1,243.20	1,280.00	1,318.40	1,358.40	1,403.20	1,441.60
	15.09	15.54	16.00	16.48	16.98	17.54	18.02

	38,588
	1,479.20
	18.49

**SERVICE WORKER SERIES**

SERVICE WORKER 1	24,856	25,628	26,296	26,984	27,694	28,383	29,050
	952.80	982.40	1,008.00	1,034.40	1,061.60	1,088.00	1,113.60
	11.91	12.28	12.60	12.93	13.27	13.60	13.92

	29,760	30,532	31,325	32,139	33,037
	1,140.80	1,170.40	1,200.80	1,232.00	1,266.40
	14.26	14.63	15.01	15.40	15.83

SERVICE WORKER 2	34,143	35,019	35,896	36,877	37,920	38,880
	1,308.80	1,342.40	1,376.00	1,413.60	1,453.60	1,490.40
	16.36	16.78	17.20	17.67	18.17	18.63

**SERVICE WORKER SERIES cont'd...**

SERVICE WORKER 3	34,101	34,936	35,917	36,981	38,108	39,235
	1,307.20	1,339.20	1,376.80	1,417.60	1,460.80	1,504.00
	16.34	16.74	17.21	17.72	18.26	18.80

SERVICE WORKER 4	34,268	35,311	36,459	37,524	38,713	40,049
	1,313.60	1,353.60	1,397.60	1,438.40	1,484.00	1,535.20
	16.42	16.92	17.47	17.98	18.55	19.19

<b>SENIOR CONSULTING INSTRUCTOR P &amp; E</b>	58,328	60,427	62,697	65,137	67,633	70,357	73,288
	2,235.90	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00	2,809.38
	30.84	31.95	33.15	34.44	35.76	37.20	38.75

**STATISTICAL ANALYST SERIES**

STATISTICAL ANALYST 1	45,505	47,075	48,796	50,574	52,351	54,300
	1,744.35	1,804.53	1,870.50	1,938.65	2,006.80	2,081.48
	24.06	24.89	25.80	26.74	27.68	28.71

STATISTICAL ANALYST 2	53,467	55,491	57,477	59,595	61,921	64,267	66,782
	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55	2,559.98
	28.27	29.34	30.39	31.51	32.74	33.98	35.31

STATISTICAL ANALYST 3	58,328	60,427	62,697	65,137	67,633	70,357
	2,235.90	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00
	30.84	31.95	33.15	34.44	35.76	37.20

**STOREKEEPER SERIES**

STOREKEEPER 1	32,285	33,193	34,252	35,405	36,521	37,675
	1,237.58	1,272.38	1,312.98	1,357.20	1,399.98	1,444.20
	17.07	17.55	18.11	18.72	19.31	19.92

STOREKEEPER 2	35,103	36,294	37,353	38,564	39,812	41,193
	1,345.60	1,391.28	1,431.88	1,478.28	1,526.13	1,579.05
	18.56	19.19	19.75	20.39	21.05	21.78

STOREKEEPER 3	37,353	38,564	39,812	41,193	42,536	43,992
	1,431.88	1,478.28	1,526.13	1,579.05	1,630.53	1,686.35
	19.75	20.39	21.05	21.78	22.49	23.26

STOREKEEPER 4	39,812	41,193	42,536	43,992	45,505	47,094
	1,526.13	1,579.05	1,630.53	1,686.35	1,744.35	1,805.25
	21.05	21.78	22.49	23.26	24.06	24.90

**STORES CLERK SERIES**

STORES CLERK 1	28,407	29,202	30,053	30,942	31,793	32,739
	1,088.95	1,119.40	1,152.03	1,186.10	1,218.73	1,254.98
	15.02	15.44	15.89	16.36	16.81	17.31

STORES CLERK 2	30,942	31,793	32,739	33,703	34,800
	1,186.10	1,218.73	1,254.98	1,291.95	1,334.00
	16.36	16.81	17.31	17.82	18.40



**SYSTEMS ANALYST SERIES**

SYSTEMS ANALYST 1	40,493	41,798	43,217	44,730	46,261	47,926
	1,552.23	1,602.25	1,656.63	1,714.63	1,773.35	1,837.15
	21.41	22.10	22.85	23.65	24.46	25.34
SYSTEMS ANALYST 2	43,217	44,730	46,261	47,926	49,647	51,463
	1,656.63	1,714.63	1,773.35	1,837.15	1,903.13	1,972.73
	22.85	23.65	24.46	25.34	26.25	27.21
SYSTEMS ANALYST 3	47,094	48,815	50,479	52,276	54,186	56,115
	1,805.25	1,871.23	1,935.03	2,003.90	2,077.13	2,151.08
	24.90	25.81	26.69	27.64	28.65	29.67

**SYSTEMS COORDINATOR SERIES**

SYSTEMS COORDINATOR 1	56,285	58,328	60,427	62,697	65,137	67,633	70,357
	2,157.60	2,235.90	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00
	29.76	30.84	31.95	33.15	34.44	35.76	37.20
SYSTEMS COORDINATOR 2	60,427	62,697	65,137	67,633	70,357	73,288	76,295
	2,316.38	2,403.38	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65
	31.95	33.15	34.44	35.76	37.20	38.75	40.34
SYSTEMS COORDINATOR 3	65,137	67,633	70,357	73,288	76,295	79,454	82,915
	2,496.90	2,592.60	2,697.00	2,809.38	2,924.65	3,045.73	3,178.40
	34.44	35.76	37.20	38.75	40.34	42.01	43.84

**SWITCHBOARD OPERATOR SERIES**

SWITCHBOARD OPERATOR 1	25,552	26,251	26,913	27,651	28,407		
	979.48	1,006.30	1,031.68	1,059.95	1,088.95		
	13.51	13.88	14.23	14.62	15.02		
SWITCHBOARD OPERATOR 2	30,053	30,753	31,490	32,323	33,117	34,006	
	1,152.03	1,178.85	1,207.13	1,239.03	1,269.48	1,303.55	
	15.89	16.26	16.65	17.09	17.51	17.98	
SWITCHBOARD OPERATOR 3	35,084	35,992	36,900	37,902	38,847	39,888	
	1,344.88	1,379.68	1,414.48	1,452.90	1,489.15	1,529.03	
	18.55	19.03	19.51	20.04	20.54	21.09	
TRAINING CONSULTANT	53,467	55,491	57,477	59,595	61,921	64,267	66,782
	2,049.58	2,127.15	2,203.28	2,284.48	2,373.65	2,463.55	2,559.98
	28.27	29.34	30.39	31.51	32.74	33.98	35.31

**WORD PROCESSOR SERIES**

WORD PROCESSOR 1	29,523	30,374				
	1,131.73	1,164.35				
	15.61	16.06				
WORD PROCESSOR 2	36,010	36,937	37,959	38,885	39,907	40,985
	1,380.40	1,415.93	1,455.08	1,490.60	1,529.75	1,571.08
	19.04	19.53	20.07	20.56	21.10	21.67

**WORD PROCESSOR SERIES cont'd...**

WORD PROCESSOR 3	39,207	40,209	41,325	42,536	43,633	44,881
	1,502.93	1,541.35	1,584.13	1,630.53	1,672.58	1,720.43
	20.73	21.26	21.85	22.49	23.07	23.73
WORD PROCESSOR 4	40,209	41,325	42,536	43,633	44,881	46,224
	1,541.35	1,584.13	1,630.53	1,672.58	1,720.43	1,771.90
	21.26	21.85	22.49	23.07	23.73	24.44
WORD PROCESSOR 5	42,536	43,633	44,881	46,224	47,585	49,004
	1,630.53	1,672.58	1,720.43	1,771.90	1,824.10	1,878.48
	22.49	23.07	23.73	24.44	25.16	25.91
WORD PROCESSOR 6	47,131	48,569	49,968	51,633	53,259	54,924
	1,806.70	1,861.80	1,915.45	1,979.25	2,041.60	2,105.40
	24.92	25.68	26.42	27.30	28.16	29.04