

# **Collective Agreement**

between

**Swan Valley School Division**

and

**Manitoba Government and General Employees' Union**

**Local 463**

**June 26, 2025 to June 30, 2027**

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

This Agreement made this 15 day of December, 2025

between

**Swan Valley School Division**

(hereinafter referred to as the "Employer")

of the first part

and

**Manitoba Government and General Employees' Union**

(hereinafter referred to as the "Union")

of the second part.

**Article 1      Expiration and Renewal**

- 1:01** This Agreement shall be binding and in effect from the date of union ratification June 26, 2025 to June 30, 2027 and shall continue in effect from year to year thereafter unless terminated or renewed as hereinafter provided.
- 1:02** Not more than ninety (90) calendar days and not less than thirty (30) calendar days preceding the expiry date of this Agreement either party to this Agreement may, by written notice, inform the other party of its intention to enter into collective bargaining for a renewal or a revision and renewal of the Collective Agreement.
- 1:03** When a party to this Agreement has given notice under Article 1:02 above to the other party of this Agreement, the parties shall, within fifteen (15) working days or a date mutually agreed to by the parties, of the receipt of such notice the parties are required to enter into negotiation for a new Agreement.
- 1:04** It is mutually agreed that there shall be no strikes, lockouts, stoppages or work slow-downs during the life of this Agreement.

**Article 2     Scope of the Agreement**

2:01     This Collective Agreement shall apply to all Employees listed in MLB Certificate No. MLB-7509, which reads:

“All employees of the Swan Valley School Division, except employees covered by Manitoba Labour Board Certificate Nos. MLB-2940, MLB-3269 and MLB- 6589, Substitute Educational Assistants, Shop Foreman, Principals and Vice-Principals and those excluded by the Act.”

**Article 3     Definitions**

3:01     “Employee” shall for the purposes of this Agreement, include all employees as outlined in the MLB Certificate No. MLB-7509.

3:02     “Permanent employee” means an employee who works on a regular and recurring basis.

3:03     “Term Employee” means an employee hired for a specific period of time or for the completion of a specific job or until the occurrence of a specified event.

An existing employee who transfers to a term position shall be returned to their former position(s) at the completion of the original term. Once an employee leaves a term position they have no rights to subsequently return to that same term position.

A term employee who applies for and is awarded a term or permanent position with no break in service, shall have their service connected for seniority purposes.

3:04     “Casual Employee” means an employee who is employed on an irregular and/or unscheduled basis. The terms of this Agreement do not apply to the casual employee, except as specified hereinafter:

(a)     The terms of this Agreement shall not apply to Substitute Educational Assistants.

(b)     Casual employees shall receive vacation pay biweekly at the rate of four percent (4%) of the regular hours worked in a semi-monthly period.

- (c) Casual employees are paid at the start rate of the position to which they are assigned in accordance with the salaries specified in Schedule A - Salary. When an employee retires and is rehired within one (1) year in a casual capacity with the Division, they shall maintain their existing Step and rate of pay when working in their former job classification at the time of retirement.
  - (d) Casual employees required to work on a recognized holiday shall be paid at the rate of one and one-half times (1½x) their basic rate of pay.
  - (e) Casual employees shall be entitled to compensation for overtime worked in accordance with Article 15 – Overtime.
  - (f) The Division agrees to deduct Union dues in an amount specified by the Union in any period for which the casual employee receives any payment in accordance with Article 5 – Union Security.
  - (g) In the event that no payment is made during the pay period, the Division shall have no responsibility to deduct and submit dues for that period.
  - (h) Casual employees have the right to Union Representation and access to the Grievance and Arbitration process as outlined in Article 7. Article 7 - Grievance and Arbitration herein apply only with respect to the terms of this article.
- 3:05 "Student Employee" shall mean a student who is employed by the Division. The terms of the Collective Agreement shall not apply to student employees.
- 3:06 "Classification" means a group of positions which are sufficiently similar in duties, responsibilities, skill and knowledge required to have the same education, experience and requirements. The classification groups are defined in Schedule A- Salary.
- 3:07 "Continuous Service" shall mean the period of time since an employee last became employed in a permanent position for purposes of calculating all entitlements pursuant to this Collective Agreement including, but not limited to, vacation. Conversion to casual status shall be considered a break in service. No period of casual employment or prior permanent employment shall be

included in an employee's length of service even when a casual employee subsequently becomes a permanent employee.

- 3:08 "Union Representative" shall mean a Staff member of the Union, Steward(s) of the Local Union, Local Table Officer(s) of the Component of the Union.
- 3:09 Wherever the singular or feminine are used in this Agreement, the same shall be considered the plural or masculine gender where the context so admits or requires.
- 3:10 A "Grievance" shall mean any complaint, disagreement or difference of opinion between the Division, the Union, or the employees covered by this Agreement, which concerns the interpretation, application, operation or alleged violation of the terms and provisions of this Agreement.
- 3:11 "Policy Grievance" shall mean a grievance that involves a question relating to the meaning, application, or alleged violation of this Agreement that affects all or a group of employees covered by this Agreement. A Policy Grievance may be submitted by either party.

#### **Article 4 Management Rights**

- 4:01 The Union recognizes that it is the function of management to manage the affairs of the business and to direct the working forces of the Division, subject to the provisions of this Agreement:
- 4:02 Such management functions shall be:
- (a) To operate the school and to direct the staff covered by this agreement as it may deem necessary for the most effective use of its facilities;
  - (b) To discharge, suspend, discipline or demote employees for just and reasonable cause;
  - (c) To hire, transfer, lay-off, promote, and to assign employees to jobs as required by the reorganization of duties and of staff;
  - (d) To determine the necessary services.

- 4:03 The Division shall exercise its rights to direct the working force in a fair, reasonable and equitable manner, and consistent with the terms of the Agreement.
- 4:04 The Division agrees that any exercise of rights and powers under this Article in conflict with any of the provisions of this Agreement shall be subject to the provisions of the grievance procedure.

#### **Article 5      Union Security**

- 5:01 It is understood that every employee within the bargaining unit shall be subject to pay Union dues as a condition of their employment. Where employees receive a percentage of earnings as vacation pay, such payments are considered earnings for purposes of Union dues deductions.
- 5:02 During the lifetime of this Agreement, the Division shall deduct from the wages of each bargaining unit employee, monthly union dues in the amount certified by the Union to the Division.
- The monthly remittance shall be accompanied by a summary of the dues calculations made for the month, each month, as well as a statement showing the names of each employee from whose pay deductions have been made and the total deducted for the month.
- 5:03 No employee shall be required or permitted to make any written or verbal agreement with the Division or its representatives which may conflict with the terms of this Agreement. The Division recognizes the Union as the sole and exclusive bargaining agent for employees in classifications included in the bargaining unit.
- 5:04 The Union agrees to and does hereby indemnify and save the Division harmless for all claims, demands, action and the proceedings of any kind and from all costs which may arise or be taken against the Division by reason of the Division making the compulsory check-off of Union dues as provided for above.

**Article 6 Union Business****6:01 Union Representation**

An employee has the right to Union representation at any meeting with the Division, which may result in the discipline of the employee. A reasonable period of time shall be provided for the employee to obtain such representation.

The Union agrees to provide the Division with a list of Stewards and any subsequent changes.

When meeting with the Division to conduct negotiations, the maximum number of employees shall be three (3) Union representatives.

**6:02 Leave of Absence**

An employee requesting to be absent from work on approved Union business shall be granted a reasonable leave of absence for such purpose, subject to operational requirements. The Division shall continue to pay the employee in a regular manner and the Union will reimburse the Division for the salary and benefits accruing to the employee during their leave of absence.

A maximum of four (4) employees will be granted this leave at any one time with not more than one (1) employee from any school. Such leave shall be limited to a maximum of fifty (50) days per year in total for all employees.

Such requests shall be submitted to the Superintendent or designate at least two (2) weeks in advance and such requests will not be unreasonably denied.

**6:03 Bulletin Boards**

Space on existing bulletin boards for the use of the Union will be provided by the Division 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 Division. The Division shall have the right to refuse to post or remove the posting of any information.

## Article 7 Grievance and Arbitration Procedure

### Grievances

**7:01** Should a dispute arise between the Division and any employee(s) regarding the interpretation, meaning, operation or application of this Agreement, an earnest effort will be made to settle such grievance without delay.

**7:02** If an employee feels that they have been unjustly or unreasonably suspended or discharged, they shall have the right to appeal through the grievance procedure commencing at Step 3. Such appeal must be filed in writing by email by the Union with the Superintendent or designate within ten (10) working days after the date of the notification of discharge or suspension, and unless so fixed, the right of appeal shall be lost unless time limits are extended by mutual agreement in writing.

**7:03** The agreed procedure for the settlement of all grievances shall be as follows:

Step 1 – Any employee with a personal grievance may take the matter up with the employee's supervisor within ten (10) working days from the date of the occurrence of the incident, which gave rise to the grievance. The employee will be accompanied by a union representative. The supervisor shall reply within seven (7) working days in writing.

Step 2 – Failing a satisfactory settlement in Step 1, the grievance will be presented in writing by email with a statement of the particulars of the grievance and the redress sought, to the Superintendent or designate within a further ten (10) working days. The Superintendent or designate may convene a meeting with the grievance committee within ten (10) working days of receipt of the grievance from the Union or at a time as may be mutually agreed. The Superintendent shall reply within a further five (5) working days.

Step 3 – Failing a satisfactory settlement in Step 2, the Union may submit the written grievance to the Board of Trustees within seven (7) working days of receipt of the decision of the Superintendent or designate and the Board shall render its decision within ten (10) working days after the next regularly scheduled Board meeting.

The Union shall notify the Division, in writing, as to the names of the executive members or stewards who will present the grievance to the Board. The Union shall not exceed three (3) attendees in total, including the Union and Grievor when presenting grievances to the Board.

- 7:04** The time limits in this Article may be extended by mutual agreement.
- 7:05** It is agreed that if either party fails to comply with the time limits as set forth in the grievance procedure, the grievance shall advance automatically to the next step of the grievance procedure.
- 7:06** The Division shall continue to pay regular wages for the grievor and one (1) local Union representative, for attending grievance meetings if they are scheduled to work and the meeting is held during normal working hours.
- 7:07** Either party to this Agreement may file a policy grievance directly with the other party and the grievance will be considered to be at Step 3 of the grievance procedure. Should no settlement be reached, the grievance may be referred to Arbitration as set forth in Article 7.

#### **Arbitration**

- 7:08** Where the grievance procedure has been exhausted and no settlement has been reached, the aggrieved party shall, within thirty (30) working days after the grievance procedure has been exhausted, submit the matter to Arbitration.
- 7:09** When either party requests that a grievance be submitted to Arbitration, the request shall be made by email addressed to the other party of the Agreement, indicating the name of its nominee on an Arbitration Board. Within five (5) days thereafter the other party shall answer by email indicating the name and address of its appointee to the Arbitration Board. The two (2) nominees shall then meet to select a Chairperson.
- 7:10** If the party receiving the notice fails to appoint an Arbitrator, or if the two (2) appointees fail to agree upon a Chairperson within seven (7) days of their appointment, the appointment shall be made by the Minister of Labour upon request of either party.
- 7:11** The Arbitration Board shall determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations.

- 7:12 The decision of the majority shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding and enforceable on all parties. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify or amend any of its provisions.
- 7:13 Each party shall pay:
- (a) The fees and expenses of the nominee it appoints.
  - (b) One-half (½) of the fees and expenses of the Chairperson.
- 7:14 The time limits fixed in the Arbitration procedure may be extended by mutual agreement.
- 7:15 Nothing shall prohibit the parties from agreeing to a single Arbitrator. If the parties so agree, the provisions relating to an Arbitration Board shall apply with necessary changes in points of detail to the single Arbitrator.

#### **Article 8 Seniority**

- 8:01 Seniority is defined as the number of years of continuous service with the Division and shall be one (1) of the factors in determining preference or priority for promotions, transfers, layoffs or recalls.
- 8:02 An employee's seniority shall be maintained and accumulated during absence due to the following:
- (a) Is on any period of authorized leave of absence;
  - (b) Is on any period of paid sick leave;
  - (c) Is on any period of paid vacation;
  - (d) Is on any period of Workers' Compensation;
  - (e) Is on leave due to illness or accident
- 8:03 An employee's seniority will be retained but will not accrue if an employee is:
- (a) Laid off for fourteen (14) months; or
  - (b) Is in a term in an out-of-scope position.

- 8:04** Employees shall lose their seniority only if they:
- (a) Resign from the employ of the Division;
  - (b) Are discharged for just cause and not reinstated through the grievance and arbitration procedure;
  - (c) Accept a permanent position with the Division which is outside the bargaining unit; or
  - (d) Is laid off and fails to report for duty when recalled pursuant to Article 13 – Layoff and Recall.
- 8:05** The Union shall be provided with an updated seniority list showing each person's seniority as of January 31 each year. The seniority list shall be posted in each school.

#### **Article 9 Recruitment and Promotion**

- 9:01** When a new position within the scope of this Agreement is created or when a vacancy occurs and a replacement is required, the Division shall post such notice for a period of not less than five (5) working days.
- All vacancies will also be posted on the School Division website.
- Applicants shall make application for the posting within the time limits as specified in the posting.
- It is understood that the position filled by students or casual/substitutes will not be subject to posting.
- A copy of the posting will be emailed to the Local Union President.
- 9:02** The position being advertised shall include the position title, employee type (permanent or term), starting salary, hours of work, location, and qualifications.
- 9:03** To be considered qualified an applicant must meet the minimum requirements for the position as set out in the position description. The selection of an applicant for vacant or new position shall be on the basis of qualifications, ability, prior work performance and seniority. Where qualifications, ability and

prior work performance are relatively equal, seniority shall be the determining factor.

- 9:04 Where there are no qualified applicants, an employee within the bargaining unit may be appointed on an underfill basis. If the Division wishes to fill a position with an employee in underfill status, the Division shall consult with the Union.

**Article 10 Probationary Period**

- 10:01 Every employee shall be placed on probation for a period of six (6) consecutive months of service from the date from which employment commenced.
- 10:02 Probationary employees will receive feedback during the probationary period. Probationary employees shall be entitled to all rights and privileges of this Agreement except that they shall not have recourse through the grievance procedure for discharge.

**Article 11 Termination or Resignation**

- 11:01 Termination of employment will occur in the event of retirement, resignation, or dismissal for just cause. In the event that an employee has been laid off under the provision of Article 13 – Layoff and Recall and declines an offer of recall, the employee will be deemed to have resigned their employment with the Division.

**11:02 Notice**

An employee shall give the Division two (2) weeks' written notice prior to resignation.

The Division shall provide written notice of termination in accordance with The Employment Standards Code except in circumstances where the employee has abandoned their position or where the employee's conduct requires immediate removal from the workplace.

**11:03 Pay in Lieu of Notice**

The Division may, in lieu of notice of dismissal, pay the employee an amount equal to the wages or salary that the employee would have earned during the notice period.

**11:04 Earned Wages**

The Division will make available, within ten (10) calendar days after termination, all amounts due to the employee, including unpaid wages and pay in lieu of unused vacation entitlement.

**Article 12 Progressive Discipline**

**12:01** The Division shall have the right to discipline, suspend or discharge any employee for just cause, excluding probationary employees.

**12:02** A meeting will be held with an employee prior to making a determination to impose discipline on an employee. The employee shall have the right to have a Union Representative present.

The employee will be advised in writing of the disciplinary action, and disciplinary action will be copied to the employee, the employee's file, and to the Union.

**Article 13 Layoff and Recall**

**13:01** When staff reduction is necessary, the Division will be as fair and reasonable as possible in reducing its staff size.

Length of service provided to the Division will be recognized when staff reductions occur.

Subject to the employee's qualifications, skills and ability to perform the work, employees will be laid off in reverse seniority order within each classification affected.

Employees who are laid off will be given the opportunity to be recalled once into positions within the school.

When it has been determined by the Division that layoffs must occur, the following will apply:

- (a) Written notice will be given to all employees who are to be laid off. Such employees will receive a minimum of two (2) weeks' notice.

The Union will be provided with copies of all lay-off notices save and except for layoffs occurring over the normal winter, spring and summer break periods.

- (b) Employees will be laid off in reverse seniority order within each classification affected subject to the employee's qualifications, skill and ability to perform the work. Reverse seniority order means that the most recently hired employee within the classification will be laid off first.
- (c) No notice is required when an employee is hired for a specific term of employment, or to complete a specific task.
- (d) Layoff and recall will be school/office and community specific.
- (e) Employees who are laid off will be placed on a recall list for each school/office and community where the layoffs occurred.
- (f) An employee on the recall list is eligible to apply for any vacant position advertised within the Division.
- (g) An employee on the recall list may turn down a recall once only.

An employee shall be offered a position within the division at the closest available location but will be given the choice to accept or decline if the location is further than forty (40) kilometres from the employee's last work location and have the choice to remain on layoff until a position becomes available closer. If the employee declines an equivalent position offer, closer than forty (40) kilometres, they will be considered terminated.

- (h) Employees who have not been recalled to a position within fourteen (14) months from the date of layoff will be deemed to be terminated and will lose all seniority.
- (i) An information sheet on the benefits available to staff while on layoff will be distributed to the employee with the layoff notice.

**13:02 Reduction in Hours of Work**

A reduction in hours of work shall be defined as a reduction of two and one-half (2½) or more hours to an employee's regular hours of work. A reduction in hours of work does not constitute a layoff.

In the event it is necessary to reduce an employee's hours of work during the school year, the employee shall be provided with preferential consideration for additional hours of work that arise in their current school/work location.

Additional hours of work offered are subject to operational requirements, the employee's qualifications, skills and ability to perform the work and the needs of the student(s). Preferential consideration for additional hours only applies to the current school year.

### **Article 14 Hours of Work**

**14:01** The hours of work for employees shall be a maximum of eight (8) hours per day and a maximum of forty (40) hours per week, exclusive of meal periods and including rest periods.

The assigned hours may be varied by the Division upon providing two (2) weeks' notice to the employee.

**14:02** The Division will designate the start and finish times for each position as determined by organizational needs. Employees shall take shifts according to the schedule established by the Division. Employees and the Union shall be notified of any change in shift, at least seven (7) working days prior to the actual date of the change taking effect.

**14:03 For Educational Assistants**

The assigned hours for Educational Assistants may be varied in accordance with Article 14:01. In emergent situations, in order to ensure the safety of students, it may be necessary to provide lesser notice than twenty-four (24) hours' notice.

In addition, hours may vary in accordance with Article 13:02, in which case at least seven (7) working days' notice shall be provided, or as mutually agreed between the employee and the Division.

Educational Assistants shall have unpaid rest periods that must be taken at a time as determined by the employee's supervisor, unless otherwise mutually agreed. If due to operating requirements the employee is unable to take the unpaid rest period as scheduled, such rest period shall be rescheduled within the next applicable three (3) hours of work.

**For All Other Classifications**

All other classifications of employees shall have paid rest periods that must be taken at a time as determined by the employee's supervisor, unless otherwise mutually agreed. If due to operating requirements the employee is unable to take the paid rest period as scheduled, such rest period shall be rescheduled within the next applicable three (3) hours of work.

- (a) Employees working more than five (5) hours shall have a paid fifteen (15) minute rest period during each half of the normal workday.
  - (b) An employee working (3) hours or more but less than five (5) hours shall receive one (1) fifteen (15) minute paid rest period within their shift.
- 14:04** The Division agrees to schedule an unpaid meal period of thirty (30) minutes uninterrupted duration. Such meal period will be scheduled within each five (5) consecutive hours of work.
- 14:05** Employees reporting to work and finding no work available shall be paid for three (3) hours of work. The rate of pay will be the straight hourly base rate for the classification on which the employee was scheduled.
- 14:06** Employees required by the Division to attend meetings outside of their regularly scheduled working hours, shall be paid for the time attending the meeting at their regular rate of pay.
- 14:07** **For Administrative Assistants – Recall During Summer Break:**  
Administrative Assistants may be recalled during the summer break prior to September 1. If an Administrative Assistant is recalled prior to September 1, they shall take equal time off at straight time rates for the purpose of taking the time off, not being paid out at a later date. The number of days an Administrative Assistant may accumulate for this purpose, is equivalent to the number of days they are recalled prior to September 1. Time off shall not result

in additional operating costs and may be taken by mutual agreement between the employee and supervisor.

#### **Article 15 Overtime**

- 15:01** Overtime shall mean any authorized time worked in excess of eight (8) hours per day or forty (40) hours per week as provided for in Article 14 - Hours of Work.
- 15:02** Except as provided herein, all overtime must be approved in advance by the immediate supervisor or the Principal, as applicable.
- 15:03** An employee who is required to work overtime, shall be paid at one and one-half times (1 ½) their regular rate of pay.
- 15:04** Except in the case of an emergency, all overtime shall be on a voluntary basis.
- 15:05** By mutual agreement between the Division and the employee, overtime may be accumulated to a maximum of three (3) days at any one time. Any overtime in excess of three (3) days shall be paid as earned. All accumulated overtime must be taken as time off or paid out by June 30 of each year at the employee's current rate of pay. Accumulated overtime not taken as time off or paid out by this date shall be paid to the employee in the last pay period of the school year.

#### **Article 16 Call In**

- 16:01** If an employee is called in to work on a day that is not the employee's regular workday and is required to work for less than three hours, the employee can choose to take equivalent time off or be paid for three (3) hours of work at their regular rate listed in Schedule "A" Salary.
- 16:02** If an employee is called in to work on a day that is the employee's regular workday or on a scheduled day of rest for full-time employees, and is required to work for less than three hours, the employee can choose to take equivalent time off or be paid for three hours of work at one and one-half times (1.5X) their regular rate listed in Schedule A- Salary.

- 16:03** If an employee is called to work within three (3) hours of the commencement of their next shift, the employee shall be paid at the applicable rate from the time the employee started work to the beginning of their shift.
- 16:04** If the Division contacts an employee by telephone or email outside of working hours, and the employee can work from home rather than requiring the employee to return to work, the employee shall be compensated a minimum of fifteen (15) minutes for time worked at the employees' regular hourly rate.

Accumulated time spent on additional work extending beyond fifteen (15) minutes shall be compensated at the next higher fifteen (15) minute interval, or the employee can choose to take equivalent time off at the employees' regular hourly rate.

Where an employee is contacted by telephone or email, such calls or emails must be made or authorized by the person having authority to authorize the additional time and employees so contacted are entitled to rely on information from the caller that such a call has been so authorized. The employee can choose to take equivalent time off at the employees' regular hourly rate.

#### **Article 17    Vacation**

- 17:01** The vacation year shall be the period beginning on July 1 and ending on June 30 of the following year.
- 17:02** Vacation leave shall be taken in the vacation year following the vacation year in which it is earned.
- 17:03** Annual vacation with pay shall be granted to all employees as follows:
- (a) Employees are entitled to two (2) weeks of vacation after one (1) year of service.
  - (b) Employees who have completed two (2) years of continuous service are entitled to commence earning three (3) weeks of vacation with pay, which will be taken with their third year of vacation and each year thereafter.

- (c) Employees who have completed eight (8) years of continuous service are entitled to commence earning four (4) weeks of vacation with pay, which will be taken with their ninth year of vacation and each year thereafter.
- (d) Employees who have completed fourteen (14) years of continuous service are entitled to commence earning five (5) weeks of vacation with pay, which will be taken with their fifteenth year of vacation and each year thereafter.
- (e) Employees who have completed twenty (20) years of continuous service are entitled to commence earning six (6) weeks of vacation with pay, which will be taken with their twenty-first year of vacation and each year thereafter.

Vacation entitlement will be pro-rated for part-time employees.

An employee who has not completed one (1) year of continuous employment as of July 1 shall be provided a pro-rata vacation.

**17:04** Vacation is granted on a first come first served basis.

**17:05 For Educational Assistants**

Educational Assistants shall be paid vacation pay on each cheque equivalent to that outlined in Article 17:03.

**17:06 10 Month Employees who accumulate vacation time**

Employees who are not required to work during Winter or Spring Break period shall take their vacation during these periods.

**17:07** In the event that a Statutory Holiday occurs during an employee's annual vacation, the employee shall be paid for the Statutory Holiday, with no deduction from accumulated vacation credits.

**17:08** Where an employee is hospitalized and qualifies for sick leave during an employee's period of vacation, there shall be no deduction from vacation credits for that absence. The vacation so displaced by the period involving hospitalization shall be, at the option of the Division, added to the vacation period or reinstated for use at a later date. The employee shall provide proof of such hospitalization.

This does not apply to employees who are not otherwise scheduled to work during Winter or Spring Break.

- 17:09 As per Division policy, employees will be allowed to carry over a maximum of ten (10) days' vacation to the next vacation year. The Division may, under extenuating circumstances allow an employee to carry forward holidays beyond ten (10) days with an approved plan for when they will be used.

### **Article 18 Recognized Holidays**

- 18:01 Employees shall receive each year the following paid holidays:

New Year's Day	Labour Day
Louis Riel Day	Orange Shirt Day (National Day for Truth and Reconciliation)
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Any other holiday as proclaimed by the Province of Manitoba.

- 18:02 In the event of any of the said holidays falling on a Saturday or Sunday, with the exception of Remembrance Day, such holiday shall be observed on the day substituted therefore by the Province of Manitoba, subject to the schools being closed on the day so substituted. If Remembrance Day is declared a holiday, employees will be entitled to receive such holiday with the exception that, if school children are required to attend school for a portion thereof then the employees will be required to work on such day for a period of time to carry out their duties. The remainder of the day shall then be a holiday.

### **Article 19 Sick Leave**

- 19:01 Sick leave means the period of time an employee is absent from work with full pay, by virtue of being sick or disabled or because of an accident for which compensation is not payable under The Workers' Compensation Act or Manitoba Public Insurance. Sick leave is provided for the sole purpose of providing a salary to an employee during periods of illness or injury.

Employees shall only be paid sick leave to the extent that they have accumulated such time. Any employee who has no accumulated sick time or runs out of accumulated sick time during this leave, shall be placed on an unpaid leave.

- 19:02** The Division recognizes the necessity for employees to attend medical appointments. Employees shall make every effort to schedule appointments during Summer, Winter and Spring breaks or outside of school hours. When medical appointments cannot be made outside of school hours, every effort shall be made to schedule the appointment to minimize the time away from the school, in such case medical leave shall be granted. Such leave shall be counted against the employee's accumulated sick leave.
- 19:03** Employees shall accumulate sick leave credits at the rate of two (2) days per month, to a maximum accumulation of one hundred and fifteen (115) days.
- 19:04** Each employee who is continuously employed by the School Division shall accumulate entitlement for sick leave at the rate of one (1) day for each ten (10) days actually worked (but shall not include periods of sick leave or leave of absence).
- 19:05** The School Division may request the employee to provide a medical certificate to certify the claim for sick leave.
- Failure to provide such a medical certificate when requested may disqualify an employee from receiving sick leave benefits and may result in disciplinary action by the Division.
- 19:06** Should the Division remain entitled to an EI premium reduction as a result of maintaining a wage loss replacement plan, the employee's share, currently five-twelfths ( $\frac{5}{12}$ ) of the difference between the standard employer premium rate and the reduced premium rate shall be paid to each employee. The Division will endeavour to issue payment on the last pay in December of each year.
- 19:07** Sick leave is provided for the sole purpose of ensuring an income to employees during period of illness or injury. Sick leave is not payable to employees who are engaged in employment for wages or profit during any period for which they claim benefits under the sick leave plan except when such employment

occurs as a result of a program of rehabilitative employment approved by the long-term disability insurance plan.

- 19:08** Each employee shall be entitled to use up to four (4) days of paid family leave per school year to attend to the illness, injury or medical appointments of their immediate family (spouse, common-law partner, children or parents). Days taken under this clause will be deducted from the employee's accumulated sick leave. In the case of a child, if both parents are employees in the Division, both parents shall not access the provisions of this article concurrently.

#### **Article 20 Personal Days**

- 20:01** Each employee shall be entitled to one (1) day Personal Leave in any school year (July 1 to June 30), at no deduction of salary.
- 20:02** One (1) Personal Leave Day may be carried over into the following School Year. No more than one Personal Leave Day may be carried over pursuant to this provision.
- 20:03** The Personal Leave Day shall be taken prior to an employee requesting discretionary leave from the Division.
- 20:04** Personal Leave shall be subject to the employee providing reasonable notice of such leave to the Division and granted on a first come first served basis.
- 20:05** The number of Employees granted personal leave on any one (1) day shall be no more than five percent (5%) of the bargaining unit employees, or one (1) employee where there are less than ten (10) bargaining unit employees. In the event the number of leave requests exceeds this amount for a particular day, leaves shall be granted in order of the date received.

#### **Article 21 Professional Development / Training Days**

- 21:01** A minimum of one (1) day per school year will be scheduled for employees to attend a professional development/training day as directed by and arranged by the Division.

- 21:02 Employees who are required to attend professional development days or other Division sponsored training sessions shall incur no registration fees for the program and shall be paid for the hours spent at the session.
- 21:03 In extenuating circumstances, personal leave may be granted at the discretion of the Superintendent during a professional development / training day.

## **Article 22 Pay Administration and Wages**

- 22:01 The Division shall pay its employees on a semi-monthly basis by direct deposit to the Canadian financial institution of their choice.
- Casual employees may be paid out on a separate pay run depending on the schedule.
- 22:02 Employees shall be paid wages in accordance with Schedule "A" Salary attached, which forms part of this Agreement.
- 22:03 Retroactive pay adjustments shall be paid on a separate deposit and apply to:
- (a) Employees who are in the employ of the Swan Valley School Division on the date of the union ratification of this Agreement.

## **Article 23 Pension & Benefits**

- 23:01 **Pension Plan**
- Employees shall be required to participate in the Swan Valley School Division Pension Plan in accordance with the provisions of the Plan.
- The Division shall continue to provide a Group Tax-Free Savings Account for all eligible employees.
- 23:02 **Group Benefits**
- Employees shall be eligible to participate in the following benefit plans under the terms and conditions of such Plans:
- Group Life Insurance Plan
  - Group Health Care Plan
  - Group Disability Plan
  - Vision

- Employee Assistance Plan (EAP)

#### **Article 24 Maternity, Parental and Adoption Leave**

**24:01** Employees shall be entitled to maternity and parental leave in accordance with the provisions of The Employment Standards Code.

#### **Article 25 Leave of Absence**

**25:01 Leave of Absence without Pay**

An employee may request a leave of absence without pay and the Division may grant such requests, subject to Division policies. Such request for leave will not be unreasonably denied.

**25:02 Jury Duty**

An employee who is summoned for jury duty or receives a summons or subpoena to appear as a witness in any court or other legal proceeding in their capacity as a Division employee, 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 excluding expenses, received by the employee, shall be remitted to the Division.

**25:03 Bereavement Leave**

Each employee shall be allowed bereavement leave immediately following the death of any member of the immediate family of the employee without loss of salary up to, but not exceeding four (4) days at any one time. (Immediate family is defined in this Agreement as the employee's father, mother, sister, brother, son, daughter, wife, husband, mother-in-law, father-in-law, brother-in-law, sister-in-law or grandparents and grandchild).

**25:04 Compassionate Care Leave**

Employees shall be entitled to an unpaid compassionate care leave in accordance with the provisions of The Employment Standards Code.

**25:05 Leave Related to Critical Illness**

Employees shall be entitled to leave related to critical illness in accordance with the provisions of The Employment Standards Code.

**25:06 Interpersonal Violence Leave**

Employees shall be entitled to leave related to interpersonal violence in accordance with the provisions of The Employment Standards Code.

**25:07 Leave for Citizenship**

Employees shall be entitled to leave for citizenship in accordance with the provisions of The Employment Standards Code.

**25:08 Leave of Absence for Political Reasons**

Employees shall be entitled to leave for political reasons in accordance with the provisions of The Elections Act of Manitoba.

### **Article 26 Personnel File**

**26:01** An employee shall have the right to examine their personnel file. This will be by appointment during working hours. An employee may elect to provide authorization to the Division for a designated Union representative and/or be accompanied in person by a Union representative if the employee so elects, to examine their personnel file on request.

### **Article 27 Performance Evaluations**

**27:01** All employees will be evaluated in accordance with Division policy. Should an employee disagree with the comments on the evaluation, the employee may attach their own comments to the evaluation form, which shall become part of the employee file.

### **Article 28 Classifications and Position Descriptions**

**28:01** The Division agrees to maintain the job descriptions and prepare a job description when a new job is created for all positions for which the Union is the bargaining agent. These job descriptions shall be presented to the Union for discussion.

**28:02** When a new classification is established by the Division, which comes within the scope of this agreement, the Parties shall meet to discuss. The Division shall have the right to temporarily establish a rate of pay until the regular rate of pay for the new classification has been agreed upon. If the Parties are unable to

agree on the classification and/or the rate of pay for the job in question, such dispute shall be submitted to Grievance and Arbitration for determination. The new rate shall be retroactive to the time the new position was first filled by the employee, or the date of change in job duties.

When the duties of any job are significantly changed, the Parties shall meet to discuss. If the Parties are unable to agree on the reclassification and/or the rate of pay for the job in question, such dispute shall be submitted to Grievance and Arbitration for determination. The new rate shall be retroactive to the time the request for review was made.

- 28:03** An employee shall have the right to request a review of their classification if the duties of their job are substantially changed or increased by the Division or if they feel their job has been incorrectly or unfairly classified. Such a request shall be in writing to the employee's supervisor with a copy to the Superintendent and Union representative.

**Article 29 Technological, Procedural or Operational Changes**

- 29:01** The applicable provisions of The Labour Relations Act shall govern Technological Change.

**Article 30 Uniforms, Protective Footwear and Tool Allowance**

**30:01 For Maintenance**

Where employees are required by the Division to wear CSA approved safety boots when on duty, the Division agrees to reimburse said permanent employees up to one hundred and fifty dollars (\$150) per year for the purchase of CSA approved safety boots. Satisfactory proof of purchase must be provided to the Division by the employee for reimbursement.

The Division will provide permanent maintenance employees two hundred and twenty-eight dollars (\$228) per year for the purchase of tools.

**30:02 For Culinary Arts**

The Division will continue to supply and launder uniforms and coveralls for permanent culinary arts employees.

**Article 31 Labour/Management Committee**

- 31:01 A Labour Management Committee shall be established to address issues of continuing concern between the parties in accordance with the Labour Management Liaison Committee Terms of Reference.
- 31:02 The Committee shall meet at the call of either party upon at least two (2) weeks' notice.
- 31:03 Committee Representation shall be in accordance with the Labour Management Liaison Committee Terms of Reference.
- 31:04 Each party shall appoint a spokesperson who shall co-chair the Committee.

**Article 32 Safety and Health**

- 32:01 The Division and Union agree to co-operate in promoting safe and healthy practices and conditions within the Division and to adhering to The Workplace Safety and Health Act of Manitoba.

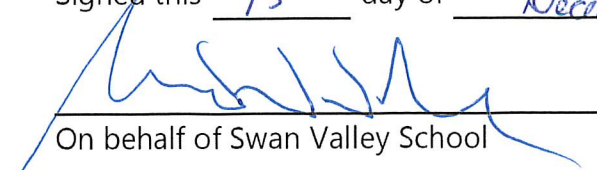
**Article 33 No Reprisal/No Discrimination/No Harassment**

- 33:01 The Division and the Union jointly affirm that every employee is entitled to a respectful workplace which is free from discrimination as defined by The Manitoba Human Rights Code and reprisal and harassment as defined by The Workplace Safety and Health Act of Manitoba.


**Article 34 Use Of Personal Vehicle**

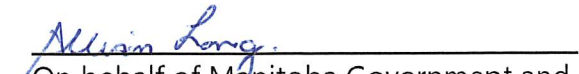
- 34:01 Employees will be reimbursed for the use of their personal vehicle, in accordance with the Manitoba Government Employees' Master Agreement (GEMA) rate for mileage necessarily incurred on School Division business, when requested and directed by the Division.

Signed this 15 day of December, 2025.

  
On behalf of Swan Valley School  
Division

  
On behalf of Manitoba Government and  
General Employees' Union

  
On behalf of Swan Valley School  
Division

  
On behalf of Manitoba Government and  
General Employees' Union

## Schedule A – Salary

July 1, 2022 to June 30, 2023 – 3.00% GWI

Classification		Start	1	2	3	4	5
General Educational Assistant	Hourly	17.81	18.51	19.26	19.97	20.68	21.39
Tier 3 Educational Assistant	Hourly	19.58	20.37	21.04	21.78	22.52	23.22
Marketing Lab	Hourly	18.72	19.43	20.13	20.88	21.60	22.30
Nursery Director/Teen Parent Program	Hourly	19.89	20.65	21.31	22.07	22.76	23.51
Home/School Liaison	Hourly	22.02					
School Administrative Secretary	2,080 hrs Annual	40,601.60	42,328.00	44,116.80	45,760.00	47,611.20	49,233.60
	173 1/3 hrs Monthly	3,383.47	3,527.33	3,676.40	3,813.33	3,967.60	4,102.80
	86 2/3 hrs Semi-Monthly	1,691.73	1,763.67	1,838.20	1,906.67	1,983.80	2,051.40
	Hourly	19.52	20.35	21.21	22.00	22.89	23.67
Transportation Administrative Secretary	2,080 hrs Annual	46,425.60	48,172.80	49,899.20	51,646.40	53,643.20	55,411.20
	173 1/3 hrs Monthly	3,868.80	4,014.40	4,158.27	4,303.87	4,470.27	4,617.60
	86 2/3 hrs Semi-Monthly	1,934.40	2,007.20	2,079.13	2,151.93	2,235.13	2,308.80
	Hourly	22.32	23.16	23.99	24.83	25.79	26.64
Library Technician	2,080 hrs Annual	38,812.80	40,913.60	43,222.40	45,198.40	47,403.20	49,649.60
	173 1/3 hrs Monthly	3,234.40	3,409.47	3,601.87	3,766.53	3,950.27	4,137.47
	86 2/3 hrs Semi-Monthly	1,617.20	1,704.73	1,800.93	1,883.27	1,975.13	2,068.73
	Hourly	18.66	19.67	20.78	21.73	22.79	23.87
Kitchen Operations Assistant	2,080 hrs Annual	38,958.40	40,393.60	41,953.60	43,451.20	45,011.20	46,363.20
	173 1/3 hrs Monthly	3,246.53	3,366.13	3,496.13	3,620.93	3,750.93	3,863.60
	86 2/3 hrs Semi-Monthly	1,623.27	1,683.07	1,748.07	1,810.47	1,875.47	1,931.80
	Hourly	18.73	19.42	20.17	20.89	21.64	22.29
NITT Mentor	2,080 hrs Annual	62,420.80	64,937.60	67,537.60	70,220.80	73,028.80	75,940.80
	173 1/3 hrs Monthly	5,201.73	5,411.47	5,628.13	5,851.73	6,085.73	6,328.40
	86 2/3 hrs Semi-Monthly	2,600.87	2,705.73	2,814.07	2,925.87	3,042.87	3,164.20
	Hourly	30.01	31.22	32.47	33.76	35.11	36.51
Office Assistant	2,080 hrs Annual	41,017.60	43,534.40	46,072.00	48,609.60	51,043.20	53,580.80
	173 1/3 hrs Monthly	3,418.13	3,627.87	3,839.33	4,050.80	4,253.60	4,465.07
	86 2/3 hrs Semi-Monthly	1,709.07	1,813.93	1,919.67	2,025.40	2,126.80	2,232.53
	Hourly	19.72	20.93	22.15	23.37	24.54	25.76
Accounts Payable/Payroll Assistant	2,080 hrs Annual	47,902.40	50,606.40	53,289.60	55,993.60	58,572.80	61,380.80
	173 1/3 hrs Monthly	3,991.87	4,217.20	4,440.80	4,666.13	4,881.07	5,115.07
	86 2/3 hrs Semi-Monthly	1,995.93	2,108.60	2,220.40	2,333.07	2,440.53	2,557.53
	Hourly	23.03	24.33	25.62	26.92	28.16	29.51
Technician - First Division	2,080 hrs Annual	58,406.40	61,360.00	64,355.20	67,308.80	70,283.20	73,299.20
	173 1/3 hrs Monthly	4,867.20	5,113.33	5,362.93	5,609.07	5,856.93	6,108.27
	86 2/3 hrs Semi-Monthly	2,433.60	2,556.67	2,681.47	2,804.53	2,928.47	3,054.13
	Hourly	28.08	29.50	30.94	32.36	33.79	35.24
Technician - Computer/Network	2,080 hrs Annual	58,406.40	61,360.00	64,355.20	67,308.80	70,283.20	73,299.20
	173 1/3 hrs Monthly	4,867.20	5,113.33	5,362.93	5,609.07	5,856.93	6,108.27
	86 2/3 hrs Semi-Monthly	2,433.60	2,556.67	2,681.47	2,804.53	2,928.47	3,054.13
	Hourly	28.08	29.50	30.94	32.36	33.79	35.24
Technology Personnel	2,080 hrs Annual	46,966.40	50,544.00	54,184.00	57,782.40	61,422.40	65,000.00
	173 1/3 hrs Monthly	3,913.87	4,212.00	4,515.33	4,815.20	5,118.53	5,416.67
	86 2/3 hrs Semi-Monthly	1,956.93	2,106.00	2,257.67	2,407.60	2,559.27	2,708.33
	Hourly	22.58	24.30	26.05	27.78	29.53	31.25

Classification		Start	1	2	3	4	5
Junior Technician	2,080 hrs Annual	38,958.40	42,182.40	44,283.20	46,508.80	48,817.60	51,147.20
	173 1/3 hrs Monthly	3,246.53	3,515.20	3,690.27	3,875.73	4,068.13	4,262.27
	86 2/3 hrs Semi-Monthly	1,623.27	1,757.60	1,845.13	1,937.87	2,034.07	2,131.13
	Hourly	18.73	20.28	21.29	22.36	23.47	24.59
Custodian Benito, Bowsman, Heyes, Minitonas, Taylor	2,080 hrs Annual	45,260.80	45,947.20	46,716.80	47,507.20	48,339.20	49,108.80
	173 1/3 hrs Monthly	3,771.73	3,828.93	3,893.07	3,958.93	4,028.27	4,092.40
	86 2/3 hrs Semi-Monthly	1,885.87	1,914.47	1,946.53	1,979.47	2,014.13	2,046.20
	Hourly	21.76	22.09	22.46	22.84	23.24	23.61
Custodian Swan Valley Regional Secondary	2,080 hrs Annual	44,595.20	45,385.60	46,092.80	46,883.20	47,715.20	48,464.00
	173 1/3 hrs Monthly	3,716.27	3,782.13	3,841.07	3,906.93	3,976.27	4,038.67
	86 2/3 hrs Semi-Monthly	1,858.13	1,891.07	1,920.53	1,953.47	1,988.13	2,019.33
	Hourly	21.44	21.82	22.16	22.54	22.94	23.30
Cleaner SVRSS, ESRSS, Heyes, Taylor	2,080 hrs Annual	36,691.20	37,440.00	38,292.80	39,041.60	39,832.00	40,580.80
	173 1/3 hrs Monthly	3,057.60	3,120.00	3,191.07	3,253.47	3,319.33	3,381.73
	86 2/3 hrs Semi-Monthly	1,528.80	1,560.00	1,595.53	1,626.73	1,659.67	1,690.87
	Hourly	17.64	18.00	18.41	18.77	19.15	19.51
Cleaner Bus Garage/Division Office/HD/Building Trades	2,080 hrs Annual	36,379.20	37,585.60	38,812.80	40,019.20	41,204.80	42,556.80
	173 1/3 hrs Monthly	3,031.60	3,132.13	3,234.40	3,334.93	3,433.73	3,546.40
	86 2/3 hrs Semi-Monthly	1,515.80	1,566.07	1,617.20	1,667.47	1,716.87	1,773.20
	Hourly	17.49	18.07	18.66	19.24	19.81	20.46
Maintenance Worker - Trades Unlicensed	2,080 hrs Annual	50,065.60	50,856.00	51,604.80	52,353.60	53,144.00	53,934.40
	173 1/3 hrs Monthly	4,172.13	4,238.00	4,300.40	4,362.80	4,428.67	4,494.53
	86 2/3 hrs Semi-Monthly	2,086.07	2,119.00	2,150.20	2,181.40	2,214.33	2,247.27
	Hourly	24.07	24.45	24.81	25.17	25.55	25.93
Maintenance Electrician Red Seal	2,080 hrs Annual	80,204.80					
	173 1/3 hrs Monthly	6,683.73					
	86 2/3 hrs Semi-Monthly	3,341.87					
	Hourly	38.56					

## July 1, 2023 to June 30, 2024 – 3.00% GWI

Classification		Start	1	2	3	4	5
General Educational Assistant	Hourly	18.34	19.07	19.84	20.57	21.30	22.03
Tier 3 Educational Assistant	Hourly	20.17	20.98	21.67	22.43	23.20	23.92
Marketing Lab	Hourly	19.28	20.01	20.73	21.51	22.25	22.97
Nursery Director/Teen Parent Program	Hourly	20.49	21.27	21.95	22.73	23.44	24.22
Home/School Liaison	Hourly	22.68					
School Administrative Secretary	2,080 hrs Annual	41,828.80	43,596.80	45,448.00	47,132.80	49,046.40	50,710.40
	173 1/3 hrs Monthly	3,485.73	3,633.07	3,787.33	3,927.73	4,087.20	4,225.87
	86 2/3 hrs Semi-Monthly	1,742.87	1,816.53	1,893.67	1,963.87	2,043.60	2,112.93
	Hourly	20.11	20.96	21.85	22.66	23.58	24.38
Transportation Administrative Secretary	2,080 hrs Annual	47,819.20	49,608.00	51,396.80	53,185.60	55,244.80	57,075.20
	173 1/3 hrs Monthly	3,984.93	4,134.00	4,283.07	4,432.13	4,603.73	4,756.27
	86 2/3 hrs Semi-Monthly	1,992.47	2,067.00	2,141.53	2,216.07	2,301.87	2,378.13
	Hourly	22.99	23.85	24.71	25.57	26.56	27.44
Library Technician	2,080 hrs Annual	39,977.60	42,140.80	44,512.00	46,550.40	48,817.60	51,147.20
	173 1/3 hrs Monthly	3,331.47	3,511.73	3,709.33	3,879.20	4,068.13	4,262.27
	86 2/3 hrs Semi-Monthly	1,665.73	1,755.87	1,854.67	1,939.60	2,034.07	2,131.13
	Hourly	19.22	20.26	21.40	22.38	23.47	24.59
Kitchen Operations Assistant	2,080 hrs Annual	40,123.20	41,600.00	43,222.40	44,761.60	46,363.20	47,756.80
	173 1/3 hrs Monthly	3,343.60	3,466.67	3,601.87	3,730.13	3,863.60	3,979.73
	86 2/3 hrs Semi-Monthly	1,671.80	1,733.33	1,800.93	1,865.07	1,931.80	1,989.87
	Hourly	19.29	20.00	20.78	21.52	22.29	22.96
NITT Mentor	2,080 hrs Annual	64,292.80	66,892.80	69,555.20	72,321.60	75,212.80	78,228.80
	173 1/3 hrs Monthly	5,357.73	5,574.40	5,796.27	6,026.80	6,267.73	6,519.07
	86 2/3 hrs Semi-Monthly	2,678.87	2,787.20	2,898.13	3,013.40	3,133.87	3,259.53
	Hourly	30.91	32.16	33.44	34.77	36.16	37.61
Office Assistant	2,080 hrs Annual	42,244.80	44,844.80	47,444.80	50,065.60	52,582.40	55,182.40
	173 1/3 hrs Monthly	3,520.40	3,737.07	3,953.73	4,172.13	4,381.87	4,598.53
	86 2/3 hrs Semi-Monthly	1,760.20	1,868.53	1,976.87	2,086.07	2,190.93	2,299.27
	Hourly	20.31	21.56	22.81	24.07	25.28	26.53
Accounts Payable/Payroll Assistant	2,080 hrs Annual	49,337.60	52,124.80	54,891.20	57,678.40	60,320.00	63,232.00
	173 1/3 hrs Monthly	4,111.47	4,343.73	4,574.27	4,806.53	5,026.67	5,269.33
	86 2/3 hrs Semi-Monthly	2,055.73	2,171.87	2,287.13	2,403.27	2,513.33	2,634.67
	Hourly	23.72	25.06	26.39	27.73	29.00	30.40
Technician - First Division	2,080 hrs Annual	60,153.60	63,211.20	66,289.60	69,326.40	72,384.00	75,504.00
	173 1/3 hrs Monthly	5,012.80	5,267.60	5,524.13	5,777.20	6,032.00	6,292.00
	86 2/3 hrs Semi-Monthly	2,506.40	2,633.80	2,762.07	2,888.60	3,016.00	3,146.00
	Hourly	28.92	30.39	31.87	33.33	34.80	36.30
Technician - Computer/Network	2,080 hrs Annual	60,153.60	63,211.20	66,289.60	69,326.40	72,384.00	75,504.00
	173 1/3 hrs Monthly	5,012.80	5,267.60	5,524.13	5,777.20	6,032.00	6,292.00
	86 2/3 hrs Semi-Monthly	2,506.40	2,633.80	2,762.07	2,888.60	3,016.00	3,146.00
	Hourly	28.92	30.39	31.87	33.33	34.80	36.30
Technology Personnel	2,080 hrs Annual	48,380.80	52,062.40	55,806.40	59,508.80	63,273.60	66,955.20
	173 1/3 hrs Monthly	4,031.73	4,338.53	4,650.53	4,959.07	5,272.80	5,579.60
	86 2/3 hrs Semi-Monthly	2,015.87	2,169.27	2,325.27	2,479.53	2,636.40	2,789.80
	Hourly	23.26	25.03	26.83	28.61	30.42	32.19
Junior Technician	2,080 hrs Annual	40,123.20	43,451.20	45,614.40	47,902.40	50,273.60	52,686.40
	173 1/3 hrs Monthly	3,343.60	3,620.93	3,801.20	3,991.87	4,189.47	4,390.53
	86 2/3 hrs Semi-Monthly	1,671.80	1,810.47	1,900.60	1,995.93	2,094.73	2,195.27
	Hourly	19.29	20.89	21.93	23.03	24.17	25.33

Classification		Start	1	2	3	4	5
Custodian Benito, Bowsman, Heyes, Mintonas, Taylor	2,080 hrs Annual	46,612.80	47,320.00	48,110.40	48,942.40	49,795.20	50,585.60
	173 1/3 hrs Monthly	3,884.40	3,943.33	4,009.20	4,078.53	4,149.60	4,215.47
	86 2/3 hrs Semi-Monthly	1,942.20	1,971.67	2,004.60	2,039.27	2,074.80	2,107.73
		Hourly	22.41	22.75	23.13	23.53	23.94
Custodian Swan Valley Regional Secondary	2,080 hrs Annual	45,926.40	46,737.60	47,465.60	48,297.60	49,150.40	49,920.00
	173 1/3 hrs Monthly	3,827.20	3,894.80	3,955.47	4,024.80	4,095.87	4,160.00
	86 2/3 hrs Semi-Monthly	1,913.60	1,947.40	1,977.73	2,012.40	2,047.93	2,080.00
		Hourly	22.08	22.47	22.82	23.22	23.63
Cleaner SVRSS, ESRSS, Heyes, Taylor	2,080 hrs Annual	37,793.60	38,563.20	39,436.80	40,206.40	41,017.60	41,808.00
	173 1/3 hrs Monthly	3,149.47	3,213.60	3,286.40	3,350.53	3,418.13	3,484.00
	86 2/3 hrs Semi-Monthly	1,574.73	1,606.80	1,643.20	1,675.27	1,709.07	1,742.00
		Hourly	18.17	18.54	18.96	19.33	19.72
Cleaner Bus Garage/Division Office/HD/Building Trades	2,080 hrs Annual	37,460.80	38,708.80	39,977.60	41,225.60	42,432.00	43,825.60
	173 1/3 hrs Monthly	3,121.73	3,225.73	3,331.47	3,435.47	3,536.00	3,652.13
	86 2/3 hrs Semi-Monthly	1,560.87	1,612.87	1,665.73	1,717.73	1,768.00	1,826.07
		Hourly	18.01	18.61	19.22	19.82	20.40
Maintenance Worker - Trades Unlicensed	2,080 hrs Annual	51,563.20	52,374.40	53,144.00	53,934.40	54,745.60	55,556.80
	173 1/3 hrs Monthly	4,296.93	4,364.53	4,428.67	4,494.53	4,562.13	4,629.73
	86 2/3 hrs Semi-Monthly	2,148.47	2,182.27	2,214.33	2,247.27	2,281.07	2,314.87
		Hourly	24.79	25.18	25.55	25.93	26.32
Maintenance Electrician Red Seal	2,080 hrs Annual	82,617.60					
	173 1/3 hrs Monthly	6,884.80					
	86 2/3 hrs Semi-Monthly	3,442.40					
		Hourly	39.72				

## July 1, 2024 to June 30, 2025 – 3.00% GWI

Classification		Start	1	2	3	4	5
General Educational Assistant	Hourly	18.89	19.64	20.44	21.19	21.94	22.69
Tier 3 Educational Assistant	Hourly	20.78	21.61	22.32	23.10	23.90	24.64
Marketing Lab	Hourly	19.86	20.61	21.35	22.16	22.92	23.66
Nursery Director/Teen Parent Program	discontinued						
Home/School Liaison	Hourly	23.36					
School Administrative Secretary	2,080 hrs Annual	43,076.80	44,907.20	46,820.80	48,547.20	50,253.20	52,228.80
	173 1/3 hrs Monthly	3,589.73	3,742.27	3,901.73	4,045.60	4,210.27	4,352.40
	86 2/3 hrs Semi-Monthly	1,794.87	1,871.13	1,950.87	2,022.80	2,105.13	2,176.20
	Hourly	20.71	21.59	22.51	23.34	24.29	25.11
Transportation Administrative Secretary	2,080 hrs Annual	49,254.40	51,105.60	52,936.00	54,787.20	56,908.80	58,858.80
	173 1/3 hrs Monthly	4,104.53	4,258.80	4,411.33	4,565.60	4,742.40	4,898.40
	86 2/3 hrs Semi-Monthly	2,052.27	2,129.40	2,205.67	2,282.80	2,371.20	2,449.20
	Hourly	23.68	24.57	25.45	26.34	27.36	28.26
Library Technician	2,080 hrs Annual	41,184.00	43,409.60	45,843.20	47,944.00	50,273.60	52,686.40
	173 1/3 hrs Monthly	3,432.00	3,617.47	3,820.27	3,995.33	4,189.47	4,390.53
	86 2/3 hrs Semi-Monthly	1,716.00	1,808.73	1,910.13	1,997.67	2,094.73	2,195.27
	Hourly	19.80	20.87	22.04	23.05	24.17	25.33
Kitchen Operations Assistant	2,080 hrs Annual	41,329.60	42,848.00	44,512.00	46,113.60	47,756.80	49,492.00
	173 1/3 hrs Monthly	3,444.13	3,570.67	3,709.33	3,842.80	3,979.73	4,099.33
	86 2/3 hrs Semi-Monthly	1,722.07	1,785.33	1,854.67	1,921.40	1,989.87	2,049.67
	Hourly	19.87	20.60	21.40	22.17	22.96	23.65
NITT Mentor	2,080 hrs Annual	66,227.20	68,889.60	71,635.20	74,484.80	77,459.20	80,579.20
	173 1/3 hrs Monthly	5,518.93	5,740.80	5,969.60	6,207.07	6,454.93	6,714.93
	86 2/3 hrs Semi-Monthly	2,759.47	2,870.40	2,984.80	3,103.53	3,227.47	3,357.47
	Hourly	31.84	33.12	34.44	35.81	37.24	38.74
Office Assistant	2,080 hrs Annual	43,513.60	44,196.80	44,859.20	45,563.20	46,305.60	47,084.40
	173 1/3 hrs Monthly	3,626.13	3,849.73	4,071.60	4,296.93	4,513.60	4,737.20
	86 2/3 hrs Semi-Monthly	1,813.07	1,924.87	2,035.80	2,148.47	2,256.80	2,368.60
	Hourly	20.92	22.21	23.49	24.79	26.04	27.33
Accounts Payable/Payroll Assistant	2,080 hrs Annual	50,814.40	53,684.80	56,534.40	59,404.80	62,296.00	65,124.80
	173 1/3 hrs Monthly	4,234.53	4,473.73	4,711.20	4,950.40	5,177.47	5,427.07
	86 2/3 hrs Semi-Monthly	2,117.27	2,236.87	2,355.60	2,475.20	2,588.73	2,713.53
	Hourly	24.43	25.81	27.18	28.56	29.87	31.31
Technician - First Division	2,080 hrs Annual	61,963.20	65,104.00	68,286.40	71,407.20	74,547.20	77,771.20
	173 1/3 hrs Monthly	5,163.60	5,425.33	5,690.53	5,950.53	6,212.27	6,480.93
	86 2/3 hrs Semi-Monthly	2,581.80	2,712.67	2,845.27	2,975.27	3,106.13	3,240.47
	Hourly	29.79	31.30	32.83	34.33	35.84	37.39
Technician - Computer/Network	2,080 hrs Annual	61,963.20	65,104.00	68,286.40	71,407.20	74,547.20	77,771.20
	173 1/3 hrs Monthly	5,163.60	5,425.33	5,690.53	5,950.53	6,212.27	6,480.93
	86 2/3 hrs Semi-Monthly	2,581.80	2,712.67	2,845.27	2,975.27	3,106.13	3,240.47
	Hourly	29.79	31.30	32.83	34.33	35.84	37.39
Technology Personnel	2,080 hrs Annual	49,836.80	53,622.40	57,406.40	61,297.60	65,166.40	69,072.80
	173 1/3 hrs Monthly	4,153.07	4,468.53	4,789.20	5,108.13	5,430.53	5,747.73
	86 2/3 hrs Semi-Monthly	2,076.53	2,234.27	2,394.60	2,554.07	2,715.27	2,873.87
	Hourly	23.96	25.78	27.63	29.47	31.33	33.16
Junior Technician	2,080 hrs Annual	41,329.60	44,761.60	48,198.72	51,609.33	55,005.44	58,267.20
	173 1/3 hrs Monthly	3,444.13	3,730.13	3,915.60	4,111.47	4,316.00	4,522.27
	86 2/3 hrs Semi-Monthly	1,722.07	1,865.07	1,957.80	2,055.73	2,158.00	2,261.13
	Hourly	19.87	21.52	22.59	23.72	24.90	26.09

Classification			Start	1	2	3	4	5
Custodian	2,080 hrs	Annual	48,006.40	48,734.40	49,545.60	50,419.20	51,292.80	52,104.00
Benito, Bowsman, Heyes, Mintonas, Taylor	173 1/3 hrs	Monthly	4,000.53	4,061.20	4,128.80	4,201.60	4,274.40	4,342.00
	86 2/3 hrs	Semi-Monthly	2,000.27	2,030.60	2,064.40	2,100.80	2,137.20	2,171.00
		Hourly	23.08	23.43	23.82	24.24	24.66	25.05
Custodian	2,080 hrs	Annual	47,299.20	48,131.20	48,880.00	49,753.60	50,627.20	51,417.60
Swan Valley Regional Secondary	173 1/3 hrs	Monthly	3,941.60	4,010.93	4,073.33	4,146.13	4,218.93	4,284.80
	86 2/3 hrs	Semi-Monthly	1,970.80	2,005.47	2,036.67	2,073.07	2,109.47	2,142.40
		Hourly	22.74	23.14	23.50	23.92	24.34	24.72
Cleaner	2,080 hrs	Annual	38,937.60	39,728.00	40,622.40	41,412.80	42,244.80	43,056.00
SVRSS, ESRSS, Heyes, Taylor	173 1/3 hrs	Monthly	3,244.80	3,310.67	3,385.20	3,451.07	3,520.40	3,588.00
	86 2/3 hrs	Semi-Monthly	1,622.40	1,655.33	1,692.60	1,725.53	1,760.20	1,794.00
		Hourly	18.72	19.10	19.53	19.91	20.31	20.70
Cleaner	2,080 hrs	Annual	38,584.00	39,873.60	41,184.00	42,452.80	43,700.80	45,136.00
Bus Garage/Division Office/HD/Building Trades	173 1/3 hrs	Monthly	3,215.33	3,322.80	3,432.00	3,537.73	3,641.73	3,761.33
	86 2/3 hrs	Semi-Monthly	1,607.67	1,661.40	1,716.00	1,768.87	1,820.87	1,880.67
		Hourly	18.55	19.17	19.80	20.41	21.01	21.70
Maintenance Worker - Trades Unlicensed	2,080 hrs	Annual	53,102.40	53,955.20	54,745.60	55,556.80	56,388.80	57,220.80
	173 1/3 hrs	Monthly	4,425.20	4,496.27	4,562.13	4,629.73	4,699.07	4,768.40
	86 2/3 hrs	Semi-Monthly	2,212.60	2,248.13	2,281.07	2,314.87	2,349.53	2,384.20
Hourly		25.53	25.94	26.32	26.71	27.11	27.51	
Maintenance Electrician Red Seal	2,080 hrs	Annual	85,092.80					
	173 1/3 hrs	Monthly	7,091.07					
	86 2/3 hrs	Semi-Monthly	3,545.53					
Hourly		40.91						

## July 1, 2025 to June 30, 2026 – 2.75% GWI

Classification		Start	1	2	3	4	5
General Educational Assistant	Hourly	19.41	20.18	21.00	21.77	22.54	23.31
Tier 3 Educational Assistant	Hourly	21.35	22.20	22.93	23.74	24.56	25.32
Marketing Lab	Hourly	20.41	21.18	21.94	22.77	23.55	24.31
Home/School Liaison	Hourly	24.00					
School Administrative Secretary	2,080 hrs Annual	44,262.40	46,134.40	48,110.40	49,878.40	51,916.80	53,664.00
	173 1/3 hrs Monthly	3,688.53	3,844.53	4,009.20	4,156.53	4,326.40	4,472.00
	86 2/3 hrs Semi-Monthly	1,844.27	1,922.27	2,004.60	2,078.27	2,163.20	2,236.00
	Hourly	21.28	22.18	23.13	23.98	24.96	25.80
Transportation Administrative Secretary	2,080 hrs Annual	50,606.40	52,520.00	54,392.00	56,284.80	58,468.80	60,403.20
	173 1/3 hrs Monthly	4,217.20	4,376.67	4,532.67	4,690.40	4,872.40	5,033.60
	86 2/3 hrs Semi-Monthly	2,108.60	2,188.33	2,266.33	2,345.20	2,436.20	2,516.80
	Hourly	24.33	25.25	26.15	27.06	28.11	29.04
Library Technician	2,080 hrs Annual	42,307.20	44,595.20	47,112.00	49,254.40	51,646.40	54,142.40
	173 1/3 hrs Monthly	3,525.60	3,716.27	3,926.00	4,104.53	4,303.87	4,511.87
	86 2/3 hrs Semi-Monthly	1,762.80	1,858.13	1,963.00	2,052.27	2,151.93	2,255.93
	Hourly	20.34	21.44	22.65	23.68	24.83	26.03
Kitchen Operations Assistant	2,080 hrs Annual	42,473.60	44,033.60	45,739.20	47,382.40	49,067.20	50,544.00
	173 1/3 hrs Monthly	3,539.47	3,669.47	3,811.60	3,948.53	4,088.93	4,212.00
	86 2/3 hrs Semi-Monthly	1,769.73	1,834.73	1,905.80	1,974.27	2,044.47	2,106.00
	Hourly	20.42	21.17	21.99	22.78	23.59	24.30
NITT Mentor	2,080 hrs Annual	68,057.60	70,782.40	73,611.20	76,523.20	79,580.80	82,804.80
	173 1/3 hrs Monthly	5,671.47	5,898.53	6,134.27	6,376.93	6,631.73	6,900.40
	86 2/3 hrs Semi-Monthly	2,835.73	2,949.27	3,067.13	3,188.47	3,315.87	3,450.20
	Hourly	32.72	34.03	35.39	36.79	38.26	39.81
Office Assistant	2,080 hrs Annual	44,720.00	47,465.60	50,211.20	52,977.60	55,660.80	58,406.40
	173 1/3 hrs Monthly	3,726.67	3,955.47	4,184.27	4,414.80	4,638.40	4,867.20
	86 2/3 hrs Semi-Monthly	1,863.33	1,977.73	2,092.13	2,207.40	2,319.20	2,433.60
	Hourly	21.50	22.82	24.14	25.47	26.76	28.08
Accounts Payable/Payroll Assistant	2,080 hrs Annual	52,208.00	55,161.60	58,094.40	61,048.00	63,835.20	66,913.60
	173 1/3 hrs Monthly	4,350.67	4,596.80	4,841.20	5,087.33	5,319.60	5,576.13
	86 2/3 hrs Semi-Monthly	2,175.33	2,298.40	2,420.60	2,543.67	2,659.80	2,788.07
	Hourly	25.10	26.52	27.93	29.35	30.69	32.17
Technician - First Division	2,080 hrs Annual	63,668.80	66,892.80	70,158.40	73,361.60	76,606.40	79,913.60
	173 1/3 hrs Monthly	5,305.73	5,574.40	5,846.53	6,113.47	6,383.87	6,659.47
	86 2/3 hrs Semi-Monthly	2,652.87	2,787.20	2,923.27	3,056.73	3,191.93	3,329.73
	Hourly	30.61	32.16	33.73	35.27	36.83	38.42
Technician - Computer/Network	2,080 hrs Annual	63,668.80	66,892.80	70,158.40	73,361.60	76,606.40	79,913.60
	173 1/3 hrs Monthly	5,305.73	5,574.40	5,846.53	6,113.47	6,383.87	6,659.47
	86 2/3 hrs Semi-Monthly	2,652.87	2,787.20	2,923.27	3,056.73	3,191.93	3,329.73
	Hourly	30.61	32.16	33.73	35.27	36.83	38.42
Technology Personnel	2,080 hrs Annual	51,209.60	55,099.20	59,051.20	62,982.40	66,955.20	70,865.60
	173 1/3 hrs Monthly	4,267.47	4,591.60	4,920.93	5,248.53	5,579.60	5,905.47
	86 2/3 hrs Semi-Monthly	2,133.73	2,295.80	2,460.47	2,624.27	2,789.80	2,952.73
	Hourly	24.62	26.49	28.39	30.28	32.19	34.07
Junior Technician	2,080 hrs Annual	42,473.60	45,988.80	48,276.80	50,689.60	53,206.40	55,764.80
	173 1/3 hrs Monthly	3,539.47	3,832.40	4,023.07	4,224.13	4,433.87	4,647.07
	86 2/3 hrs Semi-Monthly	1,769.73	1,916.20	2,011.53	2,112.07	2,216.93	2,323.53
	Hourly	20.42	22.11	23.21	24.37	25.58	26.81

Classification		Start	1	2	3	4	5
Custodian	2,080 hrs Annual	49,316.80	50,065.60	50,918.40	51,812.80	52,707.20	53,539.20
Benito, Bowsman, Heyes, Minitonas, Taylor	173 1/3 hrs Monthly	4,109.73	4,172.13	4,243.20	4,317.73	4,392.27	4,461.60
	86 2/3 hrs Semi-Monthly	2,054.87	2,086.07	2,121.60	2,158.87	2,196.13	2,230.80
	Hourly	23.71	24.07	24.48	24.91	25.34	25.74
Custodian	2,080 hrs Annual	48,609.60	49,462.40	50,232.00	51,126.40	52,020.80	52,832.00
Swan Valley Regional Secondary	173 1/3 hrs Monthly	4,050.80	4,121.87	4,186.00	4,260.53	4,335.07	4,402.67
	86 2/3 hrs Semi-Monthly	2,025.40	2,060.93	2,093.00	2,130.27	2,167.53	2,201.33
	Hourly	23.37	23.78	24.15	24.58	25.01	25.40
Cleaner	2,080 hrs Annual	39,998.40	40,830.40	41,745.60	42,556.80	43,409.60	44,241.60
SVRSS, ESRSS, Heyes, Taylor	173 1/3 hrs Monthly	3,333.20	3,402.53	3,478.80	3,546.40	3,617.47	3,686.80
	86 2/3 hrs Semi-Monthly	1,666.60	1,701.27	1,739.40	1,773.20	1,808.73	1,843.40
	Hourly	19.23	19.63	20.07	20.46	20.87	21.27
Cleaner	2,080 hrs Annual	39,644.80	40,976.00	42,307.20	43,617.60	44,907.20	46,384.00
Bus Garage/Division Office/HD/Building Trades	173 1/3 hrs Monthly	3,303.73	3,414.67	3,525.60	3,634.80	3,742.27	3,865.33
	86 2/3 hrs Semi-Monthly	1,651.87	1,707.33	1,762.80	1,817.40	1,871.13	1,932.67
	Hourly	19.06	19.70	20.34	20.97	21.59	22.30
Maintenance Worker - Trades Unlicensed	2,080 hrs Annual	54,558.40	55,432.00	56,243.20	57,075.20	57,948.80	58,801.60
	173 1/3 hrs Monthly	4,546.53	4,619.33	4,686.93	4,756.27	4,829.07	4,900.13
	86 2/3 hrs Semi-Monthly	2,273.27	2,309.67	2,343.47	2,378.13	2,414.53	2,450.07
	Hourly	26.23	26.65	27.04	27.44	27.86	28.27
Maintenance Electrician Red Seal	2,080 hrs Annual	87,443.20					
	173 1/3 hrs Monthly	7,286.93					
	86 2/3 hrs Semi-Monthly	3,643.47					
	Hourly	42.04					

## July 1, 2026 to June 30, 2027 – 2.50% GWI

Classification		Start	1	2	3	4	5
General Educational Assistant	Hourly	19.90	20.68	21.53	22.31	23.10	23.89
Tier 3 Educational Assistant	Hourly	21.88	22.76	23.50	24.33	25.17	25.95
Marketing Lab	Hourly	20.92	21.71	22.49	23.34	24.14	24.92
Home/School Liaison	Hourly	24.60					
School Administrative Secretary	2,080 hrs Annual	45,364.80	47,278.40	49,316.80	51,126.40	53,206.40	55,016.00
	173 1/3 hrs Monthly	3,780.40	3,939.87	4,109.73	4,260.53	4,433.87	4,584.67
	86 2/3 hrs Semi-Monthly	1,890.20	1,969.93	2,054.87	2,130.27	2,216.93	2,292.33
	Hourly	21.81	22.73	23.71	24.58	25.58	26.45
Transportation Administrative Secretary	2,080 hrs Annual	51,875.20	53,830.40	55,744.00	57,699.20	59,924.80	61,921.60
	173 1/3 hrs Monthly	4,322.93	4,485.87	4,645.33	4,808.27	4,993.73	5,160.13
	86 2/3 hrs Semi-Monthly	2,161.47	2,242.93	2,322.67	2,404.13	2,496.87	2,580.07
	Hourly	24.94	25.88	26.80	27.74	28.81	29.77
Library Technician	2,080 hrs Annual	43,368.00	45,718.40	48,297.60	50,481.60	52,936.00	55,494.40
	173 1/3 hrs Monthly	3,614.00	3,809.87	4,024.80	4,206.80	4,411.33	4,624.53
	86 2/3 hrs Semi-Monthly	1,807.00	1,904.93	2,012.40	2,103.40	2,205.67	2,312.27
	Hourly	20.85	21.98	23.22	24.27	25.45	26.68
Kitchen Operations Assistant	2,080 hrs Annual	43,534.40	45,136.00	46,883.20	48,568.00	50,294.40	51,812.80
	173 1/3 hrs Monthly	3,627.87	3,761.33	3,906.93	4,047.33	4,191.20	4,317.73
	86 2/3 hrs Semi-Monthly	1,813.93	1,880.67	1,953.47	2,023.67	2,095.60	2,158.87
	Hourly	20.93	21.70	22.54	23.35	24.18	24.91
NITT Mentor	2,080 hrs Annual	69,763.20	72,550.40	75,441.60	78,436.80	81,577.60	84,884.80
	173 1/3 hrs Monthly	5,813.60	6,045.87	6,286.80	6,536.40	6,798.13	7,073.73
	86 2/3 hrs Semi-Monthly	2,906.80	3,022.93	3,143.40	3,268.20	3,399.07	3,536.87
	Hourly	33.54	34.88	36.27	37.71	39.22	40.81
Office Assistant	2,080 hrs Annual	45,843.20	48,651.20	51,459.20	54,308.80	57,054.40	59,862.40
	173 1/3 hrs Monthly	3,820.27	4,054.27	4,288.27	4,525.73	4,754.53	4,988.53
	86 2/3 hrs Semi-Monthly	1,910.13	2,027.13	2,144.13	2,262.87	2,377.27	2,494.27
	Hourly	22.04	23.39	24.74	26.11	27.43	28.78
Accounts Payable/Payroll Assistant	2,080 hrs Annual	53,518.40	56,534.40	59,550.40	62,566.40	65,436.80	68,577.60
	173 1/3 hrs Monthly	4,459.87	4,711.20	4,962.53	5,213.87	5,453.07	5,714.80
	86 2/3 hrs Semi-Monthly	2,229.93	2,355.60	2,481.27	2,606.93	2,726.53	2,857.40
	Hourly	25.73	27.18	28.63	30.08	31.46	32.97
Technician - First Division	2,080 hrs Annual	65,270.40	68,556.80	71,905.60	75,192.00	78,520.00	81,910.40
	173 1/3 hrs Monthly	5,439.20	5,713.07	5,992.13	6,266.00	6,543.33	6,825.87
	86 2/3 hrs Semi-Monthly	2,719.60	2,856.53	2,996.07	3,133.00	3,271.67	3,412.93
	Hourly	31.38	32.96	34.57	36.15	37.75	39.38
Technician - Computer/Network	2,080 hrs Annual	65,270.40	68,556.80	71,905.60	75,192.00	78,520.00	81,910.40
	173 1/3 hrs Monthly	5,439.20	5,713.07	5,992.13	6,266.00	6,543.33	6,825.87
	86 2/3 hrs Semi-Monthly	2,719.60	2,856.53	2,996.07	3,133.00	3,271.67	3,412.93
	Hourly	31.38	32.96	34.57	36.15	37.75	39.38
Technology Personnel	2,080 hrs Annual	52,499.20	56,472.00	60,528.00	64,563.20	68,619.20	72,633.60
	173 1/3 hrs Monthly	4,374.93	4,706.00	5,044.00	5,380.27	5,718.27	6,052.80
	86 2/3 hrs Semi-Monthly	2,187.47	2,353.00	2,522.00	2,690.13	2,859.13	3,026.40
	Hourly	25.24	27.15	29.10	31.04	32.99	34.92
Junior Technician	2,080 hrs Annual	43,534.40	47,132.80	49,483.20	51,958.40	54,537.60	57,158.40
	173 1/3 hrs Monthly	3,627.87	3,927.73	4,123.60	4,329.87	4,544.80	4,763.20
	86 2/3 hrs Semi-Monthly	1,813.93	1,963.87	2,061.80	2,164.93	2,272.40	2,381.60
	Hourly	20.93	22.66	23.79	24.98	26.22	27.48

Classification		Start	1	2	3	4	5
Custodian Benito, Bowsman, Heyes, Minitonas, Taylor	2,080 hrs Annual	50,544.00	51,313.60	52,187.20	53,102.40	54,017.60	54,870.40
	173 1/3 hrs Monthly	4,212.00	4,276.13	4,348.93	4,425.20	4,501.47	4,572.53
	86 2/3 hrs Semi-Monthly	2,106.00	2,138.07	2,174.47	2,212.60	2,250.73	2,286.27
	Hourly	24.30	24.67	25.09	25.53	25.97	26.38
Custodian Swan Valley Regional Secondary	2,080 hrs Annual	49,816.00	50,689.60	51,480.00	52,395.20	53,331.20	54,163.20
	173 1/3 hrs Monthly	4,151.33	4,224.13	4,290.00	4,366.27	4,444.27	4,513.60
	86 2/3 hrs Semi-Monthly	2,075.67	2,112.07	2,145.00	2,183.13	2,222.13	2,256.80
	Hourly	23.95	24.37	24.75	25.19	25.64	26.04
Cleaner SVRSS, ESRSS, Heyes, Taylor	2,080 hrs Annual	40,996.80	41,849.60	42,785.60	43,617.60	44,491.20	45,344.00
	173 1/3 hrs Monthly	3,416.40	3,487.47	3,565.47	3,634.80	3,707.60	3,778.67
	86 2/3 hrs Semi-Monthly	1,708.20	1,743.73	1,782.73	1,817.40	1,853.80	1,889.33
	Hourly	19.71	20.12	20.57	20.97	21.39	21.80
Cleaner Bus Garage/Division Office/HD/Building Trades	2,080 hrs Annual	40,643.20	41,995.20	43,368.00	44,699.20	46,030.40	47,548.80
	173 1/3 hrs Monthly	3,386.93	3,499.60	3,614.00	3,724.93	3,835.87	3,962.40
	86 2/3 hrs Semi-Monthly	1,693.47	1,749.80	1,807.00	1,862.47	1,917.93	1,981.20
	Hourly	19.54	20.19	20.85	21.49	22.13	22.86
Maintenance Worker - Trades Unlicensed	2,080 hrs Annual	55,931.20	56,825.60	57,657.60	58,510.40	59,404.80	60,278.40
	173 1/3 hrs Monthly	4,660.93	4,735.47	4,804.80	4,875.87	4,950.40	5,023.20
	86 2/3 hrs Semi-Monthly	2,330.47	2,367.73	2,402.40	2,437.93	2,475.20	2,511.60
	Hourly	26.89	27.32	27.72	28.13	28.56	28.98
Maintenance Electrician Red Seal	2,080 hrs Annual	89,627.20					
	173 1/3 hrs Monthly	7,468.93					
	86 2/3 hrs Semi-Monthly	3,734.47					
	Hourly	43.09					

**Head Custodian Premium**

An employee employed in the Head Custodian classification at Swan Valley Regional Secondary School shall be paid a premium of three hundred and twenty-two dollars (\$322.00) per month in addition to the salaries as per Schedule A.

**Custodian/Maintenance Helper Premium**

An employee employed in the Custodian/Maintenance Helper classification at École Swan River South School shall be paid a premium of sixty-two dollars (\$62.00) per month in addition to the salaries as per Schedule A

**Educational Assistant Academic Allowance:**

An employee employed within the Educational Assistant classification shall be paid an academic allowance of one dollar (\$1.00) per hour in addition to the salaries as per Schedule A, so long as the employee holds an Educational Assistant Certificate, Diploma or other academic credential relevant to the position, as determined by the Division. Payment of the allowance shall commence the first pay period following the employee's submission of documentation confirming said education credentials, as determined by the Division.

Newly hired employees to the Educational Assistant classification shall receive the above academic allowance commencing on the first day of employment, providing they have submitted documentation confirming their relevant credentials during the hiring process. Payment of the allowance shall commence the first pay period following the employee's submission of documentation if the employee did not provide the information prior to the first day of employment.

