



School Based Salary Scales

Non-Unionized Support Staff

Effective July 1, 2018

**SCHOOL BASED SALARY SCALES
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CUSTODIAN, SECURITY, KITCHEN						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Custodian 1 (80 hrs)	17.46	18.01	18.57	19.15	19.78	20.40
Custodian 2 (80 hrs)	18.01	18.57	19.15	19.78	20.40	21.13
Security / Nightwatchperson (80 hrs)	17.46	18.01	18.57	19.15	19.78	20.40
Cook 1 (80 hrs)	20.33	20.86	21.40	22.00	22.64	23.31
Cook 2 (80 hrs)	24.11	24.70	25.34	26.02	26.71	27.42
Prep Cook (80 hrs)	16.46	17.36	18.28	19.19	20.16	21.16
Kitchen Helper (80 hrs)	13.00	13.92	14.84	15.77	16.71	17.62

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MAINTENANCE AND TRADES						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Maintenance Helper (80 hrs)	18.28	18.83	19.44	20.08	20.74	21.43
Maintenance Person 1 (80 hrs)	23.56	24.36	25.22	26.09		
Maintenance Person 2 (80 hrs)	25.22	26.09	27.00	27.99		
Journeyman Mechanic Heavy Duty (80 hrs)	30.87	31.89	32.98	34.06		
Journeyman Carpenter (80 hrs)	31.21	32.16	33.13	34.06		
Journeyman Plumber (80 hrs)	30.69	31.78	32.92	34.06		
Journeyman Electrician (80 hrs)	30.69	31.78	32.92	34.06		

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TRANSPORTATION						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bus Driver 1 (80 hrs)	17.46	18.01	18.57	19.15	19.78	20.40

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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)	17.50	17.96	18.37	18.89	19.40	
Clerk Typist 2 (72.5 hrs) (100-300 enrolment)	19.28	19.78	20.27	20.82	21.38	22.00
School Secretary (72.5 hrs) (300+ enrolment)	20.43	20.91	21.46	22.00	22.62	23.21

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SCHOOL COUNSELLORS AND EDUCATIONAL ASSISTANTS						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
School Counsellor 1 (72.5 hrs)	22.44	23.14	23.90	24.68	25.52	26.36
School Counsellor 1 (72.5 hrs)	15.71	16.20	16.73	17.28	17.86	18.45
70% School Counsellor 1 rate until three courses are successfully completed						
School Counsellor 1 (72.5 hrs)	17.96	18.51	19.12	19.75	20.42	21.08
80% School Counsellor 1 rate until six courses are successfully completed						
School Counsellor 1 (72.5 hrs)	20.20	20.82	21.51	22.22	22.97	23.72
90% School Counsellor 1 rate until certificate is obtained						
School Counsellor 2 (72.5 hrs)	26.36	27.26	28.24	29.24	30.29	31.44
Applied Counselling Certificate						
Educational Assistant 1 (60 hrs) (less than Grade 12)	13.00	13.92	14.84			
Educational Assistant 2 (60 hrs) (Grade 12)	16.46	17.37	18.28			
Educational Assistant 3 (60 hrs) (Educational Assistant Diploma/Degree)	18.17	19.09	20.03			

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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)	17.50	17.96	18.37	18.89	19.40		
Hall School Yard Monitor (60 hrs) (Paid as an EA - Based on qualifications)							
On the Land Coordinator (72.5 hrs)	21.60						
School Community Liaison Officer (60 hrs) <i>formerly Community Connector</i>	24.27						
PEER Support Worker 1 (60 hrs) (Grade 12)	18.22	19.14	20.09				
PEER Support Worker 2 (60 hrs) (Grade 12 + Cert.)	21.66	22.59	23.53				
Pent / Student Teachers (60 hrs)	15.85	16.44	17.04	17.63	18.21	18.83	

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LIBRARY						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Library Page (72.5 hrs) (effective July 1, 2018)	11.22	11.35	11.49	11.96		
Library Page (72.5 hrs) (effective October 1, 2018)	11.35	11.49	11.63	11.96		
Library Clerk (72.5 hrs)	16.44	17.04	17.62	18.23		
Library Specialist 1 (72.5 hrs) (Library Training Certificate)	22.29	22.84	23.46	24.10	24.78	25.52
Library Specialist 1 (72.5 hrs) 70% Library Specialist 1 rate until three courses are successfully completed	15.60	15.99	16.42	16.87	17.35	17.87
Library Specialist 1 (72.5 hrs) 80% Library Specialist 1 rate until six courses are successfully completed	17.83	18.27	18.77	19.28	19.83	20.42
Library Specialist (72.5 hrs) 90% Library Specialist 1 rate until eight courses are successfully completed	20.06	20.56	21.11	21.69	22.31	22.97
Library Specialist 2 (72.5 hrs) (Library and Information Technology Diploma Program)	25.24	25.87	26.59	27.33	28.07	28.86

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NURSING							
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Nurse (72.5 hrs)	35.54	36.85	38.17	41.26	42.85	44.51	

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
Social Workers	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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June 28, 2018

TO: Library Specialists
Principals

FROM: Colleen Slight
Library Coordinator

RE: DAYS AND HOURS OF WORK – LIBRARY SPECIALISTS – 2018-19 SCHOOL YEAR

HOURS OF WORK

Hours of work are from 8:30 a.m. to 4:30 p.m. with a 45-minute break for lunch and two 15-minute breaks. In some schools, the Library Specialist works 8:00 a.m. to 4:00 p.m. in order to provide resources for teachers prior to class. Flexibility is encouraged to meet the needs of the school and the community but any change from the regular hours should be agreed on with the Principal and Area Superintendent. Information on changes to hours of work should be forwarded to Library Services.

DAYS OF WORK

Library Specialists hired after July 1, 2011 work the school year plus 9 days:

- 195 days for the school year (2018-2019) – Sept 4, 2018 – June 28, 2019
- 4 days prior to school opening
 - Full-time employees (or ½ time who are not combining) return on August 29, 2018.
 - ½ time employees combining their days return on August 30, 2018 (afternoon).
- 5 days after school closing
 - Full-time employees (or ½ time who are not combining) end on July 5, 2019
 - ½ time employees combining their day's end on July 3, 2019

Library Specialists hired prior to July 1, 2011 work 203 days per school year:

- 195 days for the school year (2018-2019) means you work 8 extra days – Sept 4, 2018 – June 28, 2019
- 4 days prior to school opening
 - Full-time employees (or ½ time who are not combining) return on August 29, 2018.
 - ½ time employees combining their days return on August 30, 2018 (afternoon)
- 4 days after school closing
 - Full-time employees (or ½ time who are not combining) end on July 4, 2019
 - ½ time employees combining their day's end on July 3, 2019 (finish at noon)

Please call me if you have any questions at 1 204 258 2752.

CS
cc: Marg Jaissen
Area Offices
Human Resources
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August 14, 2018

TO: School Counsellors
Principals

FROM: Tyson MacGillivray
Assistant Superintendent, Senior Years and Career Programs

RE: SCHOOL COUNSELLOR ACCOUNTABILITY DAYS AND HOURS OF WORK – SUPPORT STAFF

The purpose of this memo is to remind Counsellors hired prior to July 1, 2011 of their expected work days. School Counsellors – Support Staff are expected to work the following:

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 myself by September 30. Examples of activities which may eligible are:

- After school programming such as Anger Management small groups, Peer Support Delivery, Anti-Bullying small groups
- Career Fair for parents/students conducted in the evening
- Introduction to the Credit System workshops with parents in the evening
- Supporting Career Development programs where after hours involvement is required such as: Work Experience Career X, EOP
- Supporting Social Justice Programs where there is an in-school expectation such as WE Day, Soaring Eagles, TADD.

School Counsellors hired after July 1, 2012 are expected to work 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 if you have any questions.

TM

c: Reg Klassen, Chief Superintendent
Area Superintendents
Human Resources
Payroll

Casual Pay Rates as at July 1, 2018 (90% of Step 1 Hourly Rate)	
Custodian	\$15.72/hr
Nightwatchperson	\$15.72/hr
Maintenance Helper	\$16.45/hr
Maintenance Person 1	\$21.20/hr
Journeyman Carpenter	\$28.09/hr
Journeyman Plumber	\$27.62/hr
Journeyman Electrician	\$27.62/hr
Bus Driver	\$15.72/hr
Clerk Typist 1 (< 100 enrolment or 2 nd person in office)	\$15.75/hr
Clerk Typist 2 (100-300 enrolment)	\$17.35/hr
School Secretary (300+ enrolment)	\$18.39/hr
General Casual Support (i.e. Grass cutting, snow shoveling, painting, etc.)	Minimum Wage

Currently minimum wage in Manitoba is \$11.15 per hour and increases to \$11.35 per hour effective October 1, 2018.