

APPENDIX A – Job Categories and Salary Grid

The hourly rates in Appendix A will increase as follows:

Effective September 1, 2005 the Board and the Union agreed that the Pay Equity Process would establish the hourly rate for each job category. The hourly rate increases in Appendix A will be applied to the hourly rates established by the Pay Equity Process. It is understood that COPE members who are paid an hourly rate in excess of the hourly rate established by the Pay Equity process will be red circled.

Effective August 29, 2022				1\$ per hr Increase
STEP 001	On hire			
STEP 002	6 MTHS anniversary date of hire			
STEP 003	YEAR 1 anniversary date of hire			
STEP 004	YEAR 2 anniversary date of hire			
Step	Category 1			Applicable Positions
	Annual	Hourly	Bi-Weekly	
001	38,291.03	21.04	1,472.73	Elementary Secretary Assistant, Receptionist, Secretary - HR Assistant
002	40,008.79	21.98	1,538.80	
003	41,726.55	22.93	1,604.87	
004	43,528.11	23.92	1,674.16	
	Category 2			
	Annual	Hourly	Bi-Weekly	
001	40,714.90	22.37	1,565.96	Curriculum Secretary, Business Secretary
002	42,835.27	23.54	1,647.51	
003	44,955.64	24.70	1,729.06	
004	47,161.68	25.91	1,813.91	
	Category 3			
	Annual	Hourly	Bi-Weekly	
001	43,150.08	23.71	1,659.62	HR Secretary, Special Ed Secretary, Transportation Clerk, Secondary School Secretary (new), Attendance Clerk HR, Building Services Secretary
002	45,684.06	25.10	1,757.08	
003	48,218.04	26.49	1,854.54	
004	50,817.55	27.92	1,954.52	
	Category 4			
	Annual	Hourly	Bi-Weekly	
001	45,668.13	25.09	1,756.47	Payroll Clerks, Purchasing Clerks, Elementary Secretary, Elementary/Secondary Secretary, Accounting Clerks
002	48,632.95	26.72	1,870.50	
003	51,597.77	28.35	1,984.53	
004	54,629.46	30.02	2,101.13	
	Category 5			
	Annual	Hourly	Bi-Weekly	
001	47,340.02	26.01	1,820.77	Sr. Payroll Clerk, Sr Accounting Clerk, Office Manager, Computer Liaison, Information Services Technician
002	50,683.80	27.85	1,949.38	
003	54,027.58	29.69	2,077.98	
004	57,460.53	31.57	2,210.02	
	Category 6			
	Annual	Hourly	Bi-Weekly	
001	49,075.66	26.96	1,887.53	Senior Technician
002	52,824.50	29.02	2,031.71	
003	56,576.00	31.09	2,176.00	
004	60,443.37	33.21	2,324.75	
	Casual			
	Annual	Hourly	Bi-Weekly	
000	n/a	21.04	n/a	

Effective August 28, 2023				1\$ per hr Increase
STEP 001	On hire			
STEP 002	6 MTHS anniversary date of hire			
STEP 003	YEAR 1 anniversary date of hire			
STEP 004	YEAR 2 anniversary date of hire			
Step	Category 1			Applicable Positions
	Annual	Hourly	Bi-Weekly	
001	40,111.03	22.04	1,542.73	Elementary Secretary Assistant, Receptionist, Secretary - HR Assistant
002	41,828.79	22.98	1,608.80	
003	43,546.55	23.93	1,674.87	
004	45,348.11	24.92	1,744.16	
	Category 2			
	Annual	Hourly	Bi-Weekly	
001	42,534.90	23.37	1,635.96	Curriculum Secretary, Business Secretary
002	44,655.27	24.54	1,717.51	
003	46,775.64	25.70	1,799.06	
004	48,981.68	26.91	1,883.91	
	Category 3			
	Annual	Hourly	Bi-Weekly	
001	44,970.08	24.71	1,729.62	HR Secretary, Special Ed Secretary, Transportation Clerk, Secondary School Secretary (new), Attendance Clerk HR, Building Services Secretary
002	47,504.06	26.10	1,827.08	
003	50,038.04	27.49	1,924.54	
004	52,637.55	28.92	2,024.52	
	Category 4			
	Annual	Hourly	Bi-Weekly	
001	47,488.13	26.09	1,826.47	Payroll Clerks, Purchasing Clerks, Elementary Secretary, Elementary/Secondary Secretary, Accounting Clerks
002	50,452.95	27.72	1,940.50	
003	53,417.77	29.35	2,054.53	
004	56,449.46	31.02	2,171.13	
	Category 5			
	Annual	Hourly	Bi-Weekly	
001	49,160.02	27.01	1,890.77	Sr. Payroll Clerk, Sr Accounting Clerk, Office Manager, Computer Liaison, Information Services Technician
002	52,503.80	28.85	2,019.38	
003	55,847.58	30.69	2,147.98	
004	59,280.53	32.57	2,280.02	
	Category 6			
	Annual	Hourly	Bi-Weekly	
001	50,895.66	27.96	1,957.53	Senior Technician
002	54,644.50	30.02	2,101.71	
003	58,396.00	32.09	2,246.00	
004	62,263.37	34.21	2,394.75	
	Casual			
	Annual	Hourly	Bi-Weekly	
000	n/a	22.04	n/a	

Eff Start of 2024-25 School Year				1\$ per hr Increase
STEP 001	On hire			
STEP 002	6 MTHS anniversary date of hire			
STEP 003	YEAR 1 anniversary date of hire			
STEP 004	YEAR 2 anniversary date of hire			
Step	Category 1			Applicable Positions
	Annual	Hourly	Bi-Weekly	
001	41,931.03	23.04	1,612.73	Elementary Secretary Assistant, Receptionist, Secretary - HR Assistant
002	43,648.79	23.98	1,678.80	
003	45,366.55	24.93	1,744.87	
004	47,168.11	25.92	1,814.16	
	Category 2			
	Annual	Hourly	Bi-Weekly	
001	44,354.90	24.37	1,705.96	Curriculum Secretary, Business Secretary
002	46,475.27	25.54	1,787.51	
003	48,595.64	26.70	1,869.06	
004	50,801.68	27.91	1,953.91	
	Category 3			
	Annual	Hourly	Bi-Weekly	
001	46,790.08	25.71	1,799.62	HR Secretary, Special Ed Secretary, Transportation Clerk, Secondary School Secretary (new), Attendance Clerk HR, Building Services Secretary
002	49,324.06	27.10	1,897.08	
003	51,858.04	28.49	1,994.54	
004	54,457.55	29.92	2,094.52	
	Category 4			
	Annual	Hourly	Bi-Weekly	
001	49,308.13	27.09	1,896.47	Payroll Clerks, Purchasing Clerks, Elementary Secretary, Elementary/Secondary Secretary, Accounting Clerks
002	52,272.95	28.72	2,010.50	
003	55,237.77	30.35	2,124.53	
004	58,269.46	32.02	2,241.13	
	Category 5			
	Annual	Hourly	Bi-Weekly	
001	50,980.02	28.01	1,960.77	Sr. Payroll Clerk, Sr Accounting Clerk, Office Manager, Computer Liaison, Information Services Technician
002	54,323.80	29.85	2,089.38	
003	57,667.58	31.69	2,217.98	
004	61,100.53	33.57	2,350.02	
	Category 6			
	Annual	Hourly	Bi-Weekly	
001	52,715.66	28.96	2,027.53	Senior Technician
002	56,464.50	31.02	2,171.71	
003	60,216.00	33.09	2,316.00	
004	64,083.37	35.21	2,464.75	
	Casual			
	Annual	Hourly	Bi-Weekly	
000	n/a	23.04	n/a	

Eff Start of 2025-26 School Year				1\$ per hr Increase
STEP 001	On hire			
STEP 002	6 MTHS anniversary date of hire			
STEP 003	YEAR 1 anniversary date of hire			
STEP 004	YEAR 2 anniversary date of hire			
Step	Category 1			Applicable Positions
	Annual	Hourly	Bi-Weekly	
001	43,751.03	24.04	1,682.73	Elementary Secretary Assistant, Receptionist, Secretary - HR Assistant
002	45,468.79	24.98	1,748.80	
003	47,186.55	25.93	1,814.87	
004	48,988.11	26.92	1,884.16	
	Category 2			
	Annual	Hourly	Bi-Weekly	
001	46,174.90	25.37	1,775.96	Curriculum Secretary, Business Secretary
002	48,295.27	26.54	1,857.51	
003	50,415.64	27.70	1,939.06	
004	52,621.68	28.91	2,023.91	
	Category 3			
	Annual	Hourly	Bi-Weekly	
001	48,610.08	26.71	1,869.62	HR Secretary, Special Ed Secretary, Transportation Clerk, Secondary School Secretary (new), Attendance Clerk HR, Building Services Secretary
002	51,144.06	28.10	1,967.08	
003	53,678.04	29.49	2,064.54	
004	56,277.55	30.92	2,164.52	
	Category 4			
	Annual	Hourly	Bi-Weekly	
001	51,128.13	28.09	1,966.47	Payroll Clerks, Purchasing Clerks, Elementary Secretary, Elementary/Secondary Secretary, Accounting Clerks
002	54,092.95	29.72	2,080.50	
003	57,057.77	31.35	2,194.53	
004	60,089.46	33.02	2,311.13	
	Category 5			
	Annual	Hourly	Bi-Weekly	
001	52,800.02	29.01	2,030.77	Sr. Payroll Clerk, Sr Accounting Clerk, Office Manager, Computer Liaison, Information Services Technician
002	56,143.80	30.85	2,159.38	
003	59,487.58	32.69	2,287.98	
004	62,920.53	34.57	2,420.02	
	Category 6			
	Annual	Hourly	Bi-Weekly	
001	54,535.66	29.96	2,097.53	Senior Technician
002	58,284.50	32.02	2,241.71	
003	62,036.00	34.09	2,386.00	
004	65,903.37	36.21	2,534.75	
	Casual			
	Annual	Hourly	Bi-Weekly	
000	n/a	24.04	n/a	