



# **School Based Salary Scales**

## **Non-Unionized Support Staff**

**Effective July 1, 2025**

**SCHOOL BASED SALARY SCALES  
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<b>CUSTODIAN, SECURITY, KITCHEN</b>						
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Custodian (80 hours)	21.52	22.18	22.86	23.59	24.36	25.13
Security / Nightwatchperson (80 hours)	21.52	22.18	22.86	23.59	24.36	25.13
Prep Cook (80 hours)	20.27	21.36	22.50	23.64	24.83	26.06
Kitchen Helper (80 hours)	16.27	17.13	18.27	19.42	20.58	21.70

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<b>MAINTENANCE AND TRADES</b>						
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Maintenance Helper (80 hours)	22.51	23.20	23.92	24.73	25.53	26.37
Maintenance Person 1 (80 hours)	29.02	30.00	31.05	32.12		
Maintenance Person 2 (80 hours)	31.04	32.12	33.25	34.47		
Journeyman Carpenter (80 hours)	38.43	39.58	40.80	41.94		
Journeyman Plumber (80 hours)	37.79	39.13	40.51	41.94		
Journeyman Electrician (80 hours)	37.79	39.13	40.51	41.94		

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TRANSPORTATION						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bus Driver (80 hours)	22.31	22.98	23.66	24.39	25.16	25.93

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<b>ADMINISTRATIVE SUPPORT</b>						
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Clerk Typist 1 (72.5 hours) (less than 100 enrolment, or second person in office)	21.55	22.11	22.63	23.25	23.88	
Clerk Typist 2 (72.5 hours) (100-300 enrolment)	23.73	24.36	24.95	25.63	26.32	27.08
School Secretary (72.5 hours) (300+ enrolment)	25.16	25.76	26.41	27.08	27.85	28.57

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<b>SCHOOL COUNSELLORS AND EDUCATIONAL ASSISTANTS</b>						
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
School Counsellor 1 (72.5 hours)	27.63	28.48	29.42	30.39	31.42	32.46
School Counsellor 1 (72.5 hours)	19.34	19.94	20.60	21.27	21.99	22.71
70% School Counsellor 1 rate until three courses are successfully completed						
School Counsellor 1 (72.5 hours)	22.11	22.79	23.54	24.31	25.13	25.97
80% School Counsellor 1 rate until six courses are successfully completed						
School Counsellor 1 (72.5 hours)	24.87	25.64	26.49	27.35	28.28	29.20
90% School Counsellor 1 rate until certificate is obtained						
School Counsellor 2 (72.5 hours)	32.46	33.57	34.76	36.01	37.27	38.71
Applied Counselling Certificate						
Educational Assistant Unqualified (60 hours) (Formerly EA 2- up to and including Grade 12)	21.05	22.18	23.30			
Educational Assistant Qualified (60 hours) (Formerly EA 3 – Educational Assistant Diploma/Certificate)	23.18	24.30	25.45			

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<b>ATTENDANCE MONITORS, PEER WORKERS, PENT</b>						
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Hall School Yard Monitor (60 hours) (Paid as an EA - Based on qualifications)						
Land Based Instructor (72.5 hours) <i>formerly On the Land Coordinator</i>	26.59					
School Community Liaison Officer (60 hours) <i>formerly Community Connector</i>	29.88					
PEER Support Worker 1 (60 hours) (Grade 12)	22.44	23.58	24.74			
PEER Support Worker 2 (60 hours) (Grade 12 + Cert.)	26.66	27.80	28.96			
Pent / Student Teachers (60 hours)	19.51	20.24	20.97	21.71	22.42	23.18



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<b>LIBRARY</b>						
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Library Page (72.5 hours)	15.80					
Library Clerk (72.5 hours)	20.24	20.98	21.69	22.44		
Library Specialist 1 (72.5 hours) (Library Training Certificate)	27.45	28.11	28.88	29.68	30.51	31.42
Library Specialist 1 (72.5 hours) 70% Library Specialist 1 rate until three courses are successfully completed	19.22	19.69	20.22	20.77	21.36	21.99
Library Specialist 1 (72.5 hours) 80% Library Specialist 1 rate until six courses are successfully completed	21.95	22.50	23.11	23.74	24.41	25.14
Library Specialist (72.5 hours) 90% Library Specialist 1 rate until eight courses are successfully completed	24.70	25.31	25.99	26.70	27.46	28.28
Library Specialist 2 (72.5 hours) (Library and Information Technology Diploma Program)	31.06	31.87	32.73	33.67	34.56	35.53

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<b>NURSING</b>						
<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Nurse (72.5 hours)	43.75	45.37	46.99	50.79	52.75	54.80

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 up to 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.

**Division Office**  
30 Speers Road  
Winnipeg, MB  
R2J 1L9



**Phone:** (204) 775-9741  
**Fax:** (204) 775-9940  
**Email:** frontier@fsdnet.ca

**VIA EMAIL**

June 2, 2025

**To:** Library Specialists  
Principals

**From:** Samantha Butts  
Library Coordinator

**RE:** DAYS AND HOURS OF WORK, LIBRARY SPECIALISTS, 2025/2026 SCHOOL YEAR

**HOURS OF WORK**

Hours of work are from 8:30 AM to 4:30 PM, with a 45-minute break for lunch and two 15-minute breaks. Part time staff receive one 15-minute break. 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**

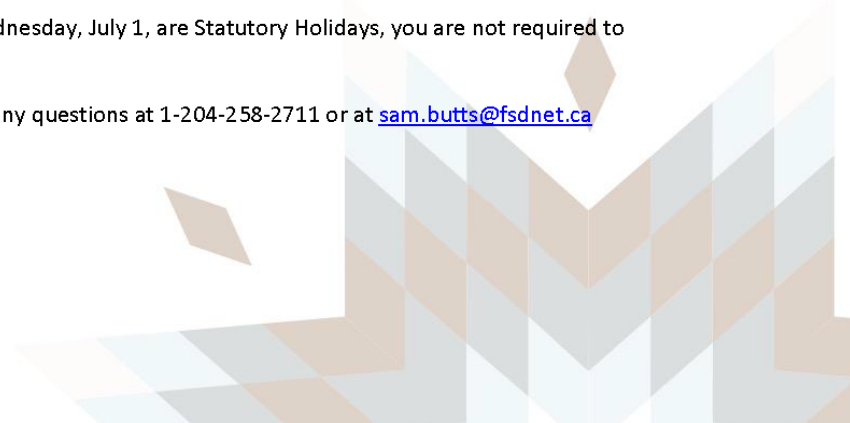
The 2025/2026 school year: 196 days  
School opens: Tuesday, September 2, 2025  
School closes: Tuesday, June 30, 2026

<b>LIBRARY SPECIALISTS HIRED AFTER JULY 1, 2025</b>		
<b>School Year + 6 Days (3 before, 3 after) = 202 Days</b>	<b>START DATE</b>	<b>END DATE</b>
<b>FULL TIME &amp; HALF TIME NOT COMBINING DAYS</b>	<b>Wednesday, August 27, 2025</b>	<b>Friday, July 3, 2026</b>
<b>HALF TIME COMBINING DAYS</b>	<b>Thursday, August 28, 2025</b>	<b>Thursday, July 2, 2026</b>
<b>LIBRARY SPECIALISTS HIRED BEFORE JULY 1, 2025</b>		
<b>School Year + 7 Days (4 before, 3 after) = 208 Days</b>	<b>START DATE</b>	<b>END DATE</b>
<b>FULL TIME &amp; HALF TIME NOT COMBINING DAYS</b>	<b>Tuesday, August 26, 2025</b>	<b>Friday, July 3, 2026</b>
<b>HALF TIME COMBINING DAYS</b>	<b>Thursday, August 28, 2025</b>	<b>Thursday, July 2, 2026</b>

Monday, September 1 and Wednesday, July 1, 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](mailto:sam.butts@fsdnet.ca)

c. Bradley Hampson  
Area Superintendents  
Human Resources



**Division Office**  
30 Speers Road  
Winnipeg, MB  
R2J 1L9



**Phone:** (204) 775-9741  
**Fax:** (204) 775-9940  
**Email:** [frontier@fsdnet.ca](mailto:frontier@fsdnet.ca)

June 20, 2025

**TO:** School Counsellors  
Principals & Vice-Principals

**FROM:** Meghan Clements De Silva  
Assistant Superintendent, Student Services & Wellness

**RE: COUNSELLOR ACCOUNTABILITY DAYS AND HOURS OF WORK – SUPPORT STAFF 2025-2026**

The purpose of this memo is to remind all School 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. These programs can take place before or after school/workday or after the lunch hour.

Examples of activities, which may be eligible, are:

- Mindfulness or Meditation Club
- Mental Health Awareness Week/Month Activities
- Student Leadership Councils (focused on wellness and inclusion)
- Resume or Job Interview Skills Workshops
- Cultural Awareness Activities or Groups

To be eligible, the counsellor **must** submit a detailed plan to their School Principal, Area Superintendent, and Assistant Superintendent of Student Services and Wellness, Meghan Clements De Silva ([Meghan.Clements@fsdnet.ca](mailto: Meghan.Clements@fsdnet.ca)) **no later than Friday, September 26, 2025**. Plans received after this date will not be considered.

**School Counsellors hired after July 1, 2011:**

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

Please call me directly at 204-258-2758 if you have any questions.

**CC:** Tyson Mac Gillivray, Chief Superintendent  
Area Superintendents  
Human Resources & Payroll  
Student Services Coordinator(s) & Consultants  
Resource Teachers



<b>Casual Pay Rates as at July 1, 2025 (90% of Step 1 Hourly Rate)</b>	
Bus Driver	\$20.08/hour
Clerk Typist 1 ( < 100 enrolment or 2 <sup>nd</sup> person in office)	\$19.40/hour
Clerk Typist 2 (100-300 enrolment)	\$21.36/hour
Custodian	\$19.37/hour
Dormitory Counsellor	\$22.55/hour
General Casual Support (i.e. Grass cutting, snow shoveling, painting, etc.)	Minimum Wage
Journeyman Carpenter	\$34.59/hour
Journeyman Electrician	\$34.01/hour
Journeyman Plumber	\$34.01/hour
Kitchen Helper	Minimum Wage
Maintenance Helper	\$20.26/hour
Maintenance Person 1	\$26.11/hour
Nightwatchperson	\$19.37/hour
School Secretary (300+ enrolment)	\$22.64/hour

*Currently minimum wage in Manitoba is \$15.80 per hour.*

*Effective October 1, 2025, minimum wage in Manitoba will increase to \$16.00 per hour.*