



**SCHEDULE OF RATES AND PROCEDURES
SET BY THE BOARD**

1. HONORARIA	AMOUNT	DATE	BOARD MOTION
1.1 Corporate Board Chairperson	\$200.00 per diem	Sept. 19, 2008	22223/08
1.2 LSBC Chairperson attendance at Corporate Board authorized functions	\$150.00 per diem	Sept. 19, 2008	22223/08
1.3 LSBC Member	\$120.00 per diem	Sept. 19, 2008	22223/08
1.4 Conference Call Honoraria	\$30.00/hour to a maximum of one day honoraria	August 28, 2004	21324/04
1.5 LSBC Chairperson Quarterly Honoraria	\$1,012.50/year	Sept. 1, 2007	21912/07
1.6 LSBC Member Quarterly Honoraria	\$965/year	Sept. 1, 2007	21912/07
1.7 LSBC Secretary Quarterly Honoraria	\$1,012.50/year	Sept. 1, 2007	21912/07
For Board Meetings, a \$50.00 advance is available on the first day of the meeting with the balance to be paid at the end of the meeting.			
2. EXPENSES	AMOUNT	DATE	BOARD MOTION
2.1 Travel	\$0.46/km	June 13, 2008	22155/08
2.2 Regular Meal Rate:			
Breakfast	\$15.00	Sept. 19, 2008	22223/08
Lunch	\$15.00	Sept. 1, 2007	21925/07
Dinner	\$20.00		
2.3 Accommodation:			
With Receipts	Maximum \$170.00	Sept. 1, 2007	21925/07
Without Receipts	\$40.00		
3. ELECTION	AMOUNT	DATE	BOARD MOTION
Presiding Deputy	\$15.00/hour (includes holiday pay)	Sept. 9, 1992	
Deputy Returning Officer	\$12.50/hour	Nov. 17, 2001	20694/01
Poll Clerks	\$50.00 flat rate	Nov. 17, 2001	20694/01
Employees of the Division acting as election officials will receive one half honorarium for election day			



Appendix 2
Schedule of Rates

4. SCHOOL FOOD SERVICES	AMOUNT	DATE	BOARD MOTION
Lunch Purchases	a) \$60.00/month b) Book of Tickets - \$40.00 c) Head Start – \$3.00/lunch	May 6, 2006 Sept. 1, 2005	21666/06

1. Travel Days for the purpose of paying honoraria:
 To receive the daily honorarium for travel days, consideration is given to the following; distance between the place of residence of the members and the meeting place:
 - 1.1 149 km – no travel day
 - 1.2 150–399 km – 1/2 travel day
 - 1.3 400+ – 1 travel day

2. Members of the Local School Board Committees shall receive a per diem honorarium of \$120.00, plus expenses at Divisional rates for attendance as visitors at the regular Board meetings. This amount shall be charged to the Local School Board Committee Budget.

 Members of the Local School Board Committees shall receive a per diem honorarium of \$120.00, plus expenses at Divisional rates for attendance at conventions, conference, and workshops outside the boundaries of Northland School Division No. 61 or while performing other duties assigned and approved by resolution of the Local School Board Committee. This amount shall be charged to the Local School Board Committee Budget.

3. In cases where the Board members come to the location of the Board of Trustees meeting, conference, or workshops, but do not attend the meeting(s), the Board will not pay honoraria and will reclaim all expenses associated with the member’s travel to that meeting: the exception being emergency or illness.



Appendix 2

Schedule of Rates

4. Boarding Allowance

Effective September 1, 2008, the Boarding Allowance rate shall be \$700.00 per month.

Boarding Allowance claims may be submitted for payment in advance for Fort McMurray boarding home parents, and other areas as special circumstances arise. Cheques will be issued at the end of the month.

5. Conveyance Allowance

Conveyance Allowance will be paid at a rate of \$0.30/km.

6. Tool Allowance

Effective January 1, 1994, the Board shall supply permanent maintenance staff, upon the recommendation of the Secretary-Treasurer and subject to approval by the Superintendent, with a tool kit.

7. School Bus Plug-In Allowance

Effective September 1, 2008, the School Bus Plug-In Allowance Rates are as follows:

- One block heater \$35.00/month
- Two block heaters \$70.00/month
- Two block heaters with battery blanket \$70.00/month

The above rates are to be paid during the months of November to March, inclusive, unless otherwise recommended by the Local School Board Committee.

8. S.T.E.P. Students

Effective September 22, 2008, the current minimum wage shall be paid to students under the age of 18, employed by this Division on a casual basis.



9. Lot Rental Rate

Subject to the Finance/Maintenance/Transportation approval, surplus lots may be rented to Professional staff at a rate of \$100.00 per month, plus the Northland utility rate (water, sewer, gas and garbage).

10. Casual Labour Rates

Effective September 1, 2009, the remuneration for an hourly classified employee (casual labour) shall be in accordance with the following schedule:

Casual Labour	\$13.94
Carpenter	\$16.44
Journeyman Carpenter	\$24.22
Plumber	\$20.34
Journeyman Plumber	\$28.15
Electrician	\$20.34
Journeyman Electrician	\$28.15
Clerk of Works	\$25.62
General Superintendent	\$28.94

11. With respect to the salary for supervisory staff who require a valid Alberta Teaching Certificate, the following will apply:

11.1 Persons holding a designation of Supervisor shall have their salaries based on the maximum on the Collective Agreement in keeping with the Teacher Salary Qualifications Board statement, plus \$5,000.00 plus a \$1,000.00 experience increment per consecutive year of Central Office experience to a maximum of ten (10) years.

12. Superintendent, Assistant Superintendent and Secretary-Treasurer have a negotiated contract with the Board for salary and benefits.



Appendix 2
Salary Schedules

ADMINISTRATIVE STAFF
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

STEP (Increment)

Pay Grade	1	2	3	4	5	6	7	8	9	10
82	50,076	51,984	53,897	55,810	57,724	59,632	61,550	63,458	65,372	67,285
75	63,458	66,067	68,676	71,284	73,892	76,498	79,107	81,718	84,323	86,932
76	69,549	72,156	74,760	77,369	79,975	82,583	85,192	87,804	90,413	93,019
77	76,498	79,107	81,718	84,323	86,932	89,539	92,150	94,754	97,362	99,972
78	81,718	84,323	86,932	89,539	92,150	94,754	97,362	99,972	102,580	105,188
79	87,804	90,413	93,019	95,627	98,234	100,836	103,450	106,057	108,667	111,272
80	96,495	99,103	101,712	104,321	106,927	109,537	112,143	114,751	117,359	119,967
81	102,580	105,188	107,809	109,701	113,011	115,620	118,228	120,835	123,445	126,053

<u>Grade</u>	<u>Classification</u>
75	Administration 1
76	Administration II
77	Administration III
78	Administration IV
79	Administration V
80	Administration VI
81	Administration VII
82	Administration



Appendix 2

Salary Schedules

MAINTENANCE STAFF
 2009/2010 SALARY SCHEDULE
 (Effective September 1, 2009)

Pay Grade	STEP (Increment)									
	1	2	3	4	5	6	7	8	9	10
41	38,240	39,640	41,208	42,772	44,337	45,899	47,464	49,034	50,594	52,161
42	39,640	41,208	42,772	44,337	45,899	47,464	49,034	50,594	52,161	53,727
43	40,336	42,076	43,813	45,552	47,295	49,034	50,767	52,506	54,248	55,985
44	42,076	43,813	45,552	47,295	49,034	50,767	52,506	54,248	55,985	57,724
45	47,986	49,727	51,466	53,203	54,941	56,678	58,418	60,159	61,895	63,631
46	50,076	51,984	53,897	55,810	57,724	59,632	61,550	63,458	65,372	67,285
47	51,984	53,897	55,810	57,724	59,632	61,550	63,458	65,372	67,285	69,199
48	53,373	55,288	57,200	59,113	61,027	62,942	64,849	66,764	68,676	70,587
49	54,248	56,330	58,418	60,505	62,592	64,677	66,764	68,848	70,938	73,023
50	56,330	58,418	60,505	62,592	64,677	66,764	68,848	70,938	73,023	75,107



Appendix 2

Salary Schedules

ADMINISTRATIVE SUPPORT STAFF SALARY
 SCHOOL BASED SECRETARIES AND
 COMBINED SECRETARY/PARAPROFESSIONALS
 2009/2010 (Effective September 1, 2009)

Pay Grade	STEP (Increment)									
	1	2	3	4	5	6	7	8	9	10
16	27,300	28,512	29,730	30,946	32,163	33,378	34,600	35,814	37,033	38,251
17	28,512	29,730	30,946	32,163	33,378	34,600	35,814	37,033	38,251	39,465
18	32,511	33,730	34,945	36,162	37,379	38,599	39,818	41,033	42,249	43,464
19	33,730	34,945	36,162	37,379	38,599	39,818	41,033	42,249	43,464	44,683
20	35,466	36,857	38,250	39,640	41,033	42,422	43,813	45,201	46,595	47,986
21	37,209	38,599	39,991	41,379	42,772	44,161	45,552	46,942	48,335	49,727
22	37,537	38,944	40,336	41,729	43,119	44,508	45,900	47,295	48,683	50,076
23	40,158	41,556	43,176	44,508	45,899	47,295	48,683	50,076	51,466	52,855
24	43,643	45,201	46,769	48,335	49,899	51,466	53,027	54,595	56,156	57,724
25	50,076	51,813	53,549	55,288	57,028	58,767	60,505	62,242	63,984	65,721
103	47,986	49,727	51,466	53,203	54,941	56,678	58,418	60,159	61,895	63,631
104	51,984	53,897	55,810	57,724	59,632	61,550	63,458	65,372	67,285	69,199

PAY GRADES - SUPPORT STAFF

<u>Grade</u>	<u>Classification</u>
16	School Secretaries
17	Clerk I, with Office Administration Certificate or equivalent
19	Steno II, Accounting/Payroll Clerk II
21	Steno III/Payroll Clerk III
24	Clerk V
25	Accountant II/Executive Secretary
103	Computer Tech I
104	Computer Tech II

Combined Library Assistants/Secretaries

Where a Library Assistant also serves as the school secretary in schools where the secretarial allotment equals 16.5 hours, the employee shall be paid as a full-time, sessional employee, according to support staff salary schedules.



Appendix 2

Salary Schedules

E.C.S. & NATIVE LANGUAGE INSTRUCTORS 2009/2010 SALARY SCHEDULE (Effective September 1, 2009)

Training	0 - 3	4 - 8	8	10	12	14	16	18	20	CERT	CERT + 1/2 DIPL	DIPL.
EXP	27	28	29	30	31	32	33	34	35	36	37	38
1	28,303	29,271	30,364	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982
2	29,271	30,364	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982	39,850
3	30,364	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982	39,850	40,841
4	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982	39,850	40,841	41,854
5	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982	39,850	40,841	41,854	42,866
6		34,187	35,177	36,168	37,037	38,011	38,982	39,850	40,841	41,854	42,866	43,875
7			36,168	37,037	38,011	38,982	39,850	40,841	41,854	42,866	43,875	44,889
8				38,011	38,982	39,850	40,841	41,854	42,866	43,875	44,889	45,897
9					39,850	40,841	41,854	42,866	43,875	44,889	45,897	46,912
10+						41,854	42,866	43,875	44,889	45,897	46,912	47,925



Appendix 2

Salary Schedules

SCHOOL/COMMUNITY LIAISON WORKER 2009/2010 SALARY SCHEDULE (Effective September 1, 2009)

Training	0 - 8	9 - 14	15	18	21	24	28	32	36	40 CERT	CERT + 1/2 DIPL	DIPL.	DEG.
EXP	51	52	53	54	55	56	57	58	59	60	61	62	63
1	27,533	28,303	29,271	30,364	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	48,049
2	28,303	29,271	30,364	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982	49,877
3	29,271	30,364	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982	39,850	51,707
4	30,364	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982	39,850	40,841	53,542
5	31,355	32,347	33,321	34,187	35,177	36,168	37,037	38,011	38,982	39,850	40,841	41,854	55,369
6		33,321	34,187	35,177	36,168	37,037	38,011	38,982	39,850	40,841	41,854	42,866	57,198
7			35,177	36,168	37,037	38,011	38,982	39,850	40,841	41,854	42,866	43,875	59,034
8				37,037	38,011	38,982	39,850	40,841	41,854	42,866	43,875	44,889	60,856
9					38,982	39,850	40,841	41,854	42,866	43,875	44,889	45,897	62,690
10+						40,841	41,854	42,866	43,875	44,889	45,897	46,912	64,523

Note: Grade 63 will apply to School Community Liaison Worker who has completed:

- Child & Youth Care Degree
- Bachelor of Arts Psychology
- Bachelor of Social Work



Appendix 2

Salary Schedules

TEACHER ASSISTANT & SPECIAL ASSISTANT
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

Training	0 - 8	9 - 14	15	18	21	24	27	30	33	36 CERT.		
EXP	63	64	65	66	67	68	69	70	71	72	73	74
1	24,257	25,024	25,726	26,611	27,601	28,502	29,406	30,285	31,077	31,980	32,878	33,672
2	25,024	25,726	26,611	27,601	28,502	29,406	30,285	31,077	31,980	32,878	33,672	34,557
3	25,726	26,611	27,601	28,502	29,406	30,285	31,077	31,980	32,878	33,672	34,557	35,438
4	26,611	27,601	28,502	29,406	30,285	31,077	31,980	32,878	33,672	34,557	35,438	36,229
5	27,601	28,502	29,406	30,285	31,077	31,980	32,878	33,672	34,557	35,438	36,229	37,132
6		29,406	30,285	31,077	31,980	32,878	33,672	34,557	35,438	36,229	37,132	38,050
7			31,077	31,980	32,878	33,672	34,557	35,438	36,229	37,132	38,050	38,969
8				32,878	33,672	34,557	35,438	36,229	37,132	38,050	38,969	39,887
9					34,557	35,438	36,229	37,132	38,050	38,969	39,887	40,809
10+						36,229	37,132	38,050	38,969	39,887	40,809	41,729



Appendix 2

Salary Schedules

LIBRARY ASSISTANT
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

Training	0 - 8	9 - 14	15	18	21	24	27	28	29	30 CERT.	CERT + 1/2 DIPL	DIPL.
EXP	86	87	88	89	90	91	92	93	94	95	96	97
1	23,448	24,257	25,024	25,726	26,611	27,601	28,502	29,406	30,285	31,077	31,980	32,878
2	24,257	25,024	25,726	26,611	27,601	28,502	29,406	30,285	31,077	31,980	32,878	33,672
3	25,024	25,726	26,611	27,601	28,502	29,406	30,285	31,077	31,980	32,878	33,672	34,557
4	25,726	26,611	27,601	28,502	28,502	28,502	31,077	31,980	32,878	33,672	34,557	35,438
5	26,611	27,601	28,502	29,406	30,285	31,077	31,980	32,878	33,672	34,557	35,438	36,229
6		28,502	29,406	30,285	31,077	31,980	32,878	33,672	34,557	35,438	36,229	37,132
7			30,285	31,077	31,980	32,878	33,672	34,557	35,438	36,229	37,132	38,050
8				31,980	32,878	33,672	34,557	35,438	36,229	37,132	38,050	38,969
9					33,672	34,557	35,438	36,229	37,132	38,050	38,969	39,887
10+						35,438	36,229	37,132	38,050	38,969	39,887	40,809



Appendix 2
Salary Schedules

FAMILY COMMUNITY LIAISON ADVISOR – NON CERTIFICATED
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

Grid	1	2	3	4	5	6	7	8	9	10
98	39,063	40,032	41,004	41,978	42,946	44,002	45,051	46,108	47,158	48,213

INTERPRETERS FOR DEAF STUDENTS
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

Grid	1	2	3	4	5	6	7	8	9	10
102	34,616	35,975	37,329	38,676	40,028	41,383	42,736	44,088	47,267	49,087
103	52,507	54,007	55,507	57,007	58,507	60,007	61,507	63,007	64,507	66,007

- 102 Proficiency in sign language with a High School Diploma or better
- 103 Graduate Degree with proficiency in sign language communication or a minimum of 5 years of experience in working with deaf students.



Appendix 2

Salary Schedules

1. Relieving Classroom Assistants

1.1 Effective September 1, 2009 the rate of pay for Relieving Classroom Assistants shall be:

1.1.1 \$93.88 per day inclusive of holiday pay.

1.1.2 \$46.93 per half day, inclusive of holiday pay.

1.2 In instances where an uncertificated substitute prepares for and instructs students for a period of five or more consecutive full days in the same school and for the same teacher, the rate of salary shall be:

Effective September 1, 2009

1.2.1 \$116.01 per day inclusive of holiday pay.

1.3 In schools where a paraprofessional on staff is qualified to substitute in the absence of the Native Language or ECS Instructor for less than five working days, there will be no adjustment in salary.

Should the absence be for a period of five or more consecutive days, an adjustment in pay to reflect the difference in the Paraprofessional Salary Grids for the work completed will be approved.

Under no circumstances will an employee be paid a lesser rate than their job category.

2. Allowance for University Coursework

Paraprofessionals who complete University coursework creditable in the faculty of education shall receive an annual allowance in addition to grid salary, as follows:

each full course - \$200.00 per annum

each half course - \$100.00 per annum



Appendix 2
Salary Schedules

CUSTODIAN STAFF
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

Pay Grade	STEP (Increment)										
	0	1	2	3	4	5	6	7	8	9	10
0	15.03	15.38	-	-	-	-	-	-	-	-	-
1	16.10	16.44	16.83	17.18	-	-	-	-	-	-	-
2	17.18	17.56	17.94	18.30	18.66	19.03	19.41	-	-	-	-
3	19.42	19.81	20.17	20.56	20.99	21.33	21.71	22.11	22.47	22.84	23.23

1. This Grid is based on the custodians obtaining and maintaining certification in three areas: Floor Care and Sanitation, WHMIS and First Aid.
2. All certificates will be deemed to have a three year term and must be renewed before they lapse unless for some reason Northland School Division is not able to honor their training commitments.
3. Placement on the grid is dependent upon the number of current certificates and any combination of certificates for placement on Grade.
4. Under normal circumstances you will receive an annual increment on the Step for each year of service.
5. Northland School Division No. 61 will provide training opportunities at least twice per year for employees to acquire or renew certificates. The grace period for renewal will be 1 year. If not renewed, their salary will be frozen at its current level until the certification is renewed. Upon renewal, the pay adjustment will be made for the first day of the next month.
6. New employees will start at level 0-0 and if they do not possess, at the time of hiring or obtain at least one certificate in the first year of their employment, their employment will be terminated.
7. An individual who does not take and/or maintain these certifications will limit further progress on the grid.
8. Those individuals already at maximum on the grid who do not obtain or maintain all three certificates will have their salary "red lined", ie: their salary will not change.
9. An experience increment will be granted for 140 consecutive days of service in any one school year. For a partial year of employment, experience increments will be granted effective September 1st of subsequent years of service.



Appendix 2
Salary Schedules

SCHOOL BUS DRIVERS
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

Pay Grade	STEP (Increment)										
	1	2	3	4	5	6	7	8	9	10	LSI
	63.22	64.77	66.33	67.94	69.48	71.10	72.69	74.26	75.84	77.41	631.94

Mileage Allowance - Total Kilometers

0 – 3 kilometers	0.220 per km
31 – 60 kilometers	0.228 per km
61 – 90 kilometers	0.238 per km
91 – 120 kilometers	0.245 per km
121 kilometers or over	0.253 per km

Second run is in lieu of mileage \$16.76 per hour

NOTE: Annual Salary Based on 200 days.

Mileage Rate is paid on days driven. No mileage rate is paid when bus does not operate.

Distance is calculated from the school via all pickups back to the school via the most direct route times 2.

Extra Trips

Bus Drivers will be paid overtime, where applicable, for the 11th or 12th hours of work exceeding ten (10) hours per day.

Effective March 1, 2003



Appendix 2
Salary Schedules

SCHOOL FOOD SERVICES
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

STEP (Increment)

Pay Grade	1	2	3	4	5	6	7	8	9	10
26	36,216	37,366	38,253	39,139	40,021	40,909	41,795	42,681	43,564	44,451
39	36,684	37,581	38,587	39,593	40,597	41,608	42,611	43,616	44,618	45,626
40	49,948	50,711	51,752	52,796	53,836	54,873	55,914	57,107	58,150	59,189
82	50,262	53,024	54,381	55,731	57,082	58,441	59,790	61,143	62,496	63,849
83	50,422	53,179	54,532	55,759	57,373	58,982	60,599	62,213	63,821	65,433
84	59,783	62,181	64,126	66,062	68,008	69,950	71,891	73,833	75,774	77,721
85	74,162	76,151	78,141	80,132	82,122	84,109	86,102	88,094	90,083	92,070



Appendix 2
Salary Schedules

SCHOOL FOOD SERVICES
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

Pay Grade	STEP (Increment)				Long Service Bonus		
	1	2	3	4	7 Years	15 Years	20 Years
Cooks	20,936	22,876	24,983	28,736	29,311	29,885	30,460
Intermediate Cooks	20,103	21,804	23,357	26,186	26,710	27,233	27,757
Assistant Cooks	19,087	20,584	21,804	23,450	23,919	24,388	24,857

- Level I Initial Training
- Level II Food Handlers Certificate
- Level III Total Supply and Ordering
- Level IV Nutrition Training or 12 years continuous service

SCHOOL FOOD SERVICES
2009/2010 HOURLY SCHEDULE
(Effective September 1, 2009)
Holiday Pay Not Included

Pay Grade	STEP (Increment)				Long Service Bonus		
	1	2	3	4	7 Years	15 Years	20 Years
Cooks	12.35	13.49	14.73	16.94	17.28	17.62	17.96
Intermediate Cooks	11.85	12.86	13.77	15.44	15.75	16.06	16.37
Assistant Cooks	11.25	12.14	12.86	13.83	14.10	14.38	14.66

- Level I Initial Training
- Level II Food Handlers Certificate
- Level III Total Supply and Ordering
- Level IV Nutrition Training or 12 years continuous service

Bookkeepers - all locations \$373.00 per month

Long Service:

- 7 Years 2.0%
- 15 Years 4.0%
- 20 Years 6.0%



Appendix 2
Salary Schedules

COOKING INSTRUCTORS SALARY GRID
2009/2010 SALARY SCHEDULE
(Effective September 1, 2009)

Pay Grade	STEP (Increment)									
	1	2	3	4	5	6	7	8	9	10
103	37,832	39,721	41,609	44,920	46,812	48,702	50,608	52,480	53,495	53,685