

Collective Agreement

between

University College of the North

and

Manitoba Government and General Employees' Union

Local 69 and 70

April 1, 2018 to March 31, 2022

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*All changes appear in **bold**.

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*All changes appear in **bold**.

This Agreement made this 3rd day of July, 2019

between

The Governing Council of University College of the North
(hereinafter referred to as the “Employer”),

of the first part

and

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

of the second part.

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

Article 1 Interpretation

- 1:01** Wherever the singular and the masculine are used in this Agreement, the same shall be construed as meaning the plural, or the feminine or the gender neutral 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 nonrecurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis;
- (d) “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 to which the same schedule or grade of pay can be reasonably applied to, all positions in the group;
- (e) “Continuous Service” or “Continuous Employment” means consecutive and contiguous days, weeks, months and/or years of employment with the Employer where there has been no break in service involving termination of the employee. In the calculation of continuous service, any approved leave of absence with pay shall not affect continuous service, and any authorized leave of absence without pay or a temporary lay-off, while not considered a break in service, shall not be counted in the total continuous service.

Example: Ten (10) years consecutive and contiguous service with six (6) months leave of absence without pay or six (6) months lay off = nine and one-half (9½) years continuous service);

- (f) “Dismissal” means the removal of an employee for disciplinary reasons from employment for just cause;
- (g) “Employee” means a person employed in a position in the bargaining unit in accordance with Article 4;
- (h) “Increment” means the amount per annum provided as a rate of increase in the applicable salary payable to any eligible employee which, unless the context of the relevant approved pay range otherwise clearly indicates, may be granted annually on the applicable anniversary dates;

- (i) “Lay-off” means to temporarily remove from a position of employment subject to the employee retaining such rights as set out under this Agreement;
- (j) “Part-time Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis;
- (k) “Position” means a position of employment with the Employer as provided in Article 4;
- (l) “Promotion” means a change of employment from one position to another having a higher maximum salary;
- (m) “Regular Employee” means an employee who carries out and occupies a continuing function with the Employer and who has all the rights and privileges of permanent status;
- (n) “Faculty Member” means a member of the academic staff assigned to teach courses and designated as University or College Instructor, Assistant Professor, Associate Professor or Full Professor;
- (o) “University Instructor” means a faculty member assigned to teach university courses as per Article **72:05**;
- (p) “College Instructor” means a faculty member assigned to teach college courses.
- (q) “Tenure Track” is a probationary university faculty member at the rank of Assistant, Associate or Full Professor.
- (r) “Tenure” means the right granted to some professors which results in the continuation of their academic appointment until retirement or until otherwise terminated in accordance with this Agreement.

Article 2 Duration of Agreement

- 2:01** This Agreement shall become effective from, and including, April 1, **2018** and shall continue in effect up to, and including, March 31, **2022** and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty five (45) days prior to but not more than one hundred eighty (180) days prior to the expiry date hereof. During the period required to negotiate a renewal, or revision and renewal of this Agreement, this Agreement shall remain in full force and effect without change.
- 2:02** Where notice for revision of this Agreement is given under Section :01, the parties shall meet and exchange proposals at least thirty (30) days prior to the expiry date of the Agreement and commence collective bargaining. These time limits may be changed by mutual agreement between the parties hereto.
- 2:03** All additions, deletions, amendments, and/or revisions from the **2014/2018** Agreement to the **2018/2022** Agreement shall be effective the date of ratification of this Agreement unless otherwise specified.

Article 3 Amendment to the Salary Schedule

- 3:01** During the term of this Agreement, amendments to the Salary Schedule resulting from the introduction of a new classification, or amendments to Appendix “A” 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 the Appendix on Exclusions attached to and forming part of this Agreement;
 - (b) Casual employees who have less than one hundred sixty (160) hours of accumulated service in an eight (8) hour per day classification or less than one hundred forty-five (145) hours of accumulated service for employees in a seven and one-quarter ($7\frac{1}{4}$) 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 pay period following such accumulation. See Appendix "D";
 - (c) Evening instructors and evening educational assistants employed by separate employment agreement in the UCN's continuing education division;
 - (d) Part-time employees who have less than three hundred thirty-six (336) hours of accumulated service for employees in an eight (8) hour per day classification or less than three hundred four and one-half ($304\frac{1}{2}$) hours of accumulated service for employees in a seven and one-quarter ($7\frac{1}{4}$) hours per day classification. Part-time employees who have accumulated the required hours as outlined herein shall be included in the Agreement effective the start of the bi-weekly pay period following such accumulation. See Appendix "C".

Article 5 Term Employees

- 5:01** "Term Employee" means an employee hired for a specific term of employment. The term of employment may be based on a specific period of time or the completion of a specific job or until the occurrence of a specified event.

- 5:02** Where the employment of a term employee terminates at the end of a specific term of employment, then:
- (a) The Employer shall not be required to give any notice or payment in lieu thereof;
 - (b) The employee shall not be required to give any notice of resignation.
 - (c) The Employer shall inform the employee of any performance issues that arise during the employee's term of employment.
- 5:03** Where a term employee is laid off, then the following shall apply:
- (a) If the lay-off is at the end of a specific term of employment, no notice of lay off is required;
 - (b) If the lay-off is prior to the end of a specific term of employment, an employee will receive written notice prior to the lay off or granted payment in lieu thereof based on the following:
 - (i) Four (4) weeks' notice to an employee with one (1) or more years of full-time continuous service or;
 - (ii) Two (2) weeks' notice to an employee with less than one (1) year of full-time continuous service.
- 5:04**
- (a) Where a term employee is employed in the same position performing the same function for a period of more than twenty four (24) continuous months and where the need for the position is expected to continue, the Employer will convert the employee to regular status.
 - (b) Where it is known, prior to twenty-four (24) continuous months, that the position is expected to continue, and subject to Article 11:02, the term employee may be converted to regular status at that time.
- 5:05** An employee appointed on term shall be informed in writing as to the duration of the term. Where the term relates to the reason set out in Section

:07, the employee shall be so informed. Failure to comply with the foregoing shall not in itself negate the employee's status as a term employee.

- 5:06** Where the employee is not 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 and :10 do not apply where a term employee is replacing an employee who is absent for any reason.
- 5:08** Where a term employee is re-employed within one-hundred fifty (150) days 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 June, or as otherwise mutually agreed, in each year to review the status of all term employees with more than twenty-four (24) continuous months of service.
- 5:10**
- (a) Term employees who accumulate twenty-four (24) months of service in accordance with Article 5:08 shall be entitled, for a period of one hundred fifty (150) days, to a right of first refusal to fill the same term position provided it is available and subject to the following conditions:
 - (i) Service was accumulated in the same position performing the same function;
 - (ii) The position was initially filled through a competitive process.
 - (b) When the position resumes, offers shall be made in order of seniority.
 - (c) The person to whom this article applies must:

- (i) Report any change of contact information to Human Resources without delay;
- (ii) If offered that position, respond to the offer within seven (7) days of receipt of notification;
- (iii) Return to work on the date required by the Employer; and
- (iv) Except for good and sufficient reasons, accept the offer in accordance with this Article or be deemed to have abandoned their rights under this Article.

Article 6 Part-time Employees

6:01 The calculation of benefits for part-time employees covered by this Agreement will be as set out in Appendix “C”.

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** Employees shall be paid on the basis of the hourly rates for an employee's assigned step in the applicable pay scale as set out in the applicable pay schedule. The bi-weekly pay shall be calculated by multiplying the applicable hourly rate of pay by the number of hours worked in a bi-weekly pay period. An employee's pay may also include the applicable premiums, supplements, allowances, over-time, and any leave with pay in that period for which the employee is eligible, rounded to the nearest cent.
- 9:02** 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.
- 9:03** Where an employee is granted a special merit or additional remuneration by the Employer, the Employer shall notify the Union.
- 9:04** (a) Where there is a requirement to pay a position at a higher rate of pay than what is provided for in the salary schedule, the parties agree to negotiate a market supplement. New supplements or changes to amounts of supplements will be managed through Collective Bargaining or with ninety (90) days' notice by either party to negotiate a supplement. Any resulting changes or new supplements will be subject to the mutual agreement of the parties.
- (b) Market supplements will be paid on a time limited basis for up to a maximum of five (5) years, unless otherwise mutually agreed between the parties.

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 **and/or Teacher's Pension Act** or who have died in service;
 - (iii) Employees who have left the service during the above mentioned period by reason of being laid off by the Employer;
 - (iv) Term employees terminated at the end of a specific term of employment or after the completion of the specific job for which they were employed.
- (b) Upon written request to the Employer, within 60 (sixty) days of the date of the signing of this Agreement, retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall be made to employees who have voluntarily terminated their services (resigned).

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. Term positions less than six (6) months if extended past the six months shall be posted in accordance with Article 11:03 and a competitive selection process shall be used. Where completion of the competitive process has not occurred, Article 11:02(h) may be requested.

- 11:02** Notwithstanding Section :01, a competitive selection process may not be required where:
- (a) A qualified person on the UCN's re-employment list is appointed to a position without competition; or
 - (b) A regular employee at risk of lay-off is re-deployed to an alternative position; or
 - (c) A term employee is converted to regular status in accordance with the provisions of Article 5; 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.
 - (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.
 - (g) A term employee is being hired into a term position within one hundred fifty (150) days of the expiration of their previous term of employment in the same position performing the same function and where their appointment for that position was made through a competitive process. The foregoing does not apply where an employee has resigned; or
 - (h) The parties have otherwise mutually agreed to waive the posting and competitive process.
 - (i) **The Employer shall notify the Union of any term appointments outside of the competitive process. Such notice shall include the name of the employee, position, start and end dates of the term. The notice will be provided in writing to both local presidents and**

MGEU Staff Representatives for The Pas and Thompson Campuses.

- 11:03** Where a competitive process is used a competition bulletin shall be posted for a minimum of **ten (10)** working days unless mutually agreed otherwise and shall state the closing date for applications, the location of the position, the classification and salary range, duties and qualifications. The Union will be provided with a copy of all bulletins as they are issued. All internal applicants who meet the screening criteria established pursuant to the competition bulletin shall be interviewed for the position.
- 11:04** The selection of employees for vacant or new positions shall be on the basis of ability, prior work performance relevant qualifications and seniority. Where ability, prior work performance and relevant qualifications are relatively equal, seniority shall be the determining factor.
- 11:05** Notwithstanding the provisions of Section :04, first consideration for filling vacancies or new positions shall be given to persons on the UCN re-employment list.
- 11:06** Nothing in this article shall prevent the Employer from advertising outside the UCN for a position, nor from selecting a person from outside the UCN to a position subject to Section :04.
- 11:07** An employee who is notified that **they are** an unsuccessful applicant for a position shall be supplied with the reasons for non-acceptance within ten (10) days of making a written request to Human Resources. Such a request shall be made within ten (10) days of receipt of the notification that **they were** an unsuccessful applicant.
- 11:08** 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.

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) University and College Instructor
 - (b) Curriculum Consultant
- 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 UCN President and Vice Chancellor 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 UCN employee and in compliance with the terms of this Agreement.

14:02 Where an employee is absent without leave for a period of **seven (7) working days**, the employee shall be considered to have abandoned **their** position and shall be deemed to have been terminated on the last day on which the employee was present at work and performed **their** regular duties.

An employee shall be afforded the opportunity to demonstrate that there were exceptional grounds for not having informed the Employer within seven (7) working days from the first day of the employee's absence.

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 **their** official position description. The assessment process may also include other objective criteria which have been jointly developed between the employee and **their** supervisor for the purpose of performance assessment.

Article 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 (2) or more

merit increases shall become the first day of the month that falls on or after the effective date of the promotion or transfer and the employee shall be eligible for **their** next merit increase twelve (12) months from the anniversary date established in accordance with this section.

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

For the purposes of this Article, an educational leave (Article 76) is considered to be regular hours of work which shall satisfy the eligibility requirements for a merit increase.

- 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 sub-section;
 - (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 Sub-section (b).

Article 17 Instructor Education Supplement

- 17:01** Subject to Article 16, University and College Instructors shall be eligible to progress within the pay range up to and including Step 12.

University and College Instructors shall be eligible for an educational supplement as outlined below upon attainment of a recognized and relevant degree effective the first bi-weekly pay period of the month following attainment of the credential. The University and College Instructor shall supply proof of credential.

For attainment of:

- (i) Recognized and relevant Masters Degree - \$2,810 per annum.

(ii) Recognized and relevant Doctorate - \$5,610 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 suspend or discipline the employee. The employee has the option to have a representative present. The Employer shall advise the employee that they have 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 the 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 **of employment**.

19:02 (a) The effective date of a resignation shall be the last day upon which an employee is present at work and performs **their** regular duties.

(b) **The effective date for a resignation shall be the last day for which they receive salary.**

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 **their** 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 **their** service on that Friday and shall be eligible for holiday pay for that Friday.

19:04 (a) Subject to Section :06 and with the exception of those identified in (b), 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) A faculty member shall give a minimum of four (4) weeks' notice of resignation **prior to the end of an academic term**. Faculty members will endeavor to provide as much notice as possible prior to the end of the academic term.

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 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 the Employer contracts out work that was formerly performed by an employee currently on the re-employment list, the Union and the Employer shall meet to facilitate potential 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 UCN services.

21:02 For purposes of this Article, technological change means the introduction of equipment or material into UCN 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 onsite 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 "Employee Relocation Expenses."

- 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 UCN.
- 22:04** Where an employee with one (1) or more years of continuous service is unable to relocate, the employee shall be subject to lay off. If the employee has not been offered another suitable position within one (1) year from the date of lay off the employee shall be permanently laid off and shall be eligible for severance pay in accordance with Article 24.
- 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 Lay-Off

- 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 lay off(s) is necessary, the Employer shall determine the classification(s) from which the lay-off(s) are to take place.
- 23:02** The Employer shall determine the group of employees concerned within each classification from which employees are to be laid off.
- 23:03** Where the lay-off(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 lay off(s). The parties shall then meet to discuss the steps to be taken to assist the employees affected.
- 23:04** Employees selected for lay-off shall receive four (4) weeks’ notice or payment in lieu. No notice is required for term employees who are released at the end of **their** term. The Union shall be provided with a copy of all lay-off notices issued.

23:05 In determining the order of lay-off 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 lay-off.

23:06 An employee **identified** for lay-off may exercise an option to displace an employee with less seniority in the same, equivalent or lower classification, subject to the following:

- (a) **Where an employee is identified for lay-off, the Employer may identify a vacant suitable placement that is at the same or an equivalent classification and the same annual hours of work where the employee is deemed to have the qualifications and ability to perform the duties. The employee may only decline the placement opportunity if the position would require change of work location from one community to another community outside of a twenty (20) kilometre radius measured from the employee's current work location.**
- (b) **If no vacant suitable placement is identified by the Employer, or the employee declines the opportunity under subsection (a), the employee may exercise an option to displace, into another position of same, equivalent or lower classification, subject to the following:**
 - (i) **The Employer will create a list of potential position(s) and share it with the Union;**
 - (ii) **The employee must have the qualifications and ability to perform the work of the position they are seeking to displace into;**
 - (iii) **The incumbent with the least seniority in the position would be displaced;**

(iv) 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.

- 23:07** An employee who is displaced pursuant to Section :06 shall be given notice of lay-off and may, in turn exercise a 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 **into** another **position** in accordance with the provisions of this Article **shall** 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 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 Section :06 and Section :07 are not applicable if the lay-off is to be for a duration of less than three (3) months and the employee(s) is to return to **their** position upon expiry of such lay-off.
- 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 lay-off has not been in accordance with this Agreement, the grievance shall be initiated at the second step of the 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.

The UCN will also give first consideration to employees on the UCN's re-employment list for those positions referenced in Sub-sections 4:01 (c) 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 re-employment list will not affect that employee's status on the re-employment list.

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 lay-off.

23:15 Employees who are placed on a re-employment list shall be called back to their positions in reverse order of lay-off in the classification from which the employee was laid-off.

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 UCN.
- 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 lay-off may opt to waive **their** employee displacement and re-employment rights and accept a permanent lay-off. 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 Teachers' Pension Act**, or death, shall be paid, or to the employee's estate in the event of death, severance pay in the amount of one (1) weeks pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks pay.

Example: Ten (10) years, eight (8) complete months of continuous service equals ten and eight-twelfths ($10\frac{8}{12}$) years of continuous service for purposes of calculation.

24:02 Where an employee in **their** ninth (**9th**) year of continuous service fails to complete nine (9) years continuous service as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, **or Teachers' Pension Act**, or death, the employee shall be paid, or to the employee's estate in the event of death, severance pay on the basis of nine (9) weeks pay multiplied by the factor of the number of complete months service completed in **their** ninth year divided by twelve (12) months.

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 **or Teachers' Pension Act** will also be eligible for the following severance pay:

- (a) For employees with twenty (20) or more years of continuous service, an additional two (2) weeks' pay;
- (b) For employees with twenty-five (25) or more years of continuous service, two (2) weeks' pay in addition to the amount in Sub-section (a);
- (c) For employees with thirty (30) or more years of continuous service, two (2) weeks' pay in addition to the amounts in Sub-sections (a) and (b);

- (d) For employees with thirty-five (35) or more years of continuous service, two (2) weeks' pay in addition to the amounts in Sub-sections (a), (b) and (c).
- (e) For employees with forty (40) or more years of accumulated service, two (2) weeks' pay in addition to the amounts in Sub-sections (a), (b), (c) and (d).

24:04 Employees with one (1) or more years of continuous employment whose services are terminated as a result of permanent lay off shall be paid severance pay in the amount of one (1) weeks pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks pay.

24:05 Where an employee in his or her first year of continuous service fails to complete one (1) year of continuous service as a result of permanent lay off, 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 service completed in his or her first 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 lay off, or death. Subject to Section :08, the rate of pay for hourly rated employees shall be determined on the basis of the applicable work week, either thirty-six and one-quarter (36 $\frac{1}{4}$) or forty (40) hours per week.

24:07 In the case of employees eligible for severance pay who are on stand-by or temporary lay-off at the time of retirement, permanent lay off or death, the weekly hours shall be, subject to Section :08, the normal weekly hours of work in effect for the classification of the employees at the time of the retirement, permanent lay off or death.

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 UCN:

New Year's Day	Terry Fox Day
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Any other holiday proclaimed by Federal or Provincial Statute.

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

(i) For all shift employees, where any of the holidays fall on a Saturday or a Sunday they shall be observed on that day. 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 UCN offices shall be closed at noon (12:00 p.m.) on the afternoon of December 24 when that day falls on Monday through Friday. The day shall be considered a full day for purposes of calculation.

(b) Where the Employer requires an employee to work a regular work day on December 24 when that day falls on Monday through Friday inclusive, such employee shall be entitled to one-half ($\frac{1}{2}$) day of compensatory leave with pay to a maximum of four (4) hours.

(c) Where an employee is on approved leave with pay on December 24, when that day falls on Monday through Friday, the employee shall utilize

one-half ($\frac{1}{2}$) day of approved leave with pay and the day shall be considered a full day for purposes of all other calculations.

- 25:03** An employee is entitled to **their** regular pay for a holiday on which the employee does not work provided the employee:
- (a) Did not fail to report for work after having been scheduled to work on the day of the holiday;
 - (b) Has not been absent 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 **their** regular pay for the holiday provided that the employee received pay for part or all of each day of at least fifteen (15) days during the thirty (30) calendar days immediately preceding the holiday.
- 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 ($1\frac{1}{2}$) 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 ($1\frac{1}{2}x$) the employee's regular rate of pay for

all overtime worked on the holiday. Such compensation is in lieu of the compensation to which an employee would otherwise be eligible.

- 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 ($1\frac{1}{2}x$) for all regular hours worked on the holiday, or be granted compensatory leave for such hours worked at the rate of one and one-half ($1\frac{1}{2}$) hours for each additional hour worked. Any overtime hours worked on the holiday shall be compensated on the same basis as set out in Section :06 (a) or (b).
 - (b) Subject to Section :08 (c), the accumulated compensatory leave referred to in Section :08 (a) above, shall be taken in the vacation year in which it is earned.
 - (c) The Employer may allow accumulated compensatory leave 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.

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. A calendar year in this Article means twelve (12) calendar months beginning with date of commencement of employment.

26:02 For the purpose of vacation leave one (1) credit equals one (1) day. Employees shall earn vacation leave credits on the following basis:

- (a) Employees who have completed less than two (2) calendar years of service, shall earn vacation credits at the rate of a maximum of fifteen (15) credits for 1,885 hours (2,080) of accumulated service from April 1 to March 31 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) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty (20) credits for 1,885 hours (2,080) of accumulated service from April 1 to March 31 to be taken in the year in which three (3) calendar years of service are completed and yearly thereafter;
- (c) Commencing from the beginning of the vacation year in which nine (9) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty-five (25) credits for 1,885 hours (2,080) of accumulated service from April 1 to March 31 to be taken in the year in which ten (10) calendar years of service are completed and yearly thereafter;
- (d) Commencing from the beginning of the vacation year in which nineteen (19) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of thirty (30) credits for 1,885 hours (2,080) of accumulated service from April 1 to March 31 to be taken in the year in which twenty (20) calendar years of service are completed and yearly thereafter;

- (e) Notwithstanding Sub-sections (a), (b), (c) and (d), employees terminating in their second calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of fifteen (15) credits for 1,885 hours (2,080) of accumulated service. Employees terminating in their ninth (9th) calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of twenty (20) credits for 1,885 hours (2,080) of accumulated service. Employees terminating in their nineteenth (19th) calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of twenty-five (25) credits for 1,885 hours (2,080) of accumulated service.

26:03 An employee shall accumulate vacation credits from the date of commencement of employment.

26:04 Under no circumstances can an employee earn more than the maximum vacation credits that can be accumulated in any vacation year in accordance to their calendar years of service, (i.e. fifteen (15), twenty (20), twenty-five (25) thirty (30), or forty-four (44)).

26:05 To calculate the number of vacation hours an employee has earned in a vacation year:

- (a) Determine the number of paid hours of accumulated service in the applicable vacation years (pro-rate hours accordingly for any paid leave during which an employee is eligible for vacation accrual).
- (b) Divide by 1,885 hours (2,080).
- (c) Multiply by the employee's vacation leave credit accrual rate as per Article 26:02 or 26:12 (i.e. fifteen (15), twenty (20), twenty-five (25), thirty (30) or forty-four (44));
- (d) Multiply by the daily hours for the employee's classification (i.e. seven and one-quarter (7 ¹/₄) or eight (8) and round down to the nearest quarter (¹/₄) hour.

- 26:06** (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 of 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 carryover be allowed which comprises more than one previous year's vacation entitlement.
- (f) The Employer may authorize or require an employee to take vacation leave in two (2) or more periods.
- (g) Where an employee is called back from vacation by the Employer, the employee shall be authorized for trip cancellation fees or any other expense approved by the Employer.
- 26:07** 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.
- 26:08** Subject to the requirements of the Employer, vacation leave shall be rotated regardless of seniority.

- 26:09** 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 UCN all salary paid for such excess period of leave.
- 26:10** Where an employee dies, the employee's estate shall receive the employee's accumulated vacation credits.
- 26:11** For faculty members, 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) Faculty members shall earn vacation credits at the rate of a maximum of forty-four (44) credits during the academic vacation year from August 1 to July 31.
 - (b) Subject to the applicable sections of this article, vacations shall be taken by a faculty member 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 **their** unexpended vacation credits as of the date of transfer or promotion.
 - (d) Where operational requirements permit, and subject to the approval of the Employer a faculty member may designate up to five (5) days of accrued vacation leave as *discretionary leave days* to be taken as paid leave during an academic year.

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 **their** regular duties as a result of illness or injury.
- 27:02** The sick leave to which an employee is entitled shall accumulate:
- (a) During the first four (4) years of service at the rate of 3.625 (4.0) hours for each 72.5 (80.0) hours of accumulated service, exclusive of overtime; and
 - (b) After the first four (4) years of service, at the rate of 7.25 (8.0) hours for each 72.5 (80.0) hours of accumulated service, exclusive of overtime.
- 27:03** 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.
- 27:04** Sick leave shall not accumulate beyond 1,508 (1,664) hours.
- 27:05** 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 1,508 (1,664) hours in accordance with Sections :02 and :03.
- 27:06** An employee shall accumulate sick leave credits from the date of commencement of employment.
- 27:07** 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.

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

- 27:08** Where an employee is to be absent because of illness, the employee shall endeavour to notify **their** immediate supervisor of the absence due to illness at least one hour (1) prior to and not more than thirty (30) minutes after the normal hour of beginning work, or as soon thereafter as the means of communication permit.
- 27:09** The Employer may request a medical certificate or sworn statutory declaration by advance notice or any time during or after the period of illness certifying an employee is or was unable to be present at work because of illness. Should the employee fail to provide a medical certificate or sworn statutory declaration acceptable to the Employer within a reasonable amount of time, the employee shall not be paid for the absence.
- 27:10** Where an employee has been absent because of sickness, the employee shall complete and submit a leave form upon return 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.
- 27:11** Where an employee becomes **seriously** ill **or seriously** injured during the period of the employee's scheduled annual vacation, the Employer will grant sick leave and credit the employee with alternate days' vacation equivalent to the number of days approved sick leave providing the illness or injury is over three (3) days and requires hospitalization and/or proof of **serious** emergency medical care. The employee will be responsible to provide proof of hospitalization and/or **serious emergency medical care** satisfactory to the Employer. The application of this clause to employees subject to the Instructor vacation provisions outlined in Article 26:11, shall be a maximum of fifteen (15) working days.

- 27:12** Where the Employer has cause to request information other than that required in Sections :10 or :11 hereof, the Employer shall reimburse the employee for any costs incurred for providing such information.
- 27:13** 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.
- 27:14** For medical and dental appointments with specialists or for services not available locally, up to two (2) days sick leave including travel and appointment time can be used based upon documentation acceptable to the Employer.
- 27:15** **Employees may request a maximum of two (2) additional days travel time charged against sick leave credits in each fiscal year for appointments as per Article 27:14.**

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 ten percent (10%) of the employee's net salary at the time of the injury.
- 28:03** Where an employee is absent due to injuries or disabilities for which 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 Bereavement Leave

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

- 29:03** An employee shall be entitled to **bereavement** leave of one (1) working day without loss of salary in the event of the death of an employee's brother-in-law, sister-in-law, aunt, uncle, niece or nephew.
- 29:04** An employee who is entitled to **bereavement** leave under Section :01, :02 and :03 during vacation leave shall receive vacation credits equal to the number of days of **bereavement** leave granted.
- 29:05** Provided an employee has not received **bereavement** leave for the death in question, an employee shall be entitled to **bereavement** leave up to a maximum of one (1) working day without loss of salary for attending a funeral as a pallbearer or to perform a eulogy.
- 29:06** An employee shall be entitled to additional **bereavement** 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 one way or further, accessible by all-weather road.

Article 30 Family Related Leave

- 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) 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;
 - (b) 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;
 - (c) The amount of leave is intended to cover the period until appropriate alternative arrangements can be made.
- 30:02** In the event a parent/step-parent, spouse, grandparent, grandchild or child/step-child is hospitalized for a serious illness or injury, an employee

shall be entitled to apply for up to five (5) days of leave with pay in each fiscal year to be granted on the recommendation of the Employer to be charged against the employee's sick leave credits. Proof of hospitalization shall be provided with the Leave Form.

30:03 An employee shall have the required sick leave accumulation under Article 27 Sick Leave to offset the requested leave under this provision.

Article 31 Birth or Adoptive Parent Leave

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

31:02 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 adoption.

31:03 Where an employee adopts a child aged sixty (60) months or younger such employee shall be eligible to receive maternity leave and/or parental leave. The relevant provisions of Article 32 shall apply with the necessary modifications.

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 in the application as the day on which **the employee** intends to commence such leave; and

- (c) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that **the employee** is pregnant and specifying the estimated date of 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 **five (5)** days of her accumulated sick leave against the Employment Insurance waiting period. **An additional five (5) days may be used in the week after the Employment Insurance Benefits cease. An employee who has been granted maternity leave shall also be permitted to apply up to an additional five (5) days of the employee's accumulated sick leave in the week after Employment Insurance Maternity benefits are paid or an additional five (5) days of the employee's accumulated sick leave in the week after Employment Insurance Parental benefits cease, but shall not be payable beyond the seventy-eighth (78th) week of leave.**

- (b) Should the employee not return to work following maternity leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under Sub-section (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 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 **Service Canada** has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 18, Employment Insurance Act.

32:06 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 **twenty-six (26) weeks** 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 **twenty-six (26) weeks** following her return to work; and
- (b) If she does not take parental leave as provided in Article 34, 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, 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.

32:07 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.

32:08 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.

32:09 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 **week** 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) **For the week immediately following the discontinuation of payments of Employment Insurance Maternity benefits an employee shall receive ninety-three percent (93%) of her weekly**

rate of pay provided the employee does not receive **Employment Insurance Parental Benefits** immediately following the exhaustion of the **Employment Insurance Maternity Benefits**.

If the employee receives **Employment Insurance Parental Benefits** immediately following the exhaustion of **Employment Insurance Maternity Benefits**, the employee shall receive ninety-three percent (93%) of her weekly rate of pay for the week immediately following the discontinuation of payments of **Employment Insurance Parental Benefits**.

- 32:10** Plan B does not apply to term employees.
- 32:11** 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.
- 32:12** Where an employee's anniversary date falls during the period of maternity leave the employee shall be eligible to receive a merit increase effective the date upon which **the employee** returns to **their** position of employment.
- 32:13** The Employment Standards Act respecting maternity leave shall apply mutatis mutandis.

Article 33 Parental Leave

- 33:01** In order to qualify for parental leave, an employee must:
- (a) Be the **parent caring for a newborn**; or
 - (b) Be the **parent caring for a newly adopted child age sixty (60) months or younger under the law of a province**.
- 33:02** 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.

- 33:03** An employee who qualifies in accordance with Section :02 and :03 is entitled to parental leave for a continuous period of up to **sixty-one (61) weeks and two (2) weeks waiting period.**
- 33:04** 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.
- 33:05** 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.
- 33:06** **During the period of parental leave, an employee is entitled to a total of seventeen (17) weeks of paid parental top-up allowance in accordance with the SUB plan as follows:**
 - (a) If the employee is required to serve a one (1) week wait period before Employment Insurance Parental Benefits are payable:**
 - (i) The employee shall receive ninety-three (93%) percent of their weekly rate of pay in that wait period week;**
 - (ii) For a maximum of sixteen (16) additional weeks, top-up payments will be calculated using the weekly Employment Insurance benefit that would be payable to the employee, using the Standard Parental benefits rate of fifty-five (55%) percent without regard to any election by the employee to receive Extended Parental benefits spread over a longer period of time as may be permitted by the Employment Insurance Act.**

- (b) If the employee is not required to serve a one (1) week wait period before Employment Insurance Parental benefits are payable:
- (i) The employee shall receive a maximum of seventeen (17) weeks top-up payments calculated using the weekly Employment Insurance benefit that would be payable to the employee, using the Standard Parental benefits rate of fifty-five (55%) percent without regard to any election by the employee to receive Extended Parental benefits spread over a longer period of time as may be permitted by the Employment Insurance Act.
- (c) All other time as may be provided under Section 11 shall be on a leave without pay basis.

33:07 An employee is not entitled to parental top-up under Plan B if they have received the full seventeen (17) weeks of maternity top-up. If an employee received less than seventeen (17) weeks of maternity top-up, they will be eligible for parental top-up with the combined number of weeks of maternity (Plan B) and parental top-up (Plan B) not to exceed seventeen (17) weeks. In the event both parents work for the Employer and apply for maternity and/or parental leave top-up, the top-up weeks can be shared between the employees, but cannot exceed a combined total of seventeen (17) weeks.

33:08 An employee who qualifies in accordance with Section :09 and :10 is entitled to parental leave for a continuous period of up to sixty-one (61) weeks and two (2) weeks waiting period.

Article 34 Bridging of Service

34:01 A regular employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed, upon written notification to the Employer shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service

vacation entitlement benefits as defined in this Agreement and based on service seniority.

The following conditions shall apply:

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

Article 35 Loss Of or Damage To Personal Effects

- 35:01** 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.
- 35:02** 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.
- 35:03** 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 Sub-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.

- 35:04** 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.
- 35:05** 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.
- 35:06** Every claim for compensation made pursuant to Sections :01, :02, :03, and :04 will be considered by the Employer, and the claim shall indicate:
- (a) The name of the claimant, position classification, normal place of work and type of work the position entails;
 - (b) Identification as to category loss, theft, damage and full particulars as to when, and how the loss, theft or damage took place, with any other relevant particulars;
 - (c) Justification for the claim in accordance with Section :01, :02, :03, or :04;
 - (d) A certification by the claimant that all items lost, stolen or damaged are not covered by any form of insurance.
- 35:07** 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 36 Remoteness Allowance

36:01 The Employer shall provide remoteness allowances as shown in Appendix B which is attached hereto and which forms part of this Agreement.

Article 37 Benefits

37:01 Dental Plan

The Employer and the Union agree to the continuation of the Dental Plan with the following changes:

- (a) The current applicable Manitoba Dental Association (MDA) Guides will be implemented effective January 1 of each year. The Northern Manitoba Dental Association Fee Guides shall be the basis for reimbursement for dental services performed in an area to which the Northern Fee Guide applies;
- (b) Dental coverage will continue for the first seventeen (17) weeks of Maternity Leave;
- (c) The annual maximum per claimant effective January 1, 2004 will be increased to \$1,475;
- (d) The orthodontic lifetime maximum effective January 1, 2004 will be increased to \$1,675;
- (e) 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.

37:02 Vision Care Plan

- (a) The Employer and the Union agree to the continuation of the Vision Care Plan as follows:

- (i) Eligibility requirement for employees and dependents will be the same as those in effect for the Dental Plan;
 - (ii) Co-insurance will be eighty percent (80%)/twenty percent (20%);
 - (iii) The maximum payment under the Plan effective January 1, 2015 will be up to three hundred dollars (\$300) every twenty-four (24) months for an employee or dependent.
 - (iv) Coverage will include prescription lenses and eye examinations;
 - (v) The current optometrist/ophthalmologist fee guides will be implemented effective January 1 of each year.
- (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.

37:03 Drug Care Plan

- (a) The Employer and the Union agree to the continuation of the Drug Care Plan effective October 1, 2001 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 based on eighty percent (80%) reimbursement;
 - (iii) The maximum payment per contract (family) is seven hundred dollars (\$700) effective January 1, 2015.
- (b) Other terms and conditions of the Drug Care Plan will be similar to those formerly in effect for the Drug coverage provisions of the employee-paid Extended Health Benefits (EHB) Plan.

37:04 Ambulance, Hospital Semi-Private Plan

The Employer will continue the Ambulance and Hospital Semi Private Plan (AHSP) in accordance with the following:

- (a) Premiums will be paid by the Employer;

- (b) The plan benefits shall continue as currently provided to employees and their dependants;
- (c) Eligibility requirements will be the same as those in effect for the Dental Plan.

37:05 Health Spending Account

- (a) The Employer shall provide a seven hundred seventy-five dollars (\$775) per annum Health Spending Account for regular employees. Effective January 1, 2015, the amount shall increase to eight hundred seventy-five dollars (\$875). The Health Spending Account shall be pro-rated for part-time employees.
- (b) The Employer shall provide a four hundred dollar (\$400) per annum Health Spending Account for eligible term employees. The term Health Spending Account shall be pro-rated for part-time term employees.

37:06 Term employees are eligible for benefits upon accumulation of 1,885 (2,080) hours.

Article 38 Employee Assistance Program

38:01 The Employer and the Union agree that the employees will continue to have access to the Employee Assistance Program.

Article 39 Health and Safety

39:01 The Employer and the Union recognize that safety, accident prevention and the preservation of health are of primary importance in UCN operations and that these activities require the combined efforts of the Employer, employees, and the Union.

39:02 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.

- 39:03** 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.
- 39:04** Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect **their** safety and health and the safety and health of any other persons who may be affected by his or her acts or omissions at work.
- 39:05** The parties agree to the establishment of Workplace Health and Safety Committees in the UCN where it is deemed necessary. Where it is deemed appropriate to establish a Workplace Health and Safety Committee in a workplace, the following shall apply.
- 39:06** 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.
- 39:07** 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.
- 39:08** 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.

39:09 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.

- 39:10**
- (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to **their** safety or health in the performance of the employee's work, the employee shall report that condition to **their** supervisor.
 - (b) The supervisor upon being notified under (a) above shall inspect the condition with the employee and discuss the employee's reasons for believing the condition to be dangerous. Where there is a health and safety committee at the workplace, the co-chairpersons may be asked to participate.
 - (c) If the employee is unsatisfied with the supervisor's decision or if the supervisor refuses to inspect the condition, the employee shall contact, in writing or by telephone, the Workplace Health and Safety Division without delay.
 - (d) If the employee refuses to work because of **their** belief that the condition is dangerous, the employee must be available to perform other work assigned.

39:11 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.

- 39:12** 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.
- 39:13** Disciplinary action shall not be taken against an employee solely for the reason that the employee:
- (a) Made a report under Section :10; and
 - (b) Refused to work or continue to work under the conditions described under Section :10 provided a safety and health officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to **their** safety or health.
- 39:14** 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 40 Uniforms and Protective Clothing

- 40:01** 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.
- 40:02** 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.
- 40:03** Where an employee is required, as a condition of employment, to provide and wear approved safety footwear or prescription safety glasses during the course of the employee's regular duties, the employee will be eligible for an allowance once per fiscal year, to help offset the cost to the employee of purchasing approved safety footwear and prescription safety glasses. Effective June 19, 2010, the allowance shall be one-hundred sixty dollars (\$160.00) per safety footwear purchase and one hundred sixty dollars (\$160.00) per prescription safety glasses purchase. Employees may use their

Vision Care benefits to supplement the purchase of prescription safety glasses.

40:04 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.

40:05 Where an employee who has worked for a fiscal year and has not claimed the allowance in that fiscal year purchases safety footwear and/or prescription safety glasses in the next fiscal year, the employee is eligible to claim up to twice the maximum allowance in that next fiscal year.

40:06 The UCN 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 UCN, 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 UCN policy on uniforms and protective clothing, or the General Manual of Administration conflict with this article, this article shall prevail.

40:07 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 41 Video Display Terminals

41:01 Where an operator is of the opinion that the work results in undue eye fatigue, the employee may request a review of the job duties. The Employer will endeavour to design the job of the operator in a manner that will, wherever practicable, permit an operator to be assigned at least ten (10) minutes of alternate duties during any two (2) hour period of continuous operation.

Article 42 Union Business

42:01 Leave of absence to attend to Union business may be granted to employees under the following conditions:

- (a) Requests for leave shall be made in writing by the Union by providing the employee with a letter of request. The employee shall submit the letter to **their** immediate supervisor who shall forward the request to the Employer for approval. The Union will also provide a copy of the written request to the Director of Human Resources;
- (b) Requests for leave shall be made with reasonable advance notice but not less than three (3) working days and shall be granted only where operational requirements permit. Where special or unusual circumstances prevent compliance with the three (3) working days' notice, the request shall be considered and shall not be unreasonably denied;
- (c) Where such leave of absence has been granted the Union shall reimburse the UCN one hundred percent (100%) of the wages paid to such employees during the approved absence.

42:02 (a) For time spent with the Employer's representatives during negotiations of the Agreement, the Union will be allowed to have no more than two (2) employees present at each bargaining session on a time off with pay basis.

- (b) Prior to the commencement of negotiations, the Union shall supply the Employer with a list of employee representatives. Dependent upon operational requirements, requested leave for such employees shall not be unreasonably denied.
- (c) Subject to the mutual agreement of the parties, the total number of employees referred to in both (a) and (b) above may be changed provided any additional employees are on leave without pay or on wage recovery as per Section :01 (c).

42:03 Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's supervisor.

42:04 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 43 Rights of Union Officers

43:01 "Union Officer" means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.

43:02 The Employer recognizes the Union's right to select union officers to represent employees.

43:03 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.

43:04 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.

- 43:05** Union officers and employees shall not conduct Union business during their working time.
- 43:06** 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.
- 43:07** For complaints of an urgent nature, a union officer shall first obtain the permission of **their** immediate supervisor before leaving work to investigate such complaint. Such permission shall not be unreasonably sought or withheld. On resuming **their** normal duties, the union officer shall notify **their** supervisor.
- 43:08** 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).
- 43:09** 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 44 Union Security

- 44:01** 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.

- 44:02** 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.
- 44:03** The Employer **will provide the Union with member's job classification and work location with dues submission.**
- 44:04** 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.
- 44:05** 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 45 Labour/Management Committee

- 45:01** A joint consultation Committee will be established and maintained within the UCN. 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.
- 45:02** 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 46 Grievance Procedure

- 46:01** 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.
- 46:02** 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.
- 46:03** 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. **All grievances shall be sent to the Director of Human Resources.**
- 46:04**
- (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 UCN President and Vice-Chancellor 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 UCN President and Vice-Chancellor. 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.

46:05 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.

46:06 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.

- 46:07** 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.
- 46:08** 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 UCN President and Vice-Chancellor 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 UCN President and Vice-Chancellor or designate within fifteen (15) working days of the receipt of the decision at Step 1.
- (b) The UCN President and Vice-Chancellor 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 UCN President and Vice-Chancellor 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 UCN President and Vice-Chancellor 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.

46:09 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.

46:10 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 47 Arbitration Procedure

47:01 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.

47:02 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 UCN President and Vice-Chancellor, and shall set forth the issue in dispute for referral to an arbitrator or arbitration board in accordance with Section :02 (b) or (c).
- (b) Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in Section :02 (a) shall so state.
 - (i) The parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days;
 - (ii) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days, the party initiating the arbitration proceedings may submit the name of its appointee to the board in accordance with Section :02 (c) within ten (10) working days;
 - (iii) A single arbitrator shall be considered to be an arbitration board for purposes of this article.

- (c) Where the party initiating the arbitration proceedings wishes to request arbitration by a three (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 (3) 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 48 Human Resource Development

48:01 The parties recognize the desirability of ongoing human resource development, the purpose of which is to improve services to meet the needs of students and the community. Accordingly, the Employer shall make available a pool of human resource development funds for application by employees in the Instructor classification and for non-faculty. In addition, upon the employee's written request, the Employer will create a human resource development plan for each employee who requests same. Human resource development activities may include activities related to an

employee's current position as well as activities for potential career development opportunities with the Employer.

- 48:02** Educational leave policies and practices shall be as set forth from time to time in the Employer's Policies and Procedures Manual.
- 48:03** All applications for human resource development activities shall be submitted to Human Resources with a copy to the immediate supervisor.

Article 49 No Harassment/Discrimination

- 49:01** The Employer and the Union jointly affirm that every employee is entitled to a respectful workplace which is free of discrimination and harassment.
- 49:02** The Employer and the Union shall administer this Article consistent with the definition of harassment and discrimination set out in the Manitoba Human Rights Code, Workplace Safety and Health Act and Manitoba Labour Relations Act.
- 49:03** The Employer shall maintain policies in relation to discrimination, harassment and respectful workplace and shall provide copies to all employees.
- 49:04** The Employer and the Union agree that no form of harassment shall be condoned in the workplace and it is further agreed that both parties will work together in recognizing and dealing with such problems, should they arise. Situations involving harassment or discrimination shall be treated in a confidential manner by the Employer, the Union and the employee(s).
- 49:05** The Employer and the Union are committed to reasonable accommodation in a manner that respects the dignity and privacy of the employee. Reasonable accommodation is the shared responsibility of the employees, the Employer and the Union.

- 49:06 **Where a dispute arises, the parties agree that the dispute resolution procedure under the Employer's policies shall be utilized.**
- 49:07 **Notwithstanding the above, a complaint of harassment may proceed as a grievance.**

Article 50 Civil Liability

- 50:01 If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by the employee in the performance of **their** duties, then:
- (a) The employee, upon being served with any legal process, or upon receipt of any action or proceeding as herein before referred to, being commenced against the employee shall advise the UCN President and Vice-Chancellor 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 UCN President and Vice-Chancellor 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) above, the Employer and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Employer shall unilaterally appoint counsel. The Employer accepts full responsibility for the conduct of the action and the employee agrees to co operate fully with appointed counsel.

Article 51 Employee Files

- 51:01** Upon the written request of an employee, the Employer's personnel file of that employee shall be made available for the employee's full examination. Such examination shall be in the presence of a representative of Human Resources. The employee has the option to have a representative present.
- 51:02** An employee may request a copy of specific documents on the Employer's personnel file of that employee. This provision shall not be unreasonably requested or denied.
- 51:03** **Upon request, the Employer may remove disciplinary records which are four (4) years old or older from an employee's personnel file.**

Article 52 Long Term Disability Income Plan

- 52:01** The parties agree that the Employer shall provide an Employer paid Long Term Disability Income Plan for eligible employees. The regulations governing this plan will be agreed upon in a separate Memorandum of Agreement.
- 52:02** Coverage under the Dental Plan, Drug Plan, Vision Care Plan and Health Spending Account shall be maintained during any unpaid leave required to satisfy the one hundred and twenty (120) day elimination period or date of initial decision, whichever is later, for the LTD plan

Article 53 Seniority

- 53:01** (a) "Seniority" means the length of service with the UCN 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 1, 1993 as reflected in the "Transition to Board Governance" Memorandum of Agreement signed by the parties,

provided such service has not been broken by termination of the employee.

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

- (a) Regular paid time
- (b) Periods of Workers' Compensation
- (c) Periods of maternity leave
- (d) Periods of adoptive parent leave
- (e) Periods of parental leave
- (f) Approved educational leave to a maximum of one year
- (g) Any sick leave without pay necessary to satisfy the elimination period of the Long Term Disability Plan
- (h) Leaves without pay to a maximum accumulation of twenty (20) working days in a calendar year.
- (i) Periods of Educational Leave - Article 76.

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

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

months and who is re-employed within twelve (12) months of the expiration of the employee's term of employment.

- 53:04** A seniority list will be prepared by April 1 by the Employer based on service up to and including December 31 of the previous year. The list will be posted at work locations as determined by the Employer.
- 53:05** Seniority lists will be prepared for the following types of employees by classification groupings in order of seniority:
- (a) Regular
 - (b) Term
- 53:06** Grievances concerning the calculation of seniority must be filed at Step 2 of the Grievance Procedure within twenty (20) working days of the date the employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

Article 54 Instructor Accreditation

- 54:01** Each Instructor shall be required to attain the Certificate in Adult Education (CAE) or an equivalent qualification acceptable to the Employer.
- 54:02** It is desirable that the CAE be completed as quickly as possible. Therefore, an Instructor shall complete at least six (6) credit hours towards accreditation each academic year.
- (a) Where an Instructor has no assigned contact hours and subject to the approval of the Employer, where operational requirements permit, the Instructor may complete one (1) or more courses towards accreditation during the period Monday to Friday, during an Instructor's normal hours of work.
 - (b) Where an Instructor has not completed six (6) credit hours between September and the following June the Instructor shall complete the

requirements during July and August. The Instructor's vacation period shall be reduced by the number of calendar days on which the course is scheduled. No Instructor will be put in a deficit position with respect to vacation credits as a result of taking these courses in July and August.

- (c) An Instructor completing the CAE after July 1, 2010, shall be eligible for one (1) increment step increase within the pay range effective the first bi-weekly pay period of the month following attainment as reflected in the Instructor's transcript. The Instructor's eligibility for relevant increments at the next anniversary date will not change as a result of the foregoing.

Article 55 Off-Campus Assignments

55:01 Where an Instructor is assigned instructional duties and responsibilities off campus such that the Instructor is unable to return to 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.

55:02 An employee who accepts relocation as a result of program decentralization shall be entitled to the following:

- (a) Where the program is moved permanently to a location which requires relocation of the employee, the UCN policy on Employee Relocation Expenses 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 **their** permanent residence a minimum of eight (8) weeks or major portion thereof. Where possible, the teaching assignments shall be scheduled in such a manner as to allow the paid travel to occur on normal working days;
- (vi) The employee shall retain remoteness allowance applicable to the location of **their** permanent residence;
- (vii) Additional miscellaneous expenses may be claimed, with the approval of the UCN President and Vice-Chancellor or designate.

Article 56 Shift Premium

- 56:01** An employee required to work a shift where one-half ($\frac{1}{2}$) or more of the hours are worked between 8:00 p.m. and 6:00 a.m. shall receive a shift premium of one dollar and seventy-four cents (\$1.74) per hour or portion thereof.
- 56:02** An employee required to work a full shift of overtime on **their** day of rest or as a result of a “call out” shall receive the shift premium if half ($\frac{1}{2}$) or more of the hours worked are between 8:00 p.m. and 6:00 a.m. An employee shall not receive shift premium for overtime shifts that are contiguous to **their** regular working hours.

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

Article 57 Stand-By

57:01 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:

(a) **a payment of** twenty-one dollars and sixty cents (\$21.60) **for each eight (8) hour period.**

57:02 For stand-by on a day of rest or on a paid holiday that is not a working day:

(a) **a payment of** twenty-five dollars and ninety-three cents (\$25.93) **for each eight (8) hour period.**

57:03 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.

57:04 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.

57:05 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 58 Academic Co-ordinators' Allowance

- 58:01** “Academic Co-ordinators” means those faculty members who are designated in writing by the Employer as co-ordinators of academic programs and receive an allowance in recognition of duties that may include administration and co-ordination of these programs.
- 58:02** Where a faculty member is designated by the Employer as an academic coordinator, the academic coordinator shall be paid an allowance of two thousand seven hundred dollars (\$2,700) per annum. Effective July 1, 2012 the allowance shall be increased to two thousand nine hundred dollars (\$2,900) per annum.
- 58:03** Where an Instructor serves the Employer with written notice requesting that **they** not be designated as an academic co-ordinator the Employer shall make every reasonable effort to accommodate the request. Normally, the Instructor will not be required to assume the responsibilities of academic co-ordinator for a period longer than ninety (90) days following the date the Employer received such notice.
- 58:04** The Employer may designate an Instructor as an academic co-ordinator where necessary due to operational requirements such as program accreditation standards.
- 58:05** As per the provisions of Article **62:05** (Hours of Work) and Article **77** (Workloads – University Faculty Members and Librarians), the workload shall be reasonable and fair. In determining a fair and reasonable workload for Academic Coordinators, the Employer will consider the following:
- Number of faculty members in the program area;
 - Number of students in the program area;
 - The breadth of the programming that falls under the responsibilities of the Academic Coordinator;
 - The specific responsibilities and duties assigned to the Academic Coordinator;

- All other duties assigned to the Academic Coordinator as an individual faculty member.

Article 59 Acting Status

- 59:01** Where the Employer directs an employee employed in one position to temporarily take over the duties and responsibilities of 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 **their** original position and be paid at the rate of pay for his or her original position that the employee would be paid if the employee had never held the temporary appointment.
- 59:02** 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 60 Job Sharing

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

Article 61 Weekend Premium

- 61:01** An employee shall receive one dollar and fifteen (\$.15) per hour for all regular hours of work or portions thereof on a Saturday or Sunday.
- 61:02** An employee who works overtime will only be eligible for weekend premium if the employee is replacing another employee who would have received the weekend premium if the employee being replaced had worked.
- 61:03** The weekend premium shall not be included in the calculation of overtime payments, superannuation, group life insurance, sick leave payments, vacation pay, or any other employee benefits.

Article 62 Hours of Work

- 62:01** All employees shall come within one (1) of the following categories of hours of work:
- (a) Thirty six and one quarter (36¹/₄) hours of work, Category (A);
 - (b) Forty (40) hours of work, Category (B);
 - (c) College Instructors, Category (C).
- 62:02** All employees within this Agreement shall come within Category (A) except for employees classified as Instructors, who shall be categorized as Category (C) employees, and employees in the following classifications who shall be categorized as Category (B) employees:
- Building Service Supervisor
 - Building Service Worker 1-3
 - Cook 1-3
 - Gardener 1-4
 - Nurse 1-3
 - Security Officer 1-2
 - Service Worker 1-4
- 62:03** **Category (A)**
- (a) Regular Work Day and Regular Work Week

Employees shall work seven and one quarter (7¹/₄) consecutive hours per work day exclusive of meal periods and thirty six and one quarter (36¹/₄) hours per work week. Alterations to the foregoing shall only be by written mutual consent of both parties to this Agreement. This provision does not relate to the times of work in Section :03 (b), or the days of work in Section :03 (c).

(b) Times of Work

Normal office hours shall be between 8:00 a.m. and 5:00 p.m. Where the necessity to provide service to the public creates a need to set different times of work, the Employer, after meaningful consultation with the **Union**, 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 (**Appendix G**) for office employees shall apply for the duration of this Agreement and are attached for informational purposes.

62:04 Category (B)

(a) Regular Work Day and Regular Work Week

The regular work day shall be eight (8) hours and the regular work week five (5) consecutive days unless the work schedule is modified to provide for a flexible workday or work week, to a maximum of ten (10) hours per day exclusive of meal periods, on the understanding that the biweekly hours of work set out in Article 63:01 are maintained. All hours worked beyond the scheduled daily or biweekly hours are subject to the overtime provisions set out in Article 64.

(b) Times of Work

Based on the needs of students or other operational requirements, the Employer may assign flexible work assignments. The Employer shall assign hours in the following order:

- (i) Previously hired to work these hours;
 - (ii) Employee volunteers;
 - (iii) Assigned in reverse order of seniority.
- (c) Flexible work arrangements may be requested by the employee. Such requests shall not be unreasonably denied, subject to operational requirements.
- (d) Any change to the regular work day or work week arrangement shall be copied to the Union. Any changes in shift shall be as per the MOA on Shift Schedules.

62:05 Category (C)

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

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

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

- (b) An Instructor's workload may also be influenced by other factors including, but not limited to:
- Method of delivery
 - Student learning accommodation requirements
 - Approved professional development
- (c) Normally, prior to the commencement of the academic year, the Dean shall determine workload within **their** area and for the individual Instructors within the area. The workload assigned to individual Instructors shall be appropriate and reasonable for the discipline concerned, taking into account the various duties and factors set out in Section (a) and (b) hereof. The workload assigned to each Instructor shall be determined following consultation with the Instructor including a consideration of the Instructor's qualifications and course preferences. The workload shall be reasonable, fair and where reasonably practicable equally distributed throughout the academic year. Each Instructor shall receive their workload assignment in writing by May 31 for the fall term and with six (6) weeks prior notification for any subsequent start date. The workload assignment may be modified in the event of unforeseen circumstances. Unless mandated by an accrediting body or professional organization the Instructor(s) subject to the review of the Dean, shall choose the course materials, methods of presentation and evaluation for each subject assigned. Curriculum developed by another institution and purchased for use by the UCN shall be delivered by Instructors within this UCN 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 UCN. No Instructor shall be laid off as a result of purchased courses or programs delivered in partnership.

- (d) **Instructors shall carry out teaching responsibilities fairly and ethically. This includes informing students of course format, assignments, methods of evaluation, maintaining teaching schedules, informing students of any necessary cancellation of instruction and rescheduling of instruction. Instructors shall adhere to the schedules for submission of grades and evaluations and to act in conformity with the Learning Council. Instructors shall exercise discretion to maintain order and safety in the classroom including decisions to remove disruptive students.**
- (e) Appeal procedure:
- (i) An Instructor who wishes a review of **their** workload shall apply to the appropriate Dean, or designate, within five (5) working days of receiving the assignment. 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 **their** complaint to the appropriate Vice-President and Vice-Chancellor, or designate, within five (5) working days of receipt of the Dean's, or designate's decision and the Vice-President, 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.
- (f) A contact hour is a period of sixty (60) minutes or less of assigned responsibilities with a class including (but not limited to) exam invigilation, clinical, practicum supervision, worksite visitations, and assisted supervision.

- (g) 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.
- (h) Notwithstanding Section :05 (g), 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.
- (i) When an Instructor in a health care program is assigned to oversee student practica, 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 (g).

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.

- (j) An Instructor shall be eligible for payment at overtime rate for any and all contact hours in excess of eight hundred (800) in an academic year.
- (k) Payment under Section :05 (j) will be at a rate of one and one-half time (1½) the Instructor's hourly rate as set out in the Salary Schedule. Such pay will not be subject to superannuation or group life insurance deductions, nor will vacation credits accrue.
- (l) Where, because of the nature of the course and/or at the discretion of the Employer, an Instructor is required to instruct beyond two hundred (200) working days in any one academic year, such Instructor shall be granted equivalent compensatory time off in lieu, or shall be paid for such additional instructional time at **their** normal rate of pay. Such pay shall not be subject to superannuation or group life insurance deductions, nor will vacation credits accrue. An Instructor who is eligible for payment under Section (i) hereof will not be eligible for compensation under this Article.
- (m)
 - (i) The workload of part-time Instructors shall normally consist of assigned contact hours and the other duties in accordance with 63:05 (a) and may be subject to the other influencing factors in accordance with 63:05 (b).
 - (ii) A part-time Instructor shall be advised of their assigned teaching schedule and the number of hours for which they shall be paid as compensation in a bi-weekly period.
 - (iii) The principles of reasonableness and fairness referenced in 63:05 (c) shall apply to the assignment of workload and resulting compensation for part-time Instructors. A part-time Instructor may appeal assigned workload and/or resulting compensation

(excluding the hourly rate of pay and benefits) in accordance with 63:05 (e).

62:06 Employees will be entitled to two (2) rest periods of fifteen (15) minutes each per day at such time as may be specified by the employee's immediate supervisor.

Article 63 Overtime

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

63:02 Notwithstanding 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.

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

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

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

63:06 An employee in the classification of Duplicating Equipment Operator 1-4, or Psychologist 1, or whose hours of work are determined in Category (B) of Article 63:02, and who is required to work on **their** day(s) of rest is entitled to compensation at double time ($2x$) for all time worked.

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

- 63:08** At the employee's option, overtime shall be compensated by paying the employee for all time worked at the applicable rate or by granting the employee equivalent time off in lieu thereof. An overtime form will be submitted to the supervisor at the end of each bi-weekly period during which the overtime is worked.
- 63:09** All time off in lieu thereof shall be granted at a time mutually agreeable to the employee and the Employer.
- 63:10** Where an employee has chosen to receive time off in lieu, arrangements in respect thereof shall be completed to the mutual satisfaction of the employee and the Employer within sixty (60) calendar days following the end of the 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 **they were** being paid when the overtime was worked.
- 63:11** Notwithstanding the foregoing provisions, part-time employees will only be entitled to overtime compensation when they are required to work beyond their daily or weekly hours of work as prescribed in Article 63.
- 63:12** 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 ten (210) working days in any one academic year, such Instructor shall be granted equivalent compensatory time off in lieu, or shall be paid for such additional instructional time at **their** normal rate of pay. Such pay shall not be subject to superannuation or group life insurance deductions, nor will vacation credits accrue. An Instructor who is eligible for payment under Article 63, will not be eligible for compensation under this clause.

Article 64 Court Leave

- 64:01** An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a

leave of absence with pay for the required period of absence and all jury or witness fees received by the employee shall be remitted to the Employer.

Article 65 Deferred Salary Leave Plan

- 65:01** The terms and conditions of the Deferred Salary Leave Plan (DSLPL) will apply to all employees. Employees may apply to the Employer to elect to defer salary to be paid during a period of leave of absence, in accordance with the provisions outlined in the DSLPL.
- 65:02** The implementation of the DSLPL will become effective the first bi-weekly pay period following the date of notice of a positive tax ruling from Canada Customs and Revenue Agency.

Article 66 Work at Home

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

- 66:06** The Employer reserves the right to attend at the employee's home with reasonable notice to inspect and repair the Employer's equipment as necessary.
- 66:07** A joint committee will be established to review specific work at home issues not covered by these provisions.

Article 67 Military Leave

- 67:01** Military leave of absence without pay may be granted to any employee who is inducted or who enlists in lieu of induction in any branch of the Canadian Armed Forces. Military leave may be granted for the purpose of fulfilling commitments to any reserve component of the Canadian Armed Forces. Where possible, reasonable notice shall be provided to the Employer. Upon return from such leave, the employee shall be placed at the same step on the salary schedule that **they** would have been had **they** worked in the UCN during such period.

Article 68 Professional Fees

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

Article 69 National Indigenous Peoples Day

- 69:01** National **Indigenous Peoples** Day is celebrated on June 21 each year to recognize and honour the cultures and traditions of **Indigenous** peoples. The parties agree that this is an important day of recognition for UCN of the North and that June 21 will be observed by the UCN for this purpose.
- 69:02** If June 21 falls on a Saturday, the preceding Friday shall be the day of recognition, in the event it falls on a Sunday, the following Monday will be the day of recognition. It is expected that employees use this time to be involved with or to attend events in recognition of National **Indigenous**

Peoples Day. Where an employee is required to work on the designated day, they may request on the appropriate leave form a day in lieu in order to recognize and celebrate **Indigenous** culture and traditions.

Article 70 Ceremonial/ Religious Leave

- 70:01** An employee shall be entitled to apply on the appropriate leave form for up to four (4) days of leave with pay in each fiscal year to attend traditional ceremonial or religious observances.
- 70:02** For the purposes of this Article, traditional ceremonial or religious observances shall be interpreted as major days observed by the employee and designated by the employee's **ceremonial** or religious traditions.
- 70:03** The employee shall make every effort to give the longest notice period possible for leave under this Article, and shall actively cooperate in arrangements for the uninterrupted continuation of the expectations of their position. A minimum of **two (2)** weeks of notice is required. Leave under this Article shall not be carried forward into the next fiscal year.

Article 71 Academic Freedom

- 71:01** UCN of the North is built on a foundation that stresses community participation, diversity, inclusiveness, respect and understanding. As such, it has a distinct responsibility to safeguard and promote academic freedom. The parties agree that academic priorities remain paramount, particularly with regard to teaching, scholarly work/research, service and the safeguarding of academic freedom. Faculty members also have the duty and the obligation to be responsible and sensitive to the academic, Aboriginal, and northern communities they serve.
- 71:02** Academic freedom includes:
- Freedom to question, to teach, and to learn;
 - Freedom to conduct research and to disseminate and publish the results thereof;
 - Freedom to produce and perform creative and professional works;

- Freedom from institutional censorship and/or reprisal when academics act as members of society at large.

71:03 The common good of society depends upon the search for knowledge and its free exposition. Academic freedom for UCN faculty members is essential to both these purposes in the teaching function as well as in scholarship and research. UCN faculty members shall not be hindered or impeded in any way by the Employer or the Union from exercising their legal rights nor shall they suffer any penalties because of the exercise of such legal rights. The parties agree that they will not infringe or abridge the academic freedom of any member, including the freedom to criticize UCN and the Union. Members are entitled, regardless of prescribed doctrine, to freedom to practice their professions of teacher, scholar, and librarian. The freedom to discover and disseminate knowledge and understanding through research and teaching is fundamental to the advancement of knowledge and scholarship. Such freedom is basic to the protection of the rights of students in learning and the rights of teachers in teaching.

71:04 Faculty members are, therefore, entitled to freedom in carrying out teaching duties and in carrying out research and in publishing the results thereof, and freedom from institutional censorship. Academic freedom carries with it the responsibility to use that freedom in a manner consistent with the scholarly obligations of research, teaching and the dissemination of knowledge in a search for truth. In exercising such freedom, members have a responsibility to respect the academic freedom and rights of other members of the university and college communities. Academic freedom implies a respect for the rights of others, tolerance of other points of view and a duty to use such academic freedom responsibly when expressing opinions and beliefs so as not to impose them on others.

71:05 Academic freedom does not require neutrality, rather academic freedom makes commitment possible. Academic freedom does not confer legal immunity, nor does it diminish the obligations of members to meet their employment duties and responsibilities. Members have a duty to exercise that

freedom in a manner consistent with the academic obligations of teacher, scholar and librarian.

- 71:06** Faculty members shall attempt to make clear that they are acting in their own name and not in the name of the Employer, except when specifically authorized to do so.

Article 72 Appointment, Responsibilities, Criteria - University Faculty

72:01 Types of Appointments

Appointment as university faculty members shall be of the following types: term appointments (as defined in Article 5), probationary appointments, or appointments with tenure.

The academic duties and responsibilities of members are related to their involvement in an appropriate combination of:

- (a) Teaching/professional role; and
- (b) Scholarship and research; and
- (c) University and/or Community Service.

72:02 Probationary Appointments

- (a) A probationary appointment will stipulate the length of the probationary period in the letter of appointment.
- (b) The probationary period for full-time university faculty members at the rank of University Instructor shall be twelve (12) months.
- (c) The probationary (tenure-track) period for full-time university faculty members at the rank of assistant professor, associate professor or full professor shall be up to five (5) years of full-time service, except for any reduction for the time spent on a term appointment, any recognition of previous service at the time of appointment, or any extension in accordance with this Agreement.

- (d) In exceptional circumstances the university faculty member may request in writing to the Dean that the probationary period be extended for an additional period of time.
- (e) An eligible university faculty member shall be considered for tenure during the last academic year of their probationary period if they have not been considered for tenure previously, and, if by October 1, have not been granted any leave to take effect after October 1 in that year.
- (f) Time spent on research/study leave, other leaves at less than full pay, part-time appointments and other lapses in service shall not be counted as part of the probationary period. The period counted as part of the probationary period shall include that time served before and after any research/study leave or other leave at less than full pay. However this extension may only occur once.

72:03 Tenured Appointments

- (a) A university faculty member at the rank of assistant professor, associate professor or full professor may be granted tenure at the time of initial appointment by the Vice President Academic and Research after consideration of recommendations from the Faculty Search Committee and the Dean. The Governing Council will be informed of the recommendation prior to any appointment being made.
- (b) A University Instructor who is a regular employee and attains a PhD may apply for promotion to Assistant Professor.
- (c) A University Instructor who is promoted to Assistant Professor retains **their** regular status until receiving tenure. The individual will have a maximum of five (5) years to apply for tenure. If the candidate is not successful in achieving tenure, or does not apply for tenure within the proscribed five (5) year timeframe, the individual retains **their** regular employee status but reverts to the rank of University Instructor at their previous hourly rate in the University Instructor category.

- (d) Upon appointment to Assistant Professor, the former University Instructor shall be placed at higher of the individuals' current hourly rate plus the doctorate education supplement or the next highest hourly rate of pay in the Assistant Professor category.

72:04 Responsibilities of University Faculty Members

- (a) A University Instructor, Assistant, Associate or Full Professor shall carry out the responsibility for teaching in a fair and ethical manner with students, taking care to be reasonably accessible to students for academic consultation, 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 Learning Council regulations. University faculty members shall exercise with discretion their right to insist upon 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 others.
- (b) An Assistant, Associate or Full Professor shall be entitled to, and expected to, devote a reasonable proportion of their time to research and scholarly or creative work consistent with their discipline. The university faculty member shall have the right to apply for UCN support and/or research/study leave and shall be encouraged to apply for external research support. The university faculty member shall endeavour to make the results of such work accessible to the scholarly and general public through publications, lectures, and other appropriate means.
- (c) An Assistant, Associate or Full Professor shall be required to provide service to the UCN, the academic community, the Aboriginal community, the northern community and/or the community-at-large which involves special academic/professional competence or expertise,

and may include, but is not limited to research and technical assistance. In performance of these activities, members shall deal fairly and ethically with their colleagues, and shall not infringe upon their colleagues' academic freedom.

72:05 Criteria for Ranks University Appointments

University Instructor

Professional preparation: master's degree preferred, but the minimum of a bachelor's degree with a major in the subject that **they are** expected to teach or do lab work.

- (a) Teaching attainment: little or no teaching experience is required but there must be some evidence of teaching potential.
- (b) Scholarly work/research: none is required.
- (c) Service to the UCN, the academic community, the Aboriginal community, the northern community and the community-at-large: none is required upon hiring.

Professors

Assistant Professor

- (a) Professional preparation: a masters and five years of equivalent experience in the field, the terminal degree in the field, or, the doctorate or equivalent in the discipline is required.
- (b) Teaching attainment: a record of success as a teacher is required. All teaching experience, whether gained in the university or other environments, will be considered.
- (c) Scholarly work/research: a demonstrated research/scholarship and/or creative agenda is required.

- (d) Service to the UCN, the academic community, the Aboriginal community, the northern community and the community-at-large: some evidence of service is required for appointment to this rank.

Associate Professor

- (a) Professional preparation: the doctorate or terminal degree or equivalent in the discipline is required.
- (b) Teaching attainment: for promotion to this rank, a record of success as a teacher is required. All teaching experience, whether gained in the university or other environments, will be considered.
- (c) Scholarly work/research: a demonstrated record of sustained and productive research, scholarship, and/or creative achievement, including work assessed by peer review.
- (d) Service to the UCN, the academic community, the Aboriginal community, the northern community and the community-at-large: some evidence of service is required for promotion to this rank and for the granting of tenure at this rank.

Full Professor

- (a) Professional preparation: the doctorate or terminal degree in the discipline is required.
- (b) Teaching attainment: for promotion to this rank, a record of success as a teacher is required. All teaching experience, whether gained in the university or other environments, will be considered.
- (c) Scholarly work/research: a demonstrated record of sustained, productive, original, peer reviewed research, scholarship, and/or creative achievement. This would include significant contributions to their field at national and international arenas.
- (d) Service to the UCN, the academic community, the Aboriginal community, the northern community and the community-at-large: there

must be evidence of a successful record of service which, for example, may include contributions to professional or learned societies through service on the executive or other senior committees, service on government or other commissions in a professional capacity.

Article 73 Tenure

73:01 Tenure

Tenured appointments are earned by some university faculty members and continues until retirement or until otherwise terminated in accordance with this Article.

73:02 Tenure and Promotion Committee

- (a) The Nominating Committee of the Learning Council shall be responsible to ensure nominations, elections and appointments are conducted to compose the Tenure and Promotion Committee by June 15 each year.
- (b) University faculty members with tenure track or tenured appointments are entitled to serve on the Tenure and Promotion Committee, and to vote on the slate of candidates.
- (c) The term of elected members shall be for one or two years, with terms staggered to provide newly elected members each year.
- (d) Each Tenure and Promotion Committee shall consist of six (6) members, including:
 - (i) Four (4) university faculty members;
 - (ii) One (1) university faculty member who is knowledgeable in the applicant's field. This individual may be from within or outside of UCN;
 - (iii) One Elder, appointed by the Council of Elders;

- (iv) Where a conflict of interest has been identified the chair would find an alternate faculty member;
- (v) The chair will be elected from within the committee membership.
The chair will be a voting member of the Committee, as applicable.
- (e) **The Committee shall report to the Vice-President Academic and Research. The Committee shall have effective and detailed procedures and guidelines that allow them to fulfill the requirements outlined in this Article.**
- (f) The Committee shall endeavour to achieve equitable **membership** of Aboriginal and non-Aboriginal, male and female, as well as equitable representations across faculties and disciplines.
- (g) If votes are taken on the tenure application by the Committee, voting shall be by secret ballot.
- (h) The Committee chair shall notify the applicant in writing with reasons for the Committee's decision. If the Committee's decision is negative the applicant has the right to appear before the Committee with or without a colleague or Union representative present for the purpose of responding to the reasons and thereby appealing the negative decision.
- (i) All of the Committee's recommendations and decisions on tenure shall indicate whether the candidate should:
 - (i) Be offered a tenured appointment, or
 - (ii) Be denied a tenured appointment, or
 - (iii) If applying early, reapply in the next academic year, or
 - (iv) If applying in the last year of a probationary period, be granted a one-year (1-year) extension.

- (j) If tenure is not earned or an extension is not granted, the university faculty member's appointment will end at the expiry of the probationary period.

73:03 Early Application for Tenure

- (a) A university faculty member who holds a probationary appointment and who has completed the equivalent of at least three (3) years of full-time employment in a faculty capacity at UCN shall have the right to apply for tenure consideration prior to the completion of their probationary period (i.e. five [5] years).
- (b) When a university faculty member applies for tenure consideration prior to the expiry of the probationary period, the applicant shall be expected to meet the same criteria and have achieved the same level of probation served.
- (c) The university faculty member may withdraw the early application for tenure by notifying the Dean in writing, at any time up to November 1.

73:04 Application for Tenure

- (a) An application for tenure, including the supporting dossier, shall be made in writing to the faculty member's Dean no later than October 1 of any given academic year. Before making this application the faculty member shall consult with the Dean. By November 1, the Dean shall send the names and applications of all candidates to the Chair of the Tenure and Promotion Committee.
- (b) It is the candidate's responsibility to ensure that the dossier includes all information to be considered from the areas of:
 - (i) "Professional preparation" refers to degrees and training from recognized and accredited institutions and professional experience.
 - (ii) "Teaching" involves effectiveness in classroom and laboratory teaching, tutorials, private instruction, student supervision, etc. Evidence of satisfactory teaching performance may include but not

necessarily be limited to information from activity reports, peer evaluations, a teaching portfolio and the results of approved course/instructor evaluations.

- (iii) “Scholarly Work/Research” refers to the quality and originality of both published and unpublished work. Factors that may be considered include the publication of books, monographs, and contributions to edited books; papers in refereed journals; papers in non-refereed journals; papers delivered at professional meetings; participation in panels; unpublished research including current work in progress; editorial and refereeing duties; published textbooks and curriculum materials; creative works; applied work and scholarship as shown by the candidate’s depth and breadth of knowledge and general contributions to the research life of the UCN.
 - (iv) “Service” refers to service to the UCN, the academic community, the Aboriginal community, the northern community, and/or the community-at-large which involves special academic/ professional competence or expertise, which may include, but is not limited to applied research and technical assistance.
- (c) It is not the intention of the parties that the above items comprise an exclusive, mandatory or exhaustive list that must be given equal weight, or that other evidence be excluded. Other evidence of accomplishment related to the application and not listed above may be included and will be considered.
- (d) All information on which tenure recommendations and decisions are to be based, including substance and sources, shall be added to the dossier. No anonymous or unverified material will be admitted for consideration or added to a dossier. The respective **Deans** of the faculty from which the applicant is applying and the Tenure and Promotion Committee can add new information to the dossier, other than their recommendations, only with agreement of the candidate. The contents of this dossier shall be available for inspection by the Dean, the Tenure and Promotion

Committee, the Vice-President Academic and Research and the President and Vice Chancellor at the appropriate stages of deliberation. Candidates have the right to request, in writing to the Dean, that material be removed from their dossier by November 1. Candidates have the right to inspect their dossier at any point, and to rebut any item. The candidate's additions to the dossier are restricted to rebuttals, changes in status or clarification - but not content - of extant materials included when the dossier was originally submitted. If the candidate has an article or research document submitted for publication at the time of application, this should be placed in the dossier. The applicant must itemize the contents of the original dossier. All additions to the dossier, including sources and dates, must also be itemized. Once it has been submitted, the candidate's Dean is responsible for maintaining the dossier, informing the candidate of any additions, and ensuring that Committee members and the candidate have convenient, secure, and unprejudiced access to the dossier. The Dean and the Tenure and Promotions Committee will determine procedures that recognize the distributed nature of UCN's campuses and ensure confidentiality at all times.

- (e) The candidate shall meet with the Tenure and Promotion Committee by December 1.
- (f) The Committee shall send its recommendation to the Dean no later than December 15, with a copy to the candidate. The Committee's recommendations, as well as any abstentions or dissenting viewpoints, shall be supported by written reasons which must be substantive and clearly related to qualifications by rank and criteria for tenure or promotion, which shall be set out and communicated to each university faculty member at the time of hire, as appropriate.
- (g) Minutes of proceedings and copies of evidence received shall be available to members of the Committee and to the candidate. Individuals are not to be identified in the minutes.

- (h) The Committee's recommendation, along with the recommendation of the Dean, shall be sent to the Vice-President Academic and Research by January 15, with copies to the candidate. The Committee's recommendation, along with the recommendation of the Dean and the Vice-President Academic and Research shall be sent to the President and Vice Chancellor and the candidate by January 30.
- (i) The President and Vice Chancellor may invite the applicant to meet to discuss the recommendations. The applicant shall have the right to be accompanied by another employee of the applicant's choice. In the event the applicant chooses to be accompanied, the President and Vice Chancellor shall have the right to be accompanied by the Vice-President Academic and Research or designate.
- (j) The President and Vice Chancellor shall provide **their** decision to the candidate in writing by February 15. Tenure shall be effective immediately upon receipt of the letter from the President and Vice Chancellor.
- (k) The President and Vice Chancellor shall bring forward the number of applicants for tenure and the names of the individuals who were granted tenure for information to the Governing Council for the February Governing Council meeting.
- (l) All recommendations and decisions must take into account the applicant's entire academic career and carefully examine the candidate's performance on all criteria in accordance with accepted norms of scholarly and creative activity and teaching adequacy. Criteria include, but are not limited to: professional preparation, teaching, scholarly work/research and service to the UCN and/or to the academic, Aboriginal and northern community.

All negative recommendations or decisions at any stage of the process shall be accompanied by rationale that must be substantive and sufficiently specific to explain the reasons to the candidate.

- (m) A tenured appointment may only be terminated through:
 - (i) Resignation;
 - (ii) Retirement;
 - (iii) Dismissal for cause pursuant to Article 18;
 - (iv) Program closures or reductions as determined by the Governing Council for valid academic or financial reasons only will be handled pursuant to the Redundancy Article. The group of employees concerned will be tenured faculty members.
 - (v) Financial exigency as provided for in Article 77 hereof.

Article 74 Promotion

The application for promotion must only consider the time in the candidate's rank to the point of the candidate's application for promotion.

74:01 Promotion Procedures

- (a) An application for promotion, including the supporting dossier, shall be made in writing to the faculty member's Dean no later than October 1 of any given academic year. Before making this application the faculty member shall consult with the Dean. By November 1, the Dean shall send the names and applications of all candidates to the Chair of the Tenure and Promotion Committee.
- (b) It is the candidate's responsibility to ensure that the dossier includes all information to be considered from the areas of:
 - (i) "Professional preparation" refers to degrees and training from recognized and accredited institutions and professional experience.
 - (ii) "Teaching" involves effectiveness in classroom and laboratory teaching, tutorials, private instruction, student supervision, etc. Evidence of satisfactory teaching performance may include but not necessarily be limited to information from activity reports, peer

evaluations, a teaching portfolio and the results of approved course/instructor evaluations.

- (iii) “Scholarly Work/Research” refers to the quality and originality of both published and unpublished work. Factors that may be considered include the publication of books, monographs, and contributions to edited books; papers in refereed journals; papers in non-refereed journals; papers delivered at professional meetings; participation in panels; unpublished research including current work in progress; editorial and refereeing duties; published textbooks and curriculum materials; creative works; applied work; and scholarship as shown by the candidate's depth and breadth of knowledge and general contributions to the research life of the UCN.
 - (iv) “Service” refers to service to the UCN, the academic community, the Aboriginal community, the northern community, and the community-at-large which involves special academic/ professional competence or expertise, which may include, but is not limited to applied research and technical assistance.
- (c) It is not the intention of the parties that the above items comprise an exclusive, mandatory or exhaustive list that must be given equal weight, or that other evidence be excluded. Other evidence of accomplishment related to the application and not listed above may be included and will be considered.
- (d) All information on which promotion recommendations and decisions are to be based, including substance and sources, shall be added to the dossier. No anonymous or unverified material will be admitted for consideration or added to a dossier. Respective Deans and the Tenure and Promotion Committee can add new information to the dossier, other than their recommendations, only with agreement of the candidate. The contents of this dossier shall be available for inspection by the Dean, the Tenure and Promotion Committee, the Vice-President Academic and Research and the President and Vice Chancellor at the

appropriate stages of deliberation. Candidates have the right to request, in writing to the Dean, that material be removed from their dossier. Candidates have the right to inspect their dossier at any point, and to rebut any item. The candidate's additions to the dossier are restricted to rebuttals, changes in status or clarification - but not content - of extant materials included when the dossier was originally submitted. If the candidate has an article or research document submitted for publication at the time of application, this should be placed in the dossier. The applicant must itemize the contents of the original dossier. All additions to the dossier, including sources and dates, must also be itemized. Once it has been submitted, the candidate's Dean is responsible for maintaining the dossier, informing the candidate of any additions, and ensuring that Committee members and the candidate have convenient, secure, and unprejudiced access to the dossier. The Tenure and Promotion Committee will determine procedures that recognize the distributed nature of UCN's campuses.

- (e) External recommendations must be sought in reviewing an application to full professor. The candidate shall submit a list of at least four (4) external referees who are recognized experts in the candidate's field. At least two (2) of the nominated referees must hold the rank of professor. Each name must be accompanied by a brief description of the nominee's qualifications to serve as a referee. The referees shall not include individuals who are currently collaborating with the candidate or who have collaborated with the candidate in the last three (3) years, or who were the candidate's thesis supervisor or postdoctoral supervisor.
- (f) The candidate shall meet with the Tenure and Promotion Committee by December 1.
- (g) The Committee shall send its recommendation to the Dean no later than December 15, with a copy to the candidate. The Committee's recommendations, as well as any abstentions or dissenting viewpoints, shall be supported by written reasons which must be substantive and

clearly related to qualifications by rank and criteria for tenure or promotion, which shall be set out and communicated to each university faculty member at the time of hire, as appropriate.

- (h) Minutes of proceedings and copies of evidence received shall be available to members of the Committee and to the candidate. Individuals are not to be identified in the minutes.
- (i) The Committee's recommendation, along with the recommendation of the Dean, shall be sent to the Vice-President Academic and Research by January 15, with copies to the candidate. The Committee's recommendation, along with the recommendation of the Dean and the Vice-President Academic and Research shall be sent to the President and Vice Chancellor and the candidate by January 30.
- (j) The President and Vice Chancellor shall provide **their** decision to the candidate in writing by February 15. Promotion will be effective April 1.
- (k) The President and Vice Chancellor may invite the applicant to meet to discuss the recommendations. The applicant shall have the right to be accompanied by another employee of the applicant's choice. In the event the applicant chooses to be accompanied, the President and Vice Chancellor shall have the right to be accompanied by the Vice President Academic and Research or designate.
- (l) All negative recommendations or decisions at any stage of the process shall be accompanied by a rationale that must be substantive and sufficiently specific to explain the reasons to the candidate.
- (m) The President and Vice Chancellor shall bring forward the number of applicants for promotion and the names of the individuals who were granted a promotion for information to the Governing Council for the February Governing Council meeting.

Article 75 Tenure and Promotion Appeals

- 75:01** These appeals procedures replace grievance and arbitration (Articles 46 and 47) for Tenure and Promotion procedures and decisions. The decision for the Tenure and Promotion Appeals Committee (the Appeals Committee) shall be final and binding on both parties and the member. The Appeals Committee is an Arbitration Board under the Manitoba Labour Relations Act.
- 75:02** Applicants not granted Tenure or Promotion may appeal to the Appeals Committee within ten (10) working days of notification. A copy of the appeal, specifying the grounds on which it is based shall be sent to the Chair of the Tenure and Promotion Committee and the President and Vice-Chancellor.
- 75:03** By March 15, the Appeals Committee shall be struck composed of one (1) member of Associate Professor or Professor (or equivalent) rank appointed by the Union, a Dean/Director or tenured member or the Learning Council representative on the Governing Council appointed by the President and Vice-Chancellor, and a Chairperson chosen by the first two (2) from among tenured members. If the first two cannot agree on a Chairperson within one (1) week, **they** shall be chosen by random selection by the Learning Council from among tenured members with each party having three (3) exclusions. Members of the Tenure and Promotion Committee and applicants for tenure or promotion cannot serve on the Appeals Committee. Members of the Appeals Committee may not have participated within the past eighteen (18) months in the preparation of recommendations for applicants whose appeals are to be reviewed. If the member appointed by the Union, the member appointed by the President and Vice-Chancellor, or the Chair selected by the two (2) other members, or any combination thereof, is subsequently unable to serve, then those members of the Appeals Committee that have already been chosen shall remain in place. The member(s) unable to serve shall be replaced utilizing the same process as the appointment of the original member(s).

75:04 The Appeals Committee shall utilize the procedures set out by the Manitoba Labour Relations Act, shall begin to hear appeals within one (1) week of their being entered, and shall normally make its decision within one (1) month of hearing the appeal. Witnesses shall give sworn testimony and are subject to cross-examination. Decisions shall be sent to the President and Vice-Chancellor for implementation, with copies to the appellants, the Chair of the Tenure and Promotion Committee, Deans/Directors, and the Union.

75:05 If the Appeals Committee finds in favour of the appellant, and if the appeal was on the grounds:

- (a) That the decision of the President and Vice-Chancellor, or the recommendation of the Tenure and Promotion Committee was based on a misapprehension or misapplication of the criteria for tenure or promotion, or was otherwise arbitrary, capricious, discriminatory, or in bad faith; or
- (b) That the decision/recommendation was discriminatory; or
- (c) That the decision/recommendation violated the appellant's academic freedom, then the Appeals Committee may overturn the decision of the President and Vice-Chancellor and offer a Tenured Appointment or grant a one (1) year extension of the probationary appointment or grant a promotion. If the appeal was on any other grounds than those outlined in Sub-sections (i), (ii) or (iii), of this clause, then the Appeals Committee may not overturn the decision, but may order the appropriate procedures to be repeated.

75:06 Reasonable costs associated with tenure and promotion appeals procedures will be borne by the Employer. Transcription services during meetings will not be provided.

Article 76 Financial Exigency

76:01 The term financial exigency denotes a condition in which the continued existence of UCN is placed in serious jeopardy because a substantial deficit

occurred or is inevitable and projections show substantial and continuing financial deficits, using generally accepted accounting principles. Any declaration of financial exigency shall require consultation between the Employer and the Union.

76:02 The Governing Council, believing that a financial exigency is imminent, will:

- (a) Inform the Union, in writing, of this belief, enclosing a summary of the financial reasons upon which it is based;
- (b) Impose a halt to the hiring of new employees, except those who are required to perform those functions essential to the safe operation of the UCN of the North;
- (c) Establish a Financial Exigency Commission within ten (10) working days after the date of the notification specified in Section (a) above.

76:03 The Financial Exigency Commission (the Commission) shall consist of two (2) persons appointed by the Governing Council and two (2) persons appointed by the Union. None of the members appointed shall be officials directly employed by the Government of Manitoba.

76:04 The Governing Council appointees and the Union appointees shall within five (5) working days unanimously agree on a fifth person as the Chair of the Commission. In the event that the appointees cannot agree on a chair, the Chief Justice of the Court of Appeal shall appoint a chair for the Commission who shall also not be directly employed by the Government of Manitoba.

76:05 The tasks of the Commission shall be to:

- (a) Examine all matters relating to UCN's financial condition;
- (b) Evaluate the potential impact of the financial crisis on the operation of UCN including:
 - (i) Whether all reasonable means of achieving cost saving in all areas of the budget have been explored and exhausted;

- (ii) Whether all reasonable means of improving the revenue position of UCN have been explored and exhausted; and
- (iii) Whether every effort has been made to secure further assistance from the Government of Manitoba; and
- (iv) Whether all means of reducing the staff complement including voluntary early retirement, voluntary resignation, voluntary transfers to reduced time status and redeployment have been considered.

76:06 In a timely fashion, the Governing Council shall ensure that all financial and other information deemed relevant by the Commission be disclosed. The Commission may consult with any person or group of persons from inside or outside UCN.

- 76:07** (a) The Commission shall meet within ten (10) working days of being established.
- (b) The Commission shall establish its own procedures, within the time frames specified.
- (c) The Governing Council shall bear the costs of the Commission.

76:08 The Commission shall within sixty (60) days of its first meeting deliver a report to the Governing Council, the Union and the President and Vice-Chancellor of UCN with its observations, including short and long-term recommendations. In its report, the Commission shall confirm the financial exigency or shall reject the financial exigency. This finding of financial exigency shall be binding on the Governing Council.

76:09 If the Commission finds that a financial exigency does exist, its report shall recommend the amount of reduction required, if any, in salaries and benefits for Members. A copy of the report shall be sent simultaneously to the Governing Council and the Union.

76:10 Within five (5) working of receipt of the report of the Commission, the parties shall meet and confer with respect to its implications.

- 76:11** Whether the Commission confirms or rejects the financial exigency, the parties recognize that it may also make recommendations regarding any financial problem it deems relevant.
- 76:12** If the Governing Council determines that the lay-off of tenure-track (probationary) or tenured university faculty members is required, the provisions of Section :13 of this article will apply. Prior to the implementation of such layoffs, UCN shall make every reasonable effort to secure positions elsewhere in the institution for individuals identified for layoff.
- 76:13** (a) In the event layoffs are to be implemented, the Governing Council shall determine the employees who are to be given notice of lay-off in order to meet the dollar amount of reduction stated in Section :09. The total amount shall not exceed the amount specified in Section :09.
- (b) In the event the layoff of university faculty members must take place, the order of layoffs shall be: tenure-track (probationary), tenured. A tenure-track (probationary) faculty member who has been identified for layoff and who elects to exercise employee displacement options may displace any other tenure-track (probationary) faculty member with less seniority. A tenured faculty member who has been identified for layoff and who elects to exercise employee displacement options may displace any other tenured or tenure-track (probationary) faculty member with less seniority. Either option is possible provided:
- (i) The employee must have the qualifications and ability to perform the duties of the position into which they are seeking a displacement option.
- (ii) An employee may not displace an employee in a different rank with a higher maximum salary.
- (c) An employee who is displaced pursuant Section :13 (b) may, in turn, exercise an employee displacement option and the process may continue until no displacement options are exercised.

- (d) An employee selected for lay-off shall receive ninety (90) days written notice or pay in lieu and an employee displaced shall receive sixty (60) days written notice or pay in lieu. An employee selected for lay-off must decide on displacement options within thirty (30) days of receiving notice.
- (e) An employee who chooses not to exercise a displacement option or who has no displacement options available or who accepts voluntary separation shall have the rights set out hereafter:
- (i) Ninety (90) days written notice or pay in lieu as provided in Section :13 (d) or any equivalent combination of notice and salary.
- (ii) A sum equal to two (2) weeks' pay for each complete year of continuous employment or portion thereof, but the amount of total severance shall not exceed fifty-two (52) weeks' pay.

Article 77 Workloads - University Faculty Members and Librarians

77:01 The workload of a university faculty member shall include in varying proportions teaching, research; scholarship/creative activities; service to the UCN, the academic community, the Aboriginal community, the northern community and/or the community-at-large.

The parties recognize that the workload of a university faculty member includes but is not limited to the following in various proportions:

- Curriculum development
- Assigned teaching duties
- Location of teaching duties
- 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), including acting as external examiner for graduate students
- Student consultation
- Committee work and other service
- Research

- Scholarship/creative activities
- Method of Delivery
- Student learning accommodation requirements

While the pattern of these duties may vary among disciplines and may vary from individual to individual, they constitute the university faculty member's principal obligation during the year.

77:02 The workload shall be reasonable and fair. University faculty may be assigned teaching duties during an eight (8) consecutive hour period between 8:00 a.m. and 6:00 p.m. (Monday to Friday), except as is otherwise mutually agreed between the faculty member and the Dean.

77:03 The teaching load shall be determined with due regard to both academic priorities (including but not limited to curricular and enrolment targets), and budgetary and other resource conditions. The teaching load assigned to Professors and University Instructors shall be appropriate and reasonable for the disciplines concerned, and shall be determined in consultation with the Professor/University Instructor with due regard to factors listed in Section :01 and 05.

For University Instructors, the teaching load is twenty-four (24) credit hours during an academic year as defined as September through August.

For Professors, the teaching workload is eighteen (18) credit hours over an academic year as defined as September through August.

For the purpose of teaching workloads, six (6) lab contact hours per week per academic term shall equal one (1) three (3) credit hour course.

Notwithstanding the foregoing provisions of this article, Professors shall have their teaching load reduced by six (6) credit hours in their first year of their initial appointment.

Professors who hold a research grant from one of the three funding councils may request a reduction in their teaching assignments of up to six (6) credit

hours. No Professor will teach less than six (6) credit hours in an academic year.

77:04 The Deans shall jointly consult with the Vice-President Academic and Research and ensure that the provisions of Section :01, Section :02 and Section :03 are reasonable and fair across all areas.

77:05 **Responsibilities of the Librarian**

- (a) The librarian's professional obligations and responsibilities to UCN shall encompass: the development and provision of **their** professional knowledge and services; contributions to librarianship and/or scholarship; service to the UCN, the academic community, the Aboriginal community, the northern community and the community-at-large. The librarian shall have the right to apply for UCN support and/or research/study leave.
- (b) The librarian shall carry out these responsibilities in a fair, ethical and professional manner and endeavour to ensure that the Library's resources and services are accessible. The librarian shall foster a free exchange of ideas and shall not impose or permit censorship.

77:06 **Appeal procedure**

- (a) A university faculty member who is dissatisfied with the decision of the Dean, or designate, may submit **their** 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 **their** decision within 5 working days of receipt of the complaint.
- (b) The time limits may be extended by mutual agreement between the parties.
- (c) If the above procedures fail to resolve the issues the matter may be submitted to Arbitration in accordance with Article 48 of this Agreement.

77:07 Student Evaluations

- (a) Student evaluations are mandatory for every course at the UCN of the North.
- (b) Student evaluations will be conducted at any time during the last three (3) weeks of classes each term.
- (c) The forms will be supplied to the faculty members who will designate a student to administer, collect, and return the forms in a sealed and signed envelope to the Dean of the faculty to which the Instructor belongs.
- (d) The forms will then be returned to the Instructor in raw form by the Dean after the Instructor's grade sheets have been submitted.
- (e) The Dean may read the evaluations, initial the envelope to show they have been read, and make comments in confidence to the Instructor if necessary.

Article 78 Educational Leaves - University Faculty Members and Librarian

- 78:01** Educational Leaves are necessary to enable eligible faculty members to maintain academic and/or professional excellence and to enhance their effectiveness as teachers, scholars and professionals. Such leave requests are subject to the approval process defined in this Article. **Faculty members** have the responsibility to make effective use of such leaves. Such leaves must benefit UCN, the individual(s) on leave, and the academic community in general.
- 78:02** In order to qualify for a full educational leave (one [1] year at eighty percent [80%] salary or six [6] months at one hundred percent [100%] salary), a full-time tenured university faculty member or librarian holding a regular position must have at least six (6) consecutive years of service since initial appointment at UCN or since returning from the last educational leave. A **faculty** member is eligible to apply for full educational leave in their sixth (6th) year.

In order to qualify for a half educational leave (six [6] months at eighty percent [80%] salary), a full-time tenured university faculty member or librarian holding a regular position must have at least three (3) consecutive years of service since initial appointment at UCN or since returning from the last educational leave. A **faculty** member is eligible to apply for a half educational leave in their third year.

A one (1) year leave will begin on July 1 and a six (6) month leave will begin on July 1 or January 1.

Notwithstanding the above, **non-tenured Assistant, Associate and Full Professors** may apply for educational leave on the recommendation of the Dean and approval of the Vice-President **Academic and Research**.

If a university faculty member is granted an educational leave under this Article, they are not eligible for human resource development leave or funds under Article 49 during the period of educational leave.

78:03 Faculty members shall plan their leaves well in advance in order to cause the least disruption possible to the UCN. Applications for educational leave must be made in writing on the prescribed form to the appropriate Dean. Leave applications shall include, but not be limited to:

- Information provided on the prescribed form;
- An up-to-date CV;
- A detailed statement of the leave project, its nature and purpose.

78:04 Once a leave has been granted, it is expected that the **faculty** member shall take the leave. Office space at UCN during the period of educational leave may be available at the discretion of the Dean.

78:05 If the Employer requires a **faculty** member who has been granted an educational leave to defer the leave, the period of deferral shall be credited to the period of eligibility for the next educational leave.

78:06 An application for educational leave shall be made in writing to the faculty member's Dean no later than the 1st of October of the academic year

preceding that in which the leave is to be taken. Before making this application the faculty member shall consult with the Dean. By November 1, the Dean shall send the names and applications to the **Vice President Academic and Research**.

- 78:07 Applicants will be provided with a written decision no later than January 15.**
- 78:08 Faculty members** are encouraged to apply for external fellowships and research or travel grants for their educational leave. **Faculty members** on educational leave are expected to devote the leave to research and except with the written permission of UCN, shall not undertake paid assignments.
- 78:09** While a **faculty** member is on educational leave, the **faculty** member and the Employer shall maintain normal contributions to the pension plan and benefits plan based on one hundred percent (100%) of the member's salary, together with contributions as required by statute, and the member is eligible for promotion and salary increase.
- 78:10** Within 30 working days after returning from educational leave, the **faculty** member shall submit to the their Dean and the **Vice President Academic and Research**, a written report on the work accomplished during the leave.
- If requested by the Employer, the **faculty** member shall also make a presentation to **UCN** on the results/benefits of the leave.
- 78:11** Upon completion of an educational leave, the **faculty** member shall be required to return to service at UCN for a period of time equal to twice the length of the leave. **A faculty member** who fails to return to UCN shall reimburse UCN for the compensation received during the leave. Should the **faculty member** return for a period less than twice the length of the leave, reimbursement will be calculated on a pro-rated basis.

Article 79 Domestic Violence Leave

- 79:01** An employee who is a victim of domestic violence and has been employed for at least ninety (90) days is entitled to both the following domestic violence leaves in each fifty-two (52) week period:
- (a)** Leave of up to ten (10) days, which the employee may choose to take intermittently or in one continuous period;
 - (b)** Leave of up to seventeen (17) weeks to be taken in one continuous period.
- 79:02** An employee may take domestic violence leave only for one or more of the following reasons:
- (a)** To seek medical attention for the employee or the employee's dependent child in the respect of a physical or psychological injury or disability caused by the domestic violence;
 - (b)** To obtain services from a victim services organization;
 - (c)** To obtain psychological or other professional counselling;
 - (d)** To relocate temporarily or permanently to a safe place;
 - (e)** To seek legal or law enforcement assistance, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic violence;
 - (f)** Any other prescribed purpose.
- For the purpose of the Article, a dependent is defined as a child under the age of 18 or over the age of 18 who is dependent on the employee due to mental or physical infirmity or disability.
- 79:03** Subject so Section :04, leave taken under this section is unpaid leave.
- 79:04** An employee shall be granted up to five (5) days of leave in a fifty-two (52) week period as paid leave and charged against the employee's sick

leave credits, provided that when giving notice under :06 the employee notifies the Employer which days, if any, are to be paid leave.

79:05 The amount an Employer must pay an employee for a paid day of leave under this Article must not be less than:

- (a) The wage the employee would have been paid had the employee worked their regular hours of work on the day of leave; or
- (b) Five percent (5%) of the employee's total wages, excluding overtime, for the four (4) week period immediately preceding the day of leave if:
 - (i) The number of hours worked by the employee in a normal workday varies from day to day, or
 - (ii) The employee's wages for regular hours of work varies from day to day.

79:06 An employee who wishes to take leave under this Article must provide as much notice as its reasonable and practicable to the Employer.

Article 80 Travel and Professional Development

80:01 All Professors, University Instructors (as defined in Article 1:02(o) in this Agreement) and Librarians are eligible to apply for Travel and Professional Development Allowance (TPDA) under this article. Human resource development for Instructors and non-faculty is covered under Article 49.

80:02 **General Terms and Procedures:**

- (a) Travel and professional development allowance funds will be distributed annually to the Deans and head librarian on a pro-rata basis, calculated according to the number of persons eligible in each unit.
- (b) Each eligible faculty member/librarian is allotted the sum of one thousand five hundred dollars (\$1,500) (effective April 1, 2015) for TPDA per fiscal year (April 1 to March 31).

- (c) Reimbursement charged to this allotment must be for actual expenses incurred and must be supported by actual receipts consistent with established UCN reimbursement procedures. Reimbursement requests are to be made through the appropriate Dean or the head librarian.
- (d) The use of TPDA must relate directly to the faculty member's/librarian's professional responsibilities to UCN of the North.
- (e) Items purchased with these funds which have a continuing value remain the property of the UCN. Upon request, the Employer will identify prior to purchase which items are deemed to have a continuing value.
- (f) Items for which reimbursement may be claimed are restricted to the following:
 - (i) Books, Journal subscriptions;
 - (ii) Research equipment and instruments;
 - (iii) Tuition/training fees which are related to the professional discipline of the faculty member/librarian;
 - (iv) Memberships in professional associations or learned societies (excluding the one hundred percent [100%] Employer paid reimbursement for professional licensing and professional fees to those employees who are required to maintain such designations as a condition of employment);
 - (v) Conference registration fees and travel.
- (g) TPDA Funds may be carried forward for up to three fiscal years.
- (h) TPDA Funds will be pro-rated for university faculty members retiring during the fiscal year.

Article 81 Intellectual Property

- 81:01** Intellectual property is defined as any production of research, scholarly or other creative activity, including curriculum development and institutional programming which is the result of a member carrying out duties relevant to the creation and dissemination of knowledge which may be capable of being copyrighted or patented. Intellectual property applies to all original scholarly, scientific, literary, dramatic, musical and artistic works and to recorded works. Such works include but are not limited to: scientific discoveries and inventions, industrial designs, patents, trademarks, computer software and programs, databases, books, texts, articles, monographs, glossaries, bibliographies, modular posters, study guides, laboratory manuals, correspondence course packages, interactive textbooks, course work delivered on the internet, multimedia instructional packages, syllabi, tests and work papers, lectures, dramatic compositions, cartographic materials, unpublished scripts, films, filmstrips, charts, transparencies, other visual aids, video and audio tapes and cassettes, live video and audio broadcasts, programmed instructional materials, drawings, paintings, sculptures, photographs and other works of art.
- 81:02** Intellectual property does not include course outlines, or courses and program titles and descriptions as they appear in the UCN calendar and as they appear in the forms used in the approval process of course and programs.
- 81:03** Intellectual property does not include course and program titles and descriptions as they appear in the UCN calendar and as they appear in the forms used in the approval process of courses and programs.
- 81:04** As a public institution, UCN is involved in the creation of intellectual property that is socially useful. UCN and MGEU adhere to the principle that the purpose of a UCN is the creation and dissemination of knowledge, and faculty should be encouraged to make all intellectual property freely available to the public. Leaving to the individual creator member the ultimate right to dispose of **their** intellectual property as **they** sees fit, UCN and MGEU

encourage the public dissemination of knowledge through normal processes of publication, conference presentations, etc.

- 81:05** New delivery forms for educational material do not alter the employment relationship between UCN and the faculty and are to be used expressly for the educational programs of UCN.
- 81:06** All intellectual property is owned by the member who creates it except in those cases:
- (a) Where there is a written contract to the contrary between the member and the Employer, or between the member and a third party, or between the member and the Employer and a third party which assigns the ownership rights of the intellectual property to the Employer or the third party; or
 - (b) Where the Employer provides material and significant contribution from the Employer's resources, personnel or facilities, the member agrees to share ownership rights of the intellectual property with the Employer in percentages of ownership established by means of a contract between the member and the Employer.
- 81:07** For greater clarity, the Employer acknowledges that it has no interest in the ownership or part ownership of intellectual property developed by a member wholly on **their** own time and without the use of UCN facilities, even though it falls within the field of competence relating to the member's UCN position. A member's own time shall be taken to mean time other than that devoted to normal and assigned functions in teaching, service, direction and conduct of research on UCN premises and utilizing UCN's facilities. The term "UCN's facilities" shall mean any facility available to the member as a direct result of **their** affiliation with UCN and which would not be available to a non-UCN affiliated individual on the same basis.

Article 82 Redundancy of University Programs and Faculties

- 82:01** Redundancy of University Programs and/or Faculties may be declared only by the Governing Council.
- 82:02** Program/faculty redundancy may be declared only for bona fide academic reasons as recommended by the Learning Council, which may recommend that a program be eliminated or reduced. The Learning Council may recommend redundancy, only after each program/faculty potentially affected has had reasonable opportunity to comment upon the proposed redundancy. Where low student enrolment is argued as a bona fide reason, it must be shown that a major decline has occurred which has produced low enrolments for at least two (2) years, and reasonable projections must indicate that the low level will continue. Where a shortage of work or funds, is argued as a bona fide reason, it must be shown that there is a shortage of work or funds required to continue the program.
- 82:03** The Governing Council may proceed with a declaration of a program/faculty redundancy only on the recommendation of the Learning Council. A program is defined as a course of study (major, teaching area, sub discipline) previously approved by the Learning Council and leading to a degree. The onus of proof shall be on the Governing Council to establish that a state of redundancy exists.
- 82:04** A declaration of program redundancy by the Governing Council shall be made in writing to the Union.
- 82:05** Following the Governing Council's declaration, a Redundancy Committee shall be formed. This Committee shall hold its first meeting within ten (10) working days of receipt by the Union of the Governing Council's declaration.
- 82:06** The Redundancy Committee shall be composed of the following:
- (a) Two (2) members appointed by the Union.
 - (b) Two (2) members appointed by the Governing Council.

(c) A non-voting chair appointed by the Learning Council.

- 82:07** Within ten (10) working days of its first meeting, the Committee shall submit a written report to the Governing Council (copied to the Union).
- 82:08** It shall be the responsibility of the Redundancy Committee to consider alternatives to voluntary separation or lay-off. It shall be the responsibility of the Committee, in consultation with the area Dean(s), to determine which employee(s) are affected by the redundancy, and to recommend how these employee(s) shall be affected by the redundancy.
- 82:09** If the Governing Council determines that the lay-off of tenure-track (probationary) or tenured university faculty members is required, the provisions of Section :10 of this Article will apply. The layoff notice and severance provisions of Article 23 and Article 24 will apply to all other affected employees. Prior to the implementation of such layoffs, UCN shall make every reasonable effort to secure positions elsewhere in the institution for individuals identified for layoff.
- 82:10** In the event the layoff of university faculty members must take place, the order of layoffs shall be: tenure-track (probationary), tenured. A tenure-track (probationary) faculty member who has been identified for layoff and who elects to exercise employee displacement options may displace any other tenure-track (probationary) faculty member with less seniority. A tenured faculty member who has been identified for layoff and who elects to exercise employee displacement options may displace any other tenured or tenure-track (probationary) faculty member with less seniority. Either option is possible provided:
- (a) The employee must have the qualifications and ability to perform the duties of the position into which they are seeking a displacement option.
 - (b) An employee may not displace an employee in a different rank with a higher maximum salary.

- 82:11** An employee who is displaced pursuant to Section :09 may, in turn, exercise an employee displacement option and the process may continue until no displacement options are exercised.
- 82:12** An employee selected for lay-off shall receive ninety (90) days written notice or pay in lieu and an employee displaced shall receive sixty (60) days written notice or pay in lieu. An employee selected for lay-off must decide on displacement options within thirty (30) days of receiving notice.
- 82:13** An employee who chooses not to exercise a displacement option or who has no displacement options available or who accepts voluntary separation shall have the rights set out hereafter:
- (a) Ninety (90) days written notice or pay in lieu as provided in Section :12 or any equivalent combination of notice and salary.
 - (b) A sum equal to one week's pay for each complete year of continuous employment or portion thereof, but the amount of total severance shall not exceed twenty-six (26) weeks pay.

Article 83 Stipends

- 83:01** UCN of the North may offer stipends for teaching university courses.
- 83:02** The stipends shall be:
- (a) Four thousand six hundred and sixty dollars (\$4,660) per three (3) credit hour course.

Effective for any stipends for courses starting after ratification – four thousand seven hundred and fifty-five dollars (\$4,755).
 - (b) Nine thousand three hundred and twenty dollars (\$9,320) per six (6) credit hour course.

Effective for any stipends for courses starting after ratification – nine thousand five hundred and ten dollars (\$9,510).


83:03 Stipends are payable in the following circumstances:

- (a) Where an existing university faculty member agrees to take on one or more courses beyond the workload established pursuant to Article 75.
- (b) Where a person is specifically engaged on a temporary basis to teach up to a maximum of twelve (12) credit hours in a given academic year. Such employees shall be deemed to be term employees for the purposes of the Collective Agreement.


The following representatives of the parties have signed this Agreement on behalf of University College of the North and the Manitoba Government and General Employees' Union.

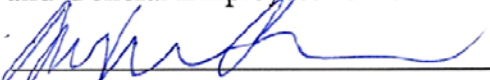
Signed this 3rd day of July 2019.

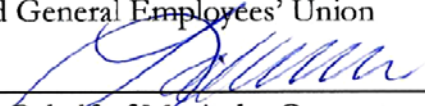

On Behalf of University College of the North


On Behalf of University College of the North


On Behalf of University College of the North


On Behalf of Manitoba Government and General Employees' Union


On Behalf of Manitoba Government and General Employees' Union


On Behalf of Manitoba Government and General Employees' Union

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

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

Guidelines to be considered in negotiating exclusions shall be:

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

The exclusions of incumbents of new positions established by **UCN** 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:

Administrative Assistants, Human Resources

Administrative **Officer**, Human Resources

Associate Vice Presidents

Chief Administrative Officer

Chief Financial Officer

Deans

Director, Communications

Director, Human Resources

Director, Information Technology

Director, Institutional Advancement

Elder

Executive Director, Indigenous Initiatives and Engagement

Senior Advisor to the Vice President Academic and Research

Head Librarian

Human Resources **Advisors**

Institutional Researcher

Pay and Benefits Manager
Pay and Benefits Assistants
President and Vice Chancellor
Tri-Council Executive Officer
Vice-Presidents

Appendix “B” - Remoteness Allowance

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

1:02 Eligibility Claim

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

1:03 Single or Dependent's Allowance

Subject to Section 1:05, the single allowance will be paid to employees that have established a residence and maintain a home in a location designated as a remote location and who are eligible for the payment of a Remoteness Allowance. Claims for dependent's allowance will be subject to Sections 1:04 and 1:05 and to the following criteria and conditions:

The employee shall be supporting one or more dependents where a dependent includes:

- A marital partner living with the employee;
- 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 **over the age of 18 years who is dependent on the employee because of mental or physical infirmity or disability.**

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 UCN to which remoteness allowances apply, but subject to Section :06 that follows, the dependent rate shall be paid to one partner only and the other partner will not receive either the dependent or single rate of remoteness allowance. Such remoteness allowance will be pro-rated as per Section: 08 for part-time employees.

1:06 Where both marital partners are employees of the UCN to which remoteness allowances apply, the dependent rate will be paid to the permanent employee, if the other partner is temporary or departmental, or the first (1st) employee to be hired on a permanent basis, otherwise to the first employee hired. Where specifically requested by both employees in writing, the dependent's rate may be divided and equal amounts (to the nearest cent) paid to each employee. Such remoteness allowance will be pro-rated as per Section: 08 for part-time employees.

1:07 Locations and Residence

The remoteness allowance applicable to the location at which the employee has established **their** residence and maintains a family home is normally that which prevails; since the residence would be within normal daily travel distance to the employee's headquarters. Where there is doubt as to whether the employee's residence is established in relation to **their** headquarters the location for remoteness allowance shall be determined by the Employer.

Where there is no community in relation to which the employee has a residence, for which an allowance can be established, the nearest community to the designated employee's workplace shall be considered to be the location for the allowance.

1:08 Payment of Remoteness Allowances

Remoteness Allowances are to be determined separately from hourly wage rates.

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

- (a) For each day the employee is at work, provided the employee worked one-half ($\frac{1}{2}$) or greater of the normal working hours, i.e. seven and one-quarter ($7\frac{1}{4}$) or eight (8) hours in any one day; or
 - (b) For each day that the employee is recognized as being on “stand-by”.
- Section 1:08 (a) and (b) will apply to part-time employees on staff as of May 21, 2004. For all other part-time employees, remoteness allowances will be pro-rated based on the number of hours an employee works.

Example: if an employee works fifty percent (50%) of the hours of a full-time employee, the employee will receive fifty percent (50%) of the remoteness allowance.

For full-time employees, remoteness allowances are to be considered on a daily basis, i.e. one-tenth ($\frac{1}{10}^{\text{th}}$) 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; or
- (b) For each day the employee is recognized as being on “stand-by”.

1:09 Limitations

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

1:10 Rates

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

1:11 Geographic Eligibility

No location will be included for remoteness allowance that is 250 kilometres or less from the centre of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of 65 kilometres or more by the most direct road to a provincial trunk highway or paved provincial road, and the aggregate distance to the highway or paved road and thence to Winnipeg or Brandon totals 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.

1:12 Bunk houses or Similar Accommodations

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

	Effective June 20, 2009	Effective April 1, 2012	Effective April 1, 2013
Bissett	\$26.52	\$27.30	\$28.09
God's Lake	\$56.51	\$58.15	\$59.84
Narrows			
Island Lake	\$54.59	\$56.17	\$57.80
Norway House	\$47.07	\$48.44	\$49.85

- (b) Where such employees are to be stationed under such conditions in a remote location on a semi-permanent basis (i.e. for a period of three [3] months or more), they shall receive in addition twenty-five percent (25%) of the remoteness allowance applicable to that community.
- (c) The rates shall be based on the community closest to the location where accommodation is supplied.

(d) Employees stationed in a remote area who are provided with room and board shall not receive any form of living or remoteness allowance.

1:13 No Duplication of Allowance by Reason of Retroactivity

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

1:14 A full-time employee eligible for remoteness allowance as provided in this Appendix, shall be eligible, in each fiscal year to receive two (2) days travel time without loss of regular pay.

1:15 Bi-Weekly Remoteness Allowances

Current Remoteness Allowance rates to be maintained unless UCN and MGEU are successful in lobbying for specific funding to increase the rates as per the Master Agreement for Remoteness Allowance only.

Location	Effective June 20, 2009		Effective April 1, 2012		Effective April 1, 2013	
	Dependents	Single	Dependents	Single	Dependents	Single
Berens River	259.40	148.73	266.92	153.04	274.66	157.48
Bissett	172.08	101.75	177.07	104.70	182.21	107.74
Bloodvein River	263.27	151.21	270.90	155.60	278.76	160.11
Brochet	309.85	178.43	318.84	183.60	328.09	188.92
Churchill	250.48	152.00	257.74	156.41	265.21	160.95
Cormorant	146.25	93.26	150.49	95.96	154.85	98.74
Cranberry Portage	125.31	78.97	128.94	81.26	132.68	83.62
Crane River	154.39	112.18	158.87	115.43	163.48	118.78
Cross Lake	278.89	161.23	286.98	165.91	295.30	170.72
Dauphin R. (Anama Bay)	173.02	122.77	178.04	126.33	183.20	129.99
Easterville	127.96	80.77	131.67	83.11	135.49	85.52
Flin Flon	108.44	67.46	111.58	69.42	114.82	71.43
Gilliam	222.83	134.83	229.29	138.74	235.94	142.76
God's Lake Narrows	307.33	176.69	316.24	181.81	325.41	187.08
God's River	311.31	179.40	320.34	184.60	329.63	189.95
Grand Rapids	124.40	76.91	128.01	79.14	131.72	81.44
Ilford	332.91	190.58	342.56	196.11	352.49	201.80
Island Lake/Garden Hill	286.33	163.57	294.63	168.31	303.17	173.19
Jen Peg	203.35	121.56	209.25	125.09	215.32	128.72
Lac Brochet	337.67	193.70	347.46	199.32	357.54	205.10
Leaf Rapids	172.01	106.75	177.00	109.85	182.13	113.04
Little Grand Rapids	275.96	156.49	283.96	161.03	292.19	165.70
Lynn Lake	177.63	107.56	182.78	110.68	188.08	113.89
Manigotagan	172.08	101.75	177.07	104.70	182.21	107.74
Matheson Island	175.42	124.42	180.51	128.03	185.74	131.74
Moose Lake	185.77	114.84	191.16	118.17	196.70	121.60
Negginan/Poplar River	263.75	151.68	271.40	156.08	279.27	160.61
Nelson House	189.90	115.96	195.41	119.32	201.08	122.78
Norway House	248.09	141.85	255.28	145.96	262.68	150.19
Oxford House	301.48	172.48	310.22	177.48	319.22	182.63
Pikwitonei	243.22	145.65	250.27	149.87	257.53	154.22
Pukatawagan	200.42	123.10	206.23	126.67	212.21	130.34
Red Sucker Lake	305.76	175.37	314.63	180.46	323.75	185.69
St. Therese Point	286.33	163.57	294.63	168.31	303.17	173.19
Shamattawa	327.21	189.99	336.70	195.50	346.46	201.17
Sherridon	198.06	121.49	203.80	125.01	209.71	128.64
Snow Lake	148.80	92.49	153.12	95.17	157.56	97.93
Southern Indian Lake	315.16	181.77	324.30	187.04	333.70	192.46
Split Lake	327.89	187.15	337.40	192.58	347.18	198.16
Tadoule Lake	342.86	197.35	352.80	203.07	363.03	208.96
The Pas	101.77	62.18	104.72	63.98	107.76	65.84
Thicket Portage	242.69	145.29	249.73	149.50	256.97	153.84
Thompson	162.03	113.81	166.73	117.11	171.57	120.51
Wabowden	207.95	141.90	213.98	146.02	220.19	150.25
Waterhen	128.47	80.33	132.20	82.66	136.03	85.06
York Landing	330.75	192.66	340.34	198.25	350.21	204.00

Appendix “C” - Application of Benefits to Part-Time Employees

Definitions

- 1:01 “Part-time employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- 1:02 “Casual employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis.
- 1:03 “Accumulated service” means the equivalent length of service acquired by an employee by virtue of **their** employment; e.g. for an employee in an eight (8) hour per day classification: (The figures for seven and one-quarter ($7\frac{1}{4}$) hour per day classifications are shown in brackets.)
- 8 ($7\frac{1}{4}$) hours work equals one day of accumulated service;
- 40 ($36\frac{1}{4}$) hours work equals one week of accumulated service;
- 80 ($72\frac{1}{2}$) hours work equals one bi-weekly pay period of accumulated service;
- 168 ($152\frac{1}{4}$) hours work equals one month of accumulated service;
- 2,016 (1,827) 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. E.g. 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 (304½) hours of accumulated service.
- 2:02 This Appendix does not apply to casual employees.
- 2:03 The Employer will determine whether an employee is part-time or casual in accordance with Sections :01 and :02. The parties agree to meet in an effort to resolve any problems which may occur as to whether an employee is part-time or casual. The matter may be referred to Labour/Management Committee for resolution.

Conversions

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

General Principles

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

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

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

Benefits

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

5:02 Holidays

- (a) An employee will be eligible for pay for a holiday on which the employee does not work provided the employee:
- (i) Did not fail to report for work after having been scheduled to work on the day of the holiday; and
 - (ii) Has not been absent from work without the consent of the Employer on **their** regular working day immediately preceding or following the holiday unless the employee's absence is by reason of established illness.
- (b) Where an employee is eligible for holiday pay or time in lieu the employee shall receive an amount calculated by multiplying the regular daily working hours for the employee's classification times the 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 24 when that day falls on Monday through Friday inclusive, such employee shall be entitled to one-half (½) day of compensatory leave with pay to a maximum of four (4) hours.

5:03 Vacation

- (a) 152.24 hours (180) of accumulated service equals one vacation credit based on the rate of accumulation as per Article 26:02.
- (b) An employee begins accumulating service from the date of commencement of employment.
- (c) Long service vacation eligibility is based on calendar service.

5:04 Sick Leave

- (a) 72.5 hours (80.0) of accumulated service equals one (1) sick leave credit based on the rate of accumulation as per Article 27:02 (i.e. 3.625 (4.0) hours or 7.25 (8.0) hours).
- (b) An employee shall accumulate sick leave credits from the date of commencement of employment.
- (c) Calendar service is used to determine eligibility for receiving sick leave credits at a higher rate (i.e. 7.25 (8.0) hours per 72.5 hours (80.0) of accumulated service, rather than 3.625 (4.0) hours).

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 the Agreement.
- (b) To qualify for maternity leave, calendar service is used, i.e. seven (7) months.

- (c) An employee who qualifies is eligible for the full calendar time leave provided under the Agreement, i.e. twenty (20) weeks.
- (d) The application of ten (10) days sick leave towards the E.I. 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.

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 of the Agreement, and for the calculation of severance pay, e.g. ten and one half (10½) years accumulated service multiplied by one (1) week's pay equals ten and one half (10½) weeks of severance pay.

5:10 Remoteness Allowance

Refer to the Agreement Appendix B Section 1:08.

5:11 Notice of Lay Off, Resignation or Termination

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

5:12 Merit Increases

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

5:13 Overtime

- (a) Daily overtime is only payable when the employee has worked beyond the normal daily hours for that classification, i.e. 8 (or 7¹/₄) hours.
- (b) Overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a part-time employee only has two (2) “days of rest” per week.
- (c) Certain shift configurations may require working more than five (5) days per week without payment of overtime.

5:14 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 Lay-Off

Accumulated service is used for purposes of lay off.

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

- (a) For purposes of eligibility determination, accumulated hours are used.
 - (i) A regular employee requires 1,040 (942.5) hours.
 - (ii) A term employee requires 2,080 (1,885) 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 Sub-section (b).

5:19 Christmas Break

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

Appendix “D” - Casual Employees

1:01 The only provisions of the Agreement which apply to casual employees who have attained service requirements stipulated in Section 4:01 (b) of Article 4 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 Employment Standards Act

Article 35 - Loss of or Damage to Personal Effects

Article 40 - Uniforms and Protective Clothing

- Sections :01, :02 and :07 only

Article 44 - Union Security

Article 46 - Grievance Procedure - limited to the provisions of this article

Article 47 - Arbitration Procedure - limited to the provisions of this article

Article 49 – **No Harassment/Discrimination**

Article 50 - Civil Liability

Article 51 - Employees Files

Article 56 - Shift Premium

Article 61 - Weekend Premium

1:02 Overtime

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

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

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

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 with respect to accumulated service in the second job. The same requirements will also apply to any subsequent jobs.

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

Appendix “E” - Privately-Owned Vehicles

Privately Owned Vehicles

1:01 No UCN 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 UCN 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 April 1, 2019	\$0.49/km	\$0.56/km
(b) The use of a privately owned motorcycle, when authorized by the Employer:	\$0.21/km	\$0.24/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 **their** residence and headquarters may not be claimed except where the employee has been called back to return to work:

(a) Outside of **their** normal hours on 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 UCN 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 date of ratification: \$21.45/day plus .27¢/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 UCN business.

1:06 The official rates throughout this Appendix are those expressed in kilometres and cents per kilometre (¢/km). An employee converting mileage to kilometres for the purpose of filing a claim should multiply the total number of miles at the end of the month or expense claim period by one point six (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 on the date of ratification of this Agreement in accordance with the following formula.

- (a) An amount calculated by measuring the average percentage increase in the Private Transportation component of the Manitoba Consumer Price Index from **April 1 to March 31 annually**.

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 rounded to the nearest one cent (\$0.01) and used to calculate new rates for the applicable sections.

- (b) The rates shall increase April 1 of each year based on the average percent increase in the Private Transportation component of the Manitoba Consumer Price Index year over year.

Appendix “F” - Meals and Miscellaneous Expenses

Meals Eligibility for Claims

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

- (a) The employee is in travel status; or
- (b) The employee has been travelling for more than one (1) hour on UCN 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 midday or mid shift meal. For many employees, either because of lack of facilities in the area of work or for general convenience or economy, luncheon is carried to work rather than purchased. Exceptions to this pattern, when cost of luncheon may be claimed, occur when:

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

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

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

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

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

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

Meal Expenses Travel Within the Province

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

	Individual Meals			
	<u>Breakfast</u>	<u>Lunch</u>	<u>Supper</u>	<u>Per Diem</u>
(a) In areas covered by remoteness allowance:				
Effective April 1, 2019	\$9.90	\$12.55	\$22.10	\$44.55
(b) In all other areas:				
Effective April 1, 2019	\$9.20	\$11.95	\$21.25	\$42.30

- 2:02 For each full day in travel status an eligible employee may claim a Per Diem Allowance in lieu of individual meal claims to cover the cost of purchased meals.
- 2:03 Where no overnight accommodation is involved only the appropriate individual expenses under Section 2:01 may be claimed.
- 2:04 Actual meal expenses exceeding the above maximum may be claimed if supported by a receipt up to a maximum of **sixty dollars (\$60.00)** per day including gratuities and taxes.

Meal Allowances During Overtime Work

- 3:01 Extension of Working Day
Where an employee's working day has been extended beyond the standard working day or shift at the normal place of work by either:

- (a) At least two (2) hours, exclusive of a dinner/supper break, a meal allowance shall be paid five dollars (\$5.00);
- (b) At least three and one-half (3½) hours, exclusive of a dinner/supper break, an allowance equivalent to that payable for “Lunch” in the appropriate area as shown in Article 2, shall be paid.

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

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

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

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

3:04 Special Emergencies

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

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, five dollars (\$5.00);

4:02 The incidentals allowance covers reimbursement for all incidental expenses except as provided in Article 5.

Miscellaneous Expenses During Travel

5:01 Gratuities

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

5:02 Laundry

- (a) Laundry charges must be supported by receipts and may only be claimed where the employee is travelling on UCN business and overnight away from home accommodation is involved for a period in excess of four consecutive nights.
- (b) No claim may be made where special reimbursement arrangements have been made, such as a weekly or monthly allowance for living costs.

5:03 Parking

- (a) An employee may claim parking expenses as follows:
 - (i) Short term parking, when an employee is away from **their** workplace; and
 - (ii) Overnight parking where it is not provided with accommodation.
- (b) Parking at an airport or other transportation terminal will only be allowed where the parking cost and the transportation costs to and from the terminal are less than the normal allowable transportation costs (i.e. limousine, taxi or bus, as available).

5:04 Telephone 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 **their** residence on UCN 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 UCN vehicle this cost should be evaluated at the per kilometre rate applicable for personal distance traveled for that class of vehicle.

Accommodations

- 7:01 Employees travelling on UCN 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 UCN provides a caboose, trailer or other suitable accommodation.
- 7:04 An employee choosing to stay in private accommodation while in travel status shall be provided with a private accommodation allowance of seventy-five dollars (\$75.00).

Definitions

- 8:01 Travel Status
Absence of the employee from **their** headquarters area on UCN 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 (fifteen [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 (fifteen [15] miles) around the employee's headquarters.

8:03 Employee's Headquarters

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

Increases to Rates

9:01 The rates in Article 2 of this appendix will be increased as of the date of ratification by the following:

- (a) An amount calculated by measuring the average percentage increase in the Food Purchased from Restaurants component of the Manitoba Consumer Price Index from **April 1 to March 31 annually**. The amount shall be the average of the monthly percentage increases:

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.

- (b) The rates shall increase April 1 each year based on the average percent increase in the Food Purchased in Restaurants component of the Manitoba Consumer Price Index year over year.

Appendix “G” - Flexible Hours Guidelines

UCN of the North and the Manitoba Government and General Employees’ Union agree that a division or branch within the UCN 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 No. 1

between

University College of the North

and

Manitoba Government and General Employees' Union

Re: Benefit Plan Review

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

This review will begin within six (6) months of ratification.

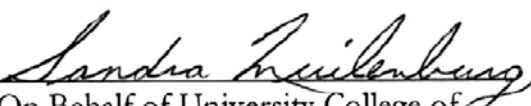
Signed this 3rd day of July 2019.



On Behalf of University College of
the North



On Behalf of Manitoba Government
and General Employees' Union



On Behalf of University College of
the North



On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement No. 2*between***University College of the North***and***Manitoba Government and General Employees' Union****Re: Residence Counsellors**

Residence Counsellors are Category "A" employees under Article 62, and the parties are establishing hours of work and a work week other than as specified in Article 62:03 of the Agreement. This Memorandum of Agreement applies to full-time and part-time Residence Counsellors who are assigned to work a rotating shift. Appendix C (Application of Benefits to Part-Time Employees) applies to part-time Residence Counsellors, with the exception of Shift Premium and Holidays which part-time Residence Counsellors are paid under this Memorandum of Agreement.

The Residence Counsellors' shift will consist of a rotating four (4) on four (4) off configuration, consisting of ten and one-quarter ($10\frac{1}{4}$) hours worked each shift except on Thursdays, which shall consist of an eleven (11) hour shift; the common start time is to be 4:30 p.m. each day.

The shift configuration noted above will cause the Residence Counsellors to work two hundred ninety (290) hours in each eight (8) week period, which averages out to thirty-six and one-quarter ($36\frac{1}{4}$) hours per week; lunch hours will consist of forty-five (45) minutes, with coffee/rest breaks as intended by the Agreement and applicable Memorandums for shifts longer than seven and one-quarter ($7\frac{1}{4}$) hours.

Standardized Benefit Calculations for Hours of Work Variations for Residence Counsellors

The parties agree to vary the terms and conditions of the Agreement for Residence Counsellors who work shifts other than the standard seven and one-quarter ($7\frac{1}{4}$) hour day and thirty-six and one-quarter ($36\frac{1}{4}$) hour week as per the Hours of Work Article of this Agreement.

The purpose of this memorandum is to provide standardized benefit administration for non-standard shifts.

Any term and condition not specifically mentioned in this Memorandum shall continue to be applied in accordance with the provisions of the Agreement.

(1) General Principle

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

- (a) There shall be no increased costs to the Employer when compared to standard seven and one-quarter ($7\frac{1}{4}$) hour day employee.
- (b) The benefit shall be pro-rated in a manner that will provide an equivalent benefit to employees working a regular work day and work week.

(2) Hours of Work

- (a) Employees shall work an average of seventy-two and one-half ($72\frac{1}{2}$) hours bi-weekly based on the shift schedule.
- (b) Employees covered by the terms of this Memorandum may be scheduled to work more than seventy-two and one-half ($72\frac{1}{2}$) regular hours of work in any bi-weekly pay period without incurring overtime except as provided in this Memorandum.

(3) Overtime

- (a) An employee who is required to work overtime on a regular work day is entitled to compensation at time and one-half ($1\frac{1}{2}x$) for all overtime

worked. Daily overtime will be paid after the normal scheduled daily hours (e.g. 10¹/₄ or 11 hour shift - overtime paid after 10¹/₄ or 11 hours).

- (b) An employee who is required to work on **their** first day of rest is entitled to compensation at time and one-half (1¹/₂x) for the first four (4) hours of overtime on that day and double time (2x) for any hours worked thereafter.
- (c) An employee who is required to work on **their** second day of rest is entitled to compensation at double time (2x) for all time worked.
- (d) Time worked on an employee's day of rest shall be compensated in accordance with the following:
 - (i) First day of rest 1¹/₂x
 - (ii) Second day of rest 2x
 - (iii) Third day of rest 1¹/₂x
 - (iv) Fourth day of rest 2x

Double time (2x) shall be paid after four (4) hours on the first and third day of rest.

(4) Sick Leave

Where an employee is absent due to illness, **their** sick leave credits shall be reduced by a pro-rated amount (e.g. ten and one-quarter (10¹/₄) or eleven (11) hour shift - sick leave reduced by 10¹/₄ or 11 hours).

(5) Vacation

- (a) Vacation leave shall be converted to hours in accordance with the following:
 - (i) Three (3) weeks' vacation = 3 x 36¹/₄ = 108³/₄ hours
 - (ii) Four (4) weeks' vacation = 4 x 36¹/₄ = 145 hours
 - (iii) Five (5) weeks' vacation = 5 x 36¹/₄ = 181¹/₄ hours

(iv) Six (6) weeks' vacation = $6 \times 36\frac{1}{4} = 217\frac{1}{2}$ hours

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

(6) Shift Premium

Where an employee works a shift, where one-half ($\frac{1}{2}$) or more of the hours are during shift premium hours (as per the Agreement), the employee shall receive a shift premium in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.25} \times \frac{\text{applicable shift premium}}{\text{premium}} = \text{shift premium}$$

(7) Holidays

Employees shall be compensated for holidays as follows:

- (a) Where a holiday falls on an employee's day of rest and **they are** not required to work on that day **they** shall receive at **their** option seven and one-quarter ($7\frac{1}{4}$) hours time off or seven and one-quarter ($7\frac{1}{4}$) hours pay in lieu.
- (b) Where a holiday falls on an employee's day of rest and **they are** required to work that day **they** shall receive at **their** option seven and one-quarter ($7\frac{1}{4}$) hours time off or seven and one-quarter ($7\frac{1}{4}$) hours pay in lieu, plus **they** shall be paid at the rate of double time (2x) for all time worked.
- (c) Where a holiday falls on an employee's regular work day and **they** work, **they** shall receive **their** regular pay and an additional payment calculated at the rate of time and one-half ($1\frac{1}{2}x$) for all hours worked on that holiday.

(8) Compassionate Leave

Compassionate Leave shall be converted to hours as follows:

- (a) Employee eligible for five (5) days = $36\frac{1}{4}$ hours
- (b) Employee eligible for four (4) days = 29 hours

- (c) Employee eligible for three (3) days = 21¾ hours
- (d) Employee eligible for two (2) days = 14½ hours
- (e) Employee eligible for one (1) day = 7¼ hours


(9) Other Leave

All authorized leaves with pay shall be converted to hours. Where an employee is eligible for one day with pay per the Agreement then the employee shall be eligible for seven and one-quarter (7¼) hours (e.g. Employee eligible for one day paternity leave will receive seven and one-quarter [7¼] hours leave with pay). Any additional time off required to provide the employee with a full shift off shall be at no cost to the Employer (e.g. options to include leave without pay or charge to vacation leave or banked overtime).

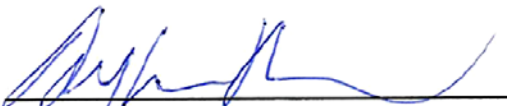
This Memorandum of Agreement shall be attached to and form part of this Agreement.

Signed this 3rd day of July 2019.


On Behalf of University College of
the North


On Behalf of Manitoba Government
and General Employees' Union


On Behalf of University College of
the North


On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement No. 3

between

University College of the North

and

Manitoba Government and General Employees' Union

Re: Shift Schedules


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

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

- (4) Part-time work schedules shall be posted in each applicable department for a minimum of two (2) weeks, one (1) week in advance.

Signed this 3rd day of July 2019.

M. Cook
On Behalf of University College of
the North


On Behalf of Manitoba Government
and General Employees' Union

Sandra Heilenburg
On Behalf of University College of
the North


On Behalf of Manitoba Government
and General Employees' Union

Memorandum of Agreement No. 4

between
University College of the North

and

Manitoba Government and General Employees' Union

Re: Tuition Scholarship

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

Signed this 3rd day of July 2019.



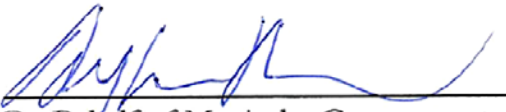
On Behalf of University College of
the North



On Behalf of Manitoba Government
and General Employees' Union



On Behalf of University College of
the North



On Behalf of Manitoba Government
and General Employees' Union

Letter of Intent No. 1

between

University College of the North

and

Manitoba Government and General Employees' Union


Re: University College of the North - Group Benefits

UCN 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 Long Term Disability (LTD) LTD/Health/Dental Plan for UCN;
 - Convert the existing LTD Plan to a fully insured plan in order to minimize the risk of UCN 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 UCN.
4. The flexible benefit plan proposal will encompass the coverage currently included in the existing Blue Cross Plan.
5. Any changes to the benefit plan are subject to negotiation with the MGEU.

Signed this 3rd day of July 2019.

M Cook
On Behalf of University College of
the North


On Behalf of Manitoba Government
and General Employees' Union

Sandra Huilenburg
On Behalf of University College of
the North


On Behalf of Manitoba Government
and General Employees' Union

Letter of Intent No. 2

between

University College of the North

and

Manitoba Government and General Employees' Union


Re: Union Office

The Employer shall ensure the provision of private, but not dedicated office space, at the UCN - The Pas Campus and the UCN - Thompson Campus for use by the Union executive and stewards. The office shall be furnished and equipped with a telephone service.

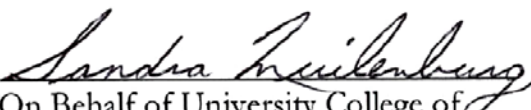
Signed this 3rd day of July 2019.



On Behalf of University College of
the North



On Behalf of Manitoba Government
and General Employees' Union



On Behalf of University College of
the North



On Behalf of Manitoba Government
and General Employees' Union

Letter of Intent No. 3

between

University College of the North

and

Manitoba Government and General Employees' Union

Re: Point Rated Factor Analysis Classification Plan

The Union and the Employer shall explore a point rated factor analysis classification plan with new negotiated pay bands that may be applicable to all positions at UCN. It is understood that neither the Union nor the Employer is obligated to agree to any recommendations arising out of this process.


Signed this 3rd day of July 2019.



On Behalf of University College of
the North



On Behalf of Manitoba Government
and General Employees' Union



On Behalf of University College of
the North



On Behalf of Manitoba Government
and General Employees' Union

Classification and Salary Schedule

0% General Salary Increase Effective April 1, 2018

0% General Salary Increase Effective April 1, 2019

0.75% General Salary Increase Effective April 1, 2020

1% General Salary Increase Effective April 1, 2021

The following days will be unpaid leave days:

Where there is a decrease to the total operating grant from the previous year in 2019/2020, a 0.5 day without pay (morning of December 24, 2020) will be implemented.

Where there is a decrease to the total operating grant from the previous year in 2020/2021, a 0.5 day without pay (morning of December 24, 2021) will be implemented.

In the event of unpaid days being implemented all UCN offices shall be closed at noon (12:00 pm).

For purposes of defining “**total** operating grant” as per the unpaid days above:

Total Operating Grant includes:

- University Operating Grant
- College Operating Grants
- ACCESS Grant

Total Operating Grant does not include:

- Any one time funding
- Capital Grant
- Any other restricted funds or funds identified for specific purposes

The operating grant may need to be adjusted from year to year to reflect any funding amounts which are rolled into the UCN Operating Grants or ACCESS Grant.

For greater clarity, when determining the percentage increase year over year, the comparison from year to year must include the same elements.

Salary Schedules

Effective April 1, 2018 to March 31, 2019

ACCOUNTING CLERK 1	43,860	44,994	46,167	47,302	48,607	50,025
	1,681.28	1,724.78	1,769.73	1,813.23	1,863.25	1,917.63
	23.19	23.79	24.41	25.01	25.70	26.45
ACCOUNTING CLERK 2	50,101	51,406	52,805	54,073	55,529	57,193
	1,920.53	1,970.55	2,024.20	2,072.78	2,128.60	2,192.40
	26.49	27.18	27.92	28.59	29.36	30.24
ACCOUNTS MANAGER (Present Incumbent Only)	47,472	48,626	49,931	51,047	52,465	53,808
	1,819.75	1,863.98	1,914.00	1,956.78	2,011.15	2,062.63
	25.10	25.71	26.40	26.99	27.74	28.45
ADMINISTRATIVE ASSISTANT 1	33,344	33,968	34,895	35,784	36,729	
	1,278.18	1,302.10	1,337.63	1,371.70	1,407.95	
	17.63	17.96	18.45	18.92	19.42	
ADMINISTRATIVE ASSISTANT 2	37,448	38,242	39,169	40,115	41,212	42,214
	1,435.50	1,465.95	1,501.48	1,537.73	1,579.78	1,618.20
	19.80	20.22	20.71	21.21	21.79	22.32
ADMINISTRATIVE ASSISTANT 3	42,441	43,557	44,786	45,883	47,075	48,342
	1,626.90	1,669.68	1,716.80	1,758.85	1,804.53	1,853.10
	22.44	23.03	23.68	24.26	24.89	25.56
ADMINISTRATIVE ASSISTANT 4	47,472	48,626	49,931	51,047	52,465	53,808
	1,819.75	1,863.98	1,914.00	1,956.78	2,011.15	2,062.63
	25.10	25.71	26.40	26.99	27.74	28.45
ADMINISTRATIVE OFFICER	50,157	51,444	52,957	54,507	56,115	57,798
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60
	26.52	27.20	28.00	28.82	29.67	30.56
ADMINISTRATIVE OFFICER 1	51,841	53,543	55,283	57,080	59,066	61,108
	1,987.23	2,052.48	2,119.18	2,188.05	2,264.18	2,342.48
	27.41	28.31	29.23	30.18	31.23	32.31
ADMINISTRATIVE OFFICER 2	55,510	57,571	59,538	61,638	63,888	66,196
	2,127.88	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50
	29.35	30.44	31.48	32.59	33.78	35.00

ADMINISTRATIVE	58,517	60,579	62,754	65,004	67,501	70,016	72,588
OFFICER 3	2,243.15	2,322.18	2,405.55	2,491.83	2,587.53	2,683.95	2,782.55
	30.94	32.03	33.18	34.37	35.69	37.02	38.38
ADMINISTRATIVE	66,366	68,787	71,264	73,950	76,844	79,794	82,972
OFFICER 4	2,544.03	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58
	35.09	36.37	37.68	39.10	40.63	42.19	43.87
ASSISTANT DIRECTOR	76,844	79,794	82,972	86,433	89,970	93,695	
INFORMATION SERVICES	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65	
	40.63	42.19	43.87	45.70	47.57	49.54	
ASSISTANT GUIDANCE	46,980	48,550	50,177	51,879	53,675	55,491	57,534
COUNSELLOR	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55	2,127.15	2,205.45
	24.84	25.67	26.53	27.43	28.38	29.34	30.42
	59,652	61,751	64,040				
	2,286.65	2,367.13	2,454.85				
	31.54	32.65	33.86				
ASSISTANT PRINCIPAL	71,264	73,950	76,844	79,794	82,972	86,433	89,970
EDUCATION	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83
	37.68	39.10	40.63	42.19	43.87	45.70	47.57
ASSISTANT PROGRAM	55,510	57,571	59,538	61,638	63,888	66,196	
COORDINATOR	2,127.88	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50	
	29.35	30.44	31.48	32.59	33.78	35.00	
BUILDING SERVICE	44,264	45,642	47,249	48,668	50,212	52,028	
SUPERVISOR	1,696.80	1,749.60	1,811.20	1,865.60	1,924.80	1,994.40	
	21.21	21.87	22.64	23.32	24.06	24.93	
BUILDING SERVICE	36,605	37,586	38,776	40,028	41,197	42,595	43,847
WORKER 1	1,403.20	1,440.80	1,486.40	1,534.40	1,579.20	1,632.80	1,680.80
	17.54	18.01	18.58	19.18	19.74	20.41	21.01
BUILDING SERVICE	37,586	38,776	40,028	41,197	42,595	44,014	45,308
WORKER 2	1,440.80	1,486.40	1,534.40	1,579.20	1,632.80	1,687.20	1,736.80
	18.01	18.58	19.18	19.74	20.41	21.09	21.71
BUILDING SERVICE	39,381	40,571	41,802	43,179	44,640	46,101	47,457
WORKER 3	1,509.60	1,555.20	1,602.40	1,655.20	1,711.20	1,767.20	1,819.20
	18.87	19.44	20.03	20.69	21.39	22.09	22.74

CHAIRPERSON	77,052	80,097	83,388	86,849	90,594	93,298	95,984
	2,953.65	3,070.38	3,196.53	3,329.20	3,472.75	3,576.43	3,679.38
	40.74	42.35	44.09	45.92	47.90	49.33	50.75
CLERK 1	30,110	30,942	31,736	32,625			
	1,154.20	1,186.10	1,216.55	1,250.63			
	15.92	16.36	16.78	17.25			
CLERK 2	35,443	36,275	37,145	38,129	39,074	40,115	
	1,358.65	1,390.55	1,423.90	1,461.60	1,497.85	1,537.73	
	18.74	19.18	19.64	20.16	20.66	21.21	
CLERK 3	42,573	43,651	44,824	45,940	47,150	48,550	
	1,631.98	1,673.30	1,718.25	1,761.03	1,807.43	1,861.08	
	22.51	23.08	23.70	24.29	24.93	25.67	
CLERK 4	49,590	50,857	52,143	53,543	54,886	56,304	
	1,900.95	1,949.53	1,998.83	2,052.48	2,103.95	2,158.33	
	26.22	26.89	27.57	28.31	29.02	29.77	
CLERK 5	50,157	51,444	52,957	54,507	56,115	57,798	
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60	
	26.52	27.20	28.00	28.82	29.67	30.56	
CLERK-TYPIST 1	32,285	33,079	33,817	34,724	35,632		
	1,237.58	1,268.03	1,296.30	1,331.10	1,365.90		
	17.07	17.49	17.88	18.36	18.84		
CLERK-TYPIST 2	35,443	36,275	37,145	38,129	39,074	40,115	
	1,358.65	1,390.55	1,423.90	1,461.60	1,497.85	1,537.73	
	18.74	19.18	19.64	20.16	20.66	21.21	
CLERK-TYPIST 3	41,363	42,422	43,519	44,711	45,845	47,056	
	1,585.58	1,626.18	1,668.23	1,713.90	1,757.40	1,803.80	
	21.87	22.43	23.01	23.64	24.24	24.88	
COMPUTER OPERATOR 1	40,134	41,231	42,252	43,387	44,597	45,864	
	1,538.45	1,580.50	1,619.65	1,663.15	1,709.55	1,758.13	
	21.22	21.80	22.34	22.94	23.58	24.25	
COMPUTER OPERATOR 2	48,947	50,195	51,463	52,957	54,375	56,002	
	1,876.30	1,924.15	1,972.73	2,030.00	2,084.38	2,146.73	
	25.88	26.54	27.21	28.00	28.75	29.61	

COMPUTER OPERATOR 3	49,136	50,536	52,181	53,789	55,415	57,231	
	1,883.55	1,937.20	2,000.28	2,061.90	2,124.25	2,193.85	
	25.98	26.72	27.59	28.44	29.30	30.26	
COMPUTER OPERATOR 4	49,287	50,971	52,805	54,545	56,512	58,555	
	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	
	26.06	26.95	27.92	28.84	29.88	30.96	
COMPUTER PROGRAMMER 1	51,463	53,203	54,980	56,891	58,801	60,881	63,094
	1,972.73	2,039.43	2,107.58	2,180.80	2,254.03	2,333.78	2,418.60
	27.21	28.13	29.07	30.08	31.09	32.19	33.36
	65,458	67,690	70,262				
	2,509.23	2,594.78	2,693.38				
	34.61	35.79	37.15				
COMPUTER PROGRAMMER 2A	59,954	62,016	64,210	66,423	68,806	71,340	74,064
	2,298.25	2,377.28	2,461.38	2,546.20	2,637.55	2,734.70	2,839.10
	31.7	32.79	33.95	35.12	36.38	37.72	39.16
	76,844	79,700					
	2,945.68	3,055.15					
	40.63	42.14					
COMPUTER PROGRAMMER 2B	69,184	71,756	74,366	77,071	80,135	83,218	86,471
	2,652.05	2,750.65	2,850.70	2,954.38	3,071.83	3,190.00	3,314.70
	36.58	37.94	39.32	40.75	42.37	44.00	45.72
COMPUTER PROGRAMMER 3	72,872	75,539	78,224	81,175	84,334	87,587	91,085
	2,793.43	2,895.65	2,998.60	3,111.70	3,232.78	3,357.48	3,491.60
	38.53	39.94	41.36	42.92	44.59	46.31	48.16
COMPUTER PROGRAMMER 4	75,539	78,224	81,175	84,334	87,587	91,085	94,830
	2,895.65	2,998.60	3,111.70	3,232.78	3,357.48	3,491.60	3,635.15
	39.94	41.36	42.92	44.59	46.31	48.16	50.14
COMPUTER PROGRAMMER 5	81,175	84,334	87,587	91,085	94,830	98,783	103,001
	3,111.70	3,232.78	3,357.48	3,491.60	3,635.15	3,786.68	3,948.35
	42.92	44.59	46.31	48.16	50.14	52.23	54.46

COOK 1	41,051	42,136	43,137	44,264	45,496	46,769	
	1,573.60	1,615.20	1,653.60	1,696.80	1,744.00	1,792.80	
	19.67	20.19	20.67	21.21	21.8	22.41	
COOK 2	45,204	46,331	47,416	48,626	49,878	51,256	
	1,732.80	1,776.00	1,817.60	1,864.00	1,912.00	1,964.80	
	21.66	22.20	22.72	23.30	23.90	24.56	
COOK 3	48,355	49,524	50,692	52,007	53,322	54,637	
	1,853.60	1,898.40	1,943.20	1,993.60	2,044.00	2,094.40	
	23.17	23.73	24.29	24.92	25.55	26.18	
CURRICULUM CONSULT	71,264	73,950	76,844	79,794	82,972	86,433	89,970
	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83
	37.68	39.10	40.63	42.19	43.87	45.70	47.57
DUPLICATING EQUIPMENT OPERATOR 1	32,625	33,514	34,441	35,443	36,483	37,505	
	1,250.63	1,284.70	1,320.23	1,358.65	1,398.53	1,437.68	
	17.25	17.72	18.21	18.74	19.29	19.83	
DUPLICATING EQUIPMENT OPERATOR 2	36,900	38,110	39,169	40,398	41,741	43,084	
	1,414.48	1,460.88	1,501.48	1,548.60	1,600.08	1,651.55	
	19.51	20.15	20.71	21.36	22.07	22.78	
DUPLICATING EQUIPMENT OPERATOR 3	44,087	45,467	46,980	48,550	50,177	51,879	
	1,689.98	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68	
	23.31	24.04	24.84	25.67	26.53	27.43	
DUPLICATING EQUIPMENT OPERATOR 4	47,793	49,287	50,971	52,805	54,545	56,512	
	1,832.08	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	
	25.27	26.06	26.95	27.92	28.84	29.88	
ECONOMIC DEVELOPMENT CONSULTANT 1	52,881	54,678	56,474	58,517	60,579	62,754	65,004
	2,027.10	2,095.98	2,164.85	2,243.15	2,322.18	2,405.55	2,491.83
	27.96	28.91	29.86	30.94	32.03	33.18	34.37

ECONOMIC DEVELOPMENT	66,366	68,787	71,264	73,950	76,844	79,794	82,972
CONSULTANT 2	2,544.03	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58
	35.09	36.37	37.68	39.10	40.63	42.19	43.87
ECONOMIC DEVELOPMENT	71,264	73,950	76,844	79,794	82,972	86,433	89,970
CONSULTANT 3	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83
	37.68	39.10	40.63	42.19	43.87	45.70	47.57
ECONOMIC DEVELOPMENT	76,844	79,794	82,972	86,433	89,970	93,695	97,781
CONSULTANT 4	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65	3,748.25
	40.63	42.19	43.87	45.70	47.57	49.54	51.70
	101,885						
	3,905.58						
	53.87						
EDUCATION ADMINISTRATION	73,950	76,844	79,794	82,972	86,433	89,970	93,695
CONSULTANT	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65
	39.10	40.63	42.19	43.87	45.70	47.57	49.54
EDUCATION CONSULTANT	60,579	63,056	65,458	67,784	70,281	73,042	75,804
	2,322.18	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80
	32.03	33.34	34.61	35.84	37.16	38.62	40.08
EDUCATIONAL ASSISTANT 1	40,947	42,120	43,424	44,862	46,243	47,793	
	1,569.63	1,614.58	1,664.60	1,719.70	1,772.63	1,832.08	
	21.65	22.27	22.96	23.72	24.45	25.27	
EDUCATIONAL ASSISTANT 2	45,467	46,980	48,550	50,177	51,879	53,675	
	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55	
	24.04	24.84	25.67	26.53	27.43	28.38	
EDUCATIONAL ASSISTANT 3	47,793	49,287	50,971	52,805	54,545	56,512	
	1,832.08	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	
	25.27	26.06	26.95	27.92	28.84	29.88	
EDUCATIONAL DEVELOPMENT OFFICER	63,056	65,458	67,784	70,281	73,042	75,804	78,735
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,018.18
	33.34	34.61	35.84	37.16	38.62	40.08	41.63

FINANCIAL OFFICER 1	49,287	50,971	52,805	54,545	56,512	58,555	
	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	
	26.06	26.95	27.92	28.84	29.88	30.96	
FINANCIAL OFFICER 2	50,971	52,805	54,545	56,512	58,555	60,692	
	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	2,326.53	
	26.95	27.92	28.84	29.88	30.96	32.09	
FINANCIAL OFFICER 3	57,571	59,538	61,638	63,888	66,196	68,711	
	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50	2,633.93	
	30.44	31.48	32.59	33.78	35.00	36.33	
FINANCIAL OFFICER 4	63,056	65,458	67,784	70,281	73,042	75,804	
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	
	33.34	34.61	35.84	37.16	38.62	40.08	
FINANCIAL OFFICER 5	65,572	67,974	70,546	73,269	76,106	79,114	83,388
	2,513.58	2,605.65	2,704.25	2,808.65	2,917.40	3,032.68	3,196.53
	34.67	35.94	37.30	38.74	40.24	41.83	44.09
GARDENER 1	39,882	41,092	42,324	43,617	44,974	46,414	
	1,528.80	1,575.20	1,622.40	1,672.00	1,724.00	1,779.20	
	19.11	19.69	20.28	20.90	21.55	22.24	
GARDENER 2	41,092	42,324	43,617	44,974	46,414	47,875	
	1,575.20	1,622.40	1,672.00	1,724.00	1,779.20	1,835.20	
	19.69	20.28	20.90	21.55	22.24	22.94	
GARDENER 3	43,617	44,974	46,414	47,875	49,586	51,214	
	1,672.00	1,724.00	1,779.20	1,835.20	1,900.80	1,963.20	
	20.9	21.55	22.24	22.94	23.76	24.54	
GARDENER 4	53,802	55,743	57,684	59,729	61,941	64,237	
	2,062.40	2,136.80	2,211.20	2,289.60	2,374.40	2,462.40	
	25.78	26.71	27.64	28.62	29.68	30.78	
GUIDANCE OFFICER 1	60,579	63,056	65,458	67,784	70,281	73,042	75,804
	2,322.18	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80
	32.03	33.34	34.61	35.84	37.16	38.62	40.08
GUIDANCE OFFICER 2	65,458	67,784	70,281	73,042	75,804	78,319	81,326
	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,002.23	3,117.50
	34.61	35.84	37.16	38.62	40.08	41.41	43.00

ILLUSTRATOR 1	40,947	42,120	43,424	44,862	46,243	47,793	
	1,569.63	1,614.58	1,664.60	1,719.70	1,772.63	1,832.08	
	21.65	22.27	22.96	23.72	24.45	25.27	
ILLUSTRATOR 2	47,793	49,287	50,971	52,805	54,545	56,512	
	1,832.08	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	
	25.27	26.06	26.95	27.92	28.84	29.88	
ILLUSTRATOR 3	50,971	52,805	54,545	56,512	58,555	60,692	
	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	2,326.53	
	26.95	27.92	28.84	29.88	30.96	32.09	
INSTRUCTOR (COLLEGE)	59,387	61,524	63,699	66,196	68,617	71,189	73,894
	2,276.50	2,358.43	2,441.80	2,537.50	2,630.30	2,728.90	2,832.58
	31.4	32.53	33.68	35.00	36.28	37.64	39.07
	76,749	79,719	82,688	84,731	88,211		
	2,942.05	3,055.88	3,169.70	3,248.00	3,381.40		
	40.58	42.15	43.72	44.80	46.64		
LIBRARIAN 1	50,157	51,444	52,957	54,507	56,115	57,798	
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60	
	26.52	27.20	28.00	28.82	29.67	30.56	
LIBRARIAN 2	54,507	56,115	57,798	59,652	61,751	64,040	
	2,089.45	2,151.08	2,215.60	2,286.65	2,367.13	2,454.85	
	28.82	29.67	30.56	31.54	32.65	33.86	
LIBRARIAN 3	61,751	64,040	67,104	70,149	73,042	75,804	
	2,367.13	2,454.85	2,572.30	2,689.03	2,799.95	2,905.80	
	32.65	33.86	35.48	37.09	38.62	40.08	
LIBRARIAN 4	70,281	73,042	75,804	76,844	79,794	82,972	
	2,694.10	2,799.95	2,905.80	2,945.68	3,058.78	3,180.58	
	37.16	38.62	40.08	40.63	42.19	43.87	
LIBRARY DIRECTOR 1	73,950	76,844	79,794	82,972	86,433	89,970	
	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	
	39.10	40.63	42.19	43.87	45.70	47.57	
LIBRARY TECHNICIAN 1	43,027	44,030	45,146	46,318	47,623	49,061	
	1,649.38	1,687.80	1,730.58	1,775.53	1,825.55	1,880.65	
	22.75	23.28	23.87	24.49	25.18	25.94	

LIBRARY TECHNICIAN 2	48,455	49,552	50,952	52,314	53,732	55,151	
	1,857.45	1,899.50	1,953.15	2,005.35	2,059.73	2,114.10	
	25.62	26.2	26.94	27.66	28.41	29.16	
LIBRARY TECHNICIAN 3	50,157	51,444	52,957	54,507	56,115	57,798	
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60	
	26.52	27.2	28.00	28.82	29.67	30.56	
MEDIA SPECIALIST 1	63,056	65,458	67,784	70,281	73,042	75,804	
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	
	33.34	34.61	35.84	37.16	38.62	40.08	
MEDIA SPECIALIST 2	66,366	68,787	71,264	73,950	76,844	79,794	82,972
	2,544.03	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58
	35.09	36.37	37.68	39.10	40.63	42.19	43.87
MEDIA TECHNICIAN 1	41,382	42,819	44,087	45,467	46,980	48,550	
	1,586.30	1,641.40	1,689.98	1,742.90	1,800.90	1,861.08	
	21.88	22.64	23.31	24.04	24.84	25.67	
MEDIA TECHNICIAN 2	45,467	46,980	48,550	50,177	51,879	53,675	
	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55	
	24.04	24.84	25.67	26.53	27.43	28.38	
MEDIA TECHNICIAN 3	49,287	50,971	52,805	54,545	56,512	58,555	
	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	
	26.06	26.95	27.92	28.84	29.88	30.96	
NURSE 1	59,353	61,482	63,569	65,802	67,826	69,913	
	2,275.20	2,356.80	2,436.80	2,522.40	2,600.00	2,680.00	
	28.44	29.46	30.46	31.53	32.5	33.50	
NURSE 2	60,084	62,191	64,299	66,470	68,744	71,207	
	2,303.20	2,384.00	2,464.80	2,548.00	2,635.20	2,729.60	
	28.79	29.80	30.81	31.85	32.94	34.12	
NURSE 3	64,299	66,470	68,744	71,207	73,565	76,028	
	2,464.80	2,548.00	2,635.20	2,729.60	2,820.00	2,914.40	
	30.81	31.85	32.94	34.12	35.25	36.43	

PLANNING AND PROGRAM ANALYST 1	46,980 1,800.90 24.84	48,550 1,861.08 25.67	50,177 1,923.43 26.53	51,879 1,988.68 27.43	53,675 2,057.55 28.38	55,491 2,127.15 29.34	57,534 2,205.45 30.42	
	59,652 2,286.65 31.54	61,751 2,367.13 32.65	64,040 2,454.85 33.86					
PLANNING AND PROGRAM ANALYST 2	60,579 2,322.18 32.03	63,056 2,417.15 33.34	65,458 2,509.23 34.61	67,784 2,598.40 35.84	70,281 2,694.10 37.16	73,042 2,799.95 38.62	75,804 2,905.80 40.08	
PLANNING AND PROGRAM ANALYST 3	66,366 2,544.03 35.09	68,787 2,636.83 36.37	71,264 2,731.80 37.68	73,950 2,834.75 39.10	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	
PLANNING AND PROGRAM ANALYST 4	73,950 2,834.75 39.10	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	86,433 3,313.25 45.70	89,970 3,448.83 47.57	93,695 3,591.65 49.54	
PRODUCTION SUPERVISOR	60,579 2,322.18 32.03	63,056 2,417.15 33.34	65,458 2,509.23 34.61	67,784 2,598.40 35.84	70,281 2,694.10 37.16	73,042 2,799.95 38.62	75,804 2,905.80 40.08	
PROGRAM COORDINATOR	63,056 2,417.15 33.34	65,458 2,509.23 34.61	67,784 2,598.40 35.84	70,281 2,694.10 37.16	73,042 2,799.95 38.62	75,804 2,905.80 40.08	78,735 3,018.18 41.63	
PROGRAM COORDINATOR EDUCATION	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	86,433 3,313.25 45.7	89,970 3,448.83 47.57	93,695 3,591.65 49.54	97,781 3,748.25 51.70	101,885 3,905.58 53.87
PSYCHOLOGIST 1	46,980 1,800.90 24.84	48,550 1,861.08 25.67	50,177 1,923.43 26.53	51,879 1,988.68 27.43	53,675 2,057.55 28.38	55,491 2,127.15 29.34	57,534 2,205.45 30.42	
	59,652 2,286.65 31.54	61,751 2,367.13 32.65	64,040 2,454.85 33.86					
PSYCHOLOGIST 2	60,579 2,322.18 32.03	63,056 2,417.15 33.34	65,458 2,509.23 34.61	67,784 2,598.40 35.84	70,281 2,694.10 37.16	73,042 2,799.95 38.62	75,804 2,905.80 40.08	

PSYCHOLOGIST 3	68,787	71,264	73,950	76,844	79,794	82,972	86,433	
	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	
	36.37	37.68	39.10	40.63	42.19	43.87	45.7	
PSYCHOLOGIST 4	76,844	79,794	82,972	86,433	89,970	93,695	97,781	101,885
	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65	3,748.25	3,905.58
	40.63	42.19	43.87	45.7	47.57	49.54	51.70	53.87
PURCHASING AGENT 1	46,980	48,550	50,177	51,879	53,675	55,491		
	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55	2,127.15		
	24.84	25.67	26.53	27.43	28.38	29.34		
PURCHASING AGENT 2	57,571	59,538	61,638	63,888	66,196	68,711		
	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50	2,633.93		
	30.44	31.48	32.59	33.78	35.00	36.33		
PURCHASING AGENT 3	61,638	63,888	66,196	68,711	71,246	73,950		
	2,362.78	2,449.05	2,537.50	2,633.93	2,731.08	2,834.75		
	32.59	33.78	35.00	36.33	37.67	39.10		
RECREATION CONSULTANT 1	44,181	45,467	46,980	48,550	50,177	51,879		
	1,693.60	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68		
	23.36	24.04	24.84	25.67	26.53	27.43		
RECREATION CONSULTANT 2	53,675	55,491	57,534	59,652	61,751	64,040		
	2,057.55	2,127.15	2,205.45	2,286.65	2,367.13	2,454.85		
	28.38	29.34	30.42	31.54	32.65	33.86		
RECREATION CONSULTANT 3	60,579	62,754	65,004	67,501	70,016	72,588		
	2,322.18	2,405.55	2,491.83	2,587.53	2,683.95	2,782.55		
	32.03	33.18	34.37	35.69	37.02	38.38		
RECREATION CONSULTANT 4	65,458	67,784	70,281	73,042	75,804	78,735		
	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,018.18		
	34.61	35.84	37.16	38.62	40.08	41.63		
RESEARCH ASSISTANT 1	40,209	41,382	42,819	44,087	45,467	46,980		
	1,541.35	1,586.30	1,641.40	1,689.98	1,742.90	1,800.90		
	21.26	21.88	22.64	23.31	24.04	24.84		
RESEARCH ASSISTANT 2	45,467	46,980	48,550	50,177	51,879	53,675		
	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55		
	24.04	24.84	25.67	26.53	27.43	28.38		

RESIDENCE COUNSELLOR	49,023	50,233	51,519	53,013	54,432	56,058	
	1,879.20	1,925.60	1,974.90	2,032.18	2,086.55	2,148.90	
	25.92	26.56	27.24	28.03	28.78	29.64	
SECURITY OFFICER 1	35,583	36,605	37,586	38,776	40,028	41,197	
	1,364.00	1,403.20	1,440.80	1,486.40	1,534.40	1,579.20	
	17.05	17.54	18.01	18.58	19.18	19.74	
SECURITY OFFICER 2	37,148	38,254	39,381	40,571	41,802	43,179	
	1,424.00	1,466.40	1,509.60	1,555.20	1,602.40	1,655.20	
	17.80	18.33	18.87	19.44	20.03	20.69	
SENIOR CONSULTING INSTRUCTOR P & E	68,787	71,264	73,950	76,844	79,794	82,972	86,433
	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25
	36.37	37.68	39.10	40.63	42.19	43.87	45.70
SERVICE WORKER 1	35,103	36,021	36,960	37,920	38,984		
	1,345.60	1,380.80	1,416.80	1,453.60	1,494.40		
	16.82	17.26	17.71	18.17	18.68		
SERVICE WORKER 2	40,257	41,322	42,324	43,492	44,724	45,851	
	1,543.20	1,584.00	1,622.40	1,667.20	1,714.40	1,757.60	
	19.29	19.80	20.28	20.84	21.43	21.97	
SERVICE WORKER 3	40,216	41,197	42,365	43,597	44,932	46,310	
	1,541.60	1,579.20	1,624.00	1,671.20	1,722.40	1,775.20	
	19.27	19.74	20.3	20.89	21.53	22.19	
SERVICE WORKER 4	40,424	41,635	43,012	44,264	45,642	47,249	
	1,549.60	1,596.00	1,648.80	1,696.80	1,749.60	1,811.20	
	19.37	19.95	20.61	21.21	21.87	22.64	
STATISTICAL ANALYST 1	53,675	55,491	57,534	59,652	61,751	64,040	
	2,057.55	2,127.15	2,205.45	2,286.65	2,367.13	2,454.85	
	28.38	29.34	30.42	31.54	32.65	33.86	
STATISTICAL ANALYST 2	63,056	65,458	67,784	70,281	73,042	75,804	78,735
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,018.18
	33.34	34.61	35.84	37.16	38.62	40.08	41.63

STATISTICAL ANALYST 3	68,787	71,264	73,950	76,844	79,794	82,972
	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58
	36.37	37.68	39.10	40.63	42.19	43.87
STOREKEEPER 1	38,072	39,150	40,398	41,741	43,084	44,408
	1,459.43	1,500.75	1,548.60	1,600.08	1,651.55	1,702.30
	20.13	20.70	21.36	22.07	22.78	23.48
STOREKEEPER 2	41,382	42,819	44,067	45,467	46,980	48,550
	1,586.30	1,641.40	1,689.25	1,742.90	1,800.90	1,861.08
	21.88	22.64	23.30	24.04	24.84	25.67
STOREKEEPER 3	44,067	45,467	46,980	48,550	50,157	51,879
	1,689.25	1,742.90	1,800.90	1,861.08	1,922.70	1,988.68
	23.30	24.04	24.84	25.67	26.52	27.43
STOREKEEPER 4	46,980	48,550	50,157	51,879	53,675	55,510
	1,800.90	1,861.08	1,922.70	1,988.68	2,057.55	2,127.88
	24.84	25.67	26.52	27.43	28.38	29.35
STORES CLERK 1	33,514	34,441	35,443	36,483	37,505	38,602
	1,284.70	1,320.23	1,358.65	1,398.53	1,437.68	1,479.73
	17.72	18.21	18.74	19.29	19.83	20.41
STORES CLERK 2	36,483	37,505	38,602	39,755	41,041	
	1,398.53	1,437.68	1,479.73	1,523.95	1,573.25	
	19.29	19.83	20.41	21.02	21.70	
SWITCHBOARD OPERATOR 1	30,110	30,942	31,736	32,625	33,514	
	1,154.20	1,186.10	1,216.55	1,250.63	1,284.70	
	15.92	16.36	16.78	17.25	17.72	
SWITCHBOARD OPERATOR 2	35,443	36,275	37,145	38,129	39,074	40,115
	1,358.65	1,390.55	1,423.90	1,461.60	1,497.85	1,537.73
	18.74	19.18	19.64	20.16	20.66	21.21
SWITCHBOARD OPERATOR 3	41,363	42,422	43,519	44,711	45,845	47,056
	1,585.58	1,626.18	1,668.23	1,713.90	1,757.40	1,803.80
	21.87	22.43	23.01	23.64	24.24	24.88
SYSTEMS ANALYST 1	47,793	49,287	50,971	52,805	54,545	56,512
	1,832.08	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30
	25.27	26.06	26.95	27.92	28.84	29.88

SYSTEMS ANALYST 2	50,971	52,805	54,545	56,512	58,555	60,692		
	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	2,326.53		
	26.95	27.92	28.84	29.88	30.96	32.09		
SYSTEMS ANALYST 3	55,510	57,571	59,538	61,638	63,888	66,196		
	2,127.88	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50		
	29.35	30.44	31.48	32.59	33.78	35.00		
SYSTEMS COORDINATOR 1	66,366	68,787	71,264	73,950	76,844	79,794	82,972	
	2,544.03	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	
	35.09	36.37	37.68	39.10	40.63	42.19	43.87	
SYSTEMS COORDINATOR 2	71,264	73,950	76,844	79,794	82,972	86,433	89,970	
	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	
	37.68	39.10	40.63	42.19	43.87	45.70	47.57	
SYSTEMS COORDINATOR 3	76,844	79,794	82,972	86,433	89,970	93,695	97,781	101,885
	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65	3,748.25	3,905.58
	40.63	42.19	43.87	45.70	47.57	49.54	51.70	53.87
TRAINING CONSULTANT	63,056	65,458	67,784	70,281	73,042	75,804	78,735	
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,018.18	
	33.34	34.61	35.84	37.16	38.62	40.08	41.63	
WORD PROCESSOR 1	34,819	35,821						
	1,334.73	1,373.15						
	18.41	18.94						
WORD PROCESSOR 2	42,441	43,557	44,786	45,883	47,075	48,342		
	1,626.90	1,669.68	1,716.80	1,758.85	1,804.53	1,853.10		
	22.44	23.03	23.68	24.26	24.89	25.56		
WORD PROCESSOR 3	46,243	47,396	48,758	50,157	51,444	52,957		
	1,772.63	1,816.85	1,869.05	1,922.70	1,972.00	2,030.00		
	24.45	25.06	25.78	26.52	27.20	28.00		
WORD PROCESSOR 4	47,396	48,758	50,157	51,444	52,957	54,507		
	1,816.85	1,869.05	1,922.70	1,972.00	2,030.00	2,089.45		
	25.06	25.78	26.52	27.20	28.00	28.82		

WORD PROCESSOR 5	50,157	51,444	52,957	54,507	56,115	57,798		
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60		
	26.52	27.20	28.00	28.82	29.67	30.56		
WORD PROCESSOR 6	55,567	57,269	58,952	60,881	62,810	64,777		
	2,130.05	2,195.30	2,259.83	2,333.78	2,407.73	2,483.13		
	29.38	30.28	31.17	32.19	33.21	34.25		
UNIVERSITY INSTRUCTOR	59,387	61,524	63,699	66,196	68,617	71,189	73,894	
	2,276.50	2,358.43	2,441.80	2,537.50	2,630.30	2,728.90	2,832.58	
	31.4	32.53	33.68	35.00	36.28	37.64	39.07	
	76,749	79,719	82,688	84,731	88,211			
	2,942.05	3,055.88	3,169.70	3,248.00	3,381.40			
	40.58	42.15	43.72	44.80	46.64			
ASSISTANT PROFESSOR	69,846	71,756	73,685	75,577	77,506	79,397		
	2,677.43	2,750.65	2,824.60	2,897.10	2,971.05	3,043.55		
	36.93	37.94	38.96	39.96	40.98	41.98		
	81,307	83,199	85,128	87,000	88,910			
	3,116.78	3,189.28	3,263.23	3,335.00	3,408.23			
	42.99	43.99	45.01	46.00	47.01			
ASSOCIATE PROFESSOR	82,556	85,128	87,624	90,197	92,731	95,265	97,781	100,315
	3,164.63	3,263.23	3,358.93	3,457.53	3,554.68	3,651.83	3,748.25	3,845.40
	43.65	45.01	46.33	47.69	49.03	50.37	51.7	53.04
	102,944	105,384	107,937	110,509	113,062	115,540	118,112	
	3,946.18	4,039.70	4,137.58	4,236.18	4,334.05	4,429.03	4,527.63	
	54.43	55.72	57.07	58.43	59.78	61.09	62.45	
FULL PROFESSOR	101,582	104,760	107,937	111,171	114,330	117,469	120,665	123,805
	3,893.98	4,015.78	4,137.58	4,261.55	4,382.63	4,502.98	4,625.50	4,745.85
	53.71	55.39	57.07	58.78	60.45	62.11	63.80	65.46
	127,001	130,179	133,356	136,552	139,692	142,869	146,047	
	4,868.38	4,990.18	5,111.98	5,234.50	5,354.85	5,476.65	5,598.45	
	67.15	68.83	70.51	72.20	73.86	75.54	77.22	

Effective April 1, 2019 to March 31, 2020

ACCOUNTING CLERK 1	43,860	44,994	46,167	47,302	48,607	50,025
	1,681.28	1,724.78	1,769.73	1,813.23	1,863.25	1,917.63
	23.19	23.79	24.41	25.01	25.70	26.45
ACCOUNTING CLERK 2	50,101	51,406	52,805	54,073	55,529	57,193
	1,920.53	1,970.55	2,024.20	2,072.78	2,128.60	2,192.40
	26.49	27.18	27.92	28.59	29.36	30.24
ACCOUNTS MANAGER (Present Incumbent Only)	47,472	48,626	49,931	51,047	52,465	53,808
	1,819.75	1,863.98	1,914.00	1,956.78	2,011.15	2,062.63
	25.10	25.71	26.40	26.99	27.74	28.45
ADMINISTRATIVE ASSISTANT 1	33,344	33,968	34,895	35,784	36,729	
	1,278.18	1,302.10	1,337.63	1,371.70	1,407.95	
	17.63	17.96	18.45	18.92	19.42	
ADMINISTRATIVE ASSISTANT 2	37,448	38,242	39,169	40,115	41,212	42,214
	1,435.50	1,465.95	1,501.48	1,537.73	1,579.78	1,618.20
	19.80	20.22	20.71	21.21	21.79	22.32
ADMINISTRATIVE ASSISTANT 3	42,441	43,557	44,786	45,883	47,075	48,342
	1,626.90	1,669.68	1,716.80	1,758.85	1,804.53	1,853.10
	22.44	23.03	23.68	24.26	24.89	25.56
ADMINISTRATIVE ASSISTANT 4	47,472	48,626	49,931	51,047	52,465	53,808
	1,819.75	1,863.98	1,914.00	1,956.78	2,011.15	2,062.63
	25.10	25.71	26.40	26.99	27.74	28.45
ADMINISTRATIVE OFFICER	50,157	51,444	52,957	54,507	56,115	57,798
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60
	26.52	27.20	28.00	28.82	29.67	30.56
ADMINISTRATIVE OFFICER 1	51,841	53,543	55,283	57,080	59,066	61,108
	1,987.23	2,052.48	2,119.18	2,188.05	2,264.18	2,342.48
	27.41	28.31	29.23	30.18	31.23	32.31
ADMINISTRATIVE OFFICER 2	55,510	57,571	59,538	61,638	63,888	66,196
	2,127.88	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50
	29.35	30.44	31.48	32.59	33.78	35.00

ADMINISTRATIVE OFFICER 3	58,517 2,243.15 30.94	60,579 2,322.18 32.03	62,754 2,405.55 33.18	65,004 2,491.83 34.37	67,501 2,587.53 35.69	70,016 2,683.95 37.02	72,588 2,782.55 38.38
ADMINISTRATIVE OFFICER 4	66,366 2,544.03 35.09	68,787 2,636.83 36.37	71,264 2,731.80 37.68	73,950 2,834.75 39.10	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87
ASSISTANT DIRECTOR INFORMATION SERVICES	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	86,433 3,313.25 45.70	89,970 3,448.83 47.57	93,695 3,591.65 49.54	
ASSISTANT GUIDANCE COUNSELLOR	46,980 1,800.90 24.84	48,550 1,861.08 25.67	50,177 1,923.43 26.53	51,879 1,988.68 27.43	53,675 2,057.55 28.38	55,491 2,127.15 29.34	57,534 2,205.45 30.42
	59,652 2,286.65 31.54	61,751 2,367.13 32.65	64,040 2,454.85 33.86				
ASSISTANT PRINCIPAL EDUCATION	71,264 2,731.80 37.68	73,950 2,834.75 39.10	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	86,433 3,313.25 45.70	89,970 3,448.83 47.57
ASSISTANT PROGRAM COORDINATOR	55,510 2,127.88 29.35	57,571 2,206.90 30.44	59,538 2,282.30 31.48	61,638 2,362.78 32.59	63,888 2,449.05 33.78	66,196 2,537.50 35.00	
BUILDING SERVICE SUPERVISOR	44,264 1,696.80 21.21	45,642 1,749.60 21.87	47,249 1,811.20 22.64	48,668 1,865.60 23.32	50,212 1,924.80 24.06	52,028 1,994.40 24.93	
BUILDING SERVICE WORKER 1	36,605 1,403.20 17.54	37,586 1,440.80 18.01	38,776 1,486.40 18.58	40,028 1,534.40 19.18	41,197 1,579.20 19.74	42,595 1,632.80 20.41	43,847 1,680.80 21.01
BUILDING SERVICE WORKER 2	37,586 1,440.80 18.01	38,776 1,486.40 18.58	40,028 1,534.40 19.18	41,197 1,579.20 19.74	42,595 1,632.80 20.41	44,014 1,687.20 21.09	45,308 1,736.80 21.71
BUILDING SERVICE WORKER 3	39,381 1,509.60 18.87	40,571 1,555.20 19.44	41,802 1,602.40 20.03	43,179 1,655.20 20.69	44,640 1,711.20 21.39	46,101 1,767.20 22.09	47,457 1,819.20 22.74

CHAIRPERSON	77,052	80,097	83,388	86,849	90,594	93,298	95,984
	2,953.65	3,070.38	3,196.53	3,329.20	3,472.75	3,576.43	3,679.38
	40.74	42.35	44.09	45.92	47.90	49.33	50.75
CLERK 1	30,110	30,942	31,736	32,625			
	1,154.20	1,186.10	1,216.55	1,250.63			
	15.92	16.36	16.78	17.25			
CLERK 2	35,443	36,275	37,145	38,129	39,074	40,115	
	1,358.65	1,390.55	1,423.90	1,461.60	1,497.85	1,537.73	
	18.74	19.18	19.64	20.16	20.66	21.21	
CLERK 3	42,573	43,651	44,824	45,940	47,150	48,550	
	1,631.98	1,673.30	1,718.25	1,761.03	1,807.43	1,861.08	
	22.51	23.08	23.70	24.29	24.93	25.67	
CLERK 4	49,590	50,857	52,143	53,543	54,886	56,304	
	1,900.95	1,949.53	1,998.83	2,052.48	2,103.95	2,158.33	
	26.22	26.89	27.57	28.31	29.02	29.77	
CLERK 5	50,157	51,444	52,957	54,507	56,115	57,798	
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60	
	26.52	27.20	28.00	28.82	29.67	30.56	
CLERK-TYPIST 1	32,285	33,079	33,817	34,724	35,632		
	1,237.58	1,268.03	1,296.30	1,331.10	1,365.90		
	17.07	17.49	17.88	18.36	18.84		
CLERK-TYPIST 2	35,443	36,275	37,145	38,129	39,074	40,115	
	1,358.65	1,390.55	1,423.90	1,461.60	1,497.85	1,537.73	
	18.74	19.18	19.64	20.16	20.66	21.21	
CLERK-TYPIST 3	41,363	42,422	43,519	44,711	45,845	47,056	
	1,585.58	1,626.18	1,668.23	1,713.90	1,757.40	1,803.80	
	21.87	22.43	23.01	23.64	24.24	24.88	
COMPUTER OPERATOR 1	40,134	41,231	42,252	43,387	44,597	45,864	
	1,538.45	1,580.50	1,619.65	1,663.15	1,709.55	1,758.13	
	21.22	21.80	22.34	22.94	23.58	24.25	

COMPUTER OPERATOR 2	48,947	50,195	51,463	52,957	54,375	56,002	
	1,876.30	1,924.15	1,972.73	2,030.00	2,084.38	2,146.73	
	25.88	26.54	27.21	28.00	28.75	29.61	
COMPUTER OPERATOR 3	49,136	50,536	52,181	53,789	55,415	57,231	
	1,883.55	1,937.20	2,000.28	2,061.90	2,124.25	2,193.85	
	25.98	26.72	27.59	28.44	29.30	30.26	
COMPUTER OPERATOR 4	49,287	50,971	52,805	54,545	56,512	58,555	
	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	
	26.06	26.95	27.92	28.84	29.88	30.96	
COMPUTER PROGRAMMER 1	51,463	53,203	54,980	56,891	58,801	60,881	63,094
	1,972.73	2,039.43	2,107.58	2,180.80	2,254.03	2,333.78	2,418.60
	27.21	28.13	29.07	30.08	31.09	32.19	33.36
	65,458	67,690	70,262				
	2,509.23	2,594.78	2,693.38				
	34.61	35.79	37.15				
COMPUTER PROGRAMMER 2A	59,954	62,016	64,210	66,423	68,806	71,340	74,064
	2,298.25	2,377.28	2,461.38	2,546.20	2,637.55	2,734.70	2,839.10
	31.7	32.79	33.95	35.12	36.38	37.72	39.16
	76,844	79,700					
	2,945.68	3,055.15					
	40.63	42.14					
COMPUTER PROGRAMMER 2B	69,184	71,756	74,366	77,071	80,135	83,218	86,471
	2,652.05	2,750.65	2,850.70	2,954.38	3,071.83	3,190.00	3,314.70
	36.58	37.94	39.32	40.75	42.37	44.00	45.72
COMPUTER PROGRAMMER 3	72,872	75,539	78,224	81,175	84,334	87,587	91,085
	2,793.43	2,895.65	2,998.60	3,111.70	3,232.78	3,357.48	3,491.60
	38.53	39.94	41.36	42.92	44.59	46.31	48.16
COMPUTER PROGRAMMER 4	75,539	78,224	81,175	84,334	87,587	91,085	94,830
	2,895.65	2,998.60	3,111.70	3,232.78	3,357.48	3,491.60	3,635.15
	39.94	41.36	42.92	44.59	46.31	48.16	50.14
COMPUTER PROGRAMMER 5	81,175	84,334	87,587	91,085	94,830	98,783	103,001
	3,111.70	3,232.78	3,357.48	3,491.60	3,635.15	3,786.68	3,948.35
	42.92	44.59	46.31	48.16	50.14	52.23	54.46

COOK 1	41,051	42,136	43,137	44,264	45,496	46,769	
	1,573.60	1,615.20	1,653.60	1,696.80	1,744.00	1,792.80	
	19.67	20.19	20.67	21.21	21.8	22.41	
COOK 2	45,204	46,331	47,416	48,626	49,878	51,256	
	1,732.80	1,776.00	1,817.60	1,864.00	1,912.00	1,964.80	
	21.66	22.2	22.72	23.3	23.9	24.56	
COOK 3	48,355	49,524	50,692	52,007	53,322	54,637	
	1,853.60	1,898.40	1,943.20	1,993.60	2,044.00	2,094.40	
	23.17	23.73	24.29	24.92	25.55	26.18	
CURRICULUM CONSULT	71,264	73,950	76,844	79,794	82,972	86,433	89,970
	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83
	37.68	39.1	40.63	42.19	43.87	45.7	47.57
DUPLICATING EQUIPMENT OPERATOR 1	32,625	33,514	34,441	35,443	36,483	37,505	
	1,250.63	1,284.70	1,320.23	1,358.65	1,398.53	1,437.68	
	17.25	17.72	18.21	18.74	19.29	19.83	
DUPLICATING EQUIPMENT OPERATOR 2	36,900	38,110	39,169	40,398	41,741	43,084	
	1,414.48	1,460.88	1,501.48	1,548.60	1,600.08	1,651.55	
	19.51	20.15	20.71	21.36	22.07	22.78	
DUPLICATING EQUIPMENT OPERATOR 3	44,087	45,467	46,980	48,550	50,177	51,879	
	1,689.98	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68	
	23.31	24.04	24.84	25.67	26.53	27.43	
DUPLICATING EQUIPMENT OPERATOR 4	47,793	49,287	50,971	52,805	54,545	56,512	
	1,832.08	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	
	25.27	26.06	26.95	27.92	28.84	29.88	
ECONOMIC DEVELOPMENT CONSULTANT 1	52,881	54,678	56,474	58,517	60,579	62,754	65,004
	2,027.10	2,095.98	2,164.85	2,243.15	2,322.18	2,405.55	2,491.83
	27.96	28.91	29.86	30.94	32.03	33.18	34.37
ECONOMIC DEVELOPMENT CONSULTANT 2	66,366	68,787	71,264	73,950	76,844	79,794	82,972
	2,544.03	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58
	35.09	36.37	37.68	39.1	40.63	42.19	43.87

ECONOMIC DEVELOPMENT	71,264	73,950	76,844	79,794	82,972	86,433	89,970
CONSULTANT 3	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83
	37.68	39.1	40.63	42.19	43.87	45.7	47.57
ECONOMIC DEVELOPMENT	76,844	79,794	82,972	86,433	89,970	93,695	97,781
CONSULTANT 4	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65	3,748.25
	40.63	42.19	43.87	45.7	47.57	49.54	51.7
	101,885						
	3,905.58						
	53.87						
EDUCATION ADMINISTRATION	73,950	76,844	79,794	82,972	86,433	89,970	93,695
CONSULTANT	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65
	39.1	40.63	42.19	43.87	45.7	47.57	49.54
EDUCATION CONSULTANT	60,579	63,056	65,458	67,784	70,281	73,042	75,804
	2,322.18	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80
	32.03	33.34	34.61	35.84	37.16	38.62	40.08
EDUCATIONAL ASSISTANT 1	40,947	42,120	43,424	44,862	46,243	47,793	
	1,569.63	1,614.58	1,664.60	1,719.70	1,772.63	1,832.08	
	21.65	22.27	22.96	23.72	24.45	25.27	
EDUCATIONAL ASSISTANT 2	45,467	46,980	48,550	50,177	51,879	53,675	
	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55	
	24.04	24.84	25.67	26.53	27.43	28.38	
EDUCATIONAL ASSISTANT 3	47,793	49,287	50,971	52,805	54,545	56,512	
	1,832.08	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	
	25.27	26.06	26.95	27.92	28.84	29.88	
EDUCATIONAL DEVELOPMENT OFFICER	63,056	65,458	67,784	70,281	73,042	75,804	78,735
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,018.18
	33.34	34.61	35.84	37.16	38.62	40.08	41.63
FINANCIAL OFFICER 1	49,287	50,971	52,805	54,545	56,512	58,555	
	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	
	26.06	26.95	27.92	28.84	29.88	30.96	

FINANCIAL OFFICER 2	50,971	52,805	54,545	56,512	58,555	60,692	
	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	2,326.53	
	26.95	27.92	28.84	29.88	30.96	32.09	
FINANCIAL OFFICER 3	57,571	59,538	61,638	63,888	66,196	68,711	
	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50	2,633.93	
	30.44	31.48	32.59	33.78	35.00	36.33	
FINANCIAL OFFICER 4	63,056	65,458	67,784	70,281	73,042	75,804	
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	
	33.34	34.61	35.84	37.16	38.62	40.08	
FINANCIAL OFFICER 5	65,572	67,974	70,546	73,269	76,106	79,114	83,388
	2,513.58	2,605.65	2,704.25	2,808.65	2,917.40	3,032.68	3,196.53
	34.67	35.94	37.30	38.74	40.24	41.83	44.09
GARDENER 1	39,882	41,092	42,324	43,617	44,974	46,414	
	1,528.80	1,575.20	1,622.40	1,672.00	1,724.00	1,779.20	
	19.11	19.69	20.28	20.90	21.55	22.24	
GARDENER 2	41,092	42,324	43,617	44,974	46,414	47,875	
	1,575.20	1,622.40	1,672.00	1,724.00	1,779.20	1,835.20	
	19.69	20.28	20.90	21.55	22.24	22.94	
GARDENER 3	43,617	44,974	46,414	47,875	49,586	51,214	
	1,672.00	1,724.00	1,779.20	1,835.20	1,900.80	1,963.20	
	20.9	21.55	22.24	22.94	23.76	24.54	
GARDENER 4	53,802	55,743	57,684	59,729	61,941	64,237	
	2,062.40	2,136.80	2,211.20	2,289.60	2,374.40	2,462.40	
	25.78	26.71	27.64	28.62	29.68	30.78	
GUIDANCE OFFICER 1	60,579	63,056	65,458	67,784	70,281	73,042	75,804
	2,322.18	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80
	32.03	33.34	34.61	35.84	37.16	38.62	40.08
GUIDANCE OFFICER 2	65,458	67,784	70,281	73,042	75,804	78,319	81,326
	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,002.23	3,117.50
	34.61	35.84	37.16	38.62	40.08	41.41	43.00
ILLUSTRATOR 1	40,947	42,120	43,424	44,862	46,243	47,793	
	1,569.63	1,614.58	1,664.60	1,719.70	1,772.63	1,832.08	
	21.65	22.27	22.96	23.72	24.45	25.27	

ILLUSTRATOR 2	47,793	49,287	50,971	52,805	54,545	56,512	
	1,832.08	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	
	25.27	26.06	26.95	27.92	28.84	29.88	
ILLUSTRATOR 3	50,971	52,805	54,545	56,512	58,555	60,692	
	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	2,326.53	
	26.95	27.92	28.84	29.88	30.96	32.09	
INSTRUCTOR (COLLEGE)	59,387	61,524	63,699	66,196	68,617	71,189	73,894
	2,276.50	2,358.43	2,441.80	2,537.50	2,630.30	2,728.90	2,832.58
	31.40	32.53	33.68	35.00	36.28	37.64	39.07
	76,749	79,719	82,688	84,731	88,211		
	2,942.05	3,055.88	3,169.70	3,248.00	3,381.40		
	40.58	42.15	43.72	44.80	46.64		
LIBRARIAN 1	50,157	51,444	52,957	54,507	56,115	57,798	
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60	
	26.52	27.20	28.00	28.82	29.67	30.56	
LIBRARIAN 2	54,507	56,115	57,798	59,652	61,751	64,040	
	2,089.45	2,151.08	2,215.60	2,286.65	2,367.13	2,454.85	
	28.82	29.67	30.56	31.54	32.65	33.86	
LIBRARIAN 3	61,751	64,040	67,104	70,149	73,042	75,804	
	2,367.13	2,454.85	2,572.30	2,689.03	2,799.95	2,905.80	
	32.65	33.86	35.48	37.09	38.62	40.08	
LIBRARIAN 4	70,281	73,042	75,804	76,844	79,794	82,972	
	2,694.10	2,799.95	2,905.80	2,945.68	3,058.78	3,180.58	
	37.16	38.62	40.08	40.63	42.19	43.87	
LIBRARY DIRECTOR 1	73,950	76,844	79,794	82,972	86,433	89,970	
	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	
	39.10	40.63	42.19	43.87	45.70	47.57	
LIBRARY TECHNICIAN 1	43,027	44,030	45,146	46,318	47,623	49,061	
	1,649.38	1,687.80	1,730.58	1,775.53	1,825.55	1,880.65	
	22.75	23.28	23.87	24.49	25.18	25.94	
LIBRARY TECHNICIAN 2	48,455	49,552	50,952	52,314	53,732	55,151	
	1,857.45	1,899.50	1,953.15	2,005.35	2,059.73	2,114.10	
	25.62	26.20	26.94	27.66	28.41	29.16	

LIBRARY TECHNICIAN 3	50,157	51,444	52,957	54,507	56,115	57,798	
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60	
	26.52	27.20	28.00	28.82	29.67	30.56	
MEDIA SPECIALIST 1	63,056	65,458	67,784	70,281	73,042	75,804	
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	
	33.34	34.61	35.84	37.16	38.62	40.08	
MEDIA SPECIALIST 2	66,366	68,787	71,264	73,950	76,844	79,794	82,972
	2,544.03	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58
	35.09	36.37	37.68	39.10	40.63	42.19	43.87
MEDIA TECHNICIAN 1	41,382	42,819	44,087	45,467	46,980	48,550	
	1,586.30	1,641.40	1,689.98	1,742.90	1,800.90	1,861.08	
	21.88	22.64	23.31	24.04	24.84	25.67	
MEDIA TECHNICIAN 2	45,467	46,980	48,550	50,177	51,879	53,675	
	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55	
	24.04	24.84	25.67	26.53	27.43	28.38	
MEDIA TECHNICIAN 3	49,287	50,971	52,805	54,545	56,512	58,555	
	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	
	26.06	26.95	27.92	28.84	29.88	30.96	
NURSE 1	59,353	61,482	63,569	65,802	67,826	69,913	
	2,275.20	2,356.80	2,436.80	2,522.40	2,600.00	2,680.00	
	28.44	29.46	30.46	31.53	32.50	33.50	
NURSE 2	60,084	62,191	64,299	66,470	68,744	71,207	
	2,303.20	2,384.00	2,464.80	2,548.00	2,635.20	2,729.60	
	28.79	29.80	30.81	31.85	32.94	34.12	
NURSE 3	64,299	66,470	68,744	71,207	73,565	76,028	
	2,464.80	2,548.00	2,635.20	2,729.60	2,820.00	2,914.40	
	30.81	31.85	32.94	34.12	35.25	36.43	
PLANNING AND PROGRAM ANALYST 1	46,980	48,550	50,177	51,879	53,675	55,491	57,534
	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55	2,127.15	2,205.45
	24.84	25.67	26.53	27.43	28.38	29.34	30.42
	59,652	61,751	64,040				
	2,286.65	2,367.13	2,454.85				
	31.54	32.65	33.86				

PLANNING AND PROGRAM ANALYST 2	60,579 2,322.18 32.03	63,056 2,417.15 33.34	65,458 2,509.23 34.61	67,784 2,598.40 35.84	70,281 2,694.10 37.16	73,042 2,799.95 38.62	75,804 2,905.80 40.08	
PLANNING AND PROGRAM ANALYST 3	66,366 2,544.03 35.09	68,787 2,636.83 36.37	71,264 2,731.80 37.68	73,950 2,834.75 39.10	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	
PLANNING AND PROGRAM ANALYST 4	73,950 2,834.75 39.10	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	86,433 3,313.25 45.70	89,970 3,448.83 47.57	93,695 3,591.65 49.54	
PRODUCTION SUPERVISOR	60,579 2,322.18 32.03	63,056 2,417.15 33.34	65,458 2,509.23 34.61	67,784 2,598.40 35.84	70,281 2,694.10 37.16	73,042 2,799.95 38.62	75,804 2,905.80 40.08	
PROGRAM COORDINATOR	63,056 2,417.15 33.34	65,458 2,509.23 34.61	67,784 2,598.40 35.84	70,281 2,694.10 37.16	73,042 2,799.95 38.62	75,804 2,905.80 40.08	78,735 3,018.18 41.63	
PROGRAM COORDINATOR EDUCATION	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	86,433 3,313.25 45.70	89,970 3,448.83 47.57	93,695 3,591.65 49.54	97,781 3,748.25 51.70	101,885 3,905.58 53.87
PSYCHOLOGIST 1	46,980 1,800.90 24.84	48,550 1,861.08 25.67	50,177 1,923.43 26.53	51,879 1,988.68 27.43	53,675 2,057.55 28.38	55,491 2,127.15 29.34	57,534 2,205.45 30.42	
	59,652 2,286.65 31.54	61,751 2,367.13 32.65	64,040 2,454.85 33.86					
PSYCHOLOGIST 2	60,579 2,322.18 32.03	63,056 2,417.15 33.34	65,458 2,509.23 34.61	67,784 2,598.40 35.84	70,281 2,694.10 37.16	73,042 2,799.95 38.62	75,804 2,905.80 40.08	
PSYCHOLOGIST 3	68,787 2,636.83 36.37	71,264 2,731.80 37.68	73,950 2,834.75 39.10	76,844 2,945.68 40.63	79,794 3,058.78 42.19	82,972 3,180.58 43.87	86,433 3,313.25 45.70	

PSYCHOLOGIST 4	76,844	79,794	82,972	86,433	89,970	93,695	97,781	101,885
	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65	3,748.25	3,905.58
	40.63	42.19	43.87	45.70	47.57	49.54	51.70	53.87
PURCHASING AGENT 1	46,980	48,550	50,177	51,879	53,675	55,491		
	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55	2,127.15		
	24.84	25.67	26.53	27.43	28.38	29.34		
PURCHASING AGENT 2	57,571	59,538	61,638	63,888	66,196	68,711		
	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50	2,633.93		
	30.44	31.48	32.59	33.78	35.00	36.33		
PURCHASING AGENT 3	61,638	63,888	66,196	68,711	71,246	73,950		
	2,362.78	2,449.05	2,537.50	2,633.93	2,731.08	2,834.75		
	32.59	33.78	35.00	36.33	37.67	39.10		
RECREATION CONSULTANT 1	44,181	45,467	46,980	48,550	50,177	51,879		
	1,693.60	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68		
	23.36	24.04	24.84	25.67	26.53	27.43		
RECREATION CONSULTANT 2	53,675	55,491	57,534	59,652	61,751	64,040		
	2,057.55	2,127.15	2,205.45	2,286.65	2,367.13	2,454.85		
	28.38	29.34	30.42	31.54	32.65	33.86		
RECREATION CONSULTANT 3	60,579	62,754	65,004	67,501	70,016	72,588		
	2,322.18	2,405.55	2,491.83	2,587.53	2,683.95	2,782.55		
	32.03	33.18	34.37	35.69	37.02	38.38		
RECREATION CONSULTANT 4	65,458	67,784	70,281	73,042	75,804	78,735		
	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,018.18		
	34.61	35.84	37.16	38.62	40.08	41.63		
RESEARCH ASSISTANT 1	40,209	41,382	42,819	44,087	45,467	46,980		
	1,541.35	1,586.30	1,641.40	1,689.98	1,742.90	1,800.90		
	21.26	21.88	22.64	23.31	24.04	24.84		
RESEARCH ASSISTANT 2	45,467	46,980	48,550	50,177	51,879	53,675		
	1,742.90	1,800.90	1,861.08	1,923.43	1,988.68	2,057.55		
	24.04	24.84	25.67	26.53	27.43	28.38		

RESIDENCE COUNSELLOR	49,023	50,233	51,519	53,013	54,432	56,058	
	1,879.20	1,925.60	1,974.90	2,032.18	2,086.55	2,148.90	
	25.92	26.56	27.24	28.03	28.78	29.64	
SECURITY OFFICER 1	35,583	36,605	37,586	38,776	40,028	41,197	
	1,364.00	1,403.20	1,440.80	1,486.40	1,534.40	1,579.20	
	17.05	17.54	18.01	18.58	19.18	19.74	
SECURITY OFFICER 2	37,148	38,254	39,381	40,571	41,802	43,179	
	1,424.00	1,466.40	1,509.60	1,555.20	1,602.40	1,655.20	
	17.80	18.33	18.87	19.44	20.03	20.69	
SENIOR CONSULTING INSTRUCTOR P & E	68,787	71,264	73,950	76,844	79,794	82,972	86,433
	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25
	36.37	37.68	39.10	40.63	42.19	43.87	45.70
SERVICE WORKER 1	35,103	36,021	36,960	37,920	38,984		
	1,345.60	1,380.80	1,416.80	1,453.60	1,494.40		
	16.82	17.26	17.71	18.17	18.68		
SERVICE WORKER 2	40,257	41,322	42,324	43,492	44,724	45,851	
	1,543.20	1,584.00	1,622.40	1,667.20	1,714.40	1,757.60	
	19.29	19.80	20.28	20.84	21.43	21.97	
SERVICE WORKER 3	40,216	41,197	42,365	43,597	44,932	46,310	
	1,541.60	1,579.20	1,624.00	1,671.20	1,722.40	1,775.20	
	19.27	19.74	20.30	20.89	21.53	22.19	
SERVICE WORKER 4	40,424	41,635	43,012	44,264	45,642	47,249	
	1,549.60	1,596.00	1,648.80	1,696.80	1,749.60	1,811.20	
	19.37	19.95	20.61	21.21	21.87	22.64	
STATISTICAL ANALYST 1	53,675	55,491	57,534	59,652	61,751	64,040	
	2,057.55	2,127.15	2,205.45	2,286.65	2,367.13	2,454.85	
	28.38	29.34	30.42	31.54	32.65	33.86	
STATISTICAL ANALYST 2	63,056	65,458	67,784	70,281	73,042	75,804	78,735
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,018.18
	33.34	34.61	35.84	37.16	38.62	40.08	41.63

STATISTICAL ANALYST 3	68,787	71,264	73,950	76,844	79,794	82,972
	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58
	36.37	37.68	39.10	40.63	42.19	43.87
STOREKEEPER 1	38,072	39,150	40,398	41,741	43,084	44,408
	1,459.43	1,500.75	1,548.60	1,600.08	1,651.55	1,702.30
	20.13	20.70	21.36	22.07	22.78	23.48
STOREKEEPER 2	41,382	42,819	44,067	45,467	46,980	48,550
	1,586.30	1,641.40	1,689.25	1,742.90	1,800.90	1,861.08
	21.88	22.64	23.30	24.04	24.84	25.67
STOREKEEPER 3	44,067	45,467	46,980	48,550	50,157	51,879
	1,689.25	1,742.90	1,800.90	1,861.08	1,922.70	1,988.68
	23.30	24.04	24.84	25.67	26.52	27.43
STOREKEEPER 4	46,980	48,550	50,157	51,879	53,675	55,510
	1,800.90	1,861.08	1,922.70	1,988.68	2,057.55	2,127.88
	24.84	25.67	26.52	27.43	28.38	29.35
STORES CLERK 1	33,514	34,441	35,443	36,483	37,505	38,602
	1,284.70	1,320.23	1,358.65	1,398.53	1,437.68	1,479.73
	17.72	18.21	18.74	19.29	19.83	20.41
STORES CLERK 2	36,483	37,505	38,602	39,755	41,041	
	1,398.53	1,437.68	1,479.73	1,523.95	1,573.25	
	19.29	19.83	20.41	21.02	21.70	
SWITCHBOARD OPERATOR 1	30,110	30,942	31,736	32,625	33,514	
	1,154.20	1,186.10	1,216.55	1,250.63	1,284.70	
	15.92	16.36	16.78	17.25	17.72	
SWITCHBOARD OPERATOR 2	35,443	36,275	37,145	38,129	39,074	40,115
	1,358.65	1,390.55	1,423.90	1,461.60	1,497.85	1,537.73
	18.74	19.18	19.64	20.16	20.66	21.21
SWITCHBOARD OPERATOR 3	41,363	42,422	43,519	44,711	45,845	47,056
	1,585.58	1,626.18	1,668.23	1,713.90	1,757.40	1,803.80
	21.87	22.43	23.01	23.64	24.24	24.88
SYSTEMS ANALYST 1	47,793	49,287	50,971	52,805	54,545	56,512
	1,832.08	1,889.35	1,953.88	2,024.20	2,090.90	2,166.30
	25.27	26.06	26.95	27.92	28.84	29.88

SYSTEMS ANALYST 2	50,971	52,805	54,545	56,512	58,555	60,692		
	1,953.88	2,024.20	2,090.90	2,166.30	2,244.60	2,326.53		
	26.95	27.92	28.84	29.88	30.96	32.09		
SYSTEMS ANALYST 3	55,510	57,571	59,538	61,638	63,888	66,196		
	2,127.88	2,206.90	2,282.30	2,362.78	2,449.05	2,537.50		
	29.35	30.44	31.48	32.59	33.78	35.00		
SYSTEMS COORDINATOR 1	66,366	68,787	71,264	73,950	76,844	79,794	82,972	
	2,544.03	2,636.83	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	
	35.09	36.37	37.68	39.10	40.63	42.19	43.87	
SYSTEMS COORDINATOR 2	71,264	73,950	76,844	79,794	82,972	86,433	89,970	
	2,731.80	2,834.75	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	
	37.68	39.10	40.63	42.19	43.87	45.70	47.57	
SYSTEMS COORDINATOR 3	76,844	79,794	82,972	86,433	89,970	93,695	97,781	101,885
	2,945.68	3,058.78	3,180.58	3,313.25	3,448.83	3,591.65	3,748.25	3,905.58
	40.63	42.19	43.87	45.70	47.57	49.54	51.70	53.87
TRAINING CONSULTANT	63,056	65,458	67,784	70,281	73,042	75,804	78,735	
	2,417.15	2,509.23	2,598.40	2,694.10	2,799.95	2,905.80	3,018.18	
	33.34	34.61	35.84	37.16	38.62	40.08	41.63	
WORD PROCESSOR 1	34,819	35,821						
	1,334.73	1,373.15						
	18.41	18.94						
WORD PROCESSOR 2	42,441	43,557	44,786	45,883	47,075	48,342		
	1,626.90	1,669.68	1,716.80	1,758.85	1,804.53	1,853.10		
	22.44	23.03	23.68	24.26	24.89	25.56		
WORD PROCESSOR 3	46,243	47,396	48,758	50,157	51,444	52,957		
	1,772.63	1,816.85	1,869.05	1,922.70	1,972.00	2,030.00		
	24.45	25.06	25.78	26.52	27.20	28.00		
WORD PROCESSOR 4	47,396	48,758	50,157	51,444	52,957	54,507		
	1,816.85	1,869.05	1,922.70	1,972.00	2,030.00	2,089.45		
	25.06	25.78	26.52	27.20	28.00	28.82		

WORD PROCESSOR 5	50,157	51,444	52,957	54,507	56,115	57,798		
	1,922.70	1,972.00	2,030.00	2,089.45	2,151.08	2,215.60		
	26.52	27.20	28.00	28.82	29.67	30.56		
WORD PROCESSOR 6	55,567	57,269	58,952	60,881	62,810	64,777		
	2,130.05	2,195.30	2,259.83	2,333.78	2,407.73	2,483.13		
	29.38	30.28	31.17	32.19	33.21	34.25		
UNIVERSITY INSTRUCTOR	59,387	61,524	63,699	66,196	68,617	71,189	73,894	
	2,276.50	2,358.43	2,441.80	2,537.50	2,630.30	2,728.90	2,832.58	
	31.40	32.53	33.68	35.00	36.28	37.64	39.07	
	76,749	79,719	82,688	84,731	88,211			
	2,942.05	3,055.88	3,169.70	3,248.00	3,381.40			
	40.58	42.15	43.72	44.80	46.64			
ASSISTANT PROFESSOR	69,846	71,756	73,685	75,577	77,506	79,397		
	2,677.43	2,750.65	2,824.60	2,897.10	2,971.05	3,043.55		
	36.93	37.94	38.96	39.96	40.98	41.98		
	81,307	83,199	85,128	87,000	88,910			
	3,116.78	3,189.28	3,263.23	3,335.00	3,408.23			
	42.99	43.99	45.01	46.00	47.01			
ASSOCIATE PROFESSOR	82,556	85,128	87,624	90,197	92,731	95,265	97,781	100,315
	3,164.63	3,263.23	3,358.93	3,457.53	3,554.68	3,651.83	3,748.25	3,845.40
	43.65	45.01	46.33	47.69	49.03	50.37	51.70	53.04
	102,944	105,384	107,937	110,509	113,062	115,540	118,112	
	3,946.18	4,039.70	4,137.58	4,236.18	4,334.05	4,429.03	4,527.63	
	54.43	55.72	57.07	58.43	59.78	61.09	62.45	
FULL PROFESSOR	101,582	104,760	107,937	111,171	114,330	117,469	120,665	123,805
	3,893.98	4,015.78	4,137.58	4,261.55	4,382.63	4,502.98	4,625.50	4,745.85
	53.71	55.39	57.07	58.78	60.45	62.11	63.80	65.46
	127,001	130,179	133,356	136,552	139,692	142,869	146,047	
	4,868.38	4,990.18	5,111.98	5,234.50	5,354.85	5,476.65	5,598.45	
	67.15	68.83	70.51	72.20	73.86	75.54	77.22	

Effective April 1, 2020 to March 31, 2021

ACCOUNTING CLERK 1	44,181	45,335	46,507	47,661	48,966	50,403
	1,693.60	1,737.83	1,782.78	1,827.00	1,877.03	1,932.13
	23.36	23.97	24.59	25.20	25.89	26.65
ACCOUNTING CLERK 2	50,479	51,784	53,203	54,470	55,945	57,628
	1,935.03	1,985.05	2,039.43	2,088.00	2,144.55	2,209.08
	26.69	27.38	28.13	28.80	29.58	30.47
ACCOUNTS MANAGER (Present Incumbent Only)	47,831	48,985	50,309	51,425	52,862	54,205
	1,833.53	1,877.75	1,928.50	1,971.28	2,026.38	2,077.85
	25.29	25.90	26.60	27.19	27.95	28.66
ADMINISTRATIVE ASSISTANT 1	33,590	34,214	35,160	36,048	37,013	
	1,287.60	1,311.53	1,347.78	1,381.85	1,418.83	
	17.76	18.09	18.59	19.06	19.57	
ADMINISTRATIVE ASSISTANT 2	37,732	38,526	39,472	40,417	41,514	42,536
	1,446.38	1,476.83	1,513.08	1,549.33	1,591.38	1,630.53
	19.95	20.37	20.87	21.37	21.95	22.49
ADMINISTRATIVE ASSISTANT 3	42,763	43,878	45,127	46,224	47,434	48,701
	1,639.23	1,682.00	1,729.85	1,771.90	1,818.30	1,866.88
	22.61	23.20	23.86	24.44	25.08	25.75
ADMINISTRATIVE ASSISTANT 4	47,831	48,985	50,309	51,425	52,862	54,205
	1,833.53	1,877.75	1,928.50	1,971.28	2,026.38	2,077.85
	25.29	25.90	26.60	27.19	27.95	28.66
ADMINISTRATIVE OFFICER	50,536	51,822	53,354	54,924	56,531	58,233
	1,937.20	1,986.50	2,045.23	2,105.40	2,167.03	2,232.28
	26.72	27.40	28.21	29.04	29.89	30.79
ADMINISTRATIVE OFFICER 1	52,238	53,940	55,699	57,515	59,501	61,562
	2,002.45	2,067.70	2,135.13	2,204.73	2,280.85	2,359.88
	27.62	28.52	29.45	30.41	31.46	32.55
ADMINISTRATIVE OFFICER 2	55,926	58,007	59,992	62,092	64,361	66,688
	2,143.83	2,223.58	2,299.70	2,380.18	2,467.18	2,556.35
	29.57	30.67	31.72	32.83	34.03	35.26

ADMINISTRATIVE	58,952	61,033	63,227	65,496	68,011	70,546	73,137
OFFICER 3	2,259.83	2,339.58	2,423.68	2,510.68	2,607.10	2,704.25	2,803.58
	31.17	32.27	33.43	34.63	35.96	37.30	38.67
ADMINISTRATIVE	66,858	69,298	71,794	74,499	77,411	80,400	83,596
OFFICER 4	2,562.88	2,656.40	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50
	35.35	36.64	37.96	39.39	40.93	42.51	44.20
ASSISTANT DIRECTOR	77,411	80,400	83,596	87,076	90,650	94,395	
INFORMATION SERVICES	2,967.43	3,081.98	3,204.50	3,337.90	3,474.93	3,618.48	
	40.93	42.51	44.20	46.04	47.93	49.91	
ASSISTANT GUIDANCE	47,340	48,909	50,555	52,276	54,073	55,907	57,969
COUNSELLOR	1,814.68	1,874.85	1,937.93	2,003.90	2,072.78	2,143.10	2,222.13
	25.03	25.86	26.73	27.64	28.59	29.56	30.65
	60,106	62,205	64,513				
	2,304.05	2,384.53	2,472.98				
	31.78	32.89	34.11				
ASSISTANT PRINCIPAL	71,794	74,499	77,411	80,400	83,596	87,076	90,650
EDUCATION	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50	3,337.90	3,474.93
	37.96	39.39	40.93	42.51	44.20	46.04	47.93
ASSISTANT PROGRAM	55,926	58,007	59,992	62,092	64,361	66,688	
COORDINATOR	2,143.83	2,223.58	2,299.70	2,380.18	2,467.18	2,556.35	
	29.57	30.67	31.72	32.83	34.03	35.26	
BUILDING SERVICE	44,598	45,976	47,604	49,023	50,588	52,424	
SUPERVISOR	1,709.60	1,762.40	1,824.80	1,879.20	1,939.20	2,009.60	
	21.37	22.03	22.81	23.49	24.24	25.12	
BUILDING SERVICE	36,877	37,878	39,068	40,320	41,510	42,908	44,181
WORKER 1	1,413.60	1,452.00	1,497.60	1,545.60	1,591.20	1,644.80	1,693.60
	17.67	18.15	18.72	19.32	19.89	20.56	21.17
BUILDING SERVICE	37,878	39,068	40,320	41,510	42,908	44,348	45,642
WORKER 2	1,452.00	1,497.60	1,545.60	1,591.20	1,644.80	1,700.00	1,749.60
	18.15	18.72	19.32	19.89	20.56	21.25	21.87
BUILDING SERVICE	39,673	40,884	42,115	43,513	44,974	46,456	47,812
WORKER 3	1,520.80	1,567.20	1,614.40	1,668.00	1,724.00	1,780.80	1,832.80
	19.01	19.59	20.18	20.85	21.55	22.26	22.91

CHAIRPERSON	77,638	80,702	84,012	87,492	91,274	93,998	96,703
	2,976.13	3,093.58	3,220.45	3,353.85	3,498.85	3,603.25	3,706.93
	41.05	42.67	44.42	46.26	48.26	49.70	51.13
CLERK 1	30,337	31,169	31,982	32,871			
	1,162.90	1,194.80	1,225.98	1,260.05			
	16.04	16.48	16.91	17.38			
CLERK 2	35,708	36,540	37,429	38,413	39,358	40,417	
	1,368.80	1,400.70	1,434.78	1,472.48	1,508.73	1,549.33	
	18.88	19.32	19.79	20.31	20.81	21.37	
CLERK 3	42,895	43,973	45,164	46,280	47,510	48,909	
	1,644.30	1,685.63	1,731.30	1,774.08	1,821.20	1,874.85	
	22.68	23.25	23.88	24.47	25.12	25.86	
CLERK 4	49,968	51,236	52,541	53,940	55,302	56,720	
	1,915.45	1,964.03	2,014.05	2,067.70	2,119.90	2,174.28	
	26.42	27.09	27.78	28.52	29.24	29.99	
CLERK 5	50,536	51,822	53,354	54,924	56,531	58,233	
	1,937.20	1,986.50	2,045.23	2,105.40	2,167.03	2,232.28	
	26.72	27.40	28.21	29.04	29.89	30.79	
CLERK-TYPIST 1	32,530	33,325	34,063	34,989	35,897		
	1,247.00	1,277.45	1,305.73	1,341.25	1,376.05		
	17.20	17.62	18.01	18.50	18.98		
CLERK-TYPIST 2	35,708	36,540	37,429	38,413	39,358	40,417	
	1,368.80	1,400.70	1,434.78	1,472.48	1,508.73	1,549.33	
	18.88	19.32	19.79	20.31	20.81	21.37	
CLERK-TYPIST 3	41,666	42,744	43,841	45,051	46,186	47,415	
	1,597.18	1,638.50	1,680.55	1,726.95	1,770.45	1,817.58	
	22.03	22.60	23.18	23.82	24.42	25.07	
COMPUTER OPERATOR 1	40,436	41,533	42,573	43,708	44,937	46,205	
	1,550.05	1,592.10	1,631.98	1,675.48	1,722.60	1,771.18	
	21.38	21.96	22.51	23.11	23.76	24.43	

COMPUTER OPERATOR 2	49,307	50,574	51,841	53,354	54,791	56,418	
	1,890.08	1,938.65	1,987.23	2,045.23	2,100.33	2,162.68	
	26.07	26.74	27.41	28.21	28.97	29.83	
COMPUTER OPERATOR 3	49,496	50,914	52,578	54,186	55,831	57,666	
	1,897.33	1,951.70	2,015.50	2,077.13	2,140.20	2,210.53	
	26.17	26.92	27.80	28.65	29.52	30.49	
COMPUTER OPERATOR 4	49,666	51,349	53,203	54,961	56,928	58,990	
	1,903.85	1,968.38	2,039.43	2,106.85	2,182.25	2,261.28	
	26.26	27.15	28.13	29.06	30.10	31.19	
COMPUTER PROGRAMMER 1	51,841	53,600	55,397	57,326	59,236	61,335	63,567
	1,987.23	2,054.65	2,123.53	2,197.48	2,270.70	2,351.18	2,436.73
	27.41	28.34	29.29	30.31	31.32	32.43	33.61
	65,950	68,201	70,792				
	2,528.08	2,614.35	2,713.68				
	34.87	36.06	37.43				
COMPUTER PROGRAMMER 2A	60,408	62,489	64,683	66,914	69,317	71,870	74,612
	2,315.65	2,395.40	2,479.50	2,565.05	2,657.13	2,755.00	2,860.13
	31.94	33.04	34.20	35.38	36.65	38.00	39.45
	77,411	80,305					
	2,967.43	3,078.35					
	40.93	42.46					
COMPUTER PROGRAMMER 2B	69,695	72,286	74,915	77,657	80,740	83,842	87,114
	2,671.63	2,770.95	2,871.73	2,976.85	3,095.03	3,213.93	3,339.35
	36.85	38.22	39.61	41.06	42.69	44.33	46.06
COMPUTER PROGRAMMER 3	73,421	76,106	78,811	81,780	84,958	88,248	91,766
	2,814.45	2,917.40	3,021.08	3,134.90	3,256.70	3,382.85	3,517.70
	38.82	40.24	41.67	43.24	44.92	46.66	48.52
COMPUTER PROGRAMMER 4	76,106	78,811	81,780	84,958	88,248	91,766	95,549
	2,917.40	3,021.08	3,134.90	3,256.70	3,382.85	3,517.70	3,662.70
	40.24	41.67	43.24	44.92	46.66	48.52	50.52
COMPUTER PROGRAMMER 5	81,780	84,958	88,248	91,766	95,549	99,521	103,776
	3,134.90	3,256.70	3,382.85	3,517.70	3,662.70	3,814.95	3,978.08
	43.24	44.92	46.66	48.52	50.52	52.62	54.87

COOK 1	41,364	42,449	43,471	44,598	45,830	47,124	
	1,585.60	1,627.20	1,666.40	1,709.60	1,756.80	1,806.40	
	19.82	20.34	20.83	21.37	21.96	22.58	
COOK 2	45,537	46,685	47,771	48,981	50,254	51,631	
	1,745.60	1,789.60	1,831.20	1,877.60	1,926.40	1,979.20	
	21.82	22.37	22.89	23.47	24.08	24.74	
COOK 3	48,710	49,899	51,068	52,404	53,718	55,054	
	1,867.20	1,912.80	1,957.60	2,008.80	2,059.20	2,110.40	
	23.34	23.91	24.47	25.11	25.74	26.38	
CURRICULUM CONSULT	71,794	74,499	77,411	80,400	83,596	87,076	90,650
	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50	3,337.90	3,474.93
	37.96	39.39	40.93	42.51	44.20	46.04	47.93
DUPLICATING EQUIPMENT OPERATOR 1	32,871	33,760	34,706	35,708	36,748	37,788	
	1,260.05	1,294.13	1,330.38	1,368.80	1,408.68	1,448.55	
	17.38	17.85	18.35	18.88	19.43	19.98	
DUPLICATING EQUIPMENT OPERATOR 2	37,183	38,394	39,472	40,701	42,063	43,406	
	1,425.35	1,471.75	1,513.08	1,560.20	1,612.40	1,663.88	
	19.66	20.30	20.87	21.52	22.24	22.95	
DUPLICATING EQUIPMENT OPERATOR 3	44,408	45,807	47,340	48,909	50,555	52,276	
	1,702.30	1,755.95	1,814.68	1,874.85	1,937.93	2,003.90	
	23.48	24.22	25.03	25.86	26.73	27.64	
DUPLICATING EQUIPMENT OPERATOR 4	48,153	49,666	51,349	53,203	54,961	56,928	
	1,845.85	1,903.85	1,968.38	2,039.43	2,106.85	2,182.25	
	25.46	26.26	27.15	28.13	29.06	30.10	
ECONOMIC DEVELOPMENT CONSULTANT 1	53,278	55,094	56,891	58,952	61,033	63,227	65,496
	2,042.33	2,111.93	2,180.80	2,259.83	2,339.58	2,423.68	2,510.68
	28.17	29.13	30.08	31.17	32.27	33.43	34.63
ECONOMIC DEVELOPMENT CONSULTANT 2	66,858	69,298	71,794	74,499	77,411	80,400	83,596
	2,562.88	2,656.40	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50
	35.35	36.64	37.96	39.39	40.93	42.51	44.20

ECONOMIC DEVELOPMENT CONSULTANT 3	71,794 2,752.10 37.96	74,499 2,855.78 39.39	77,411 2,967.43 40.93	80,400 3,081.98 42.51	83,596 3,204.50 44.20	87,076 3,337.90 46.04	90,650 3,474.93 47.93
ECONOMIC DEVELOPMENT CONSULTANT 4	77,411 2,967.43 40.93	80,400 3,081.98 42.51	83,596 3,204.50 44.20	87,076 3,337.90 46.04	90,650 3,474.93 47.93	94,395 3,618.48 49.91	98,518 3,776.53 52.09
	102,641 3,934.58 54.27						
EDUCATION ADMINISTRATION CONSULTANT	74,499 2,855.78 39.39	77,411 2,967.43 40.93	80,400 3,081.98 42.51	83,596 3,204.50 44.20	87,076 3,337.90 46.04	90,650 3,474.93 47.93	94,395 3,618.48 49.91
EDUCATION CONSULTANT	61,033 2,339.58 32.27	63,529 2,435.28 33.59	65,950 2,528.08 34.87	68,295 2,617.98 36.11	70,811 2,714.40 37.44	73,591 2,820.98 38.91	76,371 2,927.55 40.38
EDUCATIONAL ASSISTANT 1	41,250 1,581.23 21.81	42,441 1,626.90 22.44	43,746 1,676.93 23.13	45,202 1,732.75 23.90	46,583 1,785.68 24.63	48,153 1,845.85 25.46	
EDUCATIONAL ASSISTANT 2	45,807 1,755.95 24.22	47,340 1,814.68 25.03	48,909 1,874.85 25.86	50,555 1,937.93 26.73	52,276 2,003.90 27.64	54,073 2,072.78 28.59	
EDUCATIONAL ASSISTANT 3	48,153 1,845.85 25.46	49,666 1,903.85 26.26	51,349 1,968.38 27.15	53,203 2,039.43 28.13	54,961 2,106.85 29.06	56,928 2,182.25 30.10	
EDUCATIONAL DEVELOPMENT OFFICER	63,529 2,435.28 33.59	65,950 2,528.08 34.87	68,295 2,617.98 36.11	70,811 2,714.40 37.44	73,591 2,820.98 38.91	76,371 2,927.55 40.38	79,321 3,040.65 41.94
FINANCIAL OFFICER 1	49,666 1,903.85 26.26	51,349 1,968.38 27.15	53,203 2,039.43 28.13	54,961 2,106.85 29.06	56,928 2,182.25 30.10	58,990 2,261.28 31.19	

FINANCIAL OFFICER 2	51,349	53,203	54,961	56,928	58,990	61,146	
	1,968.38	2,039.43	2,106.85	2,182.25	2,261.28	2,343.93	
	27.15	28.13	29.06	30.10	31.19	32.33	
FINANCIAL OFFICER 3	58,007	59,992	62,092	64,361	66,688	69,222	
	2,223.58	2,299.70	2,380.18	2,467.18	2,556.35	2,653.50	
	30.67	31.72	32.83	34.03	35.26	36.60	
FINANCIAL OFFICER 4	63,529	65,950	68,295	70,811	73,591	76,371	
	2,435.28	2,528.08	2,617.98	2,714.40	2,820.98	2,927.55	
	33.59	34.87	36.11	37.44	38.91	40.38	
FINANCIAL OFFICER 5	66,064	68,484	71,075	73,818	76,674	79,700	84,012
	2,532.43	2,625.23	2,724.55	2,829.68	2,939.15	3,055.15	3,220.45
	34.93	36.21	37.58	39.03	40.54	42.14	44.42
GARDENER 1	40,174	41,405	42,637	43,951	45,308	46,769	
	1,540.00	1,587.20	1,634.40	1,684.80	1,736.80	1,792.80	
	19.25	19.84	20.43	21.06	21.71	22.41	
GARDENER 2	41,405	42,637	43,951	45,308	46,769	48,230	
	1,587.20	1,634.40	1,684.80	1,736.80	1,792.80	1,848.80	
	19.84	20.43	21.06	21.71	22.41	23.11	
GARDENER 3	43,951	45,308	46,769	48,230	49,962	51,590	
	1,684.80	1,736.80	1,792.80	1,848.80	1,915.20	1,977.60	
	21.06	21.71	22.41	23.11	23.94	24.72	
GARDENER 4	54,198	56,160	58,122	60,167	62,400	64,717	
	2,077.60	2,152.80	2,228.00	2,306.40	2,392.00	2,480.80	
	25.97	26.91	27.85	28.83	29.90	31.01	
GUIDANCE OFFICER 1	61,033	63,529	65,950	68,295	70,811	73,591	76,371
	2,339.58	2,435.28	2,528.08	2,617.98	2,714.40	2,820.98	2,927.55
	32.27	33.59	34.87	36.11	37.44	38.91	40.38
GUIDANCE OFFICER 2	65,950	68,295	70,811	73,591	76,371	78,905	81,931
	2,528.08	2,617.98	2,714.40	2,820.98	2,927.55	3,024.70	3,140.70
	34.87	36.11	37.44	38.91	40.38	41.72	43.32
ILLUSTRATOR 1	41,250	42,441	43,746	45,202	46,583	48,153	
	1,581.23	1,626.90	1,676.93	1,732.75	1,785.68	1,845.85	
	21.81	22.44	23.13	23.90	24.63	25.46	

ILLUSTRATOR 2	48,153	49,666	51,349	53,203	54,961	56,928	
	1,845.85	1,903.85	1,968.38	2,039.43	2,106.85	2,182.25	
	25.46	26.26	27.15	28.13	29.06	30.10	
ILLUSTRATOR 3	51,349	53,203	54,961	56,928	58,990	61,146	
	1,968.38	2,039.43	2,106.85	2,182.25	2,261.28	2,343.93	
	27.15	28.13	29.06	30.10	31.19	32.33	
INSTRUCTOR (COLLEGE)	59,841	61,978	64,172	66,688	69,127	71,718	74,442
	2,293.90	2,375.83	2,459.93	2,556.35	2,649.88	2,749.20	2,853.60
	31.64	32.77	33.93	35.26	36.55	37.92	39.36
	77,317	80,324	83,312	85,374	88,873		
	2,963.80	3,079.08	3,193.63	3,272.65	3,406.78		
	40.88	42.47	44.05	45.14	46.99		
LIBRARIAN 1	50,536	51,822	53,354	54,924	56,531	58,233	
	1,937.20	1,986.50	2,045.23	2,105.40	2,167.03	2,232.28	
	26.72	27.40	28.21	29.04	29.89	30.79	
LIBRARIAN 2	54,924	56,531	58,233	60,106	62,205	64,513	
	2,105.40	2,167.03	2,232.28	2,304.05	2,384.53	2,472.98	
	29.04	29.89	30.79	31.78	32.89	34.11	
LIBRARIAN 3	62,205	64,513	67,614	70,678	73,591	76,371	
	2,384.53	2,472.98	2,591.88	2,709.33	2,820.98	2,927.55	
	32.89	34.11	35.75	37.37	38.91	40.38	
LIBRARIAN 4	70,811	73,591	76,371	77,411	80,400	83,596	
	2,714.40	2,820.98	2,927.55	2,967.43	3,081.98	3,204.50	
	37.44	38.91	40.38	40.93	42.51	44.20	
LIBRARY DIRECTOR 1	74,499	77,411	80,400	83,596	87,076	90,650	
	2,855.78	2,967.43	3,081.98	3,204.50	3,337.90	3,474.93	
	39.39	40.93	42.51	44.20	46.04	47.93	
LIBRARY TECHNICIAN 1	43,349	44,351	45,486	46,659	47,983	49,420	
	1,661.70	1,700.13	1,743.63	1,788.58	1,839.33	1,894.43	
	22.92	23.45	24.05	24.67	25.37	26.13	
LIBRARY TECHNICIAN 2	48,815	49,931	51,330	52,711	54,129	55,567	
	1,871.23	1,914.00	1,967.65	2,020.58	2,074.95	2,130.05	
	25.81	26.40	27.14	27.87	28.62	29.38	

LIBRARY TECHNICIAN 3	50,536	51,822	53,354	54,924	56,531	58,233	
	1,937.20	1,986.50	2,045.23	2,105.40	2,167.03	2,232.28	
	26.72	27.40	28.21	29.04	29.89	30.79	
MEDIA SPECIALIST 1	63,529	65,950	68,295	70,811	73,591	76,371	
	2,435.28	2,528.08	2,617.98	2,714.40	2,820.98	2,927.55	
	33.59	34.87	36.11	37.44	38.91	40.38	
MEDIA SPECIALIST 2	66,858	69,298	71,794	74,499	77,411	80,400	83,596
	2,562.88	2,656.40	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50
	35.35	36.64	37.96	39.39	40.93	42.51	44.20
MEDIA TECHNICIAN 1	41,684	43,141	44,408	45,807	47,340	48,909	
	1,597.90	1,653.73	1,702.30	1,755.95	1,814.68	1,874.85	
	22.04	22.81	23.48	24.22	25.03	25.86	
MEDIA TECHNICIAN 2	45,807	47,340	48,909	50,555	52,276	54,073	
	1,755.95	1,814.68	1,874.85	1,937.93	2,003.90	2,072.78	
	24.22	25.03	25.86	26.73	27.64	28.59	
MEDIA TECHNICIAN 3	49,666	51,349	53,203	54,961	56,928	58,990	
	1,903.85	1,968.38	2,039.43	2,106.85	2,182.25	2,261.28	
	26.26	27.15	28.13	29.06	30.10	31.19	
NURSE 1	59,791	61,941	64,049	66,303	68,327	70,435	
	2,292.00	2,374.40	2,455.20	2,541.60	2,619.20	2,700.00	
	28.65	29.68	30.69	31.77	32.74	33.75	
NURSE 2	60,543	62,651	64,779	66,971	69,266	71,750	
	2,320.80	2,401.60	2,483.20	2,567.20	2,655.20	2,750.40	
	29.01	30.02	31.04	32.09	33.19	34.38	
NURSE 3	64,779	66,971	69,266	71,750	74,108	76,591	
	2,483.20	2,567.20	2,655.20	2,750.40	2,840.80	2,936.00	
	31.04	32.09	33.19	34.38	35.51	36.70	
PLANNING AND PROGRAM ANALYST 1	47,340	48,909	50,555	52,276	54,073	55,907	57,969
	1,814.68	1,874.85	1,937.93	2,003.90	2,072.78	2,143.10	2,222.13
	25.03	25.86	26.73	27.64	28.59	29.56	30.65
	60,106	62,205	64,513				
	2,304.05	2,384.53	2,472.98				
	31.78	32.89	34.11				

PLANNING AND PROGRAM ANALYST 2	61,033 2,339.58 32.27	63,529 2,435.28 33.59	65,950 2,528.08 34.87	68,295 2,617.98 36.11	70,811 2,714.40 37.44	73,591 2,820.98 38.91	76,371 2,927.55 40.38	
PLANNING AND PROGRAM ANALYST 3	66,858 2,562.88 35.35	69,298 2,656.40 36.64	71,794 2,752.10 37.96	74,499 2,855.78 39.39	77,411 2,967.43 40.93	80,400 3,081.98 42.51	83,596 3,204.50 44.20	
PLANNING AND PROGRAM ANALYST 4	74,499 2,855.78 39.39	77,411 2,967.43 40.93	80,400 3,081.98 42.51	83,596 3,204.50 44.20	87,076 3,337.90 46.04	90,650 3,474.93 47.93	94,395 3,618.48 49.91	
PRODUCTION SUPERVISOR	61,033 2,339.58 32.27	63,529 2,435.28 33.59	65,950 2,528.08 34.87	68,295 2,617.98 36.11	70,811 2,714.40 37.44	73,591 2,820.98 38.91	76,371 2,927.55 40.38	
PROGRAM COORDINATOR	63,529 2,435.28 33.59	65,950 2,528.08 34.87	68,295 2,617.98 36.11	70,811 2,714.40 37.44	73,591 2,820.98 38.91	76,371 2,927.55 40.38	79,321 3,040.65 41.94	
PROGRAM COORDINATOR EDUCATION	77,411 2,967.43 40.93	80,400 3,081.98 42.51	83,596 3,204.50 44.20	87,076 3,337.90 46.04	90,650 3,474.93 47.93	94,395 3,618.48 49.91	98,518 3,776.53 52.09	102,641 3,934.58 54.27
PSYCHOLOGIST 1	47,340 1,814.68 25.03	48,909 1,874.85 25.86	50,555 1,937.93 26.73	52,276 2,003.90 27.64	54,073 2,072.78 28.59	55,907 2,143.10 29.56	57,969 2,222.13 30.65	
	60,106 2,304.05 31.78	62,205 2,384.53 32.89	64,513 2,472.98 34.11					
PSYCHOLOGIST 2	61,033 2,339.58 32.27	63,529 2,435.28 33.59	65,950 2,528.08 34.87	68,295 2,617.98 36.11	70,811 2,714.40 37.44	73,591 2,820.98 38.91	76,371 2,927.55 40.38	
PSYCHOLOGIST 3	69,298 2,656.40 36.64	71,794 2,752.10 37.96	74,499 2,855.78 39.39	77,411 2,967.43 40.93	80,400 3,081.98 42.51	83,596 3,204.50 44.20	87,076 3,337.90 46.04	

PSYCHOLOGIST 4	77,411	80,400	83,596	87,076	90,650	94,395	98,518	102,641
	2,967.43	3,081.98	3,204.50	3,337.90	3,474.93	3,618.48	3,776.53	3,934.58
	40.93	42.51	44.20	46.04	47.93	49.91	52.09	54.27
PURCHASING AGENT 1	47,340	48,909	50,555	52,276	54,073	55,907		
	1,814.68	1,874.85	1,937.93	2,003.90	2,072.78	2,143.10		
	25.03	25.86	26.73	27.64	28.59	29.56		
PURCHASING AGENT 2	58,007	59,992	62,092	64,361	66,688	69,222		
	2,223.58	2,299.70	2,380.18	2,467.18	2,556.35	2,653.50		
	30.67	31.72	32.83	34.03	35.26	36.60		
PURCHASING AGENT 3	62,092	64,361	66,688	69,222	71,775	74,499		
	2,380.18	2,467.18	2,556.35	2,653.50	2,751.38	2,855.78		
	32.83	34.03	35.26	36.60	37.95	39.39		
RECREATION CONSULTANT 1	44,521	45,807	47,340	48,909	50,555	52,276		
	1,706.65	1,755.95	1,814.68	1,874.85	1,937.93	2,003.90		
	23.54	24.22	25.03	25.86	26.73	27.64		
RECREATION CONSULTANT 2	54,073	55,907	57,969	60,106	62,205	64,513		
	2,072.78	2,143.10	2,222.13	2,304.05	2,384.53	2,472.98		
	28.59	29.56	30.65	31.78	32.89	34.11		
RECREATION CONSULTANT 3	61,033	63,227	65,496	68,011	70,546	73,137		
	2,339.58	2,423.68	2,510.68	2,607.10	2,704.25	2,803.58		
	32.27	33.43	34.63	35.96	37.30	38.67		
RECREATION CONSULTANT 4	65,950	68,295	70,811	73,591	76,371	79,321		
	2,528.08	2,617.98	2,714.40	2,820.98	2,927.55	3,040.65		
	34.87	36.11	37.44	38.91	40.38	41.94		
RESEARCH ASSISTANT 1	40,512	41,684	43,141	44,408	45,807	47,340		
	1,552.95	1,597.90	1,653.73	1,702.30	1,755.95	1,814.68		
	21.42	22.04	22.81	23.48	24.22	25.03		
RESEARCH ASSISTANT 2	45,807	47,340	48,909	50,555	52,276	54,073		
	1,755.95	1,814.68	1,874.85	1,937.93	2,003.90	2,072.78		
	24.22	25.03	25.86	26.73	27.64	28.59		
RESIDENCE COUNSELLOR	49,382	50,611	51,897	53,411	54,848	56,474		
	1,892.98	1,940.10	1,989.40	2,047.40	2,102.50	2,164.85		
	26.11	26.76	27.44	28.24	29.00	29.86		

SECURITY OFFICER 1	35,854	36,877	37,878	39,068	40,320	41,510	
	1,374.40	1,413.60	1,452.00	1,497.60	1,545.60	1,591.20	
	17.18	17.67	18.15	18.72	19.32	19.89	
SECURITY OFFICER 2	37,419	38,546	39,673	40,884	42,115	43,513	
	1,434.40	1,477.60	1,520.80	1,567.20	1,614.40	1,668.00	
	17.93	18.47	19.01	19.59	20.18	20.85	
SENIOR CONSULTING INSTRUCTOR P & E	69,298	71,794	74,499	77,411	80,400	83,596	87,076
	2,656.40	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50	3,337.90
	36.64	37.96	39.39	40.93	42.51	44.20	46.04
SERVICE WORKER 1	35,374	36,292	37,231	38,212	39,277		
	1,356.00	1,391.20	1,427.20	1,464.80	1,505.60		
	16.95	17.39	17.84	18.31	18.82		
SERVICE WORKER 2	40,550	41,635	42,637	43,826	45,057	46,184	
	1,554.40	1,596.00	1,634.40	1,680.00	1,727.20	1,770.40	
	19.43	19.95	20.43	21.00	21.59	22.13	
SERVICE WORKER 3	40,508	41,510	42,678	43,931	45,266	46,664	
	1,552.80	1,591.20	1,636.00	1,684.00	1,735.20	1,788.80	
	19.41	19.89	20.45	21.05	21.69	22.36	
SERVICE WORKER 4	40,737	41,948	43,325	44,598	45,976	47,604	
	1,561.60	1,608.00	1,660.80	1,709.60	1,762.40	1,824.80	
	19.52	20.10	20.76	21.37	22.03	22.81	
STATISTICAL ANALYST 1	54,073	55,907	57,969	60,106	62,205	64,513	
	2,072.78	2,143.10	2,222.13	2,304.05	2,384.53	2,472.98	
	28.59	29.56	30.65	31.78	32.89	34.11	
STATISTICAL ANALYST 2	63,529	65,950	68,295	70,811	73,591	76,371	79,321
	2,435.28	2,528.08	2,617.98	2,714.40	2,820.98	2,927.55	3,040.65
	33.59	34.87	36.11	37.44	38.91	40.38	41.94
STATISTICAL ANALYST 3	69,298	71,794	74,499	77,411	80,400	83,596	
	2,656.40	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50	
	36.64	37.96	39.39	40.93	42.51	44.20	
STOREKEEPER 1	38,356	39,453	40,701	42,063	43,406	44,748	
	1,470.30	1,512.35	1,560.20	1,612.40	1,663.88	1,715.35	
	20.28	20.86	21.52	22.24	22.95	23.66	

STOREKEEPER 2	41,684	43,141	44,389	45,807	47,340	48,909
	1,597.90	1,653.73	1,701.58	1,755.95	1,814.68	1,874.85
	22.04	22.81	23.47	24.22	25.03	25.86
STOREKEEPER 3	44,389	45,807	47,340	48,909	50,536	52,276
	1,701.58	1,755.95	1,814.68	1,874.85	1,937.20	2,003.90
	23.47	24.22	25.03	25.86	26.72	27.64
STOREKEEPER 4	47,340	48,909	50,536	52,276	54,073	55,926
	1,814.68	1,874.85	1,937.20	2,003.90	2,072.78	2,143.83
	25.03	25.86	26.72	27.64	28.59	29.57
STORES CLERK 1	33,760	34,706	35,708	36,748	37,788	38,885
	1,294.13	1,330.38	1,368.80	1,408.68	1,448.55	1,490.60
	17.85	18.35	18.88	19.43	19.98	20.56
STORES CLERK 2	36,748	37,788	38,885	40,058	41,344	
	1,408.68	1,448.55	1,490.60	1,535.55	1,584.85	
	19.43	19.98	20.56	21.18	21.86	
SWITCHBOARD OPERATOR 1	30,337	31,169	31,982	32,871	33,760	
	1,162.90	1,194.80	1,225.98	1,260.05	1,294.13	
	16.04	16.48	16.91	17.38	17.85	
SWITCHBOARD OPERATOR 2	35,708	36,540	37,429	38,413	39,358	40,417
	1,368.80	1,400.70	1,434.78	1,472.48	1,508.73	1,549.33
	18.88	19.32	19.79	20.31	20.81	21.37
SWITCHBOARD OPERATOR 3	41,666	42,744	43,841	45,051	46,186	47,415
	1,597.18	1,638.50	1,680.55	1,726.95	1,770.45	1,817.58
	22.03	22.60	23.18	23.82	24.42	25.07
SYSTEMS ANALYST 1	48,153	49,666	51,349	53,203	54,961	56,928
	1,845.85	1,903.85	1,968.38	2,039.43	2,106.85	2,182.25
	25.46	26.26	27.15	28.13	29.06	30.10
SYSTEMS ANALYST 2	51,349	53,203	54,961	56,928	58,990	61,146
	1,968.38	2,039.43	2,106.85	2,182.25	2,261.28	2,343.93
	27.15	28.13	29.06	30.10	31.19	32.33
SYSTEMS ANALYST 3	55,926	58,007	59,992	62,092	64,361	66,688
	2,143.83	2,223.58	2,299.70	2,380.18	2,467.18	2,556.35
	29.57	30.67	31.72	32.83	34.03	35.26

SYSTEMS	66,858	69,298	71,794	74,499	77,411	80,400	83,596	
COORDINATOR 1	2,562.88	2,656.40	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50	
	35.35	36.64	37.96	39.39	40.93	42.51	44.20	
SYSTEMS	71,794	74,499	77,411	80,400	83,596	87,076	90,650	
COORDINATOR 2	2,752.10	2,855.78	2,967.43	3,081.98	3,204.50	3,337.90	3,474.93	
	37.96	39.39	40.93	42.51	44.20	46.04	47.93	
SYSTEMS	77,411	80,400	83,596	87,076	90,650	94,395	98,518	102,641
COORDINATOR 3	2,967.43	3,081.98	3,204.50	3,337.90	3,474.93	3,618.48	3,776.53	3,934.58
	40.93	42.51	44.20	46.04	47.93	49.91	52.09	54.27
TRAINING CONSULTANT	63,529	65,950	68,295	70,811	73,591	76,371	79,321	
	2,435.28	2,528.08	2,617.98	2,714.40	2,820.98	2,927.55	3,040.65	
	33.59	34.87	36.11	37.44	38.91	40.38	41.94	
WORD PROCESSOR 1	35,084	36,086						
	1,344.88	1,383.30						
	18.55	19.08						
WORD PROCESSOR 2	42,763	43,878	45,127	46,224	47,434	48,701		
	1,639.23	1,682.00	1,729.85	1,771.90	1,818.30	1,866.88		
	22.61	23.20	23.86	24.44	25.08	25.75		
WORD PROCESSOR 3	46,583	47,756	49,117	50,536	51,822	53,354		
	1,785.68	1,830.63	1,882.83	1,937.20	1,986.50	2,045.23		
	24.63	25.25	25.97	26.72	27.40	28.21		
WORD PROCESSOR 4	47,756	49,117	50,536	51,822	53,354	54,924		
	1,830.63	1,882.83	1,937.20	1,986.50	2,045.23	2,105.40		
	25.25	25.97	26.72	27.40	28.21	29.04		
WORD PROCESSOR 5	50,536	51,822	53,354	54,924	56,531	58,233		
	1,937.20	1,986.50	2,045.23	2,105.40	2,167.03	2,232.28		
	26.72	27.40	28.21	29.04	29.89	30.79		
WORD PROCESSOR 6	55,983	57,704	59,387	61,335	63,283	65,269		
	2,146.00	2,211.98	2,276.50	2,351.18	2,425.85	2,501.98		
	29.60	30.51	31.40	32.43	33.46	34.51		

UNIVERSITY INSTRUCTOR	59,841	61,978	64,172	66,688	69,127	71,718	74,442	
	2,293.90	2,375.83	2,459.93	2,556.35	2,649.88	2,749.20	2,853.60	
	31.64	32.77	33.93	35.26	36.55	37.92	39.36	
	77,317	80,324	83,312	85,374	88,873			
	2,963.80	3,079.08	3,193.63	3,272.65	3,406.78			
	40.88	42.47	44.05	45.14	46.99			
ASSISTANT PROFESSOR	70,376	72,286	74,234	76,144	78,092	79,984		
	2,697.73	2,770.95	2,845.63	2,918.85	2,993.53	3,066.03		
	37.21	38.22	39.25	40.26	41.29	42.29		
	81,913	83,823	85,771	87,662	89,572			
	3,139.98	3,213.20	3,287.88	3,360.38	3,433.60			
	43.31	44.32	45.35	46.35	47.36			
ASSOCIATE PROFESSOR	83,180	85,771	88,286	90,877	93,431	95,984	98,518	101,071
	3,188.55	3,287.88	3,384.30	3,483.63	3,581.50	3,679.38	3,776.53	3,874.40
	43.98	45.35	46.68	48.05	49.40	50.75	52.09	53.44
	103,719	106,178	108,750	111,341	113,914	116,410	119,001	
	3,975.90	4,070.15	4,168.75	4,268.08	4,366.68	4,462.38	4,561.70	
	54.84	56.14	57.50	58.87	60.23	61.55	62.92	
FULL PROFESSOR	102,339	105,554	108,750	112,003	115,181	118,358	121,573	124,732
	3,922.98	4,046.23	4,168.75	4,293.45	4,415.25	4,537.05	4,660.30	4,781.38
	54.11	55.81	57.50	59.22	60.90	62.58	64.28	65.95
	127,947	131,162	134,358	137,574	140,732	143,948	147,144	
	4,904.63	5,027.88	5,150.40	5,273.65	5,394.73	5,517.98	5,640.50	
	67.65	69.35	71.04	72.74	74.41	76.11	77.80	

Effective April 1, 2021 to March 31, 2022

ACCOUNTING CLERK 1	44,616	45,789	46,980	48,134	49,458	50,914
	1,710.28	1,755.23	1,800.90	1,845.13	1,895.88	1,951.70
	23.59	24.21	24.84	25.45	26.15	26.92
ACCOUNTING CLERK 2	50,990	52,295	53,732	55,018	56,512	58,196
	1,954.60	2,004.63	2,059.73	2,109.03	2,166.30	2,230.83
	26.96	27.65	28.41	29.09	29.88	30.77
ACCOUNTS MANAGER (Present Incumbent Only)	48,304	49,477	50,820	51,935	53,392	54,753
	1,851.65	1,896.60	1,948.08	1,990.85	2,046.68	2,098.88
	25.54	26.16	26.87	27.46	28.23	28.95
ADMINISTRATIVE ASSISTANT 1	33,930	34,554	35,519	36,408	37,391	
	1,300.65	1,324.58	1,361.55	1,395.63	1,433.33	
	17.94	18.27	18.78	19.25	19.77	
ADMINISTRATIVE ASSISTANT 2	38,110	38,904	39,869	40,814	41,930	42,952
	1,460.88	1,491.33	1,528.30	1,564.55	1,607.33	1,646.48
	20.15	20.57	21.08	21.58	22.17	22.71
ADMINISTRATIVE ASSISTANT 3	43,197	44,313	45,581	46,677	47,907	49,193
	1,655.90	1,698.68	1,747.25	1,789.30	1,836.43	1,885.73
	22.84	23.43	24.10	24.68	25.33	26.01
ADMINISTRATIVE ASSISTANT 4	48,304	49,477	50,820	51,935	53,392	54,753
	1,851.65	1,896.60	1,948.08	1,990.85	2,046.68	2,098.88
	25.54	26.16	26.87	27.46	28.23	28.95
ADMINISTRATIVE OFFICER	51,047	52,333	53,883	55,472	57,099	58,820
	1,956.78	2,006.08	2,065.53	2,126.43	2,188.78	2,254.75
	26.99	27.67	28.49	29.33	30.19	31.10
ADMINISTRATIVE OFFICER 1	52,767	54,489	56,247	58,082	60,087	62,186
	2,022.75	2,088.73	2,156.15	2,226.48	2,303.33	2,383.80
	27.90	28.81	29.74	30.71	31.77	32.88
ADMINISTRATIVE OFFICER 2	56,493	58,593	60,597	62,716	65,004	67,350
	2,165.58	2,246.05	2,322.90	2,404.10	2,491.83	2,581.73
	29.87	30.98	32.04	33.16	34.37	35.61

ADMINISTRATIVE	59,538	61,638	63,851	66,158	68,692	71,246	73,874
OFFICER 3	2,282.30	2,362.78	2,447.60	2,536.05	2,633.20	2,731.08	2,831.85
	31.48	32.59	33.76	34.98	36.32	37.67	39.06
ADMINISTRATIVE	67,520	69,997	72,513	75,236	78,187	81,213	84,428
OFFICER 4	2,588.25	2,683.23	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40
	35.70	37.01	38.34	39.78	41.34	42.94	44.64
ASSISTANT DIRECTOR	78,187	81,213	84,428	87,946	91,558	95,341	
INFORMATION SERVICES	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73	3,654.73	
	41.34	42.94	44.64	46.50	48.41	50.41	
ASSISTANT GUIDANCE	47,812	49,401	51,065	52,805	54,621	56,474	58,555
COUNSELLOR	1,832.80	1,893.70	1,957.50	2,024.20	2,093.80	2,164.85	2,244.60
	25.28	26.12	27.00	27.92	28.88	29.86	30.96
	60,711	62,829	65,156				
	2,327.25	2,408.45	2,497.63				
	32.10	33.22	34.45				
ASSISTANT PRINCIPAL	72,513	75,236	78,187	81,213	84,428	87,946	91,558
EDUCATION	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73
	38.34	39.78	41.34	42.94	44.64	46.50	48.41
ASSISTANT PROGRAM	56,493	58,593	60,597	62,716	65,004	67,350	
COORDINATOR	2,165.58	2,246.05	2,322.90	2,404.10	2,491.83	2,581.73	
	29.87	30.98	32.04	33.16	34.37	35.61	
BUILDING SERVICE	45,037	46,435	48,084	49,503	51,089	52,946	
SUPERVISOR	1,726.40	1,780.00	1,843.20	1,897.60	1,958.40	2,029.60	
	21.58	22.25	23.04	23.72	24.48	25.37	
BUILDING SERVICE	37,252	38,254	39,464	40,717	41,927	43,346	44,619
WORKER 1	1,428.00	1,466.40	1,512.80	1,560.80	1,607.20	1,661.60	1,710.40
	17.85	18.33	18.91	19.51	20.09	20.77	21.38
BUILDING SERVICE	38,254	39,464	40,717	41,927	43,346	44,786	46,101
WORKER 2	1,466.40	1,512.80	1,560.80	1,607.20	1,661.60	1,716.80	1,767.20
	18.33	18.91	19.51	20.09	20.77	21.46	22.09
BUILDING SERVICE	40,070	41,301	42,532	43,951	45,433	46,915	48,292
WORKER 3	1,536.00	1,583.20	1,630.40	1,684.80	1,741.60	1,798.40	1,851.20
	19.20	19.79	20.38	21.06	21.77	22.48	23.14

CHAIRPERSON	78,414	81,515	84,844	88,362	92,182	94,944	97,667
	3,005.85	3,124.75	3,252.35	3,387.20	3,533.65	3,639.50	3,743.90
	41.46	43.10	44.86	46.72	48.74	50.20	51.64
CLERK 1	30,639	31,471	32,304	33,193			
	1,174.50	1,206.40	1,238.30	1,272.38			
	16.20	16.64	17.08	17.55			
CLERK 2	36,067	36,900	37,807	38,791	39,755	40,814	
	1,382.58	1,414.48	1,449.28	1,486.98	1,523.95	1,564.55	
	19.07	19.51	19.99	20.51	21.02	21.58	
CLERK 3	43,330	44,408	45,618	46,734	47,983	49,401	
	1,660.98	1,702.30	1,748.70	1,791.48	1,839.33	1,893.70	
	22.91	23.48	24.12	24.71	25.37	26.12	
CLERK 4	50,460	51,746	53,070	54,489	55,850	57,288	
	1,934.30	1,983.60	2,034.35	2,088.73	2,140.93	2,196.03	
	26.68	27.36	28.06	28.81	29.53	30.29	
CLERK 5	51,047	52,333	53,883	55,472	57,099	58,820	
	1,956.78	2,006.08	2,065.53	2,126.43	2,188.78	2,254.75	
	26.99	27.67	28.49	29.33	30.19	31.10	
CLERK-TYPIST 1	32,852	33,665	34,403	35,349	36,256		
	1,259.33	1,290.50	1,318.78	1,355.03	1,389.83		
	17.37	17.80	18.19	18.69	19.17		
CLERK-TYPIST 2	36,067	36,900	37,807	38,791	39,755	40,814	
	1,382.58	1,414.48	1,449.28	1,486.98	1,523.95	1,564.55	
	19.07	19.51	19.99	20.51	21.02	21.58	
CLERK-TYPIST 3	42,082	43,179	44,276	45,505	46,640	47,888	
	1,613.13	1,655.18	1,697.23	1,744.35	1,787.85	1,835.70	
	22.25	22.83	23.41	24.06	24.66	25.32	
COMPUTER OPERATOR 1	40,833	41,949	43,008	44,143	45,391	46,659	
	1,565.28	1,608.05	1,648.65	1,692.15	1,740.00	1,788.58	
	21.59	22.18	22.74	23.34	24.00	24.67	
COMPUTER OPERATOR 2	49,798	51,084	52,351	53,883	55,340	56,985	
	1,908.93	1,958.23	2,006.80	2,065.53	2,121.35	2,184.43	
	26.33	27.01	27.68	28.49	29.26	30.13	

COMPUTER OPERATOR 3	49,987	51,425	53,108	54,734	56,399	58,233	
	1,916.18	1,971.28	2,035.80	2,098.15	2,161.95	2,232.28	
	26.43	27.19	28.08	28.94	29.82	30.79	
COMPUTER OPERATOR 4	50,157	51,860	53,732	55,510	57,496	59,576	
	1,922.70	1,987.95	2,059.73	2,127.88	2,204.00	2,283.75	
	26.52	27.42	28.41	29.35	30.40	31.50	
COMPUTER PROGRAMMER 1	52,351	54,129	55,945	57,893	59,822	61,940	64,210
	2,006.80	2,074.95	2,144.55	2,219.23	2,293.18	2,374.38	2,461.38
	27.68	28.62	29.58	30.61	31.63	32.75	33.95
	66,612	68,881	71,491				
	2,553.45	2,640.45	2,740.50				
	35.22	36.42	37.80				
COMPUTER PROGRAMMER 2A	61,014	63,113	65,326	67,577	70,016	72,588	75,350
	2,338.85	2,419.33	2,504.15	2,590.43	2,683.95	2,782.55	2,888.40
	32.26	33.37	34.54	35.73	37.02	38.38	39.84
	78,187	81,099					
	2,997.15	3,108.80					
	41.34	42.88					
COMPUTER PROGRAMMER 2B	70,394	73,004	75,671	78,433	81,553	84,674	87,984
	2,698.45	2,798.50	2,900.73	3,006.58	3,126.20	3,245.83	3,372.70
	37.22	38.60	40.01	41.47	43.12	44.77	46.52
COMPUTER PROGRAMMER 3	74,158	76,863	79,605	82,594	85,809	89,137	92,693
	2,842.73	2,946.40	3,051.53	3,166.08	3,289.33	3,416.93	3,553.23
	39.21	40.64	42.09	43.67	45.37	47.13	49.01
COMPUTER PROGRAMMER 4	76,863	79,605	82,594	85,809	89,137	92,693	96,514
	2,946.40	3,051.53	3,166.08	3,289.33	3,416.93	3,553.23	3,699.68
	40.64	42.09	43.67	45.37	47.13	49.01	51.03
COMPUTER PROGRAMMER 5	82,594	85,809	89,137	92,693	96,514	100,523	104,816
	3,166.08	3,289.33	3,416.93	3,553.23	3,699.68	3,853.38	4,017.95
	43.67	45.37	47.13	49.01	51.03	53.15	55.42
COOK 1	41,781	42,866	43,910	45,037	46,289	47,604	
	1,601.60	1,643.20	1,683.20	1,726.40	1,774.40	1,824.80	
	20.02	20.54	21.04	21.58	22.18	22.81	

COOK 2	45,997	47,144	48,251	49,461	50,755	52,153	
	1,763.20	1,807.20	1,849.60	1,896.00	1,945.60	1,999.20	
	22.04	22.59	23.12	23.70	24.32	24.99	
COOK 3	49,190	50,400	51,569	52,925	54,261	55,597	
	1,885.60	1,932.00	1,976.80	2,028.80	2,080.00	2,131.20	
	23.57	24.15	24.71	25.36	26.00	26.64	
CURRICULUM CONSULT	72,513	75,236	78,187	81,213	84,428	87,946	91,558
	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73
	38.34	39.78	41.34	42.94	44.64	46.50	48.41
DUPLICATING EQUIPMENT OPERATOR 1	33,193	34,100	35,046	36,067	37,107	38,167	
	1,272.38	1,307.18	1,343.43	1,382.58	1,422.45	1,463.05	
	17.55	18.03	18.53	19.07	19.62	20.18	
DUPLICATING EQUIPMENT OPERATOR 2	37,561	38,772	39,869	41,117	42,479	43,841	
	1,439.85	1,486.25	1,528.30	1,576.15	1,628.35	1,680.55	
	19.86	20.50	21.08	21.74	22.46	23.18	
DUPLICATING EQUIPMENT OPERATOR 3	44,843	46,261	47,812	49,401	51,065	52,805	
	1,718.98	1,773.35	1,832.80	1,893.70	1,957.50	2,024.20	
	23.71	24.46	25.28	26.12	27.00	27.92	
DUPLICATING EQUIPMENT OPERATOR 4	48,626	50,157	51,860	53,732	55,510	57,496	
	1,863.98	1,922.70	1,987.95	2,059.73	2,127.88	2,204.00	
	25.71	26.52	27.42	28.41	29.35	30.40	
ECONOMIC DEVELOPMENT CONSULTANT 1	53,808	55,642	57,458	59,538	61,638	63,851	66,158
	2,062.63	2,132.95	2,202.55	2,282.30	2,362.78	2,447.60	2,536.05
	28.45	29.42	30.38	31.48	32.59	33.76	34.98
ECONOMIC DEVELOPMENT CONSULTANT 2	67,520	69,997	72,513	75,236	78,187	81,213	84,428
	2,588.25	2,683.23	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40
	35.70	37.01	38.34	39.78	41.34	42.94	44.64
ECONOMIC DEVELOPMENT CONSULTANT 3	72,513	75,236	78,187	81,213	84,428	87,946	91,558
	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73
	38.34	39.78	41.34	42.94	44.64	46.50	48.41

ECONOMIC DEVELOPMENT	78,187	81,213	84,428	87,946	91,558	95,341	99,502
CONSULTANT 4	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73	3,654.73	3,814.23
	41.34	42.94	44.64	46.50	48.41	50.41	52.61
	103,663						
	3,973.73						
	54.81						
EDUCATION ADMINISTRATION	75,236	78,187	81,213	84,428	87,946	91,558	95,341
CONSULTANT	2,884.05	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73	3,654.73
	39.78	41.34	42.94	44.64	46.50	48.41	50.41
EDUCATION CONSULTANT	61,638	64,172	66,612	68,976	71,510	74,328	77,128
	2,362.78	2,459.93	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55
	32.59	33.93	35.22	36.47	37.81	39.30	40.78
EDUCATIONAL ASSISTANT 1	41,666	42,857	44,181	45,656	47,056	48,626	
	1,597.18	1,642.85	1,693.60	1,750.15	1,803.80	1,863.98	
	22.03	22.66	23.36	24.14	24.88	25.71	
EDUCATIONAL ASSISTANT 2	46,261	47,812	49,401	51,065	52,805	54,621	
	1,773.35	1,832.80	1,893.70	1,957.50	2,024.20	2,093.80	
	24.46	25.28	26.12	27.00	27.92	28.88	
EDUCATIONAL ASSISTANT 3	48,626	50,157	51,860	53,732	55,510	57,496	
	1,863.98	1,922.70	1,987.95	2,059.73	2,127.88	2,204.00	
	25.71	26.52	27.42	28.41	29.35	30.40	
EDUCATIONAL DEVELOPMENT OFFICER	64,172	66,612	68,976	71,510	74,328	77,128	80,116
	2,459.93	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55	3,071.10
	33.93	35.22	36.47	37.81	39.30	40.78	42.36
FINANCIAL OFFICER 1	50,157	51,860	53,732	55,510	57,496	59,576	
	1,922.70	1,987.95	2,059.73	2,127.88	2,204.00	2,283.75	
	26.52	27.42	28.41	29.35	30.40	31.50	
FINANCIAL OFFICER 2	51,860	53,732	55,510	57,496	59,576	61,751	
	1,987.95	2,059.73	2,127.88	2,204.00	2,283.75	2,367.13	
	27.42	28.41	29.35	30.40	31.50	32.65	

FINANCIAL OFFICER 3	58,593	60,597	62,716	65,004	67,350	69,922	
	2,246.05	2,322.90	2,404.10	2,491.83	2,581.73	2,680.33	
	30.98	32.04	33.16	34.37	35.61	36.97	
FINANCIAL OFFICER 4	64,172	66,612	68,976	71,510	74,328	77,128	
	2,459.93	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55	
	33.93	35.22	36.47	37.81	39.30	40.78	
FINANCIAL OFFICER 5	66,725	69,165	71,794	74,555	77,449	80,494	84,844
	2,557.80	2,651.33	2,752.10	2,857.95	2,968.88	3,085.60	3,252.35
	35.28	36.57	37.96	39.42	40.95	42.56	44.86
GARDENER 1	40,571	41,823	43,054	44,390	45,767	47,228	
	1,555.20	1,603.20	1,650.40	1,701.60	1,754.40	1,810.40	
	19.44	20.04	20.63	21.27	21.93	22.63	
GARDENER 2	41,823	43,054	44,390	45,767	47,228	48,710	
	1,603.20	1,650.40	1,701.60	1,754.40	1,810.40	1,867.20	
	20.04	20.63	21.27	21.93	22.63	23.34	
GARDENER 3	44,390	45,767	47,228	48,710	50,463	52,111	
	1,701.60	1,754.40	1,810.40	1,867.20	1,934.40	1,997.60	
	21.27	21.93	22.63	23.34	24.18	24.97	
GARDENER 4	54,741	56,724	58,706	60,772	63,026	65,364	
	2,098.40	2,174.40	2,250.40	2,329.60	2,416.00	2,505.60	
	26.23	27.18	28.13	29.12	30.20	31.32	
GUIDANCE OFFICER 1	61,638	64,172	66,612	68,976	71,510	74,328	77,128
	2,362.78	2,459.93	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55
	32.59	33.93	35.22	36.47	37.81	39.30	40.78
GUIDANCE OFFICER 2	66,612	68,976	71,510	74,328	77,128	79,700	82,745
	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55	3,055.15	3,171.88
	35.22	36.47	37.81	39.30	40.78	42.14	43.75
ILLUSTRATOR 1	41,666	42,857	44,181	45,656	47,056	48,626	
	1,597.18	1,642.85	1,693.60	1,750.15	1,803.80	1,863.98	
	22.03	22.66	23.36	24.14	24.88	25.71	
ILLUSTRATOR 2	48,626	50,157	51,860	53,732	55,510	57,496	
	1,863.98	1,922.70	1,987.95	2,059.73	2,127.88	2,204.00	
	25.71	26.52	27.42	28.41	29.35	30.40	

ILLUSTRATOR 3	51,860	53,732	55,510	57,496	59,576	61,751	
	1,987.95	2,059.73	2,127.88	2,204.00	2,283.75	2,367.13	
	27.42	28.41	29.35	30.40	31.50	32.65	
INSTRUCTOR (COLLEGE)	60,446	62,602	64,815	67,350	69,827	72,437	75,180
	2,317.10	2,399.75	2,484.58	2,581.73	2,676.70	2,776.75	2,881.88
	31.96	33.10	34.27	35.61	36.92	38.30	39.75
	78,092	81,118	84,144	86,225	89,761		
	2,993.53	3,109.53	3,225.53	3,305.28	3,440.85		
	41.29	42.89	44.49	45.59	47.46		
LIBRARIAN 1	51,047	52,333	53,883	55,472	57,099	58,820	
	1,956.78	2,006.08	2,065.53	2,126.43	2,188.78	2,254.75	
	26.99	27.67	28.49	29.33	30.19	31.10	
LIBRARIAN 2	55,472	57,099	58,820	60,711	62,829	65,156	
	2,126.43	2,188.78	2,254.75	2,327.25	2,408.45	2,497.63	
	29.33	30.19	31.10	32.10	33.22	34.45	
LIBRARIAN 3	62,829	65,156	68,295	71,378	74,328	77,128	
	2,408.45	2,497.63	2,617.98	2,736.15	2,849.25	2,956.55	
	33.22	34.45	36.11	37.74	39.30	40.78	
LIBRARIAN 4	71,510	74,328	77,128	78,187	81,213	84,428	
	2,741.23	2,849.25	2,956.55	2,997.15	3,113.15	3,236.40	
	37.81	39.30	40.78	41.34	42.94	44.64	
LIBRARY DIRECTOR 1	75,236	78,187	81,213	84,428	87,946	91,558	
	2,884.05	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73	
	39.78	41.34	42.94	44.64	46.50	48.41	
LIBRARY TECHNICIAN 1	43,784	44,786	45,940	47,131	48,455	49,912	
	1,678.38	1,716.80	1,761.03	1,806.70	1,857.45	1,913.28	
	23.15	23.68	24.29	24.92	25.62	26.39	
LIBRARY TECHNICIAN 2	49,307	50,422	51,841	53,240	54,678	56,115	
	1,890.08	1,932.85	1,987.23	2,040.88	2,095.98	2,151.08	
	26.07	26.66	27.41	28.15	28.91	29.67	
LIBRARY TECHNICIAN 3	51,047	52,333	53,883	55,472	57,099	58,820	
	1,956.78	2,006.08	2,065.53	2,126.43	2,188.78	2,254.75	
	26.99	27.67	28.49	29.33	30.19	31.10	

MEDIA SPECIALIST 1	64,172	66,612	68,976	71,510	74,328	77,128	
	2,459.93	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55	
	33.93	35.22	36.47	37.81	39.30	40.78	
MEDIA SPECIALIST 2	67,520	69,997	72,513	75,236	78,187	81,213	84,428
	2,588.25	2,683.23	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40
	35.70	37.01	38.34	39.78	41.34	42.94	44.64
MEDIA TECHNICIAN 1	42,101	43,576	44,843	46,261	47,812	49,401	
	1,613.85	1,670.40	1,718.98	1,773.35	1,832.80	1,893.70	
	22.26	23.04	23.71	24.46	25.28	26.12	
MEDIA TECHNICIAN 2	46,261	47,812	49,401	51,065	52,805	54,621	
	1,773.35	1,832.80	1,893.70	1,957.50	2,024.20	2,093.80	
	24.46	25.28	26.12	27.00	27.92	28.88	
MEDIA TECHNICIAN 3	50,157	51,860	53,732	55,510	57,496	59,576	
	1,922.70	1,987.95	2,059.73	2,127.88	2,204.00	2,283.75	
	26.52	27.42	28.41	29.35	30.40	31.50	
NURSE 1	60,397	62,567	64,696	66,971	69,016	71,144	
	2,315.20	2,398.40	2,480.00	2,567.20	2,645.60	2,727.20	
	28.94	29.98	31.00	32.09	33.07	34.09	
NURSE 2	61,148	63,277	65,426	67,638	69,955	72,459	
	2,344.00	2,425.60	2,508.00	2,592.80	2,681.60	2,777.60	
	29.30	30.32	31.35	32.41	33.52	34.72	
NURSE 3	65,426	67,638	69,955	72,459	74,859	77,364	
	2,508.00	2,592.80	2,681.60	2,777.60	2,869.60	2,965.60	
	31.35	32.41	33.52	34.72	35.87	37.07	
PLANNING AND PROGRAM ANALYST 1	47,812	49,401	51,065	52,805	54,621	56,474	58,555
	1,832.80	1,893.70	1,957.50	2,024.20	2,093.80	2,164.85	2,244.60
	25.28	26.12	27.00	27.92	28.88	29.86	30.96
	60,711	62,829	65,156				
	2,327.25	2,408.45	2,497.63				
	32.10	33.22	34.45				
PLANNING AND PROGRAM ANALYST 2	61,638	64,172	66,612	68,976	71,510	74,328	77,128
	2,362.78	2,459.93	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55
	32.59	33.93	35.22	36.47	37.81	39.30	40.78

PLANNING AND PROGRAM ANALYST 3	67,520 2,588.25 35.70	69,997 2,683.23 37.01	72,513 2,779.65 38.34	75,236 2,884.05 39.78	78,187 2,997.15 41.34	81,213 3,113.15 42.94	84,428 3,236.40 44.64	
PLANNING AND PROGRAM ANALYST 4	75,236 2,884.05 39.78	78,187 2,997.15 41.34	81,213 3,113.15 42.94	84,428 3,236.40 44.64	87,946 3,371.25 46.50	91,558 3,509.73 48.41	95,341 3,654.73 50.41	
PRODUCTION SUPERVISOR	61,638 2,362.78 32.59	64,172 2,459.93 33.93	66,612 2,553.45 35.22	68,976 2,644.08 36.47	71,510 2,741.23 37.81	74,328 2,849.25 39.30	77,128 2,956.55 40.78	
PROGRAM COORDINATOR	64,172 2,459.93 33.93	66,612 2,553.45 35.22	68,976 2,644.08 36.47	71,510 2,741.23 37.81	74,328 2,849.25 39.30	77,128 2,956.55 40.78	80,116 3,071.10 42.36	
PROGRAM COORDINATOR EDUCATION	78,187 2,997.15 41.34	81,213 3,113.15 42.94	84,428 3,236.40 44.64	87,946 3,371.25 46.50	91,558 3,509.73 48.41	95,341 3,654.73 50.41	99,502 3,814.23 52.61	103,663 3,973.73 54.81
PSYCHOLOGIST 1	47,812 1,832.80 25.28	49,401 1,893.70 26.12	51,065 1,957.50 27.00	52,805 2,024.20 27.92	54,621 2,093.80 28.88	56,474 2,164.85 29.86	58,555 2,244.60 30.96	
	60,711 2,327.25 32.10	62,829 2,408.45 33.22	65,156 2,497.63 34.45					
PSYCHOLOGIST 2	61,638 2,362.78 32.59	64,172 2,459.93 33.93	66,612 2,553.45 35.22	68,976 2,644.08 36.47	71,510 2,741.23 37.81	74,328 2,849.25 39.30	77,128 2,956.55 40.78	
PSYCHOLOGIST 3	69,997 2,683.23 37.01	72,513 2,779.65 38.34	75,236 2,884.05 39.78	78,187 2,997.15 41.34	81,213 3,113.15 42.94	84,428 3,236.40 44.64	87,946 3,371.25 46.50	
PSYCHOLOGIST 4	78,187 2,997.15 41.34	81,213 3,113.15 42.94	84,428 3,236.40 44.64	87,946 3,371.25 46.50	91,558 3,509.73 48.41	95,341 3,654.73 50.41	99,502 3,814.23 52.61	103,663 3,973.73 54.81

PURCHASING AGENT 1	47,812	49,401	51,065	52,805	54,621	56,474
	1,832.80	1,893.70	1,957.50	2,024.20	2,093.80	2,164.85
	25.28	26.12	27.00	27.92	28.88	29.86
PURCHASING AGENT 2	58,593	60,597	62,716	65,004	67,350	69,922
	2,246.05	2,322.90	2,404.10	2,491.83	2,581.73	2,680.33
	30.98	32.04	33.16	34.37	35.61	36.97
PURCHASING AGENT 3	62,716	65,004	67,350	69,922	72,494	75,236
	2,404.10	2,491.83	2,581.73	2,680.33	2,778.93	2,884.05
	33.16	34.37	35.61	36.97	38.33	39.78
RECREATION CONSULTANT 1	44,975	46,261	47,812	49,401	51,065	52,805
	1,724.05	1,773.35	1,832.80	1,893.70	1,957.50	2,024.20
	23.78	24.46	25.28	26.12	27.00	27.92
RECREATION CONSULTANT 2	54,621	56,474	58,555	60,711	62,829	65,156
	2,093.80	2,164.85	2,244.60	2,327.25	2,408.45	2,497.63
	28.88	29.86	30.96	32.10	33.22	34.45
RECREATION CONSULTANT 3	61,638	63,851	66,158	68,692	71,246	73,874
	2,362.78	2,447.60	2,536.05	2,633.20	2,731.08	2,831.85
	32.59	33.76	34.98	36.32	37.67	39.06
RECREATION CONSULTANT 4	66,612	68,976	71,510	74,328	77,128	80,116
	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55	3,071.10
	35.22	36.47	37.81	39.30	40.78	42.36
RESEARCH ASSISTANT 1	40,909	42,101	43,576	44,843	46,261	47,812
	1,568.18	1,613.85	1,670.40	1,718.98	1,773.35	1,832.80
	21.63	22.26	23.04	23.71	24.46	25.28
RESEARCH ASSISTANT 2	46,261	47,812	49,401	51,065	52,805	54,621
	1,773.35	1,832.80	1,893.70	1,957.50	2,024.20	2,093.80
	24.46	25.28	26.12	27.00	27.92	28.88
RESIDENCE COUNSELLOR	49,874	51,122	52,408	53,940	55,397	57,042
	1,911.83	1,959.68	2,008.98	2,067.70	2,123.53	2,186.60
	26.37	27.03	27.71	28.52	29.29	30.16
SECURITY OFFICER 1	36,209	37,252	38,254	39,464	40,717	41,927
	1,388.00	1,428.00	1,466.40	1,512.80	1,560.80	1,607.20
	17.35	17.85	18.33	18.91	19.51	20.09

SECURITY OFFICER 2	37,795	38,922	40,070	41,301	42,532	43,951	
	1,448.80	1,492.00	1,536.00	1,583.20	1,630.40	1,684.80	
	18.11	18.65	19.20	19.79	20.38	21.06	
SENIOR CONSULTING INSTRUCTOR P & E	69,997	72,513	75,236	78,187	81,213	84,428	87,946
	2,683.23	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40	3,371.25
	37.01	38.34	39.78	41.34	42.94	44.64	46.50
SERVICE WORKER 1	35,729	36,647	37,607	38,588	39,673		
	1,369.60	1,404.80	1,441.60	1,479.20	1,520.80		
	17.12	17.56	18.02	18.49	19.01		
SERVICE WORKER 2	40,946	42,052	43,054	44,264	45,517	46,644	
	1,569.60	1,612.00	1,650.40	1,696.80	1,744.80	1,788.00	
	19.62	20.15	20.63	21.21	21.81	22.35	
SERVICE WORKER 3	40,904	41,927	43,096	44,369	45,725	47,124	
	1,568.00	1,607.20	1,652.00	1,700.80	1,752.80	1,806.40	
	19.60	20.09	20.65	21.26	21.91	22.58	
SERVICE WORKER 4	41,155	42,365	43,764	45,037	46,435	48,084	
	1,577.60	1,624.00	1,677.60	1,726.40	1,780.00	1,843.20	
	19.72	20.30	20.97	21.58	22.25	23.04	
STATISTICAL ANALYST 1	54,621	56,474	58,555	60,711	62,829	65,156	
	2,093.80	2,164.85	2,244.60	2,327.25	2,408.45	2,497.63	
	28.88	29.86	30.96	32.10	33.22	34.45	
STATISTICAL ANALYST 2	64,172	66,612	68,976	71,510	74,328	77,128	80,116
	2,459.93	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55	3,071.10
	33.93	35.22	36.47	37.81	39.30	40.78	42.36
STATISTICAL ANALYST 3	69,997	72,513	75,236	78,187	81,213	84,428	
	2,683.23	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40	
	37.01	38.34	39.78	41.34	42.94	44.64	
STOREKEEPER 1	38,734	39,850	41,117	42,479	43,841	45,202	
	1,484.80	1,527.58	1,576.15	1,628.35	1,680.55	1,732.75	
	20.48	21.07	21.74	22.46	23.18	23.90	
STOREKEEPER 2	42,101	43,576	44,824	46,261	47,812	49,401	
	1,613.85	1,670.40	1,718.25	1,773.35	1,832.80	1,893.70	
	22.26	23.04	23.70	24.46	25.28	26.12	

STOREKEEPER 3	44,824	46,261	47,812	49,401	51,047	52,805	
	1,718.25	1,773.35	1,832.80	1,893.70	1,956.78	2,024.20	
	23.70	24.46	25.28	26.12	26.99	27.92	
STOREKEEPER 4	47,812	49,401	51,047	52,805	54,621	56,493	
	1,832.80	1,893.70	1,956.78	2,024.20	2,093.80	2,165.58	
	25.28	26.12	26.99	27.92	28.88	29.87	
STORES CLERK 1	34,100	35,046	36,067	37,107	38,167	39,283	
	1,307.18	1,343.43	1,382.58	1,422.45	1,463.05	1,505.83	
	18.03	18.53	19.07	19.62	20.18	20.77	
STORES CLERK 2	37,107	38,167	39,283	40,455	41,760		
	1,422.45	1,463.05	1,505.83	1,550.78	1,600.80		
	19.62	20.18	20.77	21.39	22.08		
SWITCHBOARD OPERATOR 1	30,639	31,471	32,304	33,193	34,100		
	1,174.50	1,206.40	1,238.30	1,272.38	1,307.18		
	16.20	16.64	17.08	17.55	18.03		
SWITCHBOARD OPERATOR 2	36,067	36,900	37,807	38,791	39,755	40,814	
	1,382.58	1,414.48	1,449.28	1,486.98	1,523.95	1,564.55	
	19.07	19.51	19.99	20.51	21.02	21.58	
SWITCHBOARD OPERATOR 3	42,082	43,179	44,276	45,505	46,640	47,888	
	1,613.13	1,655.18	1,697.23	1,744.35	1,787.85	1,835.70	
	22.25	22.83	23.41	24.06	24.66	25.32	
SYSTEMS ANALYST 1	48,626	50,157	51,860	53,732	55,510	57,496	
	1,863.98	1,922.70	1,987.95	2,059.73	2,127.88	2,204.00	
	25.71	26.52	27.42	28.41	29.35	30.40	
SYSTEMS ANALYST 2	51,860	53,732	55,510	57,496	59,576	61,751	
	1,987.95	2,059.73	2,127.88	2,204.00	2,283.75	2,367.13	
	27.42	28.41	29.35	30.40	31.50	32.65	
SYSTEMS ANALYST 3	56,493	58,593	60,597	62,716	65,004	67,350	
	2,165.58	2,246.05	2,322.90	2,404.10	2,491.83	2,581.73	
	29.87	30.98	32.04	33.16	34.37	35.61	
SYSTEMS COORDINATOR 1	67,520	69,997	72,513	75,236	78,187	81,213	84,428
	2,588.25	2,683.23	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40
	35.70	37.01	38.34	39.78	41.34	42.94	44.64

SYSTEMS	72,513	75,236	78,187	81,213	84,428	87,946	91,558	
COORDINATOR 2	2,779.65	2,884.05	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73	
	38.34	39.78	41.34	42.94	44.64	46.50	48.41	
SYSTEMS	78,187	81,213	84,428	87,946	91,558	95,341	99,502	103,663
COORDINATOR 3	2,997.15	3,113.15	3,236.40	3,371.25	3,509.73	3,654.73	3,814.23	3,973.73
	41.34	42.94	44.64	46.50	48.41	50.41	52.61	54.81
TRAINING CONSULTANT	64,172	66,612	68,976	71,510	74,328	77,128	80,116	
	2,459.93	2,553.45	2,644.08	2,741.23	2,849.25	2,956.55	3,071.10	
	33.93	35.22	36.47	37.81	39.30	40.78	42.36	
WORD PROCESSOR 1	35,443	36,446						
	1,358.65	1,397.08						
	18.74	19.27						
WORD PROCESSOR 2	43,197	44,313	45,581	46,677	47,907	49,193		
	1,655.90	1,698.68	1,747.25	1,789.30	1,836.43	1,885.73		
	22.84	23.43	24.10	24.68	25.33	26.01		
WORD PROCESSOR 3	47,056	48,228	49,609	51,047	52,333	53,883		
	1,803.80	1,848.75	1,901.68	1,956.78	2,006.08	2,065.53		
	24.88	25.50	26.23	26.99	27.67	28.49		
WORD PROCESSOR 4	48,228	49,609	51,047	52,333	53,883	55,472		
	1,848.75	1,901.68	1,956.78	2,006.08	2,065.53	2,126.43		
	25.50	26.23	26.99	27.67	28.49	29.33		
WORD PROCESSOR 5	51,047	52,333	53,883	55,472	57,099	58,820		
	1,956.78	2,006.08	2,065.53	2,126.43	2,188.78	2,254.75		
	26.99	27.67	28.49	29.33	30.19	31.10		
WORD PROCESSOR 6	56,550	58,290	59,973	61,940	63,907	65,931		
	2,167.75	2,234.45	2,298.98	2,374.38	2,449.78	2,527.35		
	29.90	30.82	31.71	32.75	33.79	34.86		

UNIVERSITY INSTRUCTOR	60,446	62,602	64,815	67,350	69,827	72,437	75,180	
	2,317.10	2,399.75	2,484.58	2,581.73	2,676.70	2,776.75	2,881.88	
	31.96	33.10	34.27	35.61	36.92	38.30	39.75	
	78,092	81,118	84,144	86,225	89,761			
	2,993.53	3,109.53	3,225.53	3,305.28	3,440.85			
	41.29	42.89	44.49	45.59	47.46			
ASSISTANT PROFESSOR	71,075	73,004	74,971	76,901	78,868	80,778		
	2,724.55	2,798.50	2,873.90	2,947.85	3,023.25	3,096.48		
	37.58	38.60	39.64	40.66	41.70	42.71		
	82,726	84,655	86,622	88,532	90,461			
	3,171.15	3,245.10	3,320.50	3,393.73	3,467.68			
	43.74	44.76	45.80	46.81	47.83			
ASSOCIATE PROFESSOR	84,012	86,622	89,175	91,785	94,357	96,948	99,502	102,074
	3,220.45	3,320.50	3,418.38	3,518.43	3,617.03	3,716.35	3,814.23	3,912.83
	44.42	45.80	47.15	48.53	49.89	51.26	52.61	53.97
	104,760	107,237	109,847	112,457	115,048	117,583	120,193	
	4,015.78	4,110.75	4,210.80	4,310.85	4,410.18	4,507.33	4,607.38	
	55.39	56.70	58.08	59.46	60.83	62.17	63.55	
FULL PROFESSOR	103,360	106,613	109,847	113,119	116,334	119,550	122,784	125,980
	3,962.13	4,086.83	4,210.80	4,336.23	4,459.48	4,582.73	4,706.70	4,829.23
	54.65	56.37	58.08	59.81	61.51	63.21	64.92	66.61
	129,233	132,467	135,701	138,954	142,132	145,385	148,619	
	4,953.93	5,077.90	5,201.88	5,326.58	5,448.38	5,573.08	5,697.05	
	68.33	70.04	71.75	73.47	75.15	76.87	78.58	