



School Based Salary Scales

Non-Unionized Support Staff

Effective July 1, 2023

Revised May 6, 2024

**SCHOOL BASED SALARY SCALES
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School Based Salary Scales – Non-Unionized Support Staff – Effective July 1, 2023

| CUSTODIAN, SECURITY, KITCHEN | | | | | | |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | | | | | |
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Custodian 1 (80 hrs) | 20.23 | 20.86 | 21.50 | 22.18 | 22.91 | 23.63 |
| Security / Nightwatchperson (80 hrs) | 20.23 | 20.86 | 21.50 | 22.18 | 22.91 | 23.63 |
| Prep Cook (80 hrs) | 19.06 | 20.09 | 21.16 | 22.23 | 23.34 | 24.51 |
| Kitchen Helper (80 hrs) | 15.30 | 16.11 | 17.18 | 18.26 | 19.35 | 20.40 |
| | | | | | | |

School Based Salary Scales – Non-Unionized Support Staff – Effective July 1, 2023

| MAINTENANCE AND TRADES | | | | | | |
|---------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | | | | | |
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Maintenance Helper (80 hrs) | 21.16 | 21.81 | 22.49 | 23.25 | 24.00 | 24.79 |
| Maintenance Person 1 (80 hrs) | 27.28 | 28.21 | 29.20 | 30.21 | | |
| Maintenance Person 2 (80 hrs) | 29.18 | 30.20 | 31.27 | 32.41 | | |
| Journeyman Carpenter (80 hrs) | 36.14 | 37.21 | 38.37 | 39.44 | | |
| Journeyman Plumber (80 hrs) | 35.53 | 36.80 | 38.09 | 39.44 | | |
| Journeyman Electrician (80 hrs) | 35.53 | 36.80 | 38.09 | 39.44 | | |

School Based Salary Scales – Non-Unionized Support Staff – Effective July 1, 2023

| TRANSPORTATION | | | | | | |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Bus Driver 1 (80 hrs) | 20.98 | 21.61 | 22.25 | 22.93 | 23.66 | 24.38 |

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| ADMINISTRATIVE SUPPORT | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Clerk Typist 1 (72.5 hrs) (less than 100 enrolment, or second person in office) | 20.27 | 20.79 | 21.28 | 21.86 | 22.45 | |
| Clerk Typist 2 (72.5 hrs) (100-300 enrolment) | 22.32 | 22.91 | 23.46 | 24.10 | 24.75 | 25.46 |
| School Secretary (72.5 hrs) (300+ enrolment) | 23.66 | 24.22 | 24.83 | 25.46 | 26.19 | 26.86 |

School Based Salary Scales – Non-Unionized Support Staff – Effective July 1, 2023

| SCHOOL COUNSELLORS AND EDUCATIONAL ASSISTANTS | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| School Counsellor 1 (72.5 hrs) | 25.98 | 26.78 | 27.66 | 28.58 | 29.54 | 30.52 |
| School Counsellor 1 (72.5 hrs) | 18.19 | 18.75 | 19.37 | 20.00 | 20.68 | 21.36 |
| 70% School Counsellor 1 rate until three courses are successfully completed | | | | | | |
| School Counsellor 1 (72.5 hrs) | 20.79 | 21.43 | 22.14 | 22.86 | 23.63 | 24.42 |
| 80% School Counsellor 1 rate until six courses are successfully completed | | | | | | |
| School Counsellor 1 (72.5 hrs) | 23.39 | 24.11 | 24.90 | 25.72 | 26.59 | 27.46 |
| 90% School Counsellor 1 rate until certificate is obtained | | | | | | |
| School Counsellor 2 (72.5 hrs) | 30.52 | 31.56 | 32.68 | 33.86 | 35.04 | 36.40 |
| Applied Counselling Certificate | | | | | | |
| Educational Assistant Unqualified (60 hrs) (Formerly EA 2- up to and including Grade 12) | 19.80 | 20.85 | 21.91 | | | |
| Educational Assistant Qualified (60 hrs) (Formerly EA 3 – Educational Assistant Diploma/Certificate) | 21.79 | 22.85 | 23.93 | | | |

School Based Salary Scales – Non-Unionized Support Staff – Effective July 1, 2023

| ATTENDANCE MONITORS, PEER WORKERS, PENT | | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| Attendance Monitor (72.5 hrs) | 20.26 | 20.79 | 21.27 | 21.86 | 22.45 | | |
| Hall School Yard Monitor (60 hrs) (Paid as an EA - Based on qualifications) | | | | | | | |
| Land Based Instructor (72.5 hrs) <i>formerly On the Land Coordinator</i> | 25.00 | | | | | | |
| School Community Liaison Officer (60 hrs) <i>formerly Community Connector</i> | 28.10 | | | | | | |
| PEER Support Worker 1 (60 hrs) (Grade 12) | 21.10 | 22.17 | 23.26 | | | | |
| PEER Support Worker 2 (60 hrs) (Grade 12 + Cert.) | 25.07 | 26.14 | 27.23 | | | | |
| Pent / Student Teachers (60 hrs) | 18.35 | 19.04 | 19.72 | 20.41 | 21.08 | 21.79 | |

School Based Salary Scales – Non-Unionized Support Staff – Effective July 1, 2023

| LIBRARY | | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Library Page (72.5 hrs) | 15.30 | | | | | |
| Library Clerk (72.5 hrs) | 19.03 | 19.73 | 20.40 | 21.10 | | |
| Library Specialist 1 (72.5 hrs) (Library Training Certificate) | 25.81 | 26.43 | 27.15 | 27.90 | 28.68 | 29.55 |
| Library Specialist 1 (72.5 hrs) 70% Library Specialist 1 rate until three courses are successfully completed | 18.07 | 18.51 | 19.01 | 19.53 | 20.08 | 20.68 |
| Library Specialist 1 (72.5 hrs) 80% Library Specialist 1 rate until six courses are successfully completed | 20.64 | 21.15 | 21.73 | 22.32 | 22.95 | 23.64 |
| Library Specialist (72.5 hrs) 90% Library Specialist 1 rate until eight courses are successfully completed | 23.22 | 23.80 | 24.44 | 25.11 | 25.82 | 26.59 |
| Library Specialist 2 (72.5 hrs) (Library and Information Technology Diploma Program) | 29.21 | 29.97 | 30.78 | 31.66 | 32.49 | 33.41 |

School Based Salary Scales – Non-Unionized Support Staff – Effective July 1, 2023

| NURSING | | | | | | | |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| Nurse (72.5 hrs) | 41.14 | 42.66 | 44.19 | 47.76 | 49.60 | 51.53 | |
| | | | | | | | |

The following outlines the hours of work and length of work year for full-time positions within Frontier School Division:

| | Hours/Day | Work Year |
|---|-------------------------------------|------------------------------|
| School Secretarial and Clerical * | 7.25 | School Year * |
| Library Specialists <i>(hired prior to July 1, 2011)</i> | 7.25 | 203 days |
| Library Specialists <i>(hired after July 1, 2011)</i> | 7.25 | School Year plus 9 days |
| School Counsellors <i>(hired prior to July 1, 2011)</i> | 7.25 | School Year plus 7 days |
| School Counsellors <i>(hired after July 1, 2011)</i> | 7.25 | School Year plus 5 days |
| Nurses | 7.25 | School Year |
| Bus Drivers | 8 hrs/day, also determined by route | School Year |
| Custodial and Maintenance | 8 | 12 months (or as determined) |
| PEER Support Workers | 6 | School Year |
| Educational Assistants | 6 | School Year minus 10 days |

* Employment of secretarial employees in schools during the summer months will be on the following basis:

- Where the enrollment in a school is between 1 to 99, there will be no days allowed for secretarial staff in the summer.
- Where the enrollment in a school is between 100 to 199, there will be three days allowed for secretarial staff following school closing in June and three days allowed prior to school opening in August.
- Where the enrollment in a school is more than 200, there will be five days allowed for secretarial staff following school closing in June and five days prior to school opening in August.

The Division will designate the start and finish times for each position determined by organizational needs. Some examples of start and finish times are 8:30 a.m. – 4: 30 p.m., 9:00 a.m. – 5:00 p.m., 1:00 p.m. – 8:15 p.m., 11:00 p.m. – 7:00 a.m.

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VIA EMAIL

June 5, 2023

To: Library Specialists
Principals

From: Samantha Butts
Library Coordinator

RE: DAYS AND HOURS OF WORK, LIBRARY SPECIALISTS, 2023/2024 SCHOOL YEAR

HOURS OF WORK

Hours of work are from 8:30 AM to 4:30 PM (for full time Library Specialists), with a 45-minute break for lunch and two 15-minute breaks. Flexibility is encouraged to meet the needs of the school and the community. Changes to the regular hours must be agreed upon by the Principal and the Area Superintendent and must be forwarded to the Library Coordinator.

DAYS OF WORK

2023/2024 school year: 196 days
School opens: Tuesday, September 5, 2023
School closes: Friday, June 28, 2024

| LIBRARY SPECIALISTS HIRED AFTER JULY 1, 2011 | | |
|--|----------------------------|-------------------------|
| School Year (196 Days) + 6 Days = 202 days | START DATE | END DATE |
| FULL TIME & HALF TIME, NOT COMBINING DAYS 3 days before, 3 days after | Wednesday, August 30, 2023 | Thursday, July 4, 2024 |
| HALF TIME, COMBINING DAYS 2 days before, 1 day after | Thursday, August 31, 2023 | Tuesday, July 2, 2024 |
| LIBRARY SPECIALISTS HIRED BEFORE JULY 1, 2011 | | |
| School Year (196 Days) + 7 Days = 203 days | START DATE | END DATE |
| FULL TIME & HALF TIME, NOT COMBINING DAYS 3 days before, 4 days after | Wednesday, August 30, 2023 | Friday, July 5, 2024 |
| HALF TIME, COMBINING DAYS 2 days before, 1.5 day after | Thursday, August 31, 2023 | Wednesday, July 3, 2024 |

Monday, September 4, 2023, and Monday, July 1, 2024, are Statutory Holidays, you are not required to work these days.

Please contact me if you have any questions at 1-204-258-2711 or at sam.butts@fsdnet.ca



c. Thelma Nice
Area Superintendents
Human Resources



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Phone: (204) 775-9741
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June 12th, 2023

TO: School Counsellors
Principals

FROM: Jackie Connell
Assistant Superintendent, Senior Years and Career Studies

RE: COUNSELLOR ACCOUNTABILITY DAYS AND HOURS OF WORK – SUPPORT STAFF 2023-2024

The purpose of this memo is to remind all counsellors of their expected workdays.

School Counsellors hired prior to July 1, 2011:

Compulsory:

- 7.25 hours per day each day that school is open.
- Up to four (4) days before school opens, determined in consultation with the principal.
- A maximum of three (3) days after school has finished to complete records and year-end activities, determined in consultation with the principal.

Optional:

Counsellors may earn an additional seven (7) days each school year. However, it must be with prior approval by submitting a plan to your Principal, Area Superintendent and Assistant Superintendent Student Services and Wellness, Meghan Clements De Silva, by **Thursday, September 28, 2023**. Examples of activities, which may be eligible, are:

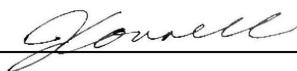
- After school programming such as Peer Support Delivery, Anti-Bullying groups
- Supporting Career Development programs
- Supporting Social Justice Programs

These programs can take place before or after the school/workday or over the noon hour.

School Counsellors hired after July 1, 2011 (Compulsory):

7.25 hours per day each day that school is open plus five (5) days, to be determined in conjunction with the principal.

If you have any questions prior to the end of the school year please call me at 204-880-2441.



Cc:
Reg Klassen, Chief Superintendent
Area Superintendents
Meghan Clements De Silva, Assistant Superintendent, Student Services
Janina Goldenstein, Manager, Human Resources

| Casual Pay Rates as at July 1, 2023 (90% of Step 1 Hourly Rate) | |
|--|--------------|
| Attendance Monitor | \$18.23/hour |
| Bus Driver | \$18.20/hour |
| Clerk Typist 1 (< 100 enrolment or 2 nd person in office) | \$18.23/hour |
| Clerk Typist 2 (100-300 enrolment) | \$20.09/hour |
| Custodian | \$18.20/hour |
| Dorm Counsellor | \$21.21/hour |
| General Casual Support (i.e. Grass cutting, snow shoveling, painting, etc.) | Minimum Wage |
| Journeyman Carpenter | \$32.52/hour |
| Journeyman Electrician | \$31.98/hour |
| Journeyman Plumber | \$31.98/hour |
| Kitchen Helper | \$15.30/hour |
| Maintenance Helper | \$19.04/hour |
| Maintenance Person 1 | \$24.55/hour |
| Nightwatchperson | \$18.20/hour |
| School Secretary (300+ enrolment) | \$21.29/hour |

Currently minimum wage in Manitoba is \$15.30 per hour effective October 1, 2023.