



School Based Salary Scales

Non-Unionized Support Staff

Effective January 2, 2025

**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) – new rates/questions	20.89	21.54	22.20	22.90	23.66	24.40
Security / Nightwatchperson (80 hrs)	20.89	21.54	22.20	22.90	23.66	24.40
Prep Cook (80 hrs) – new rates/questions	19.68	20.74	21.85	22.95	24.10	25.30
Kitchen Helper (80 hrs)	15.80	16.63	17.74	18.85	19.98	21.07

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MAINTENANCE AND TRADES						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Maintenance Helper (80 hrs)	21.85	22.52	23.22	24.01	24.78	25.60
Maintenance Person 1 (80 hrs)	28.17	29.12	30.15	31.19		
Maintenance Person 2 (80 hrs)	30.13	31.18	32.28	33.47		
Journeyman Carpenter (80 hrs)	37.31	38.42	39.61	40.72		
Journeyman Plumber (80 hrs)	36.69	37.99	39.33	40.72		
Journeyman Electrician (80 hrs)	36.69	37.99	39.33	40.72		

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TRANSPORTATION						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Bus Driver 1 (80 hrs)	21.66	22.31	22.97	23.68	24.43	25.17

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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)	20.93	21.47	21.97	22.57	23.18	
Clerk Typist 2 (72.5 hrs) (100-300 enrolment)	23.04	23.66	24.22	24.88	25.55	26.29
School Secretary (72.5 hrs) (300+ enrolment)	24.42	25.01	25.64	26.29	27.04	27.73

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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)	26.83	27.65	28.56	29.50	30.50	31.51
School Counsellor 1 (72.5 hrs)	18.78	19.36	20.00	20.65	21.35	22.05
70% School Counsellor 1 rate until three courses are successfully completed						
School Counsellor 1 (72.5 hrs)	21.46	22.13	22.86	23.60	24.40	25.21
80% School Counsellor 1 rate until six courses are successfully completed						
School Counsellor 1 (72.5 hrs)	24.15	24.89	25.71	26.55	27.45	28.35
90% School Counsellor 1 rate until certificate is obtained						
School Counsellor 2 (72.5 hrs)	31.51	32.59	33.75	34.96	36.18	37.58
Applied Counselling Certificate						
Educational Assistant Unqualified (60 hrs) (Formerly EA 2- up to and including Grade 12)	20.44	21.53	22.62			
Educational Assistant Qualified (60 hrs) (Formerly EA 3 – Educational Assistant Diploma/Certificate)	22.50	23.59	24.71			

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ATTENDANCE MONITORS, PEER WORKERS, PENT							
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
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>	31.20						
School Community Liaison Officer (60 hrs) <i>formerly Community Connector</i>	29.01						
PEER Support Worker 1 (60 hrs) (Grade 12)	21.78	22.89	24.02				
PEER Support Worker 2 (60 hrs) (Grade 12 + Cert.)	25.88	26.99	28.12				
Pent / Student Teachers (60 hrs)	18.94	19.65	20.36	21.08	21.77	22.50	

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LIBRARY						
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Library Page (72.5 hrs)	15.80					
Library Clerk (72.5 hrs)	19.65	20.37	21.06	21.79		
Library Specialist 1 (72.5 hrs) (Library Training Certificate)	26.65	27.29	28.04	28.81	29.62	30.51
Library Specialist 1 (72.5 hrs) 70% Library Specialist 1 rate until three courses are successfully completed	18.66	19.11	19.63	20.16	20.74	21.35
Library Specialist 1 (72.5 hrs) 80% Library Specialist 1 rate until six courses are successfully completed	21.31	21.84	22.43	23.04	23.70	24.40
Library Specialist (72.5 hrs) 90% Library Specialist 1 rate until eight courses are successfully completed	23.98	24.57	25.24	25.92	26.66	27.45
Library Specialist 2 (72.5 hrs) (Library and Information Technology Diploma Program)	30.15	30.94	31.78	32.69	33.55	34.49

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NURSING							
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Nurse (72.5 hrs)	42.48	44.05	45.62	49.31	51.21	53.20	

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.

Division Office
30 Speers Road
Winnipeg, MB
R2J 1L9



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

VIA EMAIL

May 30, 2024

To: Library Specialists
Principals

From: Samantha Butts
Library Coordinator

RE: DAYS AND HOURS OF WORK, LIBRARY SPECIALISTS, 2024/2025 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

2024/2025 school year: 193 days
School opens: Tuesday, September 3, 2024
School closes: Friday, June 27, 2025

LIBRARY SPECIALISTS HIRED AFTER JULY 1, 2011		
School Year (193 Days) + 9 Days = 202 days	START DATE	END DATE
FULL TIME & HALF TIME, NOT COMBINING DAYS 4 days before, 5 days after	Wednesday, August 28, 2024	Friday, July 4, 2025
HALF TIME, COMBINING DAYS 2 days before, 2.5 day after	Friday, August 30, 2024	Wednesday, July 2, 2025
LIBRARY SPECIALISTS HIRED BEFORE JULY 1, 2011		
School Year (193 Days) + 10 Days = 203 days	START DATE	END DATE
FULL TIME & HALF TIME, NOT COMBINING DAYS 5 days before, 5 days after	Tuesday, August 27, 2024	Friday, July 4, 2025
HALF TIME, COMBINING DAYS 2.5 days before, 2.5 day after	Thursday, August 29, 2024	Wednesday, July 2, 2025

Monday, September 2, 2024, and Tuesday, July 1, 2025, 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

Division Office
30 Speers Road
Winnipeg, MB
R2J 1L9



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

VIA EMAIL

June 03, 2024

TO: School Counsellors
Principals

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

RE: **Counsellor Accountability Days and Hours of work – Support Staff 2024-2025**

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 Meghan Clements De Silva, Assistant Superintendent Student Services & Wellness, email Meghan.Clements@fsdnet.ca by *Thursday, September 26, 2024*.

Examples of activities, which may be eligible, are:

- After school programming such as Anger Management small groups, Peer Support Delivery, Anti-Bullying small groups
- Supporting Career Development programs
- Supporting Social Justice Programs where there is an in-school expectation such as; Soaring Eagles, TADD.

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

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.

MCDS/kt

- c. Superintendents
Principals/Vice Principals
Student Services Consultants
Student Services Coordinator
Resource Teachers
Human Resources & Payroll



Casual Pay Rates as at January 2, 2025 (90% of Step 1 Hourly Rate)	
Bus Driver	\$19.49/hour
Clerk Typist 1 (< 100 enrolment or 2 nd person in office)	\$18.82/hour
Clerk Typist 2 (100-300 enrolment)	\$20.74/hour
Custodian	\$18.79/hour
Dorm Counsellor	\$21.90/hour
General Casual Support (i.e. Grass cutting, snow shoveling, painting, etc.)	Minimum Wage
Journeyman Carpenter	\$33.58/hour
Journeyman Electrician	\$33.02/hour
Journeyman Plumber	\$33.02/hour
Kitchen Helper	\$15.80/hour
Maintenance Helper	\$19.66/hour
Maintenance Person 1	\$25.35/hour
Nightwatchperson	\$18.79/hour
School Secretary (300+ enrolment)	\$21.98/hour

Currently minimum wage in Manitoba is \$15.80 per hour effective October 1, 2024.