

# **Collective Agreement**

*between*

**University College of the North**

**(UCN)**

*and*

**Manitoba Government and General Employees' Union**

**(MGEU)**

**Local 69 and 70**

**April 1, 2022, to March 31, 2026**

## Table of Contents

Article 1	Definitions/Interpretation .....	1
Article 2	Duration of Agreement .....	4
Article 3	Amendment to the Salary Schedule .....	4
Article 4	Application of Agreement .....	5
Article 5	Term Employees .....	6
Article 6	Part-time Employees.....	8
Article 7	Management Rights.....	8
Article 8	Pay .....	9
Article 9	Retroactive Wages.....	10
Article 10	Recruitment, Selection and Appointment .....	10
Article 11	Medical Fitness .....	13
Article 12	Probation .....	13
Article 13	Conduct of Employees .....	15
Article 14	Performance Assessment .....	15
Article 15	Merit Increases.....	15
Article 16	Disciplinary Action.....	17
Article 17	Resignations .....	18
Article 18	Contracting Out .....	19
Article 19	Technological Change .....	20
Article 20	Change of Work Headquarters .....	21
Article 21	Lay-Off.....	21
Article 22	Severance Pay .....	26
Article 23	Holidays.....	28
Article 24	Vacation.....	31
Article 25	Sick Leave .....	35
Article 26	Workers' Compensation.....	37
Article 27	Bereavement Leave .....	38

Article 28	Family Related Leave.....	39
Article 29	Birth or Adoptive Parent Leave .....	40
Article 30	Maternity Leave.....	40
Article 31	Parental Leave .....	44
Article 32	Bridging of Service .....	47
Article 33	Loss Of or Damage To Personal Effects.....	48
Article 34	Remoteness Allowance .....	49
Article 35	Benefits .....	49
Article 36	Employee Assistance Program .....	52
Article 37	Health and Safety .....	52
Article 38	Uniforms and Protective Clothing.....	55
Article 39	Video Display Terminals .....	56
Article 40	Union Business .....	56
Article 41	Rights of Union Officers .....	58
Article 42	Union Security.....	59
Article 43	Labour/Management Committee .....	60
Article 44	Grievance Procedure .....	60
Article 45	Arbitration Procedure.....	64
Article 46	Human Resource Development .....	68
Article 47	No Harassment/Discrimination .....	68
Article 48	Civil Liability .....	69
Article 49	Employee Files.....	70
Article 50	Long Term Disability Income Plan.....	70
Article 51	Seniority.....	71
Article 52	Shift Premium.....	73
Article 53	Stand-By .....	73
Article 54	Acting Status.....	74
Article 55	Job Sharing .....	75
Article 56	Weekend Premium.....	75
Article 57	Hours of Work.....	76

Article 58	Overtime .....	78
Article 59	Court Leave .....	80
Article 60	Deferred Salary Leave Plan .....	80
Article 61	Remote Work.....	81
Article 62	Military Leave.....	81
Article 63	Professional Fees.....	82
Article 64	National Indigenous Peoples Day.....	82
Article 65	Ceremonial/ Religious Leave .....	82
Article 66	Domestic Violence Leave.....	83
Article 67	Intellectual Property.....	84
Appendix “A”:	Exclusions from the Terms of the Agreement.....	88
Appendix “B”:	Remoteness Allowance .....	90
Appendix “C”:	Application of Benefits to Part-Time Employees.....	96
Appendix “D”:	Casual Employees .....	104
Appendix “E”:	Privately-Owned Vehicles .....	106
Appendix “F”:	Meals and Miscellaneous Expenses .....	109
Appendix “G”:	Flexible Hours Guidelines .....	115
Memorandum of Agreement No. 1.....		116
Re:	Benefit Plan Review	
Memorandum of Agreement No. 2.....		117
Re:	Residence Counsellors	
Memorandum of Agreement No. 3.....		122
Re:	Shift Schedules	
Memorandum of Agreement No. 4.....		124
Re:	Tuition Scholarship	
Letter of Intent No. 1.....		125
Re:	Union Office	
Letter of Intent No. 2 .....		126
Re:	Point Rated Factor Analysis Classification Plan	

<b>Letter of Intent No. 3 .....</b>	<b>127</b>
Re: Tuition Benefit for Employees and Family Members	
<b>College Instructor Component .....</b>	<b>128</b>
<b>Article 1 Application .....</b>	<b>128</b>
<b>Article 2 Hours of Work.....</b>	<b>128</b>
<b>Article 3 Instructor Accreditation.....</b>	<b>133</b>
<b>Article 4 Off-Campus Assignments .....</b>	<b>133</b>
<b>Article 5 Vacation.....</b>	<b>135</b>
<b>Article 6 Instructor Education Supplement .....</b>	<b>135</b>
<b>Article 7 Academic Coordinator Allowance .....</b>	<b>136</b>
<b>University Faculty Component.....</b>	<b>138</b>
<b>Article 1 Application .....</b>	<b>138</b>
<b>Article 2 Workloads – University Faculty Members and Librarians.....</b>	<b>138</b>
<b>Article 3 Travel and Professional Development.....</b>	<b>141</b>
<b>Article 4 Off Campus Assignments .....</b>	<b>143</b>
<b>Article 5 Vacation.....</b>	<b>144</b>
<b>Article 6 Instructor Education Supplement .....</b>	<b>145</b>
<b>Article 7 Academic Coordinator Allowance .....</b>	<b>145</b>
<b>Article 8 Academic Freedom .....</b>	<b>146</b>
<b>Article 9 Stipends .....</b>	<b>148</b>
<b>Article 10 Educational/Sabbatical Leave - University Faculty Members and Librarian .....</b>	<b>149</b>
<b>Articles 11 Appointment, Responsibilities, Criteria - University Faculty .....</b>	<b>151</b>
<b>Articles 12 Tenure.....</b>	<b>157</b>
<b>Article 13 Promotion .....</b>	<b>173</b>
<b>Article 14 Tenure and Promotion Committee.....</b>	<b>189</b>
<b>Article 15 Tenure and Promotion Appeals.....</b>	<b>196</b>
<b>Article 16 Redundancy of University Programs and Faculties.....</b>	<b>200</b>

Article 17 Financial Exigency.....	203
Classification and Salary Schedule .....	207
Salary Schedule.....	208

\*All changes appear in **bold**.

## Alphabetical Table of Contents

Article 54	Acting Status.....	74
Article 3	Amendment to the Salary Schedule .....	4
Article 4	Application of Agreement .....	5
Article 45	Arbitration Procedure.....	64
Article 35	Benefits .....	49
Article 27	Bereavement Leave .....	38
Article 29	Birth or Adoptive Parent Leave .....	40
Article 32	Bridging of Service .....	47
Article 65	Ceremonial/ Religious Leave .....	82
Article 20	Change of Work Headquarters .....	21
Article 48	Civil Liability .....	69
Article 13	Conduct of Employees .....	15
Article 18	Contracting Out .....	19
Article 59	Court Leave .....	80
Article 60	Deferred Salary Leave Plan.....	80
Article 1	Definitions/Interpretation.....	1
Article 16	Disciplinary Action.....	17
Article 66	Domestic Violence Leave.....	83
Article 2	Duration of Agreement .....	4
Article 36	Employee Assistance Program .....	52
Article 49	Employee Files .....	70
Article 28	Family Related Leave.....	39
Article 44	Grievance Procedure .....	60
Article 37	Health and Safety .....	52
Article 23	Holidays.....	28
Article 57	Hours of Work.....	76
Article 46	Human Resource Development .....	68
Article 67	Intellectual Property.....	84

Article 55	Job Sharing .....	75
Article 43	Labour/Management Committee .....	60
Article 21	Lay-Off.....	21
Article 50	Long Term Disability Income Plan.....	70
Article 33	Loss Of or Damage To Personal Effects.....	48
Article 7	Management Rights.....	8
Article 30	Maternity Leave.....	40
Article 11	Medical Fitness .....	13
Article 15	Merit Increases .....	15
Article 62	Military Leave.....	81
Article 64	National Indigenous Peoples Day.....	82
Article 47	No Harassment/Discrimination .....	68
Article 58	Overtime .....	78
Article 31	Parental Leave .....	44
Article 6	Part-time Employees.....	8
Article 8	Pay .....	9
Article 14	Performance Assessment .....	15
Article 12	Probation .....	13
Article 63	Professional Fees.....	82
Article 10	Recruitment, Selection and Appointment .....	10
Article 61	Remote Work.....	81
Article 34	Remoteness Allowance .....	49
Article 17	Resignations .....	18
Article 9	Retroactive Wages.....	10
Article 41	Rights of Union Officers .....	58
Article 51	Seniority.....	71
Article 22	Severance Pay .....	26
Article 52	Shift Premium.....	73
Article 25	Sick Leave .....	35
Article 53	Stand-By .....	73



<b>Article 19</b>	<b>Technological Change .....</b>	<b>20</b>
<b>Article 5</b>	<b>Term Employees .....</b>	<b>6</b>
<b>Article 38</b>	<b>Uniforms and Protective Clothing.....</b>	<b>55</b>
<b>Article 40</b>	<b>Union Business .....</b>	<b>56</b>
<b>Article 42</b>	<b>Union Security.....</b>	<b>59</b>
<b>Article 24</b>	<b>Vacation.....</b>	<b>31</b>
<b>Article 39</b>	<b>Video Display Terminals .....</b>	<b>56</b>
<b>Article 56</b>	<b>Weekend Premium.....</b>	<b>75</b>
<b>Article 26</b>	<b>Workers' Compensation.....</b>	<b>37</b>
<b>Appendix "A"</b>	<b>Exclusions from the Terms of the Agreement.....</b>	<b>88</b>
<b>Appendix "B"</b>	<b>Remoteness Allowance .....</b>	<b>90</b>
<b>Appendix "C"</b>	<b>Application of Benefits to Part-Time Employees.....</b>	<b>96</b>
<b>Appendix "D"</b>	<b>Casual Employees .....</b>	<b>104</b>
<b>Appendix "E"</b>	<b>Privately-Owned Vehicles .....</b>	<b>106</b>
<b>Appendix "F"</b>	<b>Meals and Miscellaneous Expenses .....</b>	<b>109</b>
<b>Appendix "G"</b>	<b>Flexible Hours Guidelines .....</b>	<b>115</b>
<b>Memorandum of Agreement No. 1.....</b>		<b>116</b>
	Re: Benefit Plan Review	
<b>Memorandum of Agreement No. 2.....</b>		<b>117</b>
	Re: Residence Counsellors	
<b>Memorandum of Agreement No. 3.....</b>		<b>122</b>
	Re: Shift Schedules	
<b>Memorandum of Agreement No. 4.....</b>		<b>124</b>
	Re: Tuition Scholarship	
<b>Letter of Intent No. 1.....</b>		<b>125</b>
	Re: Union Office	
<b>Letter of Intent No. 2 .....</b>		<b>126</b>
	Re: Point Rated Factor Analysis Classification Plan	
<b>Letter of Intent No. 3 .....</b>		<b>127</b>
	Re: Tuition Benefit for Employees and Family Members	

College .....	128
Article 7 Academic Coordinator Allowance .....	136
Article 1 Application .....	128
Article 2 Hours of Work.....	128
Article 3 Instructor Accreditation.....	133
Article 6 Instructor Education Supplement .....	135
Article 4 Off-Campus Assignments .....	133
Article 5 Vacation.....	135
University .....	138
Article 7 Academic Coordinator Allowance .....	145
Article 8 Academic Freedom .....	146
Article 1 Application .....	138
Articles 11 Appointment, Responsibilities, Criteria - University Faculty .....	151
Article 10 Educational/Sabbatical Leave - University Faculty Members and Librarian .....	149
Article 17 Financial Exigency.....	203
Article 6 Instructor Education Supplement .....	145
Article 4 Off Campus Assignments .....	143
Article 13 Promotion.....	173
Article 16 Redundancy of University Programs and Faculties.....	200
Article 9 Stipends .....	148
Articles 12 Tenure.....	157
Article 15 Tenure and Promotion Appeals.....	196
Article 14 Tenure and Promotion Committee.....	189
Article 3 Travel and Professional Development.....	141
Article 5 Vacation.....	144
Article 2 Workloads – University Faculty Members and Librarians.....	138

**Classification and Salary Schedule ..... 207**  
**Salary Schedule..... 208**

\*All changes appear in **bold**.

This Agreement made this 12<sup>th</sup> day of July, 2024

between

The Governing Council of UCN (hereinafter referred to as the “Employer”),

of the first part and

MGEU

(hereinafter referred to as the “Union”),

of the second part.

PURPOSE: The purpose of this Agreement is to promote cooperation and understanding between 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    Definitions/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 11:06 -University Faculty Component**
- (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.
- (s) **Syllabus" is a document, either separate or integrated into a course outline, that guides the instructor’s approach to achieving course learning outcomes by outlining the topics to be covered in a course, identifying course materials (e.g. books), setting course goals, articulating course assessments and their associated weightings, and establishing a detailed schedule for the course**

**which may include timelines for students to meet specific course requirements.**

- (t) **The terms “Aboriginal and Indigenous” are used interchangeably throughout the collective agreement.**

## **Article 2 Duration of Agreement**

- 2:01** This Agreement shall become effective from, and including, April 1, **2022** and shall continue in effect up to, and including, March 31, **2026** 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 **2018/2022** Agreement to the **2022/2026** 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 **MGEU** 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”.
- 4:02** **The two (2) Components listed below shall be attached to and form part of this agreement:**
- **College Instructor Component**



- **University Faculty Component**

### **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 10:02**, 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.

**5:11 Permanent employees who take a term position shall be returned to their permanent role at the conclusion of the term. This shall include faculty who move into administrative roles (i.e. Dean).**

#### **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 Management Rights**

**7:01** 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.

**7:02** 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 8 Pay**

**8:01** 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.

**8:02** 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.

**8:03** Where an employee is granted a special merit or additional remuneration by the Employer, the Employer shall notify the Union.

**8:04** (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 9     Retroactive Wages**

- 9:01** (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 10    Recruitment, Selection and Appointment**

- 10:01** 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 **10:03** and a competitive selection process shall be used. Where completion of the competitive process has not occurred, Article **10:02(h)** may be requested.

**10:02** 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.

- 10:03** 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.
- 10:04** 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.
- 10:05** Notwithstanding the provisions of Section :04, first consideration for filling vacancies or new positions shall be given to persons on the UCN reemployment list.
- 10:06** 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.
- 10:07** 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.
- 10:08** 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 11 Medical Fitness**

- 11:01** 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.
- 11:02** The cost of any examination referred to in Section :01 will be paid by the Employer.

### **Article 12 Probation**

- 12:01** Subject to Section :07, every person appointed to a position shall be on probation for a period of six (6) months or for such longer period as may be established by the Employer. Such period shall not exceed twelve (12) months in total. Where a period of probation in excess of six (6) months has been established, the employee shall be notified of the length of the probation period. The Employer has established a probation period of twelve (12) months for appointments to the following positions:
- (a) University and College Instructor
  - (b) Curriculum Consultant
- 12:02** Where an employee's probation period has been established for a period of less than twelve (12) months the Employer, may extend the employee's probation period. Such extension when combined with the initial probation period shall not exceed twelve (12) months duration and the total shall be deemed to be the initial probation period.
- 12:03** An employee shall be notified in writing of any extension of the probation period under Section: 02 prior to the expiry of the probation period. A meeting may be held with the employee to discuss the extension. The employee has the option to have a representative present.



- 12:04** After consultation with the Union, the Employer may extend the probationary period for an Instructor up to an additional twelve (12) months.
- 12:05** An employee who is rejected during the initial probation period may grieve the rejection at Step 2 of the grievance procedure within fifteen (15) working days from the date the employee received notice of the rejection. The 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.
- 12:06** Where an employee has been rejected during probation following a promotion, upon such rejection the Employer will relocate the employee to **their** former position or to a position comparable to the former position.
- 12:07** An employee shall not be required to serve a further probation period when:
- (a) The employee is promoted without competition as a result of reclassification of the employee's position;
  - (b) The employee initiates a transfer to a position in the same classification involving similar duties and responsibilities;
  - (c) The Employer initiates the transfer or demotion of an employee from one position to another for any reason.
- 12:08** The rejection of an employee on probation is not arbitrable.
- 12:09** An employee who is being rejected during the employee's probation period shall be provided with two (2) weeks' notice or payment in lieu thereof.
- 12:10** An employee who is temporarily appointed to another position on an acting basis is not considered to be on probation. If the employee is subsequently promoted to that position, the period during which the employee was in acting status does not count towards the employee's probation period.

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

- 13:01** Each employee shall observe standards of behaviour consistent with the employee's function and role as a UCN employee and in compliance with the terms of this Agreement.
- 13:02** 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 14 Performance Assessment**

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

### **Article 15 Merit Increases**

- 15:01** "Merit increase" means an increase in the rate of pay of an employee within the employee's pay range which may be granted on the employee's anniversary date in recognition of satisfactory service.

- 15:02** Subject to Section :03, the anniversary date of an employee is the first of the month which follows the date on which the employee is employed.
- 15:03** The anniversary date for an employee who as a result of promotion or transfer received an increase in rate of pay equivalent to two (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.
- 15:04** Where the pay range for an employee's classification permits, an employee shall be eligible for a merit increase twelve (12) months from the employee's anniversary date established in accordance with this article provided the employee has accumulated 1,008 regular hours of work during that twelve (12) month period. If an employee has not accumulated 1,008 regular hours during that twelve (12) month period and as a result has not received a merit increase, the employee is eligible for a merit increase at the employee's next subsequent anniversary date twelve (12) months hence provided the employee has accumulated 1,008 regular hours during the preceding twenty four (24) month period. In a similar manner an employee who has not accumulated 1,008 regular hours over the preceding twenty four (24) month period is eligible for a merit increase at the employee's next anniversary date following the accumulation of 1,008 regular hours.

For the purposes of this Article, an educational/**sabbatical** leave (**Article 10-University Faculty Component**) is considered to be regular hours of work which shall satisfy the eligibility requirements for a merit increase.

- 15:05** 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 biweekly pay period which includes the first of the month.

- 15:06** 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.
- 15:07** 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.
- 15:08** 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 16    Disciplinary Action**

- 16:01** An employee shall only be disciplined for just cause.
- 16:02** 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.
- 16:03** 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.

- 16:04** 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.
- 16:05** 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).
- 16:06** No notice or payment in lieu thereof is required where an employee is dismissed.

### **Article 17 Resignations**

- 17:01** An employee wishing to resign shall provide the Employer with a written, signed notice of resignation which shall specify the last day of employment.
- 17:02** **The effective date of resignation shall be the last day of work for which they are paid.**
- 17:03** 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.
- 17:04** (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.

- 17:05** An employee may, with the approval of the Employer, withdraw the notice of resignation at any time before the resignation becomes effective.
- 17:06** 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 18 Contracting Out**

- 18:01** The Employer will give all reasonable consideration to the continued employment of employees who would become redundant because work is contracted out.
- 18:02** 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.
- 18:03** 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 19 Technological Change

- 19:01** The Employer and the Union recognize that technological change can offer significant improvements in the quality and quantity of UCN services.
- 19:02** 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 fulltime, year-round basis.
- 19:03** 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.
- 19:04** 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.
- 19:05** 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 20 Change of Work Headquarters**

- 20:01** 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.
- 20:02** 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."
- 20:03** 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 UCN.
- 20:04** 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 22**.
- 20:05** 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 21 Lay-Off**

- 21:01** Whereby 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.



- 21:02** The Employer shall determine the group of employees concerned within each classification from which employees are to be laid off.
- 21:03** 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.
- 21:04** 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.
- 21:05** 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.
- 21:06** 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 their term may only displace another term employee with the same scheduled expiry date.

**21:07** 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.

**21:08** 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.

**21:09** 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.

- 21:10** 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.
- 21:11** 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.
- 21:12** 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.
- 21:13** 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.

UCN will also give first consideration to employees on UCN's reemployment 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 reemployment list will not affect that employee's status on the re-employment list.

- 21:14** Employees who are laid-off shall be placed on a re-employment list for a period of up to twenty-four (24) months from the effective date of the layoff.
- 21:15** 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.
- 21:16** 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 reemployment 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.

**21:17** 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.

**21:18** Employees on a re-employment list may be offered re-employment to other positions within the UCN.

**21:19** 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 reemployment 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.

**21:20** 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.

**21:21** 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 22:04**.

## **Article 22 Severance Pay**

**22:01** 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 (108/12) years of continuous service for purposes of calculation.

**22:02** 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.

**22:03** 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).

**22:04** 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.

**22:05** Where an employee in **their** first year of continuous service fails to complete one (1) year of continuous service as a result of permanent 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 their first year divided by twelve (12) months.

**22:06** 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.

**22:07** 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.

**22:08** 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 23 Holidays**

**23:01** (a) The following holidays shall be observed in the UCN:

New Year's Day	Labour Day
Louis Riel Day	<b>Truth &amp; Reconciliation Day</b>
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Terry Fox Day	

Any other holiday proclaimed by Federal or Provincial Statute.

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

- (i) For all shift employees, where any of the holidays fall on a Saturday or a Sunday they shall be observed on that day. 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, **the holiday shall be observed on the previous Friday** 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 previous Friday and following Monday.**

- 23:02** (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.
- 23:03** 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.
- 23:04** 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.
- 23:05** 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.
- 23:06** 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.

**23:07** 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.

- 23:08**
- (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.

**23:09** An employee who leaves the employment of the Employer, shall receive pay in lieu of the compensatory leave that has not been granted.

#### **Article 24 Vacation**

**24:01** 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.

**24:02** 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.

**24:03** An employee shall accumulate vacation credits from the date of commencement of employment.

**24:04** 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)).

**24:05** 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 ( $7 \frac{1}{4}$ ) or eight (8) and round down to the nearest quarter ( $\frac{1}{4}$ ) hour.

- 24:06**
- (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.

**24:07** 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.

**24:08** Subject to the requirements of the Employer, vacation leave shall be rotated regardless of seniority.

**24:09** 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.

**24:10** Where an employee dies, the employee's estate shall receive the employee's accumulated vacation credits.

**24:11** **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 25 Sick Leave

- 25:01** 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.
- 25:02** The sick leave to which an employee is entitled shall accumulate:
- (a) During the first four (4) years of service at the rate of **5%** 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 **10%** for each 72.5 (80.0) hours of accumulated service, exclusive of overtime.
- 25:03** 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.
- 25:04** Sick leave shall not accumulate beyond 1,508 (1,664) hours.
- 25:05** 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.
- 25:06** An employee shall accumulate sick leave credits from the date of commencement of employment.
- 25:07** 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.

- 25:08** 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.
- 25:09** The Employer may request a medical certificate **from a duly qualified medical practitioner including a psychiatrist or psychologist** 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.
- 25:10** 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 11** shall apply.
- 25:11** 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 5:01-University Faculty Component and College Component**, shall be a maximum of fifteen (15) working days.
- 25:12** 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.

- 25:13** 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.
- 25:14** 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.
- 25:15** 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 25:14**.

## **Article 26 Workers' Compensation**

- 26:01** 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.



- 26:02** 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.
- 26:03** 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.
- 26:04** 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.
- 26:05** 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 27 Bereavement Leave**

- 27:01** 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.
- 27:02** 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.
- 27:03** 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.

- 27:04** 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.
- 27:05** 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.
- 27:06** 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 28 Family Related Leave**

- 28:01** An employee shall be entitled to up to **six (6) 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.
- 28:02** 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 **four (4) 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.

**28:03** An employee's sick leave accumulation under Article 25 will not be reduced to less than twelve (12) days per year as a result of the application of the provisions in Articles 28:01 and 28:02.

### **Article 29 Birth or Adoptive Parent Leave**

**29:01** 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.

**29:02** 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.

**29:03** 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 31** shall apply with the necessary modifications.

### **Article 30 Maternity Leave**

**30:01** An employee who qualifies for maternity leave may apply for such leave in accordance with either Plan A or Plan B but not both.

#### **Plan A**

**30:02** In order to qualify for Plan A, an employee must:

- (a) Have completed 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 **their** delivery.

**30:03** An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:

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

**30:04** (a) An employee who has been granted maternity leave shall be permitted to apply up to a maximum of five (5) days of **their** 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**

**30:05** In order to qualify for Plan B a **regular** 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 **the employee** in the application as the day on which **the employee** intends to commence such leave;
- (c) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that **the employee** is pregnant and specifying the estimated date of **their** delivery;
- (d) Provide the Employer with proof that **the employee** has applied for Employment Insurance benefits and that Service Canada has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 18, Employment Insurance Act.

**30:06** An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:

- (a) **The employee** will return to work and remain in the employ of the Employer on a full-time basis for at least twenty-six (26) weeks following **their** return to work, or, in the case of a part-time employee, **the employee** will return to work and remain in the employ of the Employer on a part-time basis for at least twenty-six (26) weeks following **their** return to work; and
- (b) If **the employee** does not take parental leave as provided in **Article 31**, **the employee** will return to work on the date of the expiry of **their** maternity leave; and

- (c) If **the employee** does take parental leave as provided in **Article 31**, **the employee** will return to work on the date of the expiry of **their** parental leave; and
- (d) Should she fail to work as provided above, **the employee** is indebted to the Employer for **a prorated amount** of pay received from the Employer as a maternity allowance during **their** entire period of maternity leave.

**30:07** 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.

**30:08** 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.

**30:09** 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 **their** 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 **their** 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 **their** 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 **their** weekly rate of pay for the week immediately following the discontinuation of payments of Employment Insurance Parental Benefits.

- 30:10** During the period of maternity leave, benefits will not accrue. However, the period of maternity leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.
- 30:11** 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.
- 30:12** The Employment Standards Act respecting maternity leave shall apply mutatis mutandis.

### **Article 31 Parental Leave**

- 31:01** 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.

- 31:02** 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.
- 31:03** 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.
- 31:04** 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.
- 31:05** 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.
- 31:06** During the period of parental leave, **a regular** 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.

**31:07** 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.

**31:08** 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.

**31:09** **An applicant for parental leave who receives the top up allowance must sign an agreement with the Employer providing that:**

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

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

- (b) Should the employee fail to return to work as provided above, the employee will be indebted to the Employer for a **pro-rated amount** of pay received from the Employer as a top-up allowance during the entire period of parental leave.

**31:10 During the period of parental leave, benefits will not accrue. However, the period of parental leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.**

**31:11 Where an employee's anniversary date falls during the period of parental leave the employee shall be eligible to receive a merit increase effective the date upon which the employee returns to their position of employment.**

### **Article 32 Bridging of Service**

**32:01** 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 33 Loss Of or Damage To Personal Effects**

- 33:01** 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.
- 33:02** 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.
- 33:03** 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.
- 33:04** 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.

- 33:05** 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.
- 33:06** 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.
- 33:07** 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 34 Remoteness Allowance**

- 34:01** The Employer shall provide remoteness allowances as shown in Appendix B which is attached hereto and which forms part of this Agreement.

#### **Article 35 Benefits**

**35:01** **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;

**35:02 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 will also apply to the Vision Care Plan.

**35:03 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.

**35:04 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.

**35:05 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).
- (b) The Employer shall provide a four hundred dollar (\$400) per annum Health Spending Account for eligible term employees.

**35:06** Term employees are eligible for benefits upon accumulation of 1,885 (2,080) hours.

### **Article 36 Employee Assistance Program**

**36:01** The Employer and the Union agree that the employees will continue to have access to the Employee Assistance Program.

### **Article 37 Health and Safety**

**37:01** The Employer and the Union recognize that safety, accident prevention and the preservation of health are of primary importance in UCN operations and that these activities require the combined efforts of the Employer, employees, and the Union.

**37:02** The Employer will continue to provide its employees with safe working conditions, equipment and materials, and will continue to ensure that all reasonable precautions are taken.

**37:03** The Union will continue to make every effort to obtain the cooperation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.

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

**37:05** 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.

**37:06** Efforts should be made to schedule committee meetings, functions or duties during the employees' work time but if this is not possible meetings may be held during an employee's off duty hours. Employee representatives who are members of a Workplace Health and Safety Committee and who are scheduled to meet during off duty hours shall be compensated at straight time

rates or at the employee's option be granted time off in lieu for time spent in such meetings, functions or duties.

- 37:07** Minutes of all committee meetings are required. Minutes shall consist of matters relating to the receipt and disposition of safety and health concerns. The minutes shall be signed by both chairpersons. Where there is disagreement as to the accuracy or content, either party may so note the disagreement and place their comments on the minutes prior to signing. When the minutes are signed by both co-chairpersons, the management co-chairperson shall retain the original for the records of the committee, forward a copy to the Workplace Safety and Health Division, post a copy and forward a copy to members of the committee.
- 37:08** The objectives of Workplace Health and Safety Committees include:
- (a) Assisting employees to identify, record, examine, evaluate and resolve health and safety concerns in the 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.
- 37:09** Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, the supervisor shall not require or permit an employee to engage in, carry on or continue to work in that workplace under that condition.
- 37:10**
- (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to 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.

**37:11** Where an employee has refused to perform work in accordance with Section :10, no other employee shall be assigned the particular work unless such employee is notified of the refusal and the reasons for the refusal, if known.

**37:12** Nothing in this article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Sections :09 and :10.

**37:13** Disciplinary action shall not be taken against an employee solely for the reason that the employee:

- (a) Made a report under Section :10; and
- (b) Refused to work or continue to work under the conditions described under Section :10 provided a safety and health officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to their safety or health.

**37:14** Where an employee willfully takes unfair advantage of the provisions described in Section :10, the employee may be subject to disciplinary action up to and including suspension or dismissal.

### **Article 38 Uniforms and Protective Clothing**

- 38:01** Where the Employer determines that uniforms and protective clothing are required in the performance of the employee's duties, such uniforms and protective clothing shall be provided to the employee.
- 38:02** Where uniforms and protective clothing are supplied, the Employer agrees to furnish, replace or repair such clothing when damaged in the performance of the employee's duties.
- 38:03** Where an employee is required, as a condition of employment, to provide and wear approved safety footwear 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.
- 38:04** 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.
- 38:05** 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.

- 38:06** 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.
- 38:07** 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 39 Video Display Terminals**

- 39:01** 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 40 Union Business**

- 40:01** Leave of absence to attend to Union business may be granted to employees under the following conditions:
- (a) Requests for leave shall be made in writing by the Union by providing the employee with a letter of request. The employee shall submit the letter to **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.
- 40:02** (a) For time spent with the Employer's representatives during negotiations of the Agreement, the Union will be allowed to have no more than two (2) employees present at each bargaining session on a time off with pay basis.
- (b) Prior to the commencement of negotiations, the Union shall supply the Employer with a list of employee representatives. Dependent upon operational requirements, requested leave for such employees shall not be unreasonably denied.
  - (c) Subject to the mutual agreement of the parties, the total number of employees referred to in both (a) and (b) above may be changed provided any additional employees are on leave without pay or on wage recovery as per Section :01 (c).
- 40:03** Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's supervisor.
- 40:04** The Employer agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings, and social events provided the information does not contain anything that is adverse to the interests of the Employer. The

Employer shall have the right to refuse to post or remove the posting of any information.

#### **Article 41 Rights of Union Officers**

- 41:01** “Union Officer” means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- 41:02** The Employer recognizes the Union’s right to select union officers to represent employees.
- 41:03** 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.
- 41:04** 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.
- 41:05** Union officers and employees shall not conduct Union business during their working time.
- 41:06** 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.
- 41:07** 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.
- 41:08** 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).

**41:09** 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 42 Union Security**

**42:01** Employees covered by this Agreement, whether members of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the biweekly membership dues determined by the Union. For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the bi-weekly pay period, following the date the employee is covered under the terms of this Agreement.

**42:02** The Employer shall forward to the Union the amount of the dues deducted under Section :01 above on a bi-weekly basis per each applicable bi-weekly pay period system.

**42:03** The Employer will provide the Union with member's job classification and work location with dues submission.

**42:04** The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this article except for any claim or liability arising out of an error committed by the Employer.

**42:05** Notwithstanding any other provision in this Agreement, the Employer shall not later than ninety (90) days preceding the expiry date of this Agreement, furnish in written form to the Union the following, by classification groupings:

- (a) The name of each employee;
- (b) The classification of each employee;

- (c) The current rate of pay of each employee.

### **Article 43 Labour/Management Committee**

- 43:01** 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.
- 43:02** The Committee may make recommendations to the Union and the Employer with respect to its discussion and conclusions, but it shall not have jurisdiction over wages, or any matter of collective bargaining including the administration of this Agreement. The Committee does not have the power to bind either the Union or its members or the Employer to its decisions or conclusions.

### **Article 44 Grievance Procedure**

- 44:01** The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.
- 44:02** **All grievances shall be sent to the Director of Human Resources. When a grievance cannot be presented in person at any step, it may be transmitted by electronic mail which will be deemed received the next working day.**
- 44:03** 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.
- 44:04** A grievance is defined as a complaint in writing concerning:

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

**44:05** Notwithstanding Section :04, an employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the grievance procedure. The decision at Step 2 shall be final for such grievances.

- 44:06**
- (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.

**44:07** If an employee or the Union fails to initiate or process a grievance within the prescribed time limits, the grievance will be deemed to be abandoned and all rights of recourse to the Grievance Procedure for that particular grievance shall be at an end. If the Employer fails to reply to a grievance within the prescribed time limits, the employee or the Union may process the grievance to the next step. Either party may request an extension of the time limits providing such extension is requested prior to the expiry of the time allowed. An extension, if requested, shall not be unreasonably withheld.

**44:08** Wherever possible, the grievance shall be presented on the Union Grievance Form. A written description of the nature of the grievance and the redress requested shall be sufficiently clear and if the grievance relates to an article of the Agreement, such article shall be so stated in the grievance. The grievance shall be signed by the employee and may be clarified at any step providing its substance is not changed. Except for failure to meet the time limits, a grievance shall not be deemed to be invalid if it is not written on the Union Grievance Form or for failure to quote the article in dispute.

**44:09** 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 :04, 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.

**44:10** Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the grievance procedure within twenty (20) working days of the date that the employee became aware of the action.

**44:11** 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 45 Arbitration Procedure**

**45:01** Only those matters set forth below may be submitted to Arbitration by the Union or the Employer:

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

**45:02** The procedure for arbitrating grievances shall be the procedure as set forth below:

- (a) Where a difference arises between the parties hereto relating to a subject matter as outlined in Section :01, either of the parties may, within twenty (20) working days from the receipt of the decision at Step 2, notify the other party in writing of its desire to submit the difference or allegation to arbitration. Such notification, when initiated by the Union, shall be

made directly to the 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 46 Human Resource Development**

- 46:01** 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.
- 46:02** Educational leave policies and practices shall be as set forth from time to time in the Employer's Policies and Procedures Manual.
- 46:03** All applications for human resource development activities shall be submitted to Human Resources with a copy to the immediate supervisor.

#### **Article 47 No Harassment/Discrimination**

- 47:01** The Employer and the Union jointly affirm that every employee is entitled to a respectful workplace which is free of discrimination and harassment.

- 47:02** 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.
- 47:03** The Employer shall maintain policies in relation to discrimination, harassment and respectful workplace and shall provide copies to all employees.
- 47:04** 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).
- 47:05** 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.
- 47:06** Where a dispute arises, the parties agree that the dispute resolution procedure under the Employer's policies shall be utilized.
- 47:07** Notwithstanding the above, a complaint of harassment may proceed as a grievance.

#### **Article 48 Civil Liability**

- 48:01** If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by the employee in the performance of 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 49 Employee Files**

- 49:01** Upon the written request of an employee, the Employer's personnel file of that employee shall be made available for the employee's full examination. Such examination shall be in the presence of a representative of Human Resources. The employee has the option to have a representative present.
- 49:02** An employee may request a copy of specific documents on the Employer's personnel file of that employee. This provision shall not be unreasonably requested or denied.
- 49:03** Upon request, the Employer may remove disciplinary records which are four (4) years old or older from an employee's personnel file.

#### **Article 50 Long Term Disability Income Plan**

- 50:01** The parties agree that the Employer shall provide an Employer paid Long Term Disability Income Plan for eligible employees. The regulations

governing this plan will be agreed upon in a separate Memorandum of Agreement.

- 50:02** 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 51 Seniority**

- 51:01** (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.
- 51:02** Seniority for service shall include only the following:
- (a) Regular paid time
  - (b) Periods of Workers’ Compensation
  - (c) Periods of maternity leave
  - (d) Periods of adoptive parent leave
  - (e) Periods of parental leave
  - (f) Approved educational leave to a maximum of one year
  - (g) Any sick leave without pay necessary to satisfy the elimination period of the Long Term Disability Plan
  - (h) Leaves without pay to a maximum accumulation of twenty (20) working days in a calendar year.

- (i) Periods of Educational/Sabbatical Leave - **Article 10-University Faculty Component.**

**51:03** An employee will lose all seniority when the employee:

- (a) Resigns
- (b) Retires
- (c) Is dismissed and not reinstated
- (d) Dies
- (e) Is permanently laid-off
- (f) Is terminated at the expiry of the employee's term of employment.  
However, this 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.

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

**51:05** Seniority lists will be prepared for the following types of employees by classification groupings in order of seniority:

- (a) Regular
- (b) Term

**51:06** Grievances concerning the calculation of seniority must be filed at Step 2 of the Grievance Procedure within twenty (20) working days of the date the employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

## Article 52 Shift Premium

**52:01** 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-nine cents (\$1.79) per hour or portion thereof; Effective April 1, 2022**

**Effective April 1, 2023, one dollar and eighty-five cents (\$1.85) per hour or portion thereof;**

**Effective April 1, 2024, one dollar and ninety cents (\$1.90) per hour or portion thereof**

**52:02** 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.

**52:03** 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 53 Stand-By

**53:01** 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-two dollars and twenty-five cents (\$22.25)** for each eight (8) hour period; **Effective April 1, 2022;**

**Effective April 1, 2023, a payment of twenty-two dollars and ninety-two cents (\$22.92) for each eight (8) hour period;**

**Effective April 1, 2024, a payment of twenty-three dollars and sixty cents (\$23.60) for each eight (8) hour period.**

- 53:02** For stand-by on a day of rest or on a paid holiday that is not a working day:
- (a) A payment of **twenty-six and seventy-one cents (\$26.71) for each eight (8) hour period; Effective April 1, 2022;**
- Effective April 1, 2023, a payment of twenty-seven and fifty-one cents (\$27.51) for each eight (8) hour period;**
- Effective April 1, 2024, a payment of twenty-eight and thirty-three cents (\$28.33) for each eight (8) hour period.**
- 53:03** 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.
- 53:04** 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.
- 53:05** 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 54 Acting Status**

- 54:01** 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 **their** original position that the employee would be paid if the employee had never held the temporary appointment.

- 54:02** 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 55 Job Sharing**

- 55:01** 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 56 Weekend Premium**

- 56:01** An employee shall receive a weekend premium for all regular hours of work or portions thereof on a Saturday or Sunday, of **one dollar and eighteen cents (\$1.18) per hour; Effective April 1, 2022;**
- Effective April 1, 2023, one dollar and twenty-two cents (\$1.22) per hour;**
- Effective April 1, 2024, one dollar and twenty-six cents (\$1.26) per hour.**

- 56:02** 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.
- 56:03** 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 57 Hours of Work**

- 57:01** All employees shall come within one (1) of the following categories of hours of work:
- (a) Thirty six and one quarter (36 $\frac{1}{4}$ ) hours of work, Category (A);
  - (b) Forty (40) hours of work, Category (B);
  - (c) College Instructors, Category (C).
- 57:02** 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

**57:03** **Category (A)**

- (a) Regular Work Day and Regular Work Week

Employees shall work seven and one quarter (7 $\frac{1}{4}$ ) consecutive hours per work day exclusive of the **forty five (45) minute meal period** and thirty six and one quarter (36 $\frac{1}{4}$ ) hours per work week. Alterations to the

foregoing shall only be by written mutual consent of both parties to this Agreement. This provision does not relate to the times of work in Section :03 (b), or the days of work in Section :03 (c).

(b) Times of Work

Normal office hours shall be between 8:00 a.m. and 5:00 p.m. Where the necessity to provide service to the public creates a need to set different times of work, the Employer, after meaningful consultation with the 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.

**57:04 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 58.



## (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.

**57:05** 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. **Employees working less than the number of hours per day as set out in 57:03 and 57:04 shall receive a fifteen (15) minute break during each work period of 3.5 hours duration.**

### Article 58 Overtime

**58:01** The Employer may require employees to work overtime.

**58:02** 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.

**58:03** An employee who is required to work overtime on their regular work day shall receive compensation at time and one-half (1½x) for all overtime worked.

- 58:04** 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.
- 58:05** 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.
- 58:06** 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 **57:02**, and who is required to work on their day(s) of rest is entitled to compensation at double time ( $2x$ ) for all time worked.
- 58:07** 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.
- 58:08** 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.
- 58:09** All time off in lieu thereof shall be granted at a time mutually agreeable to the employee and the Employer.
- 58:10** Where an employee has chosen to receive time off in lieu, arrangements in respect thereof shall be completed to the mutual satisfaction of the employee and the Employer within sixty (60) calendar days following the end of the biweekly pay period in which the overtime was worked. Where mutual agreement has not been reached within this sixty (60) day period, the employee shall receive payment based on the rate at which they were being paid when the overtime was worked.

- 58:11** 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 57.
- 58:12** 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 59 Court Leave**

- 59:01** 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 60 Deferred Salary Leave Plan**

- 60:01** 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.
- 60:02** 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 61 Remote Work

- 61:01** Remote work arrangements may be voluntary and may be terminated by either party with thirty (30) days' notice.
- 61:02** 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.
- 61:03** 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.
- 61:04** All provisions of the Agreement apply to work at home arrangements except as otherwise agreed by the parties to the Collective Agreement.
- 61:05** Remote work arrangements refer to work performed during regular work hours. The provisions of this article refers to short and long term arrangements.
- 61:06** 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.
- 61:07** A joint committee will be established to review specific work at home issues not covered by these provisions.

## Article 62 Military Leave

- 62:01** 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 63 Professional Fees**

**63:01** 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 64 National Indigenous Peoples Day**

**64:01** 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.

**64:02** 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 65 Ceremonial/ Religious Leave**

**65:01** 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.

**65:02** 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.

**65:03** 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 66 Domestic Violence Leave**

**66:01** 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.

**66:02** 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.

- 66:03** Subject so Section :04, leave taken under this section is unpaid leave.
- 66:04** 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.
- 66:05** **An employee's sick leave accumulation under Article 25 will not be reduced to less than twelve (12) days per year as a result of the application of this provision.**
- 66:06** 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.
- 66:07** An employee who wishes to take leave under this Article must provide as much notice as its reasonable and practicable to the Employer.

### **Article 67 Intellectual Property**

- 67:01** 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.

- 67:02** Intellectual property does not include course outlines, **or course** and program titles and descriptions as they appear in the UCN calendar and **learning outcomes** as they appear in the forms used in the approval process of **courses** and programs, **curriculum developed and/or required by the Province of Manitoba for mature high school and adult learning courses and programs.**
- 67:03** 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 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 **see** fit, UCN and MGEU encourage the public dissemination of knowledge through normal processes of publication, conference presentations, etc.
- 67:04** 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.
- 67:05** 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.

**67:06** 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.

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 12 day of July, 2024.

*Lou L. Grandmont*

On behalf of University College of The North

*D. Khondaker*

On behalf of University College of The North

*[Signature]*  
DocuSign Envelope ID: [redacted]

On behalf of University College of The North

*[Signature]*  
On behalf of Manitoba Government and General Employees' Union

*Proyer NARLES*  
On behalf of Manitoba Government and General Employees' Union

*[Signature]*  
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

**Administrative Assistant, President’s Office**

**Associate Deans**

Associate Vice Presidents

Chief Administrative Officer

Chief Financial Officer

Deans

Director, Communications

**Director, Facilities, Ancillary Services & Safety**

**Director, Finance**

Director, Human Resources

Director, Information Technology

Director, Institutional Advancement

**Director, Institutional Analysis and Planning**

**Director, Research & Academic Innovation**

**Director, Training Solutions**

Elder

**Executive Assistant to the Chief Administrative Officer**

**Executive Assistant to the President**

Executive Director, Indigenous Initiatives and Engagement

Senior Advisor to the Vice President Academic and Research

Head Librarian

Human Resources Advisors

Institutional Researcher

**Manager, Human Resources**

Pay and Benefits Manager

Pay and Benefits **Administrators**

President and Vice Chancellor

**Registrar**

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

An 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 (1/10th) 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 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 (1/10th) of the bi-weekly rate, up to the maximum amount for the bi-weekly period, for the following conditions:

- (a) For each day the employee is at work irrespective of the number of hours worked; 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 biweekly pay period following the attainment of 336 (304½) hours of accumulated service.
- 2:02** This Appendix does not apply to casual employees.
- 2:03** The Employer will determine whether an employee is part-time or casual in accordance with Sections :01 and :02. The parties agree to meet in an effort to resolve any problems which may occur as to whether an employee is parttime 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

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 24:02 or 24:11 (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  $\frac{1}{4}$ ) or eight (8) and round down to the nearest quarter ( $\frac{1}{4}$ ) hour

### 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 25:02** (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 **five (5) days** sick leave towards the E.I. waiting period **and the additional five (5) days of accumulated sick leave to be used in the week after the EI benefits cease**, will be calculated by multiplying the number of days' accumulated sick leave the employee has (up to **five [5] days**) by the pro-rating factor.

**5:07** Parental Leave

- (a) **Part-time employees are eligible for Parental Leave as set out in the agreement**
- (b) **to qualify for parental Leave, calendar service is used ie: seven (7) continuous months**
- (c) **An employee who qualifies is eligible for the full calendar time leave provided under the Agreement**
- (d) **Where the weekly hours of a part-time employee vary, the pro-rating factor will be used to determine their weekly rate of pay.**

**5:08** Workers' Compensation

An employee who is eligible for Workers' Compensation may use accumulated sick leave to supplement Workers' Compensation in accordance with Article **26**.

**5:09** Bridging of Service

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

**5:10** Severance Pay

Accumulated service is the basis for meeting the minimum service requirement in accordance with **Article 22** 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.

**5:11** Remoteness Allowance

Refer to the Agreement Appendix B Section 1:08.

**5:12** 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.

**5:13** 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.

**5:14** Overtime

- (a) Daily overtime is only payable when the employee has worked beyond the normal daily hours for that classification, i.e. 8 (or 7¼) hours.



- (b) Overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a part-time employee only has two (2) “days of rest” per week.
- (c) Certain shift configurations may require working more than five (5) days per week without payment of overtime.

**5:15**    Probation

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

**5:16**    Seniority

Seniority is based on accumulated service.

**5:17**    Lay-Off

Accumulated service is used for purposes of lay off.

**5:18**    Dental Care Plan, Vision Care Plan, Drug Care Plan and Health Spending Account

- (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) **The Health Spending Account shall be pro-rated for regular and term part time employee.**

**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 –**Definitions**/ Interpretation

Article 4 - Application

Article 7 - Management Rights

Article 9 - Retroactive Wages

Article 13 - Conduct of Employees

Article 16- Disciplinary Action

Article 23- Holidays

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

Article 33 - Loss of or Damage to Personal Effects

Article 38 - Uniforms and Protective Clothing

- Sections :01, :02 and :07 only

Article 42 - Union Security

Article 44 - Grievance Procedure - limited to the provisions of this article

Article 45 - Arbitration Procedure - limited to the provisions of this article

Article 47 – **No Harassment/Discrimination**

Article 48 - Civil Liability

Article 49 - Employees Files

Article 52 - Shift Premium

Article 56 - Weekend Premium

**1:02** Overtime

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

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

**1:04** A casual employee who has not worked for a period of forty-five (45) calendar days may be terminated at the sole discretion of the Employer. If an employee who has been terminated in accordance with this section is rehired as a casual employee within twelve (12) months, the employee will receive credit for the employee’s previous casual service for purpose of the application of Section :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	
	South of 53	North of 53
(a) <b>Effective April 1, 2022</b>	<b>\$0.55/km</b>	<b>\$0.63/km</b>
(b) <b>Effective April 1, 2023</b>	<b>\$0.63/km</b>	<b>\$0.72/km</b>
(c) <b>Effective April 1, 2024</b>	<b>\$0.63/km</b>	<b>\$0.72/km</b>
(d) The use of a privately owned motorcycle, when authorized by the Employer:	<b>\$0.21/km</b>	<b>\$0.24/km</b>

**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 **the employees’** normal hours on **their** 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:				
<b>Effective April 1, 2022</b>	<b>\$10.50</b>	<b>\$13.30</b>	<b>\$23.40</b>	<b>\$47.20</b>
<b>Effective April 1, 2023</b>	<b>\$11.30</b>	<b>\$14.30</b>	<b>\$25.10</b>	<b>\$50.70</b>
<b>Effective April 1, 2024</b>	<b>\$12.10</b>	<b>\$15.35</b>	<b>\$26.95</b>	<b>\$54.40</b>
(b) In all other areas:				
<b>Effective April 1, 2022</b>	<b>\$9.70</b>	<b>\$12.65</b>	<b>\$22.40</b>	<b>\$44.75</b>
<b>Effective April 1, 2023</b>	<b>\$10.40</b>	<b>\$13.60</b>	<b>\$24.05</b>	<b>\$48.05</b>
<b>Effective April 1, 2024</b>	<b>\$11.15</b>	<b>\$14.60</b>	<b>\$25.80</b>	<b>\$51.55</b>

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

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

**2:04** Actual meal expenses exceeding the above maximum may be claimed if supported by a receipt up to a maximum of 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.
- 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 UCN provides an 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).
- 7:05** **Employees travelling on UCN business may choose to stay at a residential property that the host rents on a short-term basis to travelers such as Airbnb. The cost must be comparable to a standard hotel room in the area.**

### **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 and **MGEU** agree that a division or branch within 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**

---

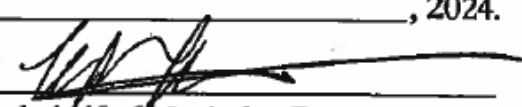
UCN and the Manitoba Government and General Employees' Union agree to a joint review of the benefit plans and examine, within the existing expenditures in the plans, if modifications, efficiencies or greater flexibility could improve the effectiveness of the plans in delivering benefits to employees. 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 12<sup>th</sup> day of July, 2024.

*Lou L. Grandmont*

On behalf of University College  
of The North

  
On behalf of Manitoba Government  
and General Employees' Union

*D. Hendaker*

On behalf of University College  
of The North

*Ryan NABERO*  
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. 10<sup>1</sup>/<sub>4</sub> or 11 hour shift - overtime paid after 10<sup>1</sup>/<sub>4</sub> 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 (1<sup>1</sup>/<sub>2</sub>x) 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 1<sup>1</sup>/<sub>2</sub>x
  - (ii) Second day of rest 2x
  - (iii) Third day of rest 1<sup>1</sup>/<sub>2</sub>x
  - (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 (10<sup>1</sup>/<sub>4</sub>) or eleven (11) hour shift - sick leave reduced by 10<sup>1</sup>/<sub>4</sub> 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 36<sup>1</sup>/<sub>4</sub> = 108<sup>3</sup>/<sub>4</sub> hours
  - (ii) Four (4) weeks' vacation = 4 x 36<sup>1</sup>/<sub>4</sub> = 145 hours
  - (iii) Five (5) weeks' vacation = 5 x 36<sup>1</sup>/<sub>4</sub> = 181<sup>1</sup>/<sub>4</sub> 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

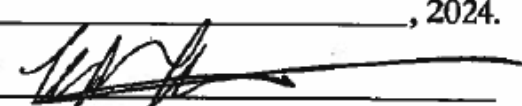
All authorized leaves with pay shall be converted to hours. Where an employee is eligible for one day with pay per the Agreement then the employee shall be eligible for seven and one-quarter (7¼) hours (e.g. Employee eligible for one day paternity leave will receive seven and one-quarter [7¼] hours leave 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 12<sup>th</sup> day of July, 2024.

*Lou L. Grandmont*

On behalf of University College  
of The North

  
On behalf of Manitoba Government  
and General Employees' Union

*D. Hendaker*

On behalf of University College  
of The North

*Ryan NABERO*  
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 12<sup>th</sup> day of July, 2024.

Lou L. Grandmont

On behalf of University College  
of The North

[Signature]

On behalf of Manitoba Government  
and General Employees' Union

D. Handekar

On behalf of University College  
of The North

Rajan Narasimhan

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**

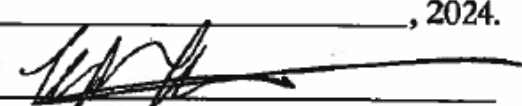
---

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 12<sup>th</sup> day of July, 2024.

*Lou L. Grandmont*

On behalf of University College  
of The North

  
On behalf of Manitoba Government  
and General Employees' Union

*D. Kondaker*

On behalf of University College  
of The North

*Rajan Narsoo*  
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: Union Office**

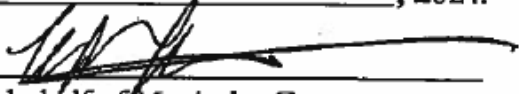
---

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 12<sup>th</sup> day of July, 2024.

*Lou L. Grandmont*

On behalf of University College  
of The North

  
On behalf of Manitoba Government  
and General Employees' Union

*D. Hendeker*

On behalf of University College  
of The North

*Rajan Narso*  
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: Point Rated Factor Analysis Classification Plan**

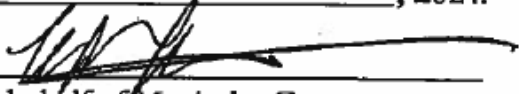
---

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 12<sup>th</sup> day of July, 2024.

*Lou L. Grandmont*

On behalf of University College  
of The North

  
On behalf of Manitoba Government  
and General Employees' Union

*D. Hendeker*

On behalf of University College  
of The North

*Rajan Naras*  
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: Tuition Benefit for Employees and Family Members

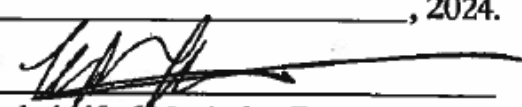
---

The Employer shall explore the development of a tuition benefit policy for eligible employees and their family members with the opportunity of furthering their educational/career development by making UCN courses available to them at reduced cost. It is understood that neither the Union nor the Employer is obligated to agree to any recommendations arising out of this process.

Signed this 12<sup>th</sup> day of July, 2024.

*Lou L. Grandmont*

On behalf of University College  
of The North

  
On behalf of Manitoba Government  
and General Employees' Union

*D. Hendaker*

On behalf of University College  
of The North

*Frank Nabezo*  
On behalf of Manitoba Government  
and General Employees' Union

## College Instructor Component

### Article 1 Application

**1:01** The following shall apply to all employees in the bargaining unit who are incumbents in the Instructor (College) classification.

### Article 2 Hours of Work

**2:01** 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) 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
  - **Legislative and regulatory requirements applying to College Instructors teaching in Adult Learning Centre programming**
- (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 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 **VPAR**, they shall render **their** 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 **45, Master 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 3:01 (a) and may be subject to the other influencing factors in accordance with 3:01 (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 3:01 (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 3:01 (e).

### Article 3 Instructor Accreditation

- 3:01** Each College Instructor shall be required to attain the Certificate in **Teaching for Learning in Applied Education (TFL)** or an equivalent qualification acceptable to the Employer.
- 3:02** It is desirable that the **TFL** be completed as quickly as possible. Therefore, an Instructor shall complete at least six (6) credit hours towards accreditation each academic year **starting within the first year of employment.**
- (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 TFL 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 4 Off-Campus Assignments

- 4:01** Where an Instructor is assigned instructional duties and responsibilities off campus such that the Instructor is unable to return to their normal residence at the end of a work day and must therefore reside temporarily in another



location, the Instructor shall be provided reasonable notice of such assignment.

**4:02** 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 5    Vacation**

**5:01** 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 Article **24** Master Agreement:

- (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 Article 24 Master Agreement, 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.

### **Article 6    Instructor Education Supplement**

**6:01** Subject to Article **15**, Master Agreement, 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.

**6:02** 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 7 Academic Coordinator Allowance**

**7:01** “Academic Coordinators” 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.

**7:02** 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.

**7:03** 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.

**7:04** The Employer may designate an Instructor as an academic co-ordinator where necessary due to operational requirements such as program accreditation standards.

**7:05** As per the provisions of Article 3:01 Instructor Component (Hours of Work) and Article 2 University Faculty Component (Workloads – University Faculty Members and Librarians), the workload shall be 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

## University Faculty Component

### Article 1 Application

**1:01** The following shall apply to all employees in the bargaining unit who are incumbents in the classifications listed in the following classifications:

**University Instructor**

**Assistant Professor**

**Associate Professor**

**Full Professor**

**Librarian 1**

**Librarian 2**

**Librarian 3**

**Librarian 4**

**Library Director 1**

### Article 2 Workloads – University Faculty Members and Librarians

**2:01** 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.

**2:02** 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.

**2:03** 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.

**2:04** 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.

**2:05** **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.

**2:06** **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.

## **2:07 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 3 Travel and Professional Development**

**3:01** All Professors, University Instructors (as defined in Article 1:02(o) in the Master 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 46**, Master Agreement.



**3:02 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 (\$1500) (**effective April 1, 2022**) 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.
- (e) Items purchased with these funds which have a continuing value remain the property of 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 **five** fiscal years.
- (h) TPDA Funds will be pro-rated for university faculty members retiring during the fiscal year.

#### **Article 4    Off Campus Assignments**

- 4:01** Where an Instructor is assigned instructional duties and responsibilities off campus such that the Instructor is unable to return to their normal residence at the end of a work day and must therefore reside temporarily in another location, the Instructor shall be provided reasonable notice of such assignment.
- 4:02** 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 5      Vacation**

**5:01** 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 **Article 24**, Master Agreement:

- (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 Article 24, Master Agreement, 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.

### **Article 6 Instructor Education Supplement**

**6:01** Subject to **Article 15**, Master Agreement, 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.

**6:02** 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 7 Academic Coordinator Allowance**

**7:01** “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.

**7:02** 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.

- 7:03** 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.
- 7:04** The Employer may designate an Instructor as an academic co-ordinator where necessary due to operational requirements such as program accreditation standards.
- 7:05** As per the provisions of Article 3:01 Instructor Component (Hours of Work) and Article 2 University Faculty Component (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 8 Academic Freedom**

- 8:01** UCN 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.

**8:02** 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.

**8:03** 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.

**8:04** 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.

- 8:05** 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.
- 8:06** 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 9 Stipends**

- 9:01** UCN may offer stipends for teaching university courses.
- 9:02** The stipends shall be:
- (a) **Four thousand eight hundred and twenty-six dollars (\$4,826)** per three (3) credit hour course.
  - (b) **Nine thousand six hundred and fifty-three dollars (\$9,653)** per six (6) credit hour course.
  - (c) **Any other number of credit hour courses must be pro-rated at one thousand six hundred eight dollars (\$1,608) per credit hour course.**
- 9:03** 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 2.
  - (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.

**Article 10 Educational/Sabbatical Leave - University Faculty Members and Librarian**

**10:01** Educational/**Sabbatical** 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.

**10:02** In order to qualify for a full educational/**sabbatical** 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/**sabbatical** 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/**sabbatical** 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 46, Master Agreement during the period of educational/**sabbatical** leave.

**10:03** Faculty members shall plan their leaves well in advance in order to cause the least disruption possible to the UCN. Applications for educational/**sabbatical** 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.

**10:04** 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.

**10:05** If the Employer requires a faculty member who has been granted an educational/**sabbatical** leave to defer the leave, the period of deferral shall be credited to the period of eligibility for the next educational/sabbatical leave.

**10:06** An application for educational/**sabbatical** 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.

**10:07** Applicants will be provided with a written decision no later than January 15.

- 10:08** Faculty members are encouraged to apply for external fellowships and research or travel grants for their educational/**sabbatical** leave. Faculty members on educational/**sabbatical** leave are expected to devote the leave to research and except with the written permission of UCN, shall not undertake paid assignments.
- 10:09** While a faculty member is on educational/**sabbatical** 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 **faculty** member's salary, together with contributions as required by statute, and the **faculty** member is eligible for promotion and salary increase.
- 10:10** Within 30 working days after returning from educational/**sabbatical** leave, the faculty member shall submit to **their** Dean and the **VPAR**, 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.

- 10:11** Upon completion of an educational/**sabbatical** 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.

## **Articles 11 Appointment, Responsibilities, Criteria - University Faculty**

### **11:01 Types of Appointments**

Appointments as university faculty members shall be of the following types: term appointments (as defined in Article 5, Master Agreement), **tenure-track appointments**, or appointments with tenure.

### **11:02 Tenure-track Appointments**

- (a) A tenure-track appointment is for probationary university faculty members at the rank of Assistant Professor, Associate Professor or Full Professor with five (5) years of full-time employment, 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 Collective Agreement (CA). However, no full-time university faculty members can be forced to accept any reduction in the tenure-track period.
- (b) Normally, university faculty members eligible for tenure will apply for tenure in the final year of their tenure-track appointment, thus, usually in year five (5) of a five (5) year contract. University faculty members who have received credit for prior service and thus have a reduced tenure-track appointment, must apply for tenure by the final year of their reduced tenure-track appointment.
- (c) University faculty members who have received an extension of their tenure-track appointment, must apply for tenure by the final year of their appointment.
- (d) An extension for 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. Other extensions may be considered under extenuating circumstances.
- (e) Unless the university faculty member refuses the extension in writing, any time spent on maternity leave (Article **30**, Master Agreement) and parental leave (Article **31**, Master Agreement) will result in an extension of the probationary period.

### **11:03 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 (VPAR) after consideration of recommendations from the Faculty Search Committee and the Dean. Tenure at the time of initial hire can normally be offered to a university faculty member who has held tenure at another university or who, in the analysis of the VPAR, meets the standards and criteria for tenure set out in Article 12. The President and Vice-Chancellor, as well as the Governing Council will be informed of the recommendation prior to any appointment being made.

**11:04 University Instructor Transfer to Assistant Professor**

- (a) A full-time University Instructor who is a regular employee and attains a PhD may apply to the VPAR for a transfer to a tenure-track contract at the rank of Assistant Professor. Before rendering a decision, the VPAR will consult the Dean and the academic unit.
- (b) A University Instructor who is transferred to a tenure-track appointment at the rank of Assistant Professor retains their regular status until receiving tenure. The individual will have a maximum of five (5) years to apply for tenure, subject to any extensions approved according to this CA. If the university faculty member is not successful in achieving tenure, or does not apply for tenure within the proscribed time frame, 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.
- (c) A University Instructor intending to transfer to an Assistant Professor appointment, must meet the same standards and criteria of the Assistant Professor rank (see Article 12).
- (d) Upon appointment to Assistant Professor, the former University Instructor shall be placed at the next highest hourly rate of pay in the

Assistant Professor category based on their current rate and the doctoral education supplement.

**11:05 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, 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 activities consistent to their established ethical standards of 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 UCN, the Academic community, the Indigenous community and Northern community and/or the community-at-large. In addition to their primary duties as educators and scholars, they have the right and the responsibility to participate in the life of the institution, in its governance and administration, through membership on committees

and organizations at Governing Council, Learning Council, MGEU, and faculty levels. They should encourage collegiality and transparency in the conduct of the institution's affairs.

### **11:06 Criteria for Ranks University Appointments**

#### University Instructor

- (a) Professional preparation: All candidates for University Instructor should hold a Master's degree and/or a Bachelor's degree with a major in the subject that they are expected to teach or do lab work.
- (b) Teaching attainment: Little or no teaching experience is required for a University Instructor rank; however, candidates must provide some evidence of teaching potential.
- (c) Research, scholarly work and/or creative activities: University Instructors are not required to provide evidence of research, scholarly work and/or creative activities.
- (d) Service: Upon hiring, University Instructors are not required to provide a record of service to UCN (and other institutions where appropriate), the profession, the academic community, Indigenous and Northern communities and/or the community-at-large.

#### Professors

#### Assistant Professor **(more detailed information in Article 12)**

- (a) Professional preparation: All candidates for Assistant Professor must hold the doctorate, or immanent completion of the doctorate, terminal degree or equivalent in the discipline, and any additional credentials required for the position stated in the letter of appointment.
- (b) Teaching attainment: Some teaching is required for an Assistant Professor rank. All teaching experience, whether gained in the university or other environments, will be considered.

- (c) Scholarly work/research/creative activities: Assistant Professors are required to demonstrate that they have a planned or an active research/scholarship and/or creative agenda.
- (d) Service: Some evidence of service to UCN (and other institutions where appropriate), the profession, the academic community, Indigenous and Northern communities and/or the community-at-large is required for appointment or promotion to this rank.

Associate Professor **(more detailed information is found in Article 12)**

- (a) Professional preparation: All candidates for Associate Professor must hold the doctorate or terminal degree or equivalent in the discipline, and any additional credentials required for the position stated in the letter of appointment.
- (b) Teaching attainment: A sustained record of teaching is required for an Associate Professor rank. However, all teaching experience, whether gained in the university or other environments, will be considered, with greater emphasis given to university teaching.
- (c) Scholarly work/research/creative activities: Associate Professors are required to have a demonstrated record of sustained and productive research, scholarship, and/or creative achievement, including work assessed by peer review since completion of the candidate's terminal degree and over the period of appointment as Assistant Professor at UCN.
- (d) Service: A record of dedicated service to UCN (and other institutions as appropriate), the profession, the academic community, Indigenous and Northern communities and/or the community-at-large is required for appointment or promotion to this rank.

Full Professor **(more detailed information is found in Article 12)**

- (a) Professional preparation: All candidates for Full Professor must hold the doctorate or terminal degree or equivalent in the discipline, and any

credentials required for the specific position that were stated in the letter of appointment.

- (b) Teaching attainment: A sustained record of effective teaching is required for a Full Professor rank. However, all teaching experience, whether gained in the university or other environments, will be considered, with greater emphasis given to university teaching.
- (c) Scholarly work/research/creative activities: Full Professors are required to have 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 and/or demonstrated success in participating in externally funded research, scholarly and/or creative activities.
- (d) Service: A sustained record of dedicated service to UCN, the profession, the academic community, Indigenous and Northern communities and/or the community-at-large is required for appointment or promotion to this rank.

## **Articles 12 Tenure**

### **12:01 Tenure**

**Tenure denotes a permanent appointment of academic faculty awarded by UCN to university faculty members pursuant to the application of this Article which continues until retirement or until otherwise terminated in accordance with this Article. The other ways in which a tenured appointment can be terminated are the following: (1) dismissal for cause according to Article 16, Master Agreement; (2) program redundancy according to Article 16; and (3) financial exigency according to Article 17.**

**UCN and MGEU recognize the essential role of mentorship and regular feedback to the successful integration of the university faculty**



member into the UCN community and performance in a tenure-track appointment.

**12:02 Early Application for Tenure**

- (a) A university faculty member **in a tenure-track appointment** and who has completed the equivalent of at least three (3) years of full-time employment at UCN shall have the right to apply for tenure consideration prior to the completion of their **tenure-track** period.
  - (i) **If** a university faculty member applies for tenure consideration prior to the expiry of the **tenure-track** period, the applicant shall be expected to meet the same criteria **as set out in Article 12 Tenure and 13 Promotion**.
- (b) The university faculty member may withdraw the early application for tenure by notifying the Dean in writing, at any time up to November 1.

**12:03 Pathway to Tenure**

- (a) **The granting of tenure is not meant to be automatic after a certain number of years in a tenure-track appointment. The university faculty member must satisfy the requirements laid out in the Collective Agreement (CA). The CA describes the requirements as well as the process to obtain tenure.**
- (b) **Normally, university faculty members will apply for tenure in the final year of their tenure-track appointment.**
- (c) **Before April 30 of the penultimate year of the tenure-track appointment, a university faculty member may request, from the Dean, an extension of up to two (2) years in writing with explanation, and where applicable, supporting documentation. The Dean shall consult with the VPAR. Following that consultation, the VPAR shall provide a response to this request within thirty (30) days. If an extension is granted, the university**

faculty member will apply for tenure in the final year of the extended tenure-track appointment.

- (d) An extension for 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 tenure-track period. The period counted as part of the tenure-track 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. Other extensions may be considered under extenuating circumstances.
- (e) A university faculty member must advise the Dean in writing of the desire to apply for tenure by September 1. The Dean may meet with the university faculty member to further discuss their intention to apply.
- (f) The candidate must submit their dossier to the Dean by October 1. Dossier requirements are described in Article 12:07. The Dean shall assess the dossier and provide their recommendation to the Committee and VPAR by October 31.
- (g) Although external referees are not required for an application for tenure, a candidate may request external referees for a number of reasons.
  - (i) from external referees knowledgeable in the field of the candidate;
  - (ii) for candidates whose scholarship/research/creative activities is primarily focused on community-engaged scholarship/research, from external referees knowledgeable in community-engaged scholarship/research; or,

- (iii) for candidates whose scholarship/research/creative activities is focused primarily on Indigenous related topics, from external referees knowledgeable in Indigenous related topics.

If external referees are requested by the candidate, a list of at least four (4) referees must be sent to the Dean by September 1. All official communication with a proposed external referee will be done through the Office of the Dean.

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.

In cases where external referees are requested, the Committee is not bound by the recommendation of the external referees. However, if the Committee recommends a different outcome, it must indicate that in its recommendation letter and articulate clearly the reasons for the different recommendation.

- (h) Within the first year of a tenure-track appointment, the university faculty member will meet with the Committee. The purpose of this meeting is to discuss the rights and responsibilities of the member per Article 11, provide guidance to the member of the expectations in the areas of teaching; research, scholarly work, and creative activities; and, service. The Committee will explain the tenure and promotion timelines and the procedures for tenure and promotion to the university faculty member. The Committee will encourage the university faculty member to start collating all relevant documentation for their dossier, as outlined in Article 12:07. The Committee will explain the Committee structure and the evaluation criteria for tenure and promotion.

- (i) **During the annual performance evaluation, the Dean and university faculty member will discuss progress towards tenure according to the standards and criteria outlined in this Article.**
- (j) **If tenure is not earned, an extension is not granted, or a university faculty member does not apply in the final year of a tenure-track appointment, the member's appointment will expire at the end of the probationary period.**

#### **12:04 Decisions on Tenure**

- (a) **The Tenure and Promotion Committee shall provide a decision to the candidate in writing by March 15. If tenure is granted, it shall be effective immediately upon receipt of the letter from the Committee.**
- (b) **If tenure is denied, the Tenure and Promotion Committee's letter shall provide sufficient detail as well as an overall assessment of the dossier with explicit reference to the standards and criteria set out in Article 12:06. The Tenure and Promotion Committee's letter shall also indicate to the candidate that an appeal process is available (Article 15).**
- (c) **The VPAR shall bring forward the number of candidates for tenure and the names of the individuals who were granted tenure for information to the Governing Council, Learning Council, and Council of Elders at the first meeting following the conclusion of the tenure and promotion process.**

#### **12:05 Timelines**

- (a) **The university faculty member advises the Dean in writing of their desire to apply for tenure by September 1.**
- (b) **If a university faculty member requests external referees, a list of at least four (4) potential referees is sent to the Dean by September 1.**

- (c) The Dean contacts and confirms the availability of external referees by September 30.
- (d) The candidate submits their dossier to the Dean by October 1. Upon receipt of the dossier, the Dean begins their assessment.
- (e) The Dean solicits external referees' recommendations and forwards them to the Committee by October 31.
- (f) The Dean sends the dossier along with their recommendation to the Committee and VPAR by October 31.
- (g) The Committee begins assessment of the candidate's dossier by November 15.
- (h) The Committee provides its decision to the candidate, the VPAR with copy to the candidate, HR and the Dean by March 15.

**12:06 Standards and Criteria**

- (a) The categories for evaluation and criteria for assessing tenure are:
  - (i) All candidates for tenure must hold the doctoral or terminal degree or equivalent in the discipline; and any additional credentials required for the position stated in the letter of appointment;
  - (ii) A sustained record of effective performance as a university teacher is required for tenure. All teaching experience, whether gained in the university or other environments, will be considered;
  - (iii) A demonstrated record of sustained and productive research, scholarship, and/or creative achievement, including work assessed by peer-review since the completion of the candidate's terminal degree and over the course of the period of appointment at UCN is required for tenure; and,

- (iv) A record of dedicated service to UCN (and other institutions where appropriate), the profession, the academic community, Indigenous and Northern communities and the community-at-large. This includes a record of respectful, ethical, inclusive and collegial interaction with students, staff, and colleagues.

Notwithstanding the above, for a tenured appointment, excellence in one of teaching, research/scholarship/creative activities or service may compensate for achievements short of that specified above in one of the other criteria as outlined in Articles 12:06 and 13:05. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.

- (b) Evidence of teaching effectiveness may include but is not necessarily limited to:

- the syllabus for courses taught (or parts of courses taught as a member of a team), particularly recent courses;
- individual student projects supervised or mentored at UCN and other universities, including honours theses, directed studies (or similar individually supervised projects);
- supervision of students at UCN and other universities for practice teaching, field placements/field camps, labs, clinical practicum, and land based/community/service learning;
- copies of student course evaluations;
- course-related materials prepared by the candidate, such as laboratory manuals, exercises, assignments, case studies, tests, exams, guides, handouts, instructional materials, or reading lists;
- contributions to curriculum development, including an account of the candidate's involvement in the design of new courses or the development of new programs (this information may also be included in the section on service);
- honours received as a result of teaching excellence (for instance, being awarded, or being nominated for, a

distinguished teaching award at the university, provincial or national level);

- testimonials from students or alumni (with an indication whether solicited or unsolicited);
- evaluation by internal or external reviewers who have, at the candidate's invitation, observed the candidate's teaching;
- outstanding achievements by students in which the candidate played an important supporting role (for example, information pertaining to publications by students of course-related work or a list of students pursuing graduate education);
- instructional development grants received and the outcome of those grants;
- organization and direction of workshops on teaching techniques and teaching effectiveness;
- innovation in teaching pedagogy as shown by, for example, the effective use of innovative teaching aids and techniques, or the development of instructional materials for use in the candidate's own classes or elsewhere;
- publication or production of original materials related to teaching effectiveness, such as lab manuals, books, articles, digital media, or presentations on teaching at conferences;
- teaching using Traditional/Indigenous knowledge and/or learning practices;
- undergraduate research supervision;
- incorporating Traditional Indigenous knowledge and perspectives into curriculum and extracurricular programming;
- inclusion of the wisdom of the Elders and Indigenous Knowledge Keepers for teachings about history, culture and ceremony in the classroom;
- incorporating external area specialists and/or guest lecturers;
- development of teaching methods and curriculum specifically appropriate to Indigenous students; and,
- development and delivery of university degree and non-degree programs to Indigenous communities.

(c) Evidence of research, scholarly and/or creative activities may include but is not necessarily limited to:

- authored books, monographs, textbooks, and laboratory manuals;
- edited books;
- peer-reviewed journal articles;
- non-peer reviewed journal articles;
- chapters in edited books;
- book reviews;
- magazine articles;
- working papers and discussion papers;
- case studies;
- research/scholarly/creative activities using Traditional/Indigenous knowledge, ontologies, epistemologies, and the practical applications or knowledge mobilization of research/scholarly/creative activities generally, or specifically through engagement with Indigenous communities;
- peer-reviewed and/or refereed papers presented at scholarly or professional conferences, meetings, seminars, clinics and workshops, and papers published in any proceedings of the aforementioned;
- non-peer reviewed and/or non-refereed papers presented at scholarly or professional conferences, meetings, seminars, clinics and workshops, and papers published in any proceedings of the aforementioned;
- reports and briefs to governments, organizations, or clients;
- contract or applied research from which a report, study, or text results;
- publication of electronic documents, media publications, and multi-media productions;
- published or shared computer software and documentation;
- audio-visual productions and digital media;
- archival interviews and transcriptions;
- artistic works and exhibitions;



- public performances in orchestras, concerts, or dramatic productions (as performer, writer, composer, editor and/or director);
- publication and/or commissioning of literary works and musical compositions;
- musical recordings;
- community-based works and community-involved practice;
- unpublished research of high quality and other works in progress, identifying the stage of progress towards publication, including works submitted for publication and in review, and other works in progress;
- annotated bibliographies, curated archival collections, indexes, concordances, registries or data banks;
- professional handbooks;
- peer-reviewed external research funding awarded from research granting agencies (candidate to identify whether Principal Investigator, Co-Principal Investigator, or team member);
- other external research funding received from grants, research contracts or fellowships in support of research, scholarly and/or creative activities (candidate to identify whether Principal Investigator, Co-Principal Investigator, or team member);
- internal (i.e., UCN) research funding awarded;
- applications past and pending, for funds, grants or fellowships in support of research, scholarly and/or creative activities;
- participation in panels, conventions, symposia, or research groups;
- awards or other recognition (for example, research awards, book awards, or invited memberships in scholarly or professional
- citations by other academics of the candidate's works;
- published reviews of the candidate's works by academics or critics in the media;

- examples of the use of the candidate's works in university or college courses;
- invited lectures given at other universities or institutes;
- readings of literary works;
- long-term or permanent displays of creative works in museums or galleries;
- commissions to create works of academic, literary, or artistic value;
- consultation requests made by established researchers, businesses, governments, or non-governmental organizations;
- service on commissions, councils, or task forces, by virtue of special academic competence or expertise;
- participation in industrial or business policy formation, including, but not limited to, reports and briefs which are conducted on a paid or unpaid basis and that can be accessed for external review;
- participation in public policy formation, including, but not limited to, reports policy analysis papers, and briefs which are conducted on a paid or unpaid basis and that can be accessed for external review;
- special effort in making research or study and the results thereof accessible to Indigenous and Northern peoples;
- consultations with Elders and communities when conducting research;
- being selected to evaluate the work of other academics and professionals by, for example, serving on grant selection committees, serving as an external program evaluator, editing journals, reviewing articles for publication, reviewing grant applications, serving as examiners or on juries adjudicating artistic works.
- being selected due to expertise for professional consultation to external groups/organizations;
- graduate student research supervision and Highly Qualified Personnel (HQP) training;
- patent applications, patents and/or trademarks; and,

- any other research materials the candidate deems relevant.

(d) Evidence of Service may include, but is not limited to, the following activities:

- Learning Council and standing committees;
- Governing Council and standing committees;
- Council of Elders;
- faculty council and UCN committees;
- general administration within a faculty;
- general administration within UCN;
- serving on committees within Indigenous organizations, communities, and government;
- providing professional services outside of UCN, including translation, research, and consultancies;
- developing knowledge of customs, philosophical traditions, behavioral norms and ceremonial protocol;
- developing knowledge of the roles of Elders and Indigenous Knowledge Keepers;
- consulting Elders to obtain their guidance in matters pertaining to Traditional cultural values and practices;
- assisting Elders, when requested by them, in matters pertaining to the affairs of UCN;
- MGEU Executive and MGEU committees:
- serving on committees of scholarly societies and professional organizations;
- working with community organizations and public service, where the university faculty member has made a non-remunerative contribution essentially by virtue of special academic competence or expertise;
- external examiner of graduate theses;
- external reviewer of academic programs;
- coordinator of scholarly conferences;
- delivering public lectures;
- media interviews; and,

- contributions to the academic and cultural life of students in addition to activities normally associated with teaching and research.

12:07 Dossier

- (a) University faculty members applying for tenure must prepare a dossier summarizing their professional experience, teaching, research, scholarly and/or creative activities, as well as service for review by evaluators. Evaluators in the context of UCN includes the Dean, the Committee, possibly an external referee and an Appeal Committee. It is the candidate's responsibility to provide evaluators with sufficient information for them to make a reasoned evaluation of the application for tenure.
- (b) University faculty members applying for tenure and promotion at the same time need to prepare only one dossier. The dossier must be submitted electronically. Books, creative works, and other additional materials may be submitted in other formats. The dossier must begin with a cover page and a comprehensive table of contents, listing every individual document contained in, and appended to, the dossier. This table of contents should make it relatively easy for evaluators to locate materials. The dossier must contain Sections 1-5 noted below with each part linked to the table of contents.
- (c) Section 1: Candidate Statement

This part of the dossier will consist of a candidate's statement (normally between 1500 to 2500 words). It should be written in the form of a case that is made to a jury of one's peers as to why one should receive tenure and should reference the material in the dossier. The candidate will outline how their achievements have met expectations for each of the categories of evaluation: teaching; research, scholarly and/or creative activities; and service. The

candidate may reference annual reports, annual report responses, formative feedback during the tenure-track appointment, etc., as appropriate. The candidate will provide an assessment of their career progress, including an explanation of any anomalies (for instance, career interruptions). The candidate may also include information on any special factors which have limited their productivity, such as personal circumstances or a lack of access to adequate resources or facilities.

The Candidate Statement will:

- (i) summarize teaching philosophy, strategies, methods and objectives; highlight significant accomplishments; note steps taken to improve teaching (including innovative instruction and evaluation methods); and reflect on future teaching aspirations. The candidate should elaborate on the type, delivery method, and enrolment of courses taught; the number of new courses assigned; the nature of the subject matter; and teaching workload during their appointment;
- (ii) indicate past research, scholarly and/or creative achievements; the projects/activities currently in progress; and the projects/activities the candidate plans to undertake over the next three (3) or four (4) years. Candidates should highlight the importance of their work and how their work contributes to their field;
- (iii) highlight the results of participation in service activities which have benefited UCN, professional associations, and/or the community in general. It is recognized that many service activities are dependent on either appointment or election and so are typically not under the candidate's control;
- (iv) highlight those aspects of the candidate's dossier that are particularly relevant to UCN's commitment to community

engagement in Northern Manitoba and Indigenous communities;

- (v) demonstrate their commitment towards a respectful, ethical, and inclusive interaction with students, staff and colleagues; and,
- (vi) any other significant achievements the candidate wishes to highlight.

**(d) Section 2: Curriculum Vitae**

This part of the dossier will consist of an up-to-date curriculum vitae, covering the university faculty member's entire academic and professional career. This will include teaching and related activities; other research, scholarly and/or creative activities; grants and contracts received; service activities; and any other activities the candidate deems relevant.

**(e) Section 3: Teaching (Article 12.06(b))**

This part of the dossier will provide information that conveys the scope, quality, and effectiveness of the candidate's teaching. For all applications, the candidate will normally provide a record of teaching with accompanying documents for three (3) years and normally not more than seven (7) years preceding the date of application. For a candidate with fewer than three (3) years of teaching experience at UCN, the information will be at least for the candidate's period of employment at UCN and may include information from the candidate's employment at other post-secondary institutions.

**(f) Section 4: Research and Scholarly Activities: (Article 12.06(c))**

This part of the dossier will provide information on the candidate's participation in an individual or joint program of research, scholarly and/or creative activities, the quality and originality of

the results emanating from such activities (works), and the general contribution of such works to knowledge, practice and/or culture. The candidate will make clear the extent of their contribution to works produced in cooperation with others. The candidate will also include a comprehensive collection of their works in the dossier.

**(g) Section 5: Service (Article 12.06(d))**

This part of the dossier will provide information on the candidate's service activities which have benefited UCN (and other institutions as appropriate), the profession, the academic community, Indigenous and Northern communities, and the community-at-large.

**12:08 Other**

- (a) The Dean will add their letter of recommendation, along with a copy of the candidate's most recent letter of appointment to the dossier.**
- (b) No anonymous or unverified material will be admitted for consideration or added to the dossier. The respective Dean of the faculty from which the candidate is applying and the Committee can only add new information to the dossier, other than their recommendations, with agreement of the candidate. The contents of this dossier shall be available for inspection by the Dean and the Committee at the appropriate stages of deliberation.**
- (c) Candidates have the right to inspect their dossier at any point, and to rebut any item. Candidates have the right to request, in writing to the Dean, that material be removed from their dossier by October 31. 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 candidate must itemize the contents of the original dossier. All additions to the dossier, including sources and dates, must also be itemized.

Upon receipt of the dossier from the Dean, the Office of the VPAR shall make a preliminary review to ensure that all the relevant documentation has been provided. This includes the dossier, the Dean's recommendation, and the external referees' recommendations (where applicable). If the Office of the VPAR considers that some documentation is missing, it will request the documentation from the Dean.

The Office of the VPAR shall ensure that Committee members and the candidate have convenient, secure, and unprejudiced access to the dossier. The Office of the VPAR and the Committee will determine procedures that recognize the distributed nature of UCN's campuses and ensure confidentiality at all times.

### **Article 13 Promotion**

#### **13:01 Promotion Procedures to Associate or Full Professor**

Promotion is the appointment of a university faculty member to a higher academic rank in recognition of distinguished performance. Promotion is attained through distinction in teaching, research/scholarship/creative activity, and/or service to UCN (and other institutions where appropriate), the profession, the academic community, Indigenous and Northern communities, and the community-at-large.

#### **13:02 Pathway to Promotion**



- (a) The granting of a promotion is not meant to be automatic after a certain number of years in the previous rank. The faculty member must satisfy the requirements laid out in the (CA). In return, the CA must describe in a reasonable manner what these requirements are as well as the process to obtain a promotion
- (b) Normally, members must have been in their current rank for at least three (3) years before applying for a promotion to the next rank.
- (c) A university faculty member may apply for a promotion before their fifth (5th) year in their current rank, but not until the end of their third year. When a university faculty member applies for an early promotion, the candidate shall be expected to meet the same criteria and have achieved the same level of performance or productivity as someone who had applied in their fifth (5th) year. The university faculty member may withdraw the early application for promotion by notifying the Dean in writing, at any time up to October 31.
- (d) A university faculty member must advise the Dean in writing of desire to apply for promotion by September 1.
- (e) The candidate must submit their dossier to the Dean no later than October 1. Dossier requirements are described in Article 13:06. The Dean shall assess the dossier and provide their recommendation to the Committee and the Vice-President, Academic and Research (VPAR) by October 31.
- (f) For an application to Full Professor, external referees are required. Moreover, the candidate may request external referees for an application to Associate Professor for a number of reasons:
  - (i) from external referees knowledgeable in the field of the candidate;

- (ii) for candidates whose scholarship/research/creative activities is primarily focused on community-engaged scholarship/research, from external referees knowledgeable in community-engaged scholarship/research; or
- (iii) for candidates whose scholarship/research/creative activities is focused primarily on Indigenous topics, from external referees knowledgeable in Indigenous topics.

If external referees are requested by the candidate or required as a result of an application for promotion to Full Professor, a list of at least four (4) referees must be sent to the Dean by September 1. At least two (2) of the nominated referees must hold the rank of Full Professor. All official communication with a proposed external referee will be done through the Office of the Dean.

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.

In cases where external referees are requested, the Committee is not bound by the recommendation of the external referees. However, if the Committee recommends a different outcome, it must indicate that in its recommendation letter and articulate clearly the reasons for the different recommendation.

- (g) During the annual performance evaluation, the Dean and university faculty member will discuss progress towards promotion according to the standards and criteria outlined in this Article.

- (a) The **Tenure and Promotion Committee** shall provide a decision to the candidate in writing by March 15. **If promotion is granted, it shall be effective immediately upon receipt of the letter from the Committee.**
- (b) **If promotion is denied, the Tenure and Promotion Committee's letter shall provide sufficient detail as well as an overall assessment of the dossier with explicit reference to the standards and criteria set out in Article 13.05. The Tenure and Promotion Committee's letter shall also indicate to the candidate that an appeal process is available (Article 15).**
- (c) The **VPAR** shall bring forward the number of candidates for promotion and the names of the individuals who were granted a promotion for information to the Governing Council, **Learning Council, and the Council of Elders at the first meeting following the conclusion of the tenure and promotion process.**

#### **13:04 Timelines**

- (a) **The university faculty member advises the Dean in writing of desire to apply for promotion by September 1.**
- (b) **If external referees are required or requested, a list of at least four (4) potential referees is sent to the Dean by September 1.**
- (c) **The Dean contacts and confirms the availability of external referees by September 30.**
- (d) **The candidate submits their dossier to the Dean by October 1. Upon receipt of the dossier, the Dean begins their assessment.**
- (e) **The university faculty member may withdraw an early application for promotion by notifying the Dean in writing, at any time up to October 31.**

- (f) The Dean solicits external referees' recommendations and forwards them to the Committee by October 31.
- (g) The Dean sends the dossier along with their recommendation to the Committee and VPAR by October 31.
- (h) The Committee begins assessment of the candidate's dossier by November 15.
- (i) The Committee provides its decision to the candidate, the VPAR with copy to the candidate, HR and the Dean by March 15.

**13:05 Standards and Criteria**

- (a) The categories for evaluation and the criteria and standards for assessing a promotion to Associate Professor are:
  - (i) All candidates must hold the doctorate, terminal degree or equivalent in the discipline and any additional credentials required for the position that were stated in the letter of appointment;
  - (ii) A sustained record of effective performance as a university teacher is required for promotion to Associate Professor. All teaching experience, whether gained in the university or other environments, will be considered, with greater emphasis given to university teaching;
  - (iii) A demonstrated record of sustained and productive research, scholarship, and/or creative achievement, including work assessed by peer-review since the completion of the candidate's terminal degree and over the course of the period of appointment as Assistant Professor at UCN is required for promotion to this rank.
  - (iv) A record of dedicated service to UCN (and other institutions where appropriate), the profession, the academic community,

Indigenous and Northern communities and the community-at-large is required for promotion to this rank. This includes a record of respectful, ethical, inclusive and collegial interaction with students, staff, and colleagues.

For promotion to Associate Professor, excellence in one of teaching, scholarship/research/creative activities or service may compensate for achievements short of that specified above in one of the other criteria.

- (b) The categories for evaluation and the criteria and standards for assessing a promotion to Full Professor are:
- (i) All candidates for Full Professor must hold the doctorate or terminal degree or equivalent in the discipline and any additional credentials required for the position that were stated in the letter of appointment;
  - (ii) A sustained record of effective performance as a university teacher is required for a Full Professor rank. However, all teaching experience, whether gained in the university or other environments, will be considered, with greater emphasis given to university teaching;
  - (iii) Full Professors are required to have 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/or international arenas; and
  - (iv) A sustained record of dedicated service to UCN (and other institutions where appropriate), the profession, the academic community, Indigenous and Northern communities and the community-at-large is required for promotion to this rank. This includes a record of respectful, ethical, inclusive and collegial interaction with students, staff, and colleagues.

(c) Evidence of teaching effectiveness of the candidate may include but is not necessarily limited to:

- the syllabus for courses taught (or parts of courses taught as a member of a team), particularly recent courses;
- individual student projects supervised or mentored at UCN and other universities, including honours theses, directed studies (or similar individually supervised projects);
- supervision of students at UCN and other universities for practice teaching, field placements/field camps, labs, clinical practicum, and land based/community/service learning;
- copies of student course evaluations;
- course-related materials prepared by the candidate, such as laboratory manuals, exercises, assignments, case studies, tests, exams, guides, handouts, instructional materials, or reading lists;
- contributions to curriculum development, including an account of the candidate's involvement in the design of new courses or the development of new programs (this information may also be included in the section on service);
- honours received as a result of teaching excellence (for instance, being awarded, or being nominated for, a distinguished teaching award at the university, provincial or national level);
- testimonials from students or alumni (with an indication whether solicited or unsolicited);
- evaluation by internal or external reviewers who have, at the candidate's invitation, observed the candidate's teaching;
- outstanding achievements by students in which the candidate played an important supporting role (for example, information pertaining to publications by students of course-related work or a list of students pursuing graduate education);
- instructional development grants received and the outcome of those grants;
- organization and direction of workshops on teaching techniques and teaching effectiveness;

- innovation in teaching pedagogy as shown by, for example, the effective use of innovative teaching aids and techniques, or the development of instructional materials for use in the candidate's own classes or elsewhere;
- publication or production of original materials related to teaching effectiveness, such as lab manuals, books, articles, digital media, or presentations on teaching at conferences;
- teaching using Traditional/Indigenous knowledge and/or learning practices;
- undergraduate research supervision;
- incorporating Traditional Indigenous knowledge and perspectives into curriculum and extracurricular programming;
- inclusion of the wisdom of the Elders and Indigenous Knowledge Keepers for teachings about history, culture and ceremony in the classroom;
- incorporating external area specialists and/or guest lecturers;
- development of teaching methods and curriculum specifically appropriate to Indigenous students; and
- development and delivery of university degree and non-degree programs to Indigenous communities.

(d) Evidence of research, scholarly and/or creative activities may include, but is not necessarily limited to:

- authored books, monographs, textbooks, and laboratory manuals;
- edited books;
- peer-reviewed journal articles;
- non-peer reviewed journal articles;
- chapters in edited books;
- book reviews;
- magazine articles;
- working papers and discussion papers;
- case studies;

- research/scholarly/creative activities using Traditional/Indigenous knowledge, ontologies, epistemologies, and the practical applications or knowledge mobilization of research/scholarly/creative activities generally, or specifically through engagement with Indigenous communities;
- peer-reviewed and/or refereed papers presented at scholarly or professional conferences, meetings, seminars, clinics and workshops, and papers published in any proceedings of the aforementioned;
- non-peer reviewed and/or non-refereed papers presented at scholarly or professional conferences, meetings, seminars, clinics and workshops, and papers published in any proceedings of the aforementioned;
- reports and briefs to governments, organizations, or clients;
- contract or applied research from which a report, study, or text results;
- publication of electronic documents, media publications, and multi-media productions;
- published or shared computer software and documentation;
- audio-visual productions and digital media;
- archival interviews and transcriptions;
- artistic works and exhibitions;
- public performances in orchestras, concerts, or dramatic productions (as performer, writer, composer, editor and/or director);
- publication and/or commissioning of literary works and musical compositions;
- musical recordings;
- community-based works and community-involved practice;
- unpublished research of high quality and other works in progress, identifying the stage of progress towards publication, including works submitted for publication and in review, and other works in progress;



- annotated bibliographies, curated archival collections, indexes, concordances, registries or data banks;
- professional handbooks;
- peer-reviewed external research funding awarded from research granting agencies (candidate to identify whether Principal Investigator, Co-Principal Investigator, or team member);
- other external research funding received from grants, research contracts or fellowships in support of research, scholarly and/or creative activities (candidate to identify whether Principal Investigator, Co-Principal Investigator, or team member);
- internal (i.e., UCN) research funding awarded;
- applications past and pending, for funds, grants or fellowships in support of research, scholarly and/or creative activities;
- participation in panels, conventions, symposia, or research groups;
- awards or other recognition (for example, research awards, book awards, or invited memberships in scholarly or professional associations);
- refereeing manuscripts, and proposals for publishers, or serving on juries adjudicating artistic works;
- citations by other academics of the candidate's works;
- published reviews of the candidate's works by academics or critics in the media;
- examples of the use of the candidate's works in university or college courses;
- invited lectures given at other universities or institutes;
- readings of literary works;
- long-term or permanent displays of creative works in museums or galleries;
- commissions to create works of academic, literary, or artistic value;
- consultation requests made by established researchers, businesses, governments, or non-governmental organizations;

- service on commissions, councils, or task forces, by virtue of special academic competence or expertise;
- participation in industrial or business policy formation, including, but not limited to, reports and briefs which are conducted on a paid or unpaid basis and that can be accessed for external review;
- participation in public policy formation, including, but not limited to, reports policy analysis papers, and briefs which are conducted on a paid or unpaid basis and that can be accessed for external review;
- special effort in making research or study and the results thereof accessible to Indigenous and Northern peoples;
- consultations with Elders and communities when conducting research;
- being selected to evaluate the work of other academics and professionals by, for example, serving on grant selection committees, serving as an external program evaluator, editing journals, reviewing articles for publication, reviewing grant applications, serving as examiners or on juries adjudicating artistic works.
- being selected due to expertise for professional consultation to external groups/organizations;
- graduate student research supervision and Highly Qualified Personnel (HQP) training;
- patent applications, patents and/or trademarks; and,
- any other research materials the candidate deems relevant.

(e) Evidence of service may include, but is not limited to:

- Learning Council and standing committees;
- Governing Council and standing committees;
- Council of Elders;
- faculty council and UCN committees;
- general administration within a faculty;
- general administration within UCN;

- serving on committees within Indigenous organizations, communities, and government;
- providing professional services outside of UCN, including translation, research, and consultancies;
- developing knowledge of customs, philosophical traditions, behavioral norms and ceremonial protocol;
- developing knowledge of the roles of Elders and Indigenous Knowledge Keepers;
- consulting Elders to obtain their guidance in matters pertaining to Traditional cultural values and practices;
- assisting Elders, when requested by them, in matters pertaining to the affairs of UCN;
- MGEU Executive and MGEU committees:
- serving on committees of scholarly societies and professional organizations;
- working with community organizations and public service, where the university faculty member has made a non-remunerative contribution essentially by virtue of special academic competence or expertise;
- external examiner of graduate theses;
- external reviewer of academic programs;
- coordinator of scholarly conferences;
- delivering public lectures;
- media interviews; and,
- contributions to the academic and cultural life of students in addition to activities normally associated with teaching and research.

For promotion to Full Professor, excellence in teaching and scholarship/research may compensate for lesser achievement in service. Similarly, excellence in scholarship/research and service may compensate for lesser achievement in teaching. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.

- (a) University faculty members applying for promotion must prepare a dossier summarizing their professional experience, teaching, research, scholarly and/or creative activities, as well as service for review by evaluators. Evaluators in the context of UCN includes the Dean, the Committee, possibly an external referee and an Appeal Committee. It is the candidate's responsibility to provide evaluators with sufficient information for them to make a reasoned evaluation of the application for promotion.
- (b) University faculty members applying for tenure and promotion at the same time need to prepare only one dossier. The dossier must be submitted electronically. Books, creative works, and other additional materials may be submitted in other formats. The dossier must begin with a cover page and a comprehensive table of contents, listing every individual document contained in, and appended to, the dossier. This table of contents should make it relatively easy for evaluators to locate materials. The dossier must contain Sections 1-5 noted below with each part linked to the table of contents.
- (c) Section 1: Candidate Statement

This part of the dossier will consist of a candidate statement (normally between 1500 to 2500 words). It should be written in the form of a case that is made to a jury of one's peers as to why one should receive promotion and should reference the material in the dossier. The candidate will outline how their achievements have met expectations for each of the categories of evaluation: teaching; research, scholarly and/or creative activities; and service. The candidate may reference annual reports, annual report responses, formative feedback on progress presentations, etc., as appropriate. The candidate will provide an assessment of the candidate's career progress, including an explanation of any anomalies (for instance, career interruptions). The candidate may also include information

on any special factors which have limited the candidate's productivity, such as personal circumstances or a lack of access to adequate resources or facilities.

The Candidate Statement will:

- (i) summarize teaching philosophy, strategies, methods and objectives; highlight significant accomplishments; note steps taken to improve teaching (including innovative instruction and evaluation methods); and reflect on future teaching aspirations. The candidate should elaborate on the type, delivery method, and enrolment of courses taught; the number of new preparations assigned; the nature of the subject matter; and teaching workload for during their appointment;
- (ii) indicate past research, scholarly and/or creative achievements; the projects/activities currently in progress; and the projects/activities the candidate plans to undertake over the next three (3) years. Candidates should highlight the importance of their work and how their work contributes to their field;
- (iii) highlight the results of participation in service activities which have benefited UCN, professional associations, and/or the community in general. It is recognized that many service activities are dependent on either appointment or election and so are typically not under the candidate's control;
- (iv) highlight those aspects of the candidate's dossier that are particularly relevant to UCN's commitment to community engagement in Northern Manitoba and the Indigenous communities; and,
- (v) any other significant achievements the candidate wishes to highlight.

(d) Section 2: Curriculum Vitae

This part of the dossier will consist of an up-to-date curriculum vitae, covering the member's entire academic and professional career. This will include teaching and related activities; other research, scholarly and/or creative activities; grants and contracts received; service activities; and any other activities the candidate deems relevant.

(e) Section 3: Teaching (Article 13.05(d))

This part of the dossier should provide information that conveys the scope, quality, and effectiveness of the candidate's teaching. For all applications, the candidate will normally provide a record of teaching with accompanying documents for three (3) years and normally not more than seven (7) years preceding the date of application. For a candidate with fewer than three (3) years of teaching experience at UCN, the information will be at least for the candidate's period of employment at UCN and may include information from the candidate's employment at other universities.

(f) Section 4: Research and Scholarly Activities: (Article 13.05(e))

This part of the dossier will provide information on the candidate's participation in an individual or joint program of research, scholarly and/or creative activities, the quality and originality of the results emanating from such activities (works), and the general contribution of such works to knowledge, practice and/or culture. The candidate will make clear the extent of the candidate's contribution to works produced in cooperation with others. The candidate will also include a comprehensive collection of their works in the dossier.

(g) Section 5: Service (Article 13.05(f))

This part of the dossier should provide information on the candidate's service activities which have benefited UCN (and other institutions as appropriate), the profession, the academic community, Indigenous and Northern communities, and the community-at-large.

13:07 Other

- (a) The Dean will add their letter of recommendation, along with a copy of the candidate's most recent letter of appointment to the dossier.
- (b) No anonymous or unverified material will be admitted for consideration or added to the dossier. The respective Dean of the faculty from which the candidate is applying and the Committee can add only new information to the dossier, other than their recommendations, with agreement of the candidate. The contents of this dossier shall be available for inspection by the Dean, the Committee and, the VPAR at the appropriate stages of deliberation.
- (c) Candidates have the right to inspect their dossier at any point, and to rebut any item. Candidates have the right to request, in writing to the Dean, that material be removed from their dossier by October 31. 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 candidate must itemize the contents of the original dossier. All additions to the dossier, including sources and dates, must also be itemized.

Upon receipt of the dossier from the Dean, the Office of the VPAR shall make a preliminary review to ensure that all the relevant documentation has been provided. This includes the dossier, the Dean's recommendation, and the external referees' recommendations (where applicable). If the Office of the VPAR considers that some documentation is missing, it will request the documentation from the Dean.

The Office of the VPAR shall ensure that Committee members and the candidate have convenient, secure, and unprejudiced access to the dossier. The Office of the VPAR and the Committee will determine procedures that recognize the distributed nature of UCN's campuses and ensure confidentiality at all times.

#### Article 14 Tenure and Promotion Committee

##### 14:01 Purpose

The Tenure and Promotion Committee (the Committee) is responsible for making recommendations on tenure and promotion applications.

##### 14:02 Guiding Principles

- (a) The Committee shall develop a terms of reference to be approved and retained by the Office of the VPAR.
- (b) In assessing applications for tenure and/or promotion, the deliberations of all evaluators, including the Committee will be governed by the highest standards of integrity, fairness, professionalism, discretion, equity, and confidentiality. Evaluations will be based only on the information contained in the candidate's dossier, and only on the standards and criteria outlined in the CA. Evaluations will consider only that which is being applied for. Evaluators will not use, formally or informally, criteria which differ from those set forth in the CA.



- (c) No member of the Committee shall participate in a decision in which they have a conflict of interest. For the purposes of tenure and promotion deliberations and decisions, conflict of interest shall designate a situation where an individual stands to benefit from a decision being made with respect to a person who is a member of the individual's immediate family, or with whom the individual has any relationship of an intimate and/or financial and/or commercial nature either current or past, including any student-supervisor relationship or any other past or present relationship, which conflicts or appears to conflict with the individual's responsibility to UCN and includes an actual, apparent and/or perceived conflict of interest. A Committee member who believes they have a conflict of interest shall so disclose it to the Committee Chair. The Committee Chair shall make a determination as to the matter, and if there is a conflict, will arrange for an alternate to sit on the Committee for the evaluation of that candidate's application.
- (d) No member of the Committee shall participate in a decision in which they can be considered to have bias, either positive or negative, regarding an applicant. For the purposes of tenure and promotion deliberations and decisions, "bias" can be defined as "inclination or prejudice for or against one person or group, especially in a way considered to be unfair". A Committee member who believes they have a bias shall so disclose it to the Committee Chair.
- (e) A candidate who considers that a member of the Committee is biased against them or has a conflict of interest, should normally bring this to the attention of the Committee Chair by October 1. The Committee Chair will decide if the case of bias or conflict of interest has been made, and if so, arrange for an alternate to sit on the Committee for the evaluation of that candidate's application.

The Committee Chair shall confirm the replacement with the VPAR.

- (f) University faculty members shall not be eligible for membership on the Tenure and Promotion Committee in the year in which they are applying for tenure and/or promotion.
- (g) Committee members shall act at all times in the best interests of UCN rather than in the interests of particular constituencies.
- (h) The Committee shall report to the VPAR. The Committee shall have effective and detailed procedures and guidelines that allow them to fulfill the requirements outlined in this Article.

#### 14:03 Committee Composition

- (a) The Committee shall be composed of five (5) voting members, as follows:
  - (i) four (4) tenured university faculty members, elected in a process managed by the Learning Council, or a committee to which the Learning Council has delegated that function. In exceptional circumstances tenure-track university faculty members may be considered;
  - (ii) one (1) Elder appointed by the Council of Elders; and
  - (iii) one (1) Chair, which the Committee shall select from among themselves.
- (b) Notwithstanding the small membership of the Committee, the Learning Council, or a committee to which the Learning Council has delegated that function, shall endeavour to achieve equitable membership of Indigenous and non-Indigenous, people of all genders and diverse membership that is reflective of the communities UCN serves. Membership should also be

representative across faculties, disciplines, campuses and education and training centres.

- (c) The terms of office of members of the Committee are as follows:
  - (i) two two-year (2 2-year) appointments for University faculty members, renewable once;
  - (ii) two one-year (2 1-year) appointments for University faculty members, renewable once;
  - (iii) one (1) year for the Elder, renewable;
- (d) All appointments or elections shall be completed by May 31.
- (e) In the case of a faculty vacancy on the Committee because of a resignation, the vacancy will be filled in an expeditious manner by the VPAR. The VPAR and Committee Chair will exchange communications, either by email or a letter, confirming the replacement.

#### 14:04 Confidentiality

- (a) Deliberations of the Committee are deliberations about confidential human resource matters. Members shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, and follow procedures for disclosing and dealing with conflict of interest and bias.
- (b) Members of the Committee shall not discuss dossiers outside of Committee meetings. Any exchange of communications regarding a dossier shall be sent to all Committee members, via Committee Chair.
- (c) All communication to the candidate shall be done through the Committee Chair.

- (d) Once the Committee has rendered its recommendation and ninety (90) days after the period of appeals identified in Article 15 has expired, the Committee shall ensure that all copies of either paper or electronic copies of a candidate's dossier and minutes/notes of meetings have been destroyed.
- (e) The obligation that Committee members maintain the confidentiality of the tenure and promotion process continues after the tenure and promotion process has been completed.

#### 14:05 Committee Operations

- (a) The quorum for the Committee is four (4) voting members. Members can participate either in person, by web-conference, telephone or other means of communication that permits all members in attendance to hear each other, and a member so participating is deemed to be present at the meeting.
- (b) Regardless of how many members attend the meeting, a positive vote in favour of tenure or promotion requires four (4) votes in favour. Voting on tenure and promotion recommendations shall be by secret ballot. If the means of participation prohibit a vote by secret ballot, the member will inform the Chair of their vote on a confidential basis, and that vote will be entered by the Chair.
- (c) Meetings of the Committee shall be convened by the Chair, with at least forty-eight (48) hours' notice. If possible, a schedule of meetings will be established at the first meeting of the Committee when it meets to start the tenure and promotion review process. Notice of time, date, and the location of the subsequent meeting of the Committee shall be given at the conclusion of each Committee meeting. In addition, notice of meetings will be mailed, emailed, or otherwise delivered in such a manner that, under normal circumstances, the members shall receive notice at least forty-eight (48) hours before the meeting.

- (d) The Chair shall ensure that minutes/notes of meetings are prepared, for internal Committee purposes only. These are to be used for the preparation of the letters of recommendation, which are to be considered the only record of decisions by the Committee.
- (e) The Committee shall assess the applications for tenure and/or promotion based on the criteria set out in the CA. In doing so, it shall apply its judgement in the application of those criteria. In particular, and consistent with the CA, it shall take into consideration that some candidates may have teaching assignments that require extensive travel time. In addition, in relation to scholarship/research, the Committee shall be cognizant of the particular exigencies involved in community-engaged research/scholarship in Indigenous and Northern communities.
- (f) The Committee shall normally consider all categories of university faculty workload (teaching; research and scholarly activities; and, service) to be of equal importance when assessing a candidate's dossier. Notwithstanding the above, for a tenured appointment, excellence in one of teaching, research/scholarship/creative activities or service may compensate for achievements short of that specified above in one of the other criteria as outlined in Articles 12:06 and 13:05. It is understood that there must be some demonstrated activity and accomplishment in the area for which compensation is being claimed.
- (g) After reviewing the applications, the Committee shall meet with the candidate at least once to discuss an application. In advance of the initial meeting, the Committee will provide sufficient detail in writing, identifying items to be discussed at the meeting for the candidate to properly prepare.
- (h) The Committee Chair shall draft the letter of decision based on the discussion and the minutes/notes of the meetings. They will be

circulated to the Committee for feedback and approval. Once the Committee agrees that the draft letter is an accurate reflection of their deliberations, a final letter will be prepared. Once approved, it will be sent to the candidate, the Dean, HR and the VPAR. If a candidate has applied for tenure and promotion at the same time, the Committee will prepare two separate decision letters.

- (i) **The Committee's letter of recommendation shall provide sufficient detail by category of standards and criteria as well as an overall assessment of the dossier. The letter should make explicit references to the standards and criteria set out in Article 12.06 Tenure and 13.05 Promotion.**
- (j) All of the Committee's recommendations on tenure shall indicate whether the candidate should:
  - (1) Be offered a tenured appointment, or
  - (2) Be denied a tenured appointment, or
  - (3) **If applying early and the candidate's dossier does not meet the standards and criteria, recommend that the candidate re-apply during the final year of the probationary appointment,**  
or
  - (4) **If applying in the final year of a probationary period, recommend that the candidate seek an extension of up to two (2) years per Article 12 Tenure.**
- (k) **In terms of an application for promotion, the Committee has only two (2) options:**
  - (1) **Recommend a promotion;**
  - (2) **Not recommend a promotion.**

In the case of a negative recommendation regarding promotion, the Committee will not comment on any timeframe for a future application.

- (l) In cases where external referees are requested or required the Committee is not bound by the recommendation of the external referees. However, if the Committee recommends a different outcome, it must indicate that in its recommendation letter and articulate clearly the reasons for the different recommendation.
- (m) The Committee shall provide a decision to the candidate in writing by March 15. Any negative decision shall include sufficient detail by category of standards and criteria as well as an overall assessment of the application. The letter shall make explicit references to the standards and criteria set out in the CA. The Committee's letter shall also indicate to the candidate that an appeal process is available (Article 16). If tenure is granted, it shall be effective immediately upon receipt of the letter from the Committee. If a promotion is granted, it shall be effective April 1.

### Article 15 Tenure and Promotion Appeals

- 15:01** These appeals procedures replace grievance and arbitration (Articles 46 and 47, Master Agreement) for tenure and promotion decisions.
- 15:02** Candidates not granted tenure or promotion may appeal **the decision** within ten (10) working days of the **date of the decision letter from the Committee. A candidate can appeal a negative decision on the following alleged grounds:**
- (a) procedural irregularity or defect in the application of, or failure to apply, the tenure and promotion procedures by the Tenure and Promotion Committee;
  - (b) that the decision of the Committee was arbitrary, capricious, or in bad faith; or,

- (c) discrimination within the meaning of Article 47, Master Agreement; or,
- (d) violation or violations of academic freedom within the meaning of Article 6.

**15:03** A copy of the appeal, specifying the grounds on which it is based as well as evidence supporting the appeal, shall be sent to the Chair of the Tenure and Promotion Committee, the VPAR and the MGEU staff representative.

**15:04** A decision to extend the probationary period is not considered a refusal of tenure and therefore cannot be appealed.

**15:05** Within ten (10) days of the appeal being filed, an Appeals Committee shall be struck and shall consist of three (3) university faculty members:

- (i) one (1) tenured university faculty member chosen by the VPAR, one (1) tenured university faculty member chosen by MGEU, and a third party chosen by both parties who shall act as a voting chairperson;
- (ii) for appeals of tenure decisions, the MGEU appointee shall be one (1) tenured Assistant, Associate, or Full Professor rank;
- (iii) wherever possible, for appeals of promotion decisions to the Associate Professor or Full Professor rank, the MGEU appointee shall be one (1) Associate Professor or Full Professor rank;
- (iv) the chairperson needs to be agreed upon by the two appointees to the Appeals Committee, but failing such agreement within five (5) days, the chairperson shall be selected by the Learning Council Executive Committee.

The following are excluded from serving on the Appeals Committee:

- (a) members of the Tenure and Promotion Committee for that year;



- (b) candidates for tenure and promotion for that year;
- (c) someone who has participated within the past eighteen (18) months in the preparation of recommendations for candidates whose appeal are to be reviewed; and,
- (d) someone who is in a conflict of interest or bias as defined in Article 14:02 (c) and (d).

**15:06 Timelines**

- (a) The Appeals Committee shall begin to hear the appeal within one (1) week of being established;
- (b) The Appeals Committee shall normally make its decision within one (1) month of hearing the appeal.
- (c) **Any time limits referred to above may be extended by mutual agreement of the parties hereto.**

**15:07 Guiding Principles**

- (a) **Deliberations of the Appeals Committee are confidential and the Appeals Committee shall be bound by the same standards of integrity, fairness, professionalism, discretion, equity, and confidentiality as the Tenure and Promotion Committee;**
- (b) **The Appeals Committee shall restrict their review of the appeal to consider only whether procedural defect(s) occurred which materially and adversely affected the decision made. Procedural defects include bias and the denial of natural justice.**

**15:08 Procedures**

- (a) **The Appeals Committee shall meet as it deems necessary with the appellant and with the appellant's Dean or Chair of the Tenure and Promotion Committee to determine the areas of agreement and of dispute as to fact or policy. The Appeals Committee will**

also need to determine what documents or other evidence in addition to what has been provided by the appellant when filing the appeal, will be needed in order to resolve the issues detailed in the appeal. If the Appeals Committee meets with one party; it must meet with the other parties as well. If the Appeals Committee deems it necessary to consult with individuals who have first-hand information, whether members of the faculty or administration, it should interview these individuals in meetings of the full Appeals Committee;

- (b) The Appeals Committee will be given access by the Office of the VPAR to all information and documents which are relevant to the appellant's allegations and have been used as a basis for the decision in the evaluation process; however, there is no requirement that the Appeals Committee review any new information.
- (c) In cases alleging procedural unfairness, the Appeals Committee should determine whether the decision of the appropriate bodies was based upon a full and fair review of the various aspects of the appellant's candidacy. In cases alleging denial of academic freedom, the Appeals Committee should determine whether the review violated principles of academic freedom. In cases alleging discrimination, the Appeals Committee will be guided by Article 47, Master Agreement.

#### 15:09 Appeal Committee Decision and Report

The decision of a majority of the members present at a meeting of the Appeals Committee is the decision of the Appeals Committee.

The written report of the Appeals Committee shall include a clear recommendation to uphold or deny the appeal. The report shall also state the reasons for the recommendation, making specific reference to the Collective Agreement. The decision shall be sent to the President

and Vice-Chancellor for implementation, with copies to the appellant, the appellant's Dean, the Chair of the Tenure and Promotion Committee, the VPAR, MGEU and HR.

**15:10** If the Appeals Committee finds in favour of the appellant then the Appeals Committee may overturn the decision of the Committee and offer a tenured appointment or grant a one (1) year extension of the probationary appointment or grant a promotion.

The Appeals Committee has three possible decisions:

- (a) dismiss the appeal and uphold the decision of the Committee;
- (b) determine that the appeal has some merit but that the final decision was not affected by the matter, and uphold the decision of the Committee;
- (c) determine that the appeal has merit and affected the outcome of the final decision, in which case the Appeals Committee will identify the error(s) and give specific directions as to what is to be done on the reconsideration.

**15:11** If the decision of the Appeals Committee to uphold the Committee's decision on a refusal of tenure is rendered after April 1, the candidate will be offered a one (1) year limited term contract, unless the candidate was in an extended probationary period.

**15:12** The decision of the Appeals Committee shall be final and binding on both parties.

**15:13** Reasonable costs associated with tenure and promotion appeals procedures will be borne by UCN.

#### **Article 16 Redundancy of University Programs and Faculties**

**16:01** Redundancy of University Programs and/or Faculties may be declared only by the Governing Council.

- 16:02** 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.
- 16:03** 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.
- 16:04** A declaration of program redundancy by the Governing Council shall be made in writing to the Union.
- 16:05** 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.
- 16:06** 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.
- 16:07** Within ten (10) working days of its first meeting, the Committee shall submit a written report to the Governing Council (copied to the Union).

- 16:08** 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.
- 16:09** 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 **21** and Article **22**, Master Agreement 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.
- 16:10** 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.
- 16:11** 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.
- 16:12** 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.

**16:13** 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 17 Financial Exigency**

**17:01** 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.

**17:02** 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.

**17:03** 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.

- 17:04** 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.
- 17:05** 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.
- 17:06** 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.
- 17:07** (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.

- 17:08** 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.
- 17:09** 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.
- 17:10** Within five (5) working of receipt of the report of the Commission, the parties shall meet and confer with respect to its implications.
- 17:11** 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.
- 17:12** 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.
- 17:13** (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.
  - (iii) 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.

### **Classification and Salary Schedule**

**2.50% - General Salary Increase Effective April 1, 2022**

**2.75% - General Salary Increase Effective April 1, 2023**

**3.00% - General Salary Increase Effective April 1, 2024**

**3.00% - General Salary Increase Effective April 1, 2025**

**Additional pay scale step for each classification level of 2.5% will be effective April 1, 2025.**

## Salary Schedule

**Effective April 1, 2022 to March 31, 2023**

ACCOUNTING CLERK 1	AK1	45,732	46,942	48,153	49,344	50,687	52,181
		1,753.05	1,799.45	1,845.85	1,891.53	1,943.00	2,000.28
72.5		24.18	24.82	25.46	26.09	26.80	27.59
ACCOUNTING CLERK 2	AK2	52,257	53,600	55,075	56,399	57,931	59,652
		2,003.18	2,054.65	2,111.20	2,161.95	2,220.68	2,286.65
72.5		27.63	28.34	29.12	29.82	30.63	31.54
ACCOUNTS MANAGER (Present Incumbent Only)	YAP	49,514	50,706	52,087	53,240	54,734	56,115
		1,898.05	1,943.73	1,996.65	2,040.88	2,098.15	2,151.08
72.5		26.18	26.81	27.54	28.15	28.94	29.67
ADMINISTRATIVE ASSISTANT 1	AY1	34,781	35,424	36,408	37,315	38,318	
		1,333.28	1,357.93	1,395.63	1,430.43	1,468.85	
72.5		18.39	18.73	19.25	19.73	20.26	
ADMINISTRATIVE ASSISTANT 2	AY2	39,055	39,869	40,871	41,836	42,971	44,030
		1,497.13	1,528.30	1,566.73	1,603.70	1,647.20	1,687.80
72.5		20.65	21.08	21.61	22.12	22.72	23.28
ADMINISTRATIVE ASSISTANT 3	AY3	44,276	45,429	46,715	47,850	49,098	50,422
		1,697.23	1,741.45	1,790.75	1,834.25	1,882.10	1,932.85
72.5		23.41	24.02	24.70	25.30	25.96	26.66

ADMINISTRATIVE ASSISTANT 4	AY4	49,514	50,706	52,087	53,240	54,734	56,115	
72.5		1,898.05	1,943.73	1,996.65	2,040.88	2,098.15	2,151.08	
		26.18	26.81	27.54	28.15	28.94	29.67	
ADMINISTRATIVE OFFICER	AO0	52,314	53,637	55,226	56,853	58,517	60,295	
72.5		2,005.35	2,056.10	2,117.00	2,179.35	2,243.15	2,311.30	
		27.66	28.36	29.20	30.06	30.94	31.88	
ADMINISTRATIVE OFFICER 1	AO1	54,091	55,850	57,647	59,538	61,581	63,737	
72.5		2,073.50	2,140.93	2,209.80	2,282.30	2,360.60	2,443.25	
		28.60	29.53	30.48	31.48	32.56	33.70	
ADMINISTRATIVE OFFICER 2	AO2	57,912	60,049	62,111	64,286	66,631	69,033	
72.5		2,219.95	2,301.88	2,380.90	2,464.28	2,554.18	2,646.25	
		30.62	31.75	32.84	33.99	35.23	36.50	
ADMINISTRATIVE OFFICER 3	AO3	61,032	63,170	65,439	67,803	70,413	73,023	75,728
72.5		2,339.58	2,421.50	2,508.50	2,599.13	2,699.18	2,799.23	2,902.90
		32.27	33.40	34.60	35.85	37.23	38.61	40.04
ADMINISTRATIVE OFFICER 4	AO4	69,203	71,756	74,328	77,109	80,135	83,236	86,546
72.5		2,652.78	2,750.65	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60
		36.59	37.94	39.30	40.77	42.37	44.01	45.76
ASSISTANT DIRECTOR INFORMATION SERVICES	AD1	80,135	83,236	86,546	90,140	93,847	97,724	
72.5		3,071.83	3,190.73	3,317.60	3,455.35	3,597.45	3,746.08	
		42.37	44.01	45.76	47.66	49.62	51.67	

ASSISTANT GUIDANCE COUNSELLOR	ACG	49,004	50,630	52,351	54,129	55,983	57,893	60,011
72.5		1,878.48	1,940.83	2,006.80	2,074.95	2,146.00	2,219.23	2,300.43
		25.91	26.77	27.68	28.62	29.60	30.61	31.73
ASSISTANT GUIDANCE COUNSELLOR	ACG	62,224	64,399	66,782				
72.5		2,385.25	2,468.63	2,559.98				
		32.90	34.05	35.31				
ASSISTANT PRINCIPAL EDUCATION	APE	74,328	77,109	80,135	83,236	86,546	90,140	93,847
72.5		2,849.25	2,955.83	3,071.83	3,190.73	3,317.60	3,455.35	3,597.45
		39.30	40.77	42.37	44.01	45.76	47.66	49.62
ASSISTANT PROGRAM COORDINATOR	YAP	57,912	60,049	62,111	64,286	66,631	69,033	
72.5		2,219.95	2,301.88	2,380.90	2,464.28	2,554.18	2,646.25	
		30.62	31.75	32.84	33.99	35.23	36.50	
BUILDING SERVICE SUPERVISOR	BDS	46,164	47,604	49,294	50,734	52,362	54,261	
80		1,769.60	1,824.80	1,889.60	1,944.80	2,007.20	2,080.00	
		22.12	22.81	23.62	24.31	25.09	26.00	
BUILDING SERVICE WORKER 1	BW1	38,191	39,214	40,445	41,739	42,971	44,431	45,725
80		1,464.00	1,503.20	1,550.40	1,600.00	1,647.20	1,703.20	1,752.80
		18.30	18.79	19.38	20.00	20.59	21.29	21.91
BUILDING SERVICE WORKER 2	BW2	39,214	40,445	41,739	42,971	44,431	45,913	47,249
80		1,503.20	1,550.40	1,600.00	1,647.20	1,703.20	1,760.00	1,811.20
		18.79	19.38	20.00	20.59	21.29	22.00	22.64
BUILDING SERVICE WORKER 3	BW3	41,071	42,324	43,597	45,057	46,560	48,084	49,503
80		1,574.40	1,622.40	1,671.20	1,727.20	1,784.80	1,843.20	1,897.60
		19.68	20.28	20.89	21.59	22.31	23.04	23.72
CHAIRPERSON	CCC	80,381	83,558	86,962	90,575	94,490	97,327	100,107
72.5		3,081.25	3,203.05	3,333.55	3,472.03	3,622.10	3,730.85	3,837.43
		42.50	44.18	45.98	47.89	49.96	51.46	52.93

CLERK 1	CL1	31,415	32,266	33,117	34,025			
		1,204.23	1,236.85	1,269.48	1,304.28			
72.5		16.61	17.06	17.51	17.99			
CLERK 2	CL2	36,975	37,826	38,753	39,755	40,758	41,836	
		1,417.38	1,450.00	1,485.53	1,523.95	1,562.38	1,603.70	
72.5		19.55	20.00	20.49	21.02	21.55	22.12	
CLERK 3	CL3	44,408	45,524	46,753	47,907	49,174	50,630	
		1,702.30	1,745.08	1,792.20	1,836.43	1,885.00	1,940.83	
72.5		23.48	24.07	24.72	25.33	26.00	26.77	
CLERK 4	CL4	51,727	53,032	54,394	55,850	57,250	58,725	
		1,982.88	2,032.90	2,085.10	2,140.93	2,194.58	2,251.13	
72.5		27.35	28.04	28.76	29.53	30.27	31.05	
CLERK 5	CL5	52,314	53,637	55,226	56,853	58,517	60,295	
		2,005.35	2,056.10	2,117.00	2,179.35	2,243.15	2,311.30	
72.5		27.66	28.36	29.20	30.06	30.94	31.88	
CLERK-TYPIST 1	CT1	33,665	34,516	35,254	36,237	37,164		
		1,290.50	1,323.13	1,351.40	1,389.10	1,424.63		
72.5		17.80	18.25	18.64	19.16	19.65		
CLERK-TYPIST 2	CT2	36,597	36,975	37,826	38,753	39,755	40,758	41,836
		1,402.88	1,417.38	1,450.00	1,485.53	1,523.95	1,562.38	1,603.70
72.5		19.35	19.55	20.00	20.49	21.02	21.55	22.12
CLERK-TYPIST 3	CT3	42,706	43,141	44,257	45,391	46,640	47,812	49,079
		1,637.05	1,653.73	1,696.50	1,740.00	1,787.85	1,832.80	1,881.38
72.5		22.58	22.81	23.40	24.00	24.66	25.28	25.95

COMPUTER OPERATOR 1	OP1	41,855	42,989	44,086	45,240	46,526	47,831	
		1,604.43	1,647.93	1,689.98	1,734.20	1,783.50	1,833.53	
72.5		22.13	22.73	23.31	23.92	24.60	25.29	
COMPUTER OPERATOR 2	OP2	51,046	52,370	53,656	55,226	56,720	58,404	
		1,956.78	2,007.53	2,056.83	2,117.00	2,174.28	2,238.80	
72.5		26.99	27.69	28.37	29.20	29.99	30.88	
COMPUTER OPERATOR 3	OP3	51,236	52,711	54,432	56,096	57,817	59,690	
		1,964.03	2,020.58	2,086.55	2,150.35	2,216.33	2,288.10	
72.5		27.09	27.87	28.78	29.66	30.57	31.56	
COMPUTER OPERATOR 4	OP4	51,406	53,165	55,075	56,891	58,933	61,070	
		1,970.55	2,037.98	2,111.20	2,180.80	2,259.10	2,341.03	
72.5		27.18	28.11	29.12	30.08	31.16	32.29	
COMPUTER PROGRAMMER 1	CP1	53,656	55,491	57,344	59,349	61,316	63,491	65,818
		2,056.83	2,127.15	2,198.20	2,275.05	2,350.45	2,433.83	2,523.00
72.5		28.37	29.34	30.32	31.38	32.42	33.57	34.80
		68,276	70,603	73,288				
		2,617.25	2,706.43	2,809.38				
72.5		36.10	37.33	38.75				
COMPUTER PROGRAMMER 2A	CPA	62,546	64,683	66,952	69,260	71,775	74,404	77,241
		2,397.58	2,479.50	2,566.50	2,654.95	2,751.38	2,852.15	2,960.90
72.5		33.07	34.20	35.40	36.62	37.95	39.34	40.84
		80,135	83,123					
		3,071.83	3,186.38					
72.5		42.37	43.95					
COMPUTER PROGRAMMER 2B	CPB	72,153	74,839	77,563	80,399	83,596	86,792	90,178
		2,765.88	2,868.83	2,973.23	3,081.98	3,204.50	3,327.03	3,456.80
72.5		38.15	39.57	41.01	42.51	44.20	45.89	47.68

COMPUTER PROGRAMMER 3 72.5	CP3	76,012 2,913.78 40.19	78,792 3,020.35 41.66	81,591 3,127.65 43.14	84,655 3,245.10 44.76	87,946 3,371.25 46.50	91,369 3,502.48 48.31	95,019 3,642.40 50.24
COMPUTER PROGRAMMER 4 72.5	CP4	78,792 3,020.35 41.66	81,591 3,127.65 43.14	84,655 3,245.10 44.76	87,946 3,371.25 46.50	91,369 3,502.48 48.31	95,019 3,642.40 50.24	98,934 3,792.48 52.31
COMPUTER PROGRAMMER 5 72.5	CP5	84,655 3,245.10 44.76	87,946 3,371.25 46.50	91,369 3,502.48 48.31	95,019 3,642.40 50.24	98,934 3,792.48 52.31	103,038 3,949.80 54.48	107,445 4,118.73 56.81
COOK 1 80	CK1	42,824 1,641.60 20.52	43,931 1,684.00 21.05	45,016 1,725.60 21.57	46,164 1,769.60 22.12	47,437 1,818.40 22.73	48,793 1,870.40 23.38	
COOK 2 80	CK2	47,144 1,807.20 22.59	48,313 1,852.00 23.15	49,461 1,896.00 23.70	50,692 1,943.20 24.29	52,028 1,994.40 24.93	53,447 2,048.80 25.61	
COOK 3 80	CK3	50,421 1,932.80 24.16	51,652 1,980.00 24.75	52,863 2,026.40 25.33	54,240 2,079.20 25.99	55,617 2,132.00 26.65	56,995 2,184.80 27.31	
CURRICULUM CONSULT 72.5	CRC	74,328 2,849.25 39.30	77,109 2,955.83 40.77	80,135 3,071.83 42.37	83,236 3,190.73 44.01	86,546 3,317.60 45.76	90,140 3,455.35 47.66	93,847 3,597.45 49.62



DUPLICATING EQUIPMENT OPERATOR 1	OD1	34,025	34,951	35,916	36,975	38,034	39,112	
72.5		1,304.28	1,339.80	1,376.78	1,417.38	1,457.98	1,499.30	
		17.99	18.48	18.99	19.55	20.11	20.68	
DUPLICATING EQUIPMENT OPERATOR 2	OD2	38,507	39,736	40,871	42,138	43,538	44,937	
72.5		1,476.10	1,523.23	1,566.73	1,615.30	1,668.95	1,722.60	
		20.36	21.01	21.61	22.28	23.02	23.76	
DUPLICATING EQUIPMENT OPERATOR 3	OD3	45,959	47,415	49,004	50,630	52,351	54,129	
72.5		1,761.75	1,817.58	1,878.48	1,940.83	2,006.80	2,074.95	
		24.30	25.07	25.91	26.77	27.68	28.62	
DUPLICATING EQUIPMENT OPERATOR 4	OD4	49,836	51,406	53,165	55,075	56,891	58,933	
72.5		1,910.38	1,970.55	2,037.98	2,111.20	2,180.80	2,259.10	
		26.35	27.18	28.11	29.12	30.08	31.16	
ECONOMIC DEVELOPMENT CONSULTANT 1	IC1	55,151	57,042	58,895	61,032	63,170	65,439	67,803
72.5		2,114.10	2,186.60	2,257.65	2,339.58	2,421.50	2,508.50	2,599.13
		29.16	30.16	31.14	32.27	33.40	34.60	35.85
ECONOMIC DEVELOPMENT CONSULTANT 2	IC2	69,203	71,756	74,328	77,109	80,135	83,236	86,546
72.5		2,652.78	2,750.65	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60
		36.59	37.94	39.30	40.77	42.37	44.01	45.76
ECONOMIC DEVELOPMENT CONSULTANT 3	IC3	74,328	77,109	80,135	83,236	86,546	90,140	93,847
72.5		2,849.25	2,955.83	3,071.83	3,190.73	3,317.60	3,455.35	3,597.45
		39.30	40.77	42.37	44.01	45.76	47.66	49.62

ECONOMIC DEVELOPMENT CONSULTANT 4	IC4	80,135	83,236	86,546	90,140	93,847	97,724	101,998
72.5		3,071.83	3,190.73	3,317.60	3,455.35	3,597.45	3,746.08	3,909.93
		42.37	44.01	45.76	47.66	49.62	51.67	53.93
		106,254						
72.5		4,073.05						
		56.18						
EDUCATION ADMINISTRATION CONSULTANT	EAC	77,109	80,135	83,236	86,546	90,140	93,847	97,724
72.5		2,955.83	3,071.83	3,190.73	3,317.60	3,455.35	3,597.45	3,746.08
		40.77	42.37	44.01	45.76	47.66	49.62	51.67
EDUCATION CONSULTANT	EDC	63,170	65,780	68,276	70,697	73,307	76,182	79,057
72.5		2,421.50	2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50
		33.40	34.78	36.10	37.38	38.76	40.28	41.80
EDUCATIONAL ASSISTANT 1	LS1	42,706	43,935	45,278	46,791	48,228	49,836	
72.5		1,637.05	1,684.18	1,735.65	1,793.65	1,848.75	1,910.38	
		22.58	23.23	23.94	24.74	25.50	26.35	
EDUCATIONAL ASSISTANT 2	LS2	47,415	49,004	50,630	52,351	54,129	55,983	
72.5		1,817.58	1,878.48	1,940.83	2,006.80	2,074.95	2,146.00	
		25.07	25.91	26.77	27.68	28.62	29.60	
EDUCATIONAL ASSISTANT 3	LS3	49,836	51,406	53,165	55,075	56,891	58,933	
72.5		1,910.38	1,970.55	2,037.98	2,111.20	2,180.80	2,259.10	
		26.35	27.18	28.11	29.12	30.08	31.16	
EDUCATIONAL DEVELOPMENT OFFICER	EDO	65,780	68,276	70,697	73,307	76,182	79,057	82,121
72.5		2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50	3,147.95
		34.78	36.10	37.38	38.76	40.28	41.80	43.42

FINANCIAL OFFICER 1	FI1	51,406	53,165	55,075	56,891	58,933	61,070	
		1,970.55	2,037.98	2,111.20	2,180.80	2,259.10	2,341.03	
72.5		27.18	28.11	29.12	30.08	31.16	32.29	
FINANCIAL OFFICER 2	FI2	53,165	55,075	56,891	58,933	61,070	63,302	
		2,037.98	2,111.20	2,180.80	2,259.10	2,341.03	2,426.58	
72.5		28.11	29.12	30.08	31.16	32.29	33.47	
FINANCIAL OFFICER 3	FI3	60,049	62,111	64,286	66,631	69,033	71,662	
		2,301.88	2,380.90	2,464.28	2,554.18	2,646.25	2,747.03	
72.5		31.75	32.84	33.99	35.23	36.50	37.89	
FINANCIAL OFFICER 4	FI4	65,780	68,276	70,697	73,307	76,182	79,057	
		2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50	
72.5		34.78	36.10	37.38	38.76	40.28	41.80	
FINANCIAL OFFICER 5	FI5	68,390	70,886	73,591	76,428	79,378	82,499	86,962
		2,621.60	2,717.30	2,820.98	2,929.73	3,042.83	3,162.45	3,333.55
72.5		36.16	37.48	38.91	40.41	41.97	43.62	45.98
GARDENER 1	GR1	41,593	42,866	44,139	45,496	46,915	48,417	
		1,594.40	1,643.20	1,692.00	1,744.00	1,798.40	1,856.00	
80		19.93	20.54	21.15	21.80	22.48	23.20	
GARDENER 2	GR2	42,866	44,139	45,496	46,915	48,417	49,920	
		1,643.20	1,692.00	1,744.00	1,798.40	1,856.00	1,913.60	
80		20.54	21.15	21.80	22.48	23.20	23.92	
GARDENER 3	GR3	45,496	46,915	48,417	49,920	51,715	53,405	
		1,744.00	1,798.40	1,856.00	1,913.60	1,982.40	2,047.20	
80		21.80	22.48	23.20	23.92	24.78	25.59	
GARDENER 4	GR3	56,118	58,143	60,167	62,296	64,612	66,991	
		2,151.20	2,228.80	2,306.40	2,388.00	2,476.80	2,568.00	
80		26.89	27.86	28.83	29.85	30.96	32.10	

GUIDANCE OFFICER 1	GOF	63,170	65,780	68,276	70,697	73,307	76,182	79,057
		2,421.50	2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50
72.5		33.40	34.78	36.10	37.38	38.76	40.28	41.80
GUIDANCE OFFICER 2	G2F	68,276	70,697	73,307	76,182	79,057	81,686	84,806
		2,617.25	2,710.05	2,810.10	2,920.30	3,030.50	3,131.28	3,250.90
72.5		36.10	37.38	38.76	40.28	41.80	43.19	44.84
ILLUSTRATOR 1	IL1	42,706	43,935	45,278	46,791	48,228	49,836	
		1,637.05	1,684.18	1,735.65	1,793.65	1,848.75	1,910.38	
72.5		22.58	23.23	23.94	24.74	25.50	26.35	
ILLUSTRATOR 2	IL2	49,836	51,406	53,165	55,075	56,891	58,933	
		1,910.38	1,970.55	2,037.98	2,111.20	2,180.80	2,259.10	
72.5		26.35	27.18	28.11	29.12	30.08	31.16	
ILLUSTRATOR 3	IL3	53,165	55,075	56,891	58,933	61,070	63,302	
		2,037.98	2,111.20	2,180.80	2,259.10	2,341.03	2,426.58	
72.5		28.11	29.12	30.08	31.16	32.29	33.47	
INSTRUCTOR (COLLEGE)	IN1	61,959	64,172	66,442	69,033	71,567	74,253	77,052
		2,375.10	2,459.93	2,546.93	2,646.25	2,743.40	2,846.35	2,953.65
72.5		32.76	33.93	35.13	36.50	37.84	39.26	40.74
		80,040	83,142	86,244	88,381	92,012		
		3,068.20	3,187.10	3,306.00	3,387.93	3,527.13		
72.5		42.32	43.96	45.60	46.73	48.65		

LIBRARIAN 1	LN1	52,314	53,637	55,226	56,853	58,517	60,295
		2,005.35	2,056.10	2,117.00	2,179.35	2,243.15	2,311.30
72.5		27.66	28.36	29.20	30.06	30.94	31.88
LIBRARIAN 2	LN2	56,853	58,517	60,295	62,224	64,399	66,782
		2,179.35	2,243.15	2,311.30	2,385.25	2,468.63	2,559.98
72.5		30.06	30.94	31.88	32.90	34.05	35.31
LIBRARIAN 3	LN3	64,399	66,782	69,997	73,156	76,182	79,057
		2,468.63	2,559.98	2,683.23	2,804.30	2,920.30	3,030.50
72.5		34.05	35.31	37.01	38.68	40.28	41.80
LIBRARIAN 4	LN4	73,307	76,182	79,057	80,135	83,236	86,546
		2,810.10	2,920.30	3,030.50	3,071.83	3,190.73	3,317.60
72.5		38.76	40.28	41.80	42.37	44.01	45.76
LIBRARY DIRECTOR 1	LD1	77,109	80,135	83,236	86,546	90,140	93,847
		2,955.83	3,071.83	3,190.73	3,317.60	3,455.35	3,597.45
72.5		40.77	42.37	44.01	45.76	47.66	49.62
LIBRARY TECHNICIAN 1	LY1	44,881	45,902	47,094	48,304	49,666	51,160
		1,720.43	1,759.58	1,805.25	1,851.65	1,903.85	1,961.13
72.5		23.73	24.27	24.90	25.54	26.26	27.05
LIBRARY TECHNICIAN 2	LY2	50,536	51,689	53,146	54,564	56,039	57,515
		1,937.20	1,981.43	2,037.25	2,091.63	2,148.18	2,204.73
72.5		26.72	27.33	28.10	28.85	29.63	30.41
LIBRARY TECHNICIAN 3	LY3	52,314	53,637	55,226	56,853	58,517	60,295
		2,005.35	2,056.10	2,117.00	2,179.35	2,243.15	2,311.30
72.5		27.66	28.36	29.20	30.06	30.94	31.88

MEDIA SPECIALIST 1	MS1	65,780	68,276	70,697	73,307	76,182	79,057	
		2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50	
72.5		34.78	36.10	37.38	38.76	40.28	41.80	
MEDIA SPECIALIST 2	MS2	69,203	71,756	74,328	77,109	80,135	83,236	86,546
		2,652.78	2,750.65	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60
72.5		36.59	37.94	39.30	40.77	42.37	44.01	45.76
MEDIA TECHNICIAN 1	TA1	43,160	44,673	45,959	47,415	49,004	50,630	
		1,654.45	1,712.45	1,761.75	1,817.58	1,878.48	1,940.83	
72.5		22.82	23.62	24.30	25.07	25.91	26.77	
MEDIA TECHNICIAN 2	TA2	47,415	49,004	50,630	52,351	54,129	55,983	
		1,817.58	1,878.48	1,940.83	2,006.80	2,074.95	2,146.00	
72.5		25.07	25.91	26.77	27.68	28.62	29.60	
MEDIA TECHNICIAN 3	TA3	51,406	53,165	55,075	56,891	58,933	61,070	
		1,970.55	2,037.98	2,111.20	2,180.80	2,259.10	2,341.03	
72.5		27.18	28.11	29.12	30.08	31.16	32.29	
NURSE 1	NN1	61,899	64,132	66,324	68,640	70,748	72,918	
		2,372.80	2,458.40	2,542.40	2,631.20	2,712.00	2,795.20	
80		29.66	30.73	31.78	32.89	33.90	34.94	
NURSE 2	NN2	62,671	64,863	67,054	69,329	71,708	74,275	
		2,402.40	2,486.40	2,570.40	2,657.60	2,748.80	2,847.20	
80		30.03	31.08	32.13	33.22	34.36	35.59	
NURSE 3	NN3	67,054	69,329	71,708	74,275	76,738	79,304	
		2,570.40	2,657.60	2,748.80	2,847.20	2,941.60	3,040.00	
80		32.13	33.22	34.36	35.59	36.77	38.00	

PLANNING AND PROGRAM ANALYST 1	PM1	49,004	50,630	52,351	54,129	55,983	57,893	60,011
72.5		1,878.48	1,940.83	2,006.80	2,074.95	2,146.00	2,219.23	2,300.43
		25.91	26.77	27.68	28.62	29.60	30.61	31.73
		62,224	64,399	66,782				
72.5		2,385.25	2,468.63	2,559.98				
		32.90	34.05	35.31				
PLANNING AND PROGRAM ANALYST 2	PM2	63,170	65,780	68,276	70,697	73,307	76,182	79,057
72.5		2,421.50	2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50
		33.40	34.78	36.10	37.38	38.76	40.28	41.80
PLANNING AND PROGRAM ANALYST 3	PM3	69,203	71,756	74,328	77,109	80,135	83,236	86,546
72.5		2,652.78	2,750.65	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60
		36.59	37.94	39.30	40.77	42.37	44.01	45.76
PLANNING AND PROGRAM ANALYST 4	PM4	77,109	80,135	83,236	86,546	90,140	93,847	97,724
72.5		2,955.83	3,071.83	3,190.73	3,317.60	3,455.35	3,597.45	3,746.08
		40.77	42.37	44.01	45.76	47.66	49.62	51.67
PRODUCTION SUPERVISOR	PSH	63,170	65,780	68,276	70,697	73,307	76,182	79,057
72.5		2,421.50	2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50
		33.40	34.78	36.10	37.38	38.76	40.28	41.80
PROGRAM COORDINATOR	PCD	65,780	68,276	70,697	73,307	76,182	79,057	82,121
72.5		2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50	3,147.95
		34.78	36.10	37.38	38.76	40.28	41.80	43.42
PSYCHOLOGIST 1	PY1	49,004	50,630	52,351	54,129	55,983	57,893	60,011
72.5		1,878.48	1,940.83	2,006.80	2,074.95	2,146.00	2,219.23	2,300.43
		25.91	26.77	27.68	28.62	29.60	30.61	31.73
		62,224	64,399	66,782				
72.5		2,385.25	2,468.63	2,559.98				
		32.90	34.05	35.31				

PSYCHOLOGIST 2	PY2	63,170	65,780	68,276	70,697	73,307	76,182	79,057	
		2,421.50	2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50	
72.5		33.40	34.78	36.10	37.38	38.76	40.28	41.80	
PSYCHOLOGIST 3	PY3	71,756	74,328	77,109	80,135	83,236	86,546	90,140	
		2,750.65	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60	3,455.35	
72.5		37.94	39.30	40.77	42.37	44.01	45.76	47.66	
PSYCHOLOGIST 4	PY4	80,135	83,236	86,546	90,140	93,847	97,724	101,998	106,254
		3,071.83	3,190.73	3,317.60	3,455.35	3,597.45	3,746.08	3,909.93	4,073.05
72.5		42.37	44.01	45.76	47.66	49.62	51.67	53.93	56.18
PURCHASING AGENT 1	PA1	49,004	50,630	52,351	54,129	55,983	57,893		
		1,878.48	1,940.83	2,006.80	2,074.95	2,146.00	2,219.23		
72.5		25.91	26.77	27.68	28.62	29.60	30.61		
PURCHASING AGENT 2	PA2	60,049	62,111	64,286	66,631	69,033	71,662		
		2,301.88	2,380.90	2,464.28	2,554.18	2,646.25	2,747.03		
72.5		31.75	32.84	33.99	35.23	36.50	37.89		
PURCHASING AGENT 3	PA3	64,286	66,631	69,033	71,662	74,309	77,109		
		2,464.28	2,554.18	2,646.25	2,747.03	2,848.53	2,955.83		
72.5		33.99	35.23	36.50	37.89	39.29	40.77		
RECREATION CONSULTANT 1	RR1	46,091	47,415	49,004	50,630	52,351	54,129		
		1,766.83	1,817.58	1,878.48	1,940.83	2,006.80	2,074.95		
72.5		24.37	25.07	25.91	26.77	27.68	28.62		
RECREATION CONSULTANT 2	RR2	55,983	57,893	60,011	62,224	64,399	66,782		
		2,146.00	2,219.23	2,300.43	2,385.25	2,468.63	2,559.98		
72.5		29.60	30.61	31.73	32.90	34.05	35.31		



RECREATION CONSULTANT 3 72.5	RR3	63,170 2,421.50 33.40	65,439 2,508.50 34.60	67,803 2,599.13 35.85	70,413 2,699.18 37.23	73,023 2,799.23 38.61	75,728 2,902.90 40.04
RECREATION CONSULTANT 4 72.5	RR4	68,276 2,617.25 36.10	70,697 2,710.05 37.38	73,307 2,810.10 38.76	76,182 2,920.30 40.28	79,057 3,030.50 41.80	82,121 3,147.95 43.42
RESEARCH ASSISTANT 1 72.5	RH1	41,930 1,607.33 22.17	43,160 1,654.45 22.82	44,673 1,712.45 23.62	45,959 1,761.75 24.30	47,415 1,817.58 25.07	49,004 1,878.48 25.91
RESEARCH ASSISTANT 2 72.5	RH2	47,415 1,817.58 25.07	49,004 1,878.48 25.91	50,630 1,940.83 26.77	52,351 2,006.80 27.68	54,129 2,074.95 28.62	55,983 2,146.00 29.60
RESIDENCE COUNSELLOR 72.5	RCR	51,122 1,959.68 27.03	52,408 2,008.98 27.71	53,713 2,059.00 28.40	55,283 2,119.18 29.23	56,777 2,176.45 30.02	58,460 2,240.98 30.91
SECURITY OFFICER 1 80	_BG	37,106 1,422.40 17.78	38,191 1,464.00 18.30	39,214 1,503.20 18.79	40,445 1,550.40 19.38	41,739 1,600.00 20.00	42,971 1,647.20 20.59
SECURITY OFFICER 2 80	HGG	38,734 1,484.80 18.56	39,903 1,529.60 19.12	41,071 1,574.40 19.68	42,324 1,622.40 20.28	43,597 1,671.20 20.89	45,057 1,727.20 21.59

SENIOR CONSULTING	SCE	71,756	74,328	77,109	80,135	83,236	86,546	90,140
INSTRUCTOR P & E		2,750.65	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60	3,455.35
72.5		37.94	39.30	40.77	42.37	44.01	45.76	47.66
SERVICE WORKER 1	SW1	36,626	37,565	38,546	39,548	40,675		
		1,404.00	1,440.00	1,477.60	1,516.00	1,559.20		
80		17.55	18.00	18.47	18.95	19.49		
SERVICE WORKER 2	SW2	41,969	43,096	44,139	45,371	46,664	47,812	
		1,608.80	1,652.00	1,692.00	1,739.20	1,788.80	1,832.80	
80		20.11	20.65	21.15	21.74	22.36	22.91	
SERVICE WORKER 3	SW3	41,927	42,971	44,181	45,475	46,873	48,292	
		1,607.20	1,647.20	1,693.60	1,743.20	1,796.80	1,851.20	
80		20.09	20.59	21.17	21.79	22.46	23.14	
SERVICE WORKER 4	SW4	42,177	43,430	44,849	46,164	47,604	49,294	
		1,616.80	1,664.80	1,719.20	1,769.60	1,824.80	1,889.60	
80		20.21	20.81	21.49	22.12	22.81	23.62	
STATISTICAL ANALYST 1	SS1	55,983	57,893	60,011	62,224	64,399	66,782	
		2,146.00	2,219.23	2,300.43	2,385.25	2,468.63	2,559.98	
72.5		29.60	30.61	31.73	32.90	34.05	35.31	
STATISTICAL ANALYST 2	SS2	65,780	68,276	70,697	73,307	76,182	79,057	82,121
		2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50	3,147.95
72.5		34.78	36.10	37.38	38.76	40.28	41.80	43.42
STATISTICAL ANALYST 3	SS3	71,756	74,328	77,109	80,135	83,236	86,546	
		2,750.65	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60	
72.5		37.94	39.30	40.77	42.37	44.01	45.76	

STOREKEEPER 1	ST1	39,699	40,852	42,138	43,538	44,937	46,337
		1,521.78	1,566.00	1,615.30	1,668.95	1,722.60	1,776.25
72.5		20.99	21.60	22.28	23.02	23.76	24.50
STOREKEEPER 2	ST2	43,160	44,673	45,940	47,415	49,004	50,630
		1,654.45	1,712.45	1,761.03	1,817.58	1,878.48	1,940.83
72.5		22.82	23.62	24.29	25.07	25.91	26.77
STOREKEEPER 3	ST3	45,940	47,415	49,004	50,630	52,314	54,129
		1,761.03	1,817.58	1,878.48	1,940.83	2,005.35	2,074.95
72.5		24.29	25.07	25.91	26.77	27.66	28.62
STOREKEEPER 4	ST4	49,004	50,630	52,314	54,129	55,983	57,912
		1,878.48	1,940.83	2,005.35	2,074.95	2,146.00	2,219.95
72.5		25.91	26.77	27.66	28.62	29.60	30.62
STORES CLERK 1	SC1	34,951	35,916	36,975	38,034	39,112	40,266
		1,339.80	1,376.78	1,417.38	1,457.98	1,499.30	1,543.53
72.5		18.48	18.99	19.55	20.11	20.68	21.29
STORES CLERK 2	SC2	38,034	39,112	40,266	41,457	42,800	
		1,457.98	1,499.30	1,543.53	1,589.20	1,640.68	
72.5		20.11	20.68	21.29	21.92	22.63	
SWITCHBOARD OPERATOR 1	SW1	31,415	32,266	33,117	34,025	34,951	
		1,204.23	1,236.85	1,269.48	1,304.28	1,339.80	
72.5		16.61	17.06	17.51	17.99	18.48	
SWITCHBOARD OPERATOR 2	SW2	36,975	37,826	38,753	39,755	40,758	41,836
		1,417.38	1,450.00	1,485.53	1,523.95	1,562.38	1,603.70
72.5		19.55	20.00	20.49	21.02	21.55	22.12
SWITCHBOARD OPERATOR 3	SW3	43,141	44,257	45,391	46,640	47,812	49,079
		1,653.73	1,696.50	1,740.00	1,787.85	1,832.80	1,881.38
72.5		22.81	23.40	24.00	24.66	25.28	25.95

SYSTEMS ANALYST 1	SL1	49,836	51,406	53,165	55,075	56,891	58,933		
		1,910.38	1,970.55	2,037.98	2,111.20	2,180.80	2,259.10		
72.5		26.35	27.18	28.11	29.12	30.08	31.16		
SYSTEMS ANALYST 2	SL2	53,165	55,075	56,891	58,933	61,070	63,302		
		2,037.98	2,111.20	2,180.80	2,259.10	2,341.03	2,426.58		
72.5		28.11	29.12	30.08	31.16	32.29	33.47		
SYSTEMS ANALYST 3	SL3	57,912	60,049	62,111	64,286	66,631	69,033		
		2,219.95	2,301.88	2,380.90	2,464.28	2,554.18	2,646.25		
72.5		30.62	31.75	32.84	33.99	35.23	36.50		
SYSTEMS COORDINATOR 1	SY1	69,203	71,756	74,328	77,109	80,135	83,236	86,546	
		2,652.78	2,750.65	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60	
72.5		36.59	37.94	39.30	40.77	42.37	44.01	45.76	
SYSTEMS COORDINATOR 2	SY2	74,328	77,109	80,135	83,236	86,546	90,140	93,847	
		2,849.25	2,955.83	3,071.83	3,190.73	3,317.60	3,455.35	3,597.45	
72.5		39.30	40.77	42.37	44.01	45.76	47.66	49.62	
SYSTEMS COORDINATOR 3	SY3	80,135	83,236	86,546	90,140	93,847	97,724	101,998	106,254
		3,071.83	3,190.73	3,317.60	3,455.35	3,597.45	3,746.08	3,909.93	4,073.05
72.5		42.37	44.01	45.76	47.66	49.62	51.67	53.93	56.18

TRAINING CONSULTANT	TRC	65,780	68,276	70,697	73,307	76,182	79,057	82,121
		2,521.55	2,617.25	2,710.05	2,810.10	2,920.30	3,030.50	3,147.95
72.5		34.78	36.10	37.38	38.76	40.28	41.80	43.42
WORD PROCESSOR 1	WP1	36,332	37,353					
		1,392.73	1,431.88					
72.5		19.21	19.75					
WORD PROCESSOR 2	WP2	44,276	45,429	46,715	47,850	49,098	50,422	
		1,697.23	1,741.45	1,790.75	1,834.25	1,882.10	1,932.85	
72.5		23.41	24.02	24.70	25.30	25.96	26.66	
WORD PROCESSOR 3	WP3	48,228	49,439	50,857	52,314	53,637	55,226	
		1,848.75	1,895.15	1,949.53	2,005.35	2,056.10	2,117.00	
72.5		25.50	26.14	26.89	27.66	28.36	29.20	
WORD PROCESSOR 4	WP4	49,439	50,857	52,314	53,637	55,226	56,853	
		1,895.15	1,949.53	2,005.35	2,056.10	2,117.00	2,179.35	
72.5		26.14	26.89	27.66	28.36	29.20	30.06	
WORD PROCESSOR 5	WP5	52,314	53,637	55,226	56,853	58,517	60,295	
		2,005.35	2,056.10	2,117.00	2,179.35	2,243.15	2,311.30	
72.5		27.66	28.36	29.20	30.06	30.94	31.88	
WORD PROCESSOR 6	WP6	57,969	59,746	61,467	63,491	65,496	67,576	
		2,222.13	2,290.28	2,356.25	2,433.83	2,510.68	2,590.43	
72.5		30.65	31.59	32.50	33.57	34.63	35.73	
UNIVERSITY INSTRUCTOR	IN2	61,959	64,172	66,442	69,033	71,567	74,253	77,052
		2,375.10	2,459.93	2,546.93	2,646.25	2,743.40	2,846.35	2,953.65
72.5		32.76	33.93	35.13	36.50	37.84	39.26	40.74
		80,040	83,142	86,244	88,381	92,012		
		3,068.20	3,187.10	3,306.00	3,387.93	3,527.13		
72.5		42.32	43.96	45.60	46.73	48.65		

ASSISTANT PROFESSOR	IN3	72,853	74,839	76,844	78,830	80,834	82,801		
		2,792.70	2,868.83	2,945.68	3,021.80	3,098.65	3,174.05		
72.5		38.52	39.57	40.63	41.68	42.74	43.78		
		84,787	86,773	88,797	90,745	92,731	94,755	96,835	98,991
		3,250.18	3,326.30	3,403.88	3,478.55	3,554.68	3,632.25	3,712.00	3,794.65
72.5		44.83	45.88	46.95	47.98	49.03	50.10	51.20	52.34
ASSOCIATE PROFESSOR	IN4	86,111	88,797	91,407	94,074	96,721	99,369	101,998	104,627
		3,300.93	3,403.88	3,503.93	3,606.15	3,707.65	3,809.15	3,909.93	4,010.70
72.5		45.53	46.95	48.33	49.74	51.14	52.54	53.93	55.32
		107,370	109,923	112,590	115,275	117,923	120,514	123,200	
		4,115.83	4,213.70	4,315.93	4,418.88	4,520.38	4,619.70	4,722.65	
72.5		56.77	58.12	59.53	60.95	62.35	63.72	65.14	
FULL PROFESSOR	IN5	105,951	109,280	112,590	115,956	119,247	122,538	125,848	129,138
		4,061.45	4,189.05	4,315.93	4,444.98	4,571.13	4,697.28	4,824.15	4,950.30
72.5		56.02	57.78	59.53	61.31	63.05	64.79	66.54	68.28
		132,467	135,777	139,087	142,434	145,687	149,016	152,326	
		5,077.90	5,204.78	5,331.65	5,459.98	5,584.68	5,712.28	5,839.15	
72.5		70.04	71.79	73.54	75.31	77.03	78.79	80.54	

**Effective April 1, 2023 to March 31, 2024**

ACCOUNTING CLERK 1	AK1	46,980	48,228	49,477	50,706	52,087	53,619
		1,800.90	1,848.75	1,896.60	1,943.73	1,996.65	2,055.38
72.5		24.84	25.50	26.16	26.81	27.54	28.35
ACCOUNTING CLERK 2	AK2	53,694	55,075	56,588	57,950	59,519	61,297
		2,058.28	2,111.20	2,169.20	2,221.40	2,281.58	2,349.73
72.5		28.39	29.12	29.92	30.64	31.47	32.41
ACCOUNTS MANAGER (Present Incumbent Only)	YAP	50,876	52,106	53,524	54,697	56,247	57,666
		1,950.25	1,997.38	2,051.75	2,096.70	2,156.15	2,210.53
72.5		26.90	27.55	28.30	28.92	29.74	30.49
ADMINISTRATIVE ASSISTANT 1	AY1	35,746	36,408	37,410	38,337	39,377	
		1,370.25	1,395.63	1,434.05	1,469.58	1,509.45	
72.5		18.90	19.25	19.78	20.27	20.82	
ADMINISTRATIVE ASSISTANT 2	AY2	40,134	40,966	41,987	42,989	44,143	45,240
		1,538.45	1,570.35	1,609.50	1,647.93	1,692.15	1,734.20
72.5		21.22	21.66	22.20	22.73	23.34	23.92
ADMINISTRATIVE ASSISTANT 3	AY3	45,486	46,677	48,001	49,174	50,441	51,803
		1,743.63	1,789.30	1,840.05	1,885.00	1,933.58	1,985.78
72.5		24.05	24.68	25.38	26.00	26.67	27.39

ADMINISTRATIVE ASSISTANT 4	AY4	50,876	52,106	53,524	54,697	56,247	57,666	
72.5		1,950.25	1,997.38	2,051.75	2,096.70	2,156.15	2,210.53	
		26.90	27.55	28.30	28.92	29.74	30.49	
ADMINISTRATIVE OFFICER	AO0	53,751	55,113	56,739	58,422	60,125	61,959	
72.5		2,060.45	2,112.65	2,175.00	2,239.53	2,304.78	2,375.10	
		28.42	29.14	30.00	30.89	31.79	32.76	
ADMINISTRATIVE OFFICER 1	AO1	55,586	57,382	59,236	61,184	63,283	65,496	
72.5		2,130.78	2,199.65	2,270.70	2,345.38	2,425.85	2,510.68	
		29.39	30.34	31.32	32.35	33.46	34.63	
ADMINISTRATIVE OFFICER 2	AO2	59,501	61,694	63,813	66,044	68,465	70,924	
72.5		2,280.85	2,364.95	2,446.15	2,531.70	2,624.50	2,718.75	
		31.46	32.62	33.74	34.92	36.20	37.50	
ADMINISTRATIVE OFFICER 3	AO3	62,716	64,910	67,236	69,676	72,343	75,028	77,808
72.5		2,404.10	2,488.20	2,577.38	2,670.90	2,773.13	2,876.08	2,982.65
		33.16	34.32	35.55	36.84	38.25	39.67	41.14
ADMINISTRATIVE OFFICER 4	AO4	71,113	73,723	76,371	79,227	82,348	85,525	88,929
72.5		2,726.00	2,826.05	2,927.55	3,037.03	3,156.65	3,278.45	3,408.95
		37.60	38.98	40.38	41.89	43.54	45.22	47.02
ASSISTANT DIRECTOR INFORMATION SERVICES	AD1	82,348	85,525	88,929	92,617	96,419	100,410	
72.5		3,156.65	3,278.45	3,408.95	3,550.33	3,696.05	3,849.03	
		43.54	45.22	47.02	48.97	50.98	53.09	



ASSISTANT GUIDANCE COUNSELLOR	ACG	50,347	52,030	53,789	55,623	57,515	59,482	61,657
72.5		1,929.95	1,994.48	2,061.90	2,132.23	2,204.73	2,280.13	2,363.50
		26.62	27.51	28.44	29.41	30.41	31.45	32.60
ASSISTANT GUIDANCE COUNSELLOR	ACG	63,926	66,177	68,617				
72.5		2,450.50	2,536.78	2,630.30				
		33.80	34.99	36.28				
ASSISTANT PRINCIPAL EDUCATION	APE	76,371	79,227	82,348	85,525	88,929	92,617	96,419
72.5		2,927.55	3,037.03	3,156.65	3,278.45	3,408.95	3,550.33	3,696.05
		40.38	41.89	43.54	45.22	47.02	48.97	50.98
ASSISTANT PROGRAM COORDINATOR	YAP	59,501	61,694	63,813	66,044	68,465	70,924	
72.5		2,280.85	2,364.95	2,446.15	2,531.70	2,624.50	2,718.75	
		31.46	32.62	33.74	34.92	36.20	37.50	
BUILDING SERVICE SUPERVISOR	BDS	47,437	48,918	50,651	52,132	53,802	55,764	
80		1,818.40	1,875.20	1,941.60	1,998.40	2,062.40	2,137.60	
		22.73	23.44	24.27	24.98	25.78	26.72	
BUILDING SERVICE WORKER 1	BW1	39,235	40,299	41,551	42,887	44,160	45,663	46,977
80		1,504.00	1,544.80	1,592.80	1,644.00	1,692.80	1,750.40	1,800.80
		18.80	19.31	19.91	20.55	21.16	21.88	22.51
BUILDING SERVICE WORKER 2	BW2	40,299	41,551	42,887	44,160	45,663	47,186	48,543
80		1,544.80	1,592.80	1,644.00	1,692.80	1,750.40	1,808.80	1,860.80
		19.31	19.91	20.55	21.16	21.88	22.61	23.26
BUILDING SERVICE WORKER 3	BW3	42,198	43,492	44,786	46,289	47,833	49,398	50,859
80		1,617.60	1,667.20	1,716.80	1,774.40	1,833.60	1,893.60	1,949.60
		20.22	20.84	21.46	22.18	22.92	23.67	24.37
CHAIRPERSON	CCC	82,593	85,846	89,345	93,071	97,081	100,012	102,868
72.5		3,166.08	3,290.78	3,424.90	3,567.73	3,721.43	3,833.80	3,943.28
		43.67	45.39	47.24	49.21	51.33	52.88	54.39

CLERK 1	CL1	32,285	33,155	34,025	34,951			
		1,237.58	1,270.93	1,304.28	1,339.80			
72.5		17.07	17.53	17.99	18.48			
CLERK 2	CL2	37,996	38,866	39,812	40,852	41,874	42,989	
		1,456.53	1,489.88	1,526.13	1,566.00	1,605.15	1,647.93	
72.5		20.09	20.55	21.05	21.60	22.14	22.73	
CLERK 3	CL3	45,637	46,772	48,039	49,231	50,536	52,030	
		1,749.43	1,792.93	1,841.50	1,887.18	1,937.20	1,994.48	
72.5		24.13	24.73	25.40	26.03	26.72	27.51	
CLERK 4	CL4	53,146	54,489	55,888	57,382	58,820	60,333	
		2,037.25	2,088.73	2,142.38	2,199.65	2,254.75	2,312.75	
72.5		28.10	28.81	29.55	30.34	31.10	31.90	
CLERK 5	CL5	53,751	55,113	56,739	58,422	60,125	61,959	
		2,060.45	2,112.65	2,175.00	2,239.53	2,304.78	2,375.10	
72.5		28.42	29.14	30.00	30.89	31.79	32.76	
CLERK-TYPIST 1	CT1	34,592	35,462	36,219	37,240	38,185		
		1,326.03	1,359.38	1,388.38	1,427.53	1,463.78		
72.5		18.29	18.75	19.15	19.69	20.19		
CLERK-TYPIST 2	CT2	37,599	37,996	38,866	39,812	40,852	41,874	42,989
		1,441.30	1,456.53	1,489.88	1,526.13	1,566.00	1,605.15	1,647.93
72.5		19.88	20.09	20.55	21.05	21.60	22.14	22.73
CLERK-TYPIST 3	CT3	43,878	44,332	45,467	46,640	47,926	49,136	50,422
		1,682.00	1,699.40	1,742.90	1,787.85	1,837.15	1,883.55	1,932.85
72.5		23.20	23.44	24.04	24.66	25.34	25.98	26.66

COMPUTER OPERATOR 1	OP1	43,008	44,181	45,297	46,488	47,812	49,155	
		1,648.65	1,693.60	1,736.38	1,782.05	1,832.80	1,884.28	
72.5		22.74	23.36	23.95	24.58	25.28	25.99	
COMPUTER OPERATOR 2	OP2	52,446	53,808	55,132	56,739	58,271	60,011	
		2,010.43	2,062.63	2,113.38	2,175.00	2,233.73	2,300.43	
72.5		27.73	28.45	29.15	30.00	30.81	31.73	
COMPUTER OPERATOR 3	OP3	52,635	54,167	55,926	57,647	59,406	61,335	
		2,017.68	2,076.40	2,143.83	2,209.80	2,277.23	2,351.18	
72.5		27.83	28.64	29.57	30.48	31.41	32.43	
COMPUTER OPERATOR 4	OP4	52,824	54,621	56,588	58,460	60,560	62,754	
		2,024.93	2,093.80	2,169.20	2,240.98	2,321.45	2,405.55	
72.5		27.93	28.88	29.92	30.91	32.02	33.18	
COMPUTER PROGRAMMER 1	CP1	55,132	57,023	58,914	60,976	62,999	65,231	67,633
		2,113.38	2,185.88	2,258.38	2,337.40	2,414.98	2,500.53	2,592.60
72.5		29.15	30.15	31.15	32.24	33.31	34.49	35.76
		70,149	72,551	75,312				
		2,689.03	2,781.10	2,886.95				
72.5		37.09	38.36	39.82				
COMPUTER PROGRAMMER 2A	CPA	64,267	66,461	68,787	71,170	73,742	76,447	79,359
		2,463.55	2,547.65	2,636.83	2,728.18	2,826.78	2,930.45	3,042.10
72.5		33.98	35.14	36.37	37.63	38.99	40.42	41.96
		82,348	85,411					
		3,156.65	3,274.10					
72.5		43.54	45.16					
COMPUTER PROGRAMMER 2B	CPB	74,139	76,901	79,700	82,612	85,903	89,175	92,655
		2,842.00	2,947.85	3,055.15	3,166.80	3,292.95	3,418.38	3,551.78
72.5		39.20	40.66	42.14	43.68	45.42	47.15	48.99

COMPUTER PROGRAMMER 3 72.5	CP3	78,111 2,994.25 41.30	80,967 3,103.73 42.81	83,842 3,213.93 44.33	86,981 3,334.28 45.99	90,367 3,464.05 47.78	93,885 3,598.90 49.64	97,629 3,742.45 51.62
COMPUTER PROGRAMMER 4 72.5	CP4	80,967 3,103.73 42.81	83,842 3,213.93 44.33	86,981 3,334.28 45.99	90,367 3,464.05 47.78	93,885 3,598.90 49.64	97,629 3,742.45 51.62	101,658 3,896.88 53.75
COMPUTER PROGRAMMER 5 72.5	CP5	86,981 3,334.28 45.99	90,367 3,464.05 47.78	93,885 3,598.90 49.64	97,629 3,742.45 51.62	101,658 3,896.88 53.75	105,875 4,058.55 55.98	110,396 4,231.83 58.37
COOK 1 80	CK1	43,993 1,686.40 21.08	45,141 1,730.40 21.63	46,247 1,772.80 22.16	47,437 1,818.40 22.73	48,751 1,868.80 23.36	50,129 1,921.60 24.02	
COOK 2 80	CK2	48,438 1,856.80 23.21	49,649 1,903.20 23.79	50,817 1,948.00 24.35	52,091 1,996.80 24.96	53,468 2,049.60 25.62	54,908 2,104.80 26.31	
COOK 3 80	CK3	51,798 1,985.60 24.82	53,071 2,034.40 25.43	54,324 2,082.40 26.03	55,722 2,136.00 26.70	57,141 2,190.40 27.38	58,560 2,244.80 28.06	
CURRICULUM CONSULT 72.5	CRC	76,371 2,927.55 40.38	79,227 3,037.03 41.89	82,348 3,156.65 43.54	85,525 3,278.45 45.22	88,929 3,408.95 47.02	92,617 3,550.33 48.97	96,419 3,696.05 50.98

DUPLICATING EQUIPMENT OPERATOR 1	OD1	34,951	35,916	36,899	37,996	39,074	40,190	
72.5		1,339.80	1,376.78	1,414.48	1,456.53	1,497.85	1,540.63	
		18.48	18.99	19.51	20.09	20.66	21.25	
DUPLICATING EQUIPMENT OPERATOR 2	OD2	39,566	40,833	41,987	43,292	44,729	46,167	
72.5		1,516.70	1,565.28	1,609.50	1,659.53	1,714.63	1,769.73	
		20.92	21.59	22.20	22.89	23.65	24.41	
DUPLICATING EQUIPMENT OPERATOR 3	OD3	47,226	48,720	50,347	52,030	53,789	55,623	
72.5		1,810.33	1,867.60	1,929.95	1,994.48	2,061.90	2,132.23	
		24.97	25.76	26.62	27.51	28.44	29.41	
DUPLICATING EQUIPMENT OPERATOR 4	OD4	51,198	52,824	54,621	56,588	58,460	60,560	
72.5		1,962.58	2,024.93	2,093.80	2,169.20	2,240.98	2,321.45	
		27.07	27.93	28.88	29.92	30.91	32.02	
ECONOMIC DEVELOPMENT CONSULTANT 1	IC1	56,664	58,612	60,522	62,716	64,910	67,236	69,676
72.5		2,172.10	2,246.78	2,320.00	2,404.10	2,488.20	2,577.38	2,670.90
		29.96	30.99	32.00	33.16	34.32	35.55	36.84
ECONOMIC DEVELOPMENT CONSULTANT 2	IC2	71,113	73,723	76,371	79,227	82,348	85,525	88,929
72.5		2,726.00	2,826.05	2,927.55	3,037.03	3,156.65	3,278.45	3,408.95
		37.60	38.98	40.38	41.89	43.54	45.22	47.02
ECONOMIC DEVELOPMENT CONSULTANT 3	IC3	76,371	79,227	82,348	85,525	88,929	92,617	96,419
72.5		2,927.55	3,037.03	3,156.65	3,278.45	3,408.95	3,550.33	3,696.05
		40.38	41.89	43.54	45.22	47.02	48.97	50.98

ECONOMIC DEVELOPMENT CONSULTANT 4	IC4	82,348	85,525	88,929	92,617	96,419	100,410	104,797
72.5		3,156.65	3,278.45	3,408.95	3,550.33	3,696.05	3,849.03	4,017.23
		43.54	45.22	47.02	48.97	50.98	53.09	55.41
		109,166						
72.5		4,184.70						
		57.72						
EDUCATION ADMINISTRATION CONSULTANT	EAC	79,227	82,348	85,525	88,929	92,617	96,419	100,410
72.5		3,037.03	3,156.65	3,278.45	3,408.95	3,550.33	3,696.05	3,849.03
		41.89	43.54	45.22	47.02	48.97	50.98	53.09
EDUCATION CONSULTANT	EDC	64,910	67,595	70,149	72,645	75,331	78,281	81,232
72.5		2,488.20	2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88
		34.32	35.74	37.09	38.41	39.83	41.39	42.95
EDUCATIONAL ASSISTANT 1	LS1	43,878	45,146	46,526	48,077	49,552	51,198	
72.5		1,682.00	1,730.58	1,783.50	1,842.95	1,899.50	1,962.58	
		23.20	23.87	24.60	25.42	26.20	27.07	
EDUCATIONAL ASSISTANT 2	LS2	48,720	50,347	52,030	53,789	55,623	57,515	
72.5		1,867.60	1,929.95	1,994.48	2,061.90	2,132.23	2,204.73	
		25.76	26.62	27.51	28.44	29.41	30.41	
EDUCATIONAL ASSISTANT 3	LS3	51,198	52,824	54,621	56,588	58,460	60,560	
72.5		1,962.58	2,024.93	2,093.80	2,169.20	2,240.98	2,321.45	
		27.07	27.93	28.88	29.92	30.91	32.02	
EDUCATIONAL DEVELOPMENT OFFICER	EDO	67,595	70,149	72,645	75,331	78,281	81,232	84,371
72.5		2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88	3,234.23
		35.74	37.09	38.41	39.83	41.39	42.95	44.61

FINANCIAL OFFICER 1	FI1	52,824	54,621	56,588	58,460	60,560	62,754	
		2,024.93	2,093.80	2,169.20	2,240.98	2,321.45	2,405.55	
72.5		27.93	28.88	29.92	30.91	32.02	33.18	
FINANCIAL OFFICER 2	FI2	54,621	56,588	58,460	60,560	62,754	65,042	
		2,093.80	2,169.20	2,240.98	2,321.45	2,405.55	2,493.28	
72.5		28.88	29.92	30.91	32.02	33.18	34.39	
FINANCIAL OFFICER 3	FI3	61,694	63,813	66,044	68,465	70,924	73,629	
		2,364.95	2,446.15	2,531.70	2,624.50	2,718.75	2,822.43	
72.5		32.62	33.74	34.92	36.20	37.50	38.93	
FINANCIAL OFFICER 4	FI4	67,595	70,149	72,645	75,331	78,281	81,232	
		2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88	
72.5		35.74	37.09	38.41	39.83	41.39	42.95	
FINANCIAL OFFICER 5	FI5	70,262	72,834	75,614	78,527	81,553	84,768	89,345
		2,693.38	2,791.98	2,898.55	3,010.20	3,126.20	3,249.45	3,424.90
72.5		37.15	38.51	39.98	41.52	43.12	44.82	47.24
GARDENER 1	GR1	42,741	44,035	45,350	46,748	48,209	49,753	
		1,638.40	1,688.00	1,738.40	1,792.00	1,848.00	1,907.20	
80		20.48	21.10	21.73	22.40	23.10	23.84	
GARDENER 2	GR2	44,035	45,350	46,748	48,209	49,753	51,297	
		1,688.00	1,738.40	1,792.00	1,848.00	1,907.20	1,966.40	
80		21.10	21.73	22.40	23.10	23.84	24.58	
GARDENER 3	GR3	46,748	48,209	49,753	51,297	53,134	54,866	
		1,792.00	1,848.00	1,907.20	1,966.40	2,036.80	2,103.20	
80		22.40	23.10	23.84	24.58	25.46	26.29	
GARDENER 4	GR3	57,663	59,750	61,816	64,007	66,386	68,828	
		2,210.40	2,290.40	2,369.60	2,453.60	2,544.80	2,638.40	
80		27.63	28.63	29.62	30.67	31.81	32.98	

GUIDANCE OFFICER 1	GOF	64,910	67,595	70,149	72,645	75,331	78,281	81,232
		2,488.20	2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88
72.5		34.32	35.74	37.09	38.41	39.83	41.39	42.95
GUIDANCE OFFICER 2	G2F	70,149	72,645	75,331	78,281	81,232	83,936	87,133
		2,689.03	2,784.73	2,887.68	3,000.78	3,113.88	3,217.55	3,340.08
72.5		37.09	38.41	39.83	41.39	42.95	44.38	46.07
ILLUSTRATOR 1	IL1	43,878	45,146	46,526	48,077	49,552	51,198	
		1,682.00	1,730.58	1,783.50	1,842.95	1,899.50	1,962.58	
72.5		23.20	23.87	24.60	25.42	26.20	27.07	
ILLUSTRATOR 2	IL2	51,198	52,824	54,621	56,588	58,460	60,560	
		1,962.58	2,024.93	2,093.80	2,169.20	2,240.98	2,321.45	
72.5		27.07	27.93	28.88	29.92	30.91	32.02	
ILLUSTRATOR 3	IL3	54,621	56,588	58,460	60,560	62,754	65,042	
		2,093.80	2,169.20	2,240.98	2,321.45	2,405.55	2,493.28	
72.5		28.88	29.92	30.91	32.02	33.18	34.39	
INSTRUCTOR (COLLEGE)	IN1	63,661	65,931	68,276	70,924	73,534	76,295	79,170
		2,440.35	2,527.35	2,617.25	2,718.75	2,818.80	2,924.65	3,034.85
72.5		33.66	34.86	36.10	37.50	38.88	40.34	41.86
		82,234	85,430	88,608	90,821	94,546		
		3,152.30	3,274.83	3,396.63	3,481.45	3,624.28		
72.5		43.48	45.17	46.85	48.02	49.99		



LIBRARIAN 1	LN1	53,751	55,113	56,739	58,422	60,125	61,959
		2,060.45	2,112.65	2,175.00	2,239.53	2,304.78	2,375.10
72.5		28.42	29.14	30.00	30.89	31.79	32.76
LIBRARIAN 2	LN2	58,422	60,125	61,959	63,926	66,177	68,617
		2,239.53	2,304.78	2,375.10	2,450.50	2,536.78	2,630.30
72.5		30.89	31.79	32.76	33.80	34.99	36.28
LIBRARIAN 3	LN3	66,177	68,617	71,926	75,161	78,281	81,232
		2,536.78	2,630.30	2,757.18	2,881.15	3,000.78	3,113.88
72.5		34.99	36.28	38.03	39.74	41.39	42.95
LIBRARIAN 4	LN4	75,331	78,281	81,232	82,348	85,525	88,929
		2,887.68	3,000.78	3,113.88	3,156.65	3,278.45	3,408.95
72.5		39.83	41.39	42.95	43.54	45.22	47.02
LIBRARY DIRECTOR 1	LD1	79,227	82,348	85,525	88,929	92,617	96,419
		3,037.03	3,156.65	3,278.45	3,408.95	3,550.33	3,696.05
72.5		41.89	43.54	45.22	47.02	48.97	50.98
LIBRARY TECHNICIAN 1	LY1	46,110	47,169	48,380	49,628	51,027	52,559
		1,767.55	1,808.15	1,854.55	1,902.40	1,956.05	2,014.78
72.5		24.38	24.94	25.58	26.24	26.98	27.79
LIBRARY TECHNICIAN 2	LY2	51,916	53,108	54,602	56,058	57,571	59,103
		1,990.13	2,035.80	2,093.08	2,148.90	2,206.90	2,265.63
72.5		27.45	28.08	28.87	29.64	30.44	31.25
LIBRARY TECHNICIAN 3	LY3	53,751	55,113	56,739	58,422	60,125	61,959
		2,060.45	2,112.65	2,175.00	2,239.53	2,304.78	2,375.10
72.5		28.42	29.14	30.00	30.89	31.79	32.76

MEDIA SPECIALIST 1	MS1	67,595	70,149	72,645	75,331	78,281	81,232	
		2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88	
72.5		35.74	37.09	38.41	39.83	41.39	42.95	
MEDIA SPECIALIST 2	MS2	71,113	73,723	76,371	79,227	82,348	85,525	88,929
		2,726.00	2,826.05	2,927.55	3,037.03	3,156.65	3,278.45	3,408.95
72.5		37.60	38.98	40.38	41.89	43.54	45.22	47.02
MEDIA TECHNICIAN 1	TA1	44,351	45,902	47,226	48,720	50,347	52,030	
		1,700.13	1,759.58	1,810.33	1,867.60	1,929.95	1,994.48	
72.5		23.45	24.27	24.97	25.76	26.62	27.51	
MEDIA TECHNICIAN 2	TA2	48,720	50,347	52,030	53,789	55,623	57,515	
		1,867.60	1,929.95	1,994.48	2,061.90	2,132.23	2,204.73	
72.5		25.76	26.62	27.51	28.44	29.41	30.41	
MEDIA TECHNICIAN 3	TA3	52,824	54,621	56,588	58,460	60,560	62,754	
		2,024.93	2,093.80	2,169.20	2,240.98	2,321.45	2,405.55	
72.5		27.93	28.88	29.92	30.91	32.02	33.18	
NURSE 1	NN1	63,611	65,906	68,139	70,518	72,689	74,922	
		2,438.40	2,526.40	2,612.00	2,703.20	2,786.40	2,872.00	
80		30.48	31.58	32.65	33.79	34.83	35.90	
NURSE 2	NN2	64,404	66,637	68,891	71,228	73,670	76,320	
		2,468.80	2,554.40	2,640.80	2,730.40	2,824.00	2,925.60	
80		30.86	31.93	33.01	34.13	35.30	36.57	
NURSE 3	NN3	68,891	71,228	73,670	76,320	78,845	81,496	
		2,640.80	2,730.40	2,824.00	2,925.60	3,022.40	3,124.00	
80		33.01	34.13	35.30	36.57	37.78	39.05	

PLANNING AND PROGRAM ANALYST 1	PM1	50,347	52,030	53,789	55,623	57,515	59,482	61,657
72.5		1,929.95	1,994.48	2,061.90	2,132.23	2,204.73	2,280.13	2,363.50
		26.62	27.51	28.44	29.41	30.41	31.45	32.60
		63,926	66,177	68,617				
72.5		2,450.50	2,536.78	2,630.30				
		33.80	34.99	36.28				
PLANNING AND PROGRAM ANALYST 2	PM2	64,910	67,595	70,149	72,645	75,331	78,281	81,232
72.5		2,488.20	2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88
		34.32	35.74	37.09	38.41	39.83	41.39	42.95
PLANNING AND PROGRAM ANALYST 3	PM3	71,113	73,723	76,371	79,227	82,348	85,525	88,929
72.5		2,726.00	2,826.05	2,927.55	3,037.03	3,156.65	3,278.45	3,408.95
		37.60	38.98	40.38	41.89	43.54	45.22	47.02
PLANNING AND PROGRAM ANALYST 4	PM4	79,227	82,348	85,525	88,929	92,617	96,419	100,410
72.5		3,037.03	3,156.65	3,278.45	3,408.95	3,550.33	3,696.05	3,849.03
		41.89	43.54	45.22	47.02	48.97	50.98	53.09
PRODUCTION SUPERVISOR	PSH	64,910	67,595	70,149	72,645	75,331	78,281	81,232
72.5		2,488.20	2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88
		34.32	35.74	37.09	38.41	39.83	41.39	42.95
PROGRAM COORDINATOR	PCD	67,595	70,149	72,645	75,331	78,281	81,232	84,371
72.5		2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88	3,234.23
		35.74	37.09	38.41	39.83	41.39	42.95	44.61
PSYCHOLOGIST 1	PY1	50,347	52,030	53,789	55,623	57,515	59,482	61,657
72.5		1,929.95	1,994.48	2,061.90	2,132.23	2,204.73	2,280.13	2,363.50
		26.62	27.51	28.44	29.41	30.41	31.45	32.60
		63,926	66,177	68,617				
72.5		2,450.50	2,536.78	2,630.30				
		33.80	34.99	36.28				

PSYCHOLOGIST 2	PY2	64,910	67,595	70,149	72,645	75,331	78,281	81,232	
		2,488.20	2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88	
72.5		34.32	35.74	37.09	38.41	39.83	41.39	42.95	
PSYCHOLOGIST 3	PY3	73,553	74,328	77,109	80,135	83,236	86,546	90,140	
		2,819.53	2,849.25	2,955.83	3,071.83	3,190.73	3,317.60	3,455.35	
72.5		38.89	39.30	40.77	42.37	44.01	45.76	47.66	
PSYCHOLOGIST 4	PY4	82,348	85,525	88,929	92,617	96,419	100,410	104,797	109,166
		3,156.65	3,278.45	3,408.95	3,550.33	3,696.05	3,849.03	4,017.23	4,184.70
72.5		43.54	45.22	47.02	48.97	50.98	53.09	55.41	57.72
PURCHASING AGENT 1	PA1	50,347	52,030	53,789	55,623	57,515	59,482		
		1,929.95	1,994.48	2,061.90	2,132.23	2,204.73	2,280.13		
72.5		26.62	27.51	28.44	29.41	30.41	31.45		
PURCHASING AGENT 2	PA2	61,694	63,813	66,044	68,465	70,924	73,629		
		2,364.95	2,446.15	2,531.70	2,624.50	2,718.75	2,822.43		
72.5		32.62	33.74	34.92	36.20	37.50	38.93		
PURCHASING AGENT 3	PA3	66,044	68,465	70,924	73,629	76,352	79,227		
		2,531.70	2,624.50	2,718.75	2,822.43	2,926.83	3,037.03		
72.5		34.92	36.20	37.50	38.93	40.37	41.89		
RECREATION CONSULTANT 1	RR1	47,358	48,720	50,347	52,030	53,789	55,623		
		1,815.40	1,867.60	1,929.95	1,994.48	2,061.90	2,132.23		
72.5		25.04	25.76	26.62	27.51	28.44	29.41		
RECREATION CONSULTANT 2	RR2	57,515	59,482	61,657	63,926	66,177	68,617		
		2,204.73	2,280.13	2,363.50	2,450.50	2,536.78	2,630.30		
72.5		30.41	31.45	32.60	33.80	34.99	36.28		
RECREATION CONSULTANT 3	RR3	64,910	67,236	69,676	72,343	75,028	77,808		
		2,488.20	2,577.38	2,670.90	2,773.13	2,876.08	2,982.65		
72.5		34.32	35.55	36.84	38.25	39.67	41.14		

RECREATION CONSULTANT 4 72.5	RR4	70,149 2,689.03 37.09	72,645 2,784.73 38.41	75,331 2,887.68 39.83	78,281 3,000.78 41.39	81,232 3,113.88 42.95	84,371 3,234.23 44.61	
RESEARCH ASSISTANT 1 72.5	RH1	43,084 1,651.55 22.78	44,351 1,700.13 23.45	45,902 1,759.58 24.27	47,226 1,810.33 24.97	48,720 1,867.60 25.76	50,347 1,929.95 26.62	
RESEARCH ASSISTANT 2 72.5	RH2	48,720 1,867.60 25.76	50,347 1,929.95 26.62	52,030 1,994.48 27.51	53,789 2,061.90 28.44	55,623 2,132.23 29.41	57,515 2,204.73 30.41	
RESIDENCE COUNSELLOR 72.5	RCR	52,522 2,013.33 27.77	53,846 2,064.08 28.47	55,188 2,115.55 29.18	56,796 2,177.18 30.03	58,347 2,236.63 30.85	60,068 2,302.60 31.76	
SECURITY OFFICER 1 80	_BG	38,129 1,461.60 18.27	39,235 1,504.00 18.80	40,299 1,544.80 19.31	41,551 1,592.80 19.91	42,887 1,644.00 20.55	44,160 1,692.80 21.16	
SECURITY OFFICER 2 80	HGG	39,798 1,525.60 19.07	41,009 1,572.00 19.65	42,198 1,617.60 20.22	43,492 1,667.20 20.84	44,786 1,716.80 21.46	46,289 1,774.40 22.18	
SENIOR CONSULTING INSTRUCTOR P & E 72.5	SCE	73,723 2,826.05 38.98	76,371 2,927.55 40.38	79,227 3,037.03 41.89	82,348 3,156.65 43.54	85,525 3,278.45 45.22	88,929 3,408.95 47.02	92,617 3,550.33 48.97

SERVICE WORKER 1	SW1	37,628	38,609	39,611	40,633	41,802		
		1,442.40	1,480.00	1,518.40	1,557.60	1,602.40		
80		18.03	18.50	18.98	19.47	20.03		
SERVICE WORKER 2	SW2	43,117	44,285	45,350	46,623	47,937	49,127	
		1,652.80	1,697.60	1,738.40	1,787.20	1,837.60	1,883.20	
80		20.66	21.22	21.73	22.34	22.97	23.54	
SERVICE WORKER 3	SW3	43,075	44,160	45,391	46,727	48,167	49,628	
		1,651.20	1,692.80	1,740.00	1,791.20	1,846.40	1,902.40	
80		20.64	21.16	21.75	22.39	23.08	23.78	
SERVICE WORKER 4	SW4	43,346	44,619	46,080	47,437	48,918	50,651	
		1,661.60	1,710.40	1,766.40	1,818.40	1,875.20	1,941.60	
80		20.77	21.38	22.08	22.73	23.44	24.27	
STATISTICAL ANALYST 1	SS1	57,515	59,482	61,657	63,926	66,177	68,617	
		2,204.73	2,280.13	2,363.50	2,450.50	2,536.78	2,630.30	
72.5		30.41	31.45	32.60	33.80	34.99	36.28	
STATISTICAL ANALYST 2	SS2	67,595	70,149	72,645	75,331	78,281	81,232	84,371
		2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88	3,234.23
72.5		35.74	37.09	38.41	39.83	41.39	42.95	44.61
STATISTICAL ANALYST 3	SS3	73,723	76,371	79,227	82,348	85,525	88,929	
		2,826.05	2,927.55	3,037.03	3,156.65	3,278.45	3,408.95	
72.5		38.98	40.38	41.89	43.54	45.22	47.02	

STOREKEEPER 1	ST1	40,796	41,968	43,292	44,729	46,167	47,604
		1,563.83	1,608.78	1,659.53	1,714.63	1,769.73	1,824.83
72.5		21.57	22.19	22.89	23.65	24.41	25.17
STOREKEEPER 2	ST2	44,351	45,902	47,207	48,720	50,347	52,030
		1,700.13	1,759.58	1,809.60	1,867.60	1,929.95	1,994.48
72.5		23.45	24.27	24.96	25.76	26.62	27.51
STOREKEEPER 3	ST3	47,207	48,720	50,347	52,030	53,751	55,623
		1,809.60	1,867.60	1,929.95	1,994.48	2,060.45	2,132.23
72.5		24.96	25.76	26.62	27.51	28.42	29.41
STOREKEEPER 4	ST4	50,347	52,030	53,751	55,623	57,515	59,501
		1,929.95	1,994.48	2,060.45	2,132.23	2,204.73	2,280.85
72.5		26.62	27.51	28.42	29.41	30.41	31.46
STORES CLERK 1	SC1	35,916	36,899	37,996	39,074	40,190	41,382
		1,376.78	1,414.48	1,456.53	1,497.85	1,540.63	1,586.30
72.5		18.99	19.51	20.09	20.66	21.25	21.88
STORES CLERK 2	SC2	39,074	40,190	41,382	42,592	43,973	
		1,497.85	1,540.63	1,586.30	1,632.70	1,685.63	
72.5		20.66	21.25	21.88	22.52	23.25	
SWITCHBOARD OPERATOR 1	SW1	32,284.62	33,154.62	34,024.62	34,951.36	35,915.93	
		1,237.58	1,270.93	1,304.28	1,339.80	1,376.78	
72.5		17.07	17.53	17.99	18.48	18.99	
SWITCHBOARD OPERATOR 2	SW2	37,996	38,866	39,812	40,852	41,874	42,989
		1,456.53	1,489.88	1,526.13	1,566.00	1,605.15	1,647.93
72.5		20.09	20.55	21.05	21.60	22.14	22.73
SWITCHBOARD OPERATOR 3	SW3	44,332	45,467	46,640	47,926	49,136	50,422
		1,699.40	1,742.90	1,787.85	1,837.15	1,883.55	1,932.85
72.5		23.44	24.04	24.66	25.34	25.98	26.66

SYSTEMS ANALYST 1	SL1	51,198	52,824	54,621	56,588	58,460	60,560		
		1,962.58	2,024.93	2,093.80	2,169.20	2,240.98	2,321.45		
72.5		27.07	27.93	28.88	29.92	30.91	32.02		
SYSTEMS ANALYST 2	SL2	54,621	56,588	58,460	60,560	62,754	65,042		
		2,093.80	2,169.20	2,240.98	2,321.45	2,405.55	2,493.28		
72.5		28.88	29.92	30.91	32.02	33.18	34.39		
SYSTEMS ANALYST 3	SL3	59,501	61,694	63,813	66,044	68,465	70,924		
		2,280.85	2,364.95	2,446.15	2,531.70	2,624.50	2,718.75		
72.5		31.46	32.62	33.74	34.92	36.20	37.50		
SYSTEMS COORDINATOR 1	SY1	71,113	73,723	76,371	79,227	82,348	85,525	88,929	
		2,726.00	2,826.05	2,927.55	3,037.03	3,156.65	3,278.45	3,408.95	
72.5		37.60	38.98	40.38	41.89	43.54	45.22	47.02	
SYSTEMS COORDINATOR 2	SY2	76,371	79,227	82,348	85,525	88,929	92,617	96,419	
		2,927.55	3,037.03	3,156.65	3,278.45	3,408.95	3,550.33	3,696.05	
72.5		40.38	41.89	43.54	45.22	47.02	48.97	50.98	
SYSTEMS COORDINATOR 3	SY3	82,348	85,525	88,929	92,617	96,419	100,410	104,797	109,166
		3,156.65	3,278.45	3,408.95	3,550.33	3,696.05	3,849.03	4,017.23	4,184.70
72.5		43.54	45.22	47.02	48.97	50.98	53.09	55.41	57.72



TRAINING CONSULTANT	TRC	67,595	70,149	72,645	75,331	78,281	81,232	84,371
		2,591.15	2,689.03	2,784.73	2,887.68	3,000.78	3,113.88	3,234.23
72.5		35.74	37.09	38.41	39.83	41.39	42.95	44.61
WORD PROCESSOR 1	WP1	37,334	38,375					
		1,431.15	1,471.03					
72.5		19.74	20.29					
WORD PROCESSOR 2	WP2	45,486	46,677	48,001	49,174	50,441	51,803	
		1,743.63	1,789.30	1,840.05	1,885.00	1,933.58	1,985.78	
72.5		24.05	24.68	25.38	26.00	26.67	27.39	
WORD PROCESSOR 3	WP3	49,552	50,801	52,257	53,751	55,113	56,739	
		1,899.50	1,947.35	2,003.18	2,060.45	2,112.65	2,175.00	
72.5		26.20	26.86	27.63	28.42	29.14	30.00	
WORD PROCESSOR 4	WP4	50,801	50,857	52,314	53,637	55,226	56,853	
		1,947.35	1,949.53	2,005.35	2,056.10	2,117.00	2,179.35	
72.5		26.86	26.89	27.66	28.36	29.20	30.06	
WORD PROCESSOR 5	WP5	53,751	55,113	56,739	58,422	60,125	61,959	
		2,060.45	2,112.65	2,175.00	2,239.53	2,304.78	2,375.10	
72.5		28.42	29.14	30.00	30.89	31.79	32.76	
WORD PROCESSOR 6	WP6	59,557	61,392	63,151	65,231	67,293	69,430	
		2,283.03	2,353.35	2,420.78	2,500.53	2,579.55	2,661.48	
72.5		31.49	32.46	33.39	34.49	35.58	36.71	
UNIVERSITY INSTRUCTOR	IN2	63,661	65,931	68,276	70,924	73,534	76,295	79,170
		2,440.35	2,527.35	2,617.25	2,718.75	2,818.80	2,924.65	3,034.85
72.5		33.66	34.86	36.10	37.50	38.88	40.34	41.86
		82,234	85,430	88,608	90,821	94,546		
		3,152.30	3,274.83	3,396.63	3,481.45	3,624.28		
72.5		43.48	45.17	46.85	48.02	49.99		

ASSISTANT PROFESSOR	IN3	74,858	76,901	78,962	81,005	83,066	85,071		
		2,869.55	2,947.85	3,026.88	3,105.18	3,184.20	3,261.05		
		72.5	39.58	40.66	41.75	42.83	43.92	44.98	
		87,114	89,156	91,237	93,241	95,284	97,365	99,502	101,715
		3,339.35	3,417.65	3,497.40	3,574.25	3,652.55	3,732.30	3,814.23	3,899.05
72.5		46.06	47.14	48.24	49.30	50.38	51.48	52.61	53.78
ASSOCIATE PROFESSOR	IN4	88,475	91,237	93,922	96,665	99,388	102,093	104,797	107,502
		3,391.55	3,497.40	3,600.35	3,705.48	3,809.88	3,913.55	4,017.23	4,120.90
		72.5	46.78	48.24	49.66	51.11	52.55	53.98	55.41
		110,320	112,949	115,691	118,453	121,157	123,824	126,585	
		4,228.93	4,329.70	4,434.83	4,540.68	4,644.35	4,746.58	4,852.43	
72.5		58.33	59.72	61.17	62.63	64.06	65.47	66.93	
FULL PROFESSOR	IN5	108,864	112,287	115,691	119,152	122,519	125,904	129,309	132,694
		4,173.10	4,304.33	4,434.83	4,567.50	4,696.55	4,826.33	4,956.83	5,086.60
		72.5	57.56	59.37	61.17	63.00	64.78	66.57	68.37
		136,117	139,503	142,907	146,349	149,697	153,120	156,506	
		5,217.83	5,347.60	5,478.10	5,610.05	5,738.38	5,869.60	5,999.38	
72.5		71.97	73.76	75.56	77.38	79.15	80.96	82.75	

**Effective April 1, 2024 to March 31, 2025**

ACCOUNTING CLERK 1	AK1	48,399	49,685	50,952	52,219	53,656	55,226
		1,855.28	1,904.58	1,953.15	2,001.73	2,056.83	2,117.00
72.5		25.59	26.27	26.94	27.61	28.37	29.20
ACCOUNTING CLERK 2	AK2	55,302	56,720	58,290	59,690	61,297	63,132
		2,119.90	2,174.28	2,234.45	2,288.10	2,349.73	2,420.05
72.5		29.24	29.99	30.82	31.56	32.41	33.38
ACCOUNTS MANAGER (Present Incumbent Only)	YAP	52,408	53,675	55,132	56,342	57,931	59,387
		2,008.98	2,057.55	2,113.38	2,159.78	2,220.68	2,276.50
72.5		27.71	28.38	29.15	29.79	30.63	31.40
ADMINISTRATIVE ASSISTANT 1	AY1	36,824	37,505	38,526	39,491	40,550	
		1,411.58	1,437.68	1,476.83	1,513.80	1,554.40	
72.5		19.47	19.83	20.37	20.88	21.44	
ADMINISTRATIVE ASSISTANT 2	AY2	41,344	42,195	43,254	44,276	45,467	46,602
		1,584.85	1,617.48	1,658.08	1,697.23	1,742.90	1,786.40
72.5		21.86	22.31	22.87	23.41	24.04	24.64
ADMINISTRATIVE ASSISTANT 3	AY3	46,848	48,077	49,439	50,649	51,954	53,354
		1,795.83	1,842.95	1,895.15	1,941.55	1,991.58	2,045.23
72.5		24.77	25.42	26.14	26.78	27.47	28.21

ADMINISTRATIVE ASSISTANT 4	AY4	52,408	53,675	55,132	56,342	57,931	59,387	
72.5		2,008.98	2,057.55	2,113.38	2,159.78	2,220.68	2,276.50	
		27.71	28.38	29.15	29.79	30.63	31.40	
ADMINISTRATIVE OFFICER	AO0	55,359	56,758	58,441	60,181	61,921	63,813	
72.5		2,122.08	2,175.73	2,240.25	2,306.95	2,373.65	2,446.15	
		29.27	30.01	30.90	31.82	32.74	33.74	
ADMINISTRATIVE OFFICER 1	AO1	57,250	59,103	61,014	63,018	65,174	67,463	
72.5		2,194.58	2,265.63	2,338.85	2,415.70	2,498.35	2,586.08	
		30.27	31.25	32.26	33.32	34.46	35.67	
ADMINISTRATIVE OFFICER 2	AO2	61,278	63,548	65,723	68,030	70,527	73,061	
72.5		2,349.00	2,436.00	2,519.38	2,607.83	2,703.53	2,800.68	
		32.40	33.60	34.75	35.97	37.29	38.63	
ADMINISTRATIVE OFFICER 3	AO3	64,588	66,858	69,260	71,775	74,518	77,279	80,135
72.5		2,475.88	2,562.88	2,654.95	2,751.38	2,856.50	2,962.35	3,071.83
		34.15	35.35	36.62	37.95	39.40	40.86	42.37
ADMINISTRATIVE OFFICER 4	AO4	73,250	75,936	78,659	81,610	84,825	88,097	91,596
72.5		2,807.93	2,910.88	3,015.28	3,128.38	3,251.63	3,377.05	3,511.18
		38.73	40.15	41.59	43.15	44.85	46.58	48.43
ASSISTANT DIRECTOR INFORMATION SERVICES	AD1	84,825	88,097	91,596	95,398	99,313	103,417	
72.5		3,251.63	3,377.05	3,511.18	3,656.90	3,806.98	3,964.30	
		44.85	46.58	48.43	50.44	52.51	54.68	

ASSISTANT GUIDANCE COUNSELLOR	ACG	51,860	53,600	55,396	57,288	59,236	61,259	63,510
72.5		1,987.95	2,054.65	2,123.53	2,196.03	2,270.70	2,348.28	2,434.55
		27.42	28.34	29.29	30.29	31.32	32.39	33.58
ASSISTANT GUIDANCE COUNSELLOR	ACG	65,836	68,163	70,678				
72.5		2,523.73	2,612.90	2,709.33				
		34.81	36.04	37.37				
ASSISTANT PRINCIPAL EDUCATION	APE	78,659	81,610	84,825	88,097	91,596	95,398	99,313
72.5		3,015.28	3,128.38	3,251.63	3,377.05	3,511.18	3,656.90	3,806.98
		41.59	43.15	44.85	46.58	48.43	50.44	52.51
ASSISTANT PROGRAM COORDINATOR	YAP	61,278	63,548	65,723	68,030	70,527	73,061	
72.5		2,349.00	2,436.00	2,519.38	2,607.83	2,703.53	2,800.68	
		32.40	33.60	34.75	35.97	37.29	38.63	
BUILDING SERVICE SUPERVISOR	BDS	48,856	50,379	52,174	53,697	55,409	57,433	
80		1,872.80	1,931.20	2,000.00	2,058.40	2,124.00	2,201.60	
		23.41	24.14	25.00	25.73	26.55	27.52	
BUILDING SERVICE WORKER 1	BW1	40,404	41,510	42,804	44,181	45,475	47,040	48,397
80		1,548.80	1,591.20	1,640.80	1,693.60	1,743.20	1,803.20	1,855.20
		19.36	19.89	20.51	21.17	21.79	22.54	23.19
BUILDING SERVICE WORKER 2	BW2	41,510	42,804	44,181	45,475	47,040	48,605	50,004
80		1,591.20	1,640.80	1,693.60	1,743.20	1,803.20	1,863.20	1,916.80
		19.89	20.51	21.17	21.79	22.54	23.29	23.96
BUILDING SERVICE WORKER 3	BW3	43,471	44,807	46,122	47,687	49,273	50,880	52,383
80		1,666.40	1,717.60	1,768.00	1,828.00	1,888.80	1,950.40	2,008.00
		20.83	21.47	22.10	22.85	23.61	24.38	25.10
CHAIRPERSON	CCC	85,071	88,419	92,031	95,870	99,993	103,020	105,951
72.5		3,261.05	3,389.38	3,527.85	3,675.03	3,833.08	3,949.08	4,061.45
		44.98	46.75	48.66	50.69	52.87	54.47	56.02

CLERK 1	CL1	33,249	34,157	35,046	35,992		
		1,274.55	1,309.35	1,343.43	1,379.68		
72.5		17.58	18.06	18.53	19.03		
CLERK 2	CL2	39,131	40,039	41,004	42,082	43,122	44,276
		1,500.03	1,534.83	1,571.80	1,613.13	1,653.00	1,697.23
72.5		20.69	21.17	21.68	22.25	22.80	23.41
CLERK 3	CL3	46,999	48,172	49,477	50,706	52,049	53,600
		1,801.63	1,846.58	1,896.60	1,943.73	1,995.20	2,054.65
72.5		24.85	25.47	26.16	26.81	27.52	28.34
CLERK 4	CL4	54,734	56,115	57,571	59,103	60,579	62,148
		2,098.15	2,151.08	2,206.90	2,265.63	2,322.18	2,382.35
72.5		28.94	29.67	30.44	31.25	32.03	32.86
CLERK 5	CL5	55,359	56,758	58,441	60,181	61,921	63,813
		2,122.08	2,175.73	2,240.25	2,306.95	2,373.65	2,446.15
72.5		29.27	30.01	30.90	31.82	32.74	33.74
CLERK-TYPIST 1	CT1	35,632	36,521	37,297	38,356	39,339	
		1,365.90	1,399.98	1,429.70	1,470.30	1,508.00	
72.5		18.84	19.31	19.72	20.28	20.80	
CLERK-TYPIST 2	CT2	38,734	39,131	40,039	41,004	42,082	43,122
		1,484.80	1,500.03	1,534.83	1,571.80	1,613.13	1,653.00
72.5		20.48	20.69	21.17	21.68	22.25	22.80
CLERK-TYPIST 3	CT3	45,202	45,656	46,829	48,039	49,363	50,611
		1,732.75	1,750.15	1,795.10	1,841.50	1,892.25	1,940.10
72.5		23.90	24.14	24.76	25.40	26.10	26.76

COMPUTER OPERATOR 1	OP1	44,294	45,505	46,659	47,888	49,250	50,630	
		1,697.95	1,744.35	1,788.58	1,835.70	1,887.90	1,940.83	
72.5		23.42	24.06	24.67	25.32	26.04	26.77	
COMPUTER OPERATOR 2	OP2	54,016	55,415	56,777	58,441	60,011	61,808	
		2,070.60	2,124.25	2,176.45	2,240.25	2,300.43	2,369.30	
72.5		28.56	29.30	30.02	30.90	31.73	32.68	
COMPUTER OPERATOR 3	OP3	54,205	55,794	57,609	59,368	61,184	63,170	
		2,077.85	2,138.75	2,208.35	2,275.78	2,345.38	2,421.50	
72.5		28.66	29.50	30.46	31.39	32.35	33.40	
COMPUTER OPERATOR 4	OP4	54,413	56,266	58,290	60,219	62,375	64,645	
		2,085.83	2,156.88	2,234.45	2,308.40	2,391.05	2,478.05	
72.5		28.77	29.75	30.82	31.84	32.98	34.18	
COMPUTER PROGRAMMER 1	CP1	56,777	58,725	60,673	62,810	64,891	67,179	69,657
		2,176.45	2,251.13	2,325.80	2,407.73	2,487.48	2,575.20	2,670.18
72.5		30.02	31.05	32.08	33.21	34.31	35.52	36.83
		72,248	74,726	77,563				
		2,769.50	2,864.48	2,973.23				
72.5		38.20	39.51	41.01				
COMPUTER PROGRAMMER 2A	CPA	66,196	68,446	70,848	73,307	75,955	78,735	81,742
		2,537.50	2,623.78	2,715.85	2,810.10	2,911.60	3,018.18	3,133.45
72.5		35.00	36.19	37.46	38.76	40.16	41.63	43.22
		84,825	87,965					
		3,251.63	3,371.98					
72.5		44.85	46.51					
COMPUTER PROGRAMMER 2B	CPB	76,371	79,208	82,083	85,090	88,475	91,842	95,435
		2,927.55	3,036.30	3,146.50	3,261.78	3,391.55	3,520.60	3,658.35
72.5		40.38	41.88	43.40	44.99	46.78	48.56	50.46
COMPUTER PROGRAMMER 3	CP3	80,456	83,388	86,357	89,591	93,071	96,703	100,561
		3,084.15	3,196.53	3,310.35	3,434.33	3,567.73	3,706.93	3,854.83
72.5		42.54	44.09	45.66	47.37	49.21	51.13	53.17

COMPUTER PROGRAMMER 4 72.5	CP4	83,388 3,196.53 44.09	86,357 3,310.35 45.66	89,591 3,434.33 47.37	93,071 3,567.73 49.21	96,703 3,706.93 51.13	100,561 3,854.83 53.17	104,703 4,013.60 55.36
COMPUTER PROGRAMMER 5 72.5	CP5	89,591 3,434.33 47.37	93,071 3,567.73 49.21	96,703 3,706.93 51.13	100,561 3,854.83 53.17	104,703 4,013.60 55.36	109,053 4,180.35 57.66	113,705 4,358.70 60.12
COOK 1 80	CK1	45,308 1,736.80 21.71	46,497 1,782.40 22.28	47,624 1,825.60 22.82	48,856 1,872.80 23.41	50,212 1,924.80 24.06	51,631 1,979.20 24.74	
COOK 2 80	CK2	49,899 1,912.80 23.91	51,131 1,960.00 24.50	52,341 2,006.40 25.08	53,656 2,056.80 25.71	55,075 2,111.20 26.39	56,557 2,168.00 27.10	
COOK 3 80	CK3	53,343 2,044.80 25.56	54,657 2,095.20 26.19	55,951 2,144.80 26.81	57,391 2,200.00 27.50	58,852 2,256.00 28.20	60,313 2,312.00 28.90	
CURRICULUM CONSULT 72.5	CRC	78,659 3,015.28 41.59	81,610 3,128.38 43.15	84,825 3,251.63 44.85	88,097 3,377.05 46.58	91,596 3,511.18 48.43	95,398 3,656.90 50.44	99,313 3,806.98 52.51



DUPLICATING EQUIPMENT OPERATOR 1	OD1	35,992	36,994	38,015	39,131	40,247	41,401	
72.5		1,379.68	1,418.10	1,457.25	1,500.03	1,542.80	1,587.03	
		19.03	19.56	20.10	20.69	21.28	21.89	
DUPLICATING EQUIPMENT OPERATOR 2	OD2	40,758	42,063	43,254	44,597	46,072	47,547	
72.5		1,562.38	1,612.40	1,658.08	1,709.55	1,766.10	1,822.65	
		21.55	22.24	22.87	23.58	24.36	25.14	
DUPLICATING EQUIPMENT OPERATOR 3	OD3	48,644	50,176	51,860	53,600	55,396	57,288	
72.5		1,864.70	1,923.43	1,987.95	2,054.65	2,123.53	2,196.03	
		25.72	26.53	27.42	28.34	29.29	30.29	
DUPLICATING EQUIPMENT OPERATOR 4	OD4	52,730	54,413	56,266	58,290	60,219	62,375	
72.5		2,021.30	2,085.83	2,156.88	2,234.45	2,308.40	2,391.05	
		27.88	28.77	29.75	30.82	31.84	32.98	
ECONOMIC DEVELOPMENT CONSULTANT 1	IC1	58,366	60,371	62,337	64,588	66,858	69,260	71,775
72.5		2,237.35	2,314.20	2,389.60	2,475.88	2,562.88	2,654.95	2,751.38
		30.86	31.92	32.96	34.15	35.35	36.62	37.95
ECONOMIC DEVELOPMENT CONSULTANT 2	IC2	73,250	75,936	78,659	81,610	84,825	88,097	91,596
72.5		2,807.93	2,910.88	3,015.28	3,128.38	3,251.63	3,377.05	3,511.18
		38.73	40.15	41.59	43.15	44.85	46.58	48.43
ECONOMIC DEVELOPMENT CONSULTANT 3	IC3	78,659	81,610	84,825	88,097	91,596	95,398	99,313
72.5		3,015.28	3,128.38	3,251.63	3,377.05	3,511.18	3,656.90	3,806.98
		41.59	43.15	44.85	46.58	48.43	50.44	52.51

ECONOMIC DEVELOPMENT CONSULTANT 4	IC4	84,825	88,097	91,596	95,398	99,313	103,417	107,937
72.5		3,251.63	3,377.05	3,511.18	3,656.90	3,806.98	3,964.30	4,137.58
		44.85	46.58	48.43	50.44	52.51	54.68	57.07
		112,438						
72.5		4,310.13						
		59.45						
EDUCATION ADMINISTRATION CONSULTANT	EAC	81,610	84,825	88,097	91,596	95,398	99,313	103,417
72.5		3,128.38	3,251.63	3,377.05	3,511.18	3,656.90	3,806.98	3,964.30
		43.15	44.85	46.58	48.43	50.44	52.51	54.68
EDUCATION CONSULTANT	EDC	66,858	69,619	72,248	74,820	77,581	80,626	83,671
72.5		2,562.88	2,668.73	2,769.50	2,868.10	2,973.95	3,090.68	3,207.40
		35.35	36.81	38.20	39.56	41.02	42.63	44.24
EDUCATIONAL ASSISTANT 1	LS1	45,202	46,507	47,926	49,514	51,046	52,730	
72.5		1,732.75	1,782.78	1,837.15	1,898.05	1,956.78	2,021.30	
		23.90	24.59	25.34	26.18	26.99	27.88	
EDUCATIONAL ASSISTANT 2	LS2	50,176	51,860	53,600	55,396	57,288	59,236	
72.5		1,923.43	1,987.95	2,054.65	2,123.53	2,196.03	2,270.70	
		26.53	27.42	28.34	29.29	30.29	31.32	
EDUCATIONAL ASSISTANT 3	LS3	52,730	54,413	56,266	58,290	60,219	62,375	
72.5		2,021.30	2,085.83	2,156.88	2,234.45	2,308.40	2,391.05	
		27.88	28.77	29.75	30.82	31.84	32.98	
EDUCATIONAL DEVELOPMENT OFFICER	EDO	69,619	72,248	74,820	77,581	80,626	83,671	86,906
72.5		2,668.73	2,769.50	2,868.10	2,973.95	3,090.68	3,207.40	3,331.38
		36.81	38.20	39.56	41.02	42.63	44.24	45.95

FINANCIAL OFFICER 1	FI1	54,413	56,266	58,290	60,219	62,375	64,645	
		2,085.83	2,156.88	2,234.45	2,308.40	2,391.05	2,478.05	
72.5		28.77	29.75	30.82	31.84	32.98	34.18	
FINANCIAL OFFICER 2	FI2	56,266	58,290	60,219	62,375	64,645	66,990	
		2,156.88	2,234.45	2,308.40	2,391.05	2,478.05	2,567.95	
72.5		29.75	30.82	31.84	32.98	34.18	35.42	
FINANCIAL OFFICER 3	FI3	63,548	65,723	68,030	70,527	73,061	75,841	
		2,436.00	2,519.38	2,607.83	2,703.53	2,800.68	2,907.25	
72.5		33.60	34.75	35.97	37.29	38.63	40.10	
FINANCIAL OFFICER 4	FI4	69,619	72,248	74,820	77,581	80,626	83,671	
		2,668.73	2,769.50	2,868.10	2,973.95	3,090.68	3,207.40	
72.5		36.81	38.20	39.56	41.02	42.63	44.24	
FINANCIAL OFFICER 5	FI5	72,361	75,028	77,884	80,891	83,993	87,303	92,031
		2,773.85	2,876.08	2,985.55	3,100.83	3,219.73	3,346.60	3,527.85
72.5		38.26	39.67	41.18	42.77	44.41	46.16	48.66
GARDENER 1	GR1	44,014	45,350	46,706	48,146	49,649	51,256	
		1,687.20	1,738.40	1,790.40	1,845.60	1,903.20	1,964.80	
80		21.09	21.73	22.38	23.07	23.79	24.56	
GARDENER 2	GR2	45,350	46,706	48,146	49,649	51,256	52,842	
		1,738.40	1,790.40	1,845.60	1,903.20	1,964.80	2,025.60	
80		21.73	22.38	23.07	23.79	24.56	25.32	
GARDENER 3	GR3	48,146	49,649	51,256	52,842	54,720	56,515	
		1,845.60	1,903.20	1,964.80	2,025.60	2,097.60	2,166.40	
80		23.07	23.79	24.56	25.32	26.22	27.08	
GARDENER 4	GR3	59,395	61,544	63,673	65,927	68,369	70,894	
		2,276.80	2,359.20	2,440.80	2,527.20	2,620.80	2,717.60	
80		28.46	29.49	30.51	31.59	32.76	33.97	

GUIDANCE OFFICER 1	GOF	66,858	69,619	72,248	74,820	77,581	80,626	83,671
		2,562.88	2,668.73	2,769.50	2,868.10	2,973.95	3,090.68	3,207.40
72.5		35.35	36.81	38.20	39.56	41.02	42.63	44.24
GUIDANCE OFFICER 2	G2F	72,248	74,820	77,581	80,626	83,671	86,452	89,743
		2,769.50	2,868.10	2,973.95	3,090.68	3,207.40	3,313.98	3,440.13
72.5		38.20	39.56	41.02	42.63	44.24	45.71	47.45
ILLUSTRATOR 1	IL1	45,202	46,507	47,926	49,514	51,046	52,730	
		1,732.75	1,782.78	1,837.15	1,898.05	1,956.78	2,021.30	
72.5		23.90	24.59	25.34	26.18	26.99	27.88	
ILLUSTRATOR 2	IL2	52,730	54,413	56,266	58,290	60,219	62,375	
		2,021.30	2,085.83	2,156.88	2,234.45	2,308.40	2,391.05	
72.5		27.88	28.77	29.75	30.82	31.84	32.98	
ILLUSTRATOR 3	IL3	56,266	58,290	60,219	62,375	64,645	66,990	
		2,156.88	2,234.45	2,308.40	2,391.05	2,478.05	2,567.95	
72.5		29.75	30.82	31.84	32.98	34.18	35.42	
INSTRUCTOR (COLLEGE)	IN1	65,572	67,917	70,319	73,061	75,747	78,584	81,553
		2,513.58	2,603.48	2,695.55	2,800.68	2,903.63	3,012.38	3,126.20
72.5		34.67	35.91	37.18	38.63	40.05	41.55	43.12
		84,693	88,003	91,274	93,544	97,383		
		3,246.55	3,373.43	3,498.85	3,585.85	3,733.03		
72.5		44.78	46.53	48.26	49.46	51.49		

LIBRARIAN 1	LN1	55,359	56,758	58,441	60,181	61,921	63,813
		2,122.08	2,175.73	2,240.25	2,306.95	2,373.65	2,446.15
72.5		29.27	30.01	30.90	31.82	32.74	33.74
LIBRARIAN 2	LN2	60,181	61,921	63,813	65,836	68,163	70,678
		2,306.95	2,373.65	2,446.15	2,523.73	2,612.90	2,709.33
72.5		31.82	32.74	33.74	34.81	36.04	37.37
LIBRARIAN 3	LN3	68,163	70,678	74,083	77,411	80,626	83,671
		2,612.90	2,709.33	2,839.83	2,967.43	3,090.68	3,207.40
72.5		36.04	37.37	39.17	40.93	42.63	44.24
LIBRARIAN 4	LN4	77,581	80,626	83,671	84,825	88,097	91,596
		2,973.95	3,090.68	3,207.40	3,251.63	3,377.05	3,511.18
72.5		41.02	42.63	44.24	44.85	46.58	48.43
LIBRARY DIRECTOR 1	LD1	81,610	84,825	88,097	91,596	95,398	99,313
		3,128.38	3,251.63	3,377.05	3,511.18	3,656.90	3,806.98
72.5		43.15	44.85	46.58	48.43	50.44	52.51
LIBRARY TECHNICIAN 1	LY1	47,491	48,588	49,836	51,122	52,559	54,129
		1,820.48	1,862.53	1,910.38	1,959.68	2,014.78	2,074.95
72.5		25.11	25.69	26.35	27.03	27.79	28.62
LIBRARY TECHNICIAN 2	LY2	53,467	54,697	56,247	57,742	59,292	60,881
		2,049.58	2,096.70	2,156.15	2,213.43	2,272.88	2,333.78
72.5		28.27	28.92	29.74	30.53	31.35	32.19
LIBRARY TECHNICIAN 3	LY3	55,359	56,758	58,441	60,181	61,921	63,813
		2,122.08	2,175.73	2,240.25	2,306.95	2,373.65	2,446.15
72.5		29.27	30.01	30.90	31.82	32.74	33.74

MEDIA SPECIALIST 1	MS1	69,619	72,248	74,820	77,581	80,626	83,671	
		2,668.73	2,769.50	2,868.10	2,973.95	3,090.68	3,207.40	
72.5		36.81	38.20	39.56	41.02	42.63	44.24	
MEDIA SPECIALIST 2	MS2	73,250	75,936	78,659	81,610	84,825	88,097	91,596
		2,807.93	2,910.88	3,015.28	3,128.38	3,251.63	3,377.05	3,511.18
72.5		38.73	40.15	41.59	43.15	44.85	46.58	48.43
MEDIA TECHNICIAN 1	TA1	45,675	47,283	48,644	50,176	51,860	53,600	
		1,750.88	1,812.50	1,864.70	1,923.43	1,987.95	2,054.65	
72.5		24.15	25.00	25.72	26.53	27.42	28.34	
MEDIA TECHNICIAN 2	TA2	50,176	51,860	53,600	55,396	57,288	59,236	
		1,923.43	1,987.95	2,054.65	2,123.53	2,196.03	2,270.70	
72.5		26.53	27.42	28.34	29.29	30.29	31.32	
MEDIA TECHNICIAN 3	TA3	54,413	56,266	58,290	60,219	62,375	64,645	
		2,085.83	2,156.88	2,234.45	2,308.40	2,391.05	2,478.05	
72.5		28.77	29.75	30.82	31.84	32.98	34.18	
NURSE 1	NN1	65,510	67,889	70,184	72,626	74,859	77,176	
		2,511.20	2,602.40	2,690.40	2,784.00	2,869.60	2,958.40	
80		31.39	32.53	33.63	34.80	35.87	36.98	
NURSE 2	NN2	66,344	68,640	70,957	73,357	75,882	78,616	
		2,543.20	2,631.20	2,720.00	2,812.00	2,908.80	3,013.60	
80		31.79	32.89	34.00	35.15	36.36	37.67	
NURSE 3	NN3	70,957	73,357	75,882	78,616	81,204	83,938	
		2,720.00	2,812.00	2,908.80	3,013.60	3,112.80	3,217.60	
80		34.00	35.15	36.36	37.67	38.91	40.22	

PLANNING AND PROGRAM ANALYST 1 72.5	PM1	51,860 1,987.95 27.42	53,600 2,054.65 28.34	55,396 2,123.53 29.29	57,288 2,196.03 30.29	59,236 2,270.70 31.32	61,259 2,348.28 32.39	63,510 2,434.55 33.58
72.5		65,836 2,523.73 34.81	68,163 2,612.90 36.04	70,678 2,709.33 37.37				
PLANNING AND PROGRAM ANALYST 2 72.5	PM2	66,858 2,562.88 35.35	69,619 2,668.73 36.81	72,248 2,769.50 38.20	74,820 2,868.10 39.56	77,581 2,973.95 41.02	80,626 3,090.68 42.63	83,671 3,207.40 44.24
PLANNING AND PROGRAM ANALYST 3 72.5	PM3	73,250 2,807.93 38.73	75,936 2,910.88 40.15	78,659 3,015.28 41.59	81,610 3,128.38 43.15	84,825 3,251.63 44.85	88,097 3,377.05 46.58	91,596 3,511.18 48.43
PLANNING AND PROGRAM ANALYST 4 72.5	PM4	81,610 3,128.38 43.15	84,825 3,251.63 44.85	88,097 3,377.05 46.58	91,596 3,511.18 48.43	95,398 3,656.90 50.44	99,313 3,806.98 52.51	103,417 3,964.30 54.68
PRODUCTION SUPERVISOR 72.5	PSH	66,858 2,562.88 35.35	69,619 2,668.73 36.81	72,248 2,769.50 38.20	74,820 2,868.10 39.56	77,581 2,973.95 41.02	80,626 3,090.68 42.63	83,671 3,207.40 44.24
PROGRAM COORDINATOR 72.5	PCD	69,619 2,668.73 36.81	72,248 2,769.50 38.20	74,820 2,868.10 39.56	77,581 2,973.95 41.02	80,626 3,090.68 42.63	83,671 3,207.40 44.24	86,906 3,331.38 45.95
		69,380.61	72,018.43	74,574.45	77,314.50	80,361.28	83,387.60	86,618.41
PSYCHOLOGIST 1 72.5	PY1	51,860 1,987.95 27.42	53,600 2,054.65 28.34	55,396 2,123.53 29.29	57,288 2,196.03 30.29	59,236 2,270.70 31.32	61,259 2,348.28 32.39	63,510 2,434.55 33.58
72.5		65,836 2,523.73 34.81	68,163 2,612.90 36.04	70,678 2,709.33 37.37				

PSYCHOLOGIST 2	PY2	66,858	69,619	72,248	74,820	77,581	80,626	83,671	
		2,562.88	2,668.73	2,769.50	2,868.10	2,973.95	3,090.68	3,207.40	
72.5		35.35	36.81	38.20	39.56	41.02	42.63	44.24	
PSYCHOLOGIST 3	PY3	75,766	76,560	79,416	82,537	85,733	89,137	92,844	
		2,904.35	2,934.80	3,044.28	3,163.90	3,286.43	3,416.93	3,559.03	
72.5		40.06	40.48	41.99	43.64	45.33	47.13	49.09	
PSYCHOLOGIST 4	PY4	84,825	88,097	91,596	95,398	99,313	103,417	107,937	112,438
		3,251.63	3,377.05	3,511.18	3,656.90	3,806.98	3,964.30	4,137.58	4,310.13
72.5		44.85	46.58	48.43	50.44	52.51	54.68	57.07	59.45
PURCHASING AGENT 1	PA1	51,860	53,600	55,396	57,288	59,236	61,259		
		1,987.95	2,054.65	2,123.53	2,196.03	2,270.70	2,348.28		
72.5		27.42	28.34	29.29	30.29	31.32	32.39		
PURCHASING AGENT 2	PA2	63,548	65,723	68,030	70,527	73,061	75,841		
		2,436.00	2,519.38	2,607.83	2,703.53	2,800.68	2,907.25		
72.5		33.60	34.75	35.97	37.29	38.63	40.10		
PURCHASING AGENT 3	PA3	68,030	70,527	73,061	75,841	78,641	81,610		
		2,607.83	2,703.53	2,800.68	2,907.25	3,014.55	3,128.38		
72.5		35.97	37.29	38.63	40.10	41.58	43.15		
RECREATION CONSULTANT 1	RR1	48,777	50,176	51,860	53,600	55,396	57,288		
		1,869.78	1,923.43	1,987.95	2,054.65	2,123.53	2,196.03		
72.5		25.79	26.53	27.42	28.34	29.29	30.29		
RECREATION CONSULTANT 2	RR2	59,236	61,259	63,510	65,836	68,163	70,678		
		2,270.70	2,348.28	2,434.55	2,523.73	2,612.90	2,709.33		
72.5		31.32	32.39	33.58	34.81	36.04	37.37		



RECREATION	RR3	66,858	69,260	71,775	74,518	77,279	80,135
CONSULTANT 3		2,562.88	2,654.95	2,751.38	2,856.50	2,962.35	3,071.83
72.5		35.35	36.62	37.95	39.40	40.86	42.37
RECREATION	RR4	72,248	74,820	77,581	80,626	83,671	86,906
CONSULTANT 4		2,769.50	2,868.10	2,973.95	3,090.68	3,207.40	3,331.38
72.5		38.20	39.56	41.02	42.63	44.24	45.95
RESEARCH	RH1	44,370	45,675	47,283	48,644	50,176	51,860
ASSISTANT 1		1,700.85	1,750.88	1,812.50	1,864.70	1,923.43	1,987.95
72.5		23.46	24.15	25.00	25.72	26.53	27.42
RESEARCH	RH2	50,176	51,860	53,600	55,396	57,288	59,236
ASSISTANT 2		1,923.43	1,987.95	2,054.65	2,123.53	2,196.03	2,270.70
72.5		26.53	27.42	28.34	29.29	30.29	31.32
RESIDENCE COUNSELLOR	RCR	54,091	55,453	56,853	58,498	60,106	61,865
		2,073.50	2,125.70	2,179.35	2,242.43	2,304.05	2,371.48
72.5		28.60	29.32	30.06	30.93	31.78	32.71
SECURITY OFFICER 1	_BG	39,277	40,404	41,510	42,804	44,181	45,475
		1,505.60	1,548.80	1,591.20	1,640.80	1,693.60	1,743.20
80		18.82	19.36	19.89	20.51	21.17	21.79
SECURITY OFFICER 2	HGG	40,988	42,240	43,471	44,807	46,122	47,687
		1,571.20	1,619.20	1,666.40	1,717.60	1,768.00	1,828.00
80		19.64	20.24	20.83	21.47	22.10	22.85

SENIOR CONSULTING	SCE	75,936	78,659	81,610	84,825	88,097	91,596	95,398
INSTRUCTOR P & E		2,910.88	3,015.28	3,128.38	3,251.63	3,377.05	3,511.18	3,656.90
72.5		40.15	41.59	43.15	44.85	46.58	48.43	50.44
SERVICE WORKER 1	SW1	38,755	39,777	40,800	41,844	43,054		
		1,485.60	1,524.80	1,564.00	1,604.00	1,650.40		
80		18.57	19.06	19.55	20.05	20.63		
SERVICE WORKER 2	SW2	44,411	45,621	46,706	48,021	49,377	50,609	
		1,702.40	1,748.80	1,790.40	1,840.80	1,892.80	1,940.00	
80		21.28	21.86	22.38	23.01	23.66	24.25	
SERVICE WORKER 3	SW3	44,369	45,475	46,748	48,125	49,607	51,110	
		1,700.80	1,743.20	1,792.00	1,844.80	1,901.60	1,959.20	
80		21.26	21.79	22.40	23.06	23.77	24.49	
SERVICE WORKER 4	SW4	44,640	45,955	47,457	48,856	50,379	52,174	
		1,711.20	1,761.60	1,819.20	1,872.80	1,931.20	2,000.00	
80		21.39	22.02	22.74	23.41	24.14	25.00	
STATISTICAL ANALYST 1	SS1	59,236	61,259	63,510	65,836	68,163	70,678	
		2,270.70	2,348.28	2,434.55	2,523.73	2,612.90	2,709.33	
72.5		31.32	32.39	33.58	34.81	36.04	37.37	
STATISTICAL ANALYST 2	SS2	69,619	72,248	74,820	77,581	80,626	83,671	86,906
		2,668.73	2,769.50	2,868.10	2,973.95	3,090.68	3,207.40	3,331.38
72.5		36.81	38.20	39.56	41.02	42.63	44.24	45.95
STATISTICAL ANALYST 3	SS3	75,936	78,659	81,610	84,825	88,097	91,596	
		2,910.88	3,015.28	3,128.38	3,251.63	3,377.05	3,511.18	
72.5		40.15	41.59	43.15	44.85	46.58	48.43	

STOREKEEPER 1	ST1	42,025	43,235	44,597	46,072	47,547	49,042
		1,610.95	1,657.35	1,709.55	1,766.10	1,822.65	1,879.93
72.5		22.22	22.86	23.58	24.36	25.14	25.93
STOREKEEPER 2	ST2	45,675	47,283	48,626	50,176	51,860	53,600
		1,750.88	1,812.50	1,863.98	1,923.43	1,987.95	2,054.65
72.5		24.15	25.00	25.71	26.53	27.42	28.34
STOREKEEPER 3	ST3	48,626	50,176	51,860	53,600	55,359	57,288
		1,863.98	1,923.43	1,987.95	2,054.65	2,122.08	2,196.03
72.5		25.71	26.53	27.42	28.34	29.27	30.29
STOREKEEPER 4	ST4	51,860	53,600	55,359	57,288	59,236	61,278
		1,987.95	2,054.65	2,122.08	2,196.03	2,270.70	2,349.00
72.5		27.42	28.34	29.27	30.29	31.32	32.40
STORES CLERK 1	SC1	36,994	38,015	39,131	40,247	41,401	42,630
		1,418.10	1,457.25	1,500.03	1,542.80	1,587.03	1,634.15
72.5		19.56	20.10	20.69	21.28	21.89	22.54
STORES CLERK 2	SC2	40,247	41,401	42,630	43,878	45,297	
		1,542.80	1,587.03	1,634.15	1,682.00	1,736.38	
72.5		21.28	21.89	22.54	23.20	23.95	
SWITCHBOARD OPERATOR 1	SW1	33,249	34,157	35,046	35,992	36,994	
		1,274.55	1,309.35	1,343.43	1,379.68	1,418.10	
72.5		17.58	18.06	18.53	19.03	19.56	
SWITCHBOARD OPERATOR 2	SW2	39,131	40,039	41,004	42,082	43,122	44,276
		1,500.03	1,534.83	1,571.80	1,613.13	1,653.00	1,697.23
72.5		20.69	21.17	21.68	22.25	22.80	23.41
SWITCHBOARD OPERATOR 3	SW3	45,656	46,829	48,039	49,363	50,611	51,935
		1,750.15	1,795.10	1,841.50	1,892.25	1,940.10	1,990.85
72.5		24.14	24.76	25.40	26.10	26.76	27.46

SYSTEMS ANALYST 1	SL1	52,730	54,413	56,266	58,290	60,219	62,375		
		2,021.30	2,085.83	2,156.88	2,234.45	2,308.40	2,391.05		
72.5		27.88	28.77	29.75	30.82	31.84	32.98		
SYSTEMS ANALYST 2	SL2	56,266	58,290	60,219	62,375	64,645	66,990		
		2,156.88	2,234.45	2,308.40	2,391.05	2,478.05	2,567.95		
72.5		29.75	30.82	31.84	32.98	34.18	35.42		
SYSTEMS ANALYST 3	SL3	61,278	63,548	65,723	68,030	70,527	73,061		
		2,349.00	2,436.00	2,519.38	2,607.83	2,703.53	2,800.68		
72.5		32.40	33.60	34.75	35.97	37.29	38.63		
SYSTEMS COORDINATOR 1	SY1	73,250	75,936	78,659	81,610	84,825	88,097	91,596	
		2,807.93	2,910.88	3,015.28	3,128.38	3,251.63	3,377.05	3,511.18	
72.5		38.73	40.15	41.59	43.15	44.85	46.58	48.43	
SYSTEMS COORDINATOR 2	SY2	78,659	81,610	84,825	88,097	91,596	95,398	99,313	
		3,015.28	3,128.38	3,251.63	3,377.05	3,511.18	3,656.90	3,806.98	
72.5		41.59	43.15	44.85	46.58	48.43	50.44	52.51	
SYSTEMS COORDINATOR 3	SY3	84,825	88,097	91,596	95,398	99,313	103,417	107,937	112,438
		3,251.63	3,377.05	3,511.18	3,656.90	3,806.98	3,964.30	4,137.58	4,310.13
72.5		44.85	46.58	48.43	50.44	52.51	54.68	57.07	59.45

TRAINING CONSULTANT	TRC	69,619	72,248	74,820	77,581	80,626	83,671	86,906
		2,668.73	2,769.50	2,868.10	2,973.95	3,090.68	3,207.40	3,331.38
72.5		36.81	38.20	39.56	41.02	42.63	44.24	45.95
WORD PROCESSOR 1	WP1	38,450	39,528					
		1,473.93	1,515.25					
72.5		20.33	20.90					
WORD PROCESSOR 2	WP2	46,848	48,077	49,439	50,649	51,954	53,354	
		1,795.83	1,842.95	1,895.15	1,941.55	1,991.58	2,045.23	
72.5		24.77	25.42	26.14	26.78	27.47	28.21	
WORD PROCESSOR 3	WP3	51,046	52,332	53,827	55,359	56,758	58,441	
		1,956.78	2,006.08	2,063.35	2,122.08	2,175.73	2,240.25	
72.5		26.99	27.67	28.46	29.27	30.01	30.90	
WORD PROCESSOR 4	WP4	52,332	52,389	53,883	55,245	56,891	58,555	
		2,006.08	2,008.25	2,065.53	2,117.73	2,180.80	2,244.60	
72.5		27.67	27.70	28.49	29.21	30.08	30.96	
WORD PROCESSOR 5	WP5	55,359	56,758	58,441	60,181	61,921	63,813	
		2,122.08	2,175.73	2,240.25	2,306.95	2,373.65	2,446.15	
72.5		29.27	30.01	30.90	31.82	32.74	33.74	
WORD PROCESSOR 6	WP6	61,335	63,226	65,042	67,179	69,316	71,510	
		2,351.18	2,423.68	2,493.28	2,575.20	2,657.13	2,741.23	
72.5		32.43	33.43	34.39	35.52	36.65	37.81	
UNIVERSITY INSTRUCTOR	IN2	65,572	67,917	70,319	73,061	75,747	78,584	81,553
		2,513.58	2,603.48	2,695.55	2,800.68	2,903.63	3,012.38	3,126.20
72.5		34.67	35.91	37.18	38.63	40.05	41.55	43.12
		84,693	88,003	91,274	93,544	97,383		
		3,246.55	3,373.43	3,498.85	3,585.85	3,733.03		
72.5		44.78	46.53	48.26	49.46	51.49		

ASSISTANT PROFESSOR	IN3	77,109	79,208	81,326	83,426	85,563	87,624		
		2,955.83	3,036.30	3,117.50	3,197.98	3,279.90	3,358.93		
72.5		40.77	41.88	43.00	44.11	45.24	46.33		
		89,724	91,823	93,979	96,041	98,140	100,277	102,490	104,760
		3,439.40	3,519.88	3,602.53	3,681.55	3,762.03	3,843.95	3,928.78	4,015.78
72.5		47.44	48.55	49.69	50.78	51.89	53.02	54.19	55.39
ASSOCIATE PROFESSOR	IN4	91,123	93,979	96,740	99,558	102,376	105,157	107,937	110,736
		3,493.05	3,602.53	3,708.38	3,816.40	3,924.43	4,031.00	4,137.58	4,244.88
72.5		48.18	49.69	51.15	52.64	54.13	55.60	57.07	58.55
		113,630	116,334	119,171	122,008	124,788	127,531	130,387	
		4,355.80	4,459.48	4,568.23	4,676.98	4,783.55	4,888.68	4,998.15	
72.5		60.08	61.51	63.01	64.51	65.98	67.43	68.94	
FULL PROFESSOR	IN5	112,136	115,653	119,171	122,727	126,188	129,687	133,186	136,666
		4,298.53	4,433.38	4,568.23	4,704.53	4,837.20	4,971.33	5,105.45	5,238.85
72.5		59.29	61.15	63.01	64.89	66.72	68.57	70.42	72.26
		140,203	143,683	147,200	150,737	154,179	157,716	161,196	
		5,374.43	5,507.83	5,642.68	5,778.25	5,910.20	6,045.78	6,179.18	
72.5		74.13	75.97	77.83	79.70	81.52	83.39	85.23	

**Effective April 1, 2025 to March 31, 2026**

ACCOUNTING CLERK 1	AK1	49,855	51,179	52,484	53,789	55,264	56,891	58,309
		1,911.10	1,961.85	2,011.88	2,061.90	2,118.45	2,180.80	2,235.18
72.5		26.36	27.06	27.75	28.44	29.22	30.08	30.83
ACCOUNTING CLERK 2	AK2	56,966	58,422	60,030	61,486	63,132	65,023	66,650
		2,183.70	2,239.53	2,301.15	2,356.98	2,420.05	2,492.55	2,554.90
72.5		30.12	30.89	31.74	32.51	33.38	34.38	35.24
ACCOUNTS MANAGER (Present Incumbent Only)	YAP	53,978	55,283	56,777	58,025	59,671	61,165	62,697
		2,069.15	2,119.18	2,176.45	2,224.30	2,287.38	2,344.65	2,403.38
72.5		28.54	29.23	30.02	30.68	31.55	32.34	33.15
ADMINISTRATIVE ASSISTANT 1	AY1	37,921	38,620	39,680	40,682	41,760	42,800	
		1,453.63	1,480.45	1,521.05	1,559.48	1,600.80	1,640.68	
72.5		20.05	20.42	20.98	21.51	22.08	22.63	
ADMINISTRATIVE ASSISTANT 2	AY2	42,592	43,462	44,559	45,599	46,829	48,001	49,193
		1,632.70	1,666.05	1,708.10	1,747.98	1,795.10	1,840.05	1,885.73
72.5		22.52	22.98	23.56	24.11	24.76	25.38	26.01
ADMINISTRATIVE ASSISTANT 3	AY3	48,247	49,514	50,914	52,162	53,505	54,961	56,342
		1,849.48	1,898.05	1,951.70	1,999.55	2,051.03	2,106.85	2,159.78
72.5		25.51	26.18	26.92	27.58	28.29	29.06	29.79

ADMINISTRATIVE ASSISTANT 4	AY4	53,978	55,283	56,777	58,025	59,671	61,165	62,697	
72.5		2,069.15	2,119.18	2,176.45	2,224.30	2,287.38	2,344.65	2,403.38	
		28.54	29.23	30.02	30.68	31.55	32.34	33.15	
ADMINISTRATIVE OFFICER	AO0	57,023	58,460	60,200	61,978	63,775	65,723	67,368	
72.5		2,185.88	2,240.98	2,307.68	2,375.83	2,444.70	2,519.38	2,582.45	
		30.15	30.91	31.83	32.77	33.72	34.75	35.62	
ADMINISTRATIVE OFFICER 1	AO1	58,971	60,881	62,848	64,910	67,123	69,487	71,227	
72.5		2,260.55	2,333.78	2,409.18	2,488.20	2,573.03	2,663.65	2,730.35	
		31.18	32.19	33.23	34.32	35.49	36.74	37.66	
ADMINISTRATIVE OFFICER 2	AO2	63,113	65,458	67,690	70,703	72,645	75,255	77,128	
72.5		2,419.33	2,509.23	2,594.78	2,686.13	2,784.73	2,884.78	2,956.55	
		33.37	34.61	35.79	37.05	38.41	39.79	40.78	
ADMINISTRATIVE OFFICER 3	AO3	66,517	68,863	71,340	73,931	76,749	79,605	82,537	84,598
72.5		2,549.83	2,639.73	2,734.70	2,834.03	2,942.05	3,051.53	3,163.90	3,242.93
		35.17	36.41	37.72	39.09	40.58	42.09	43.64	44.73
ADMINISTRATIVE OFFICER 4	AO4	75,444	78,206	81,024	84,050	87,378	90,745	94,338	96,703
72.5		2,892.03	2,997.88	3,105.90	3,221.90	3,349.50	3,478.55	3,616.30	3,706.93
		39.89	41.35	42.84	44.44	46.20	47.98	49.88	51.13
ASSISTANT DIRECTOR INFORMATION SERVICES	AD1	87,378	90,745	94,338	98,253	102,301	106,518	109,185	
72.5		3,349.50	3,478.55	3,616.30	3,766.38	3,921.53	4,083.20	4,185.43	
		46.20	47.98	49.88	51.95	54.09	56.32	57.73	



ASSISTANT GUIDANCE COUNSELLOR 72.5	ACG	53,411 2,047.40 28.24	55,207 2,116.28 29.19	57,061 2,187.33 30.17	59,009 2,262.00 31.20	61,014 2,338.85 32.26	63,094 2,418.60 33.36	65,420 2,507.78 34.59	
		67,803 2,599.13 35.85	70,205 2,691.20 37.12	72,796 2,790.53 38.49	74,612 2,860.13 39.45				
ASSISTANT PRINCIPAL EDUCATION 72.5	APE	81,024 3,105.90 42.84	84,050 3,221.90 44.44	87,378 3,349.50 46.20	90,745 3,478.55 47.98	94,338 3,616.30 49.88	98,253 3,766.38 51.95	102,301 3,921.53 54.09	104,854 4,019.40 55.44
ASSISTANT PROGRAM COORDINATOR 72.5	YAP	63,113 2,419.33 33.37	65,458 2,509.23 34.61	67,690 2,594.78 35.79	70,073 2,686.13 37.05	72,645 2,784.73 38.41	75,255 2,884.78 39.79	77,128 2,956.55 40.78	
BUILDING SERVICE SUPERVISOR 80	BDS	50,317 1,928.80 24.11	51,882 1,988.80 24.86	53,739 2,060.00 25.75	55,304 2,120.00 26.50	57,078 2,188.00 27.35	59,165 2,268.00 28.35	60,647 2,324.80 29.06	
BUILDING SERVICE WORKER 1 80	BW1	41,614 1,595.20 19.94	42,762 1,639.20 20.49	44,097 1,690.40 21.13	45,517 1,744.80 21.81	46,831 1,795.20 22.44	48,459 1,857.60 23.22	49,857 1,911.20 23.89	51,110 1,959.20 24.49
BUILDING SERVICE WORKER 2 80	BW2	42,762 1,639.20 20.49	44,097 1,690.40 21.13	45,517 1,744.80 21.81	46,831 1,795.20 22.44	48,459 1,857.60 23.22	50,066 1,919.20 23.99	51,506 1,974.40 24.68	52,800 2,024.00 25.30
BUILDING SERVICE WORKER 3 80	BW3	44,765 1,716.00 21.45	44,807 1,717.60 21.47	46,122 1,768.00 22.10	47,687 1,828.00 22.85	49,273 1,888.80 23.61	50,880 1,950.40 24.38	52,383 2,008.00 25.10	53,697 2,058.40 25.73
CHAIRPERSON 72.5	CCC	87,624 3,358.93 46.33	91,066 3,490.88 48.15	94,792 3,633.70 50.12	98,745 3,785.23 52.21	103,001 3,948.35 54.46	106,102 4,067.25 56.10	109,128 4,183.25 57.70	111,852 4,287.65 59.14

CLERK 1	CL1	34,252	35,178	36,105	37,070	37,996		
		1,312.98	1,348.50	1,384.03	1,421.00	1,456.53		
72.5		18.11	18.60	19.09	19.60	20.09		
CLERK 2	CL2	40,304	41,249	42,233	43,349	44,408	45,599	46,734
		1,544.98	1,581.23	1,618.93	1,661.70	1,702.30	1,747.98	1,791.48
72.5		21.31	21.81	22.33	22.92	23.48	24.11	24.71
CLERK 3	CL3	48,417	49,609	50,952	52,219	53,619	55,207	56,588
		1,856.00	1,901.68	1,953.15	2,001.73	2,055.38	2,116.28	2,169.20
72.5		25.60	26.23	26.94	27.61	28.35	29.19	29.92
CLERK 4	CL4	56,380	57,798	59,292	60,881	62,394	64,021	65,628
		2,161.23	2,215.60	2,272.88	2,333.78	2,391.78	2,454.13	2,515.75
72.5		29.81	30.56	31.35	32.19	32.99	33.85	34.70
CLERK 5	CL5	57,023	58,460	60,200	61,978	63,775	65,723	67,368
		2,185.88	2,240.98	2,307.68	2,375.83	2,444.70	2,519.38	2,582.45
72.5		30.15	30.91	31.83	32.77	33.72	34.75	35.62
CLERK-TYPIST 1	CT1	36,710	37,618	38,412	39,509	40,512	41,533	
		1,407.23	1,442.03	1,472.48	1,514.53	1,552.95	1,592.10	
72.5		19.41	19.89	20.31	20.89	21.42	21.96	
CLERK-TYPIST 2	CT2	39,888	40,304	41,249	42,233	43,349	44,408	45,524
		1,529.03	1,544.98	1,581.23	1,618.93	1,661.70	1,702.30	1,745.08
72.5		21.09	21.31	21.81	22.33	22.92	23.48	24.07
CLERK-TYPIST 3	CT3	46,564	47,018	48,228	49,477	50,838	52,124	53,429
		1,784.95	1,802.35	1,848.75	1,896.60	1,948.80	1,998.10	2,048.13
72.5		24.62	24.86	25.50	26.16	26.88	27.56	28.25

COMPUTER OPERATOR 1	OP1	45,618	46,867	48,058	49,325	50,725	52,143	53,448
		1,748.70	1,796.55	1,842.23	1,890.80	1,944.45	1,998.83	2,048.85
72.5		24.12	24.78	25.41	26.08	26.82	27.57	28.26
COMPUTER OPERATOR 2	OP2	55,642	57,080	58,479	60,200	61,808	63,661	65,250
		2,132.95	2,188.05	2,241.70	2,307.68	2,369.30	2,440.35	2,501.25
72.5		29.42	30.18	30.92	31.83	32.68	33.66	34.50
COMPUTER OPERATOR 3	OP3	55,831	57,477	59,330	61,146	63,018	65,061	66,688
		2,140.20	2,203.28	2,274.33	2,343.93	2,415.70	2,494.00	2,556.35
72.5		29.52	30.39	31.37	32.33	33.32	34.40	35.26
COMPUTER OPERATOR 4	OP4	56,039	56,266	58,290	60,219	62,375	64,645	66,253
		2,148.18	2,156.88	2,234.45	2,308.40	2,391.05	2,478.05	2,539.68
72.5		29.63	29.75	30.82	31.84	32.98	34.18	35.03
COMPUTER PROGRAMMER 1	CP1	58,479	60,484	62,489	64,702	66,839	69,203	71,737
		2,241.70	2,318.55	2,395.40	2,480.23	2,562.15	2,652.78	2,749.93
72.5		30.92	31.98	33.04	34.21	35.34	36.59	37.93
		74,423	76,976	79,889	81,894			
		2,852.88	2,950.75	3,062.40	3,139.25			
72.5		39.35	40.70	42.24	43.30			
COMPUTER PROGRAMMER 2A	CPA	68,182	70,508	72,967	75,501	78,224	81,099	84,201
		2,613.63	2,702.80	2,797.05	2,894.20	2,998.60	3,108.80	3,227.70
72.5		36.05	37.28	38.58	39.92	41.36	42.88	44.52
		87,378	90,613	92,882				
		3,349.50	3,473.48	3,560.48				
72.5		46.20	47.91	49.11				

COMPUTER PROGRAMMER 2B 72.5	CPB	78,659 3,015.28 41.59	81,591 3,127.65 43.14	84,541 3,240.75 44.70	87,643 3,359.65 46.34	91,123 3,493.05 48.18	94,603 3,626.45 50.02	98,291 3,767.83 51.97	100,750 3,862.08 53.27
COMPUTER PROGRAMMER 3 72.5	CP3	82,877 3,176.95 43.82	85,884 3,292.23 45.41	88,948 3,409.68 47.03	92,277 3,537.28 48.79	95,870 3,675.03 50.69	99,596 3,817.85 52.66	103,587 3,970.83 54.77	106,178 4,070.15 56.14
COMPUTER PROGRAMMER 4 72.5	CP4	85,884 3,292.23 45.41	88,948 3,409.68 47.03	92,277 3,537.28 48.79	95,870 3,675.03 50.69	99,596 3,817.85 52.66	103,587 3,970.83 54.77	107,842 4,133.95 57.02	110,547 4,237.63 58.45
COMPUTER PROGRAMMER 5 72.5	CP5	92,277 3,537.28 48.79	95,870 3,675.03 50.69	99,596 3,817.85 52.66	103,587 3,970.83 54.77	107,842 4,133.95 57.02	112,325 4,305.78 59.39	117,110 4,489.20 61.92	120,041 4,601.58 63.47
COOK 1 80	CK1	46,664 1,788.80 22.36	47,896 1,836.00 22.95	49,044 1,880.00 23.50	50,317 1,928.80 24.11	51,715 1,982.40 24.78	53,176 2,038.40 25.48	54,511 2,089.60 26.12	
COOK 2 80	CK2	51,402 1,970.40 24.63	52,675 2,019.20 25.24	53,906 2,066.40 25.83	55,263 2,118.40 26.48	56,724 2,174.40 27.18	58,143 2,228.80 27.86		
COOK 3 80	CK3	54,950 2,106.40 26.33	56,306 2,158.40 26.98	57,621 2,208.80 27.61	59,124 2,266.40 28.33	60,626 2,324.00 29.05	62,150 2,382.40 29.78		
CURRICULUM CONSULT 72.5	CRC	81,024 3,105.90 42.84	84,050 3,221.90 44.44	87,378 3,349.50 46.20	90,745 3,478.55 47.98	94,338 3,616.30 49.88	98,253 3,766.38 51.95	100,712 3,860.63 53.25	

DUPLICATING EQUIPMENT OPERATOR 1	OD1	37,070	38,110	39,150	40,304	41,457	42,498	
72.5		1,421.00	1,460.88	1,500.75	1,544.98	1,589.20	1,629.08	
		19.60	20.15	20.70	21.31	21.92	22.47	
DUPLICATING EQUIPMENT OPERATOR 2	OD2	41,987	43,330	44,559	45,940	47,453	48,644	
72.5		1,609.50	1,660.98	1,708.10	1,761.03	1,819.03	1,864.70	
		22.20	22.91	23.56	24.29	25.09	25.72	
DUPLICATING EQUIPMENT OPERATOR 3	OD3	50,101	51,689	53,411	55,207	57,061	58,479	
72.5		1,920.53	1,981.43	2,047.40	2,116.28	2,187.33	2,241.70	
		26.49	27.33	28.24	29.19	30.17	30.92	
DUPLICATING EQUIPMENT OPERATOR 4	OD4	54,318	56,039	57,950	60,030	62,035	63,586	
72.5		2,082.20	2,148.18	2,221.40	2,301.15	2,378.00	2,437.45	
		28.72	29.63	30.64	31.74	32.80	33.62	
ECONOMIC DEVELOPMENT CONSULTANT 1	IC1	60,125	62,186	64,210	66,517	68,863	71,340	73,118
72.5		2,304.78	2,383.80	2,461.38	2,549.83	2,639.73	2,734.70	2,802.85
		31.79	32.88	33.95	35.17	36.41	37.72	38.66
ECONOMIC DEVELOPMENT CONSULTANT 2	IC2	75,444	78,206	81,024	84,050	87,378	90,745	93,015
72.5		2,892.03	2,997.88	3,105.90	3,221.90	3,349.50	3,478.55	3,565.55
		39.89	41.35	42.84	44.44	46.20	47.98	49.18
ECONOMIC DEVELOPMENT CONSULTANT 3	IC3	81,024	84,050	87,378	90,745	94,338	98,253	100,712
72.5		3,105.90	3,221.90	3,349.50	3,478.55	3,616.30	3,766.38	3,860.63
		42.84	44.44	46.20	47.98	49.88	51.95	53.25

ECONOMIC DEVELOPMENT CONSULTANT 4	IC4	87,378	90,745	94,338	98,253	102,301	106,518	
72.5		3,349.50	3,478.55	3,616.30	3,766.38	3,921.53	4,083.20	
		46.20	47.98	49.88	51.95	54.09	56.32	
		115,805	118,698					
72.5		4,439.18	4,550.10					
		61.23	62.76					
EDUCATION ADMINISTRATION CONSULTANT	EAC	84,050	87,378	90,745	94,338	98,253	102,301	104,854
72.5		3,221.90	3,349.50	3,478.55	3,616.30	3,766.38	3,921.53	4,019.40
		44.44	46.20	47.98	49.88	51.95	54.09	55.44
EDUCATION CONSULTANT	EDC	68,863	71,699	74,423	77,071	79,908	83,047	85,128
72.5		2,639.73	2,748.48	2,852.88	2,954.38	3,063.13	3,183.48	3,263.23
		36.41	37.91	39.35	40.75	42.25	43.91	45.01
EDUCATIONAL ASSISTANT 1	LS1	46,564	47,907	49,363	51,009	52,578	53,902	
72.5		1,784.95	1,836.43	1,892.25	1,955.33	2,015.50	2,066.25	
		24.62	25.33	26.10	26.97	27.80	28.50	
EDUCATIONAL ASSISTANT 2	LS2	51,689	53,411	55,207	57,061	59,009	60,484	
72.5		1,981.43	2,047.40	2,116.28	2,187.33	2,262.00	2,318.55	
		27.33	28.24	29.19	30.17	31.20	31.98	
EDUCATIONAL ASSISTANT 3	LS3	54,318	56,039	57,950	60,030	62,035	63,586	
72.5		2,082.20	2,148.18	2,221.40	2,301.15	2,378.00	2,437.45	
		28.72	29.63	30.64	31.74	32.80	33.62	
EDUCATIONAL DEVELOPMENT OFFICER	EDO	71,699	74,423	77,071	79,908	83,047	86,187	88,343
72.5		2,748.48	2,852.88	2,954.38	3,063.13	3,183.48	3,303.83	3,386.48
		37.91	39.35	40.75	42.25	43.91	45.57	46.71

FINANCIAL OFFICER 1	FI1	56,039	57,950	60,030	62,035	64,248	65,855	
		2,148.18	2,221.40	2,301.15	2,378.00	2,462.83	2,524.45	
72.5		29.63	30.64	31.74	32.80	33.97	34.82	
FINANCIAL OFFICER 2	FI2	57,950	60,039	62,026	64,247	66,584	69,000	
		2,221.40	2,301.48	2,377.65	2,462.78	2,552.39	2,644.99	
72.5		30.64	31.74	32.80	33.97	35.21	36.09	
FINANCIAL OFFICER 3	FI3	65,458	67,690	70,073	72,645	75,255	77,128	
		2,509.23	2,594.78	2,686.13	2,784.73	2,884.78	2,956.55	
72.5		34.61	35.79	37.05	38.41	39.79	40.78	
FINANCIAL OFFICER 4	FI4	71,699	74,423	77,071	79,908	83,047	85,128	
		2,748.48	2,852.88	2,954.38	3,063.13	3,183.48	3,263.23	
72.5		37.91	39.35	40.75	42.25	43.91	45.01	
FINANCIAL OFFICER 5	FI5	74,536	77,279	80,229	83,312	86,508	89,913	92,163
		2,857.23	2,962.35	3,075.45	3,193.63	3,316.15	3,446.65	3,532.93
72.5		39.41	40.86	42.42	44.05	45.74	47.54	48.73
GARDENER 1	GR1	45,329	46,706	48,104	49,586	51,131	52,404	
		1,737.60	1,790.40	1,844.00	1,900.80	1,960.00	2,008.80	
80		21.72	22.38	23.05	23.76	24.50	25.11	
GARDENER 2	GR2	46,706	48,104	49,586	51,131	52,800	54,115	
		1,790.40	1,844.00	1,900.80	1,960.00	2,024.00	2,074.40	
80		22.38	23.05	23.76	24.50	25.30	25.93	
GARDENER 3	GR3	49,586	51,131	52,800	54,428	56,369	57,788	
		1,900.80	1,960.00	2,024.00	2,086.40	2,160.80	2,215.20	
80		23.76	24.50	25.30	26.08	27.01	27.69	
GARDENER 4	GR3	61,169	63,381	65,593	67,910	70,414	72,167	
		2,344.80	2,429.60	2,514.40	2,603.20	2,699.20	2,766.40	
80		29.31	30.37	31.43	32.54	33.74	34.58	

GUIDANCE OFFICER 1	GOF	68,863	71,699	74,423	77,071	79,908	83,047	86,187	88,343
		2,639.73	2,748.48	2,852.88	2,954.38	3,063.13	3,183.48	3,303.83	3,386.48
72.5		36.41	37.91	39.35	40.75	42.25	43.91	45.57	46.71
GUIDANCE OFFICER 2	G2F	74,423	77,071	79,908	83,047	86,187	89,043	91,274	
		2,852.88	2,954.38	3,063.13	3,183.48	3,303.83	3,413.30	3,498.85	
72.5		39.35	40.75	42.25	43.91	45.57	47.08	48.26	
ILLUSTRATOR 1	IL1	46,564	47,907	49,363	51,009	52,578	53,902		
		1,784.95	1,836.43	1,892.25	1,955.33	2,015.50	2,066.25		
72.5		24.62	25.33	26.10	26.97	27.80	28.50		
ILLUSTRATOR 2	IL2	54,318	56,039	57,950	60,030	62,035	63,586		
		2,082.20	2,148.18	2,221.40	2,301.15	2,378.00	2,437.45		
72.5		28.72	29.63	30.64	31.74	32.80	33.62		
ILLUSTRATOR 3	IL3	57,950	60,030	62,035	64,248	66,593	68,995	70,716	
		2,221.40	2,301.15	2,378.00	2,462.83	2,552.73	2,644.80	2,710.78	
72.5		30.64	31.74	32.80	33.97	35.21	36.48	37.39	
INSTRUCTOR (COLLEGE)	IN1	67,539	69,959	72,437	75,255	78,016	80,948	83,993	
		2,588.98	2,681.78	2,776.75	2,884.78	2,990.63	3,103.00	3,219.73	
72.5		35.71	36.99	38.30	39.79	41.25	42.80	44.41	
		87,227	90,650	94,017	96,343	100,296	102,811		
		3,343.70	3,474.93	3,603.98	3,693.15	3,844.68	3,941.10		
72.5		46.12	47.93	49.71	50.94	53.03	54.36		



LIBRARIAN 1	LN1	57,023	58,460	60,200	61,978	63,775	65,723	67,368
		2,185.88	2,240.98	2,307.68	2,375.83	2,444.70	2,519.38	2,582.45
72.5		30.15	30.91	31.83	32.77	33.72	34.75	35.62
LIBRARIAN 2	LN2	61,978	63,775	65,723	67,803	70,205	72,796	74,612
		2,375.83	2,444.70	2,519.38	2,599.13	2,691.20	2,790.53	2,860.13
72.5		32.77	33.72	34.75	35.85	37.12	38.49	39.45
LIBRARIAN 3	LN3	70,205	72,796	76,314	79,738	83,047	86,187	88,343
		2,691.20	2,790.53	2,925.38	3,056.60	3,183.48	3,303.83	3,386.48
72.5		37.12	38.49	40.35	42.16	43.91	45.57	46.71
LIBRARIAN 4	LN4	79,908	83,047	86,187	87,378	90,745	94,338	96,703
		3,063.13	3,183.48	3,303.83	3,349.50	3,478.55	3,616.30	3,706.93
72.5		42.25	43.91	45.57	46.20	47.98	49.88	51.13
LIBRARY DIRECTOR 1	LD1	84,050	87,378	90,745	94,338	98,253	102,301	104,854
		3,221.90	3,349.50	3,478.55	3,616.30	3,766.38	3,921.53	4,019.40
72.5		44.44	46.20	47.98	49.88	51.95	54.09	55.44
LIBRARY TECHNICIAN 1	LY1	48,909	50,044	51,330	52,654	54,129	55,756	57,155
		1,874.85	1,918.35	1,967.65	2,018.40	2,074.95	2,137.30	2,190.95
72.5		25.86	26.46	27.14	27.84	28.62	29.48	30.22
LIBRARY TECHNICIAN 2	LY2	55,075	56,342	57,931	59,482	61,070	62,716	64,286
		2,111.20	2,159.78	2,220.68	2,280.13	2,341.03	2,404.10	2,464.28
72.5		29.12	29.79	30.63	31.45	32.29	33.16	33.99
LIBRARY TECHNICIAN 3	LY3	57,023	58,460	60,200	61,978	63,775	65,723	67,368
		2,185.88	2,240.98	2,307.68	2,375.83	2,444.70	2,519.38	2,582.45
72.5		30.15	30.91	31.83	32.77	33.72	34.75	35.62

MEDIA SPECIALIST 1	MS1	71,699	74,423	77,071	79,908	83,047	86,187	88,343	
		2,748.48	2,852.88	2,954.38	3,063.13	3,183.48	3,303.83	3,386.48	
72.5		37.91	39.35	40.75	42.25	43.91	45.57	46.71	
MEDIA SPECIALIST 2	MS2	75,444	78,206	81,024	84,050	87,378	90,745	94,338	96,703
		2,892.03	2,997.88	3,105.90	3,221.90	3,349.50	3,478.55	3,616.30	3,706.93
72.5		39.89	41.35	42.84	44.44	46.20	47.98	49.88	51.13
MEDIA TECHNICIAN 1	TA1	47,037	48,701	50,101	51,689	53,411	55,207	56,588	
		1,803.08	1,866.88	1,920.53	1,981.43	2,047.40	2,116.28	2,169.20	
72.5		24.87	25.75	26.49	27.33	28.24	29.19	29.92	
MEDIA TECHNICIAN 2	TA2	51,689	53,411	55,207	57,061	59,009	61,014	62,546	
		1,981.43	2,047.40	2,116.28	2,187.33	2,262.00	2,338.85	2,397.58	
72.5		27.33	28.24	29.19	30.17	31.20	32.26	33.07	
MEDIA TECHNICIAN 3	TA3	56,039	57,950	60,030	62,035	64,248	66,593	68,257	
		2,148.18	2,221.40	2,301.15	2,378.00	2,462.83	2,552.73	2,616.53	
72.5		29.63	30.64	31.74	32.80	33.97	35.21	36.09	
NURSE 1	NN1	67,471	69,934	72,292	74,797	77,113	79,492	81,475	
		2,586.40	2,680.80	2,771.20	2,867.20	2,956.00	3,047.20	3,123.20	
80		32.33	33.51	34.64	35.84	36.95	38.09	39.04	
NURSE 2	NN2	68,327	70,706	73,085	75,548	78,157	80,974	82,998	
		2,619.20	2,710.40	2,801.60	2,896.00	2,996.00	3,104.00	3,181.60	
80		32.74	33.88	35.02	36.20	37.45	38.80	39.77	
NURSE 3	NN3	73,085	75,548	78,157	80,974	83,645	86,463	88,633	
		2,801.60	2,896.00	2,996.00	3,104.00	3,206.40	3,314.40	3,397.60	
80		35.02	36.20	37.45	38.80	40.08	41.43	42.47	

PLANNING AND PROGRAM ANALYST 1 72.5	PM1	53,411 2,047.40 28.24	55,207 2,116.28 29.19	57,061 2,187.33 30.17	59,009 2,262.00 31.20	61,014 2,338.85 32.26	63,094 2,418.60 33.36	65,420 2,507.78 34.59		
72.5		67,803 2,599.13 35.85	70,205 2,691.20 37.12	72,796 2,790.53 38.49	74,612 2,860.13 39.45					
PLANNING AND PROGRAM ANALYST 2 72.5	PM2	68,863 2,639.73 36.41	71,699 2,748.48 37.91	74,423 2,852.88 39.35	77,071 2,954.38 40.75	79,908 3,063.13 42.25	83,047 3,183.48 43.91	86,187 3,303.83 45.57	88,343 3,386.48 46.71	
PLANNING AND PROGRAM ANALYST 3 72.5	PM3	75,444 2,892.03 39.89	78,206 2,997.88 41.35	81,024 3,105.90 42.84	84,050 3,221.90 44.44	87,378 3,349.50 46.20	90,745 3,478.55 47.98	94,338 3,616.30 49.88	96,703 3,706.93 51.13	
PLANNING AND PROGRAM ANALYST 4 72.5	PM4	84,050 3,221.90 44.44	87,378 3,349.50 46.20	90,745 3,478.55 47.98	94,338 3,616.30 49.88	98,253 3,766.38 51.95	102,301 3,921.53 54.09	106,518 4,083.20 56.32	109,185 4,185.43 57.73	
PRODUCTION SUPERVISOR 72.5	PSH	68,863 2,639.73 36.41	71,699 2,748.48 37.91	74,423 2,852.88 39.35	77,071 2,954.38 40.75	79,908 3,063.13 42.25	83,047 3,183.48 43.91	86,187 3,303.83 45.57	88,343 3,386.48 46.71	
PROGRAM COORDINATOR 72.5	PCD	71,699 2,748.48 37.91	74,423 2,852.88 39.35	77,071 2,954.38 40.75	79,908 3,063.13 42.25	83,047 3,183.48 43.91	86,187 3,303.83 45.57	89,516 3,431.43 47.33	91,747 3,516.98 48.51	
PSYCHOLOGIST 1 72.5	PY1	53,411 2,047.40 28.24	55,207 2,116.28 29.19	57,061 2,187.33 30.17	59,009 2,262.00 31.20	61,014 2,338.85 32.26	63,094 2,418.60 33.36	65,420 2,507.78 34.59		
72.5		67,803 2,599.13 35.85	70,205 2,691.20 37.12	72,796 2,790.53 38.49	74,612 2,860.13 39.45					

PSYCHOLOGIST 2	PY2	68,863	71,699	74,423	77,071	79,908	83,047	86,187	88,343	
		2,639.73	2,748.48	2,852.88	2,954.38	3,063.13	3,183.48	3,303.83	3,386.48	
72.5		36.41	37.91	39.35	40.75	42.25	43.91	45.57	46.71	
PSYCHOLOGIST 3	PY3	76,125	78,849	81,799	85,014	88,305	91,804	95,625	98,008	
		2,918.13	3,022.53	3,135.63	3,258.88	3,385.03	3,519.15	3,665.60	3,756.95	
72.5		40.25	41.69	43.25	44.95	46.69	48.54	50.56	51.82	
PSYCHOLOGIST 4	PY4	87,378	90,745	94,338	98,253	102,301	106,518	111,171	115,805	118,698
		3,349.50	3,478.55	3,616.30	3,766.38	3,921.53	4,083.20	4,261.55	4,439.18	4,550.10
72.5		46.20	47.98	49.88	51.95	54.09	56.32	58.78	61.23	62.76
PURCHASING AGENT 1	PA1	53,411	55,207	57,061	59,009	61,014	63,094	64,664		
		2,047.40	2,116.28	2,187.33	2,262.00	2,338.85	2,418.60	2,478.78		
72.5		28.24	29.19	30.17	31.20	32.26	33.36	34.19		
PURCHASING AGENT 2	PA2	65,458	67,690	70,073	72,645	75,255	78,111	80,059		
		2,509.23	2,594.78	2,686.13	2,784.73	2,884.78	2,994.25	3,068.93		
72.5		34.61	35.79	37.05	38.41	39.79	41.30	42.33		
PURCHASING AGENT 3	PA3	70,073	72,645	75,255	78,111	81,005	84,050	86,149		
		2,686.13	2,784.73	2,884.78	2,994.25	3,105.18	3,221.90	3,302.38		
72.5		37.05	38.41	39.79	41.30	42.83	44.44	45.55		
RECREATION CONSULTANT 1	RR1	50,233	51,689	53,411	55,207	57,061	59,009	60,484		
		1,925.60	1,981.43	2,047.40	2,116.28	2,187.33	2,262.00	2,318.55		
72.5		26.56	27.33	28.24	29.19	30.17	31.20	31.98		
RECREATION CONSULTANT 2	RR2	61,014	63,094	65,420	67,803	70,205	72,796	74,612		
		2,338.85	2,418.60	2,507.78	2,599.13	2,691.20	2,790.53	2,860.13		
72.5		32.26	33.36	34.59	35.85	37.12	38.49	39.45		

RECREATION CONSULTANT 3 72.5	RR3	68,863 2,639.73 36.41	71,340 2,734.70 37.72	73,931 2,834.03 39.09	76,749 2,942.05 40.58	79,605 3,051.53 42.09	82,537 3,163.90 43.64	84,598 3,242.93 44.73
RECREATION CONSULTANT 4 72.5	RR4	74,423 2,852.88 39.35	77,071 2,954.38 40.75	79,908 3,063.13 42.25	83,047 3,183.48 43.91	86,187 3,303.83 45.57	89,516 3,431.43 47.33	91,747 3,516.98 48.51
RESEARCH ASSISTANT 1 72.5	RH1	45,694 1,751.60 24.16	47,037 1,803.08 24.87	48,701 1,866.88 25.75	50,101 1,920.53 26.49	51,689 1,981.43 27.33	53,411 2,047.40 28.24	54,753 2,098.88 28.95
RESEARCH ASSISTANT 2 72.5	RH2	51,689 1,981.43 27.33	53,411 2,047.40 28.24	55,207 2,116.28 29.19	57,061 2,187.33 30.17	59,009 2,262.00 31.20	61,014 2,338.85 32.26	62,546 2,397.58 33.07
RESIDENCE COUNSELLOR 72.5	RCR	55,718 2,135.85 29.46	57,117 2,189.50 30.20	58,555 2,244.60 30.96	60,257 2,309.85 31.86	61,902 2,372.93 32.73	63,718 2,442.53 33.69	65,307 2,503.43 34.53
SECURITY OFFICER 1 80	_BG	40,445 1,550.40 19.38	41,614 1,595.20 19.94	42,762 1,639.20 20.49	44,097 1,690.40 21.13	45,517 1,744.80 21.81	46,831 1,795.20 22.44	48,000 1,840.00 23.00
SECURITY OFFICER 2 80	HGG	42,219 1,618.40 20.23	43,513 1,668.00 20.85	44,765 1,716.00 21.45	46,143 1,768.80 22.11	47,499 1,820.80 22.76	49,127 1,883.20 23.54	50,358 1,930.40 24.13

SENIOR CONSULTING	SCE	78,206	81,024	84,050	87,378	90,745	94,338	98,253	100,712
INSTRUCTOR P & E		2,997.88	3,105.90	3,221.90	3,349.50	3,478.55	3,616.30	3,766.38	3,860.63
72.5		41.35	42.84	44.44	46.20	47.98	49.88	51.95	53.25
SERVICE WORKER 1	SW1	39,924	40,967	42,031	43,096	44,348	45,454		
		1,530.40	1,570.40	1,611.20	1,652.00	1,700.00	1,742.40		
80		19.13	19.63	20.14	20.65	21.25	21.78		
SERVICE WORKER 2	SW2	45,746	46,998	48,104	49,461	50,859	52,132	53,426	
		1,753.60	1,801.60	1,844.00	1,896.00	1,949.60	1,998.40	2,048.00	
80		21.92	22.52	23.05	23.70	24.37	24.98	25.60	
SERVICE WORKER 3	SW3	45,704	46,831	48,146	49,565	51,089	52,633	53,948	
		1,752.00	1,795.20	1,845.60	1,900.00	1,958.40	2,017.60	2,068.00	
80		21.90	22.44	23.07	23.75	24.48	25.22	25.85	
SERVICE WORKER 4	SW4	45,976	47,332	48,877	50,317	51,882	53,739	55,075	
		1,762.40	1,814.40	1,873.60	1,928.80	1,988.80	2,060.00	2,111.20	
80		22.03	22.68	23.42	24.11	24.86	25.75	26.39	
STATISTICAL ANALYST 1	SS1	61,014	63,094	65,420	67,803	70,205	72,796	74,612	
		2,338.85	2,418.60	2,507.78	2,599.13	2,691.20	2,790.53	2,860.13	
72.5		32.26	33.36	34.59	35.85	37.12	38.49	39.45	
STATISTICAL ANALYST 2	SS2	71,699	74,423	77,071	79,908	83,047	86,187	89,516	91,747
		2,748.48	2,852.88	2,954.38	3,063.13	3,183.48	3,303.83	3,431.43	3,516.98
72.5		37.91	39.35	40.75	42.25	43.91	45.57	47.33	48.51
STATISTICAL ANALYST 3	SS3	78,206	81,024	84,050	87,378	90,745	94,338	96,703	
		2,997.88	3,105.90	3,221.90	3,349.50	3,478.55	3,616.30	3,706.93	
72.5		41.35	42.84	44.44	46.20	47.98	49.88	51.13	

STOREKEEPER 1	ST1	43,292	44,540	45,940	47,453	48,966	50,517	51,784
		1,659.53	1,707.38	1,761.03	1,819.03	1,877.03	1,936.48	1,985.05
72.5		22.89	23.55	24.29	25.09	25.89	26.71	27.38
STOREKEEPER 2	ST2	47,037	48,701	50,082	51,689	53,411	55,207	56,588
		1,803.08	1,866.88	1,919.80	1,981.43	2,047.40	2,116.28	2,169.20
72.5		24.87	25.75	26.48	27.33	28.24	29.19	29.92
STOREKEEPER 3	ST3	50,082	51,689	53,411	55,207	57,023	59,009	60,484
		1,919.80	1,981.43	2,047.40	2,116.28	2,185.88	2,262.00	2,318.55
72.5		26.48	27.33	28.24	29.19	30.15	31.20	31.98
STOREKEEPER 4	ST4	53,411	55,207	57,023	59,009	61,014	63,113	64,683
		2,047.40	2,116.28	2,185.88	2,262.00	2,338.85	2,419.33	2,479.50
72.5		28.24	29.19	30.15	31.20	32.26	33.37	34.20
STORES CLERK 1	SC1	38,110	39,150	40,304	41,457	42,649	43,916	45,013
		1,460.88	1,500.75	1,544.98	1,589.20	1,634.88	1,683.45	1,725.50
72.5		20.15	20.70	21.31	21.92	22.55	23.22	23.80
STORES CLERK 2	SC2	41,457	42,649	43,916	45,202	46,659	47,831	
		1,589.20	1,634.88	1,683.45	1,732.75	1,788.58	1,833.53	
72.5		21.92	22.55	23.22	23.90	24.67	25.29	
SWITCHBOARD OPERATOR 1	SW1	34,252	35,178	36,105	37,070	38,110	39,055	
		1,312.98	1,348.50	1,384.03	1,421.00	1,460.88	1,497.13	
72.5		18.11	18.60	19.09	19.60	20.15	20.65	
SWITCHBOARD OPERATOR 2	SW2	40,304	41,249	42,233	43,349	44,408	45,599	46,734
		1,544.98	1,581.23	1,618.93	1,661.70	1,702.30	1,747.98	1,791.48
72.5		21.31	21.81	22.33	22.92	23.48	24.11	24.71
SWITCHBOARD OPERATOR 3	SW3	47,018	48,228	49,477	50,838	52,124	53,486	54,829
		1,802.35	1,848.75	1,896.60	1,948.80	1,998.10	2,050.30	2,101.78
72.5		24.86	25.50	26.16	26.88	27.56	28.28	28.99

SYSTEMS ANALYST 1	SL1	54,318	56,039	57,950	60,030	62,035	64,248	65,855		
		2,082.20	2,148.18	2,221.40	2,301.15	2,378.00	2,462.83	2,524.45		
72.5		28.72	29.63	30.64	31.74	32.80	33.97	34.82		
SYSTEMS ANALYST 2	SL2	57,950	60,030	62,035	64,248	66,593	68,995	70,716		
		2,221.40	2,301.15	2,378.00	2,462.83	2,552.73	2,644.80	2,710.78		
72.5		30.64	31.74	32.80	33.97	35.21	36.48	37.39		
SYSTEMS ANALYST 3	SL3	63,113	65,458	67,690	70,073	72,645	75,255	77,128		
		2,419.33	2,509.23	2,594.78	2,686.13	2,784.73	2,884.78	2,956.55		
72.5		33.37	34.61	35.79	37.05	38.41	39.79	40.78		
SYSTEMS COORDINATOR 1	SY1	75,444	78,206	81,024	84,050	87,378	90,745	94,338	96,703	
		2,892.03	2,997.88	3,105.90	3,221.90	3,349.50	3,478.55	3,616.30	3,706.93	
72.5		39.89	41.35	42.84	44.44	46.20	47.98	49.88	51.13	
SYSTEMS COORDINATOR 2	SY2	81,024	84,050	87,378	90,745	94,338	98,253	102,301	104,854	
		3,105.90	3,221.90	3,349.50	3,478.55	3,616.30	3,766.38	3,921.53	4,019.40	
72.5		42.84	44.44	46.20	47.98	49.88	51.95	54.09	55.44	
SYSTEMS COORDINATOR 3	SY3	87,378	90,745	94,338	98,253	102,301	106,518	111,171	115,805	118,698
		3,349.50	3,478.55	3,616.30	3,766.38	3,921.53	4,083.20	4,261.55	4,439.18	4,550.10
72.5		46.20	47.98	49.88	51.95	54.09	56.32	58.78	61.23	62.76



TRAINING CONSULTANT	TRC	71,699	74,423	77,071	79,908	83,047	86,187	89,516	91,747
		2,748.48	2,852.88	2,954.38	3,063.13	3,183.48	3,303.83	3,431.43	3,516.98
72.5		37.91	39.35	40.75	42.25	43.91	45.57	47.33	48.51
WORD PROCESSOR 1	WP1	39,604	40,720	41,741					
		1,518.15	1,560.93	1,600.08					
72.5		20.94	21.53	22.07					
WORD PROCESSOR 2	WP2	48,247	49,514	50,914	52,162	53,505	54,961	56,342	
		1,849.48	1,898.05	1,951.70	1,999.55	2,051.03	2,106.85	2,159.78	
72.5		25.51	26.18	26.92	27.58	28.29	29.06	29.79	
WORD PROCESSOR 3	WP3	52,578	53,902	55,434	57,023	58,460	60,200	61,713	
		2,015.50	2,066.25	2,124.98	2,185.88	2,240.98	2,307.68	2,365.68	
72.5		27.80	28.50	29.31	30.15	30.91	31.83	32.63	
WORD PROCESSOR 4	WP4	53,902	53,959	55,491	56,909	58,593	60,314	61,827	
		2,066.25	2,068.43	2,127.15	2,181.53	2,246.05	2,312.03	2,370.03	
72.5		28.50	28.53	29.34	30.09	30.98	31.89	32.69	
WORD PROCESSOR 5	WP5	57,023	58,460	60,200	61,978	63,775	65,723	67,368	
		2,185.88	2,240.98	2,307.68	2,375.83	2,444.70	2,519.38	2,582.45	
72.5		30.15	30.91	31.83	32.77	33.72	34.75	35.62	
WORD PROCESSOR 6	WP6	63,170	65,118	66,990	69,203	71,397	73,648	75,482	
		2,421.50	2,496.18	2,567.95	2,652.78	2,736.88	2,823.15	2,893.48	
72.5		33.40	34.43	35.42	36.59	37.75	38.94	39.91	
UNIVERSITY INSTRUCTOR	IN2	67,539	69,959	72,437	75,255	78,016	80,948	83,993	
		2,588.98	2,681.78	2,776.75	2,884.78	2,990.63	3,103.00	3,219.73	
72.5		35.71	36.99	38.30	39.79	41.25	42.80	44.41	
		87,227	90,650	94,017	96,343	100,296	102,811		
		3,343.70	3,474.93	3,603.98	3,693.15	3,844.68	3,941.10		
72.5		46.12	47.93	49.71	50.94	53.03	54.36		

ASSISTANT PROFESSOR	IN3	79,416	81,584	83,766	85,928	88,130	90,253			
		3,044.28	3,127.39	3,211.03	3,293.91	3,378.30	3,459.69			
72.5		41.99	43.14	44.29	45.43	46.60	47.72			
		92,409	94,578	96,798	98,922	101,084	103,285	105,565	107,902	110,604
		3,542.35	3,625.47	3,710.60	3,792.00	3,874.89	3,959.27	4,046.64	4,136.25	4,239.80
72.5		48.86	50.01	51.18	52.30	53.45	54.61	55.82	57.05	58.48
ASSOCIATE PROFESSOR	IN4	93,866	96,797	99,634	102,547	105,440	108,315	111,171	114,065	
		3,598.18	3,710.55	3,819.30	3,930.95	4,041.88	4,152.08	4,261.55	4,372.48	
72.5		49.63	51.18	52.68	54.22	55.75	57.27	58.78	60.31	
		117,034	119,833	122,746	125,677	128,533	131,351	134,302	137,668	
		4,486.30	4,593.60	4,705.25	4,817.63	4,927.10	5,035.13	5,148.23	5,277.28	
72.5		61.88	63.36	64.90	66.45	67.96	69.45	71.01	72.79	
FULL PROFESSOR	IN5	115,502	119,115	122,746	126,415	129,971	133,583	137,177	140,770	
		4,427.58	4,566.05	4,705.25	4,845.90	4,982.20	5,120.68	5,258.43	5,396.18	
72.5		61.07	62.98	64.90	66.84	68.72	70.63	72.53	74.43	
		144,401	147,995	151,607	155,257	158,813	162,444	166,038	170,180	
		5,535.38	5,673.13	5,811.60	5,951.53	6,087.83	6,227.03	6,364.78	6,523.55	
72.5		76.35	78.25	80.16	82.09	83.97	85.89	87.79	89.98	