

COLLECTIVE AGREEMENT

Between

TREASURY BOARD

and

**The Public Service Alliance of Canada Union
Local 60702**

Group:

SCHOOL BUSINESS OFFICIALS

EXPIRES: September 30, 2019

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THIS AGREEMENT made this 22nd day of June, 2016.

BETWEEN: HER MAJESTY IN RIGHT OF THE PROVINCE OF NEW BRUNSWICK; as represented by Treasury Board, hereinafter called the "Employer", party of the First Part;

AND: PUBLIC SERVICE ALLIANCE OF CANADA hereinafter called the "Union," party of the second part.

PREAMBLE:

WHEREAS it is the intention and purpose of the parties to this Agreement to maintain harmonious relations and settled conditions of employment between the Employer, the employees, and the Union, to promote cooperation and understanding between the Employer and the Union, to recognize the mutual value of joint discussions and negotiations, to improve the quality of the Public Service of the Province and to promote the morale, wellbeing and the increased, productivity and security of its employees to the end that the people of the Province will be well and efficiently served; accordingly, the parties hereto set forth certain Articles relating to pay, hours of work, and other terms and conditions of employment affecting employees covered by this Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 – RECOGNITION

1.01 The Employer recognizes the Union as the exclusive Bargaining Agent for all employees to whom New Brunswick Certification Order Number PS 015-13 applies.

1.02 No employee shall be required or permitted to make any written or verbal Agreement with the Employer or its representatives which may conflict with the terms of this Collective Agreement.

ARTICLE 2 – APPLICATION OF AGREEMENT

2.01 This Agreement applies to and is binding on the Union, the employees, the Employer and its representatives.

ARTICLE 3 – PROVINCIAL SECURITY

3.01 Nothing in this Agreement shall be construed to require the Employer to do or refrain from doing anything contrary to any instruction, direction or regulation given or made on behalf of the Government of the Province of New Brunswick in the interests of the health, safety or security of the people of the Province.

ARTICLE 4 – FUTURE LEGISLATION AND THE COLLECTIVE AGREEMENT

4.01 In the event that any law passed by the Legislature of the Province applying to employees covered by this Agreement, renders null and void, or materially alters any provisions of this Agreement, the remaining provisions shall remain in effect for the term of this Agreement, and the parties to this Agreement shall negotiate a mutually agreeable provision to be substituted for the provision that was rendered null and void, or was materially altered. In the event no Agreement can be reached, the parties may submit the matter to adjudication.

ARTICLE 5 – DEFINITIONS

5.01 "Union" shall mean the Public Service Alliance of Canada, which is the Certified Bargaining Agent of the Unit.

5.02 "Employer" shall mean and include the Treasury Board and the School Districts as listed under Part II of the First Schedule of the *Public Service Labour Relations Act*.

5.03 "Local Union" shall mean Local 60702 of the Public Service Alliance of Canada.

5.04 "Bargaining Unit" or "Unit" shall mean the group of employees covered by the New Brunswick Certification Order Number PS 015-13.

5.05 "Employee" shall mean a person who is in the Bargaining Unit and who meets the definition of an employee as defined in the *Public Service Labour Relations Act*.

5.06 For the purpose of this Collective Agreement, employees shall be sub-divided into the following categories:

(a) A "full-time" employee is one who is a permanent employee required to work the full normal work week as defined in Article 21.

(b) A "part-time" employee is one who is a permanent employee required to work more than one-third (1/3) but less than the full normal work week as defined in Article 21.

(c) A "term" employee is an employee who is employed for a specific term of employment of more than six (6) continuous months on a full-time or part-time basis. When employed, a term employee shall be entitled to all the rights and benefits of the Collective Agreement unless an article:

(i) otherwise specifies; or

(ii) specifically refers only to one or more of the other definitions of an employee (i.e., permanent, part-time, full-time or casual).

(d) A "Casual Employee", as defined in the *Public Service Labour Relations Act*, means a person employed on a temporary basis to respond to a temporary increase in workload or to replace an absent employee. When employed for a period of more than six (6) continuous months, a casual employee shall be entitled to all the rights and benefits of the Collective Agreement unless an article:

(i) otherwise specifies; or

(ii) specifically refers only to one or more of the other definitions of an employee (i.e., permanent, part-time, full-time or term).

(e) The words "permanent employee" in this Article means an employee who is engaged on a permanent basis either for the full year or for the period of the year during which the schools are open for their regular terms.

5.07 In interpreting this Agreement the masculine shall include the feminine, the singular shall include the plural, and the plural shall include the singular.

5.08 "Shall" means that the action is mandatory.

5.09 "Day" shall mean a weekday, other than a holiday unless otherwise stated in this Collective Agreement.

5.10 In this Agreement, words defined in the *Public Service Labour Relations Act* have the same meaning as that Act unless stated otherwise herein.

5.11 In this Agreement, words defined in the *Interpretation Act*, and not defined in the *Public Service Labour Relations Act*, have the same meaning as that Act unless stated otherwise herein.

ARTICLE 6 – MANAGEMENT RIGHTS

6.01 The Union recognizes that it is the function of the Employer to manage and direct its operations, and to direct the working forces of the Employer subject to the terms of this Agreement. All the functions, rights, powers and authority which are not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Employer. The Employer shall exercise these rights in good faith and in a reasonable non-arbitrary and non-discriminatory manner.

ARTICLE 7 – NO DISCRIMINATION, NO HARASSMENT

7.01 There shall be no discrimination, interference, restriction or coercion exercised or practiced upon any employee by either party because of membership in the Union or in contravention of the *Human Rights Act* of the Province of New Brunswick as amended from time to time.

7.02 The Union and the Employer recognize the right of employees to work in an environment free from harassment, abuse of authority and bullying and agree that harassment, abuse of authority and bullying will not be tolerated in the workplace.

7.03 Harassment and abuse of authority are defined as per the Workplace Harassment Policy AD-2913.

ARTICLE 8 – STRIKES AND LOCKOUTS

8.01 There shall be no strikes, walkouts or other similar interruptions of work during the term of this Agreement.

ARTICLE 9 – UNION MEMBERSHIP AND DUES CHECK-OFF

9.01 As a condition of employment, employees who are employed on or become employed after September 5, 2013 shall, within thirty (30) working days of commencement of employment, become members of the Union and shall not revoke such membership during the term of this contract.

9.02 The Employer shall advise new employees in their letter of appointment that they are included in the Bargaining Unit represented by the Union, and that their employment is on the terms and conditions set out in the Agreement.

9.03 Check-Off

The Employer shall deduct on a biweekly basis, the dues or assessments of the Union from the salary of each employee in the Bargaining Unit.

9.04 Amount of Union Dues

The Union shall advise the Employer in writing of the amount or rate of its biweekly dues or assessments. Any changes to the dues or assessments shall be provided by the Union to the Employer in writing. The Union shall advise the Employer at least three (3) months prior to the effective date of a change to the Union dues.

9.05 The Employer shall remit to the Union the amounts deducted prior to the fifteenth (15) of the month following the month in which the deductions were made. Such remittance shall be accompanied by an electronic list that includes the name, classification, and employee’s regular hours of work, period end date and school district of each Bargaining Unit member from whose salary the deduction has been made.

9.06 The Union agrees to indemnify and save the Employer harmless from any liability or action arising out of the operation of this Article except for any claim or liability arising out of an error committed by the Employer limited to the amount actually involved in the error. The Union assumes full responsibility for the disposition of any sums deducted from the wages of any employee and remitted to the Union under this Article.

9.07 At the same time that Income Tax (T-4) slips are made available, the Employer shall record the amount of Union dues paid by each Union member in the previous year.

9.08 The Employer shall provide the Local Union with a list of employees in the Bargaining Unit once per year. Such list shall include name, work location, position, employment status (i.e. permanent, term, casual), classification, mailing address, and telephone number of each employee.

ARTICLE 10 – UNION REPRESENTATIVES

10.01 At the employee’s request, an employee shall be permitted to have a Union representative present at any meeting with the Employer concerning a disciplinary matter or a matter arising out of the Collective Agreement.

10.02 Duly authorized representatives of the Union shall be permitted to transact official business of the Union with members of the Union or with official representatives of the Employer, on Employer property, provided such business shall not interfere with the normal operations of the Employer.

10.03 The Employer shall provide the Union with access to meeting rooms for the purpose of holding membership meetings, subject to availability of space and provided such business shall not cause costs to be incurred by the Employer nor interfere with the normal operations of the Employer.

10.04 In accordance with 12.01, new employees will be provided with a link to an electronic copy of the Collective Agreement, and will be introduced by the Employer to other employees in the facility. The Employer will introduce any executive members or shop stewards of the Union in the facility, and allow the shop steward up to thirty (30) minutes without loss of pay to explain the role of the shop steward in the grievance process and other rights and obligations of the employee and Employer under the terms of the Collective Agreement.

ARTICLE 11– COMMUNICATIONS

11.01 Except where otherwise provided, official communications in the form of correspondence between the Employer and the Union may be given by mail as follows:

TO THE EMPLOYER:	Director, Labour Relations Treasury Board P.O. Box 6000 Fredericton, N.B. E3B 5H1
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TO THE UNION:	Public Service Alliance of Canada 233 Gilmour Street Ottawa, Ontario K2P 0P1
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11.02 Each School District shall place at the disposal of the Union a reasonable number of bulletin boards of appropriate size for the posting of Union notices exclusively.

ARTICLE 12 – POSTING OF THE AGREEMENT

12.01 The Employer shall post electronically the Collective Agreement in both official languages on the Government of New Brunswick Intranet site. Immediately upon hiring, the Employer shall provide each new employee with a link to the electronic copy of the Collective Agreement.

12.02 This Agreement shall be posted in both English and French and shall be official in both languages. However, if a discrepancy of wording or interpretation arises between the English and French versions, the language in which the Collective Agreement was negotiated shall prevail.

ARTICLE 13 – LABOUR-MANAGEMENT COMMITTEE

13.01 The Union and the Employer acknowledge the mutual benefits to be derived from joint consultation and hereby approve the establishment of a Provincial Labour-Management Committee. Every reasonable effort will be made to ensure continuity of team membership during the life of the current Collective Agreement.

13.02 The parties agree that the Committee shall be employed as a forum for meaningful consultation on contemplated changes in conditions of employment or working conditions not governed by this Agreement and other matters of mutual interest. The parties will enter into Terms of Reference (TOR) for this Committee.

13.03 The Committees shall function in an advisory capacity only and shall not have power to alter, amend, add to, or modify the terms of this Agreement.

13.04 The Provincial Labour-Management Committees shall each consist of up to six (6) representatives from each party. The committee shall meet no less than two (2) times per year, should either party request such meetings. Committee members shall receive notice and agenda at least one (1) week in advance of the meeting.

13.05 Members of the Committee shall not suffer any loss of pay or benefits as a result of Committee Meetings. The expenses of the representatives attending a Committee meeting will be borne by their respective parties.

13.06 Minutes of each meeting of the committees shall be prepared in duplicate and jointly signed by a representative of each party as promptly as possible after the close of the meeting. The parties are responsible to provide copies to their respective officials.

ARTICLE 14 – DISTRICT LIAISON COMMITTEE

14.01 It is recognized that there is a need for communication and co-operation between the Employer and the Union at the local level. It is also recognized that a forum for exchanging information and discussing concerns at the local level is valuable in providing better Employer-Employee relations.

14.02 For the purposes expressed in Clause 14.01, the Employer and the Union may each name up to three (3) representatives to act as members of the district liaison committee for each School District.

14.03 For each district, the content of meetings and any specific terms of reference governing the conduct and scope of the committees will be determined locally. The committee shall meet no less than one (1) times per year, should either party request such meeting(s).

14.04 The Committee shall function in an advisory capacity only and shall not have power to alter, amend, add to, or modify the terms of this Agreement.

14.05 Members of the Committee shall not suffer any loss of pay or benefits as a result of Committee Meetings. The expenses of the representatives attending a Committee meeting will be borne by their respective parties.

ARTICLE 15 – GRIEVANCE PROCEDURE

15.01 Union Representative

Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement, the employee shall have the right to assistance of representatives of the Public Service Alliance of Canada during every stage of the grievance procedure, including when meeting with the Employer.

15.02 Informal Discussion

A complaint of any nature may be discussed with the employee's immediate supervisor before a grievance is presented. Reasonable attempts will be made to settle such complaints without making use of the grievance procedure hereinafter provided for.

15.03 No Intimidation

No person who is employed in a managerial or confidential capacity shall seek by intimidation, by threat of dismissal, or by any other threat to cause an employee to abandon his grievance or refrain from exercising his right to present a grievance, as provided in this Agreement.

15.04 Settling of Grievances

Should any question arise concerning the application, interpretation, or an alleged violation of the provisions of this Agreement, between the Employer and the Employee or group of employees, and where the employee has the written consent of the Union the following procedure shall apply:

STEP ONE: Within twenty (20) working days after the employee knows or ought reasonably to have known of the occurrence of the matter giving rise to the grievance, the employee, accompanied by a representative of the Union, if he so desires, may take the matter up with the Director of Human Resources by presenting the grievance in writing, containing sufficient details to identify the issues, on forms agreed upon by the Employer and the Union. Failing any written reply or satisfactory settlement within fifteen (15) working days, the employee may proceed to Step Two.

STEP TWO: Within fifteen (15) working days from the expiration of the fifteen (15) day period referred to in Step One, the employee, accompanied by a representative of the Union if so desired, may take the matter up with the Superintendent. The form completed on Step One must be presented. The Superintendent shall reply in writing on such form fifteen (15) working days from the presentation of the grievance under Step Two. Failing any written reply or satisfactory settlement within such fifteen (15) day period, the matter may be referred to adjudication as provided in Article 15 (Adjudication) hereof within twenty (20) working days from the expiration of such fifteen (15) day period.

15.05 Common Grievance

Where more than one employee has a common grievance, they may submit a single grievance. Such a common grievance may be introduced at Step One within twenty (20) working days after the employees know or ought to reasonably have known of the occurrence of the matter giving rise to the grievance, signed by all grievors.

15.06 Union Grievance

Any matter giving rise to a dispute between the Union and the Employer shall be processed at Step Two of the grievance procedure within twenty (20) working days of the knowledge of the occurrence thereof. Should the matter not be settled, the Union may refer its differences to adjudication.

15.07 Grievances Concerning Layoffs and Recall, Suspension or Discharge

Grievances concerning layoffs and recalls, suspension or discharge shall be initiated at Step Two of the grievance procedure. A copy of the grievance shall be sent to the Director of Human Resources.

15.08 Assistance During Grievance Investigation

At any stage of the grievance procedure including adjudication, the conferring parties may have the assistance of the employee or employees concerned and any necessary witnesses. All reasonable arrangements will

be made to permit the conferring parties to have access to the work site, to view disputed operations and to confer with the necessary witnesses.

15.09 Technical Error

No grievance shall be defeated or denied by any technical objection occasioned by a clerical, typographical or similar technical error or by inadvertent omission of a step in the grievance procedure.

15.10 Extension of Time Limits

Both parties may mutually agree in writing to extend the time limits specified herein. If advantage of the provisions of this Article is not taken within the time limits specified herein or as extended as set out in Article 15.04, the grievance shall be deemed to have been abandoned.

15.11 Attendance to Grievance meetings

The grievor shall be permitted the required time off to attend grievance meetings with the Employer without loss of pay or benefits.

15.12 Mutually Agreed Changes

Where the parties (Treasury Board and School Business Officials) have agreed in writing to amend this Agreement, such amendments shall be subject to the grievance and adjudication procedure.

ARTICLE 16 – ADJUDICATION

16.01 The provisions of the *Public Service Labour Relations Act* and Regulations governing the Adjudication of Grievances shall apply to Grievances lodged under the terms of this Agreement.

16.02 In any case including cases arising out of any form of discipline or the loss of any remuneration, benefit or privilege, the Adjudicator or Board of Adjudication shall have full power to direct payment of compensation, vary the penalty, or direct reinstatement of a benefit or privilege, or to affirm the taking away of such benefit or privilege as he or they may determine appropriate to finally settle the issue between the parties, and may give retroactive effect to its decision.

16.03 An Adjudicator or Board of Adjudication shall not have the power to alter or change any of the provisions of this Agreement or to substitute any new provision for any existing provision nor to give any decision inconsistent with the terms hereof.

ARTICLE 17 – DISCIPLINE AND DISCHARGE

17.01 The Employer recognizes that progressive discipline is a fundamental principle of this Agreement.

17.02 (a) No employee shall be suspended or discharged except for just cause. Where an employee is suspended or discharged, the Employer within ten (10) working days of the suspension or discharge shall notify the employee in writing by registered mail or personal service stating the reason for the suspension or discharge, and a copy of such notice of suspension or discharge will be forwarded to the Local President.

(b) Where an employee is disciplined and a letter of reprimand is deemed appropriate, the Employer shall, within ten (10) working days of the discipline, notify the employee and the Union in writing stating the reason for the discipline imposed.

17.03 Where it is determined that an employee has been disciplined by suspension without pay or by discharge in violation of Article 17.02, that employee shall be immediately reinstated in his former position without loss of continuous service or any other benefit which would have accrued to him if he had not been suspended or

discharged. One of the benefits, which he shall not lose, is his regular pay during the period of suspension or discharge which shall be paid to him at the end of the next complete pay period following his reinstatement.

17.04 The Employer shall not introduce as evidence in a grievance or adjudication proceeding under this Agreement any document pertaining to disciplinary action the existence of which the employee was not aware.

17.05 No unfavorable note, report or letter shall be filed in the employee's personal record file prior to the employee being notified in writing and having access to said note, report or letter.

All references to disciplinary action taken against the employee shall be removed after twenty four (24) months from the date of the imposition of the discipline, providing no other instance of disciplinary action in respect of the employee has been recorded during that period.

17.06 Upon request, an employee shall be given an opportunity to read his file four (4) times a year at a mutually agreed upon time.

17.07 Where the Employer intends to interview an employee for disciplinary purposes, except in the case of an emergency, the Employer shall so notify the employee at least forty eight (48) hours in advance of the purpose of the interview and shall inform the employee of his right to have a Union representative present at the interview in order that the employee may contact his/her Union representative.

ARTICLE 18 – SENIORITY

18.01 Seniority is defined as the length of service with any school district (or any former school board now included in or previously forming part of any present school district) in which an employee is employed.

18.02 The Employer shall maintain a seniority list for all employees. Up to date seniority lists as of the end of December shall be sent to the Local and posted on all bulletin boards in February of each year.

18.03 When an employee has completed his probationary period, his seniority shall date back to the date on which his employment began.

18.04 An employee shall lose any acquired seniority if he:

- (a) Has been laid off for a continuous period of more than eighteen (18) months;
- (b) Has been discharged for just cause and is not reinstated;
- (c) Has voluntarily left the employ of the Employer;
- (d) Is a term employee who has not been employed during a period of more than eighteen (18) months;
- (e) Is employed as a casual and has not worked during a period of more than eighteen (18) months.

18.05 An employee shall retain and continue to accumulate seniority if he:

- (a) Is on any approved leave of absence, except for a leave without pay for longer than three (3) months;
- (b) Is absent from work while in receipt of benefits under clause 43.01 (Workers' Compensation); or
- (c) Is absent from work while drawing sick pay or is receiving Long-term Disability benefits; or
- (d) Is working on secondment.

18.06 Notwithstanding 18.05 (a), in the case of an employee who is granted a leave of absence without pay for maternity leave, parental leave, for Union matters, or deferred leave, or any other leave specified by the *Employment Standards Act* that employee shall retain his seniority and continue to accumulate seniority during such periods of leave.

ARTICLE 19 – POSTING OF VACANCIES

19.01 (a) Where a vacancy is to be filled, or a new position is created within the Bargaining Unit, the school district shall post notice of the vacant position electronically, for a minimum of ten (10) working days.

(b) The school district will provide the Local Union with a copy of all postings at the time they are posted.

19.02 Such posting notice shall contain the following information:

- (a) Duties of position;
- (b) Essential and desired qualifications;
- (c) Work location;
- (d) Salary rate or range; and
- (e) Closing date of the competition.

19.03 Employees shall be selected for positions under this Article on the basis of their skill, ability, competence and qualifications.

Priority for filling vacancies shall be according to the following list:

- 1) Employees in the Bargaining Unit who work in the school district where the vacancy is posted, and who have the skill, ability, competence and qualifications to perform the job;
- 2) Employees in the Bargaining Unit working in a different district who have the skill, ability, competence and qualifications to perform the job;
- 3) Any other candidates, internal or external to the Bargaining Unit.

Within subsection 1) or 2) above, where skill, ability, competence and qualifications are relatively equal amongst the applicants, all vacancies shall be filled on the basis of seniority.

For acting assignments expected to be longer than six (6) months duration, the Employer shall give priority to employees within the Bargaining Unit who have the skills, ability, competence and qualifications to perform the job.

19.04 Where an employee changes classification within the Bargaining Unit he shall have a trial period of twenty (20) working days and if:

- (a) He is not confirmed in his new position within such a period, or
- (b) He does not wish to continue in the job;

He shall revert to his former position and other employees shall revert as may be necessary. When the employee reverts back within his trial period, the vacancy shall be filled from the original list of applicants in accordance with Article 19.

19.05 The Local Union shall be notified of all appointments, hirings, layoffs, transfers, recalls and terminations of employment.

ARTICLE 20 – PROBATION

20.01 Newly hired employees shall be considered on a probationary basis for a period of six (6) months. During the probationary period, employees shall be entitled to all rights and privileges of the Agreement with the exception of the grievance and adjudication procedures in the case of termination of employment.

20.02 A probationary employee may be employed either full-time or part-time.

ARTICLE 21 – REASSIGNMENT, LAYOFF AND RECALL

21.01 **Reassignment** - When the services of a permanent employee are no longer required due to lack of work or the discontinuance of a function, the Employer shall, prior to issuing any notice of layoff, first consider the qualifications, competence, efficiency and suitability of the employee to determine whether the employee could be reassigned to another appropriate vacant position within the District.

21.02 **Seniority** - Where there is more than one employee in the classification affected by the lack of work or discontinuance of a function in a workplace, the Employer shall seek volunteers from the workplace for the reassignment as outlined in 21.01. If there are no volunteers, the process shall be applied to the affected employee with the least seniority within that workplace.

21.03 **Reassignment Procedure** - The Employer may, upon considering qualifications, competence, efficiency and suitability, reassign an employee whose services are no longer required because of lack of work or discontinuance of a function, to another appropriate vacant position in the following manner and sequence:

(a) To a vacant position in the employee's same classification, within the same School District and within a radius of one hundred (100) kilometers from the employee's residence.

(b) If a vacancy is not available under (a) above, then any vacant position in the employee's same classification, within the same School District and within a radius greater than one hundred (100) kilometers from the employee's residence.

(c) If a vacancy is not available under (a) or (b) above, then any vacant position of a lower classification for which the employee is qualified within the employee's School District.

(d) If a vacancy is not available under either (a), (b) or (c) above, then any vacant position of the same or lower classification for which the employee is qualified within any of the School Districts.

An employee who is offered placement in accordance with 21.03 (a) cannot decline the reassignment. An employee who is offered placement in accordance with 21.03 (b), (c) or (d) can decline the reassignment. In the event that no reassignment is completed, the layoff provisions in Articles 21.04 to 21.06 shall apply.

In an attempt to avoid layoffs, the Employer and the Union or a School District and the Union, may mutually agree to another reassignment process than is set out in Article 21.

21.04 Layoff means the termination of an employee's permanent employment because of lack of work or because of the discontinuance of a function. The application of all layoff provisions shall be restricted to the School District in which the layoff occurs. The provisions of Article 21 shall not apply to probationary employees.

21.05 In case of layoff, the employee with the least seniority in the classification within the impacted School District will be laid off.

21.06 Layoffs will only take place after the Union has been notified. The parties shall meet at the request of either party to discuss the impending layoff. Affected employees and the Union will be given a minimum of thirty (30) days' notice of the layoff.

21.07 In the event an employee is laid off, he will not lose his seniority and will continue to retain accumulated seniority in accordance with Article 18(Seniority).

21.08 **Recall-** Employees shall be recalled in the order of their seniority by classification as calculated under Article 18(Seniority).

21.09 No new employees will be hired by or seconded to a School District until all laid off employees in the same classification within the School District have been given an opportunity for recall or to fill a job vacancy under Article 19 (Posting Vacancies).

21.10 An employee who is laid off and re-hired by the public service within eighteen (18) months of the day of layoff shall be entitled to retain the unused sick leave credits and years of service for purposes of calculating vacation leave and retirement allowance entitlement that accumulated as of the date of layoff.

21.11 Laid off employees shall be subject to the Provincial Redeployment Program.

ARTICLE 22 – HOURS OF WORK

22.01 The normal hours of work for Full-time Employees shall be thirty six and one-quarter (36 ¼) hours weekly. An Employee may be required to work in excess of this amount, depending upon the nature of the employee's work.

22.02 (a) For Full-time Employees not employed in Transportation or in Facilities positions, where time in excess of the normal hours of work per week (36 ¼) is required by the employer, and pre-approved by the Superintendent or designate, it shall be offset by time off in lieu on an hour-by-hour basis. There shall be no carry over and no payout of any unused time off in lieu accumulated per calendar year.

(b) Full-time Employees employed in Transportation or in Facilities positions required to work in excess of the normal hours of work shall receive five (5) days off with pay per calendar year in lieu. There shall be no carry over and no payout of any unused portion of the five (5) days off per calendar year.

22.03 Upon request and where operational requirements permit, employees shall be granted leave with pay for approved excessive hours worked. Approved leaves with pay for excessive hours worked shall be arranged by the Employer so as to cause minimum interference with the operations of the School District, taking into account the seniority and employee's preference. All approved leaves with pay for excessive hours worked shall not be carried over to the following calendar year.

22.04 A flexible work arrangement may be established by written mutual Agreement between the employee and the Superintendent or designate.

22.05 Each full-time employee may take two (2) fifteen (15) minute breaks each day. Part-time and casual employees will be allowed one (1) fifteen (15) minute break during each three (3) consecutive hours worked. Notwithstanding, part-time and casual employees will be allowed a minimum of one (1) fifteen (15) minute break each day, provided that the employee is scheduled for three (3) or more hours on that day. The maximum breaks in any given day worked will be two (2).

22.06 There shall be no split shifts.

ARTICLE 23 – MERIT INCREASES

23.01 (a) The Employer shall, subject to documented assessment and performance review, grant a permanent employee who has received a solid performance rating on his anniversary date (or any later date) an increase of two (2) steps provided that the increase does not exceed the control point maximum.

(b) The Employer may, subject to documented assessment and performance review, grant a permanent employee who has received an exceptional performance rating on his anniversary date (or any later date) an increase of up to five (5) steps in the pay scale, not to exceed the control point maximum.

(c) All increases are to be granted according to the merit increase guidelines set out in Article 23.03 below.

23.02 At the discretion of the Employer, anniversary date merit increases, or portions thereof, may be delayed and granted at a subsequent date, without change to the employee’s anniversary date, but no later than November 30th, unless delay is required for extenuating circumstances.

23.03 Employees paid at or above the control point maximum of the pay range are ineligible for merit increases. Merit increase amounts will be based on the following guidelines:

Performance Rating	Merit increase steps (below CPM)	Merit increase steps (at/above CPM)	Potential re-earnable increments
Needs Improvement	0 steps	N/A	N/A
Solid Performance	2 steps	N/A	N/A
Exceptional	3-5 steps	N/A	3-4 *not to exceed 5 if combined with merit

Expectations refer to the agreed objectives standards specified on the employee’s work plan.

23.04 Exceptional Performance

(a) A permanent employee paid at the control point maximum, who has demonstrated exceptional performance, may be granted on the anniversary date at least three (3) re-earnable increments, not to exceed the discretionary maximum. Authorization by the Superintendent must be based on exceptional performance as assessed pursuant to the performance management system.

(b) Given that the rate of pay at the control point maximum relates to fully developed job performance, the recommended guideline for granting exceptional performance re-earnable increments is for circumstances of clearly extraordinary achievement, or achievement under extraordinary circumstances.

(c) A permanent employee paid below the control point maximum, who has demonstrated exceptional performance, may be granted three (3) steps for exceptional performance on the anniversary date. Any of the three (3) steps exceeding the control point maximum will be granted as a re-earnable increment.

(d) A permanent employee paid below the control point maximum may be granted on anniversary date a combination of a merit (permanent) increment and a re-earnable increment. The two combined increases are not to exceed the five (5) steps allowed for exceeding expectations.

23.05 Re-earnable Increments

a) Re-earnable increments refer to temporary payments equivalent to pay step increases, authorized at the discretion of the Superintendent.

b) Re-earnable increments:

- (i) Are not to exceed the equivalent of four (4) pay steps;
- (ii) Are not included in base pay;
- (iii) Do not constitute pensionable earnings or salary for the purpose of calculating layoff allowance and retirement allowance for employees who elected to defer payout; and
- (iv) May be included with bi-weekly pay, as separate earnings paid out in a lump sum.

23.06 Employees shall have a common anniversary date of July 1st.

ARTICLE 24 – CLASSIFICATIONS

24.01 Upon commencement of duties and upon written request, a permanent employee shall be provided with a complete and current statement of the duties and responsibilities of his or her position, and an organization chart depicting the position's place in the organization.

24.02 The classifications of the employees covered by this Agreement shall be set out in Schedule A to this Agreement, plus such additional classifications as the Employer may require. Nothing herein shall compel the Employer to engage employees in all classifications listed in Schedule A.

24.03 The rates of pay for employees shall be in accordance with the rates set out in the attached Schedule A which form part of this Agreement.

24.04 The Union recognizes the Employer's exclusive right to assign duties and classify the positions of employees.

24.05 Where a new classification not covered in Schedule A is established by the Employer or where changes in a classification create a new classification during the term of this Agreement, the wage rate shall be established in relation to the points allocated based on the job evaluation tool applied by the Employer. The Employer may set an interim wage for such classification.

24.06 (a) When a permanent employee requests reclassification of her position, she will complete a Position Description Questionnaire (PDQ) and submit the PDQ to the immediate supervisor and copy District HR. District HR will ensure that the supervisor and Director have verified the accuracy of the document and have signed off within twenty (20) working days. The District HR shall forward the signed PDQ to the Departmental HR Branch. The appropriate completed documentation shall then be forwarded to the Treasury Board for review. Within forty five (45) working days of receipt of the request for the reclassification by Treasury Board, the Employer will advise the Employee of the results. If the request results in reclassification, it becomes effective the first day of the pay period in which the PDQ was received by the Treasury Board.

(b) The request for reclassification shall be processed only if at least twelve (12) months have elapsed from the date of the last classification decision or if there is a significant change in duties.

24.07 Employees have access to a classification appeal process. The classification appeal process (including, for purpose of example only, eligibility, time limits, scope limits, etc.) will conform entirely with the process established in the Classification Appeal section of the Administrative Policy AD-2301 (Classification Review and Appeal - Part I) as amended by Treasury Board from time to time. A classification appeal will be heard by and in accordance with the Classification Appeal Board process also established by Administrative Policy AD-2301.

24.08 Where an employee's duties are reclassified to a classification having a lower control point maximum, for reasons other than disciplinary action, or at the employee's written request and the employee's rate of pay is above the control point maximum of the new classification, the employee shall be retained at the employee's current rate of pay for one (1) year after which the employee will be placed at the control point maximum of the new classification. If the employee's rate is below the control point maximum of the new pay range applicable to the employee, the employee shall be installed in the new pay range at the rate which is closest to the employee's present rate and which is not a decrease.

24.09 All time limits in the reclassification process may be extended by mutual consent.

ARTICLE 25 – VACATION

25.01 Vacation leave should normally be taken during the calendar year in which it is earned.

25.02 The vacation leave credit:

(a) For employees with less than eight (8) years of employment shall be one and one-quarter (1 1/4) days per calendar month;

(b) For employees with eight (8) or more years of employment shall be one and two-thirds (1 2/3) days per calendar month;

(c) For employees with twenty (20) or more years of employment shall be two and one-twelfth (2 1/12) days per calendar month.

25.03 An employee who commences employment

(a) In the first ten (10) working days of the month accumulates vacation leave credits for that month,

(b) After the tenth (10th) working day of the month accumulates vacation leave credits beginning with the following month.

25.04 An employee who does not use all the vacation credits during the calendar year in which they were earned may carry over to the next calendar year, vacation credits equivalent to the entitlement earned in the calendar year, provided the employee has obtained permission to do so in writing from the Superintendent and/or designate. The maximum vacation carried at any given time shall not exceed vacation credits equivalent to the entitlement earned in the calendar year. An employee who has completed six (6) months of continuous employment is entitled to receive an advance of credits equivalent to the anticipated credits for the current vacation year.

25.05 Where Emergency Leave, Bereavement Leave, or Sick Leave (on production of suitable proof of illness) is granted for a period during which an employee was on Vacation Leave, the period of Vacation Leave covered is reinstated to the employee.

25.06 Where a continuous period of absence from work, on leave without pay or suspension from duty, for any month exceeds one-half (1/2) the number of working days in that month, no vacation credits accumulate.

25.07 An employee who has vacation credits which have not been used when he or she ceases to be an employee is entitled to a cash settlement in lieu of vacation based on the employee's rate of pay at termination. A person, upon ceasing to be an employee, must compensate the Employer for vacation which was taken but which was not earned and the amount of the compensation is to be calculated using the employee's rate of pay at termination.

25.08 Vacation shall be taken at a time authorized by the Employer, and where operational requirements permit for the time requested by the employee. Vacation leave requests shall not be unreasonably denied.

25.09 Employees shall notify the Employer in writing prior to April 15th of their preference for vacation dates. Where a scheduling conflict occurs between two or more employees for the same vacation period, operational requirements with consideration for seniority, shall determine the vacation schedule. A written response shall be provided to each individual by May 30th. Following May 30th, any requests for leave will be responded to within ten (10) working days.

25.10 Subject to operational requirements, the Employer will make every reasonable effort not to recall an employee to duty after the employee has proceeded on vacation leave and not to cancel a period of vacation leave which has been previously approved.

ARTICLE 26 – HOLIDAYS

26.01 All employees covered by this Agreement are to have the following holidays off without loss of pay provided such holidays occur on a regular working day.

- a) New Year's Day;
- b) Good Friday;
- c) Easter Monday;
- d) The day fixed by proclamation of the Governor in Council for the celebration of the birthday of the Sovereign;
- e) Canada Day;
- f) New Brunswick Day;
- g) Labour Day;
- h) The day fixed by proclamation of the Governor in Council as a general day of thanksgiving;
- i) Remembrance Day;
- j) Christmas Day;
 - (i) When Christmas Day is a Monday, the 25th and 26th days of December, or
 - (ii) When Christmas Day is a Tuesday, the 24th, 25th, and 26th days of December, or
 - (iii) When Christmas Day is a Wednesday or Thursday, the afternoon of the 24th day and the 25th and 26th days of December inclusive; or
 - (iv) When Christmas Day is a Friday, a Saturday or a Sunday, the 24th to 27th days of December inclusive;
- k) Any other day duly proclaimed as a Provincial or National Holiday.

26.02 An employee who is entitled to pay on both the working day immediately preceding and following the holiday is entitled to the paid holiday.

ARTICLE 27 – SICK LEAVE

27.01 An employee is eligible to accumulate sick leave credits at the rate of one and one quarter (1 ¼) days per month for each full calendar month of continuous employment up to a maximum credit of two hundred and forty (240) days.

27.02 An employee who commences employment

- (a) In the first ten (10) working days of the month accumulates sick leave credits for that month;
- (b) After the tenth (10th) working day of the month accumulates sick leave credits beginning with the following month.

27.03 Where a continuous period of absence from work on leave of absence without pay or suspension from duty not in violation of Article 16 exceeds one-half (½) the number of working days in any month, no sick leave credits shall accumulate for that month, but the employee shall retain any sick leave credits prior to such leave or suspension from duty.

27.04 For the purpose of computing sick leave accumulation, the following shall be counted as working days:

(a) Days on which the employee is on vacation;

(b) Days on which the employee is on leave of absence with pay pursuant to the terms of this Agreement;
and

(c) Days on which the employee is absent from work while receiving Workers' Compensation benefits to a maximum of twelve (12) months.

27.05 An employee shall be granted sick leave with pay when he is unable to perform his duties because of illness or non-work related injury provided that:

(a) such absences are reported as soon as possible to his immediate supervisor; and

(b) he has the necessary accumulated sick leave credits.

27.06 (a) The Employer may require a medical certificate from an employee entitled to sick leave with pay under this Article.

(b) The Employer may require a medical examination of the employee by an independent medical examiner appointed by the Employer. All expenses incurred by the employee to attend the independent medical examination shall be covered by the Employer, i.e. the examination fees and travel expenses in accordance with the GNB Travel Policy.

27.07 A deduction shall be made from accumulated sick leave credits of all normal working days (excluding holidays) absent for sick leave. Absence on account of illness for less than one-half ($\frac{1}{2}$) day may be deducted as one-half ($\frac{1}{2}$) day; absence for more than a half ($\frac{1}{2}$) day but less than a full day may be deducted as a full day.

27.08 (a) Where an employee does not have sick leave credits equal to the period of absence caused by illness, the employee may be granted special sick leave with pay for a period of up to fifteen (15) working days.

(b) Special sick leave granted under sub-section (a) must be deducted from sick leave credits subsequently earned before any further accumulation of sick leave credits can take place.

27.09 (a) Where the employment of an employee who has been granted advanced sick leave in accordance with 27.08 is terminated for any reason, the employee shall compensate the Employer for any such leave granted to him which has not been paid back in accordance with this Article calculated at the employee's hourly rate at the time he ceased to be an employee.

(b) The parties agree that failure to comply with 27.09 (a) above will entitle the Employer to withhold any wages or other monetary benefits, including retirement allowance, in an amount sufficient to reimburse the Employer the amount owing.

27.10 Every effort shall be made to schedule medical and dental appointments outside the hours of work. When this is not possible, time absent from work in excess of two (2) hours shall be deducted from sick leave, as per Article 27.07.

ARTICLE 28 – PART-TIME EMPLOYEES

28.01 (a) A part-time employee shall accumulate the following on a pro-rated basis; the pro-ratio being the hours regularly worked in relation to the normal hours worked for full-time employees:

(i) Seniority;

- (ii) Vacation credits;
- (iii) Sick leave credits.

(b) All other leaves are applicable on a pro-rated basis.

28.02 Notwithstanding Article 26, where a holiday falls on a part-time employee's scheduled workday, the employee shall receive the holiday without loss of pay. Where a holiday falls on a part-time employee's regular day off, the holiday is not rescheduled nor is the part-time employee otherwise compensated.

28.03 Notwithstanding Article 23.02, a part-time employee shall be eligible for an anniversary pay increment only after completion of each total annual hours of work normally worked by full-time employees.

28.04 Participation of a part-time employee in any group benefit plan is subject to the terms of such plan.

ARTICLE 29 – MATERNITY LEAVE/PATERNITY LEAVE/CHILD CARE LEAVE

29.01 No later than fifteen (15) weeks prior to the anticipated date of delivery, an employee shall forward to the Employer a written request for maternity leave. This leave may commence prior to the anticipated date of delivery but shall commence no later than the date of delivery.

29.02 Where an employee submits a medical certificate to the Employer stating that her health so requires, sick leave in accordance with the provisions of Article 27 shall be granted prior to commencement of the employee's requested maternity leave under 29.01.

29.03 The Employer may direct an employee who is pregnant to proceed on maternity leave at any time, where, in its opinion, the interest of the institution so requires.

29.04 Maternity leave shall not exceed seventeen (17) weeks. An employee returning to work from maternity leave shall be reinstated to her previously held position.

29.05 The total number of weeks an employee is eligible for maternity leave may be advanced, delayed, shortened or lengthened by mutual Agreement between the Employer and the employee.

29.06 While on maternity leave, the employee may, if permissible under the relevant benefit plan, continue participation. When the employee requests to continue contributions to the benefit plans, the Employer shall also continue the required contributions during the period of the maternity leave to a maximum of seventeen (17) weeks provided the employee submits post-dated cheques for her share of the premiums for the entire period prior to commencing maternity leave.

29.07 (a) On the occasion of the birth of a child, a parent other than the birth mother shall be granted on request special leave with pay to a maximum of five (5) days. Such leave is to be taken within a reasonable period of time surrounding the arrival of the child.

(b) On the occasion of the adoption of a child, an employee who is not taking child care leave shall be granted, on request, special leave with pay to a maximum of five (5) days. Such leave is to be taken within a reasonable period of time surrounding the placement of the child.

29.08 Supplementary Unemployment Benefit Plan

(a) This plan is conditional upon the approval and continued approval of the Federal Government.

(b) After completion of one (1) year continuous employment, an employee who agrees to return to work for a period of at least six (6) months and who provides the Employer with proof that she has applied for and is eligible to receive Employment Insurance benefits pursuant to the *Employment Insurance Act*, shall be eligible to be

paid a maternity leave allowance in accordance with the Supplementary Employment Benefit Plan for a period not to exceed seventeen (17) continuous weeks, inclusive of the two (2) week waiting period for Employment Insurance benefits.

(c) In respect of the period of maternity leave payments made according to the Supplementary Unemployment Benefit Plan will consist of payments equal to the difference between the unemployment insurance benefits the employee is eligible to receive and seventy five percent (75%) of her regular rate of pay at the time maternity leave commences, less any other monies received during the period which may result in a decrease in unemployment insurance benefits to which the employee would have been eligible if no extra monies had been received during this period.

(d) Regular rate of pay shall mean the rate of pay the employee was receiving at the time maternity leave commences, but does not include retroactive adjustment of rate of pay, temporary assignment, shift premium, overtime, or any other form of supplementary compensation.

(e) An applicant under Article (b) and (c) above shall return to work and remain in the Employer's employ for a period of at least six (6) months after her return to work.

Should the employee fail to return to work and remain at work for a period of six (6) months the employee shall reimburse the Employer for the amount received as maternity leave allowance on a prorated basis.

(f) An employee who is absent from work and is receiving Workers' Compensation Benefits is not entitled to any benefits under this Article.

29.09 Child Care Leave

(a) An employee who is a natural or adoptive parent shall be granted upon request in writing child care leave without pay for a period of up to thirty-five (35) weeks. The leave may be shared by the parents or taken wholly by one (1) parent.

(b) Such leave shall commence at a mutually agreed time no earlier than the date on which the newborn or adoptive child comes into the employee's care and shall end no later than fifty-two (52) weeks after this date.

(c) Such leave shall be requested a minimum of six (6) weeks prior to the commencement of such leave in the case of natural parents and as soon as possible prior to the commencement of such leave in the case of adoptive parents.

(d) An employee returning to work from child care leave shall be reinstated to his/her previously held position and shall receive a rate of pay that is equivalent to or greater than the rate of pay she was receiving immediately prior to departure on child care leave.

(e) The total number of weeks an employee is eligible for child care leave may be shortened or lengthened by mutual Agreement between the Employer and the employee.

(f) During the period of child care leave of up to thirty-five (35) weeks only as specified in Article 28.09 (a) hereto:

(i) An employee continues to earn seniority;

(ii) An employee maintains but does not accrue sick leave or vacation leave benefits during the child care leave.

(g) An employee granted child care leave pursuant to Article 29.09 (a) above may where permissible under the relevant benefit plans continue contributions including those of the Employer during such leave.

29.10 The total number of weeks an employee may be away from the workplace under the provisions of this Article shall not exceed fifty-two (52) weeks.

ARTICLE 30 – COMPASSIONATE CARE LEAVE

30.01 Employees in the Bargaining Unit shall have the right to apply for Compassionate Care Leave without pay subject to the provisions of the *New Brunswick Employment Standards Act* as amended from time to time.

ARTICLE 31 – FAMILY RESPONSIBILITY LEAVE

31.01 Family Responsibility leave with pay may be granted up to three (3) working days' leave per year where no one other than the employee can provide for the immediate and temporary care of a dependant member of the employee's family. An additional two (2) days' leave per year to be deducted from the employee's sick leave may be approved by the Superintendent and/or designate, if required.

31.02 For the purpose of this Article, immediate family is defined as:

- (a) Spouse/Common law partner;
- (b) Father/mother;
- (c) Son/daughter.

ARTICLE 32 – EMERGENCY LEAVE

32.01 Emergency Leave

Emergency leave with pay may be granted to an employee by the Employer for a period not exceeding five (5) working days:

- (a) Where there is a serious illness in the employee's immediate family; or
- (b) Where circumstances not directly attributable to the employee prevent the employee from reporting for duty.

For purposes of this Article "emergency" means a sudden, generally unexpected occurrence or set of circumstances demanding immediate attention preventing the employee from reporting for duty.

For the purpose of Article 32, immediate family is defined as:

- (a) Spouse/Common law partner;
- (b) Father/mother;
- (c) Son/daughter.

ARTICLE 33 – BEREAVEMENT LEAVE

33.01 (a) An employee shall be granted bereavement leave in the event of the death of the employee's mother, father, stepmother, stepfather, spouse, common -law spouse, son, daughter, (including stepson or stepdaughter), brother, sister, stepbrother, stepsister, mother-in-law, father-in- law, grandparents, grandchild, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or any other relative living in the household of the employee, without loss of regular pay for five (5) working days.

(b) An employee shall be granted bereavement leave in the event of the death of the employee's uncle or aunt, niece or nephew, without loss of regular pay for one (1) calendar day to attend the funeral.

33.02 If the burial does not immediately follow the funeral, the employee may request in writing to use one of the days of leave without loss of regular pay available under 33.01 above at a later date to attend the burial.

ARTICLE 34 – PALLBEARER LEAVE

34.01 Subject to operational requirements, one (1) day's leave shall be granted to attend a funeral as a pallbearer.

ARTICLE 35 – COURT LEAVE

35.01 A School District Superintendent or his/her designate, shall grant leave with pay to any employee other than an employee on leave of absence without pay, or under suspension who is required:

- (a) To serve on a jury
- (b) To attend as a witness in any court proceedings where the attendance of witnesses is compelled by law.

35.02 An employee who is required to attend Court or any similar proceedings initiated by himself, or with respect to attending Court or proceedings not associated with his employment and to which he is made a party, shall not be entitled to a leave of absence with pay.

35.03 Any fees received by an employee for attendance as a juror or witness shall be remitted to the School District, or the employee shall only be paid the difference between his or her regular salary and the jury or witness fees received. This shall not apply to an employee on leave of absence without pay or under suspension or not otherwise receiving pay from the Employer for the time in question.

35.04 The School District involved shall administer the granting of leave under this policy and shall ensure that fees received by an employee are remitted to the School District or that the employee is only paid the difference between his or her regular salary and the jury or witness fees received.

35.05 An employee required to serve as a juror or appear as a witness under this policy is entitled to retain any mileage or expense allowance which may be paid for so doing.

ARTICLE 36 – UNION LEAVE

36.01 The Employer will grant leave with pay to a reasonable number of employees for the purpose of attending contract negotiation meetings.

36.02 Where operational requirements permit, the Employer will grant leave with pay to a reasonable number of employees to attend preparatory contract negotiations meetings.

36.03 Where operational requirements permit, the Employer will grant time-off with pay to a reasonable number of employees who are meeting with management in joint consultation. The Union will be responsible for all employee travel expenses to attend the meetings.

36.04 Where operational requirements permit, the Employer will grant leave without pay to a reasonable number of employees to attend Union Executive Meetings, Conventions, conferences and educational events.

36.05 The grievor and one (1) local Union representative shall not suffer any loss of pay or benefits for the time involved in grievance and adjudication procedures, including discussions under 15.02.

36.06 Leave of absence without pay for up to three (3) years shall be granted to a member who is elected or appointed to a full-time term position with the Union, the New Brunswick Federation of Labour or the Canadian Labour Congress. This period may be renewable based on operational requirements.

36.07 In the case of leaves with pay pursuant to Articles 35.01 and 35.02, the Employer will maintain the salary and benefits of the employee and invoice the Union for reimbursement of salary and benefits. The Union will be responsible for all employee travel expenses incurred to attend the meetings.

ARTICLE 37 – MISCELLANEOUS LEAVE

37.01 The Employer may at her discretion and upon such terms as she deems advisable, grant leaves of absence with or without pay to an employee.

ARTICLE 38 – PROFESSIONAL DEVELOPMENT

38.01 (a) Educational Leave from duty for the purpose of taking advantage of supplementary courses of professional or technical training may be granted in accordance with these rules to employees with a minimum of twelve (12) months' service.

(b) The Superintendent and/or designate may waive the minimum service requirement in any case where it appears to be in the best interest of the Employer to do so.

38.02 No period of Educational leave shall exceed twelve (12) consecutive months, however, the Superintendent and/or designate may grant an extension of such leave.

38.03 (a) Where an employee is granted Educational Leave, the Superintendent and/or designate may require that employee to enter into an Agreement to render a specified period of service to the school district following completion of the Educational Leave.

(b) If an employee who has received Educational Leave fails to complete the service obligation, the employee shall pay to the Province an amount which bears the same ratio to the cost to the Province of the employee's training as the uncompleted obligation bears to the employee's total obligation under sub-section (a).

(c) Notwithstanding (b), the repayment requirement may be waived where the failure to satisfactorily complete the course or training was due to a cause beyond the employee's control.

38.04 Where leave of absence to take courses or training that require an employee to be absent from work for a continuous period exceeding one (1) month is recommended, the Superintendent and/or designate may approve the payment of:

- (a) The employee's salary or a part thereof;
- (b) Tuition, where the claim is supported by a receipt;
- (c) Travel expenses to and from the place of training once during the period of Educational Leave, in accordance with the Travel Regulations; and
- (d) Other agreed expenses.

38.05 (a) Where an employee takes courses or training that do not require absence from work or require only brief absences, the Superintendent and/or designate may approve the payment of the employee's tuition or a part thereof, where the claim is supported by a receipt.

(b) Where an employee takes courses or training described in sub-section (a), the Superintendent and/or designate may authorize for that employee:

- (i) Leave of absence with pay for the purpose of taking examinations;

(ii) Payment of the expenses of taking the examinations; and

(iii) Payment of travelling expenses in accordance with the Travel Regulations.

38.06 Where Educational Leave is granted in accordance with Article 38.04, the employee shall be eligible to accumulate Sick Leave credits and Vacation Leave credits in accordance with these rules, provided that no carry-over of vacation shall be permitted where Educational Leave is granted for a period of twelve (12) months.

38.07 An employee who does not satisfactorily complete courses or training shall cease to be entitled to financial assistance and shall reimburse the Employer for all payments made to the employee or on the employee's behalf unless he or she satisfies the Superintendent and/or designate that failure to satisfactorily complete his courses or training was due to a cause beyond his control.

38.08 Where an employee on Educational Leave receives other financial assistance from the Province which need not be repaid, the Educational Leave benefits under these rules shall be reduced by the amount of the assistance so received.

38.09 (a) Where the Superintendent and/or designate approves an employee to attend a conference or seminar for a period not exceeding one month, payment of the employee's reasonable expenses may be approved by the Superintendent and/or designate.

(b) The Superintendent and/or designate:

(i) May assign an employee to attend a conference or seminar for a period exceeding one (1) month; and

(ii) Shall determine prior to the conference assignment what payments will be made to the employee for expenses.

ARTICLE 39 – SAFETY AND HEALTH

39.01 The Employer shall continue to make reasonable provisions for the safety and health of its employees during their hours of employment pursuant to the terms of the *Occupational Health & Safety Act* as amended from time to time.

39.02 All proper Health and Safety devices shall be provided as per the provisions of the *New Brunswick Occupational Health and Safety Act*. Any employee coming in contact with unsafe working conditions is to report them immediately to the responsible officer designated by the District.

39.03 It is mutually agreed that both the Employer and Union shall cooperate to the fullest extent possible towards the prevention of accidents, and in reasonable promotion of safety and health.

ARTICLE 40 – LAYOFF ALLOWANCE

40.01 Layoff Allowance

(a) When a permanent employee having continuous service of five (5) years or more is laid off, the Employer shall pay such an employee a layoff allowance equal to five (5) days' pay for each year of continuous service but not exceeding one hundred and twenty-five (125) days' pay at the employee's regular rate of pay. Such allowance for part-time employees will be pro-rated on the basis of time worked in relation to the hours normally worked by a full-time employee.

(b) Where an employee is laid off, the layoff allowance shall be paid in a lump sum eighteen (18) months after the date he or she was laid off, to the employee, her beneficiary, or estate as the case may be.

ARTICLE 41 – TECHNOLOGICAL CHANGE

41.01 Technological change means the introduction of equipment or materials of a different nature or kind than previously used by the Employer, and a change in manner in which the Employer carries on its operations that is directly related to the introduction of that equipment.

41.02 Where technological change is to be implemented, the Employer will seek reasonable ways and means of minimizing adverse effects on employees which might result from such changes. The Employer agrees to introduce technological change in a manner which, as much as possible, will minimize the disruptive effects on employees and services to the public.

41.03 When the employer is considering the introduction of technological change which substantially changes the duties performed by the employees, the Employer agrees to notify the Union at least three (3) months in advance by written notice except for cases of unforeseen developments prior to the date the change is to be implemented. During this period the parties will meet to discuss the steps to be taken to assist employees who could be affected.

41.04 If as a result of change in technology, a permanent employee requires training, the training will be provided at the Employer's expense to the employee during the regular hours of work wherever possible, without loss of pay to the employee.

41.05 Where training is not practicable or where after a reasonable period of training the employee(s) is/are unable to acquire sufficient competence in the affected position, the provisions of Article 21 Reassignment, Layoff and Recall shall apply.

ARTICLE 42 – RESIGNATIONS

42.01 Employees who intend to resign shall make reasonable efforts to give the Employer a minimum of thirty (30) calendar days' notice in writing.

ARTICLE 43 – INJURY ON DUTY

43.01 An employee receiving compensation benefits under the *Workers' Compensation Act* for injury on the job is entitled to receive, the difference between his full salary and the salary benefits paid by the Workers' Compensation Board during the period of total temporary disability.

43.02 The absence of an employee who is receiving compensation under the *Workers' Compensation Act* shall not be charged against the employee's sick leave credit or vacation credit.

ARTICLE 44 – TRAVEL EXPENSES

44.01 The Province of New Brunswick Travel Policy AD-2801, as amended from time to time, shall apply to the employees in the Bargaining Unit.

ARTICLE 45 – PORTABILITY OF BENEFITS

45.01 An employee who accepts employment in a School District listed in Part II, First Schedule of the *Public Service Labour Relations Act* within eighteen (18) months of the resignation date from a School District listed in Part II of such Act shall be deemed to have been on leave of absence without pay for this period. Such employees shall retain seniority portability respecting all of the benefits and rights outlined in this Collective Agreement.

45.02 Upon transfer from Parts I, III or IV of the Public Service or transfer to Parts I, or III of the Public Service such person shall retain the following benefits:

(a) The retirement allowance entitlement for employees who have chosen to defer payout, where applicable

(b) The number of years of continuous employment in the Public Service for purposes of calculating Vacation Leave;

(c) To transfer unused vacation leave credits or to take cash in lieu, at the employee's option;

(d) He shall be entitled to transfer his accumulated pension credits provided that a reciprocal Agreement between the applicable pension plans exists;

(e) He shall be entitled to any unused sick leave credits accumulated from his previous Employer up to a maximum of two hundred and forty (240) days.

45.03 If a person accepts employment into the Bargaining Unit from Part I, III or IV of the Public Service or transfers to Parts I, or III of the Public Service with a break in service that is not longer than forty-five (45) calendar days, such person shall retain the following benefits:

(a) The retirement allowance entitlement, where applicable;

(b) The number of years of continuous employment in the Public Service for purposes of calculating Vacation Leave;

(c) He shall be entitled to any unused sick leave credits accumulated from his previous Employer up to a maximum of two hundred and forty (240) days.

ARTICLE 46 – RETROACTIVITY

46.01 Unless otherwise stated in the agreement, all new wages are retroactive to September 5, 2013.

46.02 (a) All present permanent employees are entitled to retroactive pay for all hours worked.

The following employees are entitled to retroactive pay on a prorated basis:

- (i) employees who retired, died or were laid off after September 5, 2013; and
- (ii) employees on approved leave of absence on the date of signing.

46.03 Other employees who were employed on September 5, 2013 and who are not employed on the date of signing of this Agreement shall be entitled to retroactive pay provided they make claim by notice in writing to the individual Employer in which they were employed within forty-five (45) days from the date of signing of this Agreement.

46.04 Retroactivity shall not apply to persons who;

(a) Left their employment before completing their probationary period,

(b) Were discharged for just cause;

(c) Became employed on or after September 5, 2013 and who voluntarily left their employment prior to the date of signing of this Agreement; or

(d) Are not employees as defined in Article 5 of this Agreement.

46.05 Whereas this Agreement constitutes a first Collective Agreement, all its provisions other than wage increases take effect on the date of signing unless otherwise specifically agreed elsewhere in the Agreement.

ARTICLE 47 – DURATION AND TERMINATION

47.01 Subject to the provisions of Article 46 of this Agreement, this Agreement constitutes the entire Agreement between the parties and shall be in effect for a term beginning September 5, 2013 and ending on September 30, 2019, and shall be automatically renewed thereafter for successive periods of twelve (12) months unless either party requests the negotiation of a new Agreement by giving written notice to the other party not less than thirty (30) calendar days and not more than one hundred and eighty (180) calendar days prior to the expiration date of this Agreement or any renewal thereof.

47.02 Any specific changes deemed necessary in this Agreement may be made by Mutual Agreement of the parties at any time during the existence of this Agreement.

47.03 Where a notice requesting negotiation of a new Agreement has been given, this Agreement shall remain in full force and effect until such time an Agreement has been reached in respect of a renewal, amendment or substitution thereof, or until such time as a deadlock is declared under the *Public Service Labour Relations Act*.

IN WITNESS WHEREOF, the Parties have signed this 22nd day of June, 2016.

FOR THE EMPLOYER

FOR THE UNION

Hon. Roger Melanson

Anna Goguen

Hon. Brian Kenny

Stephen Evans

Paméla E. Boulay

Guy Richard

Laura Barr

Luc Emond

Tara Hannay

Jeannie Baldwin

Stewart Stanger

Yvan Guérette

Leslie Hebb

SCHEDULE A
BIWEEKLY RATES OF PAY
 Effective: October 1, 2013
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 1

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1309	1324	1340	1356	1372	1388	1404	1421	1439	1456	1473	1489
34034	34424	34840	35256	35672	36088	36504	36946	37414	37856	38298	38714
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1509	1528	1546	1567	1583	1599	1623	1640	1658	1681	1698	1719
39234	39728	40196	40742	41158	41574	42198	42640	43108	43706	44148	44694
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)		
1742	1760	1785	1803	1824	1849	1868	1893	1914	1937		
45292	45760	46410	46878	47424	48074	48568	49218	49764	50362		

SCHOOL
 BUSINESS
 OFFICIAL 2

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1498	1519	1535	1554	1574	1590	1610	1631	1648	1671	1689	1706
38948	39494	39910	40404	40924	41340	41860	42406	42848	43446	43914	44356
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1733	1751	1770	1794	1813	1838	1858	1878	1903	1926	1951	1972
45058	45526	46020	46644	47138	47788	48308	48828	49478	50076	50726	51272
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
1995	2021	2045	2069	2092	2120	2146	2172	2196			
51870	52546	53170	53794	54392	55120	55796	56472	57096			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2013
 (0.50 %)

SCHOOL BUSINESS
 OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1433	1450	1468	1483	1502	1522	1538	1558	1577	1593	1615	1634
37258	37700	38168	38558	39052	39572	39988	40508	41002	41418	41990	42484
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1639	1657	1680	1697	1716	1741	1759	1784	1802	1823	1848	1867
42614	43082	43680	44122	44616	45266	45734	46384	46852	47398	48048	48542
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1892	1913	1936	1961	1982	2007	2031	2056	2080	2103	2132	2156
49192	49738	50336	50986	51532	52182	52806	53456	54080	54678	55432	56056
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2182	2206	2235	2261	2288	2315	2344	2372	2400			
56732	57356	58110	58786	59488	60190	60944	61672	62400			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level

After 1 year

After 2 years

Pay Band 1, step 1

may receive up to eight (8) steps in Pay Band 1 (Step 9)

may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)

Step (e) to (i)

Step (i)

University Graduation with no specialization (ex. Arts Degree)

University Graduation with specialization (ex. Science Degree in the required discipline)

University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2013
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 4	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	1799	1820	1845	1864	1889	1910	1932	1958	1979	2004	2028	2052
	46774	47320	47970	48464	49114	49660	50232	50908	51454	52104	52728	53352
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
	2077	2099	2128	2153	2179	2203	2232	2258	2285	2310	2340	2368
	54002	54574	55328	55978	56654	57278	58032	58708	59410	60060	60840	61568
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
	2396	2424	2453	2482	2513	2545	2575	2604	2634			
	62296	63024	63778	64532	65338	66170	66950	67704	68484			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	2059	2082	2106	2134	2158	2184	2209	2237	2263	2290	2318	2347
	53534	54132	54756	55484	56108	56784	57434	58162	58838	59540	60268	61022
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2374	2402	2430	2461	2490	2519	2551	2581	2612	2644	2674	2707	
61724	62452	63180	63986	64740	65494	66326	67106	67912	68744	69524	70382	
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2740	2774	2807	2840	2874	2909	2943	2979	3016				
71240	72124	72982	73840	74724	75634	76518	77454	78416				

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2013
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 6	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	2391	2418	2448	2477	2507	2539	2568	2599	2629	2661	2693	2725
	62166	62868	63648	64402	65182	66014	66768	67574	68354	69186	70018	70850
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
	2758	2791	2823	2859	2891	2927	2964	2996	3032	3069	3107	3142
	71708	72566	73398	74334	75166	76102	77064	77896	78832	79794	80782	81692
	(25)	(26)	(27)	(28)	(29)							
	3182	3220	3257	3299	3337							
	82732	83720	84682	85774	86762							

SCHOOL BUSINESS OFFICIAL 7	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	2867	2901	2935	2972	3008	3042	3080	3117	3154	3193	3229	3269
	74542	75426	76310	77272	78208	79092	80080	81042	82004	83018	83954	84994
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
	3310	3346	3388	3430	3467	3512	3553	3596	3641			
	86060	86996	88088	89180	90142	91312	92378	93496	94666			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2014
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	1316	1331	1347	1363	1379	1395	1411	1428	1446	1463	1480	1496
	34216	34606	35022	35438	35854	36270	36686	37128	37596	38038	38480	38896
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
	1517	1536	1554	1575	1591	1607	1631	1648	1666	1689	1706	1728
	39442	39936	40404	40950	41366	41782	42406	42848	43316	43914	44356	44928
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)		
	1751	1769	1794	1812	1833	1858	1877	1902	1924	1947		
	45526	45994	46644	47112	47658	48308	48802	49452	50024	50622		
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
	1742	1760	1779	1803	1822	1847	1867	1887	1913	1936	1961	1982
	45292	45760	46254	46878	47372	48022	48542	49062	49738	50336	50986	51532
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2005	2031	2055	2079	2102	2131	2157	2183	2207				
52130	52806	53430	54054	54652	55406	56082	56758	57382				
SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	1505	1527	1543	1562	1582	1598	1618	1639	1656	1679	1697	1715
	39130	39702	40118	40612	41132	41548	42068	42614	43056	43654	44122	44590
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
	1742	1760	1779	1803	1822	1847	1867	1887	1913	1936	1961	1982
	45292	45760	46254	46878	47372	48022	48542	49062	49738	50336	50986	51532
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
	2005	2031	2055	2079	2102	2131	2157	2183	2207			
	52130	52806	53430	54054	54652	55406	56082	56758	57382			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2014
 (0.50 %)

SCHOOL BUSINESS
 OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1440	1457	1475	1490	1510	1530	1546	1566	1585	1601	1623	1642
37440	37882	38350	38740	39260	39780	40196	40716	41210	41626	42198	42692
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1647	1665	1688	1705	1725	1750	1768	1793	1811	1832	1857	1876
42822	43290	43888	44330	44850	45500	45968	46618	47086	47632	48282	48776
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1901	1923	1946	1971	1992	2017	2041	2066	2090	2114	2143	2167
49426	49998	50596	51246	51792	52442	53066	53716	54340	54964	55718	56342
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2193	2217	2246	2272	2299	2327	2356	2384	2412			
57018	57642	58396	59072	59774	60502	61256	61984	62712			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

try Level

Pay Band 1, step 1

After 1 year

may receive up to eight (8) steps in Pay Band 1 (Step 9)

After 2 years

may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)

University Graduation with no specialization (ex. Arts Degree)

Step (e) to (i)

University Graduation with specialization (ex. Science Degree in the required discipline)

Step (i)

University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2014
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1808	1829	1854	1873	1898	1920	1942	1968	1989	2014	2038	2062
47008	47554	48204	48698	49348	49920	50492	51168	51714	52364	52988	53612
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2087	2109	2139	2164	2190	2214	2243	2269	2296	2322	2352	2380
54262	54834	55614	56264	56940	57564	58318	58994	59696	60372	61152	61880
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2408	2436	2465	2494	2526	2558	2588	2617	2647			
62608	63336	64090	64844	65676	66508	67288	68042	68822			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2069	2092	2117	2145	2169	2195	2220	2248	2274	2301	2330	2359
53794	54392	55042	55770	56394	57070	57720	58448	59124	59826	60580	61334
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2386	2414	2442	2473	2502	2532	2564	2594	2625	2657	2687	2721
62036	62764	63492	64298	65052	65832	66664	67444	68250	69082	69862	70746
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2754	2788	2821	2854	2888	2924	2958	2994	3031			
71604	72488	73346	74204	75088	76024	76908	77844	78806			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2014
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2403	2430	2460	2489	2520	2552	2581	2612	2642	2674	2706	2739
62478	63180	63960	64714	65520	66352	67106	67912	68692	69524	70356	71214
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2772	2805	2837	2873	2905	2942	2979	3011	3047	3084	3123	3158
72072	72930	73762	74698	75530	76492	77454	78286	79222	80184	81198	82108
(25)	(26)	(27)	(28)	(29)							
3198	3236	3273	3315	3354							
83148	84136	85098	86190	87204							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2881	2916	2950	2987	3023	3057	3095	3133	3170	3209	3245	3285
74906	75816	76700	77662	78598	79482	80470	81458	82420	83434	84370	85410
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3327	3363	3405	3447	3484	3530	3571	3614	3659			
86502	87438	88530	89622	90584	91780	92846	93964	95134			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2014
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1323	1338	1354	1370	1386	1402	1418	1435	1453	1470	1487	1503	
	34398	34788	35204	35620	36036	36452	36868	37310	37778	38220	38662	39078	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1525	1544	1562	1583	1599	1615	1639	1656	1674	1697	1715	1737	
	39650	40144	40612	41158	41574	41990	42614	43056	43524	44122	44590	45162	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1760	1778	1803	1821	1842	1867	1886	1912	1934	1957			
	45760	46228	46878	47346	47892	48542	49036	49712	50284	50882			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1513	1535	1551	1570	1590	1606	1626	1647	1664	1687	1705	1724
		39338	39910	40326	40820	41340	41756	42276	42822	43264	43862	44330	44824
		(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1751		1769	1788	1812	1831	1856	1876	1896	1923	1946	1971	1992	
45526		45994	46488	47112	47606	48256	48776	49296	49998	50596	51246	51792	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2015		2041	2065	2089	2113	2142	2168	2194	2218				
52390		53066	53690	54314	54938	55692	56368	57044	57668				

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2014
 (0.50 %)

SCHOOL BUSINESS
 OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1447	1464	1482	1497	1518	1538	1554	1574	1593	1609	1631	1650
37622	38064	38532	38922	39468	39988	40404	40924	41418	41834	42406	42900
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1655	1673	1696	1714	1734	1759	1777	1802	1820	1841	1866	1885
43030	43498	44096	44564	45084	45734	46202	46852	47320	47866	48516	49010
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1911	1933	1956	1981	2002	2027	2051	2076	2100	2125	2154	2178
49686	50258	50856	51506	52052	52702	53326	53976	54600	55250	56004	56628
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2204	2228	2257	2283	2310	2339	2368	2396	2424			
57304	57928	58682	59358	60060	60814	61568	62296	63024			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level

After 1 year

After 2 years

Pay Band 1, step 1

may receive up to eight (8) steps in Pay Band 1 (Step 9)

may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)

Step (e) to (i)

Step (i)

University Graduation with no specialization (ex. Arts Degree)

University Graduation with specialization (ex. Science Degree in the required discipline)

University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2014
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1817	1838	1863	1882	1907	1930	1952	1978	1999	2024	2048	2072
47242	47788	48438	48932	49582	50180	50752	51428	51974	52624	53248	53872
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2097	2120	2150	2175	2201	2225	2254	2280	2307	2334	2364	2392
54522	55120	55900	56550	57226	57850	58604	59280	59982	60684	61464	62192
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2420	2448	2477	2506	2539	2571	2601	2630	2660			
62920	63648	64402	65156	66014	66846	67626	68380	69160			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2079	2102	2128	2156	2180	2206	2231	2259	2285	2313	2342	2371
54054	54652	55328	56056	56680	57356	58006	58734	59410	60138	60892	61646
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2398	2426	2454	2485	2515	2545	2577	2607	2638	2670	2700	2735
62348	63076	63804	64610	65390	66170	67002	67782	68588	69420	70200	71110
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2768	2802	2835	2868	2902	2939	2973	3009	3046			
71968	72852	73710	74568	75452	76414	77298	78234	79196			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2014
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2415	2442	2472	2501	2533	2565	2594	2625	2655	2687	2720	2753
62790	63492	64272	65026	65858	66690	67444	68250	69030	69862	70720	71578
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2786	2819	2851	2887	2920	2957	2994	3026	3062	3099	3139	3174
72436	73294	74126	75062	75920	76882	77844	78676	79612	80574	81614	82524
(25)	(26)	(27)	(28)	(29)							
3214	3252	3289	3332	3371							
83564	84552	85514	86632	87646							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2895	2931	2965	3002	3038	3072	3110	3149	3186	3225	3261	3301
75270	76206	77090	78052	78988	79872	80860	81874	82836	83850	84786	85826
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3344	3380	3422	3464	3501	3548	3589	3632	3677			
86944	87880	88972	90064	91026	92248	93314	94432	95602			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2015
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1330	1345	1361	1377	1393	1409	1425	1442	1460	1477	1494	1511	
	34580	34970	35386	35802	36218	36634	37050	37492	37960	38402	38844	39286	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1533	1552	1570	1591	1607	1623	1647	1664	1682	1705	1724	1746	
	39858	40352	40820	41366	41782	42198	42822	43264	43732	44330	44824	45396	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1769	1787	1812	1830	1851	1876	1895	1922	1944	1967			
	45994	46462	47112	47580	48126	48776	49270	49972	50544	51142			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1521	1543	1559	1578	1598	1614	1634	1655	1672	1695	1714	1733
		39546	40118	40534	41028	41548	41964	42484	43030	43472	44070	44564	45058
		(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1760		1778	1797	1821	1840	1865	1885	1905	1933	1956	1981	2002	
45760		46228	46722	47346	47840	48490	49010	49530	50258	50856	51506	52052	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2025		2051	2075	2099	2124	2153	2179	2205	2229				
52650		53326	53950	54574	55224	55978	56654	57330	57954				

SCHEDULE A
BIWEEKLY RATES OF PAY
Effective: April 1, 2015
(0.50 %)

SCHOOL BUSINESS
OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1454	1471	1489	1504	1526	1546	1562	1582	1601	1617	1639	1658
37804	38246	38714	39104	39676	40196	40612	41132	41626	42042	42614	43108
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1663	1681	1704	1723	1743	1768	1786	1811	1829	1850	1875	1894
43238	43706	44304	44798	45318	45968	46436	47086	47554	48100	48750	49244
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1921	1943	1966	1991	2012	2037	2061	2086	2111	2136	2165	2189
49946	50518	51116	51766	52312	52962	53586	54236	54886	55536	56290	56914
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2215	2239	2268	2294	2322	2351	2380	2408	2436			
57590	58214	58968	59644	60372	61126	61880	62608	63336			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level

After 1 year

After 2 years

Pay Band 1, step 1

may receive up to eight (8) steps in Pay Band 1 (Step 9)

may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)

Step (e) to (i)

Step (i)

University Graduation with no specialization (ex. Arts Degree)

University Graduation with specialization (ex. Science Degree in the required discipline)

University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2015
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 4	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1826	1847	1872	1891	1917	1940	1962	1988	2009	2034	2058	2082	
	47476	48022	48672	49166	49842	50440	51012	51688	52234	52884	53508	54132	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	2107	2131	2161	2186	2212	2236	2265	2291	2319	2346	2376	2404	
	54782	55406	56186	56836	57512	58136	58890	59566	60294	60996	61776	62504	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
	2432	2460	2489	2519	2552	2584	2614	2643	2673				
	63232	63960	64714	65494	66352	67184	67964	68718	69498				
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	2089	2113	2139	2167	2191	2217	2242	2270	2296	2325	2354	2383	
	54314	54938	55614	56342	56966	57642	58292	59020	59696	60450	61204	61958	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
2410	2438	2466	2497	2528	2558	2590	2620	2651	2683	2714	2749		
62660	63388	64116	64922	65728	66508	67340	68120	68926	69758	70564	71474		
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)					
2782	2816	2849	2882	2917	2954	2988	3024	3061					
72332	73216	74074	74932	75842	76804	77688	78624	79586					

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2015
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2427	2454	2484	2514	2546	2578	2607	2638	2668	2700	2734	2767
63102	63804	64584	65364	66196	67028	67782	68588	69368	70200	71084	71942
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2800	2833	2865	2901	2935	2972	3009	3041	3077	3114	3155	3190
72800	73658	74490	75426	76310	77272	78234	79066	80002	80964	82030	82940
(25)	(26)	(27)	(28)	(29)							
3230	3268	3305	3349	3388							
83980	84968	85930	87074	88088							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2909	2946	2980	3017	3053	3087	3126	3165	3202	3241	3277	3318
75634	76596	77480	78442	79378	80262	81276	82290	83252	84266	85202	86268
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3361	3397	3439	3481	3519	3566	3607	3650	3695			
87386	88322	89414	90506	91494	92716	93782	94900	96070			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2015
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	1337	1352	1368	1384	1400	1416	1432	1449	1467	1484	1501	1519
34762	35152	35568	35984	36400	36816	37232	37674	38142	38584	39026	39494	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1541	1560	1578	1599	1615	1631	1655	1672	1690	1714	1733	1755	
40066	40560	41028	41574	41990	42406	43030	43472	43940	44564	45058	45630	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)		
1778	1796	1821	1839	1860	1885	1904	1932	1954	1977			
46228	46696	47346	47814	48360	49010	49504	50232	50804	51402			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1529	1551	1567	1586	1606	1622	1642	1663	1680	1703	1723	1742	
39754	40326	40742	41236	41756	42172	42692	43238	43680	44278	44798	45292	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1769	1787	1806	1830	1849	1874	1894	1915	1943	1966	1991	2012	
45994	46462	46956	47580	48074	48724	49244	49790	50518	51116	51766	52312	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2035	2061	2085	2109	2135	2164	2190	2216	2240				
52910	53586	54210	54834	55510	56264	56940	57616	58240				

SCHEDULE A
BIWEEKLY RATES OF PAY
Effective: October 1, 2015
(0.50 %)

SCHOOL BUSINESS
OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1461	1478	1496	1512	1534	1554	1570	1590	1609	1625	1647	1666
37986	38428	38896	39312	39884	40404	40820	41340	41834	42250	42822	43316
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1671	1689	1713	1732	1752	1777	1795	1820	1838	1859	1884	1903
43446	43914	44538	45032	45552	46202	46670	47320	47788	48334	48984	49478
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1931	1953	1976	2001	2022	2047	2071	2096	2122	2147	2176	2200
50206	50778	51376	52026	52572	53222	53846	54496	55172	55822	56576	57200
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2226	2250	2279	2305	2334	2363	2392	2420	2448			
57876	58500	59254	59930	60684	61438	62192	62920	63648			

***GUIDELINES FOR INFORMATION SYSTEMS**
Community College Graduates

Pay Band 1 - 3

Entry Level
After 1 year
After 2 years

Pay Band 1, step 1
may receive up to eight (8) steps in Pay Band 1 (Step 9)
may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)
Step (e) to (i)
Step (i)

University Graduation with no specialization (ex. Arts Degree)
University Graduation with specialization (ex. Science Degree in the required discipline)
University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2015
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 4	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	1835	1856	1881	1900	1927	1950	1972	1998	2019	2044	2068	2092
	47710	48256	48906	49400	50102	50700	51272	51948	52494	53144	53768	54392
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
	2118	2142	2172	2197	2223	2247	2276	2302	2331	2358	2388	2416
	55068	55692	56472	57122	57798	58422	59176	59852	60606	61308	62088	62816
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
	2444	2472	2501	2532	2565	2597	2627	2656	2686			
	63544	64272	65026	65832	66690	67522	68302	69056	69836			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	2099	2124	2150	2178	2202	2228	2253	2281	2307	2337	2366	2395
	54574	55224	55900	56628	57252	57928	58578	59306	59982	60762	61516	62270
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2422	2450	2478	2509	2541	2571	2603	2633	2664	2696	2728	2763	
62972	63700	64428	65234	66066	66846	67678	68458	69264	70096	70928	71838	
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2796	2830	2863	2896	2932	2969	3003	3039	3076				
72696	73580	74438	75296	76232	77194	78078	79014	79976				

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2015
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2439	2466	2496	2527	2559	2591	2620	2651	2681	2714	2748	2781
63414	64116	64896	65702	66534	67366	68120	68926	69706	70564	71448	72306
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2814	2847	2879	2916	2950	2987	3024	3056	3092	3130	3171	3206
73164	74022	74854	75816	76700	77662	78624	79456	80392	81380	82446	83356
(25)	(26)	(27)	(28)	(29)							
3246	3284	3322	3366	3405							
84396	85384	86372	87516	88530							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2924	2961	2995	3032	3068	3102	3142	3181	3218	3257	3293	3335
76024	76986	77870	78832	79768	80652	81692	82706	83668	84682	85618	86710
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3378	3414	3456	3498	3537	3584	3625	3668	3713			
87828	88764	89856	90948	91962	93184	94250	95368	96538			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2016
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1344	1359	1375	1391	1407	1423	1439	1456	1474	1491	1509	1527	
	34944	35334	35750	36166	36582	36998	37414	37856	38324	38766	39234	39702	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1549	1568	1586	1607	1623	1639	1663	1680	1698	1723	1742	1764	
	40274	40768	41236	41782	42198	42614	43238	43680	44148	44798	45292	45864	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1787	1805	1830	1848	1869	1894	1914	1942	1964	1987			
	46462	46930	47580	48048	48594	49244	49764	50492	51064	51662			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1537	1559	1575	1594	1614	1630	1650	1671	1688	1712	1732	1751
		39962	40534	40950	41444	41964	42380	42900	43446	43888	44512	45032	45526
		(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1778		1796	1815	1839	1858	1883	1903	1925	1953	1976	2001	2022	
46228		46696	47190	47814	48308	48958	49478	50050	50778	51376	52026	52572	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2045		2071	2095	2120	2146	2175	2201	2227	2251				
53170		53846	54470	55120	55796	56550	57226	57902	58526				

SCHEDULE A
BIWEEKLY RATES OF PAY
Effective: April 1, 2016
(0.50 %)

SCHOOL BUSINESS
OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1468	1485	1503	1520	1542	1562	1578	1598	1617	1633	1655	1674
38168	38610	39078	39520	40092	40612	41028	41548	42042	42458	43030	43524
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1679	1697	1722	1741	1761	1786	1804	1829	1847	1868	1893	1913
43654	44122	44772	45266	45786	46436	46904	47554	48022	48568	49218	49738
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1941	1963	1986	2011	2032	2057	2081	2106	2133	2158	2187	2211
50466	51038	51636	52286	52832	53482	54106	54756	55458	56108	56862	57486
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2237	2261	2290	2317	2346	2375	2404	2432	2460			
58162	58786	59540	60242	60996	61750	62504	63232	63960			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level

After 1 year

After 2 years

Pay Band 1, step 1

may receive up to eight (8) steps in Pay Band 1 (Step 9)

may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)

Step (e) to (i)

Step (i)

University Graduation with no specialization (ex. Arts Degree)

University Graduation with specialization (ex. Science Degree in the required discipline)

University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2016
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1844	1865	1890	1910	1937	1960	1982	2008	2029	2054	2078	2102
47944	48490	49140	49660	50362	50960	51532	52208	52754	53404	54028	54652
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2129	2153	2183	2208	2234	2258	2287	2314	2343	2370	2400	2428
55354	55978	56758	57408	58084	58708	59462	60164	60918	61620	62400	63128
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2456	2484	2514	2545	2578	2610	2640	2669	2699			
63856	64584	65364	66170	67028	67860	68640	69394	70174			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2109	2135	2161	2189	2213	2239	2264	2292	2319	2349	2378	2407
54834	55510	56186	56914	57538	58214	58864	59592	60294	61074	61828	62582
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2434	2462	2490	2522	2554	2584	2616	2646	2677	2709	2742	2777
63284	64012	64740	65572	66404	67184	68016	68796	69602	70434	71292	72202
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2810	2844	2877	2910	2947	2984	3018	3054	3091			
73060	73944	74802	75660	76622	77584	78468	79404	80366			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2016
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2451	2478	2508	2540	2572	2604	2633	2664	2694	2728	2762	2795
63726	64428	65208	66040	66872	67704	68458	69264	70044	70928	71812	72670
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2828	2861	2893	2931	2965	3002	3039	3071	3107	3146	3187	3222
73528	74386	75218	76206	77090	78052	79014	79846	80782	81796	82862	83772
(25)	(26)	(27)	(28)	(29)							
3262	3300	3339	3383	3422							
84812	85800	86814	87958	88972							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2939	2976	3010	3047	3083	3118	3158	3197	3234	3273	3309	3352
76414	77376	78260	79222	80158	81068	82108	83122	84084	85098	86034	87152
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3395	3431	3473	3515	3555	3602	3643	3686	3732			
88270	89206	90298	91390	92430	93652	94718	95836	97032			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2016
 (0.20 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1347	1362	1378	1394	1410	1426	1442	1459	1477	1494	1512	1530	
	35022	35412	35828	36244	36660	37076	37492	37934	38402	38844	39312	39780	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1552	1571	1589	1610	1626	1642	1666	1683	1701	1726	1745	1768	
	40352	40846	41314	41860	42276	42692	43316	43758	44226	44876	45370	45968	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1791	1809	1834	1852	1873	1898	1918	1946	1968	1991			
	46566	47034	47684	48152	48698	49348	49868	50596	51168	51766			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1540	1562	1578	1597	1617	1633	1653	1674	1691	1715	1735	1755
		40040	40612	41028	41522	42042	42458	42978	43524	43966	44590	45110	45630
		(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1782		1800	1819	1843	1862	1887	1907	1929	1957	1980	2005	2026	
46332		46800	47294	47918	48412	49062	49582	50154	50882	51480	52130	52676	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2049		2075	2099	2124	2150	2179	2205	2231	2256				
53274		53950	54574	55224	55900	56654	57330	58006	58656				

SCHEDULE A
BIWEEKLY RATES OF PAY
Effective: October 1, 2016
(0.20 %)

SCHOOL BUSINESS
OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1471	1488	1506	1523	1545	1565	1581	1601	1620	1636	1658	1677
38246	38688	39156	39598	40170	40690	41106	41626	42120	42536	43108	43602
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1682	1700	1725	1744	1765	1790	1808	1833	1851	1872	1897	1917
43732	44200	44850	45344	45890	46540	47008	47658	48126	48672	49322	49842
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1945	1967	1990	2015	2036	2061	2085	2110	2137	2162	2191	2215
50570	51142	51740	52390	52936	53586	54210	54860	55562	56212	56966	57590
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2241	2266	2295	2322	2351	2380	2409	2437	2465			
58266	58916	59670	60372	61126	61880	62634	63362	64090			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level
After 1 year
After 2 years

Pay Band 1, step 1
may receive up to eight (8) steps in Pay Band 1 (Step 9)
may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)
Step (e) to (i)
Step (i)

University Graduation with no specialization (ex. Arts Degree)
University Graduation with specialization (ex. Science Degree in the required discipline)
University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2016
 (0.20 %)

SCHOOL BUSINESS OFFICIAL 4	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1848	1869	1894	1914	1941	1964	1986	2012	2033	2058	2082	2106	
	48048	48594	49244	49764	50466	51064	51636	52312	52858	53508	54132	54756	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	2133	2157	2187	2212	2238	2263	2292	2319	2348	2375	2405	2433	
	55458	56082	56862	57512	58188	58838	59592	60294	61048	61750	62530	63258	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
	2461	2489	2519	2550	2583	2615	2645	2674	2704				
	63986	64714	65494	66300	67158	67990	68770	69524	70304				
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	2439	2467	2495	2527	2559	2589	2621	2651	2682	2714	2747	2783	
	63414	64142	64870	65702	66534	67314	68146	68926	69732	70564	71422	72358	
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)					
2816	2850	2883	2916	2953	2990	3024	3060	3097					
73216	74100	74958	75816	76778	77740	78624	79560	80522					

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2016
 (0.20 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2456	2483	2513	2545	2577	2609	2638	2669	2699	2733	2768	2801
63856	64558	65338	66170	67002	67834	68588	69394	70174	71058	71968	72826
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2834	2867	2899	2937	2971	3008	3045	3077	3113	3152	3193	3228
73684	74542	75374	76362	77246	78208	79170	80002	80938	81952	83018	83928
(25)	(26)	(27)	(28)	(29)							
3269	3307	3346	3390	3429							
84994	85982	86996	88140	89154							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2945	2982	3016	3053	3089	3124	3164	3203	3240	3280	3316	3359
76570	77532	78416	79378	80314	81224	82264	83278	84240	85280	86216	87334
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3402	3438	3480	3522	3562	3609	3650	3693	3739			
88452	89388	90480	91572	92612	93834	94900	96018	97214			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2017
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	1354	1369	1385	1401	1417	1433	1449	1466	1484	1501	1520	1538
	35204	35594	36010	36426	36842	37258	37674	38116	38584	39026	39520	39988
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
	1560	1579	1597	1618	1634	1650	1674	1691	1710	1735	1754	1777
	40560	41054	41522	42068	42484	42900	43524	43966	44460	45110	45604	46202
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)		
	1800	1818	1843	1861	1882	1907	1928	1956	1978	2001		
	46800	47268	47918	48386	48932	49582	50128	50856	51428	52026		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	1548	1570	1586	1605	1625	1641	1661	1682	1699	1724	1744	1764
	40248	40820	41236	41730	42250	42666	43186	43732	44174	44824	45344	45864
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1791	1809	1828	1852	1871	1896	1917	1939	1967	1990	2015	2036	
46566	47034	47528	48152	48646	49296	49842	50414	51142	51740	52390	52936	
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2059	2085	2109	2135	2161	2190	2216	2242	2267				
53534	54210	54834	55510	56186	56940	57616	58292	58942				

SCHEDULE A
BIWEEKLY RATES OF PAY
Effective: April 1, 2017
(0.50 %)

SCHOOL BUSINESS
OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1478	1495	1514	1531	1553	1573	1589	1609	1628	1644	1666	1685
38428	38870	39364	39806	40378	40898	41314	41834	42328	42744	43316	43810
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1690	1709	1734	1753	1774	1799	1817	1842	1860	1881	1906	1927
43940	44434	45084	45578	46124	46774	47242	47892	48360	48906	49556	50102
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1955	1977	2000	2025	2046	2071	2095	2121	2148	2173	2202	2226
50830	51402	52000	52650	53196	53846	54470	55146	55848	56498	57252	57876
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2252	2277	2306	2334	2363	2392	2421	2449	2477			
58552	59202	59956	60684	61438	62192	62946	63674	64402			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level
After 1 year
After 2 years

Pay Band 1, step 1
may receive up to eight (8) steps in Pay Band 1 (Step 9)
may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)
Step (e) to (i)
Step (i)

University Graduation with no specialization (ex. Arts Degree)
University Graduation with specialization (ex. Science Degree in the required discipline)
University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2017
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1857	1878	1903	1924	1951	1974	1996	2022	2043	2068	2092	2117
48282	48828	49478	50024	50726	51324	51896	52572	53118	53768	54392	55042
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2144	2168	2198	2223	2249	2274	2303	2331	2360	2387	2417	2445
55744	56368	57148	57798	58474	59124	59878	60606	61360	62062	62842	63570
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2473	2501	2532	2563	2596	2628	2658	2687	2718			
64298	65026	65832	66638	67496	68328	69108	69862	70668			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2124	2150	2176	2204	2228	2254	2280	2308	2336	2366	2395	2424
55224	55900	56576	57304	57928	58604	59280	60008	60736	61516	62270	63024
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2451	2479	2507	2540	2572	2602	2634	2664	2695	2728	2761	2797
63726	64454	65182	66040	66872	67652	68484	69264	70070	70928	71786	72722
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2830	2864	2897	2931	2968	3005	3039	3075	3112			
73580	74464	75322	76206	77168	78130	79014	79950	80912			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2017
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2468	2495	2526	2558	2590	2622	2651	2682	2712	2747	2782	2815
64168	64870	65676	66508	67340	68172	68926	69732	70512	71422	72332	73190
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2848	2881	2913	2952	2986	3023	3060	3092	3129	3168	3209	3244
74048	74906	75738	76752	77636	78598	79560	80392	81354	82368	83434	84344
(25)	(26)	(27)	(28)	(29)							
3285	3324	3363	3407	3446							
85410	86424	87438	88582	89596							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2960	2997	3031	3068	3104	3140	3180	3219	3256	3296	3333	3376
76960	77922	78806	79768	80704	81640	82680	83694	84656	85696	86658	87776
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3419	3455	3497	3540	3580	3627	3668	3711	3758			
88894	89830	90922	92040	93080	94302	95368	96486	97708			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2017
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1361	1376	1392	1408	1424	1440	1456	1473	1491	1509	1528	1546	
	35386	35776	36192	36608	37024	37440	37856	38298	38766	39234	39728	40196	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1568	1587	1605	1626	1642	1658	1682	1699	1719	1744	1763	1786	
	40768	41262	41730	42276	42692	43108	43732	44174	44694	45344	45838	46436	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1809	1827	1852	1870	1891	1917	1938	1966	1988	2011			
	47034	47502	48152	48620	49166	49842	50388	51116	51688	52286			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1556	1578	1594	1613	1633	1649	1669	1690	1707	1733	1753	1773
		40456	41028	41444	41938	42458	42874	43394	43940	44382	45058	45578	46098
(13)		(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
1800		1818	1837	1861	1880	1905	1927	1949	1977	2000	2025	2046	
46800		47268	47762	48386	48880	49530	50102	50674	51402	52000	52650	53196	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2069		2095	2120	2146	2172	2201	2227	2253	2278				
53794		54470	55120	55796	56472	57226	57902	58578	59228				

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2017
 (0.50 %)

SCHOOL BUSINESS
 OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1485	1502	1522	1539	1561	1581	1597	1617	1636	1652	1674	1693
38610	39052	39572	40014	40586	41106	41522	42042	42536	42952	43524	44018
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1698	1718	1743	1762	1783	1808	1826	1851	1869	1890	1916	1937
44148	44668	45318	45812	46358	47008	47476	48126	48594	49140	49816	50362
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1965	1987	2010	2035	2056	2081	2105	2132	2159	2184	2213	2237
51090	51662	52260	52910	53456	54106	54730	55432	56134	56784	57538	58162
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2263	2288	2318	2346	2375	2404	2433	2461	2489			
58838	59488	60268	60996	61750	62504	63258	63986	64714			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level

After 1 year

After 2 years

Pay Band 1, step 1

may receive up to eight (8) steps in Pay Band 1 (Step 9)

may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)

Step (e) to (i)

Step (i)

University Graduation with no specialization (ex. Arts Degree)

University Graduation with specialization (ex. Science Degree in the required discipline)

University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2017
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1866	1887	1913	1934	1961	1984	2006	2032	2053	2078	2102	2128
48516	49062	49738	50284	50986	51584	52156	52832	53378	54028	54652	55328
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2155	2179	2209	2234	2260	2285	2315	2343	2372	2399	2429	2457
56030	56654	57434	58084	58760	59410	60190	60918	61672	62374	63154	63882
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2485	2514	2545	2576	2609	2641	2671	2700	2732			
64610	65364	66170	66976	67834	68666	69446	70200	71032			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2135	2161	2187	2215	2239	2265	2291	2320	2348	2378	2407	2436
55510	56186	56862	57590	58214	58890	59566	60320	61048	61828	62582	63336
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2463	2491	2520	2553	2585	2615	2647	2677	2708	2742	2775	2811
64038	64766	65520	66378	67210	67990	68822	69602	70408	71292	72150	73086
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2844	2878	2911	2946	2983	3020	3054	3090	3128			
73944	74828	75686	76596	77558	78520	79404	80340	81328			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2017
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2480	2507	2539	2571	2603	2635	2664	2695	2726	2761	2796	2829
64480	65182	66014	66846	67678	68510	69264	70070	70876	71786	72696	73554
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2862	2895	2928	2967	3001	3038	3075	3107	3145	3184	3225	3260
74412	75270	76128	77142	78026	78988	79950	80782	81770	82784	83850	84760
(25)	(26)	(27)	(28)	(29)							
3301	3341	3380	3424	3463							
85826	86866	87880	89024	90038							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2975	3012	3046	3083	3120	3156	3196	3235	3272	3312	3350	3393
77350	78312	79196	80158	81120	82056	83096	84110	85072	86112	87100	88218
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3436	3472	3514	3558	3598	3645	3686	3730	3777			
89336	90272	91364	92508	93548	94770	95836	96980	98202			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2018
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1368	1383	1399	1415	1431	1447	1463	1480	1498	1517	1536	1554	
	35568	35958	36374	36790	37206	37622	38038	38480	38948	39442	39936	40404	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1576	1595	1613	1634	1650	1666	1690	1707	1728	1753	1772	1795	
	40976	41470	41938	42484	42900	43316	43940	44382	44928	45578	46072	46670	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1818	1836	1861	1879	1900	1927	1948	1976	1998	2021			
	47268	47736	48386	48854	49400	50102	50648	51376	51948	52546			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1564	1586	1602	1621	1641	1657	1677	1698	1716	1742	1762	1782
		40664	41236	41652	42146	42666	43082	43602	44148	44616	45292	45812	46332
(13)		(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
1809		1827	1846	1870	1889	1915	1937	1959	1987	2010	2035	2056	
47034		47502	47996	48620	49114	49790	50362	50934	51662	52260	52910	53456	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2079		2105	2131	2157	2183	2212	2238	2264	2289				
54054		54730	55406	56082	56758	57512	58188	58864	59514				

SCHEDULE A
BIWEEKLY RATES OF PAY
Effective: April 1, 2018
(0.50 %)

SCHOOL BUSINESS
OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1492	1510	1530	1547	1569	1589	1605	1625	1644	1660	1682	1701
38792	39260	39780	40222	40794	41314	41730	42250	42744	43160	43732	44226
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1706	1727	1752	1771	1792	1817	1835	1860	1878	1899	1926	1947
44356	44902	45552	46046	46592	47242	47710	48360	48828	49374	50076	50622
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1975	1997	2020	2045	2066	2091	2116	2143	2170	2195	2224	2248
51350	51922	52520	53170	53716	54366	55016	55718	56420	57070	57824	58448
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2274	2299	2330	2358	2387	2416	2445	2473	2501			
59124	59774	60580	61308	62062	62816	63570	64298	65026			

***GUIDELINES FOR INFORMATION SYSTEMS**
Community College Graduates

Pay Band 1 - 3

Entry Level
After 1 year
After 2 years

Pay Band 1, step 1
may receive up to eight (8) steps in Pay Band 1 (Step 9)
may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)
Step (e) to (i)
Step (i)

University Graduation with no specialization (ex. Arts Degree)
University Graduation with specialization (ex. Science Degree in the required discipline)
University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2018
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1875	1896	1923	1944	1971	1994	2016	2042	2063	2088	2113	2139
48750	49296	49998	50544	51246	51844	52416	53092	53638	54288	54938	55614
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2166	2190	2220	2245	2271	2296	2327	2355	2384	2411	2441	2469
56316	56940	57720	58370	59046	59696	60502	61230	61984	62686	63466	64194
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2497	2527	2558	2589	2622	2654	2684	2714	2746			
64922	65702	66508	67314	68172	69004	69784	70564	71396			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2146	2172	2198	2226	2250	2276	2302	2332	2360	2390	2419	2448
55796	56472	57148	57876	58500	59176	59852	60632	61360	62140	62894	63648
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2475	2503	2533	2566	2598	2628	2660	2690	2722	2756	2789	2825
64350	65078	65858	66716	67548	68328	69160	69940	70772	71656	72514	73450
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2858	2892	2926	2961	2998	3035	3069	3105	3144			
74308	75192	76076	76986	77948	78910	79794	80730	81744			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2018
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2492	2520	2552	2584	2616	2648	2677	2708	2740	2775	2810	2843
64792	65520	66352	67184	68016	68848	69602	70408	71240	72150	73060	73918
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2876	2909	2943	2982	3016	3053	3090	3123	3161	3200	3241	3276
74776	75634	76518	77532	78416	79378	80340	81198	82186	83200	84266	85176
(25)	(26)	(27)	(28)	(29)							
3318	3358	3397	3441	3480							
86268	87308	88322	89466	90480							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2990	3027	3061	3098	3136	3172	3212	3251	3288	3329	3367	3410
77740	78702	79586	80548	81536	82472	83512	84526	85488	86554	87542	88660
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3453	3489	3532	3576	3616	3663	3704	3749	3796			
89778	90714	91832	92976	94016	95238	96304	97474	98696			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2018
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1375	1390	1406	1422	1438	1454	1470	1487	1505	1525	1544	1562	
	35750	36140	36556	36972	37388	37804	38220	38662	39130	39650	40144	40612	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1584	1603	1621	1642	1658	1674	1698	1716	1737	1762	1781	1804	
	41184	41678	42146	42692	43108	43524	44148	44616	45162	45812	46306	46904	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1827	1845	1870	1888	1910	1937	1958	1986	2008	2031			
	47502	47970	48620	49088	49660	50362	50908	51636	52208	52806			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1572	1594	1610	1629	1649	1665	1685	1706	1725	1751	1771	1791
		40872	41444	41860	42354	42874	43290	43810	44356	44850	45526	46046	46566
		(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1818		1836	1855	1879	1898	1925	1947	1969	1997	2020	2045	2066	
47268		47736	48230	48854	49348	50050	50622	51194	51922	52520	53170	53716	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2089		2116	2142	2168	2194	2223	2249	2275	2300				
54314		55016	55692	56368	57044	57798	58474	59150	59800				

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2018
 (0.50 %)

SCHOOL BUSINESS
 OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1499	1518	1538	1555	1577	1597	1613	1633	1652	1668	1690	1710
38974	39468	39988	40430	41002	41522	41938	42458	42952	43368	43940	44460
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1715	1736	1761	1780	1801	1826	1844	1869	1887	1908	1936	1957
44590	45136	45786	46280	46826	47476	47944	48594	49062	49608	50336	50882
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1985	2007	2030	2055	2076	2101	2127	2154	2181	2206	2235	2259
51610	52182	52780	53430	53976	54626	55302	56004	56706	57356	58110	58734
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2285	2310	2342	2370	2399	2428	2457	2485	2514			
59410	60060	60892	61620	62374	63128	63882	64610	65364			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level
 After 1 year
 After 2 years

Pay Band 1, step 1
 may receive up to eight (8) steps in Pay Band 1 (Step 9)
 may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)
 Step (e) to (i)
 Step (i)

University Graduation with no specialization (ex. Arts Degree)
 University Graduation with specialization (ex. Science Degree in the required discipline)
 University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2018
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1884	1905	1933	1954	1981	2004	2026	2052	2073	2098	2124	2150
48984	49530	50258	50804	51506	52104	52676	53352	53898	54548	55224	55900
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2177	2201	2231	2256	2282	2307	2339	2367	2396	2423	2453	2481
56602	57226	58006	58656	59332	59982	60814	61542	62296	62998	63778	64506
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2509	2540	2571	2602	2635	2667	2697	2728	2760			
65234	66040	66846	67652	68510	69342	70122	70928	71760			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2157	2183	2209	2237	2261	2287	2314	2344	2372	2402	2431	2460
56082	56758	57434	58162	58786	59462	60164	60944	61672	62452	63206	63960
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2487	2516	2546	2579	2611	2641	2673	2703	2736	2770	2803	2839
64662	65416	66196	67054	67886	68666	69498	70278	71136	72020	72878	73814
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2872	2906	2941	2976	3013	3050	3084	3121	3160			
74672	75556	76466	77376	78338	79300	80184	81146	82160			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: October 1, 2018
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2504	2533	2565	2597	2629	2661	2690	2722	2754	2789	2824	2857
65104	65858	66690	67522	68354	69186	69940	70772	71604	72514	73424	74282
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2890	2924	2958	2997	3031	3068	3105	3139	3177	3216	3257	3292
75140	76024	76908	77922	78806	79768	80730	81614	82602	83616	84682	85592
(25)	(26)	(27)	(28)	(29)							
3335	3375	3414	3458	3497							
86710	87750	88764	89908	90922							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
3005	3042	3076	3113	3152	3188	3228	3267	3304	3346	3384	3427
78130	79092	79976	80938	81952	82888	83928	84942	85904	86996	87984	89102
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3470	3506	3550	3594	3634	3681	3723	3768	3815			
90220	91156	92300	93444	94484	95706	96798	97968	99190			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2019
 (0.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1382	1397	1413	1429	1445	1461	1477	1494	1513	1533	1552	1570	
	35932	36322	36738	37154	37570	37986	38402	38844	39338	39858	40352	40820	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1592	1611	1629	1650	1666	1682	1706	1725	1746	1771	1790	1813	
	41392	41886	42354	42900	43316	43732	44356	44850	45396	46046	46540	47138	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1836	1854	1879	1897	1920	1947	1968	1996	2018	2041			
	47736	48204	48854	49322	49920	50622	51168	51896	52468	53066			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1580	1602	1618	1637	1657	1673	1693	1715	1734	1760	1780	1800
		41080	41652	42068	42562	43082	43498	44018	44590	45084	45760	46280	46800
		(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1827		1845	1864	1888	1907	1935	1957	1979	2007	2030	2055	2076	
47502		47970	48464	49088	49582	50310	50882	51454	52182	52780	53430	53976	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2099		2127	2153	2179	2205	2234	2260	2286	2312				
54574		55302	55978	56654	57330	58084	58760	59436	60112				

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2019
 (0.50 %)

SCHOOL BUSINESS
 OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1506	1526	1546	1563	1585	1605	1621	1641	1660	1676	1698	1719
39156	39676	40196	40638	41210	41730	42146	42666	43160	43576	44148	44694
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1724	1745	1770	1789	1810	1835	1853	1878	1896	1918	1946	1967
44824	45370	46020	46514	47060	47710	48178	48828	49296	49868	50596	51142
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
1995	2017	2040	2065	2086	2112	2138	2165	2192	2217	2246	2270
51870	52442	53040	53690	54236	54912	55588	56290	56992	57642	58396	59020
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2296	2322	2354	2382	2411	2440	2469	2497	2527			
59696	60372	61204	61932	62686	63440	64194	64922	65702			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level

After 1 year

After 2 years

Pay Band 1, step 1

may receive up to eight (8) steps in Pay Band 1 (Step 9)

may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)

Step (e) to (i)

Step (i)

University Graduation with no specialization (ex. Arts Degree)

University Graduation with specialization (ex. Science Degree in the required discipline)

University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2019
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1893	1915	1943	1964	1991	2014	2036	2062	2083	2108	2135	2161
49218	49790	50518	51064	51766	52364	52936	53612	54158	54808	55510	56186
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2188	2212	2242	2267	2293	2319	2351	2379	2408	2435	2465	2493
56888	57512	58292	58942	59618	60294	61126	61854	62608	63310	64090	64818
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2522	2553	2584	2615	2648	2680	2710	2742	2774			
65572	66378	67184	67990	68848	69680	70460	71292	72124			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2168	2194	2220	2248	2272	2298	2326	2356	2384	2414	2443	2472
56368	57044	57720	58448	59072	59748	60476	61256	61984	62764	63518	64272
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2499	2529	2559	2592	2624	2654	2686	2717	2750	2784	2817	2853
64974	65754	66534	67392	68224	69004	69836	70642	71500	72384	73242	74178
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2886	2921	2956	2991	3028	3065	3099	3137	3176			
75036	75946	76856	77766	78728	79690	80574	81562	82576			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: April 1, 2019
 (0.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2517	2546	2578	2610	2642	2674	2703	2736	2768	2803	2838	2871
65442	66196	67028	67860	68692	69524	70278	71136	71968	72878	73788	74646
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2904	2939	2973	3012	3046	3083	3121	3155	3193	3232	3273	3308
75504	76414	77298	78312	79196	80158	81146	82030	83018	84032	85098	86008
(25)	(26)	(27)	(28)	(29)							
3352	3392	3431	3475	3514							
87152	88192	89206	90350	91364							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
3020	3057	3091	3129	3168	3204	3244	3283	3321	3363	3401	3444
78520	79482	80366	81354	82368	83304	84344	85358	86346	87438	88426	89544
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3487	3524	3568	3612	3652	3699	3742	3787	3834			
90662	91624	92768	93912	94952	96174	97292	98462	99684			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: September 30, 2019
 (2.50 %)

SCHOOL BUSINESS OFFICIAL 1	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	1417	1432	1448	1465	1481	1498	1514	1531	1551	1571	1591	1609	
	36842	37232	37648	38090	38506	38948	39364	39806	40326	40846	41366	41834	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
	1632	1651	1670	1691	1708	1724	1749	1768	1790	1815	1835	1858	
	42432	42926	43420	43966	44408	44824	45474	45968	46540	47190	47710	48308	
	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)			
	1882	1900	1926	1944	1968	1996	2017	2046	2068	2092			
	48932	49400	50076	50544	51168	51896	52442	53196	53768	54392			
	SCHOOL BUSINESS OFFICIAL 2	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		1620	1642	1658	1678	1698	1715	1735	1758	1777	1804	1825	1845
		42120	42692	43108	43628	44148	44590	45110	45708	46202	46904	47450	47970
(13)		(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
1873		1891	1911	1935	1955	1983	2006	2028	2057	2081	2106	2128	
48698		49166	49686	50310	50830	51558	52156	52728	53482	54106	54756	55328	
(25)		(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)				
2151		2180	2207	2233	2260	2290	2317	2343	2370				
55926		56680	57382	58058	58760	59540	60242	60918	61620				

SCHEDULE A
BIWEEKLY RATES OF PAY
Effective: September 30, 2019
(2.50 %)

SCHOOL BUSINESS
OFFICIAL 3*

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1544	1564	1585	1602	1625	1645	1662	1682	1702	1718	1740	1762
40144	40664	41210	41652	42250	42770	43212	43732	44252	44668	45240	45812
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1767	1789	1814	1834	1855	1881	1899	1925	1943	1966	1995	2016
45942	46514	47164	47684	48230	48906	49374	50050	50518	51116	51870	52416
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2045	2067	2091	2117	2138	2165	2191	2219	2247	2272	2302	2327
53170	53742	54366	55042	55588	56290	56966	57694	58422	59072	59852	60502
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2353	2380	2413	2442	2471	2501	2531	2559	2590			
61178	61880	62738	63492	64246	65026	65806	66534	67340			

***GUIDELINES FOR INFORMATION SYSTEMS**

Community College Graduates

Pay Band 1 - 3

Entry Level

After 1 year

After 2 years

Pay Band 1, step 1

may receive up to eight (8) steps in Pay Band 1 (Step 9)

may receive up to eight (8) steps in Pay Band 3 (Step (i))

University Entry Level Recruitment Rate

Pay Band 3

Step (a)

Step (e) to (i)

Step (i)

University Graduation with no specialization (ex. Arts Degree)

University Graduation with specialization (ex. Science Degree in the required discipline)

University Graduation with Master's Degree in required discipline

Note: Pay Step noted in bold prints is the Control Point Maximum of the Pay Band. Final Step in the Pay Band is the Discretionary Maximum.

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: September 30, 2019
 (2.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1940	1963	1992	2013	2041	2064	2087	2114	2135	2161	2188	2215
50440	51038	51792	52338	53066	53664	54262	54964	55510	56186	56888	57590
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2243	2267	2298	2324	2350	2377	2410	2438	2468	2496	2527	2555
58318	58942	59748	60424	61100	61802	62660	63388	64168	64896	65702	66430
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2585	2617	2649	2680	2714	2747	2778	2811	2843			
67210	68042	68874	69680	70564	71422	72228	73086	73918			

SCHOOL
 BUSINESS
 OFFICIAL 5

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2222	2249	2276	2304	2329	2355	2384	2415	2444	2474	2504	2534
57772	58474	59176	59904	60554	61230	61984	62790	63544	64324	65104	65884
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2561	2592	2623	2657	2690	2720	2753	2785	2819	2854	2887	2924
66586	67392	68198	69082	69940	70720	71578	72410	73294	74204	75062	76024
(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)			
2958	2994	3030	3066	3104	3142	3176	3215	3255			
76908	77844	78780	79716	80704	81692	82576	83590	84630			

SCHEDULE A
 BIWEEKLY RATES OF PAY
 Effective: September 30, 2019
 (2.50 %)

SCHOOL
 BUSINESS
 OFFICIAL 6

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2580	2610	2642	2675	2708	2741	2771	2804	2837	2873	2909	2943
67080	67860	68692	69550	70408	71266	72046	72904	73762	74698	75634	76518
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
2977	3012	3047	3087	3122	3160	3199	3234	3273	3313	3355	3391
77402	78312	79222	80262	81172	82160	83174	84084	85098	86138	87230	88166
(25)	(26)	(27)	(28)	(29)							
3436	3477	3517	3562	3602							
89336	90402	91442	92612	93652							

SCHOOL
 BUSINESS
 OFFICIAL 7

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
3096	3133	3168	3207	3247	3284	3325	3365	3404	3447	3486	3530
80496	81458	82368	83382	84422	85384	86450	87490	88504	89622	90636	91780
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)			
3574	3612	3657	3702	3743	3791	3836	3882	3930			
92924	93912	95082	96252	97318	98566	99736	100932	102180			

LETTER OF INTENT - RE: Provincial Workload Study Committee

LETTER OF INTENT

BETWEEN: Her Majesty in Right of the Province of New Brunswick as represented by Treasury Board, hereinafter called the Employer, Party of the First Part;

AND: The Public Service Alliance of Canada Union, Party of the Second Part.

RE: Provincial Workload Study Committee

The parties recognize the importance of work-life balance for all employees. The parties further recognize that Transportation and Facilities positions within the Bargaining Unit may need to be studied to better understand work load and work process issues.

The parties agree to undertake a Provincial Workload Study (PWS) of Transportation and Facilities positions within the Bargaining Unit to collect data pertaining to work duties and the time and resources allocated to these responsibilities.

1. The Committee will consist of a maximum of three (3) persons who shall represent the Union and a maximum of three (3) persons who shall represent the Employer.
2. The Terms of Reference will be established by the first PWS Committee members at the first committee meeting. The Committee will be established within six (6) months from the signing of the first Collective Agreement.
3. The PWS Committee will be collecting and reviewing documentation such as the following:
 - (a) Time use survey completed by employees employed in SBO Transportation and Facilities positions;
 - (b) Best practices;
 - (c) Job descriptions, work plans and Standard Operating Procedures;
 - (d) Transportation management system; etc.
4. The collection of data will occur by the end of the 5th year of the contract and recommendations will be provided to the parties prior to the end of the last year of the contract.

This Letter of Intent will terminate upon the expiry of the present Collective Agreement.

Dated this 22nd day of June, 2016.

FOR THE EMPLOYER

Hon. Roger Melanson

Hon. Brian Kenny

Paméla E. Boulay

Laura Barr

Tara Hannay

Stewart Stanger

Yvan Guérette

Leslie Hebb

FOR THE UNION

Anna Goguen

Stephen Evans

Guy Richard

Luc Emond

Jeannie Baldwin

LETTER OF AGREEMENT - RE: Standby Pay and Time Off

LETTER OF AGREEMENT

BETWEEN: Her Majesty in Right of the Province of New Brunswick as represented by Treasury Board, hereinafter called the Employer, Party of the First Part;

AND: The Public Service Alliance of Canada Union, Party of the Second Part.

RE: Standby Pay and Time Off

The parties have agreed to undertake a Provincial Workload Study (PWS) of Transportation and Facilities positions within the Bargaining Unit to collect data pertaining to work duties and the time and resources allocated to these responsibilities.

For the duration of the first Collective Agreement only, the parties agree as follows:

1. Effective on the date of signing, when the time in excess of the normal hours of work required and approved by the Employer exceeds the equivalent of the five (5) days off in lieu granted in Article 22.02 (b), full-time Employees in Transportation or Facilities positions will be granted additional time off with pay on an hour-to-hour basis up to a maximum of an additional five (5) days per calendar year. There shall be no carry over and no payout of any portion of the additional five (5) days off per calendar year.
2. Effective on the date of signing, full-time Employees employed in Transportation positions will be paid a total amount one thousand dollars (\$1,000) per calendar year, paid out in two (2) lump sums of five hundred dollars (\$500) on December 1st and July 1st of each year as compensation for all standby/on call hours worked.
3. Effective on the date of signing, full-time Employees employed in Facilities positions will be paid a total amount of one thousand dollars (\$1000) per calendar year, paid out in two (2) lump sums of five hundred dollars (\$500) on December 1st and July 1st of each year as compensation for all standby/on call hours worked.

This Letter of Agreement will terminate on September 30, 2019, the expiry date of the present Collective Agreement.

Dated this 22nd day of June, 2016.

FOR THE EMPLOYER

FOR THE UNION

Hon. Roger Melanson

Anna Goguen

Hon. Brian Kenny

Stephen Evans

Paméla E. Boulay

Guy Richard

Laura Barr

Luc Emond

Tara Hannay

Jeannie Baldwin

Stewart Stanger

Yvan Guérette

Leslie Hebb

LETTER OF AGREEMENT - RE: Extension of time limits for the initial reclassification process.

LETTER OF AGREEMENT

BETWEEN: Her Majesty in Right of the Province of New Brunswick as represented by Treasury Board, hereinafter called the Employer, Party of the First Part;

AND: The Public Service Alliance of Canada Union, Local 60702 (SBO Group), Party of the Second Part.

RE: **Extension of time limits for the initial reclassification process.**

The parties hereby agree to extend all time limits in the reclassification process for all reclassification requests submitted during the first year following the signing of the Collective Agreement. At the expiration of the first year following the signing of the Collective Agreement, this Letter of Agreement will become null and void and the reclassification process will revert to the process as outlined in the Collective Agreement.

Dated this 22nd day of June, 2016.

FOR THE EMPLOYER

FOR THE UNION

Hon. Roger Melanson

Anna Goguen

Hon. Brian Kenny

Stephen Evans

Paméla E. Boulay

Guy Richard

Laura Barr

Luc Emond

Tara Hannay

Jeannie Baldwin

Stewart Stanger

Yvan Guérette

Leslie Hebb

LETTER OF AGREEMENT – PREVIOUSLY EXCLUDED CASUAL EMPLOYEES

LETTER OF AGREEMENT

BETWEEN

TREASURY BOARD

AND

THE PUBLIC SERVICE ALLIANCE OF CANADA, LOCAL 60702

Re: Terms and Conditions of Employment for Casuals Employed for less than Six (6) Continuous Months

1. A “Casual Employee With Less than Six (6) Months Continuous Service” is one who is hired on a temporary basis to respond to a temporary increase in workload; or to replace an absent employee; and who has not been so employed for a continuous period of more than six (6) months and when employed shall be entitled to the rights and benefits set out in this Article.

2. Status of Employment

In accordance with section 63.1(2) of the *Public Service Labour Relations Act*, a Collective Agreement shall not provide, directly or indirectly, for the alteration or elimination of an existing term or condition of employment or the establishment of a new term or condition of employment if the alteration, elimination or establishment, as the case may be, has the effect of giving a Casual Employee permanent employee status.

As per the above, it is understood that Casual Employees who have been employed for less than six (6) continuous months do not hold permanent employment within the Public Service.

3. Seniority

Seniority for Casual Employees who have been employed for less than six (6) continuous months shall be the number of hours of service in casual employment, excluding overtime, in Part II of the Public Service from June 17, 2010. Service will only include hours actually worked by the Casual Employee.

A Casual Employee who has been employed for less than six (6) continuous months shall lose his/her seniority if there is a break in casual employment of more than eighteen (18) months.

The Employer shall prepare a list of Casual Employees dated March 31 and shall make this list available to the Union during April of each year.

4. Rate of Pay

A Casual Employee who has been employed for less than six (6) continuous months shall be paid at the highest of the following rates:

(a) eighty percent (80%) of the minimum rate payable under the Collective Agreement for the classification in which the Casual Employee is working. Or,

(b) the rate paid to the Casual Employee immediately prior to the commencement of this Agreement.

The rate of pay for a Casual Employee who has been employed for less than six (6) continuous months may be higher than eighty percent (80%) of the minimum rate prescribed for the applicable classification if, in the opinion of the Employer, such higher rate is deemed necessary.

5. Holidays

The seven (7) public holidays are New Year’s Day, Good Friday, Canada Day, New Brunswick Day, Labour Day, Remembrance Day and Christmas Day, and includes any day substituted for one of those days under the *Employment Standards Act*.

A Casual Employee who has been employed for less than six (6) continuous months shall receive pay for public holidays in accordance with the *Employment Standards Act*.

6. Vacation

In addition to the applicable rate of pay,

(a) A Casual Employee with less than six (6) months continuous service who has less than eight (8) years of continuous employment with the Employer shall be paid four percent (4%) of their straight time hourly rate of pay for all hours worked in lieu of vacation.

(b) A Casual Employee with less than six (6) months continuous service who has eight (8) or more years of continuous employment with the Employer shall be paid six percent (6%) of their straight time hourly rate of pay for all hours worked in lieu of vacation.

7. Leaves of Absence

Casual Employees with less than six (6) months continuous service are entitled to leaves of absence without pay, as outlined in the *Employment Standards Act*.

8. Applicability of the Collective Agreement

The parties agree that the following Articles of the Collective Agreement presently in effect between the Treasury Board and the Public Service Alliance of Canada (School Business Officials) shall also apply to Casual Employees with less than six (6) continuous months of service on their first day of work:

PREAMBLE

ARTICLE 1 - RECOGNITION

ARTICLE 2 - APPLICATION OF THE AGREEMENT

ARTICLE 3 - PROVINCIAL SECURITY

ARTICLE 4 - FUTURE LEGISLATION AND THE COLLECTIVE AGREEMENT

ARTICLE 5 - DEFINITIONS

ARTICLE 6 - MANAGEMENT RIGHTS

ARTICLE 7 - NO DISCRIMINATION, NO HARASSMENT

ARTICLE 8 - STRIKES AND LOCKOUTS

ARTICLE 9 - UNION MEMBERSHIP AND DUES CHECK-OFF

ARTICLE 10 - UNION REPRESENTATIVE

ARTICLE 11 - COMMUNICATIONS

ARTICLE 12 - POSTING OF THE AGREEMENT

ARTICLE 13 - LABOUR-MANAGEMENT COMMITTEE

ARTICLE 14 - DISTRICT LIAISON COMMITTEE

ARTICLE 39 - SAFETY AND HEALTH

ARTICLE 42 - RESIGNATION

ARTICLE 44 - TRAVEL EXPENSES

ARTICLE 47 - DURATION AND TERMINATION

9. Alternate Provisions for Casual Employees With Less than Six (6) Months Continuous Service:

In addition, the parties agree that the following Articles of the Collective Agreement presently in effect between the Treasury Board and the Public Service Alliance of Canada (School Business Officials) shall not apply to Casual Employees with less than six (6) months continuous service except where, and to the extent that, an alternative provision has been stated below:

(a) ARTICLE 15 – GRIEVANCE PROCEDURE

Does not apply to Casual Employees with less than (6) six months continuous service. However, a Casual Employee shall have the right to present a grievance with respect to the interpretation, application, or administration of any term or condition of employment accorded him or her under this Article.

(b) ARTICLE 16 – ADJUDICATION

Does not apply to Casual Employees with less than six (6) months continuous service. However, a Casual Employee shall have the right to access the adjudication procedure with respect to the interpretation, application or administration of any term or condition of employment accorded him or her under this this Article.

(c) ARTICLE 17 – DISCIPLINE AND DISCHARGE

Does not apply to Casual Employees with less than six (6) months continuous service. Whereas a Casual Employee is employed on a non-permanent, temporary or sporadic basis, and does not occupy a regular or permanent position in the Public Service, the Employer may terminate the employment of a Casual Employee without cause at any time and the employee does not have access to the grievance procedure.

(d) ARTICLE 22 – HOURS OF WORK

Does not apply to Casual Employees with less than six (6) months continuous service. It is understood that casual employees do not hold permanent employment within the Public Service. Casual Employees are not guaranteed hours of work.

(e) Casual Hours of Work and Time in Excess:

Where a Casual Employee with less than six (6) months continuous service is required by the Employer to work in excess of forty four (44) hours per week, he or she shall be entitled to offset time on an hour-by-hour basis.

Approved leaves with pay for excessive hours worked shall be arranged by the Employer so as to cause minimum interference with the operations of the School District, taking into account the seniority and employee’s preferences.

10. The following Articles do not apply to Casual Employees with less than six (6) months continuous service:

ARTICLE 18 - SENIORITY

ARTICLE 19 - POSTING OF VACANCIES

ARTICLE 20 - PROBATION

ARTICLE 21 - REASSIGNMENT, LAYOFF AND RECALL

ARTICLE 23 - MERIT INCREASE

ARTICLE 24 - CLASSIFICATION

ARTICLE 25 - VACATION

ARTICLE 26 - HOLIDAYS

ARTICLE 27 - SICK LEAVE

ARTICLE 28 - PART-TIME EMPLOYEES

ARTICLE 29 - MATERNITY LEAVE/PATERNITY LEAVE/CHILD CARE LEAVE

ARTICLE 31 – FAMILY RESPONSIBILITY LEAVE

ARTICLE 32 - EMERGENCY LEAVE

ARTICLE 33 - BEREAVEMENT LEAVE

ARTICLE 34 - PALLBEARER LEAVE

ARTICLE 35 - COURT LEAVE

ARTICLE 36 - UNION LEAVE

ARTICLE 37 - MISCELLANEOUS LEAVE

ARTICLE 38 - PROFESSIONAL DEVELOPMENT

ARTICLE 40 - LAYOFF ALLOWANCE

ARTICLE 41 - TECHNOLOGICAL CHANGE

ARTICLE 43 - INJURED ON DUTY

ARTICLE 45 - PORTABILITY OF BENEFITS

Dated this 22nd day of June, 2016.

FOR THE EMPLOYER

Hon. Roger Melanson

Hon. Brian Kenny

Paméla E. Boulay

Laura Barr

Tara Hannay

Stewart Stanger

Yvan Guérette

Leslie Hebb

FOR THE UNION

Anna Goguen

Stephen Evans

Guy Richard

Luc Emond

Jeannie Baldwin

LETTER OF AGREEMENT - RE: Recall rights to term positions for former permanent Employees currently employed as term Employees.

LETTER OF AGREEMENT

BETWEEN: Her Majesty in Right of the Province of New Brunswick as represented by Treasury Board, hereinafter called the Employer, Party of the First Part;

AND: The Public Service Alliance of Canada Union, Local 60702 (SBO Group), Party of the Second Part.

RE: Recall rights to term positions for former permanent Employees currently employed as term Employees.

It is understood by the parties that some Employees were laid off as a result of the reorganization of the Districts in July 2012 and subsequently accepted employment as term Employees.

The Parties agree to grant recall rights to term positions to the former permanent SBO Employees who are currently employed as term employees subject to the following terms:

1. This agreement applies to the following Employees only:

Linda Hubbard ASD-S
Lise Richard ASD-E
Dan Correia ASD-E
Ghislaine LeBlanc DSF-S
Michèle Routier DSF-S
Eric Kennedy DSF-S
Nicole Gagnon DSF-S

2. The Employee shall have the right to be recalled to their former term position within the same District provided the Employee has demonstrated satisfactory performance and has provided the Employer with a letter of interest in a recall at the time of expiration of their current term position.
3. This recall right will be effective for a period of eighteen (18) months following the termination of the term position.
4. During the recall period of (18) months, these Employees will be considered eligible to apply to vacant positions as Bargaining Unit employee working in a different district (clause 18.03 (2) of the Collective Agreement), i.e. they will be given priority over any other candidates internal or external to the Bargaining Unit (clause 18.03 (3)).
5. The recall right will not apply to Employees who;
 - (a) Voluntarily leave the service of the Employer;
 - (b) Are discharged;
 - (c) Accept another position.

IN WITNESS WHEREOF, the Parties have signed this 22nd day of June, 2016.

FOR THE EMPLOYER

FOR THE UNION

Hon. Roger Melanson

Anna Goguen

Hon. Brian Kenny

Stephen Evans

Paméla E. Boulay

Guy Richard

Laura Barr

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