



Number:

04-05

Subject:

ACCUMULATION OF
HOURS IN A GROWTH
SERIES

Applies To:

Employees currently in a
growth model

Related References:

- [Appendix L of the MOU-
PSJEP](#)

Authorization:

Barry Turner
Executive Director

Effective Date:

Not Applicable

Date of Issue:

July 2004

Background:

Each of the six growth models listed below require that employees accumulate 913 hours paid at the straight time rate before they can progress from one level to the next on the model.

- Apprenticeship Counsellor (Growth to N24)
- Commercial Transport Inspector (Growth to R15)
- Community Program Officer (Growth to N15 FAW)
- Correctional Services (Growth to CO)
- Social Program Officer (Growth to N24)
- Training Consultant (Growth to N18)

Accumulation of Hours:

The charts below will help to clarify which leaves can and cannot be included in the accumulation of the 913 hours.

INCLUDED

In the 913 Hours Paid at the Straight Time Rate

- Vacation
- CTO
- Special Leaves (With Pay)

NOT INCLUDED

In the 913 Hours Paid at the Straight Time Rate

- STIIP
- WCB
- All leaves of absence without pay (including Maternity Leave)

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DEFINITIONS

| | |
|-------------------------------|--|
| Allocation | The assignment of a job to a classification series and/or union component |
| Band | A group of grid ranges which have an equal value for pay purposes (e.g., Ranges 16, 17 and 18 form one band). |
| Demotion | A change from an employee's position to one with a lower maximum salary. Subject to Article 27.7. |
| Existing Employees | Existing employees are those regulars and auxiliaries, who were on staff before April 1, 2001. In addition, auxiliary employees who are/were on lay-off and subsequently recalled to the classification from which they were laid off. Appointment to differing classifications to which the auxiliary does not have recall rights should be treated as new hires and use the 5 step grid if the re-appointment is at or above Range 13. |
| Grid | The BCGEU salary structure which consists of 32 different pay levels, each with either 3 or 5 incremental salary steps. |
| Grid Range or Range (R) | One of the 32 pay levels, and their incremental salary steps, within the BCGEU salary grid. |
| Increment Date | The anniversary date of an employee's promotion, reclassification or temporary appointment. Equates to 1827 hours. See Personnel Management Policy Manual, Circular 6. |
| Lateral Transfer | Refers to the movement of an employee from one position to another which does not constitute a demotion or promotion. |
| Level or Classification Level | The evaluable levels within PSJEP. |
| Phasing | A term used to describe the process of moving employees from the existing grid level of their position to the new grid level assigned to their position under Appendix N of the 13 th Master Agreement. Not subject to Article 27.5. or The schedule of inclusion in Appendix N. |
| Promotion | A change from an employee's position to one with a higher maximum salary level. Subject to Article 27.5. |

ADMINISTRATIVE GUIDELINES
Definitions

| | |
|-----------------------|---|
| Reclassification | A permanent change in duties of a position that results in a higher or lower grid level for the position. Subject to Article 27.5 or Article 27.7. |
| Re-evaluation | Term used in staged implementation to describe a grid level change that occurs strictly as a result of classification plan or salary structure changes and not as a result of a change in duties of the position. Not subject to Article 27.5. |
| Regrade | Term used to describe grid level changes that occur strictly as a result of salary structure or classification plan changes and not as a result of a change in duties of a position. Not subject to Article 27.5. |
| Staging | A term used to describe the process of moving employees from the existing grid level of their position to the new grid level assigned to their position under PSJEP. The process is outlined in Appendix G of MOU-PSJEP. Not subject to Article 27.5. |
| Target Classification | The classification than employee/position is being promoted, reclassified or substituted to. |
| Target Level | The grid level that a classification will be phased to, through Appendix N, during the life of the 13 th Master Agreement or via 12 th Master staging. |

ADMINISTRATIVE GUIDELINES

Definitions

| Grid Range | | Step 1 | | Step 2 | | Step 3 | |
|------------|--|----------|----------|----------|----------|----------|--|
| 1 | | 948.98 | | 1,002.73 | | 1,073.24 | |
| 2 | | 975.42 | | 1,030.96 | | 1,103.81 | |
| 3 | | 1,002.73 | | 1,060.13 | | 1,135.40 | |
| 4 | | 1,030.96 | | 1,090.29 | | 1,168.05 | |
| 5 | | 1,060.13 | | 1,121.42 | | 1,201.78 | |
| 6 | | 1,090.29 | | 1,153.63 | | 1,236.63 | |
| 7 | | 1,121.42 | | 1,186.88 | | 1,272.67 | |
| 8 | | 1,153.63 | | 1,221.27 | | 1,309.88 | |
| | | 1,186.88 | | 1,256.78 | | 1,348.36 | |
| 10 | | 1,221.27 | | 1,293.49 | | 1,388.10 | |
| 11 | | 1,256.78 | | 1,331.43 | | 1,429.16 | |
| 12 | | 1,293.49 | | 1,370.61 | | 1,471.61 | |
| | | | | | | | |
| Grid Range | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | |
| 13 | | 1,331.43 | 1,370.61 | 1,411.13 | 1,452.99 | 1,515.47 | |
| 14 | | 1,370.61 | 1,411.13 | 1,452.99 | 1,496.24 | 1,560.81 | |
| 15 | | 1,411.13 | 1,452.99 | 1,496.24 | 1,540.92 | 1,607.64 | |
| 16 | | 1,452.99 | 1,496.24 | 1,540.92 | 1,587.12 | 1,656.04 | |
| 17 | | 1,496.24 | 1,540.92 | 1,587.12 | 1,634.85 | 1,706.05 | |
| | | 1,540.92 | 1,587.12 | 1,634.85 | 1,684.17 | 1,758.22 | |
| 19 | | 1,587.12 | 1,634.85 | 1,684.17 | 1,735.30 | 1,812.68 | |
| 20 | | 1,634.85 | 1,684.17 | 1,735.30 | 1,789.03 | 1,868.98 | |
| 21 | | 1,684.17 | 1,735.30 | 1,789.03 | 1,844.54 | 1,927.16 | |
| 22 | | 1,735.30 | 1,789.03 | 1,844.54 | 1,901.92 | 1,987.25 | |
| | | 1,789.03 | 1,844.54 | 1,901.92 | 1,961.19 | 2,049.39 | |
| | | 1,844.54 | 1,901.92 | 1,961.19 | 2,022.45 | 2,113.59 | |
| 25 | | 1,901.92 | 1,961.19 | 2,022.45 | 2,085.76 | 2,179.92 | |
| 26 | | 1,961.19 | 2,022.45 | 2,085.76 | 2,151.18 | 2,248.47 | |
| 27 | | 2,022.45 | 2,085.76 | 2,151.18 | 2,218.76 | 2,319.31 | |
| | | 2,085.76 | 2,151.18 | 2,218.76 | 2,288.61 | 2,392.50 | |
| | | 2,151.18 | 2,218.76 | 2,288.61 | 2,360.81 | 2,468.14 | |
| | | 2,218.76 | 2,288.61 | 2,360.81 | 2,437.10 | 2,546.29 | |
| 31 | | 2,288.61 | 2,360.81 | 2,437.10 | 2,515.91 | 2,628.70 | |
| 32 | | 2,360.81 | 2,437.10 | 2,515.91 | | | |

Level

Target Level

Level

Target Level

Band

Grid

R A N G E

CLASSIFICATION TITLING

The introduction of the Public Service Job Evaluation Plan (PSJEP) allows greater flexibility in classifying positions within a classification series and allows positions to be classified at levels that were previously not possible with former classification plans.

For example, the Dietitian Series was established with the following levels:

Dietitian 1 at Range 20
Dietitian 2 at Range 28

However, it is possible, when evaluating positions using PSJEP, to have Dietitians that rate out at Range 23 or Range 25 and this has created an anomaly with the classification titling system (i.e., new classification levels being inserted into existing series structures).

To bring order to naming conventions within individual classification series and to bring a level of consistency across all BCGEU classifications, a new classification titling system is being introduced in the 13th Master Agreement (see Attachment 3 – Appendix 3C).

Classifications will retain their classification name but the level of the position will be indicated by the grid range ("R") of their approved PSJEP level.

Example:

Administrative Officer 1 will become Administrative Officer **R14**
Clerk 3 will become Clerk **R9**

Appendix N Movements

Classifications that are transitioning from one grid range to another through Appendix N will have the range designator in their classification title indicated by the letter "N" or "NSOM" instead of the letter "R" and by the target grid range they will be transitioning to during the life of the Master Agreement.

Example:

The Administrative Officer 2 classification is listed on Appendix N to move from Range 16 to Range 18 during the 13th Master. It will be retitled to "Administrative Officer N18".

For the purposes of Articles 13, 31 and 36, classification titles which are identical, except for the designator "R", "N" or "NSOM", will be deemed to be the same classification.

ADMINISTRATIVE GUIDELINES
Classification Titling

Obsolete Classifications

Classifications that are at grid ranges that are not utilized in the Public Service Job Evaluation plan will remain unchanged (e.g., Agricultural Officer 2, which is at Range 10, will remain titled as "Agricultural Officer 2"). These classifications should no longer be used for recruitment purposes and if they are incumbered, they should be reviewed as soon as possible to establish their appropriate PSJEP rating.

Appendix 3C – Master Agreement (see Attachment 3)

| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Activity Worker 1 | Activity Worker R9 | HAS | 9 | 9 | 9 |
| Activity Worker 2 | Activity Worker R11 | HAS | 11 | 11 | 11 |
| Activity Worker R13 | Activity Worker R13 | HAS | 13 | 13 | 13 |
| Activity Worker 3 | Activity Worker R14 | HAS | 14 | 14 | 14 |
| Activity Worker 4 | Activity Worker N18 | HAS | 17 | 17 | 18 |
| Activity Worker 5 | Activity Worker R18 | HAS | 18 | 18 | 18 |
| Activity Worker 6 | Activity Worker N21 | HAS | 20 | 21 | 21 |
| Activity Worker R23 | Activity Worker N24 | HAS | 23 | 23 | 24 |
| Activity Worker R25 | Activity Worker N27 | HAS | 25 | 26 | 27 |
| | | | | | |
| Administrative Officer 1 | Administrative Officer R14 | AS | 14 | 14 | 14 |
| | Administrative Officer (AMI)N15 | AS | 14 | 14 | 15 |
| Administrative Officer 2 | Administrative Officer N18 | AS | 17 | 18 | 18 |
| Administrative Officer 3 | Administrative Officer R18 | AS | 18 | 18 | 18 |
| Administrative Officer 4 | Administrative Officer N21 | AS | 21 | 21 | 21 |
| Administrative Officer 5 | Administrative Officer N24 | AS | 23 | 23 | 24 |
| Administrative Officer 6 | Administrative Officer N27 | AS | 25 | 26 | 27 |
| Administrative Officer 7 | Administrative Officer N30 | AS | 29 | 30 | 30 |
| Administrative Officer R30 | Administrative Officer R30 | AS | 30 | 30 | 30 |
| | | | | | |
| Agricultural Officer 1 | Agricultural Officer R7 | ETO | 7 | 7 | 7 |
| Agricultural Officer 2 | Agricultural Officer 2 | ETO | 10 | 10 | 10 |
| | | | | | |
| Archivist 1 | Archivist R13 | SEH | 13 | 13 | 13 |
| | Archivist R14 | SEH | 14 | 14 | 14 |
| | Archivist N18 | SEH | 17 | 18 | 18 |
| Archivist 2 | Archivist R18 | SEH | 18 | 18 | 18 |
| | Archivist N21 | SEH | 20 | 21 | 21 |
| Archivist 3 | Archivist N24 | SEH | 23 | 23 | 24 |
| Archivist 4 | Archivist N27 | SEH | 25 | 26 | 27 |

CONVERSION TO 5 STEP GRID

All employees on staff before April 1, 2001, are paid using Appendix 3B (see Attachment 2), which is a three step salary grid. A new salary grid, Appendix 3A (see Attachment 1), was introduced effective April 1, 2001. Appendix 3A is a 3 step grid from Ranges 1 through 12, but converts to a 5 step grid from Ranges 13 through 32. Appendix 3A is identical to Appendix 3B from Ranges 1 to 12 but in Ranges 13 to 32, Steps 1, 3 and 5 of Appendix 3A are equal to Steps 1, 2 and 3 of Appendix 3B

| <u>Appendix 3A</u> | | | | <u>Appendix 3B</u> |
|--------------------|---|----------|---|--------------------|
| Step 1 | → | equal to | → | Step 1 |
| Step 2 (New) | | | | |
| Step 3 | → | equal to | → | Step 2 |
| Step 4 (New) | | | | |
| Step 5 | → | equal to | → | Step 3 |

The following is an explanation of how employees will be converted from Appendix 3B to Appendix 3A.

Existing Employees:

(i.e., Employees, auxiliaries and regulars, on staff before April 1, 2001. See "Definitions" on Page 1.)

The Payroll Operations and Information Management (POIM) office will complete a mass update to automatically convert all existing employees in Ranges 1 through 12 to Appendix 3A and those in Ranges 13 and above who are at Step 3 of their grid range to Step 5 of the same grid range in Appendix 3A. The majority of employees are currently at Step 3 and will be captured through this mass update (scheduled for May 25th pay).

Once the mass update has been completed, ministries will be responsible on an ongoing basis to ensure employees who are still advancing through the salary steps of Appendix 3B are converted to Appendix 3A when they reach Step 3 of their grid range.

New Hires, Promotions, Reclassifications, or Substitutions:

Effective April 1, 2001, Human Resource/Payroll offices must use Appendix 3A (5 step grid) to determine salary placement for all new hires, promotions, reclassifications or substitutions.

Step Usage

Prior to the 12th Master Agreement, not all classifications utilized all three salary steps of the salary grid. It was agreed in the 12th Master Agreement that all classifications would use all three steps on their salary range (with the exception of Trades classifications and Special Employment classifications). This amendment applied only to employees hired on or after August 20, 1998. For employees on staff before August 20, 1998, the step structure under the 11th Master Agreement applied.

The Memorandum of Understanding - 5 Step Range (see Attachment 5) states that as of April 1, 2001, all employees in Appendix 3B will utilize all steps of the range within their grid level and all promotions, reclassifications and substitutions will utilize Appendix 3A (5 step grid). There is no longer any requirement to use the step structure for classifications under the 11th Master Agreement, and all references to it have been eliminated from the Salary Administration Manual.

In the 13th Master Agreement, all Trades and Special Employment classifications remain at single rate salaries.

Salary Administration Manual

The Salary Administration Manual has been amended to provide as much information as possible to assist ministries in implementing the classification changes in the 13th Master Agreement. Classifications receiving Appendix N adjustments will have a separate listing for each effective date that applies to them. The listings will show the grid range and salary steps that apply to employees hired/promoted/reclassified into the classification during these time periods.

Example:

| | | | | | | |
|--|---------|----|---|-----------|----------|---------|
| Administrative Officer 2 (Hired before April 1, 2001) | 3551502 | 16 | 1 | 37,907.47 | 1,452.99 | 20.7570 |
| | | | 2 | N/A | | |
| | | | 3 | 40,201.50 | 1,540.92 | 22.0131 |
| | | | 4 | N/A | | |
| | | | 5 | 43,201.50 | | |
| | | 17 | 5 | 44,500.00 | | |
| (Step available from March 31, 2002) | | 18 | 5 | 45,800.00 | | |
| Administrative Officer 2 (Hired April 1, 2001-March 30, 2002) | 3551502 | 17 | 1 | 39,000.00 | | |
| | | | 2 | 40,200.00 | | |
| | | | 3 | 41,400.00 | | |
| | | | 4 | 42,600.00 | | |
| | | | 5 | 44,500.00 | | |
| (Step available from March 31, 2002) | | 18 | 5 | 45,800.00 | | |
| Administrative Officer 2 (Hired March 31, 2002) | 3551502 | 18 | 1 | 40,200.00 | | |
| | | | 2 | 41,400.00 | | |
| | | | 3 | 42,600.00 | | |
| | | | 4 | 43,938.79 | 1,684.17 | 24.0596 |
| | | | 5 | 45,870.70 | 1,758.22 | 25.1174 |

The manual will show a listing for each of the three effective dates applicable to AO 2.

As well, each listing will show the applicable grid range and how employee progresses through the range.

Salary Administration Manual – Non-Appendix N Classifications

Employees in non-Appendix N classifications at Range 13 and above, fall within either the three step range of Appendix 3B (existing appointments) or the 5 step range of Appendix 3A (new appointments). To reduce the size of the manual, only Appendix 3A (5 step grid) is shown. (Note: Employees will be entered in CHIPS in the appropriate grid structure regardless of what is shown in the manual).

When using the manual to determine the salary for employees in Appendix 3B (i.e., employees on staff before April 1, 2001, who haven't reached the top step), refer to Steps 1 and 3 in the listing - these are identical to Steps 1 and 2 of Appendix 3B. Appendix 3B (3 steps) continues to apply until such time as the employee reaches the top step and is then converted to Appendix 3A or the employee is promoted, reclassified or substituted into another position.

Appendix 3B employees who are promoted or reclassified into other positions no longer fall within Appendix 3B (3 steps). Salary placement is determined by using all five steps of the grid range in Appendix 3A applicable to their new classification.

Appendix 3B employees who substitute into higher level positions use all 5 steps of the grid range in Appendix 3A, applicable to the higher classification, when calculating salary placement. They revert back to their 3 step range in Appendix 3B at the end of the substitution period, if they are still at Step 1 or 2 in their base position.

Example:

Activity Worker 5

3664255

18

| | | | |
|---|-----------|----------|---------|
| 1 | 40,201.50 | 1,540.92 | 22.0131 |
| 2 | 41,406.83 | 1,587.12 | 22.6731 |
| 3 | 42,652.07 | 1,634.85 | 23.3550 |
| 4 | 43,938.79 | 1,684.17 | 24.0596 |
| 5 | 45,870.70 | 1,758.22 | 25.1174 |

All 5 steps of Appendix 3A have been listed; however, only Steps 1 and 3 apply to Appendix 3B employees (i.e., those who were hired into the classification before April 1, 2001 and have not yet reached the top step). When employees reach the top step they convert to Step 5 of Appendix 3A.

GREEN CIRCLING

September 15, 1998

To deal with the inclusion of all classifications in the Public Service Job Evaluation Plan (PSJEP), while minimizing the impact upon the employee whose position (and classification) go down solely as a result of inclusion in PSJEP, it was decided to not implement the provision of Master Agreement Clause 27.07 – Salary Protection. In its place it was decided that the incumbent's classification, salary and increments would be maintained when an employee's position is reclassified downward solely as a result of inclusion in PJSEP. This protection, known as "green circling", includes negotiated salary increases and remains in place so long as the principal duties of the position and the incumbent remain the same.

When a ministry initiates an employee move from a position where they are "green-circled" (e.g., lateral transfers or placements) they will be treated as if they are still at their former green circled classification and grid level.

While employees whose positions are reclassified downward solely as a result of inclusion in PSJEP are entitled to "green-circling" the positions themselves do not carry an entitlement to "green-circling" if other employees are placed in or take up the principal duties of those positions.

April 1, 2001

Effective April 1, 2001, employees can initiate a move to another position, with the **same classification**, and still retain their "green circling" (i.e., moves no longer have to be ministry initiated to retain salary protection).

For purposes of "green circling" grid movements outlined in Appendix N are not considered general wage increases and will not be applied to "green circled" employees.

Example:

Terry was an Administrative Officer 2 at Range 16 but when his position was reviewed under PSJEP it was classified as an Administrative Officer 1 at Range 14. Terry is "green circled" as an Administrative Officer 2 at Range 16. Terry will continue to receive all negotiated salary and step increases applicable to Range 16 but will not receive a grid bump when the Administrative Officer 2 moves to Range 17 on April 1, 2001. After April 1, 2001, if an Administrative Officer 2 vacancy becomes available, this will be considered a promotion for Terry.

APPEALS

The Memorandum Of Understanding – 5 Step Range (see Attachment 5) contains the following two provisions for job evaluation appeals:

- All appeals are to be withdrawn for positions which benefit from grid re-structuring.
- An employee in a classification specified in Appendix N will not have the right to appeal the classification of their position for a period of **one year** after the effective date of a grid increase applicable to their classification in Appendix N.

Effective April 1, 2001, all active appeals were withdrawn for any position that will receive a grid range bump in Appendix N. The employees in these classifications have the right to re-submit their appeals on April 2, 2001, if they wish, as long as they are not receiving a grid range bump on April 1, 2001.

Example 1:

Karen is a Clerk 5 who submitted a classification appeal on January 5, 2000. Effective April 1, 2001, Karen's appeal was withdrawn as a result of MOU – 5 Step Range. Karen has the right to resubmit her appeal at any time up till March 29, 2003. From March 30, 2003 till March 30, 2004, Karen will not be able to submit an appeal on her Clerk 5 position because the Clerk 5 classification will receive a grid range bump through Appendix N beginning on March 30, 2003.

Example 2:

Bill is an Activity Worker R25 who submitted an appeal on November 30, 2000. Bill's appeal was withdrawn on April 1, 2001, as a result of MOU – 5 Step Range. Bill can resubmit his appeal at any time up till March 30, 2002. From March 31, 2002 until March 30, 2004 (two years) Bill will not be able to submit an appeal on his Activity Worker R25 position because the classification receives a grid range bump beginning on March 31, 2002 and a further bump beginning on March 30, 2003.

The restrictions on submitting appeals apply to the classification of an employee's **position, at the time of the appeal**, not to a classification for which they are receiving red or green circling.

Example:

Bob is currently classified as an Administrative Officer 1 (AO 1). He was formerly an Administrative Officer 2 and is green circled at Range 16. Bob can appeal the classification of his Administrative Officer 1 position at any time because AO 1's are not receiving any grid adjustments in Appendix N.

Note: Changes in Appendix N are not considered general wage increases; therefore, no adjustments should be made to employees receiving green circling (see Green Circling).

SUPERVISORY PAY ANOMALY

Appendix N outlines grid level changes for a number of classifications. Implementation of these grid range bumps may result in supervisors being paid at the same grid level as their subordinates. Most notably, this will occur in situations where Range 16 classifications are being supervised by Range 18 supervisors because the Range 16 and Range 18 classification levels will be merged into one level.

Where salary compression occurs between a supervisor and their subordinates the following actions should be taken. Note: the remedies outlined below are only applicable when supervisors will be paid in the **same or lower grid range** than a subordinate reporting to them.

1. Review the supervisor's position under PSJEP to ensure it is correctly classified. There are several point band changes that will occur during the life of the 13th Master (see Point Band Changes) and the supervisor's rating should be compared to the new point bands to see if there will be any impact to the supervisor's classification level as a result of these changes. The point band changes cannot be implemented prior to their effective date but the position should be flagged so that the classification change can be made on the point band effective date.
2. Review the organizational structure of the work unit to see if changes can be made which will eliminate the supervisory pay compression issue.
3. If the supervisor's position still remains at the same grid range as its subordinate(s) after the ministry has completed Steps 1 and 2, then ministries may pay individual supervisors at the same level as the subordinate plus a one step add to pay effective the date that the subordinate's salary (**within the same or higher grid range**) meets or exceeds the supervisor's salary. In cases where the supervisor and subordinate are both paid at the top of the same range, the supervisor can be given a one grid range add-to-pay. (See Operational Bulletin 99-02)

Implementation:

1. Subordinate positions must be incumbered (i.e., there must be an actual employee being paid at or above the salary of the supervisor) before the supervisory add-to-pay is given.
2. The add-to-pay is only given when a subordinate employee is in the **same or higher grid range** and receives the same salary or a higher salary than the supervisor.
3. All requests for the add-to-pay must be submitted to PSERC for approval and must include the supervisor's rating under PSJEP as well as an explanation why the organizational design of the work unit cannot be changed.

IMPLEMENTATION OF APPENDIX N

The Union and the Employer agreed to the "broad banding" of classification levels within the Public Service Job Evaluation Plan (e.g., Range 16 through Range 18 will be merged to form one band) and the normalization of the salary grid (i.e., making the number of grid ranges between classification levels consistent). Because of the significant cost involved with these changes, the changes will be phased in starting in the first year of the 13th Master Agreement.

The following is an explanation of how employees will be paid during the phasing period.

Classifications Impacted:

Attachment 4 (Appendix N) is a listing of all classifications in the Public Service Job Evaluation Plan (PSJEP) that will move up one grid range on Year 1 (April 1, 2001), Year 2 (March 31, 2002) and Year 3 (March 30, 2003).

General Guidelines:

1. The effective date that an employee moves to a higher grid range in Appendix N is based on their **hire/reclassification/promotion date** and/or their **increment date** and will vary between employees. The dates listed in Appendix N are the **first possible dates** that a higher grid range is accessible. Increment dates for individual employees range over the year following the effective dates shown in Appendix N and this will impact when a new grid range actually becomes effective for each employee.

Example 1:

Susan is an Administrative Officer 4 (AO 4), hired before April 1, 2001. She received her last increment on July 15, 2000 to move to Range 20, Step 3. On April 1, 2001, the AO 4 classification can begin to access Range 21; however, Susan will not move to Range 21 until July 15, 2001, the date she will have been in Range 20, Step 3 for one year. An employee hired into an AO 4 job after April 1, 2001, will be hired directly into Range 21.

Example 2:

Claire has been at the top step of her Research Officer 2 (RO 2) salary range for 5 years. The effective date of the grid range adjustment for the RO 2 is April 1, 2001. Claire will move to Step 5 of the new grid range (Range 21) on April 1, 2001.

2. Employees must complete any "staged implementation" they may be subject to as a result of MOU-PSJEP of the 12th Master Agreement **before** they can access the new grid ranges in Appendix N. Movement to a new grid range in Appendix N does not commence until **one year** after the final grid range movement the employee receives through the staging process.

Example:

Gary is classified as a Communications Officer 7 and is being "staged" from Range 25 to Range 28. The final year of staging for Gary is April 1, 2001 when he will move from Range 27, Step 3 to Range 28, Step 3. On April 1, 2001, the Communications Officer 7 classification will access Range 29 through Appendix N. Gary will not be able to access Range 29 until April 2002, one year after his last grid range movement under staging.

3. Employees cannot access a higher grid range listed in Appendix N until they have reached the top step in their current grid range and have been there for at least **one year**.

Example:

The Administrative Officer 4 (AO4) classification accesses Range 21 beginning April 1, 2001; however, Rick is an AO 4 at Range 20, Step 2 on April 1, 2001, and will remain in Range 20 until he has completed one full year at Range 20, Step 2 and one year at Range 20, Step 3. Rick will then move to the top step of Range 21.

4. An employee cannot move more than **one grid range** per year.

Implementation Process for Existing Employees

(See "Definitions" on page 1 for definition of existing employees.)

Employees on staff as of March 31, 2001, will remain in their current grid range and will continue to receive their annual increments. Once they reach the top step of their current grid range, they will be converted to Step 5 (of their **current grid range**) on Appendix 3A.

POIM will complete a mass update to automatically convert all existing employees who are at Step 3 to Step 5 of the same grid range in Appendix 3A and will also move employees who have been at Step 3 for one year or more, **to Step 5 of the new grid range for their classification under Appendix N**. Once the mass update has been completed, ministries will be responsible on an ongoing basis to ensure employees who are still progressing through the salary steps of Appendix 3B are converted to Appendix 3A once they reach Step 3 and for moving employees to Step 5 of their **new grid range** under Appendix N once they have been at the top step of their current range for one year.

Example:

Tim became a Correctional Services Level 6, Step 3 (Range 14) on July 1, 2000. On April 1, 2001, the Correctional Services Level 6 classification is able to access Range 15. Tim remains at Range 14, but is converted by POIM from Step 3 of Appendix 3B to Range 14, Step 5 of Appendix 3A. When Tim has completed one full year at the top step of Range 14 (July 1, 2001), the ministry will move him to the top step of Range 15.

Implementation Process for Employees at Step 1 – 3 Step Salary Grid

On the effective date that a classification receives an Appendix N grid bump (i.e., April 1, 2001, March 31, 2002 or March 30, 2003) any employee, on the three step salary grid, still at **Step 1** of the classification receiving the bump, will receive an add-to-pay to bring their salary up to the equivalent of Step 1 of the new grid range for their classification. This add-to-pay will continue to be paid until their next increment date, when they will move to Step 2 in their 3 step (Appendix 3B) salary progression.

Example:

Ben is hired as an Administrative Officer N18 (AO N18) in October 2000, and is being paid at Range 16, Step 1 on April 1, 2001. As of April 1, 2001, the Administrative Officer N18 classification accesses Range 17 through Appendix N; therefore, new employees hired into AO N18 positions on or after April 1, 2001, will receive Range 17, Step 1. This is a higher salary rate than Ben receives; therefore, as of April 1, 2001, Ben will receive an add-to-pay to bring his salary up to the equivalent of Range 17, Step 1. This add-to-pay will continue until October 2001, when Ben will receive an increment to Step 2 of his three step salary progression.

Implementation Process for Employees at Step 1 – 5 Step Salary Grid

On the effective date that a classification receives an Appendix N grid bump (i.e., March 31, 2002 or March 30, 2003) any employee, on the 5 step salary grid, still at **Step 1** of the classification receiving the bump, will receive an accelerated increment to bring their salary up to Step 2 of the grid range they are currently in. Employees who receive an accelerated increment will have their increment date changed to the effective date of the grid range bump (i.e., March 31, 2002 or March 30, 2003). Employees will continue to work through their current 5 step grid range until they reach and have been at Step 5 for one year. They will then progress to Step 5 of the next higher grid range.

Example:

John was hired on January 15, 2002, as an Administrative Officer N18 and is currently paid at Range 17, Step 1. Effective March 31, 2002 when the AO N18 begins to access Range 18, John's salary will be changed to Range 17, Step 2 and John's next increment will be March 30, 2003, when he will move to Range 17, Step 3.

Implementation Process for New Hires

An employee who is hired into a position whose classification receives a grid range bump through Appendix N, will be placed into the grid range that is effective for the classification at the time of hire.

Example:

Amy is hired into a Financial Officer 4 position effective May 15, 2001. Amy's salary placement will be into Range 21, which became accessible for the classification on April 1, 2001.

Implementation Process for Reclassifications, Promotions or Substitutions

Effective April 1, 2001, employees being promoted, reclassified or substituted into a higher classification (i.e., one with a higher maximum salary) will access the grid range applicable for the classification under Appendix N but will have the 5 step salary grid (Appendix 3A) apply to them.

Example:

Kim is being promoted from a Financial Officer 2 position to a Financial Officer 4 position on April 1, 2001. As per Appendix N, the FO 4 classification will begin accessing Range 21 on April 1, 2001. When calculating Kim's salary placement, the Human Resource Office will place her in Range 21 at the closest step to 8% above her current salary level. If Kim's promotion had been effective March 15, 2001, she would have been placed in Range 20 at the closest step to 8% above her current salary and she would have worked her way through Range 20 before she could access Range 21.

Note: The Financial Officer 2 classification is also scheduled to receive a grid range bump effective April 1, 2001 but this has no effect on Kim's current salary or on the calculations to determine her salary for the Financial Officer 4 position (except as listed below) because as an FO 2, Kim is paid at Range 16 and she would continue to be paid at Range 16 until such time as she reached the top of the range.

Exceptions:

1. If Kim is at Range 16, Step 1, her salary on reclassification/promotion /substitution should be based on her current salary (Range 16, Step 1) plus an add-to-pay (equivalent to Range 17, Step 1).
2. If Kim has been at Range 16, Step 3 for one year or more on April 1, 2001, or is within 3 months of the anniversary date when she first moved to Range 16, Step 3, her salary on promotion/reclassification /substitution should be calculated using Range 17, Step 5 as her base pay.

Temporary Appointments

Employees in existing temporary appointments (i.e., ones with a start date prior to April 1, 2001) will remain at the grid range they were appointed to (i.e., no salary recalculations will be done based on changes occurring in their base position) but will progress through the salary range in their temporary position on the same basis as a regularly appointed existing employee. For example, temporarily appointed employees in Appendix N classifications will receive the add-to-pay (Year 1) or accelerated increment (Year 2/3) if they are at Step 1 when Appendix N is applied; or will move to the next higher grid range under Appendix N if they have been at the top step of the current range for at least one year.

Extensions to existing temporary appointments are not considered “new appointments”; therefore, no Appendix N salary adjustments should be made. When employees complete their temporary appointments and return to their base positions, any changes applicable to their base positions can then be implemented.

Where an employee is permanently appointed to the same position in which they are currently temporarily appointed, salary placement will be calculated by placing the employee in the 5 step grid at the salary range they are currently at and at a step which is equivalent to the step they are currently at (e.g., an AO 2 at Step 2 on Range 16 of the 3 step grid will be placed at AO 2, Step 3 on Range 16 of the 5 step grid). The employee will retain their current anniversary date and progress through the salary range as per MOU – 5 Step Range and Appendix N, if applicable.

Substitutions

Employees in existing substitution assignments (i.e., ones with a start date prior to April 1, 2001) will remain at the grid range they were appointed to for the duration of the substitution assignment. Salary adjustments can be made to the step within the assigned grid range if the employee's base salary increases as a result of Appendix N movement and this has an impact on the substitution salary calculation. Once the substitution assignment is completed and the employee returns to their base pay, any new substitution assignments will be to the grid range applicable to the higher classification at the time of the substitution.

IMPACTS OF APPENDIX N ON THE APPOINTMENT PROCESS

During the implementation of Appendix N, employees within the same classification will be paid at various grid ranges depending on their start dates. In order to determine the nature of an appointment, compare the **current** maximum compensation of the employee's position to the **current** maximum compensation of the position to which the employee is to be appointed. A lateral transfer is an appointment where the **current** maximum compensation of the employee's position is the same as the **current** maximum compensation of the position to which the employee is to be appointed. A promotion is an appointment where the **current** maximum compensation of the employee's position is less than the **current** maximum compensation of the position to which the employee is to be appointed.

The basic principle with respect to appointments to and from phased positions is that they are based on the maximum grid range applicable to the phased position **at the time of the appointment**.

Examples:

1. Lateral Transfers

An employee, on staff before April 1, 2001 in an Administrative Officer 2 position, is currently paid at Range 16, Step 2. As of April 1, 2001, the maximum grid range applicable for employees in the Administrative Officer 2 classification is Range 17. Appointment from this position to a non-phased Range 17 position, or to a phased position whose maximum applicable grid range is Range 17, would be a lateral transfer. The employee would be appointed at their current salary and **grid range** and retain their existing increment date.

2. Promotion

An employee is currently in a position that is being phased from Range 28 to Range 30. The employee is being paid at Range 28, Step 3 but the maximum applicable grid range for his position is currently Range 29. Appointment from this position to a non-phased position paid at Range 30, or to a phased position with a current maximum grid range of Range 30, would constitute a promotion and would have to be the result of a merit-based competition (Note: appointment to a phased or non-phased Range 29 position would be considered a lateral transfer). Salary appointment would be based on the application of Article 27.5 of the Master Agreement.

3. Demotion

An employee is currently in a non-phased Range 18 position. Appointment from this position to a position which is being phased from Range 16 to Range 18, but whose current maximum applicable grid range is Range 17, would constitute a demotion and salary on appointment would be based on Article 27.21.

ADMINISTRATIVE GUIDELINES
Impacts of Appendix N on the Appointment Process

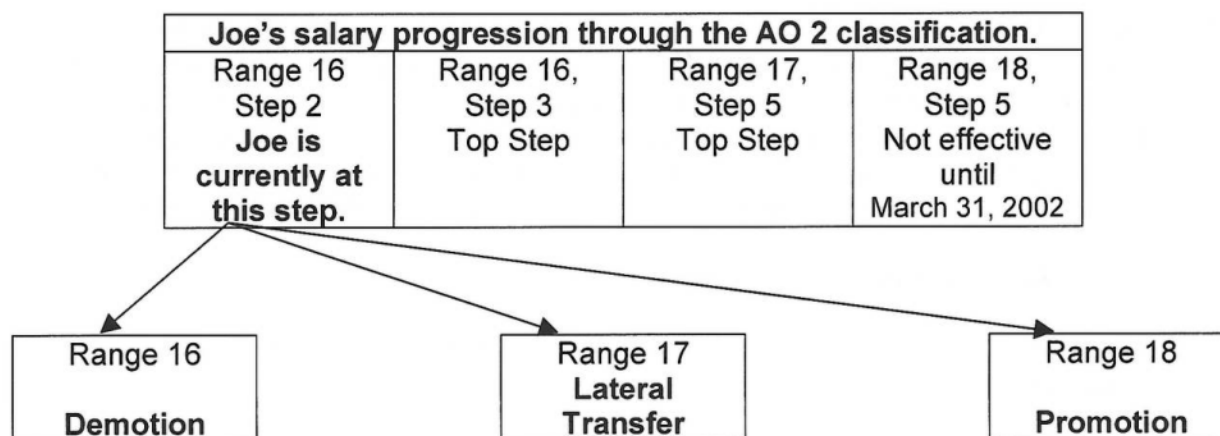
4. Placement

An employee is in a phased position whose current maximum applicable grid range is Range 17, although it will ultimately be paid at Range 18 by the end of the phasing process. The determination of "comparable" positions for this employee is based on the maximum grid range applicable at the time of placement. Thus a comparable position, in this example, would be one with a maximum applicable grid range of Range 13, 14, 15, 16 or 17.

Example:

Joe is an Administrative Officer 2 (AO 2), currently paid at Step 2. The chart below shows the salary steps that Joe will progress through as he moves through Appendix N. As of April 1, 2001, Range 17 is the **current maximum grid range applicable** for the AO 2 classification (although Joe will not reach Range 17 for at least one year). Range 18 is not accessible for the AO 2 classification until March 31, 2002; therefore, is **not** considered the maximum grid range applicable for the classification at this time.

If Joe applies for a position with a current maximum grid range of Range 16, this will be considered a demotion. If he applies for a position with a current maximum grid range of Range 17, this will be considered a lateral transfer and if he applies for a position with a current maximum grid range of Range 18, this will be considered a promotion.



Substitutions and reclassifications use the same basic principle as the appointment process (i.e., substitutions or reclassifications to and from phased positions are based on the maximum grid range applicable to the phased position at the time of the substitution or reclassification).

Example:

Joe is an AO 2 currently paid at Range 16, Step 2. If on July 15, 2001 he substitutes in an Administrative Officer 3 position he will be eligible for the provisions of Article 27.4 (i.e., 8% to the closest step) because the maximum salary range for his position is Range 17 while the maximum for the AO 3 is Range 18. However, if Joe substitutes on July 15, 2002, he **will not** be eligible for Article 27.4 because the maximum salary range for his position at that time will be Range 18 (although he personally may not be paid at this level) which is equal to the AO 3 salary range.

ADMINISTRATIVE GUIDELINES

Impacts of Appendix N on the Appointment Process

Posting Appendix N Vacancies

During bargaining for the 13th Master Agreement, the Union and Employer developed Appendix N as one way to help attract and retain qualified employees in occupations where there are skill shortages and compensation rates in the private sector labour market are higher. It is critical that prospective applicants are made aware, through the posting notices, of the future salary increases that are applicable to the positions they are applying on.

Appendix N positions should be posted as normal with the current salary range from CHIPS (no manual adjustments will be required). Programming is being developed so that when ministries enter the classification code for any of the Appendix N classifications, the normal salary range from CHIPS will be replaced on the Postings web site by the correct salary ranges for the next three years.

For media advertising, Staffing Branch will be working with the advertising agency of record to determine the best way to advertise the Appendix N positions.

Temporary Adjustments - Posting

For both the IS temporary market adjustment and the temporary adjustment for designated positions approved by PSERC, when the classification code is entered into CHIPS to post the position, the converted salary range(s) with the temporary adjustment included, will be displayed on the Postings web site. Ministries will need to click on the common statement "Annual salary includes temporary adjustment" when submitting their staffing requisition so this statement will also show on the Postings web site.

Temporary Adjustments - Offer Letters

In the offer letter, show the appointment salary as the base plus the temporary adjustment separately.

Example:

"Your annual starting salary will be \$(base rate) plus a temporary annual adjustment of \$(annual amount). The continuation of this temporary adjustment will be reviewed on March 31, 2006".

ADMINISTRATIVE GUIDELINES
Impacts of Appendix N on the Appointment Process

| 13th Master Classification Title | 12th Master Classification Title | Class Code | April 1/01 | March 31/02 | March 30/03 |
|--|--|-------------------|-------------------|--------------------|-----------------------|
| Activity Worker N18 | Activity Worker 4 | 3664254 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Activity Worker N21 | Activity Worker 6 | 3664256 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Activity Worker N24 | Activity Worker R23 | 3664258 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Activity Worker N27 | Activity Worker R25 | 3664259 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Administrative Officer (AMI) N15 | Administrative Officer 1 | 3551509 | \$40,720.42 | \$41,738.42 | \$42,990.71 plus COLA |
| Administrative Officer N18 | Administrative Officer 2 | 3551502 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Administrative Officer N21 | Administrative Officer 4 | 3551504 | \$50,278.23 | \$51,535.21 | \$51,535.21 plus COLA |
| Administrative Officer N24 | Administrative Officer 5 | 3551505 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Administrative Officer N27 | Administrative Officer 6 | 3551506 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Administrative Officer N30 | Administrative Officer 7 | 3551507 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Apprenticeship Counsellor N24 | Counsellor Apprenticeship /Industrial 2 | 3633102 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Apprenticeship Counsellor N24 | Counsellor Apprenticeship /Industrial 3 | 3633103 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Apprenticeship Counsellor N27 | Counsellor Apprenticeship / Industrial 4 | 3633104 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Archivist N18 | Archivist R16 | 3506106 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Archivist N21 | Archivist R20 | 3506107 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Archivist N24 | Archivist 3 | 3506103 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Archivist N27 | Archivist 4 | 3506104 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Biologist N18 | Biologist R16 | 3625008 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Biologist N21 | Biologist 2 | 3625002 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Biologist N24 | Biologist 3 | 3625003 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Biologist N27 | Biologist 4 | 3625004 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Biologist N30 | Biologist 5 | 3625005 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Child Care Counsellor N18 | Child Care Counsellor R16 | 3501106 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Child Care Counsellor N21 | Child Care Counsellor R20 | 3501107 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Child Care Counsellor N24 | Child Care Counsellor R23 | 3501108 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Clerk N14 | Clerk 5 | 3551105 | \$39,537.53 | \$40,526.05 | \$41,738.42 plus COLA |
| Clerk Stenographer N14 | Clerk Stenographer 5 | 3553105 | \$39,537.53 | \$40,526.05 | \$41,738.42 plus COLA |
| Clinician N21 | Clinician 1 | 3502101 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Clinician N24 | Clinician R23 | 3502104 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Clinician N27 | Clinician 2 | 3502102 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Clinician N30 | Clinician 3 | 3502103 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Communications Officer N18 | Communications Officer 2 | 3501532 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Communications Officer N21 | Communications Officer 4 | 3501534 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Communications Officer N24 | Communications Officer 5 | 3501535 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |

ADMINISTRATIVE GUIDELINES
Impacts of Appendix N on the Appointment Process

| 13th Master Classification Title | 12th Master Classification Title | Class Code | April 1/01 | March 31/02 | March 30/03 |
|--|--|-------------------|-------------------|--------------------|-----------------------|
| Communications Officer N27 | Communications Officer 6 | 3501536 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Communications Officer N30 | Communications Officer 7 | 3501537 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Community Program Officer (CVWS) N18 | Administrative Officer 2 | 3501302 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Community Program Officer (CVWS) N24 | Administrative Officer 5 | 3501303 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Community Program Officer (FAW) N15 | Social Program Officer 1 (FAW) | 3501201 | \$40,720.42 | \$41,738.42 | \$42,990.71 plus COLA |
| Community Program Officer (FMW) N18 | Social Program Officer 2 (FMW) | 3501222 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Community Program Officer (IA) N24 | Social Program Officer 5 (ISDS) | 3501205 | \$55,142.05 | \$56,520.61 | \$56,520.61 plus COLA |
| Community Program Officer (EO / VO) N15 | Social Program Officer 1 (EO / VO) | 3501212 | \$41,942.18 | \$42,990.71 | \$42,990.71 plus COLA |
| Community Program Officer (IA) N21 | Social Program Officer 4 (ISDS) | 3501204 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Conservation Officer N21 | Conservation Officer 5 | 3621125 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Conservation Officer N21 | Conservation Officer 6 | 3621126 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Conservation Officer N24 | Conservation Officer R23 | 3621128 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Conservation Officer N27 | Conservation Officer 7 | 3621127 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Correctional Services (CO) N15 | Correctional Services Level 6 (CO) | 3721122 | \$41,942.18 | \$42,990.71 | \$42,990.71 plus COLA |
| Correctional Services (SCO1) N21 | Correctional Services Level 9 (SCO1) | 3721125 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Correctional Services (SCO2) N24 | Correctional Services Level 10 (SCO2) | 3721126 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Correctional Services (SCO3) N27 | Correctional Services Level 11 (SCO3) | 3721127 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Court Clerk N18 | Court Clerk R16 | 3551115 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Deputy Sheriff N14 | Deputy Sheriff Service 5 | 3721505 | \$39,537.53 | \$41,738.42 | \$41,738.42 plus COLA |
| Deputy Sheriff N18 | Deputy Sheriff Service 7 | 3721507 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Deputy Sheriff N21 | Deputy Sheriff Service 9 | 3721509 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Deputy Sheriff N24 | Deputy Sheriff Service 10 | 3721510 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Deputy Sheriff N27 | Deputy Sheriff Service 11 | 3721511 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Dietitian N21 | Dietitian 1 | 3502131 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Dietitian N24 | Dietitian R23 | 3502133 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Dietitian N27 | Dietitian R25 | 3502134 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Dietitian N30 | Dietitian 2 | 3502132 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Economist N21 | Economist R20 | 3505104 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Economist N24 | Economist R23 | 3505105 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Economist N27 | Economist R25 | 3505106 | \$58,660.98 | \$62,021.80 | \$62,021.80 plus COLA |
| Economist N30 | Economist R28 | 3505107 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Economist N32 | Economist R32 | 3505109 | \$68,580.91 | \$72,572.04 | \$72,572.04 plus COLA |
| Education Officer N21 | Education Officer R20 | 3504336 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |

ADMINISTRATIVE GUIDELINES
Impacts of Appendix N on the Appointment Process

| 13th Master Classification Title | 12th Master Classification Title | Class Code | April 1/01 | March 31/02 | March 30/03 |
|--|--|-------------------|-------------------|--------------------|-----------------------|
| Education Officer N24 | Education Officer 2 | 3504332 | \$51,845.93 | \$54,803.68 | \$56,520.61 plus COLA |
| Education Officer N24 | Education Officer R23 | 3504334 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Education Officer N27 | Education Officer R25 | 3504335 | \$58,660.98 | \$62,021.80 | \$62,021.80 plus COLA |
| Education Officer N30 | Education Officer R28 | 3504337 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Ferry Operator N18 | Ferry Operator R16 | 3708316 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Financial Officer (Tax Audit) N27 | Financial Officer R25 - Tax Audit | 3551411 | \$58,660.98 | \$62,021.80 | \$62,021.80 plus COLA |
| Financial Officer (Tax Audit) N30 | Financial Officer R28 - Tax Audit | 3551412 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Financial Officer (Tax Audit) R24 | Financial Officer R23 - Tax Audit | 3551410 | \$55,142.05 | \$56,520.61 | \$56,520.61 plus COLA |
| Financial Officer N18 | Financial Officer 2 | 3551402 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Financial Officer N21 | Financial Officer 4 | 3551404 | \$50,278.23 | \$51,535.21 | \$51,535.21 plus COLA |
| Financial Officer N24 | Financial Officer 5 | 3551405 | \$53,467.12 | \$56,520.61 | \$56,520.61 plus COLA |
| Financial Officer N27 | Financial Officer 6 | 3551406 | \$58,660.98 | \$62,021.80 | \$62,021.80 plus COLA |
| Financial Officer N30 | Financial Officer 7 | 3551407 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Food Production Services N18 | Food Production Services Level 7 | 3663137 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Foreman N18 | Foreman 4 | 3707614 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Heritage Resources Officer N15 | Heritage Resources Officer 2 | 3635102 | \$40,720.42 | \$41,738.42 | \$42,990.71 plus COLA |
| Heritage Resources Officer N18 | Heritage Resources Officer R16 | 3635108 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Heritage Resources Officer N21 | Heritage Resources Officer 4 | 3635104 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Heritage Resources Officer N24 | Heritage Resources Officer 5 | 3635105 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Heritage Resources Officer N27 | Heritage Resources Officer 6 | 3635106 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Heritage Resources Officer N30 | Heritage Resources Officer 7 | 3635107 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Information Systems N18 | Information Systems Level 7 | 3508007 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Information Systems N21 | Information Systems Level 9 | 3508009 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Information Systems N24 | Information Systems Level 10 | 3508010 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Information Systems N27 | Information Systems Level 11 | 3508011 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Information Systems N30 | Information Systems Level 12 | 3508012 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Inspector Boiler N24 | Inspector Boiler 2 | 3633142 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Inspector Electrical N24 | Inspector Electrical 2 | 3633122 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Inspector Elevator N24 | Inspector Elevator 2 | 3633152 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Inspector Fire Commissioner's Office N21 | Inspector Fire Commissioner's Office R20 | 3633174 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Inspector Fire Commissioner's Office N24 | Inspector Fire Commissioner's Office 3 | 3633173 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Inspector Gas N24 | Inspector Gas 2 | 3633132 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |

ADMINISTRATIVE GUIDELINES
Impacts of Appendix N on the Appointment Process

| 13th Master Classification Title | 12th Master Classification Title | Class Code | April 1/01 | March 31/02 | March 30/03 |
|--|--|-------------------|-------------------|--------------------|-----------------------|
| Inspector Hospital and Consultant N24 | Inspector Hospital and Consultant 2 | 3502162 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Inspector Hospital and Consultant N27 | Inspector Hospital and Consultant 3 | 3502163 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Inspector Mechanical Motor Vehicles N21 | Inspector Mechanical Motor Vehicles 4 | 3633204 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Inspector Mechanical Motor Vehicles N24 | Inspector Mechanical Motor Vehicles 5 | 3633205 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Inspector Public Health N21 | Inspector Public Health 2 | 3624262 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Inspector Public Health N24 | Inspector Public Health 3 | 3624263 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Inspector Public Health N30 | Inspector Public Health 4 | 3624264 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Inspector Transport Inspecting Engineer N24 | Inspector Transport Inspecting Engineer 2 | 3633222 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Inspector Transport Inspecting Engineer N27 | Inspector Transport Inspecting Engineer R25 | 3633224 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Inspector Transport Inspecting Engineer N30 | Inspector Transport Inspecting Engineer R28 | 3633225 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Instructor (Corrections) N21 | Instructor (Corrections) R20 | 3721109 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Instructor (Corrections) Supervisor N24 | Instructor (Corrections) Supervisor | 3721108 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Laboratory / Health Science Officer N18 | Laboratory / Health Science Officer R16 | 3625408 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Laboratory / Health Science Officer N21 | Laboratory / Health Science Officer 4 | 3625404 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Laboratory / Health Science Officer N24 | Laboratory / Health Science Officer 5 | 3625405 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Laboratory / Health Science Officer N27 | Laboratory / Health Science Officer 6 | 3625406 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Laboratory / Health Science Officer N30 | Laboratory / Health Science Officer 7 | 3625407 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Librarian N18 | Librarian R16 | 3506155 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Librarian N21 | Librarian 2 | 3506152 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Librarian N24 | Librarian R23 | 3506157 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Librarian N27 | Librarian R25 | 3506158 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Librarian N30 | Librarian 3 | 3506153 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Marine Captain N24 | Marine Captain | 3731300 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Marine Captain N27 | Marine Captain R25 | 3731301 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Marine Engineer N21 | Marine Engineer | 3734300 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Marine Engineer N24 | Marine Engineer R23 | 3734301 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Marine Mate N18 | Marine Mate | 3732300 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Nutritionist N21 | Nutritionist 1 | 3502141 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Nutritionist N24 | Nutritionist 2 | 3502142 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Nutritionist N27 | Nutritionist R25 | 3502144 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Nutritionist N30 | Nutritionist 3 | 3502143 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Occupational Therapist N21 | Occupational Therapist 1 | 3502121 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Occupational Therapist N24 | Occupational Therapist 2 | 3502122 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |

ADMINISTRATIVE GUIDELINES

Impacts of Appendix N on the Appointment Process

| 13 th Master Classification Title | 12 th Master Classification Title | Class Code | April 1/01 | March 31/02 | March 30/03 |
|--|--|------------|-------------|-------------|-----------------------|
| Occupational Therapist N27 | Occupational Therapist 3 | 3502123 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Photo Arts Technician N18 | Photo Arts Technician R16 | 3632148 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Photo Arts Technician N24 | Photo Arts Technician R23 | 3632151 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Planning Officer N21 | Planning Officer R20 | 3622185 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Planning Officer N24 | Planning Officer 2 | 3622182 | \$51,845.93 | \$54,803.68 | \$56,520.61 plus COLA |
| Planning Officer N24 | Planning Officer R23 | 3622186 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Planning Officer N27 | Planning Officer 3 | 3622183 | \$58,660.98 | \$62,021.80 | \$62,021.80 plus COLA |
| Planning Officer N30 | Planning Officer 4 | 3622184 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Policy Analyst - Economics N27 | Policy - Financial & Economic R25 | 3505140 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Policy Analyst - Economics N30 | Policy - Financial & Economic R28 | 3505141 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Policy Analyst - Economics N32 | Policy - Financial & Economic R30 | 3505142 | \$68,580.91 | \$72,572.04 | \$72,572.04 plus COLA |
| Policy Analyst - Finance N27 | | 3555170 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Policy Analyst - Finance N30 | | 3555171 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Policy Analyst - Finance N32 | | 3555172 | \$68,580.91 | \$72,572.04 | \$72,572.04 plus COLA |
| Policy Analyst - Science N27 | Policy - Science R25 | 3625160 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Policy Analyst - Science N30 | Policy - Science R28 | 3625161 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Policy Analyst - Science N32 | Policy - Science R30 | 3625162 | \$68,580.91 | \$72,572.04 | \$72,572.04 plus COLA |
| Policy Analyst - Social Education & Health N27 | Policy - Social Education & Health R25 | 3505150 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Policy Analyst - Social Education & Health N30 | Policy - Social Education & Health R28 | 3505151 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Policy Analyst - Social Education & Health N32 | Policy - Social Education & Health R30 | 3505152 | \$68,580.91 | \$72,572.04 | \$72,572.04 plus COLA |
| Psychologist N21 | Psychologist 1 | 3501141 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Psychologist N24 | Psychologist R23 | 3501146 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Psychologist N27 | Psychologist 2 | 3501142 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Psychologist N27 | Psychologist 3 | 3501143 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Psychologist N30 | Psychologist 4 | 3501144 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Rehabilitation Consultant N21 | Rehabilitation Consultant | 3501231 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Research Officer N18 | Research Officer R16 | 3505127 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Research Officer N21 | Research Officer 2 | 3505122 | \$50,278.23 | \$51,535.21 | \$51,535.21 plus COLA |
| Research Officer N24 | Research Officer 3 | 3505123 | \$51,845.93 | \$54,803.68 | \$56,520.61 plus COLA |
| Research Officer N25 | Research Officer R23 | 3505129 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Research Officer N27 | Research Officer 5 | 3505125 | \$58,660.98 | \$62,021.80 | \$62,021.80 plus COLA |
| Research Officer N30 | Research Officer R28 | 3505130 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Safety Officer N21 | Safety Officer R20 | 3633314 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |

ADMINISTRATIVE GUIDELINES
Impacts of Appendix N on the Appointment Process

| 13th Master Classification Title | 12th Master Classification Title | Class Code | April 1/01 | March 31/02 | March 30/03 |
|--|--|-----------------------|-------------------|--------------------|-----------------------|
| Safety Officer N24 | Safety Officer R23 | 3633315 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Science Officer N30 | Science Officer | 3621400 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Scientific / Technical Officer (Resource) N15 | Scientific / Technical Officer 2 (Resource) | 3635202 | \$40,720.42 | \$41,738.42 | \$42,990.71 plus COLA |
| Scientific / Technical Officer (Resource) N18 | Scientific / Technical Officer R16 (Resource) | 3635209 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Scientific / Technical Officer (Resource) N21 | Scientific / Technical Officer 4 (Resource) | 3635204 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Scientific / Technical Officer (Resource) N24 | Scientific / Technical Officer 5 (Resource) | 3635205 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Scientific / Technical Officer (Resource) N27 | Scientific / Technical Officer 6 (Resource) | 3635206 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Scientific / Technical Officer (Resource) N30 | Scientific / Technical Officer 7 (Resource) | 3635207 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Scientific / Technical Officer N15 | Scientific / Technical Officer 2 | 3635002 | \$40,720.42 | \$41,738.42 | \$42,990.71 plus COLA |
| Scientific / Technical Officer N18 | Scientific / Technical Officer R16 | 3635009 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Scientific / Technical Officer N21 | Scientific / Technical Officer 4 | 3635004 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Scientific / Technical Officer N24 | Scientific / Technical Officer 5 | 3635005 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Scientific / Technical Officer N27 | Scientific / Technical Officer 6 | 3635006 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Scientific / Technical Officer N30 | Scientific / Technical Officer 7 | 3635007 | \$64,392.01 | \$68,091.73 | \$68,091.73 plus COLA |
| Sign Fabricator N18 | Sign Fabricator R16 | 3701646 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Social Program Officer (Child Protection) N24 | Social Program Officer R23 - Child Protection | 3501180 | \$53,467.12 | \$56,520.61 | \$56,520.61 plus COLA |
| Social Program Officer (Child Protection) N26 | Social Program Officer R25 - Child Protection | 3501181 | \$56,872.56 | \$58,294.42 | \$60,127.45 plus COLA |
| Social Program Officer N18 | Social Program Officer 2 | 3501172 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Social Program Officer N21 | Social Program Officer R20 | 3501178 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Social Program Officer N24 | Social Program Officer 4 | 3501174 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Social Program Officer N26 | Social Program Officer 5 | 3501175 | \$56,872.56 | \$58,294.42 | \$60,127.45 plus COLA |
| Superintendent Mechanical N21 | Superintendent Mechanical 2 | 3702102 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Technical Enforcement Officer N15 | Technical Enforcement Officer N14 | 3633008 | \$40,720.42 | \$42,990.71 | \$42,990.71 plus COLA |
| Technical Enforcement Officer N18 | Technical Enforcement Officer R16 | 3633009 | \$44,509.63 | \$47,017.59 | \$47,017.59 plus COLA |
| Technical Enforcement Officer N21 | Technical Enforcement Officer 6 | 3633006 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |
| Technical Enforcement Officer N24 | Technical Enforcement Officer 7 | 3633007 | \$53,467.12 | \$54,803.68 | \$56,520.61 plus COLA |
| Technical Enforcement Officer N27 | Technical Enforcement Officer R25 | 3633010 | \$56,872.56 | \$60,127.45 | \$62,021.80 plus COLA |
| Training Consultant N18 | Training Consultant | 3501243 | \$44,509.63 | \$45,622.33 | \$47,017.59 plus COLA |
| Vocational Counsellor N21 | Vocational Counsellor R20 | 3501246 | \$48,760.35 | \$51,535.21 | \$51,535.21 plus COLA |

INFORMATION SYSTEMS SERIES CONVERSIONS (4TH STEP)

A 4th salary step was added to Information Systems Levels (ISL) 11, 12 and 13 for the duration of the 12th Master Agreement to help bring salaries closer to external market rates. In the 13th Master Agreement, salaries for ISL 11 and ISL 12 will be increased, through Appendix N, to bring them closer to market levels. This replaces the “4th” step at these levels. The salary level for ISL 13 will not be increased through Appendix N and those employees classified at the ISL 13 level prior to May 24, 2001, will receive an add-to-pay (payable for the duration of the 13th Master Agreement), which will equate to the 4th step given under the 12th Master Agreement.

The POIM office applied the general wage increase (\$.70 per hour) to 4th step salaries but, based on the information provided below, ministries will be required to calculate and apply retroactive salary adjustments for employees in receipt of Step 4 of Appendix 3B.

Information Systems Level 11 (Information Systems N27)

ISL 11 is currently at Range 25 and through Appendix N will progress to Range 27. **Existing** employees who are **not yet at Step 4** (of Appendix 3B) will progress as follows:

- Range 25, Step 1
- Range 25, Step 2 (Step 3 on Appendix 3A)
- Range 25, Step 3 (Step 5 on Appendix 3A)
- Range 26, Step 5 (This step is not available until March 31, 2002)
- Range 27, Step 5 (This step is not available until March 30, 2003)

Although Range 27, Step 5 has a slightly higher salary, it is considered equivalent to the 4th Step of Appendix 3B for ISL 11. Existing employees who were at Step 4 prior to April 1, 2001, can be moved immediately to Range 27, Step 5. Employees who are being hired, promoted, reclassified or substituted into ISL 11 positions on or after April 1, 2001 must use the **5 step** grid range applicable to the classification, as per Appendix N, and will not be able to access Range 27, Step 5 until March 30, 2003.

Information Systems Level 12 (Information Systems N30)

ISL 12 is currently at Range 28 and through Appendix N will progress to Range 30. **Existing** employees who are **not yet at Step 4** (of Appendix 3B) will progress as follows:

- Range 28, Step 1
- Range 28, Step 2 (Step 3 on Appendix 3A)
- Range 28, Step 3 (Step 5 on Appendix 3A)
- Range 29, Step 5
- Range 30, Step 5 (This step is not available until March 31, 2002)

Although Range 30, Step 5 has a slightly higher salary, it is considered equivalent to the 4th Step of Appendix 3B for ISL 12. Existing employees who were at Step 4 prior to April 1, 2001, can be moved immediately to Range 30, Step 5. Employees who are being hired, promoted, reclassified or substituted into ISL 12 positions on or after April 1, 2001 must use the **5 step** grid range applicable to the classification, as per Appendix N, and will not be able to access Range 30, Step 5 until March 31, 2002.

Information Systems Level 13 (Information Systems R30)

ISL 13 is currently at Range 30 and **will not** progress to a higher grid range through Appendix N. Employees who are being hired, promoted, reclassified or substituted into ISL 13 positions must use the **5 step** salary grid (Appendix 3A).

Existing employees who were at Step 4 of Appendix 3B prior to April 1, 2001, will receive an add-to-pay which is equivalent to Range 32, Step 5. The add-to-pay will form part of their base pay. Employees who were **classified at the ISL 13 level prior to May 24, 2001**, but who were not at "Step 4" prior to April 1, 2001, will access the add-to-pay when they have been at the top step of Range 30 for one year. The add-to-pay is payable for the duration of the 13th Master Agreement. Employees who are hired, promoted, reclassified or substituted into ISL 13 positions after May 23, 2001 are not eligible to receive the add-to-pay.

ADMINISTRATIVE GUIDELINES IS Temporary Market Adjustment

IS TEMPORARY MARKET ADJUSTMENT (TMA)

Temporary market adjustments have been approved for all employees/positions classified at the Information Systems R18 (formerly ISL 8) to R30 (ISL 13). The temporary market adjustment for Information Systems R18 is 3.3% and for Information Systems N21 to R30 is 6.6%. A temporary market adjustment of 7.0% has also been approved for Information Technology Management employees/positions classified at Management Levels 1 to 8 inclusive. The temporary market adjustment became effective December 10, 2000 and will be in effect during the life of the 13th Master Agreement.

The percentage increase applies to the salary that corresponds to the classification level of the position. It does not apply to other add-to-pays such as salary protection. The temporary market adjustments will be processed as add-to-pays and will be considered pensionable earnings and subject to union dues. (**Note:** The Temporary Market Adjustment is NOT the same as the Temporary Adjustment paid to Policy/Planning/Education Officer positions and is given different salary/benefit treatment in CHIPS.) Employees that are "green circled" are entitled to the full amount of the temporary market adjustment. In these cases, the adjustment will be calculated on the "green circled" salary level. Employees that are "red circled" will have their adjustment reduced by an amount equivalent to their red circling. The adjustment will be calculated on the classification level of the position they occupy, not the actual salary that they are being paid.

Employees in IS N18 positions that are moving to Range 18, through Appendix N, will not be eligible for the TMA until March 31, 2002, which is the date that Range 18 becomes accessible for the classification.

Bi-Weekly And Annual TMA Rates

| Grid | Step | Effective April 1, 2001 | | Effective March 31, 2002 | | Effective March 30, 2003 | |
|------|------|-------------------------|------------|--------------------------|------------|--------------------------|------------|
| | | Bi-Weekly | Annual | Bi-Weekly | Annual | Bi-weekly | Annual |
| 16 | 3 | N/A | N/A | \$52.12 | \$1,359.77 | \$53.79 | \$1,403.33 |
| | 5 | N/A | N/A | \$56.02 | \$1,461.52 | \$57.81 | \$1,508.17 |
| 17 | 2 | N/A | N/A | \$52.12 | \$1,359.77 | \$53.79 | \$1,403.33 |
| | 3 | N/A | N/A | \$53.68 | \$1,400.47 | \$55.40 | \$1,445.41 |
| | 4 | N/A | N/A | \$55.30 | \$1,442.74 | \$57.07 | \$1,488.87 |
| | 5 | N/A | N/A | \$57.71 | \$1,505.61 | \$59.55 | \$1,553.72 |
| 18 | 1 | \$50.85 | \$1,326.64 | \$52.12 | \$1,359.77 | \$53.79 | \$1,403.33 |
| | 2 | \$52.37 | \$1,366.30 | \$53.68 | \$1,400.47 | \$55.40 | \$1,445.41 |
| | 3 | \$53.95 | \$1,407.52 | \$55.30 | \$1,442.74 | \$57.07 | \$1,488.87 |
| | 4 | \$55.58 | \$1,450.04 | \$56.97 | \$1,486.31 | \$58.79 | \$1,533.79 |
| | 5 | \$58.02 | \$1,513.70 | \$59.47 | \$1,551.53 | \$61.38 | \$1,601.23 |

ADMINISTRATIVE GUIDELINES
IS Temporary Market Adjustment

| Grid | Step | Effective April 1, 2001 | | Effective March 31, 2002 | | Effective March 30, 2003 | |
|------|------|-------------------------|------------|--------------------------|------------|--------------------------|------------|
| | | Bi-Weekly | Annual | Bi-Weekly | Annual | Bi-weekly | Annual |
| 19 | 1 | \$52.37 | \$1,366.30 | \$53.68 | \$1,400.47 | \$110.80 | \$2,890.86 |
| | 2 | \$53.95 | \$1,407.52 | \$55.30 | \$1,442.74 | \$114.14 | \$2,977.74 |
| | 3 | \$55.58 | \$1,450.04 | \$56.97 | \$1,486.31 | \$117.58 | \$3,067.57 |
| | 4 | \$57.26 | \$1,493.87 | \$58.70 | \$1,531.44 | \$121.15 | \$3,160.71 |
| | 5 | \$59.82 | \$1,560.66 | \$61.31 | \$1,599.53 | \$126.55 | \$3,301.66 |
| 20 | 1 | \$107.90 | \$2,815.03 | \$110.60 | \$2,885.47 | \$114.14 | \$2,977.74 |
| | 2 | \$111.16 | \$2,900.08 | \$113.93 | \$2,972.35 | \$117.58 | \$3,067.57 |
| | 3 | \$114.53 | \$2,988.01 | \$117.39 | \$3,062.62 | \$121.15 | \$3,160.71 |
| | 4 | \$118.08 | \$3,080.62 | \$121.03 | \$3,157.59 | \$124.90 | \$3,258.58 |
| | 5 | \$123.35 | \$3,218.11 | \$126.44 | \$3,298.73 | \$130.48 | \$3,404.18 |
| 21 | 1 | \$111.16 | \$2,900.08 | \$113.93 | \$2,972.35 | \$117.58 | \$3,067.57 |
| | 2 | \$114.53 | \$2,988.01 | \$117.39 | \$3,062.62 | \$121.15 | \$3,160.71 |
| | 3 | \$118.08 | \$3,080.62 | \$121.03 | \$3,157.59 | \$124.90 | \$3,258.58 |
| | 4 | \$121.74 | \$3,176.11 | \$124.78 | \$3,255.42 | \$128.78 | \$3,359.67 |
| | 5 | \$127.19 | \$3,318.30 | \$130.37 | \$3,401.26 | \$134.54 | \$3,510.17 |
| 22 | 1 | \$114.53 | \$2,988.01 | \$117.39 | \$3,062.62 | \$121.51 | \$3,160.71 |
| | 2 | \$118.08 | \$3,080.62 | \$121.03 | \$3,157.59 | \$124.90 | \$3,258.58 |
| | 3 | \$121.74 | \$3,176.11 | \$124.78 | \$3,255.42 | \$128.78 | \$3,359.67 |
| | 4 | \$125.53 | \$3,274.99 | \$128.67 | \$3,356.91 | \$132.78 | \$3,464.19 |
| | 5 | \$131.16 | \$3,421.87 | \$134.44 | \$3,507.44 | \$138.74 | \$3,619.61 |
| 23 | 1 | \$118.08 | \$3,080.62 | \$121.03 | \$3,157.59 | \$124.90 | \$3,258.58 |
| | 2 | \$121.74 | \$3,176.11 | \$124.78 | \$3,255.42 | \$128.78 | \$3,359.67 |
| | 3 | \$125.53 | \$3,274.99 | \$128.67 | \$3,356.91 | \$132.78 | \$3,464.19 |
| | 4 | \$129.44 | \$3,377.00 | \$132.67 | \$3,461.27 | \$136.92 | \$3,572.15 |
| | 5 | \$135.26 | \$3,528.84 | \$138.64 | \$3,617.02 | \$143.08 | \$3,732.79 |
| 24 | 1 | \$121.74 | \$3,176.11 | \$124.78 | \$3,255.42 | \$128.78 | \$3,359.67 |
| | 2 | \$125.53 | \$3,274.99 | \$128.67 | \$3,356.91 | \$132.78 | \$3,464.19 |
| | 3 | \$129.44 | \$3,377.00 | \$132.67 | \$3,461.27 | \$136.92 | \$3,572.15 |
| | 4 | \$133.48 | \$3,482.40 | \$136.82 | \$3,569.54 | \$141.20 | \$3,683.73 |
| | 5 | \$139.50 | \$3,639.46 | \$142.98 | \$3,730.25 | \$147.56 | \$3,849.74 |
| 25 | 1 | \$125.53 | \$3,274.99 | \$128.67 | \$3,356.91 | \$132.78 | \$3,464.19 |
| | 2 | \$129.44 | \$3,377.00 | \$132.67 | \$3,461.27 | \$136.92 | \$3,572.15 |
| | 3 | \$133.48 | \$3,482.40 | \$136.82 | \$3,569.54 | \$141.20 | \$3,683.73 |
| | 4 | \$137.66 | \$3,591.45 | \$141.10 | \$3,681.20 | \$145.62 | \$3,799.03 |
| | 5 | \$143.87 | \$3,753.47 | \$147.47 | \$3,847.39 | \$152.19 | \$3,970.55 |

**ADMINISTRATIVE GUIDELINES
IS Temporary Market Adjustment**

| Grid | Step | Effective April 1, 2001 | | Effective March 31, 2002 | | Effective March 30, 2003 | |
|------|------|-------------------------|------------|--------------------------|------------|--------------------------|------------|
| | | Bi-Weekly | Annual | Bi-Weekly | Annual | Bi-weekly | Annual |
| 26 | 1 | \$129.44 | \$3,377.00 | \$132.67 | \$3,461.27 | \$136.92 | \$3,572.15 |
| | 2 | \$133.48 | \$3,482.40 | \$136.82 | \$3,569.54 | \$141.20 | \$3,683.73 |
| | 3 | \$137.66 | \$3,591.45 | \$141.10 | \$3,681.20 | \$145.62 | \$3,799.03 |
| | 4 | \$141.98 | \$3,704.16 | \$145.53 | \$3,796.77 | \$150.18 | \$3,918.20 |
| | 5 | \$148.40 | \$3,871.65 | \$152.11 | \$3,968.44 | \$156.98 | \$4,095.40 |
| 27 | 1 | \$133.48 | \$3,482.40 | \$136.82 | \$3,569.54 | \$141.20 | \$3,683.73 |
| | 2 | \$137.66 | \$3,591.45 | \$141.10 | \$3,681.20 | \$145.62 | \$3,799.03 |
| | 3 | \$141.98 | \$3,704.16 | \$145.53 | \$3,796.77 | \$150.18 | \$3,918.20 |
| | 4 | \$146.44 | \$3,820.51 | \$150.10 | \$3,916.00 | \$154.90 | \$4,041.30 |
| | 5 | \$153.07 | \$3,993.49 | \$156.90 | \$4,093.41 | \$161.92 | \$4,224.43 |
| 28 | 1 | \$137.66 | \$3,591.45 | \$141.10 | \$3,681.20 | \$145.62 | \$3,799.03 |
| | 2 | \$141.98 | \$3,704.16 | \$145.53 | \$3,796.77 | \$150.18 | \$3,918.20 |
| | 3 | \$146.44 | \$3,820.51 | \$150.10 | \$3,916.00 | \$154.90 | \$4,041.30 |
| | 4 | \$151.05 | \$3,940.79 | \$154.82 | \$4,039.14 | \$159.78 | \$4,168.53 |
| | 5 | \$157.91 | \$4,119.76 | \$161.85 | \$4,222.55 | \$167.03 | \$4,357.73 |
| 29 | 1 | \$141.98 | \$3,704.16 | \$145.53 | \$3,796.77 | \$150.18 | \$3,918.20 |
| | 2 | \$146.44 | \$3,820.51 | \$150.10 | \$3,916.00 | \$154.90 | \$4,041.30 |
| | 3 | \$151.05 | \$3,940.79 | \$154.82 | \$4,039.14 | \$159.78 | \$4,168.53 |
| | 4 | \$155.81 | \$4,064.97 | \$159.71 | \$4,166.72 | \$164.82 | \$4,300.02 |
| | 5 | \$162.90 | \$4,249.94 | \$166.97 | \$4,356.13 | \$172.31 | \$4,495.50 |
| 30 | 1 | \$146.44 | \$3,820.51 | \$150.10 | \$3,916.00 | \$154.90 | \$4,041.30 |
| | 2 | \$151.05 | \$3,940.79 | \$154.82 | \$4,039.14 | \$159.78 | \$4,168.53 |
| | 3 | \$155.81 | \$4,064.97 | \$159.71 | \$4,166.72 | \$164.82 | \$4,300.02 |
| | 4 | \$160.85 | \$4,196.46 | \$164.87 | \$4,301.34 | \$170.15 | \$4,438.99 |
| | 5 | \$168.06 | \$4,384.57 | \$172.26 | \$4,494.14 | \$177.77 | \$4,637.87 |
| 31 | 1 | \$151.05 | \$3,940.79 | \$154.82 | \$4,039.14 | \$159.78 | \$4,168.53 |
| | 2 | \$155.81 | \$4,064.97 | \$159.71 | \$4,166.72 | \$164.82 | \$4,300.02 |
| | 3 | \$160.85 | \$4,196.46 | \$164.87 | \$4,301.34 | \$170.15 | \$4,438.99 |
| | 4 | \$166.05 | \$4,332.13 | \$170.20 | \$4,440.40 | \$175.65 | \$4,582.53 |
| | 5 | \$173.49 | \$4,526.23 | \$177.83 | \$4,639.46 | \$183.52 | \$4,787.97 |
| 32 | 1 | \$155.81 | \$4,064.97 | \$159.71 | \$4,166.72 | \$164.82 | \$4,300.02 |
| | 2 | \$160.85 | \$4,196.46 | \$164.87 | \$4,301.34 | \$170.15 | \$4,438.99 |
| | 3 | \$166.05 | \$4,332.13 | \$170.20 | \$4,440.40 | \$175.65 | \$4,582.53 |
| | 4 | \$171.42 | \$4,472.23 | \$175.71 | \$4,584.15 | \$181.33 | \$4,730.78 |
| | 5 | \$179.11 | \$4,672.85 | \$183.59 | \$4,789.73 | \$189.47 | \$4,943.02 |

TEMPORARY ADJUSTMENT

Objective

The objective of the Temporary Adjustment is to allow the Public Service to be more competitive in the recruitment and retention of employees in specific professional level occupational streams.

Authority

The Memorandum of Understanding – Temporary Adjustment that was negotiated as part of the Thirteenth Master Agreement between the Government of British Columbia and the BC Government and Employees Union (BCGEU) provides for the payment of a temporary adjustment to the incumbents of eligible positions.

Amount and Duration of Adjustment

Incumbents of positions that are eligible for the adjustment shall receive a temporary adjustment in the amount of 3.3% of their current grid level and increment step. The Temporary Adjustment is to be treated as an add-to-pay and will not form part of an employee's basic pay. The Temporary Adjustment is not included in calculations for overtime, STIIP or related benefits. The Temporary Adjustment is payable for the duration of the Thirteenth Master Agreement.

The Temporary Adjustment is tied to the duties and responsibilities of specific designated positions.

Positions Eligible for Designation

Eligible positions must fall between Range 25 and Range 32 inclusive. Only BCGEU positions and Schedule "A" positions that use BCGEU classifications are eligible for consideration. The positions must correspond to one of the designated classifications and meet the respective inclusion criteria. The Temporary Adjustment is not portable for employees that move to non-designated positions. The designated classifications are as follows:

- Economist
- Education Officer
- Financial Officer – Tax Audit
- Planning Officer
- Policy Analyst – Finance
- Policy Analyst – Economics
- Policy Analyst – Science
- Policy Analyst – Social, Education and Health

Designation Process

The identification of eligible positions for designation is the responsibility of the Human Resource Directors. The Human Resource Directors will submit their recommendations to PSERC. The process to designate positions for the Temporary Adjustment is outlined as follows:

- Confirm that the job description is current and is an accurate representation of duties and responsibilities.
- Confirm that the position has a primary function that is consistent with one of the eligible classifications. For the purposes of the Temporary Adjustment, the primary function should account for at least 60% of the job.
- Confirm that the position is Range 25 or higher. Positions that are at Range 25 must have a PSJEP rating to ensure that they will maintain the Range 25 level. Positions that are above Range 25 do not require an immediate PSJEP rating for the purposes of a Temporary Adjustment.
- Confirm a match to the appropriate inclusion criteria (see Appendix A – page 34).
- Submit a list of proposed designations to the Classification and Organization Branch at PSERC. The list must include the following information:
 1. PMS #
 2. Position Title
 3. Current Classification (family and range level)
 4. Proposed Class Code inclusion (see Appendix B – page 41)
 5. Brief rationale matching the position to an inclusion
- Initiate pay action based on the approvals from PSERC by assigning the appropriate classification code. On-going pay will be automatically managed by CHIPS. Retroactive pay will need to be calculated manually by the Ministries. The Payroll Operations and Information Management Office (POIM) have posted specific payroll instructions on their web site.

Note: Generic positions can be dealt with as one submission by grouping all of the PMS numbers together. **A standard submission form can be found on page 43.** Submissions are to be made to the attention of Sukie Saini, Classification and Organization, PSERC (email: Sukie.Saini@gems1.gov.bc.ca).

Ministries should be cautious about simply designating all of the positions in the generic groups of Planning Officers, Economists and Education Officers. The actual positions need to be looked at to ensure that they meet the group inclusion. For example, when some Planning Officer positions have been reviewed it has been determined that they are more appropriately allocated to the Administrative Officer series.

Pay Action

Payroll Operations and Information Management has issued instructions that detail the appropriate inputs for CHIPS. An internal process should be established in each Ministry to ensure that the correct information is communicated to Human Resource Technicians and Payroll Clerks.

Range 24 positions

Records indicate that a number of positions are still being paid at Range 24. The Range 24 classifications include Education Officer 3, Economist 1 and Research Officer 4. These positions may potentially qualify for the Temporary Adjustment provided that they achieve a Range 25 or higher rating under PSJEP. Positions that are currently at Range 24 should be given priority for a PSJEP review if they appear to be consistent with one of the inclusion definitions.

Reporting

PSERC will access information regarding designated positions based on the Class Code allocation. All positions receiving the Market Adjustment must be allocated to one of the approved Class Codes noted in Appendix B.

The approval of positions for designation by PSERC will be based on summary information that is provided by the Ministries. Designated positions will be subject to post audit by PSERC to ensure that the full scope of duties and responsibilities of the designated positions is consistent with the inclusion criteria.

Inclusion Criteria – Economist

Data suggest that approximately 50 positions on a government wide basis will qualify for the Temporary Adjustment under the Economist inclusion. To be eligible, positions must meet the following inclusion criteria.

Inclusion Definition:

Economists research the factors related to managing the unlimited wants of people taking into account the limited availability of resources to satisfy these wants. Addressing the wants involves dealing with the allocation of scarce resources through economic analysis.

Economic analysis is the process of applying economic tools and theory to real-world problems. Economic analysis will minimally include hypothesis testing, applying econometric theory and advanced econometric techniques, and making significant predictive determinations that will form the basis of strategic government policy.

Exclusions:

Specifically excluded are positions where the primary focus is on developing economic policy. Although these positions may be classified as Economists, the incumbents may possess credentials from other academic disciplines. Positions developing economic policy may qualify for the temporary adjustment under the Policy Analyst inclusion statement.

Additional Guidelines:

- Economists require a post-graduate degree or direct equivalent in the field of Economics.
- Economists will typically identify and refine the application of economic indicators and related forecast data.

Inclusion Criteria – Education Officer

Data suggest that approximately 50 positions on a government wide basis will qualify for the Temporary Adjustment under the Education Officer inclusion. To be eligible, positions must meet the following inclusion criteria.

Inclusion Definition:

Education Officers are responsible for the planning, development, direction or evaluation of education programs such as language teaching, vocational training, elementary and secondary teaching, adult education, and literacy education; the conduct of educational research; the provision of advice.

Inclusion Statements:

Positions included in this series are those in which one or more of the following duties are of primary importance:

- The conduct of education research, such as curriculum or test research and development.
- The evaluation of educational course or program content and the planning and development of new educational programs.
- The evaluation of teaching methodology and of teacher performance.
- The development of educational courses and materials.
- The direction of an education program, or part of a program.
- The registration and/or counselling of students enrolled in distance education programs.
- The provision of advice on any of the aforementioned duties.
- The supervision or direction of any of these duties.

Exclusions:

Positions excluded from this series are those in which one or more of the following duties are of primary importance:

- The teaching of elementary, secondary or vocational subjects in provincial, academic, technical and/or vocational schools, government institutions or by distance education programs.
- The supervision or direction of teaching activities by department heads, assistant principals and principals in schools and by their counterparts in other government institutions.

Additional Guidelines:

Positions receiving the Temporary Adjustment under an Education Officer Class Code will typically be currently classified as an Education Officer. It is unlikely that positions from other classification series will meet the inclusion criteria.

Inclusion Criteria – Financial Officer (Tax Audit)

Data suggest that approximately 200 positions on a government wide basis will qualify for the Temporary Adjustment under the Financial Officer (Tax Audit) inclusion. To be eligible, positions must meet the following inclusion criteria.

Inclusion Definition:

Tax audit is the function of planning, conducting and coordinating specialized tax audits and/or tax audits of large commercial or multi-national businesses, under the authority of taxation legislation, to ensure tax revenue to the province is maximized.

A tax is a levy, supported by legislation, which is applied to property owned or sold, income earned by individuals or businesses and goods and services bought or sold in the province. The process of tax auditing includes the review and investigation of tax returns, and supporting financial documentation, to ensure that taxes paid to the Province were in the correct amount.

Duties typically require the incumbent to possess a formal accounting designation.

Inclusion Statements:

1. Plans, conducts and coordinates tax audits in a variety of industries and locations.
2. Leads teams of professional auditors.

Exclusions:

Specifically excluded are the following types of positions:

1. Positions performing operational review or program audit;
2. Positions in which, although financial implications may result from decisions made, the main focus of the job is on operations.
3. Positions that are not governed by taxation legislation; and
4. Positions that conduct audits by collecting data such as costs and prices to determine tax rates.

Note: Positions must meet both the inclusion definition and one of the inclusion statements.

Although not specifically part of the inclusion criteria, the following jobs are indicative of Tax Audit positions that may meet the criteria:

1. Auditors, Senior Auditors and Audit Team Leaders in the Consumer Taxation, Income Taxation and Real Property Taxation Branches of the Ministry of Finance and Corporate Relations.
2. Mineral and Petroleum Tax Auditors in the Ministry of Energy and Mines.

Inclusion Criteria – Planning Officer

Data suggest that approximately 60 positions on a government wide basis will qualify for the Temporary Adjustment under the Planning Officer inclusion. To be eligible, positions must meet the following inclusion criteria.

Inclusion Definition:

Planning is the scientific, aesthetic, and orderly disposition of land, resources, and services that are oriented towards securing the physical, economic and social efficiency, health and well-being of urban and rural communities and geographic areas.

Inclusion Statements:

1. Deals with issues focussed on the conversion of land from natural habitats to urban built areas.
2. Provides advice and guidance on land use planning issues and land use proposals in designated areas such as parks, agricultural reserves, municipal and rural communities.
3. Plans the development of transportation related infrastructure.

Note: Positions must meet the inclusion definition and at least one inclusion statement.

Exclusions:

Specifically excluded are positions where the primary focus is on:

1. Planning social and community services.
2. Managing cultural and heritage resources.
3. Creating economic capacity in local communities.
4. Carrying out duties that are more appropriately allocated to another family such as Biologist or Administrative Officer.
5. Protecting and managing fish and wildlife habitat.

Additional Guidelines:

- Planners will typically integrate the goals of sustainable development, good government and economic viability to evaluate proposals and strategies.
- Planners will typically balance private interests with the interests of stakeholders and the public in order to identify viable land use alternatives.
- Planners may recommend policy on land use and draft bylaws, permits and covenants.
- Planners will typically require a university degree in "Planning".

Inclusion Criteria – Policy Analyst

Data suggest that approximately 100 positions on a government wide basis will qualify for the Temporary Adjustment under the Policy Analyst inclusion. To be eligible, positions must meet the following inclusion criteria.

Inclusion Definition:

Policy Analysis is the function of coordinating, leading and/or participating in the evaluation and development of the strategic framework and initiatives that establish the regulatory and legislative direction of the ministry, commission, or agency, and ensure that the organizational mandate, goals and objectives are being met.

Inclusion Statements:

1. Creates and manages processes to provide advice and achieve decisions relating to the strategic mandate.
2. Assimilates the input of interest groups and multi-jurisdictional stakeholders to establish positions on major issues and/or programs relative to the organizational mandate.
3. Establishes options pursuant to a political mandate, intergovernmental agreement, major government report, or other major issue to address problematic areas and/or the need for a strong government statement.

Exclusions:

Specifically excluded are positions where the primary focus is on:

1. Research or data modelling to support policy options.
2. Operational policy pertaining to specific initiatives where the intent is to meet existing regulations and legislation.

Note: Positions must meet the inclusion definition and meet at least one inclusion statement.

The inclusion statement is intended to capture the Senior Policy Analysts in the bargaining unit. The inclusion statements are considered to be of equal scope in defining such positions.

Although not specifically part of the inclusion criteria, the following statements are indicative of Policy Analyst positions that will meet the criteria:

- The issues dealt with by the position are major priorities (i.e. very high in terms of government priorities and/or impact on the public).
- The position will typically operate from a headquarters environment.
- The scope of issues dealt with by the position will impact the overall ministry, a large division of a ministry, or a major provincial population.

Policy Analyst positions must also meet one of the following four sub-definitions. The sub-definition will determine the Class Code for the position:

1. Social, Education and Health Policy

Policy that influences the well-being, safety and quality of life of individuals, groups and populations. Social, Education, Health policy ensures that minimum standards of welfare exist and/or the welfare needs of specific demographic groups are addressed. Social, Education, Health policy addresses issues relating to accessibility to employment, education, health care and social services. Social, Education, Health policy may be inclusive of initiatives relating to areas such as, but not limited to, child protection, crime, immigration, aboriginal issues, universal health care, and wealth redistribution.

2. Finance Policy

Policy that influences the fiscal viability of individuals, business, industry and government. Financial policy will impact provincial revenues, disbursements and cash management. Financial policy may be inclusive of major projects and changes to financial management initiatives relating to areas such as, but not limited to, risk management, taxation, public works financing, and general accounting.

3. Economic Policy

Policy that influences the economic prospects and the economic environment of communities, geographic areas and/or the province. Economic policy will impact the direction, growth, and/or containment of business, industry, trade, and commerce. Economic policy may be inclusive of such areas as, but not limited to, subsidy programs, provision of infrastructure, access to resources, and tax remissions.

4(a). Science Policy (Innovation)

Policy that influences the development of new scientific knowledge, products, processes, or services, and the use of these across society and the economy.

Science policy addresses issues relating to all aspects of the innovation, and the development and application of science. Science policy will impact public and private investment in research, development and technology transfer; the underlying infrastructure that enables these; governance and regulation of the application and use of technologies; and ethical, social and legal issues pertaining to these.

4(b). Science Policy (Application)

Policy that influences strategic decisions related to transport, forestry, natural resources, agriculture, the environment, energy, land use and other scientific areas. Science policy may be inclusive of, but not limited to, initiatives in alternate methods of transportation, forest practices, climatology, aquaculture, and designation of tracts of new parkland.

Note: For the purposes of the Class Codes, it is not necessary to distinguish definition 4(a) from 4(b).

Examples:

1. Job "A" is responsible for assessing community needs and developing proposals to facilitate immigrant settlement. The position recommends options for the removal of barriers to immigrant settlement within communities.

Job "A" does not qualify for the Temporary Adjustment. The position is dealing with operational issues within the context of an existing program. The program has been put in place to support a political mandate of immigrant settlement. The options for removing settlement barriers are presented in terms of the larger framework to support immigration. The position that was responsible for the analysis of issues culminating in the establishment of an immigration program may be eligible for the Temporary Adjustment.

2. Job "B" assesses options to support a government initiative to attract economic investment in high technology to the province. The position liaises with various ministries, industry, local government and stakeholders to identify and draft legislative amendments and determine if other policy levers are available to facilitate the growth of high technology based industry.

Job "B" qualifies for the Temporary Adjustment. The position is leading the development of a strategic framework that has been established as a priority by government. The work of the Policy Analyst may lead to a number of programs to support the high technology initiative. The position meets all three inclusion statements on page 38 and is a particularly strong match to statement #2.

Additional Guidelines:

Designation as a Policy Analyst for the purposes of the Temporary Adjustment is not limited to a specific classification group. Positions classified in series such as Administrative Officer, Social Program Officer, Research Officer and Biologist are eligible for allocation to the Policy Analyst Class Codes provided the inclusion criteria are met.

ADMINISTRATIVE GUIDELINES
Temporary Adjustment – Appendix B

| Classification Title | New Classification Title | Class Code | April 1 2001 | Mar. 31 2002 | Mar. 30 2003 |
|--|--|--------------------|---------------------|---------------------|---------------------|
| Economist 2 | Economist R27 | 3505102 0365102 | 27 | 27 | 27 |
| Economist R25 | Economist N27 | 3505106 0365106 | 26 | 27 | 27 |
| Economist R28 | Economist N30 | 3505107 0365107 | 29 | 30 | 30 |
| Economist R30 | Economist R30 | 3505108 | 30 | 30 | 30 |
| Economist R32 | Economist N32 | 3505109 | 31 | 32 | 32 |
| Education Officer R25 | Education Officer N27 | 3504335 | 26 | 27 | 27 |
| Education Officer R28 | Education Officer N30 | 3504337 | 29 | 30 | 30 |
| Financial Officer R25 – Tax Audit | Financial Officer (Tax Audit) N27 | 3551411 | 26 | 27 | 27 |
| Financial Officer R28 – Tax Audit | Financial Officer (Tax Audit) N30 | 355 1412 | 29 | 30 | 30 |
| Planning Officer 3 | Planning Officer N27 | 362 2183 | 26 | 27 | 27 |
| Planning Officer 4 | Planning Officer N30 | 362 2184 | 29 | 30 | 30 |
| Policy – Economics N27 | Policy Analyst – Economics N27 | 350 5140 | 25 | 26 | 27 |
| Policy – Economics N30 | Policy Analyst – Economics N30 | 350 5141 | 29 | 30 | 30 |
| Policy – Economics N32 | Policy Analyst – Economics N32 | 350 5142 | 31 | 32 | 32 |
| Policy – Finance R25 | Policy Analyst – Finance N27 | 355 5170 | 25 | 26 | 27 |
| Policy – Finance R28 | Policy Analyst – Finance N30 | 355 5171 | 29 | 30 | 30 |
| Policy – Finance R30 | Policy Analyst – Finance N32 | 355 5172 | 31 | 32 | 32 |
| Policy – Science R25 | Policy Analyst – Science N27 | 362 5160 | 25 | 26 | 27 |
| Policy – Science R28 | Policy Analyst – Science N30 | 362 5161 | 29 | 30 | 30 |
| Policy – Science R30 | Policy Analyst – Science N32 | 362 5162 | 31 | 32 | 32 |
| Policy – Social Education & Health R25 | Policy Analyst – Social Education & Health N27 | 350 5150 | 25 | 26 | 27 |
| Policy – Social Education & Health R28 | Policy Analyst – Social Education & Health N30 | 350 5151 | 29 | 30 | 30 |
| Policy – Social Education & Health R30 | Policy Analyst – Social Education & Health N32 | 350 5152 | 31 | 32 | 32 |

ADMINISTRATIVE GUIDELINES
Temporary Adjustment – Appendix B

| Range | Steps | Effective April 1, 2001 | | Effective March 31, 2002 | | Effective March 30, 2003 | |
|-------|-------|-------------------------|------------|--------------------------|------------|--------------------------|------------|
| | | Bi-Weekly TA | Annual TA | Bi-weekly TA | Annual TA | Bi-weekly TA | Annual TA |
| 25 | 1 | \$62.76 | \$1,637.45 | \$64.33 | \$1,678.39 | \$66.39 | \$1,732.07 |
| | 2 | \$64.72 | \$1,688.48 | \$66.34 | \$1,730.69 | \$68.46 | \$1,786.07 |
| | 3 | \$66.74 | \$1,741.22 | \$68.41 | \$1,784.75 | \$70.60 | \$1,841.90 |
| | 4 | \$68.83 | \$1,795.73 | \$70.55 | \$1,840.62 | \$72.81 | \$1,899.56 |
| | 5 | \$71.94 | \$1,876.79 | \$73.74 | \$1,923.72 | \$76.10 | \$1,985.40 |
| 26 | 1 | \$64.72 | \$1,688.48 | \$66.34 | \$1,730.69 | \$68.46 | \$1,786.07 |
| | 2 | \$66.74 | \$1,741.22 | \$68.41 | \$1,784.75 | \$70.60 | \$1,841.90 |
| | 3 | \$68.83 | \$1,795.73 | \$70.55 | \$1,840.62 | \$72.81 | \$1,899.56 |
| | 4 | \$70.99 | \$1,852.05 | \$72.76 | \$1,898.35 | \$75.09 | \$1,959.05 |
| | 5 | \$74.20 | \$1,935.81 | \$76.05 | \$1,984.21 | \$78.49 | \$2,047.75 |
| 27 | 1 | \$66.74 | \$1,741.22 | \$68.41 | \$1,784.75 | \$70.60 | \$1,841.90 |
| | 2 | \$68.83 | \$1,795.73 | \$70.55 | \$1,840.62 | \$72.81 | \$1,899.56 |
| | 3 | \$70.99 | \$1,852.05 | \$72.76 | \$1,898.35 | \$75.09 | \$1,959.05 |
| | 4 | \$73.22 | \$1,910.23 | \$75.05 | \$1,957.99 | \$77.45 | \$2,020.62 |
| | 5 | \$76.54 | \$1,996.80 | \$78.45 | \$2,046.72 | \$80.96 | \$2,112.09 |
| 28 | 1 | \$68.83 | \$1,795.73 | \$70.55 | \$1,840.62 | \$72.81 | \$1,899.56 |
| | 2 | \$70.99 | \$1,852.05 | \$72.76 | \$1,898.35 | \$75.09 | \$1,959.05 |
| | 3 | \$73.22 | \$1,910.23 | \$75.05 | \$1,957.99 | \$77.45 | \$2,020.62 |
| | 4 | \$75.52 | \$1,970.37 | \$77.41 | \$2,019.63 | \$79.89 | \$2,084.27 |
| | 5 | \$78.95 | \$2,059.81 | \$80.93 | \$2,111.31 | \$83.52 | \$2,178.98 |
| 29 | 1 | \$70.99 | \$1,852.05 | \$72.76 | \$1,898.35 | \$75.09 | \$1,959.05 |
| | 2 | \$73.22 | \$1,910.23 | \$75.05 | \$1,957.99 | \$77.45 | \$2,020.62 |
| | 3 | \$75.52 | \$1,970.37 | \$77.41 | \$2,019.63 | \$79.89 | \$2,084.27 |
| | 4 | \$77.91 | \$2,032.53 | \$79.85 | \$2,083.34 | \$82.41 | \$2,150.02 |
| | 5 | \$81.45 | \$2,124.94 | \$83.48 | \$2,178.06 | \$86.16 | \$2,247.85 |
| 30 | 1 | \$73.22 | \$1,910.23 | \$75.05 | \$1,957.99 | \$77.45 | \$2,020.62 |
| | 2 | \$75.52 | \$1,970.37 | \$77.41 | \$2,019.63 | \$79.89 | \$2,084.27 |
| | 3 | \$77.91 | \$2,032.53 | \$79.85 | \$2,083.34 | \$82.41 | \$2,150.02 |
| | 4 | \$80.42 | \$2,098.21 | \$82.43 | \$2,150.67 | \$85.07 | \$2,219.42 |
| | 5 | \$84.03 | \$2,192.22 | \$86.13 | \$2,247.03 | \$88.88 | \$2,318.82 |
| 31 | 1 | \$75.52 | \$1,970.37 | \$77.41 | \$2,019.63 | \$79.89 | \$2,084.27 |
| | 2 | \$77.91 | \$2,032.53 | \$79.85 | \$2,083.34 | \$82.41 | \$2,150.02 |
| | 3 | \$80.42 | \$2,098.21 | \$82.43 | \$2,150.67 | \$85.07 | \$2,219.42 |
| | 4 | \$83.03 | \$2,166.06 | \$85.10 | \$2,220.22 | \$87.82 | \$2,291.16 |
| | 5 | \$86.75 | \$2,263.17 | \$88.92 | \$2,319.75 | \$91.76 | \$2,393.95 |
| 32 | 1 | \$77.91 | \$2,032.53 | \$79.85 | \$2,083.34 | \$82.41 | \$2,150.02 |
| | 2 | \$80.42 | \$2,098.21 | \$82.43 | \$2,150.67 | \$85.07 | \$2,219.42 |
| | 3 | \$83.03 | \$2,166.06 | \$85.10 | \$2,220.22 | \$87.82 | \$2,291.16 |
| | 4 | \$85.71 | \$2,236.14 | \$87.85 | \$2,292.05 | \$90.67 | \$2,365.52 |
| | 5 | \$89.56 | \$2,336.46 | \$91.80 | \$2,394.88 | \$94.73 | \$2,471.44 |



Public Service Employee
Relations Commission
Classification and Organization

**TEMPORARY ADJUSTMENT
APPROVAL FORM**

| | | |
|-----------------------------|----------------|-------------------------------|
| Ministry: | | Date Received at PSERC: |
| Job Title: | | Branch: |
| Current Classification Code | Current Range: | Current Classification Title: |
| Position number(s): | | |

| | | | |
|---------------------------------------|-----------------|--------------------------------|-------|
| Proposed Classification Code | Proposed Range: | Proposed Classification Title: | |
| Recommended by: (ministry advisor) | | Phone: | Date: |

This position is eligible for the Temporary Adjustment, and meets the inclusion criteria as follows: (Attach separate rationale if required)

PSERC Use Only:

☐ The ministry's proposal is approved. The ministry is authorized to make the necessary CHIPS TAJ entry as outlined in CHIPS GLOBAL message #01068.

| | | | |
|--------------------------------|------------------|--------------------------------|-------|
| Confirmed Classification Title | Confirmed Range: | Confirmed Classification Code: | |
| PSERC approval: | | Phone: | Date: |

☐ The ministry's proposal is not approved, as follows:

| |
|--|
| |
|--|

POINT BAND CHANGES – PSJEP

The Union and the Employer agreed to the following changes to the Public Service Job Evaluation Plan (PSJEP)

- broad-banding of point bands to reduce the number of existing classification levels within the plan from 13 to 11;
- adding a new point band to be paid at Range 32; and
- changing the levels assigned to point bands to begin movement towards a normalized classification structure with a three grid range difference between classification levels.

As a cost control measure, these changes will be phased in during the life of the Agreement with a start date no earlier than April 1, 2001.

Listed below are the current point bands and grid ranges and the future point bands and ranges. **Please remember these changes are being phased in and are not necessarily effective at the same time.**

| 12th Master Grid Range | 12th Master Point Breaks | 13th Master Grid Range | 13th Master Point Breaks |
|--|--|--|--|
| N/A | N/A | 32 | <i>1045 or ></i> |
| 30 | 974 or > | 30 | 925 to 1044 |
| 28 | 925 to 974 | <i>N/A</i> | <i>N/A</i> |
| 25 | 870 to 924 | 27 | 865 to 924 |
| 23 | 810 to 869 | 24 | 805 to 864 |
| 20 | 750 to 809 | 21 | 715 to 804 |
| 18 | 690 to 749 | 18 | 625 to 714 |
| 16 | 625 to 689 | <i>N/A</i> | <i>N/A</i> |
| 14 | 545 to 624 | 14 | 545 to 624 |
| 13 | 460 to 544 | 13 | 460 to 544 |
| 11 | 370 to 459 | 11 | 370 to 459 |
| 9 | 280 to 369 | 9 | 280 to 369 |
| 7 | 190 to 279 | 7 | 190 to 279 |
| 6 | 0 to 189 | 6 | 0 to 189 |

* Changes have been bolded and italicized.

Effective Date of Modified Point Bands

Subject to Appendix N (see below), the effective date of the modified point bands is March 30, 2003. Before this date, the 12th Master Agreement point bands apply. Classifications **must be on Appendix N**, or else the modified point bands don't apply during the term of the 13th Master Agreement.

Example:

The Social Program Officer 6 (Social Program Officer R28) is not listed on Appendix N. On March 30, 2003, the point band for Range 28 (925 to 974 points) will be subsumed by the point band for Range 30. Because the SPO 6 (SPO R28) is not listed on Appendix N, the 12th Master point bands will continue to apply to this classification (i.e., 925 to 974 points will continue to be Range 28 for SPO 6 positions and they will not move to Range 30).

Appendix N and Modified Point Bands

Appendix N takes precedence over the effective date of the modified point bands. If a grid range change occurs earlier on Appendix N than March 30, 2003, then the range change can be implemented as per the Appendix N effective dates.

Example:

The point band for Range 16 (625 to 689 points) will be subsumed by Range 18 on March 30, 2003; however, on Appendix N, most Range 16 classifications are moving to Range 17 on April 1, 2001 and to Range 18 on March 31, 2002. Positions that rate between 625 to 689 points may be classified at the grid range for their target classification which is applicable on Appendix N at the time of the review.

If grid range changes on Appendix N result in a modified point band range becoming effective **later** than March 30, 2003 (i.e., not effective until the 14th Master Agreement), then the point bands don't take full effect during the 13th Master Agreement and employees are placed in the grid range effective for the position on March 30, 2003.

Example:

The point band for Range 27 will be modified from 870 – 924 points to **865** - 924 points on March 30, 2003. Positions classified as Social Program Officer 4's (Social Program Officer N24) that rate at greater than 865 points, will not be able to be implemented beyond Range 26, even though the modified point band target range is Range 27, because the Social Program Officer 5 (Social Program Officer N26) only moves to Range 26 under Appendix N.

Implementation of Point Band Changes

1. The effective date of the modified point bands is March 30, 2003. Before this date the 12th Master Agreement point bands apply.
2. The target classification (i.e., the classification that an employee/position is moving to) must be listed on Appendix N or the modified point bands do not apply. Classifications not listed on Appendix N will continue to apply the 12th Master Agreement point bands.
3. Employees will move to the step in the new classification level that is closest to, but not lower than their current salary. Article 27.5 does not apply.
4. Employees in positions scheduled to receive an Appendix N adjustment on March 30, 2003, will receive their increase along the grid in accordance with the MOU – 5 Step Range. If their position is also captured within a new point band they will then be moved to the new classification as per point 3 above.
5. Employees that are placed at a step in the new classification that results in a salary increase will have their anniversary date for increment purposes changed to the date of placement (i.e., March 30th). Employees that are placed at a step in the new classification that equals their current salary will retain their current increment date. Placement is not treated as a reclassification; therefore, employees within three months of their increment date do not receive their increment before placement.
6. The process noted above will only apply to positions that are moving to a new classification level strictly because of the modified point bands (e.g., an Administrative Officer R18 rated at 720 points will be captured by the modified point bands and will move to Range 21. Using the 12th Master Agreement point bands, this position would have remained a Range 18. It is strictly because of the modified point bands that the position is moving; therefore, placement at the new level is by the process noted above).
Positions that would have achieved a higher classification under the 12th Master Agreement point bands continue to be considered reclassifications and are moved to the new classification level as per Article 27.5 (e.g., an Administrative Officer R18 previously rated at 710 points has significant new duties added in April 2003, which results in a revised rating of 755 points. 755 points is a Range 21 under the 12th Master Agreement point bands; therefore, this change can be implemented as a reclassification under Article 27.5).
7. The process outlined above will continue to be used for processing point band changes for the duration of the 13th Master Agreement.

GROWTH CLASSIFICATIONS

The growth concept was developed as a method of fairly and consistently determining compensation for employees who do not have the full set of competencies (i.e., knowledge, skills and abilities) required of a job. Employees who do not meet the qualifications of a position and are placed at a classification/pay rate which is less than that established for the position are considered to be "under-implemented".

Often the only differences between employees in full working or under-implemented classification levels are the guidance/supervision received, the level of success on completion of duties, the level of credibility afforded by peers, other workers and private sector contacts, and the degree of accountability for one's actions.

The growth concept is intended for positions where employees must have a minimum level of knowledge, skills and abilities to perform the work and only require work experience or work-based training to move to the full working level. It is used in the following circumstances:

- the knowledge, skills and abilities required by a position are unique to government and are normally obtained through on-the-job-experience and/or training;
- there is a labour market shortage of qualified applicants for a position;
- the geographic location of a position does not attract sufficient qualified applicants; and/or
- government wishes to promote advancement opportunities for groups traditionally excluded from certain jobs through lack of formal education/training or experience.

Growth series are typically established with several "levels" (similar to salary steps), with employees moving up one growth level every 6 months (913 hours). Full movement through the growth model takes between 18 months to two years but growth models are tailored to the specific needs of the ministry (i.e., the total length of time required to move through the growth model and the length of time spent at each level is determined by the ministry and is based on the realistic time frames required for applicants to gain the required on-the-job knowledge, skills and abilities).

Ministries that are able to attract fully qualified and experienced applicants hire directly to the full working level; however, if they are not able to attract fully qualified and experienced applicants, they have the option of placing lesser qualified applicants in the growth model. Ministries determine the staffing qualifications for each level of the growth model and have the flexibility of placing individual applicants at a level commensurate with their background.

Growth classifications have been established for the following classifications:

Correctional Services (CO)
Apprenticeship Counsellor
Community Program Officer (FAW)
Social Program Officer
Training Consultant

Appendix 3A (Effective April 1, 2001)

| Grid Range | Step 1 | Step 2 | Step 3 |
|-------------------|---------------|---------------|---------------|
| 1 | 948.98 | 1,002.73 | 1,073.24 |
| 2 | 975.42 | 1,030.96 | 1,103.81 |
| 3 | 1,002.73 | 1,060.13 | 1,135.40 |
| 4 | 1,030.96 | 1,090.29 | 1,168.05 |
| 5 | 1,060.13 | 1,121.42 | 1,201.78 |
| 6 | 1,090.29 | 1,153.63 | 1,236.63 |
| 7 | 1,121.42 | 1,186.88 | 1,272.67 |
| 8 | 1,153.63 | 1,221.27 | 1,309.88 |
| 9 | 1,186.88 | 1,256.78 | 1,348.36 |
| 10 | 1,221.27 | 1,293.49 | 1,388.10 |
| 11 | 1,256.78 | 1,331.43 | 1,429.16 |
| 12 | 1,293.49 | 1,370.61 | 1,471.61 |

| Grid Range | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 13 | 1,331.43 | 1,370.61 | 1,411.13 | 1,452.99 | 1,515.47 |
| 14 | 1,370.61 | 1,411.13 | 1,452.99 | 1,496.24 | 1,560.81 |
| 15 | 1,411.13 | 1,452.99 | 1,496.24 | 1,540.92 | 1,607.64 |
| 16 | 1,452.99 | 1,496.24 | 1,540.92 | 1,587.12 | 1,656.04 |
| 17 | 1,496.24 | 1,540.92 | 1,587.12 | 1,634.85 | 1,706.05 |
| 18 | 1,540.92 | 1,587.12 | 1,634.85 | 1,684.17 | 1,758.22 |
| 19 | 1,587.12 | 1,634.85 | 1,684.17 | 1,735.30 | 1,812.68 |
| 20 | 1,634.85 | 1,684.17 | 1,735.30 | 1,789.03 | 1,868.98 |
| 21 | 1,684.17 | 1,735.30 | 1,789.03 | 1,844.54 | 1,927.16 |
| 22 | 1,735.30 | 1,789.03 | 1,844.54 | 1,901.92 | 1,987.25 |
| 23 | 1,789.03 | 1,844.54 | 1,901.92 | 1,961.19 | 2,049.39 |
| 24 | 1,844.54 | 1,901.92 | 1,961.19 | 2,022.45 | 2,113.59 |
| 25 | 1,901.92 | 1,961.19 | 2,022.45 | 2,085.76 | 2,179.92 |
| 26 | 1,961.19 | 2,022.45 | 2,085.76 | 2,151.18 | 2,248.47 |
| 27 | 2,022.45 | 2,085.76 | 2,151.18 | 2,218.76 | 2,319.31 |
| 28 | 2,085.76 | 2,151.18 | 2,218.76 | 2,288.61 | 2,392.50 |
| 29 | 2,151.18 | 2,218.76 | 2,288.61 | 2,360.81 | 2,468.14 |
| 30 | 2,218.76 | 2,288.61 | 2,360.81 | 2,437.10 | 2,546.29 |
| 31 | 2,288.61 | 2,360.81 | 2,437.10 | 2,515.91 | 2,628.70 |
| 32 | 2,360.81 | 2,437.10 | 2,515.91 | 2,597.31 | 2,713.83 |

Appendix 3B (Effective April 1, 2001)

| Grid Range | Step 1 | Step 2 | Step 3 |
|-------------------|---------------|---------------|---------------|
| 1 | 948.98 | 1,002.73 | 1,073.24 |
| 2 | 975.42 | 1,030.96 | 1,103.81 |
| 3 | 1,002.73 | 1,060.13 | 1,135.40 |
| 4 | 1,030.96 | 1,090.29 | 1,168.05 |
| 5 | 1,060.13 | 1,121.42 | 1,201.78 |
| 6 | 1,090.29 | 1,153.63 | 1,236.63 |
| 7 | 1,121.42 | 1,186.88 | 1,272.67 |
| 8 | 1,153.63 | 1,221.27 | 1,309.88 |
| 9 | 1,186.88 | 1,256.78 | 1,348.36 |
| 10 | 1,221.27 | 1,293.49 | 1,388.10 |
| 11 | 1,256.78 | 1,331.43 | 1,429.16 |
| 12 | 1,293.49 | 1,370.61 | 1,471.61 |
| 13 | 1,331.43 | 1,411.13 | 1,515.47 |
| 14 | 1,370.61 | 1,452.99 | 1,560.81 |
| 15 | 1,411.13 | 1,496.24 | 1,607.64 |
| 16 | 1,452.99 | 1,540.92 | 1,656.04 |
| 17 | 1,496.24 | 1,587.12 | 1,706.05 |
| 18 | 1,540.92 | 1,634.85 | 1,758.22 |
| 19 | 1,587.12 | 1,684.17 | 1,812.68 |
| 20 | 1,634.85 | 1,735.30 | 1,868.98 |
| 21 | 1,684.17 | 1,789.03 | 1,927.16 |
| 22 | 1,735.30 | 1,844.54 | 1,987.25 |
| 23 | 1,789.03 | 1,901.92 | 2,049.39 |
| 24 | 1,844.54 | 1,961.19 | 2,113.59 |
| 25 | 1,901.92 | 2,022.45 | 2,179.92 |
| 26 | 1,961.19 | 2,085.76 | 2,248.47 |
| 27 | 2,022.45 | 2,151.18 | 2,319.31 |
| 28 | 2,085.76 | 2,218.76 | 2,392.50 |
| 29 | 2,151.18 | 2,288.61 | 2,468.14 |
| 30 | 2,218.76 | 2,360.81 | 2,546.29 |

APPENDIX 3C

Explanatory Notes:

1. Classification titles include reference to grid range assignment through the use of the terminology "R _". For example, Administrative Officer R14 indicates that the applicable grid range for this classification is Range 14.
2. Some titles utilize "N" or "NSOM" instead of "R". The use of the letters "N" or "NSOM" is transitional and indicates a grid range adjustment will be applied to this classification during the term of the 13th Master Agreement as provided for in Appendix N, MOU re: PSJEP or the New Store Operations Model.
5. Existing classification titles continue where the current grid range is not to be utilized under the Public Service Job Evaluation Plan.
6. For the purpose of Articles 13, 31, and 36, Classification Titles which are identical, except for the designation "R", "N" or "NSOM" will be deemed to be the same classification.
7. Salary administration provisions related to the various growth classifications are set out in Appendix L, MOU re: PSJEP.

| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Activity Worker 1 | Activity Worker R9 | HAS | 9 | 9 | 9 |
| Activity Worker 2 | Activity Worker R11 | HAS | 11 | 11 | 11 |
| Activity Worker R13 | Activity Worker R13 | HAS | 13 | 13 | 13 |
| Activity Worker 3 | Activity Worker R14 | HAS | 14 | 14 | 14 |
| Activity Worker 4 | Activity Worker N18 | HAS | 17 | 17 | 18 |
| Activity Worker 5 | Activity Worker R18 | HAS | 18 | 18 | 18 |
| Activity Worker 6 | Activity Worker N21 | HAS | 20 | 21 | 21 |
| Activity Worker R23 | Activity Worker N24 | HAS | 23 | 23 | 24 |
| Activity Worker R25 | Activity Worker N27 | HAS | 25 | 26 | 27 |
| | | | | | |
| Administrative Officer 1 | Administrative Officer R14 | AS | 14 | 14 | 14 |
| | Administrative Officer (AMI) N15 | AS | 14 | 14 | 15 |
| Administrative Officer 2 | Administrative Officer N18 | AS | 17 | 18 | 18 |
| Administrative Officer 3 | Administrative Officer R18 | AS | 18 | 18 | 18 |
| Administrative Officer 4 | Administrative Officer N21 | AS | 21 | 21 | 21 |
| Administrative Officer 5 | Administrative Officer N24 | AS | 23 | 23 | 24 |
| Administrative Officer 6 | Administrative Officer N27 | AS | 25 | 26 | 27 |
| Administrative Officer 7 | Administrative Officer N30 | AS | 29 | 30 | 30 |
| Administrative Officer R30 | Administrative Officer R30 | AS | 30 | 30 | 30 |
| | | | | | |
| Administrative Officer 1 | Community Program Officer (CVWS) R14 | SEH | 14 | 14 | 14 |

ADMINISTRATIVE GUIDELINES

Attachment 3

| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Administrative Officer 2 | Community Program Officer (CVWS) N18 | SEH | 17 | 18 | 18 |
| Administrative Officer 5 | Community Program Officer (CVWS) N24 | SEH | 23 | 23 | 24 |
| | | | | | |
| Agricultural Officer 1 | Agricultural Officer R7 | ETO | 7 | 7 | 7 |
| Agricultural Officer 2 | Agricultural Officer 2 | ETO | 10 | 10 | 10 |
| | | | | | |
| Archivist 1 | Archivist R13 | SEH | 13 | 13 | 13 |
| | Archivist N18 | SEH | 17 | 18 | 18 |
| Archivist 2 | Archivist R18 | SEH | 18 | 18 | 18 |
| | Archivist N21 | SEH | 20 | 21 | 21 |
| Archivist 3 | Archivist N24 | SEH | 23 | 23 | 24 |
| Archivist 4 | Archivist N27 | SEH | 25 | 26 | 27 |
| | | | | | |
| | Assistant Manager R14 | RSW | 14 | 14 | 14 |
| | Assistant Manager R16 | RSW | 16 | 16 | 16 |
| | | | | | |
| Assistant Shipper | Assistant Shipper R11 | RSW | 11 | 11 | 11 |
| | | | | | |
| Biologist 1 | Biologist R13 | ETO | 13 | 13 | 13 |
| | Biologist N18 | ETO | 17 | 18 | 18 |
| Biologist 2 | Biologist N21 | ETO | 20 | 21 | 21 |
| Biologist 3 | Biologist N24 | ETO | 23 | 23 | 24 |
| Biologist 4 | Biologist N27 | ETO | 25 | 26 | 27 |
| Biologist 5 | Biologist N30 | ETO | 29 | 30 | 30 |
| | Biologist R30 | ETO | 30 | 30 | 30 |
| | | | | | |
| Bridgeworker 1 | Bridgeworker 1 | ETO | 8 | 8 | 8 |
| Bridgeworker 2 | Bridgeworker R9 | ETO | 9 | 9 | 9 |
| Bridgeworker 3 | Bridgeworker R11 | ETO | 11 | 11 | 11 |
| | | | | | |
| Building Maintenance Worker | Building Maintenance Worker R9 | ETO | 9 | 9 | 9 |
| | | | | | |
| Building Maintenance Worker 1, 2 | Building Maintenance Worker R6 | HAS | 6 | 6 | 6 |
| | | | | | |
| Building Security Officer 1 | Building Security Officer R6 | ETO | 6 | 6 | 6 |
| Building Security Officer 2 | Building Security Officer R9 | ETO | 9 | 9 | 9 |
| Building Security Officer 3 | Building Security Officer R11 | ETO | 11 | 11 | 11 |
| | | | | | |
| Building Service Worker 2 | Building Service Worker R6 | HAS | 6 | 6 | 6 |
| Building Service Worker 3 | Building Service Worker R7 | HAS | 7 | 7 | 7 |
| Building Service Worker 4 | Building Service Worker 4 | HAS | 8 | 8 | 8 |
| Building Service Worker R9 | Building Service Worker R9 | HAS | 9 | 9 | 9 |
| | Building Service Worker R18 | HAS | 18 | 18 | 18 |
| | | | | | |
| Case Aide | Case Aide R11 | SEH | 11 | 11 | 11 |
| | | | | | |
| Child Care Counsellor 1 | Child Care Counsellor 1 | SEH | 10 | 10 | 10 |

ADMINISTRATIVE GUIDELINES
Attachment 3

| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Child Care Counsellor 2 | Child Care Counsellor R13 | SEH | 13 | 13 | 13 |
| Child Care Counsellor 3 | Child Care Counsellor R14 | SEH | 14 | 14 | 14 |
| Child Care Counsellor R16 | Child Care Counsellor N18 | SEH | 17 | 18 | 18 |
| Child Care Counsellor 4 | | | | | |
| Child Care Counsellor 5 | Child Care Counsellor R18 | SEH | 18 | 18 | 18 |
| Child Care Counsellor R20 | Child Care Counsellor N21 | SEH | 20 | 21 | 21 |
| Child Care Counsellor R23 | Child Care Counsellor N24 | SEH | 23 | 23 | 24 |
| | | | | | |
| Clerk 3 | Clerk R9 | AS | 9 | 9 | 9 |
| Clerk 4 | Clerk R11 | AS | 11 | 11 | 11 |
| Clerk 5 | Clerk N14 | AS | 13 | 13 | 14 |
| | | | | | |
| Clerk - Postal 1 | Clerk Postal R6 | AS | 6 | 6 | 6 |
| Clerk - Postal 2 | Clerk Postal R9 | AS | 9 | 9 | 9 |
| Clerk - Postal 3 | Clerk Postal R13 | AS | 13 | 13 | 13 |
| | | | | | |
| Clerk Stenographer 3 | Clerk Stenographer R9 | AS | 9 | 9 | 9 |
| Clerk Stenographer 4 | Clerk Stenographer R11 | AS | 11 | 11 | 11 |
| Clerk Stenographer 5 | Clerk Stenographer N14 | AS | 13 | 13 | 14 |
| | | | | | |
| Clinician 1 | Clinician N21 | SEH | 20 | 21 | 21 |
| | Clinician N24 | SEH | 23 | 23 | 24 |
| Clinician 2 | Clinician N27 | SEH | 25 | 26 | 27 |
| Clinician 3 | Clinician N30 | SEH | 29 | 30 | 30 |
| | | | | | |
| Commercial Transport Inspector 6 | Commercial Transport Inspector R14 | ETO | 14 | 14 | 14 |
| | | | | | |
| Communications Officer 1 | Communications Officer R14 | SEH | 14 | 14 | 14 |
| Communications Officer 2 | Communications Officer N18 | SEH | 17 | 17 | 18 |
| Communications Officer 3 | Communications Officer R18 | SEH | 18 | 18 | 18 |
| Communications Officer 4 | Communications Officer N21 | SEH | 20 | 21 | 21 |
| Communications Officer 5 | Communications Officer N24 | SEH | 23 | 23 | 24 |
| Communications Officer 6 | Communications Officer N27 | SEH | 25 | 26 | 27 |
| Communications Officer 7 | Communications Officer N30 | SEH | 29 | 30 | 30 |
| | | | | | |
| Concession Clerk | Concession Clerk R6 | RSW | 6 | 6 | 6 |
| | | | | | |
| Conservation Officer 4 | Conservation Officer R18 | ETO | 18 | 18 | 18 |
| Conservation Officer 5, 6 | Conservation Officer N21 | ETO | 20 | 21 | 21 |
| | Conservation Officer N24 | ETO | 23 | 23 | 24 |
| Conservation Officer 7 | Conservation Officer N27 | ETO | 25 | 26 | 27 |
| | | | | | |
| Cook 2 Field Operations | Food Production (Camp Cook) R7 | ETO | 7 | 7 | 7 |
| Cook 1 Field Operations | Food Production (Camp Cook) R9 | ETO | 9 | 9 | 9 |
| | | | | | |
| Coordinator of Volunteers 1 | Coordinator of Volunteers R11 | AS | 11 | 11 | 11 |
| Coordinator of Volunteers 2 | Coordinator of Volunteers R13 | AS | 13 | 13 | 13 |

ADMINISTRATIVE GUIDELINES
Attachment 3

| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|--|---|---------------|------------------------|-------------------------|-------------------------|
| Correctional Service Level 4 (SO) | Correctional Services (Growth to CO) | CSS | 12/13/11 | 12/13/11 | 12/13/11 |
| Correctional Service Level 6 (CO) | Correctional Services (CO) N15 | CSS | 15 | 15 | 15 |
| Correctional Service Level 8 (PO) | Correctional Services (PO) R18 | CSS | 18 | 18 | 18 |
| Correctional Service Level 9 (SCO1) | Correctional Services (SCO1) N21 | CSS | 20 | 21 | 21 |
| Correctional Service Level 10 (SCO2) | Correctional Services (SCO2) N24 | CSS | 23 | 23 | 24 |
| Correctional Service Level 11 (SCO3) | Correctional Services (SCO3) N27 | CSS | 25 | 26 | 27 |
| Counsellor Apprenticeship/Industrial Training 1 | Apprenticeship Counsellor (Growth to N24) | ETO | 20/21/22 | 20/21/22 | 20/21/22 |
| Counsellor Apprenticeship/Industrial Training 2, 3 | Apprenticeship Counsellor N24 | ETO | 23 | 23 | 24 |
| Counsellor Apprenticeship/Industrial Training 4 | Apprenticeship Counsellor N27 | ETO | 25 | 26 | 27 |
| Court Clerk 1 | Court Clerk R9 | AS | 9 | 9 | 9 |
| Court Clerk 2 | Court Clerk R11 | AS | 11 | 11 | 11 |
| Court Clerk R13 | Court Clerk R13 | AS | 13 | 13 | 13 |
| Court Clerk 3 | Court Clerk R14 | AS | 14 | 14 | 14 |
| | Court Clerk N18 | AS | 17 | 18 | 18 |
| Court Recorder | Court Recorder R9 | AS | 9 | 9 | 9 |
| Court Reporter | Court Reporter R15 | AS | 15 | 15 | 15 |
| Deckhand | Deckhand R9 | ETO | 9 | 9 | 9 |
| Dental Assistant 1 | Dental Assistant R6 | SEH | 6 | 6 | 6 |
| Deputy Sheriff 1 | Deputy Sheriff N14 | CSS | 13 | 14 | 14 |
| Deputy Sheriff 2 | Deputy Sheriff R14 | CSS | 14 | 14 | 14 |
| Deputy Sheriff 3 | Deputy Sheriff N18 | CSS | 17 | 17 | 18 |
| Deputy Sheriff 4 | Deputy Sheriff R18 | CSS | 18 | 18 | 18 |
| Deputy Sheriff 5 | Deputy Sheriff N21 | CSS | 20 | 21 | 21 |
| Deputy Sheriff 6 | Deputy Sheriff N24 | CSS | 23 | 23 | 24 |
| Deputy Sheriff 7 | Deputy Sheriff N27 | CSS | 25 | 26 | 27 |
| Dietitian 1 | Dietitian N21 | SEH | 20 | 21 | 21 |
| Dietitian R23 | Dietitian N24 | SEH | 23 | 23 | 24 |
| Dietitian R25 | Dietitian N27 | SEH | 25 | 26 | 27 |
| Dietitian 2 | Dietitian N30 | SEH | 29 | 30 | 30 |
| Economist R20 | Economist N21 | SEH | 20 | 21 | 21 |
| Economist R23 | Economist N24 | SEH | 23 | 23 | 24 |
| Economist 1 | Economist R24 | SEH | 24 | 24 | 24 |
| Economist R25 | Economist N27 | SEH | 26 | 27 | 27 |
| Economist 2 | Economist R27 | SEH | 27 | 27 | 27 |
| Economist R28 | Economist N30 | SEH | 29 | 30 | 30 |

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| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Economist 3 | Economist 3 | SEH | 29 | 29 | 29 |
| Economist R30 | Economist R30 | SEH | 30 | 30 | 30 |
| | Economist N32 | SEH | 31 | 32 | 32 |
| | | | | | |
| Education Officer 1 | Education Officer R18 | SEH | 18 | 18 | 18 |
| Education Officer R20 | Education Officer N21 | SEH | 20 | 21 | 21 |
| Education Officer 2 | Education Officer N24 | SEH | 22 | 23 | 24 |
| Education Officer R23 | Education Officer N24 | SEH | 23 | 23 | 24 |
| Education Officer 3 | Education Officer R24 | SEH | 24 | 24 | 24 |
| Education Officer R25 | Education Officer N27 | SEH | 26 | 27 | 27 |
| | Education Officer N30 | SEH | 29 | 30 | 30 |
| | | | | | |
| Electrician's Helper | Electrician's Helper | ETO | 10 | 10 | 10 |
| | | | | | |
| Engineering Aide 1 | Engineering Aide R6 | ETO | 6 | 6 | 6 |
| Engineering Aide R7 | Engineering Aide R7 | ETO | 7 | 7 | 7 |
| Engineering Aide R9 | Engineering Aide R9 | ETO | 9 | 9 | 9 |
| Engineering Aide 2 | Engineering Aide R11 | ETO | 11 | 11 | 11 |
| | | | | | |
| Ferry Operator R6 | Ferry Operator R6 | ETO | 6 | 6 | 6 |
| Ferry Operator R9 | Ferry Operator R9 | ETO | 9 | 9 | 9 |
| Ferry Operator R11 | Ferry Operator R11 | ETO | 11 | 11 | 11 |
| Ferry Operator R13 | Ferry Operator R13 | ETO | 13 | 13 | 13 |
| Ferry Operator R14 | Ferry Operator R14 | ETO | 14 | 14 | 14 |
| | Ferry Operator N18 | ETO | 17 | 18 | 18 |
| | | | | | |
| Financial Officer 1 | Financial Officer R14 | AS | 14 | 14 | 14 |
| Financial Officer 2 | Financial Officer N18 | AS | 17 | 18 | 18 |
| Financial Officer 3 | Financial Officer R18 | AS | 18 | 18 | 18 |
| Financial Officer 4 | Financial Officer N21 | AS | 21 | 21 | 21 |
| Financial Officer 5 | Financial Officer N24 | AS | 23 | 24 | 24 |
| Financial Officer 6 | Financial Officer N27 | AS | 26 | 27 | 27 |
| Financial Officer 7 | Financial Officer N30 | AS | 29 | 30 | 30 |
| | Financial Officer R30 | AS | 30 | 30 | 30 |
| | | | | | |
| | Financial Officer (Tax Audit) R24 | AS | 24 | 24 | 24 |
| | Financial Officer (Tax Audit) N27 | AS | 26 | 27 | 27 |
| | Financial Officer (Tax Audit) N30 | AS | 29 | 30 | 30 |
| | | | | | |
| Fish & Wildlife Assistant 1 | Fish & Wildlife Assistant R6 | ETO | 6 | 6 | 6 |
| Fish & Wildlife Assistant 2 | Fish & Wildlife Assistant R7 | ETO | 7 | 7 | 7 |
| | | | | | |
| Flagperson | Flagperson R6 | ETO | 6 | 6 | 6 |
| | | | | | |
| Flunkey | Flunkey R6 | ETO | 6 | 6 | 6 |
| | | | | | |
| Food Production Services Level 2 | Food Production Services R7 | HAS | 7 | 7 | 7 |

ADMINISTRATIVE GUIDELINES
Attachment 3

| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Food Production Services Level 3 | Food Production Services R9 | HAS | 9 | 9 | 9 |
| Food Production Services Level 4 | Food Production Services R11 | HAS | 11 | 11 | 11 |
| Food Production Services Level 5 | Food Production Services R13 | HAS | 13 | 13 | 13 |
| Food Production Services Level 6 | Food Production Services R14 | HAS | 14 | 14 | 14 |
| Food Production Services Level 7 | Food Production Services N18 | HAS | 17 | 17 | 18 |
| | | | | | |
| Foreman | Foreman (RSW) R16 | RSW | 16 | 16 | 16 |
| | | | | | |
| Foreman 1, 2 | Foreman R13 | ETO | 13 | 13 | 13 |
| Foreman 3 | Foreman R14 | ETO | 14 | 14 | 14 |
| Foreman 4 | Foreman N18 | ETO | 17 | 17 | 18 |
| | Foreman R18 | ETO | 18 | 18 | 18 |
| | | | | | |
| Forensic Security Officer | Forensic Security Officer R11 | HAS | 11 | 11 | 11 |
| Forensic Security Officer R13 | Forensic Security Officer R13 | HAS | 13 | 13 | 13 |
| | | | | | |
| Forest Nursery Worker R7 | Forest Nursery Worker R7 | ETO | 7 | 7 | 7 |
| Forest Nursery Worker 3 | Forest Nursery Worker 3 | ETO | 8 | 8 | 8 |
| Forest Nursery Worker 4 | Forest Nursery Worker R9 | ETO | 9 | 9 | 9 |
| | | | | | |
| Forest Technician 1 | Forest Technician R6 | ETO | 6 | 6 | 6 |
| Forest Technician 2 | Forest Technician R7 | ETO | 7 | 7 | 7 |
| Forest Technician R9 | Forest Technician R9 | ETO | 9 | 9 | 9 |
| | | | | | |
| Hairgroomer 1 | Hairgroomer R13 | HAS | 13 | 13 | 13 |
| Hairgroomer 2 | Hairgroomer R14 | HAS | 14 | 14 | 14 |
| | | | | | |
| Health Care Worker | Health Care Worker R9 | HAS | 9 | 9 | 9 |
| Health Care Worker - Detox | Health Care Worker (Detox) R13 | HAS | 13 | 13 | 13 |
| | | | | | |
| Health Unit Aide | Health Unit Aide R7 | AS | 7 | 7 | 7 |
| | | | | | |
| Heritage Resource Officer 1 | Heritage Resource Officer R13 | ETO | 13 | 13 | 13 |
| Heritage Resource Officer 2 | Heritage Resource Officer N15 | ETO | 14 | 14 | 15 |
| Heritage Resources Officer R16 | Heritage Resources Officer N18 | ETO | 17 | 18 | 18 |
| Heritage Resource Officer 3 | Heritage Resources Officer R18 | ETO | 18 | 18 | 18 |
| Heritage Resource Officer 4 | Heritage Resources Officer N21 | ETO | 20 | 21 | 21 |
| Heritage Resource Officer 5 | Heritage Resources Officer N24 | ETO | 23 | 23 | 24 |
| Heritage Resource Officer 6 | Heritage Resources Officer N27 | ETO | 25 | 26 | 27 |
| Heritage Resource Officer 7 | Heritage Resources Officer N30 | ETO | 29 | 30 | 30 |
| | | | | | |
| Information Systems Level 1 | Information Systems R6 | AS | 6 | 6 | 6 |
| Information Systems Level 2 | Information Systems R7 | AS | 7 | 7 | 7 |
| Information Systems Level 3 | Information Systems R9 | AS | 9 | 9 | 9 |
| Information Systems Level 4 | Information Systems R11 | AS | 11 | 11 | 11 |
| Information Systems Level 5 | Information Systems R13 | AS | 13 | 13 | 13 |
| Information Systems Level 6 | Information Systems R14 | SEH | 14 | 14 | 14 |

ADMINISTRATIVE GUIDELINES
Attachment 3

| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Information Systems Level 7 | Information Systems N18 | SEH | 17 | 18 | 18 |
| Information Systems Level 8 | Information Systems R18 | SEH | 18 | 18 | 18 |
| Information Systems Level 9 | Information Systems N21 | SEH | 20 | 21 | 21 |
| Information Systems Level 10 | Information Systems N24 | SEH | 23 | 23 | 24 |
| Information Systems Level 11 | Information Systems N27 | SEH | 25 | 26 | 27 |
| Information Systems Level 12 | Information Systems N30 | SEH | 29 | 30 | 30 |
| Information Systems Level 13 | Information Systems R30 | SEH | 30 | 30 | 30 |
| | | | | | |
| Inspector - Boiler 1 | Inspector - Boiler R21 | ETO | 21 | 21 | 21 |
| Inspector - Boiler 2 | Inspector - Boiler N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Inspector - Electrical 1 | Inspector - Electrical R21 | ETO | 21 | 21 | 21 |
| Inspector - Electrical 2 | Inspector - Electrical N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Inspector - Elevator 2 | Inspector - Elevator N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Inspector - Fire Commissioner's Office 1 | Inspector - Fire Commissioner's Office R15 | ETO | 15 | 15 | 15 |
| Inspector - Fire Commissioner's Office 2 | Inspector - Fire Commissioner's Office 2 | ETO | 19 | 19 | 19 |
| Inspector - Fire Commissioner's Office R20 | Inspector - Fire Commissioner's Office N21 | ETO | 20 | 21 | 21 |
| Inspector - Fire Commissioner's Office 3 | Inspector - Fire Commissioner's Office N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Inspector - Gas 1 | Inspector - Gas R21 | ETO | 21 | 21 | 21 |
| Inspector - Gas 2 | Inspector - Gas N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Inspector - Hospital & Consultant 2 | Inspector - Hospital & Consultant N24 | SEH | 23 | 23 | 24 |
| Inspector - Hospital & Consultant 3 | Inspector - Hospital & Consultant N27 | SEH | 25 | 26 | 27 |
| | | | | | |
| Inspector - Mechanical Motor Vehicles 4 | Inspector - Mechanical Motor Vehicles N21 | ETO | 20 | 21 | 21 |
| Inspector - Mechanical Motor Vehicles 5 | Inspector - Mechanical Motor Vehicles N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Inspector - Public Health 1 | Inspector - Public Health R13 | ETO | 13 | 13 | 13 |
| Inspector - Public Health 2 | Inspector - Public Health N21 | ETO | 20 | 21 | 21 |
| Inspector - Public Health 3 | Inspector - Public Health N24 | ETO | 23 | 23 | 24 |
| Inspector - Public Health 4 | Inspector - Public Health N30 | ETO | 29 | 30 | 30 |
| | | | | | |
| Inspector - Transport Inspecting Engineer 2 | Inspector - Transport Inspecting Engineer N24 | ETO | 23 | 23 | 24 |
| | Inspector - Transport Inspecting Engineer N27 | ETO | 25 | 26 | 27 |
| | Inspector - Transport Inspecting Engineer N30 | ETO | 29 | 30 | 30 |
| Inspector - Transport Inspecting Engineer 3 | Inspector - Transport Inspecting Engineer R30 | ETO | 30 | 30 | 30 |
| | | | | | |
| Instructor (Corrections) | Instructor (Corrections) R18 | CSS | 18 | 18 | 18 |
| | Instructor (Corrections) N21 | CSS | 20 | 21 | 21 |
| Instructor (Corrections) - Supervisor | Instructor (Corrections) - Supervisor N24 | CSS | 23 | 23 | 24 |
| | | | | | |

ADMINISTRATIVE GUIDELINES
Attachment 3

| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Interviewer 1 | Probation Interviewer R11 | SEH | 11 | 11 | 11 |
| Interviewer 2 | Probation Interviewer R14 | SEH | 14 | 14 | 14 |
| | | | | | |
| Laboratory Aide | Laboratory Aide R9 | HAS | 9 | 9 | 9 |
| | | | | | |
| Laboratory Assistant 1 | Laboratory Assistant R7 | ETO | 7 | 7 | 7 |
| Laboratory Assistant 2 | Laboratory Assistant R9 | ETO | 9 | 9 | 9 |
| | | | | | |
| Laboratory/Health Science Officer 1 | Laboratory/Health Science Officer R13 | ETO | 13 | 13 | 13 |
| Laboratory/Health Science Officer 2 | Laboratory/Health Science Officer R14 | ETO | 14 | 14 | 14 |
| Laboratory/Health Science Officer R16 | Laboratory/Health Science Officer N18 | ETO | 17 | 18 | 18 |
| Laboratory/Health Science Officer 3 | Laboratory/Health Science Officer R18 | ETO | 18 | 18 | 18 |
| Laboratory/Health Science Officer 4 | Laboratory/Health Science Officer N21 | ETO | 20 | 21 | 21 |
| Laboratory/Health Science Officer 5 | Laboratory/Health Science Officer N24 | ETO | 23 | 23 | 24 |
| Laboratory/Health Science Officer 6 | Laboratory/Health Science Officer N27 | ETO | 25 | 26 | 27 |
| Laboratory/Health Science Officer 7 | Laboratory/Health Science Officer N30 | ETO | 29 | 30 | 30 |
| | | | | | |
| Labourer | Labourer R6 | ETO | 6 | 6 | 6 |
| | | | | | |
| Laundry Worker 1 | Laundry Worker R6 | HAS | 6 | 6 | 6 |
| Laundry Worker R7 | Laundry Worker R7 | HAS | 7 | 7 | 7 |
| Laundry Worker 2 | Laundry Worker 2 | HAS | 8 | 8 | 8 |
| Laundry Worker R9 | Laundry Worker R9 | HAS | 9 | 9 | 9 |
| | | | | | |
| Librarian 1 | Librarian R14 | SEH | 14 | 14 | 14 |
| Librarian R16 | Librarian N18 | SEH | 17 | 18 | 18 |
| Librarian R18 | Librarian R18 | SEH | 18 | 18 | 18 |
| Librarian 2 | Librarian N21 | SEH | 20 | 21 | 21 |
| Librarian R23 | Librarian N24 | SEH | 23 | 23 | 24 |
| Librarian R25 | Librarian N27 | SEH | 25 | 26 | 27 |
| Librarian 3 | Librarian N30 | SEH | 29 | 30 | 30 |
| Librarian 4 | Librarian R30 | SEH | 30 | 30 | 30 |
| | | | | | |
| | Licensed Practical Nurse R14 | HAS | 14 | 14 | 14 |
| | | | | | |
| Machine Operator 1 | Machine Operator R6 | ETO | 6 | 6 | 6 |
| Machine Operator 2, 3 | Machine Operator R9 | ETO | 9 | 9 | 9 |
| Machine Operator 4 | Machine Operator R11 | ETO | 11 | 11 | 11 |
| Machine Operator 5 | Machine Operator R13 | ETO | 13 | 13 | 13 |
| Machine Operator 6 | Machine Operator R14 | ETO | 14 | 14 | 14 |
| | | | | | |
| | Manager R14 | RSW | 14 | 14 | 14 |
| | Manager NSOM18 | RSW | 16 | 17 | 18 |
| | Manager R18 | RSW | 18 | 18 | 18 |
| | | | | | |
| Marine Captain | Marine Captain N24 | ETO | 23 | 23 | 24 |
| | Marine Captain N27 | ETO | 25 | 26 | 27 |

ADMINISTRATIVE GUIDELINES
Attachment 3

| CLASSIFICATION TITLE | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range |
|---|---|---------------|------------------------|-------------------------|------------|
| Marine Engineer - Junior (Apprentice - 4th) | Marine Engineer - Junior (Apprentice - 4th) R13 | ETO | 13 | 13 | 13 |
| Marine Engineer | Marine Engineer N21 | ETO | 20 | 21 | 21 |
| | Marine Engineer N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Marine Mate | Marine Mate N18 | ETO | 17 | 17 | 18 |
| | Marine Mate R18 | ETO | 18 | 18 | 18 |
| | | | | | |
| Mechanic 1 | Mechanic R11 | ETO | 11 | 11 | 11 |
| | | | | | |
| Medical Records Librarian | Medical Records Librarian R14 | AS | 14 | 14 | 14 |
| | | | | | |
| Medical Records Technician | Medical Records Technician R14 | AS | 14 | 14 | 14 |
| | | | | | |
| Nutritionist 1 | Nutritionist N21 | SEH | 20 | 21 | 21 |
| Nutritionist 2 | Nutritionist N24 | SEH | 23 | 23 | 24 |
| Nutritionist R25 | Nutritionist N27 | SEH | 25 | 26 | 27 |
| Nutritionist 3 | Nutritionist N30 | SEH | 29 | 30 | 30 |
| | | | | | |
| Occupational Therapist 1 | Occupational Therapist N21 | SEH | 20 | 21 | 21 |
| Occupational Therapist 2 | Occupational Therapist N24 | SEH | 23 | 23 | 24 |
| Occupational Therapist 3 | Occupational Therapist N27 | SEH | 25 | 26 | 27 |
| | | | | | |
| Office Assistant 1 | Office Assistant R6 | AS | 6 | 6 | 6 |
| Office Assistant 2 | Office Assistant R7 | AS | 7 | 7 | 7 |
| | | | | | |
| Oiler | Oiler R13 | ETO | 13 | 13 | 13 |
| | | | | | |
| Operator Control Tower | Control Tower Operator R9 | ETO | 9 | 9 | 9 |
| | | | | | |
| Operator Keypunch 1, 2 | Keypunch Operator R6 | AS | 6 | 6 | 6 |
| Operator Keypunch 3 | Keypunch Operator R7 | AS | 7 | 7 | 7 |
| Operator Keypunch 4 | Keypunch Operator R9 | AS | 9 | 9 | 9 |
| | | | | | |
| Operator Radio & Teletype | Radio & Teletype Operator R7 | AS | 7 | 7 | 7 |
| | | | | | |
| Park Assistant 1 | Park Assistant R6 | ETO | 6 | 6 | 6 |
| Park Assistant 2 | Park Assistant R7 | ETO | 7 | 7 | 7 |
| | Park Assistant R9 | ETO | 9 | 9 | 9 |
| Park Assistant R11 | Park Assistant R11 | ETO | 11 | 11 | 11 |
| Park Assistant 3 | Park Assistant R13 | ETO | 13 | 13 | 13 |
| | | | | | |
| Patrolman 1 | Patrolman R9 | ETO | 9 | 9 | 9 |
| Patrolman 2 | Patrolman R11 | ETO | 11 | 11 | 11 |
| Patrolman Corporal | Patrolman Corporal R14 | ETO | 14 | 14 | 14 |
| | | | | | |

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| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|--|---------------|------------------------|-------------------------|-------------------------|
| Photo Arts Technician 2 | Photo Arts Technician 2 | ETO | 8 | 8 | 8 |
| Photo Arts Technician 3 | Photo Arts Technician R13 | ETO | 13 | 13 | 13 |
| Photo Arts Technician R14 | Photo Arts Technician R14 | ETO | 14 | 14 | 14 |
| Photo Arts Technician 4 | Photo Arts Technician R15 | ETO | 15 | 15 | 15 |
| Photo Arts Technician R16 | Photo Arts Technician N18 | ETO | 17 | 18 | 18 |
| Photo Arts Technician 5 | Photo Arts Technician 5 | ETO | 17 | 17 | 17 |
| Photo Arts Technician R18 | Photo Arts Technician R18 | ETO | 18 | 18 | 18 |
| Photo Arts Technician 6 | Photo Arts Technician R21 | ETO | 21 | 21 | 21 |
| Photo Arts Technician R23 | Photo Arts Technician N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Pilot 1 | Pilot 1 | ETO | 17 | 17 | 17 |
| Pilot 2 | Pilot R27 | ETO | 27 | 27 | 27 |
| Pilot 3 | Pilot 3 | ETO | 29 | 29 | 29 |
| | | | | | |
| Planning Officer 1 | Planning Officer R18 | ETO | 18 | 18 | 18 |
| Planning Officer R20 | Planning Officer N21 | ETO | 20 | 21 | 21 |
| Planning Officer 2 | Planning Officer N24 | ETO | 22 | 23 | 24 |
| Planning Officer R23 | Planning Officer N24 | ETO | 23 | 23 | 24 |
| Planning Officer 3 | Planning Officer N27 | ETO | 26 | 27 | 27 |
| Planning Officer 4 | Planning Officer N30 | ETO | 29 | 30 | 30 |
| | Planning Officer R30 | ETO | 30 | 30 | 30 |
| | | | | | |
| | Policy Analyst - Economics N27 | SEH | 25 | 26 | 27 |
| | Policy Analyst - Economics N30 | SEH | 29 | 30 | 30 |
| | Policy Analyst - Economics N32 | SEH | 31 | 32 | 32 |
| | | | | | |
| | Policy Analyst - Finance N27 | AS | 25 | 26 | 27 |
| | Policy Analyst - Finance N30 | AS | 29 | 30 | 30 |
| | Policy Analyst - Finance N32 | AS | 31 | 32 | 32 |
| | | | | | |
| | Policy Analyst - Science N27 | ETO | 25 | 26 | 27 |
| | Policy Analyst - Science N30 | ETO | 29 | 30 | 30 |
| | Policy Analyst - Science N32 | ETO | 31 | 32 | 32 |
| | | | | | |
| | Policy Analyst - Social Education & Health N27 | SEH | 25 | 26 | 27 |
| | Policy Analyst - Social Education & Health N30 | SEH | 29 | 30 | 30 |
| | Policy Analyst - Social Education & Health N32 | SEH | 31 | 32 | 32 |
| | | | | | |
| Printing Operator | Printing Operator R9 | ETO | 9 | 9 | 9 |
| | Printing Operator R11 | ETO | 11 | 11 | 11 |
| | | | | | |
| Product Consultant | Product Consultant R13 | RSW | 13 | 13 | 13 |
| | | | | | |
| Psychologist 1 | Psychologist N21 | SEH | 20 | 21 | 21 |
| Psychologist R23 | Psychologist N24 | SEH | 23 | 23 | 24 |
| Psychologist 2, 3 | Psychologist N27 | SEH | 25 | 26 | 27 |

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| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Psychologist 4 | Psychologist N30 | SEH | 29 | 30 | 30 |
| Psychologist 5 | Psychologist R30 | SEH | 30 | 30 | 30 |
| | | | | | |
| Psychologist Assistant | Psychologist Assistant R13 | SEH | 13 | 13 | 13 |
| Psychologist Assistant R18 | Psychologist Assistant R18 | SEH | 18 | 18 | 18 |
| | | | | | |
| Rehabilitation Consultant | Rehabilitation Consultant N21 | SEH | 20 | 21 | 21 |
| | | | | | |
| Research Officer 1 | Research Officer R13 | SEH | 13 | 13 | 13 |
| Research Officer R14 | Research Officer R14 | SEH | 14 | 14 | 14 |
| Research Officer R16 | Research Officer N18 | SEH | 17 | 17 | 18 |
| Research Officer R18 | Research Officer R18 | SEH | 18 | 18 | 18 |
| Research Officer 2 | Research Officer N21 | SEH | 21 | 21 | 21 |
| Research Officer 3 | Research Officer N24 | SEH | 22 | 23 | 24 |
| Research Officer R23 | Research Officer N24 | SEH | 23 | 23 | 24 |
| Research Officer 4 | Research Officer R24 | SEH | 24 | 24 | 24 |
| Research Officer 5 | Research Officer N27 | SEH | 26 | 27 | 27 |
| | Research Officer N30 | SEH | 29 | 30 | 30 |
| | Research Officer R30 | SEH | 30 | 30 | 30 |
| | | | | | |
| Rock Scaler | Rock Scaler R14 | ETO | 14 | 14 | 14 |
| | | | | | |
| Safety Officer 1 | Safety Officer R15 | ETO | 15 | 15 | 15 |
| Safety Officer R18 | Safety Officer R18 | ETO | 18 | 18 | 18 |
| Safety Officer 2 | Safety Officer 2 | ETO | 19 | 19 | 19 |
| Safety Officer R20 | Safety Officer N21 | ETO | 20 | 21 | 21 |
| Safety Officer 3 | Safety Officer R21 | ETO | 21 | 21 | 21 |
| Safety Officer R23 | Safety Officer N24 | ETO | 23 | 23 | 24 |
| | | | | | |
| Science Officer | Science Officer N30 | ETO | 29 | 30 | 30 |
| | | | | | |
| Scientific/Technical Officer 1 | Scientific/Technical Officer R11 | ETO | 11 | 11 | 11 |
| Scientific/Technical Officer R13 | Scientific/Technical Officer R13 | ETO | 13 | 13 | 13 |
| Scientific/Technical Officer 2 | Scientific/Technical Officer N15 | ETO | 14 | 14 | 15 |
| Scientific/Technical Officer R16 | Scientific/Technical Officer N18 | ETO | 17 | 18 | 18 |
| Scientific/Technical Officer 3 | Scientific/Technical Officer R18 | ETO | 18 | 18 | 18 |
| Scientific/Technical Officer 4 | Scientific/Technical Officer N21 | ETO | 20 | 21 | 21 |
| Scientific/Technical Officer 5 | Scientific/Technical Officer N24 | ETO | 23 | 23 | 24 |
| Scientific/Technical Officer 6 | Scientific/Technical Officer N27 | ETO | 25 | 26 | 27 |
| Scientific/Technical Officer 7 | Scientific/Technical Officer N30 | ETO | 29 | 30 | 30 |
| | Scientific/Technical Officer R30 | ETO | 30 | 30 | 30 |
| | | | | | |
| Scientific/Technical Officer 1 | Scientific/Technical Officer (Resource) R11 | ETO | 11 | 11 | 11 |
| Scientific/Technical Officer (Resource) R13 | Scientific/Technical Officer (Resource) R13 | ETO | 13 | 13 | 13 |
| Scientific/Technical Officer 2 | Scientific/Technical Officer (Resource) N15 | ETO | 14 | 14 | 15 |
| Scientific/Technical Officer (Resource) R16 | Scientific/Technical Officer (Resource) N18 | ETO | 17 | 18 | 18 |

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| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Scientific/Technical Officer 3 | Scientific/Technical Officer (Resource) R18 | ETO | 18 | 18 | 18 |
| | | | | | |
| Sewing Machine Operator 1 | Sewing Machine Operator R7 | HAS | 7 | 7 | 7 |
| | Sewing Machine Operator R9 | HAS | 9 | 9 | 9 |
| | Sewing Machine Operator R11 | HAS | 11 | 11 | 11 |
| Sewing Machine Operator 2 | Sewing Machine Operator R13 | HAS | 13 | 13 | 13 |
| Sewing Machine Operator 3 | Sewing Machine Operator R14 | HAS | 14 | 14 | 14 |
| | | | | | |
| Shipper | Shipper R13 | RSW | 13 | 13 | 13 |
| | | | | | |
| Sign Fabricator R7 | Sign Fabricator R7 | ETO | 7 | 7 | 7 |
| Sign Fabricator 1 | Sign Fabricator 1 | ETO | 8 | 8 | 8 |
| Sign Fabricator 2 | Sign Fabricator R9 | ETO | 9 | 9 | 9 |
| Sign Fabricator R14 | Sign Fabricator R14 | ETO | 14 | 14 | 14 |
| Sign Fabricator 3 | Sign Fabricator R15 | ETO | 15 | 15 | 15 |
| Sign Fabricator R16 | Sign Fabricator N18 | ETO | 17 | 18 | 18 |
| | | | | | |
| | Social Program Officer (Growth to N24) | SEH | 19/20/21/22 | 19/20/21/22 | 19/20/21/22 |
| Social Program Officer 1 | Social Program Officer R14 | SEH | 14 | 14 | 14 |
| Social Program Officer 2 | Social Program Officer N18 | SEH | 17 | 17 | 18 |
| Social Program Officer 3 | Social Program Officer R18 | SEH | 18 | 18 | 18 |
| Social Program Officer R20 | Social Program Officer N21 | SEH | 20 | 21 | 21 |
| Social Program Officer 4 | Social Program Officer N24 | SEH | 23 | 23 | 24 |
| | Social Program Officer N24 | SEH | 23 | 24 | 24 |
| Social Program Officer 5 | Social Program Officer N26 | SEH | 25 | 25 | 26 |
| Social Program Officer 6 | Social Program Officer R28 | SEH | 28 | 28 | 28 |
| Social Program Officer 7 | Social Program Officer R30 | SEH | 30 | 30 | 30 |
| | | | | | |
| Social Program Officer Trainee (FAW) | Community Program Officer (Growth to N15 FAW) | SEH | 12/13/11 | 12/13/11 | 12/13/11 |
| Social Program Officer 1 (FAW) | Community Program Officer (FAW) N15 | SEH | 14 | 14 | 15 |
| Social Program Officer 1 (EO) | Community Program Officer (EO/VO) N15 | SEH | 15 | 15 | 15 |
| Social Program Officer 2 (FMW) | Community Program Officer (FMW) N18 | SEH | 17 | 17 | 18 |
| Social Program Officer 3 (ISDS) | Community Program Officer (IA) R18 | SEH | 18 | 18 | 18 |
| Social Program Officer 4 (ISDS) | Community Program Officer (IA) N21 | SEH | 20 | 21 | 21 |
| Social Program Officer 5 (ISDS) | Community Program Officer (IA) N24 | SEH | 24 | 24 | 24 |
| | | | | | |
| | | | | | |
| Social Worker Assistant 2 | Social Worker Assistant R13 | SEH | 13 | 13 | 13 |
| | | | | | |
| Stockworker 1, 2 | Stockworker R6 | AS | 6 | 6 | 6 |
| Stockworker 3 | Stockworker R7 | AS | 7 | 7 | 7 |
| Stockworker 4 | Stockworker R9 | AS | 9 | 9 | 9 |
| Stockworker 5, 6 | Stockworker R11 | AS | 11 | 11 | 11 |
| | | | | | |
| Store Clerk | Store Clerk R9 | RSW | 9 | 9 | 9 |
| | | | | | |

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| CLASSIFICATION TITLE 12th MASTER AGREEMENT | CLASSIFICATION TITLE 13th MASTER AGREEMENT | UNION COMP | Grid Range 1-Apr-01 | Grid Range 31-Mar-02 | Grid Range 30-Mar-03 |
|---|---|---------------|------------------------|-------------------------|-------------------------|
| Superintendent Mechanical 2 | Superintendent Mechanical N21 | ETO | 20 | 21 | 21 |
| | | | | | |
| | Supervisor R11 | RSW | 11 | 11 | 11 |
| | Supervisor NSOM14 | RSW | 13 | 14 | 14 |
| | Supervisor R14 | RSW | 14 | 14 | 14 |
| | | | | | |
| Technical Assistant 1 | Technical Assistant R7 | ETO | 7 | 7 | 7 |
| Technical Assistant 2 | Technical Assistant R11 | ETO | 11 | 11 | 11 |
| | | | | | |
| Technical Enforcement Officer 1 | Technical Enforcement Officer R9 | ETO | 9 | 9 | 9 |
| Technical Enforcement Officer 2 | Technical Enforcement Officer R11 | ETO | 11 | 11 | 11 |
| Technical Enforcement Officer 3 | Technical Enforcement Officer R13 | ETO | 13 | 13 | 13 |
| Technical Enforcement Officer R14 | Technical Enforcement Officer N15 | ETO | 14 | 15 | 15 |
| Technical Enforcement Officer 4 | Technical Enforcement Officer R15 | ETO | 15 | 15 | 15 |
| Technical Enforcement Officer R16 | Technical Enforcement Officer N18 | ETO | 17 | 18 | 18 |
| Technical Enforcement Officer 5 | Technical Enforcement Officer R18 | ETO | 18 | 18 | 18 |
| Technical Enforcement Officer 6 | Technical Enforcement Officer N21 | ETO | 20 | 21 | 21 |
| Technical Enforcement Officer 7 | Technical Enforcement Officer N24 | ETO | 23 | 23 | 24 |
| | Technical Enforcement Officer N27 | ETO | 25 | 26 | 27 |
| | | | | | |
| Terminal Attendant 1 | Terminal Attendant R7 | ETO | 7 | 7 | 7 |
| | | | | | |
| | Training Consultant (Growth to N18) | SEH | 13/14/15 | 13/14/15 | 13/14/15 |
| Training Consultant | Training Consultant N18 | SEH | 17 | 17 | 18 |
| | | | | | |
| Utility Tradesman | Utility Tradesman R15 | ETO | 15 | 15 | 15 |
| | | | | | |
| Utility Worker - Parks Branch Workshop | Utility Worker R11 | ETO | 11 | 11 | 11 |
| | | | | | |
| Vocational Counsellor | Vocational Counsellor R18 | SEH | 18 | 18 | 18 |
| Vocational Counsellor R20 | Vocational Counsellor N21 | SEH | 20 | 21 | 21 |
| | | | | | |
| Warehouseworker 1 | Warehouseworker R7 | RSW | 7 | 7 | 7 |
| Warehouseworker 2 | Warehouseworker R9 | RSW | 9 | 9 | 9 |
| Warehouseworker 3 | Warehouseworker R11 | RSW | 11 | 11 | 11 |
| | | | | | |
| Yardworker | Yardworker R6 | ETO | 6 | 6 | 6 |
| | | | | | |

Appendix N

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Start Range | April 1 2001 | Mar. 31 2002 | Mar. 30 2003 |
|--|--|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Activity Worker N18 | Activity Worker 4 | 3664254 | 16 | 17 | | 18 |
| Activity Worker N21 | Activity Worker 6 | 3664256 | 20 | | 21 | |
| Activity Worker N24 | Activity Worker R23 | 3664258 | 23 | | | 24 |
| Activity Worker N27 | Activity Worker R25 | 3664259 | 25 | | 26 | 27 |
| Administrative Officer (AMI) N15 | Administrative Officer 1 | 3551509 | 14 | | | 15 |
| Administrative Officer N18 | Administrative Officer 2 | 3551502 | 16 | 17 | 18 | |
| Administrative Officer N21 | Administrative Officer 4 | 3551504 | 20 | 21 | | |
| Administrative Officer N24 | Administrative Officer 5 | 3551505 | 23 | | | 24 |
| Administrative Officer N27 | Administrative Officer 6 | 3551506 | 25 | | 26 | 27 |
| Administrative Officer N30 | Administrative Officer 7 | 3551507 | 28 | 29 | 30 | |
| Apprenticeship Counsellor N24 | Counsellor Apprenticeship / Industrial Training 2 | 3633102 | 23 | | | 24 |
| Apprenticeship Counsellor N24 | Counsellor Apprenticeship / Industrial Training 3 | 3633103 | 23 | | | 24 |
| Apprenticeship Counsellor N27 | Counsellor Apprenticeship / Industrial Training 4 | 3633104 | 25 | | 26 | 27 |
| Archivist N18 | Archivist R16 | 3506106 | 16 | 17 | 18 | |
| Archivist N21 | Archivist R20 | 3506107 | 20 | | 21 | |
| Archivist N24 | Archivist 3 | 3506103 | 23 | | | 24 |
| Archivist N27 | Archivist 4 | 3506104 | 25 | | 26 | 27 |
| Biologist N18 | Biologist R16 | 3625008 | 16 | 17 | 18 | |
| Biologist N21 | Biologist 2 | 3625002 | 20 | | 21 | |
| Biologist N24 | Biologist 3 | 3625003 | 23 | | | 24 |
| Biologist N27 | Biologist 4 | 3625004 | 25 | | 26 | 27 |
| Biologist N30 | Biologist 5 | 3625005 | 28 | 29 | 30 | |
| Child Care Counsellor N18 | Child Care Counsellor R16 | 3501106 | 16 | 17 | 18 | |
| Child Care Counsellor N21 | Child Care Counsellor R20 | 3501107 | 20 | | 21 | |
| Child Care Counsellor N24 | Child Care Counsellor R23 | 3501108 | 23 | | | 24 |
| Clerk N14 | Clerk 5 | 3551105 | 13 | | | 14 |
| Clerk Stenographer N14 | Clerk Stenographer 5 | 3553105 | 13 | | | 14 |
| Clinician N21 | Clinician 1 | 3502101 | 20 | | 21 | |
| Clinician N24 | Clinician R23 | 3502104 | 23 | | | 24 |
| Clinician N27 | Clinician 2 | 3502102 | 25 | | 26 | 27 |
| Clinician N30 | Clinician 3 | 3502103 | 28 | 29 | 30 | |
| Communications Officer N18 | Communications Officer 2 | 3501532 | 16 | 17 | | 18 |
| Communications Officer N21 | Communications Officer 4 | 3501534 | 20 | | 21 | |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Start Range | April 1 2001 | Mar. 31 2002 | Mar. 30 2003 |
|--|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Communications Officer N24 | Communications Officer 5 | 3501535 | 23 | | | 24 |
| Communications Officer N27 | Communications Officer 6 | 3501536 | 25 | | 26 | 27 |
| Communications Officer N30 | Communications Officer 7 | 3501537 | 28 | 29 | 30 | |
| Community Program Officer (CVWS) N18 | Administrative Officer 2 | 3501302 | 16 | 17 | 18 | 18 |
| Community Program Officer (CVWS) N24 | Administrative Officer 5 | 3501303 | 23 | 23 | 23 | 24 |
| Community Program Officer (EO/VO) N15 | Social Program Officer 1 (EO / VO) | 3501212 | 14 | 15 | | |
| Community Program Officer (FAW) N15 | Social Program Officer 1 (FAW) | 3501201 | 14 | | | 15 |
| Community Program Officer (FMW) N18 | Social Program Officer 2 (FMW) | 3501222 | 16 | 17 | | 18 |
| Community Program Officer (IA) N21 | Social Program Officer 4 (ISDS) | 3501204 | 20 | | 21 | |
| Community Program Officer (IA) N24 | Social Program Officer 5 (ISDS) | 3501205 | 23 | 24 | | |
| Conservation Officer N21 | Conservation Officer 5 | 3621125 | 20 | | 21 | |
| Conservation Officer N21 | Conservation Officer 6 | 3621126 | 20 | | 21 | |
| Conservation Officer N24 | Conservation Officer R23 | 3621128 | 23 | | | 24 |
| Conservation Officer N27 | Conservation Officer 7 | 3621127 | 25 | | 26 | 27 |
| Correctional Services (CO) N15 | Correctional Services Level 6 (CO) | 3721122 | 14 | 15 | | |
| Correctional Services (SCO 1) N21 | Correctional Services Level 9 (SCO1) | 3721125 | 20 | | 21 | |
| Correctional Services (SCO 2) N24 | Correctional Services Level 10 (SCO2) | 3721126 | 23 | | | 24 |
| Correctional Services (SCO 3) N27 | Correctional Services Level 11 (SCO3) | 3721127 | 25 | | 26 | 27 |
| Court Clerk N18 | Court Clerk R16 | 3551115 | 16 | 17 | 18 | |
| Deputy Sheriff N14 | Deputy Sheriff Service 5 | 3721505 | 13 | | 14 | |
| Deputy Sheriff N18 | Deputy Sheriff Service 7 | 3721507 | 16 | 17 | | 18 |
| Deputy Sheriff N21 | Deputy Sheriff Service 9 | 3721509 | 20 | | 21 | |
| Deputy Sheriff N24 | Deputy Sheriff Service 10 | 3721510 | 23 | | | 24 |
| Deputy Sheriff N27 | Deputy Sheriff Service 11 | 3721511 | 25 | | 26 | 27 |
| Dietitian N21 | Dietitian 1 | 3502131 | 20 | | 21 | |
| Dietitian N24 | Dietitian R23 | 3502133 | 23 | | | 24 |
| Dietitian N27 | Dietitian R25 | 3502134 | 25 | | 26 | 27 |
| Dietitian N30 | Dietitian 2 | 3502132 | 28 | 29 | 30 | |
| Economist N21 | Economist R20 | 3505104 | 20 | | 21 | |
| Economist N24 | Economist R23 | 3505105 | 23 | | | 24 |
| Economist N27 | Economist R25 | 3505106 | 25 | 26 | 27 | |
| Economist N30 | Economist R28 | 3505107 | 28 | 29 | 30 | |
| Economist N32 | Economist R32 | 3505109 | 30 | 31 | 32 | |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Start Range | April 1 2001 | Mar. 31 2002 | Mar. 30 2003 |
|--|--|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Education Officer N21 | Education Officer R20 | 3504336 | 20 | | 21 | |
| Education Officer N24 | Education Officer 2 | 3504332 | 22 | | 23 | 24 |
| Education Officer N24 | Education Officer R23 | 3504334 | 23 | | | 24 |
| Education Officer N27 | Education Officer R25 | 3504335 | 25 | 26 | 27 | |
| Education Officer N30 | Education Officer R28 | 3504337 | 28 | 29 | 30 | |
| Ferry Operator N18 | Ferry Operator R16 | 3708316 | 16 | 17 | 18 | |
| Financial Officer (Tax Audit) N27 | Financial Officer R25 - Tax Audit | 3551411 | 25 | 26 | 27 | |
| Financial Officer (Tax Audit) N30 | Financial Officer R28 - Tax Audit | 3551412 | 28 | 29 | 30 | |
| Financial Officer (Tax Audit) R24 | Financial Officer R23 - Tax Audit | 3551410 | 23 | 24 | | |
| Financial Officer N18 | Financial Officer 2 | 3551402 | 16 | 17 | 18 | |
| Financial Officer N21 | Financial Officer 4 | 3551404 | 20 | 21 | | |
| Financial Officer N24 | Financial Officer 5 | 3551405 | 23 | | 24 | |
| Financial Officer N27 | Financial Officer 6 | 3551406 | 25 | 26 | 27 | |
| Financial Officer N30 | Financial Officer 7 | 3551407 | 28 | 29 | 30 | |
| Food Production Services N18 | Food Production Services Level 7 | 3663137 | 16 | 17 | | 18 |
| Foreman N18 | Foreman 4 | 3707614 | 16 | 17 | | 18 |
| Heritage Resources Officer N15 | Heritage Resources Officer 2 | 3635102 | 14 | | | 15 |
| Heritage Resources Officer N18 | Heritage Resources Officer R16 | 3635108 | 16 | 17 | 18 | |
| Heritage Resources Officer N21 | Heritage Resources Officer 4 | 3635104 | 20 | | 21 | |
| Heritage Resources Officer N24 | Heritage Resources Officer 5 | 3635105 | 23 | | | 24 |
| Heritage Resources Officer N27 | Heritage Resources Officer 6 | 3635106 | 25 | | 26 | 27 |
| Heritage Resources Officer N30 | Heritage Resources Officer 7 | 3635107 | 28 | 29 | 30 | |
| Information Systems N18 | Information Systems Level 7 | 3508007 | 16 | 17 | 18 | |
| Information Systems N21 | Information Systems Level 9 | 3508009 | 20 | | 21 | |
| Information Systems N24 | Information Systems Level 10 | 3508010 | 23 | | | 24 |
| Information Systems N27 | Information Systems Level 11 | 3508011 | 25 | | 26 | 27 |
| Information Systems N30 | Information Systems Level 12 | 3508012 | 28 | 29 | 30 | |
| Inspector Boiler N24 | Inspector Boiler 2 | 3633142 | 23 | | | 24 |
| Inspector Electrical N24 | Inspector Electrical 2 | 3633122 | 23 | | | 24 |
| Inspector Elevator N24 | Inspector Elevator 2 | 3633152 | 23 | | | 24 |
| Inspector Fire Commissioner's Officer N21 | Inspector Fire Commissioner's Office R20 | 3633174 | 20 | | 21 | |
| Inspector Fire Commissioner's Officer N24 | Inspector Fire Commissioner's Office 3 | 3633173 | 23 | | | 24 |
| Inspector Gas N24 | Inspector Gas 2 | 3633132 | 23 | | | 24 |
| Inspector Hospital and Consultant N24 | Inspector Hospital and Consultant 2 | 3502162 | 23 | | | 24 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Start Range | April 1 2001 | Mar. 31 2002 | Mar. 30 2003 |
|--|--|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Inspector Hospital and Consultant N27 | Inspector Hospital and Consultant 3 | 3502163 | 25 | | 26 | 27 |
| Inspector Mechanical Motor Vehicles N21 | Inspector Mechanical Motor Vehicles 4 | 3633204 | 20 | | 21 | |
| Inspector Mechanical Motor Vehicles N24 | Inspector Mechanical Motor Vehicles 5 | 3633205 | 23 | | | 24 |
| Inspector Public Health N21 | Inspector Public Health 2 | 3624262 | 20 | | 21 | |
| Inspector Public Health N24 | Inspector Public Health 3 | 3624263 | 23 | | | 24 |
| Inspector Public Health N30 | Inspector Public Health 4 | 3624264 | 28 | 29 | 30 | |
| Inspector Transport Inspecting Engineer N24 | Inspector Transport Inspecting Engineer 2 | 3633222 | 23 | | | 24 |
| Inspector Transport Inspecting Engineer N27 | Inspector Transport Inspecting Engineer R25 | 3633224 | 25 | | 26 | 27 |
| Inspector Transport Inspecting Engineer N30 | Inspector Transport Inspecting Engineer R28 | 3633225 | 28 | 29 | 30 | |
| Instructor (Corrections) N21 | Instructor (Corrections) R20 | 3721109 | 20 | | 21 | |
| Instructor (Corrections) Supervisor N24 | Instructor (Corrections) Supervisor | 3721108 | 23 | | | 24 |
| Laboratory/Health Science Officer N18 | Laboratory / Health Science Officer R16 | 3625408 | 16 | 17 | 18 | |
| Laboratory/Health Science Officer N21 | Laboratory / Health Science Officer 4 | 3625404 | 20 | | 21 | |
| Laboratory/Health Science Officer N24 | Laboratory / Health Science Officer 5 | 3625405 | 23 | | | 24 |
| Laboratory/Health Science Officer N27 | Laboratory / Health Science Officer 6 | 3625406 | 25 | | 26 | 27 |
| Laboratory/Health Science Officer N30 | Laboratory / Health Science Officer 7 | 3625407 | 28 | 29 | 30 | |
| Librarian N18 | Librarian R16 | 3506155 | 16 | 17 | 18 | |
| Librarian N21 | Librarian 2 | 3506152 | 20 | | 21 | |
| Librarian N24 | Librarian R23 | 3506157 | 23 | | | 24 |
| Librarian N27 | Librarian R25 | 3506158 | 25 | | 26 | 27 |
| Librarian N30 | Librarian 3 | 3506153 | 28 | 29 | 30 | |
| Marine Captain N24 | Marine Captain | 3731300 | 23 | | | 24 |
| Marine Captain N27 | Marine Captain R25 | 3731301 | 25 | | 26 | 27 |
| Marine Engineer N21 | Marine Engineer | 3734300 | 20 | | 21 | |
| Marine Engineer N24 | Marine Engineer R23 | 3734301 | 23 | | | 24 |
| Marine Mate N18 | Marine Mate | 3732300 | 16 | 17 | | 18 |
| Nutritionist N21 | Nutritionist 1 | 3502141 | 20 | | 21 | |
| Nutritionist N24 | Nutritionist 2 | 3502142 | 23 | | | 24 |
| Nutritionist N27 | Nutritionist R25 | 3502144 | 25 | | 26 | 27 |
| Nutritionist N30 | Nutritionist 3 | 3502143 | 28 | 29 | 30 | |
| Occupational Therapist N21 | Occupational Therapist 1 | 3502121 | 20 | | 21 | |
| Occupational Therapist N24 | Occupational Therapist 2 | 3502122 | 23 | | | 24 |
| Occupational Therapist N27 | Occupational Therapist 3 | 3502123 | 25 | | 26 | 27 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Start Range | April 1 2001 | Mar. 31 2002 | Mar. 30 2003 |
|--|--|-------------------|--------------------|---------------------|---------------------|---------------------|
| Photo Arts Technician N18 | Photo Arts Technician R16 | 3632148 | 16 | 17 | 18 | |
| Photo Arts Technician N24 | Photo Arts Technician R23 | 3632151 | 23 | | | 24 |
| Planning Officer N21 | Planning Officer R20 | 3622185 | 20 | | 21 | |
| Planning Officer N24 | Planning Officer 2 | 3622182 | 22 | | 23 | 24 |
| Planning Officer N24 | Planning Officer R23 | 3622186 | 23 | | | 24 |
| Planning Officer N27 | Planning Officer 3 | 3622183 | 25 | 26 | 27 | |
| Planning Officer N30 | Planning Officer 4 | 3622184 | 28 | 29 | 30 | |
| Policy Analyst – Economics N27 | Policy - Financial & Economic R25 | 3505140 | 25 | | 26 | 27 |
| Policy Analyst – Economics N30 | Policy - Financial & Economic R28 | 3505141 | 28 | 29 | 30 | |
| Policy Analyst – Economics N32 | Policy - Financial & Economic R30 | 3505142 | 30 | 31 | 32 | |
| Policy Analyst – Finance N27 | | 3555170 | 25 | | 26 | 27 |
| Policy Analyst – Finance N30 | | 3555171 | 28 | 29 | 30 | |
| Policy Analyst – Finance N32 | | 3555172 | 30 | 31 | 32 | |
| Policy Analyst – Science N27 | Policy - Science R25 | 3625160 | 25 | | 26 | 27 |
| Policy Analyst – Science N30 | Policy - Science R28 | 3625161 | 28 | 29 | 30 | |
| Policy Analyst – Science N32 | Policy - Science R30 | 3625162 | 30 | 31 | 32 | |
| Policy Analyst – Social Education & Health N27 | Policy - Social Education & Health R25 | 3505150 | 25 | | 26 | 27 |
| Policy Analyst – Social Education & Health N30 | Policy - Social Education & Health R28 | 3505151 | 28 | 29 | 30 | |
| Policy Analyst – Social Education and Health N32 | Policy - Social Education & Health R30 | 3505152 | 30 | 31 | 32 | |
| Psychologist N21 | Psychologist 1 | 3501141 | 20 | | 21 | |
| Psychologist N24 | Psychologist R23 | 3501146 | 23 | | | 24 |
| Psychologist N27 | Psychologist 2 | 3501142 | 25 | | 26 | 27 |
| Psychologist N27 | Psychologist 3 | 3501143 | 25 | | 26 | 27 |
| Psychologist N30 | Psychologist 4 | 3501144 | 28 | 29 | 30 | |
| Rehabilitation Consultant N21 | Rehabilitation Consultant | 3501231 | 20 | | 21 | |
| Research Officer N18 | Research Officer R16 | 3505127 | 16 | 17 | | 18 |
| Research Officer N21 | Research Officer 2 | 3505122 | 20 | 21 | | |
| Research Officer N24 | Research Officer 3 | 3505123 | 22 | | 23 | 24 |
| Research Officer N24 | Research Officer R23 | 3505129 | 23 | | | 24 |
| Research Officer N27 | Research Officer 5 | 3505125 | 25 | 26 | 27 | |
| Research Officer N30 | Research Officer R28 | 3505130 | 28 | 29 | 30 | |
| Safety Officer N21 | Safety Officer R20 | 3633314 | 20 | | 21 | |
| Safety Officer N24 | Safety Officer R23 | 3633315 | 23 | | | 24 |
| Science Officer N30 | Science Officer | 3621400 | 28 | 29 | 30 | |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Start Range | April 1 2001 | Mar. 31 2002 | Mar. 30 2003 |
|--|--|-----------------------|------------------------|-------------------------|-------------------------|-------------------------|
| Scientific/Technical Officer (Resource) N15 | Scientific / Technical Officer 2 (Resource) | 3635202 | 14 | | | 15 |
| Scientific/Technical Officer (Resource) N18 | Scientific / Technical Officer R16 (Resource) | 3635209 | 16 | 17 | 18 | |
| Scientific/Technical Officer (Resource) N21 | Scientific / Technical Officer 4 (Resource) | 3635204 | 20 | | 21 | |
| Scientific/Technical Officer (Resource) N24 | Scientific / Technical Officer 5 (Resource) | 3635205 | 23 | | | 24 |
| Scientific/Technical Officer (Resource) N27 | Scientific / Technical Officer 6 (Resource) | 3635206 | 25 | | 26 | 27 |
| Scientific/Technical Officer (Resource) N30 | Scientific / Technical Officer 7 (Resource) | 3635207 | 28 | 29 | 30 | |
| Scientific/Technical Officer N15 | Scientific / Technical Officer 2 | 3635002 | 14 | | | 15 |
| Scientific/Technical Officer N18 | Scientific / Technical Officer R16 | 3635009 | 16 | 17 | 18 | |
| Scientific/Technical Officer N21 | Scientific / Technical Officer 4 | 3635004 | 20 | | 21 | |
| Scientific/Technical Officer N24 | Scientific / Technical Officer 5 | 3635005 | 23 | | | 24 |
| Scientific/Technical Officer N27 | Scientific / Technical Officer 6 | 3635006 | 25 | | 26 | 27 |
| Scientific/Technical Officer N30 | Scientific / Technical Officer 7 | 3635007 | 28 | 29 | 30 | |
| Sign Fabricator N18 | Sign Fabricator R16 | 3701646 | 16 | 17 | 18 | |
| Social Program Officer (Child Protection) N24 | Social Program Officer R23 - Child Protection | 3501180 | 23 | | 24 | |
| Social Program Officer (Child Protection) N26 | Social Program Officer R25 - Child Protection | 3501181 | 25 | | | 26 |
| Social Program Officer N18 | Social Program Officer 2 | 3501172 | 16 | 17 | | 18 |
| Social Program Officer N21 | Social Program Officer R20 | 3501178 | 20 | | 21 | |
| Social Program Officer N24 | Social Program Officer 4 | 3501174 | 23 | | | 24 |
| Social Program Officer N26 | Social Program Officer 5 | 3501175 | 25 | | | 26 |
| Superintendent Mechanical N21 | Superintendent Mechanical 2 | 3702102 | 20 | | 21 | |
| Technical Enforcement Officer N15 | Technical Enforcement Officer R14 | 3633008 | 14 | 14 | 15 | 15 |
| Technical Enforcement Officer N18 | Technical Enforcement Officer R16 | 3633009 | 16 | 17 | 18 | |
| Technical Enforcement Officer N21 | Technical Enforcement Officer 6 | 3633006 | 20 | | 21 | |
| Technical Enforcement Officer N24 | Technical Enforcement Officer 7 | 3633007 | 23 | | | 24 |
| Technical Enforcement Officer N27 | Technical Enforcement Officer R25 | 3633010 | 25 | | 26 | 27 |
| Training Consultant N18 | Training Consultant | 3501243 | 16 | 17 | | 18 |
| Vocational Counsellor N21 | Vocational Counsellor R20 | 3501246 | 20 | | 21 | |

Appendix N – Year 1 (April 1, 2001)

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | April 1/01 |
|--|--|-------------------|-----------------------|-------------------|
| Activity Worker N18 | Activity Worker 4 | 3664254 | 16 | 17 |
| Administrative Officer N18 | Administrative Officer 2 | 3551502 | 16 | 17 |
| Administrative Officer N21 | Administrative Officer 4 | 3551504 | 20 | 21 |
| Administrative Officer N30 | Administrative Officer 7 | 3551507 | 28 | 29 |
| Archivist N18 | Archivist R16 | 3506106 | 16 | 17 |
| Biologist N18 | Biologist R16 | 3625008 | 16 | 17 |
| Biologist N30 | Biologist 5 | 3625005 | 28 | 29 |
| Child Care Counsellor N18 | Child Care Counsellor R16 | 3501106 | 16 | 17 |
| Clinician N30 | Clinician 3 | 3502103 | 28 | 29 |
| Communications Officer N18 | Communications Officer 2 | 3501532 | 16 | 17 |
| Communications Officer N30 | Communications Officer 7 | 3501537 | 28 | 29 |
| Community Program Officer (CVWS) N18 | Administrative Officer 2 | 3501302 | 16 | 17 |
| Community Program Officer (EO/VO) N15 | Social Program Officer 1 (EO / VO) | 3501212 | 14 | 15 |
| Community Program Officer (FMW) N18 | Social Program Officer 2 (FMW) | 3501222 | 16 | 17 |
| Community Program Officer (IA) N24 | Social Program Officer 5 (ISDS) | 3501205 | 23 | 24 |
| Correctional Services (CO) N15 | Correctional Services Level 6 (CO) | 3721122 | 14 | 15 |
| Court Clerk N18 | Court Clerk R16 | 3551115 | 16 | 17 |
| Deputy Sheriff N18 | Deputy Sheriff Service 7 | 3721507 | 16 | 17 |
| Dietitian N30 | Dietitian 2 | 3502132 | 28 | 29 |
| Economist N27 | Economist R25 | 3505106 | 25 | 26 |
| Economist N30 | Economist R28 | 3505107 | 28 | 29 |
| Economist N32 | Economist R32 | 3505109 | 30 | 31 |
| Education Officer N27 | Education Officer R25 | 3504335 | 25 | 26 |
| Education Officer N30 | Education Officer R28 | 3504337 | 28 | 29 |
| Ferry Operator N18 | Ferry Operator R16 | 3708316 | 16 | 17 |
| Financial Officer (Tax Audit) N27 | Financial Officer R25 - Tax Audit | 3551411 | 25 | 26 |
| Financial Officer (Tax Audit) N30 | Financial Officer R28 - Tax Audit | 3551412 | 28 | 29 |
| Financial Officer (Tax Audit) R24 | Financial Officer R23 - Tax Audit | 3551410 | 23 | 24 |
| Financial Officer N18 | Financial Officer 2 | 3551402 | 16 | 17 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | April 1/01 |
|--|--|-------------------|-----------------------|-------------------|
| Financial Officer N21 | Financial Officer 4 | 3551404 | 20 | 21 |
| Financial Officer N27 | Financial Officer 6 | 3551406 | 25 | 26 |
| Financial Officer N30 | Financial Officer 7 | 3551407 | 28 | 29 |
| Food Production Services N18 | Food Production Services Level 7 | 3663137 | 16 | 17 |
| Foreman N18 | Foreman 4 | 3707614 | 16 | 17 |
| Heritage Resources Officer N18 | Heritage Resources Officer R16 | 3635108 | 16 | 17 |
| Heritage Resources Officer N30 | Heritage Resources Officer 7 | 3635107 | 28 | 29 |
| Information Systems N18 | Information Systems Level 7 | 3508007 | 16 | 17 |
| Information Systems N30 | Information Systems Level 12 | 3508012 | 28 | 29 |
| Inspector Public Health N30 | Inspector Public Health 4 | 3624264 | 28 | 29 |
| Inspector Transport Inspecting Engineer N30 | Inspector Transport Inspecting Engineer R28 | 3633225 | 28 | 29 |
| Laboratory/Health Science Officer N18 | Laboratory / Health Science Officer R16 | 3625408 | 16 | 17 |
| Laboratory/Health Science Officer N30 | Laboratory / Health Science Officer 7 | 3625407 | 28 | 29 |
| Librarian N18 | Librarian R16 | 3506155 | 16 | 17 |
| Librarian N30 | Librarian 3 | 3506153 | 28 | 29 |
| Marine Mate N18 | Marine Mate | 3732300 | 16 | 17 |
| Nutritionist N30 | Nutritionist 3 | 3502143 | 28 | 29 |
| Photo Arts Technician N18 | Photo Arts Technician R16 | 3632148 | 16 | 17 |
| Planning Officer N27 | Planning Officer 3 | 3622183 | 25 | 26 |
| Planning Officer N30 | Planning Officer 4 | 3622184 | 28 | 29 |
| Policy – Economics N30 | Policy - Financial & Economic R28 | 3505141 | 28 | 29 |
| Policy – Economics N32 | Policy - Financial & Economic R30 | 3505142 | 30 | 31 |
| Policy – Finance N30 | | 3555171 | 28 | 29 |
| Policy – Finance N32 | | 3555172 | 30 | 31 |
| Policy – Science N30 | Policy - Science R28 | 3625161 | 28 | 29 |
| Policy – Science N32 | Policy - Science R30 | 3625162 | 30 | 31 |
| Policy – Social Education & Health N30 | Policy - Social Education & Health R28 | 3505151 | 28 | 29 |
| Policy – Social Education & Health N32 | Policy - Social Education & Health R30 | 3505152 | 30 | 31 |
| Psychologist N30 | Psychologist 4 | 3501144 | 28 | 29 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | April 1/01 |
|--|--|-------------------|-----------------------|-------------------|
| Research Officer N18 | Research Officer R16 | 3505127 | 16 | 17 |
| Research Officer N21 | Research Officer 2 | 3505122 | 20 | 21 |
| Research Officer N27 | Research Officer 5 | 3505125 | 25 | 26 |
| Research Officer N30 | Research Officer R28 | 3505130 | 28 | 29 |
| Science Officer N30 | Science Officer | 3621400 | 28 | 29 |
| Scientific/Technical Officer (Resource) N18 | Scientific / Technical Officer R16 (Resource) | 3635209 | 16 | 17 |
| Scientific/Technical Officer (Resource) N30 | Scientific / Technical Officer 7 (Resource) | 3635207 | 28 | 29 |
| Scientific/Technical Officer N18 | Scientific / Technical Officer R16 | 3635009 | 16 | 17 |
| Scientific/Technical Officer N30 | Scientific / Technical Officer 7 | 3635007 | 28 | 29 |
| Sign Fabricator N18 | Sign Fabricator R16 | 3701646 | 16 | 17 |
| Social Program Officer N18 | Social Program Officer 2 | 3501172 | 16 | 17 |
| Technical Enforcement Officer N18 | Technical Enforcement Officer R16 | 3633009 | 16 | 17 |
| Training Consultant N18 | Training Consultant | 3501243 | 16 | 17 |

Appendix N – Year 2 (March 31, 2002)

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 31/02 |
|--|--|-------------------|-----------------------|--------------------|
| Activity Worker N21 | Activity Worker 6 | 3664256 | 20 | 21 |
| Activity Worker N27 | Activity Worker R25 | 3664259 | 25 | 26 |
| Administrative Officer N18 | Administrative Officer 2 | 3551502 | 16 | 18 |
| Administrative Officer N27 | Administrative Officer 6 | 3551506 | 25 | 26 |
| Administrative Officer N30 | Administrative Officer 7 | 3551507 | 28 | 30 |
| Apprenticeship Counsellor N27 | Counsellor Apprenticeship / Industrial 4 | 3633104 | 25 | 26 |
| Archivist N18 | Archivist R16 | 3506106 | 16 | 18 |
| Archivist N21 | Archivist R20 | 3506107 | 20 | 21 |
| Archivist N27 | Archivist 4 | 3506104 | 25 | 26 |
| Biologist N18 | Biologist R16 | 3625008 | 16 | 18 |
| Biologist N21 | Biologist 2 | 3625002 | 20 | 21 |
| Biologist N27 | Biologist 4 | 3625004 | 25 | 26 |
| Biologist N30 | Biologist 5 | 3625005 | 28 | 30 |
| Child Care Counsellor N18 | Child Care Counsellor R16 | 3501106 | 16 | 18 |
| Child Care Counsellor N21 | Child Care Counsellor R20 | 3501107 | 20 | 21 |
| Clinician N21 | Clinician 1 | 3502101 | 20 | 21 |
| Clinician N27 | Clinician 2 | 3502102 | 25 | 26 |
| Clinician N30 | Clinician 3 | 3502103 | 28 | 30 |
| Communications Officer N21 | Communications Officer 4 | 3501534 | 20 | 21 |
| Communications Officer N27 | Communications Officer 6 | 3501536 | 25 | 26 |
| Communications Officer N30 | Communications Officer 7 | 3501537 | 28 | 30 |
| Community Program Officer (CVWS) N18 | Administrative Officer 2 | 3501302 | 16 | 18 |
| Community Program Officer (IA) N21 | Social Program Officer 4 (ISDS) | 3501204 | 20 | 21 |
| Conservation Officer N21 | Conservation Officer 5 | 3621125 | 20 | 21 |
| Conservation Officer N21 | Conservation Officer 6 | 3621126 | 20 | 21 |
| Conservation Officer N27 | Conservation Officer 7 | 3621127 | 25 | 26 |
| Correctional Services (SCO 1) N21 | Correctional Services Level 9 (SCO1) | 3721125 | 20 | 21 |
| Correctional Services (SCO 3) N27 | Correctional Services Level 11 (SCO3) | 3721127 | 25 | 26 |
| Court Clerk N18 | Court Clerk R16 | 3551115 | 16 | 18 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 31/02 |
|--|--|-------------------|-----------------------|--------------------|
| Deputy Sheriff N14 | Deputy Sheriff Service 5 | 3721505 | 13 | 14 |
| Deputy Sheriff N21 | Deputy Sheriff Service 9 | 3721509 | 20 | 21 |
| Deputy Sheriff N27 | Deputy Sheriff Service 11 | 3721511 | 25 | 26 |
| Dietitian N21 | Dietitian 1 | 3502131 | 20 | 21 |
| Dietitian N27 | Dietitian R25 | 3502134 | 25 | 26 |
| Dietitian N30 | Dietitian 2 | 3502132 | 28 | 30 |
| Economist N21 | Economist R20 | 3505104 | 20 | 21 |
| Economist N27 | Economist R25 | 3505106 | 25 | 27 |
| Economist N30 | Economist R28 | 3505107 | 28 | 30 |
| Economist N32 | Economist R32 | 3505109 | 30 | 32 |
| Education Officer N21 | Education Officer R20 | 3504336 | 20 | 21 |
| Education Officer N24 | Education Officer 2 | 3504332 | 22 | 23 |
| Education Officer N27 | Education Officer R25 | 3504335 | 25 | 27 |
| Education Officer N30 | Education Officer R28 | 3504337 | 28 | 30 |
| Ferry Operator N18 | Ferry Operator R16 | 3708316 | 16 | 18 |
| Financial Officer (Tax Audit) N27 | Financial Officer R25 - Tax Audit | 3551411 | 25 | 27 |
| Financial Officer (Tax Audit) N30 | Financial Officer R28 - Tax Audit | 3551412 | 28 | 30 |
| Financial Officer N18 | Financial Officer 2 | 3551402 | 16 | 18 |
| Financial Officer N24 | Financial Officer 5 | 3551405 | 23 | 24 |
| Financial Officer N27 | Financial Officer 6 | 3551406 | 25 | 27 |
| Financial Officer N30 | Financial Officer 7 | 3551407 | 28 | 30 |
| Heritage Resources Officer N18 | Heritage Resources Officer R16 | 3635108 | 16 | 18 |
| Heritage Resources Officer N21 | Heritage Resources Officer 4 | 3635104 | 20 | 21 |
| Heritage Resources Officer N27 | Heritage Resources Officer 6 | 3635106 | 25 | 26 |
| Heritage Resources Officer N30 | Heritage Resources Officer 7 | 3635107 | 28 | 30 |
| Information Systems N18 | Information Systems Level 7 | 3508007 | 16 | 18 |
| Information Systems N21 | Information Systems Level 9 | 3508009 | 20 | 21 |
| Information Systems N27 | Information Systems Level 11 | 3508011 | 25 | 26 |
| Information Systems N30 | Information Systems Level 12 | 3508012 | 28 | 30 |
| Inspector Fire Commissioner's Office N21 | Inspector Fire Commissioner's Office R20 | 3633174 | 20 | 21 |
| Inspector Hospital and Consultant | Inspector Hospital and | 3502163 | 25 | 26 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 31/02 |
|--|--|-------------------|-----------------------|--------------------|
| N27 | Consultant 3 | | | |
| Inspector Mechanical Motor Vehicles N21 | Inspector Mechanical Motor Vehicles 4 | 3633204 | 20 | 21 |
| Inspector Public Health N21 | Inspector Public Health 2 | 3624262 | 20 | 21 |
| Inspector Public Health N30 | Inspector Public Health 4 | 3624264 | 28 | 30 |
| Inspector Transport Inspecting Engineer N27 | Inspector Transport Inspecting Engineer R25 | 3633224 | 25 | 26 |
| Inspector Transport Inspecting Engineer N30 | Inspector Transport Inspecting Engineer R28 | 3633225 | 28 | 30 |
| Instructor (Corrections) N21 | Instructor (Corrections) R20 | 3721109 | 20 | 21 |
| Laboratory/Health Science Officer N18 | Laboratory / Health Science Officer R16 | 3625408 | 16 | 18 |
| Laboratory/Health Science Officer N21 | Laboratory / Health Science Officer 4 | 3625404 | 20 | 21 |
| Laboratory/Health Science Officer N27 | Laboratory / Health Science Officer 6 | 3625406 | 25 | 26 |
| Laboratory/Health Science Officer N30 | Laboratory / Health Science Officer 7 | 3625407 | 28 | 30 |
| Librarian N18 | Librarian R16 | 3506155 | 16 | 18 |
| Librarian N21 | Librarian 2 | 3506152 | 20 | 21 |
| Librarian N27 | Librarian R25 | 3506158 | 25 | 26 |
| Librarian N30 | Librarian 3 | 3506153 | 28 | 30 |
| Marine Captain N27 | Marine Captain R25 | 3731301 | 25 | 26 |
| Marine Engineer N21 | Marine Engineer | 3734300 | 20 | 21 |
| Nutritionist N21 | Nutritionist 1 | 3502141 | 20 | 21 |
| Nutritionist N27 | Nutritionist R25 | 3502144 | 25 | 26 |
| Nutritionist N30 | Nutritionist 3 | 3502143 | 28 | 30 |
| Occupational Therapist N21 | Occupational Therapist 1 | 3502121 | 20 | 21 |
| Occupational Therapist N27 | Occupational Therapist 3 | 3502123 | 25 | 26 |
| Photo Arts Technician N18 | Photo Arts Technician R16 | 3632148 | 16 | 18 |
| Planning Officer N21 | Planning Officer R20 | 3622185 | 20 | 21 |
| Planning Officer N24 | Planning Officer 2 | 3622182 | 22 | 23 |
| Planning Officer N27 | Planning Officer 3 | 3622183 | 25 | 27 |
| Planning Officer N30 | Planning Officer 4 | 3622184 | 28 | 30 |
| Policy Analyst – Economics N27 | Policy - Financial & Economic R25 | 3505140 | 25 | 26 |
| Policy Analyst – Economics N30 | Policy - Financial & Economic R28 | 3505141 | 28 | 30 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 31/02 |
|--|--|-------------------|-----------------------|--------------------|
| Policy Analyst – Economics N32 | Policy - Financial & Economic R30 | 3505142 | 30 | 32 |
| Policy Analyst – Finance N27 | | 3555170 | 25 | 26 |
| Policy Analyst – Finance N30 | | 3555171 | 28 | 30 |
| Policy Analyst – Finance N32 | | 3555172 | 30 | 32 |
| Policy Analyst – Science N27 | Policy - Science R25 | 3625160 | 25 | 26 |
| Policy Analyst – Science N30 | Policy - Science R28 | 3625161 | 25 | 30 |
| Policy Analyst – Science N32 | Policy - Science R30 | 3625162 | 30 | 32 |
| Policy Analyst – Social Education & Health N27 | Policy - Social Education & Health R25 | 3505150 | 25 | 26 |
| Policy Analyst – Social Education & Health N30 | Policy - Social Education & Health R28 | 3505151 | 28 | 30 |
| Policy Analyst – Social Education & Health N32 | Policy - Social Education & Health R30 | 3505152 | 30 | 32 |
| Psychologist N21 | Psychologist 1 | 3501141 | 20 | 21 |
| Psychologist N27 | Psychologist 2 | 3501142 | 25 | 26 |
| Psychologist N27 | Psychologist 3 | 3501143 | 25 | 26 |
| Psychologist N30 | Psychologist 4 | 3501144 | 28 | 30 |
| Rehabilitation Consultant N21 | Rehabilitation Consultant | 3501231 | 20 | 21 |
| Research Officer N24 | Research Officer 3 | 3505123 | 22 | 23 |
| Research Officer N27 | Research Officer 5 | 3505125 | 25 | 27 |
| Research Officer N30 | Research Officer R28 | 3505130 | 28 | 30 |
| Safety Officer N21 | Safety Officer R20 | 3633314 | 20 | 21 |
| Science Officer N30 | Science Officer | 3621400 | 28 | 30 |
| Scientific/Technical Officer (Resource) N18 | Scientific / Technical Officer R16 (Resource) | 3635209 | 16 | 18 |
| Scientific/Technical Officer (Resource) N21 | Scientific / Technical Officer 4 (Resource) | 3635204 | 20 | 21 |
| Scientific/Technical Officer (Resource) N27 | Scientific / Technical Officer 6 (Resource) | 3635206 | 25 | 26 |
| Scientific/Technical Officer (Resource) N30 | Scientific / Technical Officer 7 (Resource) | 3635207 | 28 | 30 |
| Scientific/Technical Officer N18 | Scientific / Technical Officer R16 | 3635009 | 16 | 18 |
| Scientific/Technical Officer N21 | Scientific / Technical Officer 4 | 3635004 | 20 | 21 |
| Scientific/Technical Officer N27 | Scientific / Technical Officer 6 | 3635006 | 25 | 26 |
| Scientific/Technical Officer N30 | Scientific / Technical Officer 7 | 3635007 | 28 | 30 |
| Sign Fabricator N18 | Sign Fabricator R16 | 3701646 | 16 | 18 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 31/02 |
|--|--|-------------------|-----------------------|--------------------|
| Social Program Officer (Child Protection) N24 | Social Program Officer R23 - Child Protection | 3501180 | 23 | 24 |
| Social Program Officer N21 | Social Program Officer R20 | 3501178 | 20 | 21 |
| Superintendent Mechanical N21 | Superintendent Mechanical 2 | 3702102 | 20 | 21 |
| Technical Enforcement Officer N15 | Technical Enforcement Officer R14 | 3633008 | 14 | 15 |
| Technical Enforcement Officer N18 | Technical Enforcement Officer R16 | 3633009 | 16 | 18 |
| Technical Enforcement Officer N21 | Technical Enforcement Officer 6 | 3633006 | 20 | 21 |
| Technical Enforcement Officer N27 | Technical Enforcement Officer R25 | 3633010 | 25 | 26 |
| Vocational Counsellor N21 | Vocational Counsellor R20 | 3501246 | 20 | 21 |

Appendix N – Year 3 (March 30, 2003)

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 30/03 |
|--|--|-----------------------|-----------------------|------------------------|
| Activity Worker N18 | Activity Worker 4 | 3664254 | 16 | 18 |
| Activity Worker N24 | Activity Worker R23 | 3664258 | 23 | 24 |
| Activity Worker N27 | Activity Worker R25 | 3664259 | 25 | 27 |
| Administrative Officer (AMI) N15 | Administrative Officer 1 | 3551509 | 14 | 15 |
| Administrative Officer N24 | Administrative Officer 5 | 3551505 | 23 | 24 |
| Administrative Officer N27 | Administrative Officer 6 | 3551506 | 25 | 27 |
| Apprenticeship Counsellor N24 | Counsellor Apprenticeship / Industrial 2 | 3633102 | 23 | 24 |
| Apprenticeship Counsellor N24 | Counsellor Apprenticeship / Industrial 3 | 3633103 | 23 | 24 |
| Apprenticeship Counsellor N27 | Counsellor Apprenticeship / Industrial 4 | 3633104 | 25 | 27 |
| Archivist N24 | Archivist 3 | 3506103 | 23 | 24 |
| Archivist N27 | Archivist 4 | 3506104 | 25 | 27 |
| Biologist N24 | Biologist 3 | 3625003 | 23 | 24 |
| Biologist N27 | Biologist 4 | 3625004 | 25 | 27 |
| Child Care Counsellor N24 | Child Care Counsellor R23 | 3501108 | 23 | 24 |
| Clerk N14 | Clerk 5 | 3551105 | 13 | 14 |
| Clerk Stenographer N14 | Clerk Stenographer 5 | 3553105 | 13 | 14 |
| Clinician N24 | Clinician R23 | 3502104 | 23 | 24 |
| Clinician N27 | Clinician 2 | 3502102 | 25 | 27 |
| Communications Officer N18 | Communications Officer 2 | 3501532 | 16 | 18 |
| Communications Officer N24 | Communications Officer 5 | 3501535 | 23 | 24 |
| Communications Officer N27 | Communications Officer 6 | 3501536 | 25 | 27 |
| Community Program Officer (CVWS) N24 | Administrative Officer 5 | 3501303 | 23 | 24 |
| Community Program Officer (FAW) N15 | Social Program Officer 1 (FAW) | 3501201 | 14 | 15 |
| Community Program Officer (FMW) N18 | Social Program Officer 2 (FMW) | 3501222 | 16 | 18 |
| Conservation Officer N24 | Conservation Officer R23 | 3621128 | 23 | 24 |
| Conservation Officer N27 | Conservation Officer 7 | 3621127 | 25 | 27 |
| Correctional Services (SCO 2) N24 | Correctional Services Level 10 (SCO2) | 3721126 | 23 | 24 |
| Correctional Services (SCO 3) N27 | Correctional Services Level 11 (SCO3) | 3721127 | 25 | 27 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 30/03 |
|--|--|-----------------------|-----------------------|------------------------|
| Deputy Sheriff N18 | Deputy Sheriff Service 7 | 3721507 | 16 | 18 |
| Deputy Sheriff N24 | Deputy Sheriff Service 10 | 3721510 | 23 | 24 |
| Deputy Sheriff N27 | Deputy Sheriff Service 11 | 3721511 | 25 | 27 |
| Dietitian N24 | Dietitian R23 | 3502133 | 23 | 24 |
| Dietitian N27 | Dietitian R25 | 3502134 | 25 | 27 |
| Economist N24 | Economist R23 | 3505105 | 23 | 24 |
| Education Officer N24 | Education Officer 2 | 3504332 | 22 | 24 |
| Education Officer N24 | Education Officer R23 | 3504334 | 23 | 24 |
| Food Production Services N18 | Food Production Services Level 7 | 3663137 | 16 | 18 |
| Foreman N18 | Foreman 4 | 3707614 | 16 | 18 |
| Heritage Resources Officer N15 | Heritage Resources Officer 2 | 3635102 | 14 | 15 |
| Heritage Resources Officer N24 | Heritage Resources Officer 5 | 3635105 | 23 | 24 |
| Heritage Resources Officer N27 | Heritage Resources Officer 6 | 3635106 | 25 | 27 |
| Information Systems N24 | Information Systems Level 10 | 3508010 | 23 | 24 |
| Information Systems N27 | Information Systems Level 11 | 3508011 | 25 | 27 |
| Inspector Boiler N24 | Inspector Boiler 2 | 3633142 | 23 | 24 |
| Inspector Electrical N24 | Inspector Electrical 2 | 3633122 | 23 | 24 |
| Inspector Elevator N24 | Inspector Elevator 2 | 3633152 | 23 | 24 |
| Inspector Fire Commissioner's Office N24 | Inspector Fire Commissioner's Office 3 | 3633173 | 23 | 24 |
| Inspector Gas N24 | Inspector Gas 2 | 3633132 | 23 | 24 |
| Inspector Hospital and Consultant N24 | Inspector Hospital and Consultant 2 | 3502162 | 23 | 24 |
| Inspector Hospital and Consultant N27 | Inspector Hospital and Consultant 3 | 3502163 | 25 | 27 |
| Inspector Mechanical Motor Vehicles N24 | Inspector Mechanical Motor Vehicles 5 | 3633205 | 23 | 24 |
| Inspector Public Health N24 | Inspector Public Health 3 | 3624263 | 23 | 24 |
| Inspector Transport Inspecting Engineer N24 | Inspector Transport Inspecting Engineer 2 | 3633222 | 23 | 24 |
| Inspector Transport Inspecting Engineer N27 | Inspector Transport Inspecting Engineer R25 | 3633224 | 25 | 27 |
| Instructor (Corrections) Supervisor N24 | Instructor (Corrections) Supervisor | 3721108 | 23 | 24 |
| Laboratory/Health Science Officer N24 | Laboratory / Health Science Officer 5 | 3625405 | 23 | 24 |
| Laboratory/Health Science Officer N27 | Laboratory / Health Science Officer 6 | 3625406 | 25 | 27 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 30/03 |
|--|--|-----------------------|-----------------------|------------------------|
| Librarian N24 | Librarian R23 | 3506157 | 23 | 24 |
| Librarian N27 | Librarian R25 | 3506158 | 25 | 27 |
| Marine Captain N24 | Marine Captain | 3731300 | 23 | 24 |
| Marine Captain N27 | Marine Captain R25 | 3731301 | 25 | 27 |
| Marine Engineer N24 | Marine Engineer R23 | 3734301 | 23 | 24 |
| Marine Mate N18 | Marine Mate | 3732300 | 16 | 18 |
| Nutritionist N24 | Nutritionist 2 | 3502142 | 23 | 24 |
| Nutritionist N27 | Nutritionist R25 | 3502144 | 25 | 27 |
| Occupational Therapist N24 | Occupational Therapist 2 | 3502122 | 23 | 24 |
| Occupational Therapist N27 | Occupational Therapist 3 | 3502123 | 25 | 27 |
| Photo Arts Technician N24 | Photo Arts Technician R23 | 3632151 | 23 | 24 |
| Planning Officer N24 | Planning Officer 2 | 3622182 | 22 | 24 |
| Planning Officer N24 | Planning Officer R23 | 3622186 | 23 | 24 |
| Policy Analyst – Economics N27 | Policy - Financial & Economic R25 | 3505140 | 25 | 27 |
| Policy Analyst – Finance N27 | | 3555170 | 25 | 27 |
| Policy Analyst – Science N27 | Policy - Science R25 | 3625160 | 25 | 27 |
| Policy Analyst – Social Education & Health N27 | Policy - Social Education & Health R25 | 3505150 | 25 | 27 |
| Psychologist N24 | Psychologist R23 | 3501146 | 23 | 24 |
| Psychologist N27 | Psychologist 2 | 3501142 | 25 | 27 |
| Psychologist N27 | Psychologist 3 | 3501143 | 25 | 27 |
| Research Officer N18 | Research Officer R16 | 3505127 | 16 | 18 |
| Research Officer N24 | Research Officer 3 | 3505123 | 22 | 24 |
| Research Officer N24 | Research Officer R23 | 3505129 | 23 | 24 |
| Safety Officer N24 | Safety Officer R23 | 3633315 | 23 | 24 |
| Scientific/Technical Officer (Resource) N15 | Scientific / Technical Officer 2 (Resource) | 3635202 | 14 | 15 |
| Scientific/Technical Officer (Resource) N24 | Scientific / Technical Officer 5 (Resource) | 3635205 | 23 | 24 |
| Scientific/Technical Officer (Resource) N27 | Scientific / Technical Officer 6 (Resource) | 3635206 | 25 | 27 |
| Scientific/Technical Officer N15 | Scientific / Technical Officer 2 | 3635002 | 14 | 15 |
| Scientific/Technical Officer N24 | Scientific / Technical Officer 5 | 3635005 | 23 | 24 |
| Scientific/Technical Officer N27 | Scientific / Technical Officer 6 | 3635006 | 25 | 27 |
| Social Program Officer (Child | Social Program Officer 5 - Child | 3501181 | 25 | 26 |

ADMINISTRATIVE GUIDELINES
Attachment 4

| 13th Master Classification Title | 12th Master Classification Title | Class Code | Base Range | March 30/03 |
|--|--|-----------------------|-----------------------|------------------------|
| Protection) N26 | Protection | | | |
| Social Program Officer N18 | Social Program Officer 2 | 3501172 | 16 | 18 |
| Social Program Officer N24 | Social Program Officer 4 | 3501174 | 23 | 24 |
| Social Program Officer N26 | Social Program Officer 5 | 3501175 | 25 | 26 |
| Technical Enforcement Officer N24 | Technical Enforcement Officer 7 | 3633007 | 23 | 24 |
| Technical Enforcement Officer N27 | Technical Enforcement Officer R25 | 3633010 | 25 | 27 |
| Training Consultant N18 | Training Consultant | 3501243 | 16 | 18 |

MEMORANDUM OF UNDERSTANDING – 5 STEP RANGE

In order to facilitate an orderly implementation of the 5 step grid for those classifications above grid 12 of the Master Agreement Salary Schedules, Appendix 3, the following shall apply.

Implementation of New 5 Step Range

1. As of April 1, 2001, new employees will be placed in Master Agreement Appendix 3A and will utilize all steps of the range within their grid level.
2. Employees, on staff March 31, 2001, will be placed in Master Agreement Appendix 3B and will utilize all steps of the range within their grid level.
3. Commencing April 1, 2001, employees in classifications above grid 12 and who are at or attaining step 3 of the range as specified in Master Agreement Appendix 3B shall be placed at the identical salary of Master Agreement Appendix 3A at Step 5 on April 1, 2001, or on the date they attained step 3, whichever is later.
4. Effective April 1, 2001, all substitutions, promotions or reclassifications will utilize Master Agreement Appendix 3A.

Movement to the Target Grid Level for Classifications Above Grid 12

- a. Employees, in Master Agreement Appendix 3A, who are at Step 5 of their range and received an increment within the past year and whose position's classification code is identified in PSJEP Appendix N shall be entitled to move up one grid level on their next increment date, provided the effective date, as specified in PSJEP Appendix N, has been attained.
- b. Employees eligible to receive a grid level increase pursuant to a. above and whose last increment was in excess of one year prior to the effective date of the grid progression in PSJEP Appendix N, shall be entitled to move up one grid level on the applicable effective date specified in PSJEP Appendix N and their anniversary date for future increments shall be the effective date in PSJEP Appendix N.
- c. Eligible employees shall continue to receive a one grid level increase on their increment date until the target grid level has been attained. In the event that the staging of M.O.U. PSJEP of the 12th Master Agreement does not conclude for a particular employee until 2001, 2002, or later, then notwithstanding (a) above and PSJEP Appendix N, movement towards the target grid will not commence until one year after the completion of the staging from the 12th Master.

- d. The implementation of PSJEP Appendix N is not a general wage increase for the purposes of the collective agreement including the MOU PSJEP.
- e. No appointments, to or from within the public service, promotions, reclassifications or substitutions for classifications in PSJEP Appendix N may progress to a higher grid level earlier or faster than the progression specified in PSJEP Appendix N, nor will an employee's salary be moved more than one grid range per year.
- f. Those employees who have not yet reached the top of their range will continue to receive their increments along the range but will not receive a further grid adjustment until the maximum of the range has been reached.
- g. An employee in a classification specified in PSJEP Appendix N will not have the right to appeal the classification of his/her position for a period of one year after the effective date of a grid increase applicable to his/her classification as identified in PSJEP Appendix N.
- h. Trades Classifications – Appendix 3C, shall maintain the single rate.
- i. No employee shall be eligible for movement on the grid, other than annual increments along the grid, unless their classification code is identified in PSJEP Appendix N.
- j. All appeals are to be withdrawn for positions which benefit from grid re-structuring.

Memorandum of Understanding

Between

The Government of the Province of British Columbia

As Represented by the Public Service Employee Relations Commission

And

The B.C. Government and Service Employees' Union

Respecting

Amendments to the MOU PSJEP

Of the 12TH Master Agreement

The MOU PSJEP shall be renewed and amended as follows:

1. The attached growth plans for Counsellor Apprenticeship/Industrial Training 2, Social Program Officer 1 (FAW) and Correctional Services Level 6 (CO) are to be included in MOU PSJEP Appendix L
2. Include the following in Clause C.1:

Incumbents of these positions will continue to receive the negotiated wage increases as provided in this clause in the event they transfer from one position to another in the same classification.
3. PSJEP Appendix B – Point Bands as attached.
4. Amend PSJEP Appendix A, New Benchmarks/Reference Jobs, to include:

| BM | Family | Old Class | Ministry | Job Title | Grid | Points |
|-----|--------|-----------|----------|----------------------|------|--------|
| 035 | RS | STCK | LDB | Merchandise Clerk | 9 | 285 |
| 410 | ST | STO R16 | Various | GIS Technician | 16 | 665 |
| 411 | ST | STO 3 | Various | Spatial Data Analyst | 18 | 737.5 |

Note: BM #410 and 411 will move to grid 18 and 21 respectively in accordance with PSJEP Appendix N

Delete BM #374, Regional Paving Aide

5. Amend Factor 5 – Responsibility for Work Assignments as attached.
6. Amend Factor 3 – Interpersonal Communication Skills as attached.

Signed on behalf of the Union
George Heyman, President

Signed on behalf of the Employer
Ron McEachern, Deputy Commissioner

Date: _____

Date: _____

Modified Point Bands

Amend Appendix B of the Memorandum of Understanding respecting The Public Service Job Evaluation Plan, dated October 28, 1998, as follows:

| <u>Level</u> | Current Point Break | Revised Point Break | Points in Band |
|--------------|--------------------------------|--------------------------------|---------------------------|
| 32 | NA | 1045 | 120 |
| 30 | 975 | 925 | 60 |
| 27 | 870 | 865 | 60 |
| 24 | 810 | 805 | 90 |
| 21 | 750 | 715 | 90 |
| 18 | 690 | 625 | 80 |
| 14 | 545 | N/C | 85 |
| 13 | 460 | N/C | 90 |
| 11 | 370 | N/C | 90 |
| 9 | 280 | N/C | 90 |
| 7 | 90 | N/C | 90 |
| 6 | 100 | N/C | |

GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6 (CO)

| |
|---|
| Effective April 1, 2001 |
| Full Working Level CSL 6 (CO) Current Grid 15, Step 1 |
| Level 3 Current Grid 13, Step 1 913 hours |
| Level 2 Current Grid 12, Step 1 913 hours |
| Level 1 Current Grid 11, Step 1 913 hours |

Training Placement:

| |
|--|
| Effective April 1, 2001 |
| Grid 9, Step 1 6 months Until training is completed (up to approximately 6 months). After completion of training, employees move to the appropriate level of the model. |

- The growth model applies only to employees appointed on or after April 1, 2001 to positions established at the Correctional Services Level 6 (Corrections Officer). Ministries that are able to attract fully qualified and experienced applicants to the CSL 6 level may hire directly to the CSL 6 level. Appointment to and movement through the growth model will be as per the growth plan set out below. The Employer will determine when the growth model is required.
- It is the responsibility of the Employer to determine the staffing qualifications when hiring for CSL 6 positions inclusive of the staffing qualifications for each level of the growth model to which individual applicants will be placed.
- Training activities such as the Justice Institute training program for new Security Officers at the Ministries of Attorney General or Children and Families will be compensated at a placement rate during the training, which is a prerequisite for placement at the appropriate level in the growth model. Placement in the growth model is not a "reclassification" for the purpose of salary treatment on placement in the model upon completion of the training phase.

- Training activities such as the Justice Institute training program for new Security Officers at the Ministries of Attorney General or Children and Families will be compensated at a placement rate during the training, which is a prerequisite for placement at the appropriate level in the growth model. Placement in the growth model is not a “reclassification” for the purpose of salary treatment on placement in the model upon completion of the training phase.
- Increments are not applicable until an employee attains the CSL 6 level. The increment date shall be set at the date of attaining the CSL 6 level and the first increment will occur one year later, consistent with the Employer’s policy on increments.

Conversion

- Employees hired before April 1, 2001 and not yet at the full working level (CSL 6) will be placed onto the growth model as per the conversion chart below.
- Employees at the Correctional Services Level 4 (SO), Step 3 will not be converted to the new growth model. Movement to the CSL 6 for these employees will be determined by the ministry and will be based on the employees meeting ministry standards of performance. Salary on placement at the full working level (CSL 6) will be to the salary step closest to, but not lower than their current salary.
- Each level on the new growth model is to be “the equivalent of 6 months full time employment.” Once placed on the model, employees who meet ministry standards of performance will be eligible to move to the next level of the model at the end of the shift during which 913 hours paid at the straight time rate are accumulated.
- Time worked on the old model will be credited on the new model. For example, a Correctional Services Level 4 (SO) with 457 hours of service will convert to Level 1 of the new model and will only need to complete an additional 456 hours of service before being eligible for the next level.
- If 913 hours are reached in the middle of the day, the new level will be applied at the end of the shift and accumulation of hours toward the next level will start at the beginning of the following work shift.

Conversion Chart

| Current Model | | New Model |
|-----------------------------------|---|----------------------------|
| CSL 4, Step 1 0 – 913 hours | ⇒ | Level 1, Step 1 |
| CSL 4, Step 1 914 – 1827 hours | ⇒ | Level 2, Step 1 |
| CSL 4, Step 2 0 – 913 hours | ⇒ | Level 3, Step 1 |
| SO, Step 2 914 hours | ⇒ | Full Working Level, Step 1 |

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Withheld pursuant to/removed as

s.14;s.13

Walker, Adrienne PSA:EX

From: Cohen, Sharon PSA:EX
Sent: Thursday, January 10, 2013 1:24 PM
To: Henderson, Lorraine PSA:EX
Subject: RE: Correctional Services (Growth to R16)

Hi Lorraine,
My manager, Alyson just sent me your email inquiry.

I just tried calling you and then realized you may be still or just went for lunch.
We updated the new salaries for all BCGEU on the salary look-up tool now. I am not sure if you use it much but it is quite user friendly and I try to promote it wherever I can ;)
http://www2.gov.bc.ca/myhr/topic_hub.page?ContentID=da5c66e6-0442-29bc-0e5c-862cead10d24 (look under Agency favorites)

Anyway, the most current salary for the Correctional Services Growth to R16 is:

Search Again

Correctional Services 21 1-Grid Temporary Market Adjustment

Applicable Job Codes

| | |
|----------------------|--------|
| | BCGEU |
| Job Code | 721125 |
| Salary Plan | GEU |
| Bargaining Unit Code | 3 |

Range COR, 1 Grid TMA - Rates effective 15 Aug 2012

| Step | Annual | Monthly | Bi-weekly | TMA | Hourly | Notes |
|------|-----------|----------|-----------|-------|---------|------------------|
| L1 | 39,364.32 | 3,280.36 | 1,508.83 | 42.66 | 21.5547 | Range 11, Step 1 |
| L2 | 40,477.29 | 3,373.11 | 1,551.49 | 44.08 | 22.1641 | Range 12, Step 1 |
| L3 | 41,627.30 | 3,468.94 | 1,595.57 | 45.54 | 22.7939 | Range 13, Step 1 |

Therefore, the hourly salary rate, effective August 15, 2012, should read for a Correctional Officer Growth to R16 is \$21.55-\$22.79 plus a temporary market adjustment.

The annual, monthly, bi-weekly and hourly rates you see on the chart above, do not include the TMA. However, if someone wanted to ask you how much their bi-weekly rate would be including the TMA that's when you would add the TMA amount to the bi-weekly amount.

For example if the officer is at L1; bi weekly rate including TMA would then be: \$1508.83 + \$42.66 = \$1551.49

I hope this helps you Lorraine.

~Sharon

Sharon Cohen, Compensation Analyst
Total Compensation and Benefits | BC Public Service Agency
First Floor, 810 Blanshard St. | Victoria, BC | V8W 2H3 | Office 250.356.1266
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Henderson, Lorraine PSA:EX
Sent: Thursday, January 10, 2013 12:48 PM
To: Blackstock, Alyson PSA:EX
Subject: Correctional Services (Growth to R16)

Hi Alyson

I understand this may not be your direct area, however am hoping you will be able to defer me to one who can assist me in determining the correct current salary for the Correctional Services (Growth to R16) series. I am needing to repost an opportunity and require the updated salary. All previous postings refer to the salary as \$19.99 - \$30.18 hourly, plus a Temporary Market Adjustment. I've identified where the \$19.99 hourly salary came from – Correctional Services, Training – and can adjust that to the current amount of \$20.39.

Where I'm having difficulty amending the salary is the top salary of \$30.18 per hour. As I can't see where that amount came from, I'm not sure where to get the new rate. In reviewing the Salary Schedule, I do see that step 5 of the current Grid R16 is \$28.18 per hour. As all previous postings have indicated that the TMA is in addition to the hourly salary, that shouldn't have been factored in.

I'm covering for another recruiter on vacation, so don't generally deal with Correction Services. I trust either you or one of your colleagues can point me in the right direction.

Many Thanks!

Lorraine Henderson, Recruitment Coordinator
Talent Management | Hiring Centre | BC Public Service Agency
100 - 940 Blanshard Street | Victoria, BC | V8W 9V1
(250) 356-2636 | Cell (250) 217-4601
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772

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Where ideas work

Walker, Adrienne PSA:EX

From: Cohen, Sharon PSA:EX
Sent: Monday, January 14, 2013 3:04 PM
To: Henderson, Lorraine PSA:EX
Subject: RE: Correctional Services (Growth to R16)

Hi Lorraine,
Happy Monday!
I just gave you a call about 10 mins ago but I couldn't reach you.

Sorry I missed your call on Friday, as^{s.22} I didn't notice I had a telephone message on my phone until just before lunchtime today.

So you mentioned that there was still some confusion with the previous posted salary range for this class (Growth to R16)?

Honestly I have never been asked to advise on what salary range to put on a job posting before so I had to speak to one of our more seasoned Compensation analysts about this.

The previous job postings that you refer to that have been posted at \$19.99 - \$30.18 we have been able to break it down as:

- A. \$19.99 – is the Correctional Services Officer Training Level (Range 9, Step 1)
- B. \$30.18 – appears to include the TMA for a Correctional Officer Range 16, Step 5 or ,in other words, this would be a range 19, step #5 due to the 3-grid TMA

So I believe that the previous job postings *should* have been posted as such: \$19.99 - \$27.63, plus a Temporary Market Adjustment (*Again these are March 29, 2009 rates*)

Therefore, if you are posting a position today for a Correctional Services Growth to R16 it probably should state that the rate of hourly pay is (\$20.39 – \$28.18), plus a Temporary Market Adjustment. These hourly rates are effective August 15, 2012.

If we break this down the \$20.39 is the Correctional Services training rate (Range 9, step #1) and the \$28.18 is Correctional Officer 16 (Range 16, Step #5 – base pay)

We should only be posting the base rate of pay for this position as a TMA can always be taken away.

I hope this helps you clarify some more questions.

~Sharon

Sharon Cohen, Compensation Analyst
Total Compensation and Benefits | BC Public Service Agency
First Floor, 810 Blanshard St. | Victoria, BC | V8W 2H3 | Office 250.356.1266
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

[Search Again](#)

Correctional Services - Training

Applicable Job Codes

| | |
|----------------------|--------|
| | BCGEU |
| Job Code | 721119 |
| Salary Plan | GEU |
| Bargaining Unit Code | 3 |

Range 9, Step 1 - Rates effective 15 Aug 2012

| Step | Annual | Monthly | Bi-weekly | Hourly |
|------|-----------|----------|-----------|---------|
| 1 | 37,244.82 | 3,103.74 | 1,427.59 | 20.3941 |

Correctional Services 16 3-Grid Temporary Market Adjustment

[Search Again](#)

Applicable Job Codes

| | |
|----------------------|--------|
| | BCGEU |
| Job Code | 721122 |
| Salary Plan | GEU |
| Bargaining Unit Code | 3 |

Range 16, 3 Grid TMA - Rates effective 15 Aug 2012

| Step | Annual | Monthly | Bi-weekly | TMA | Hourly |
|------|-----------|----------|-----------|--------|---------|
| 1 | 45,312.42 | 3,776.04 | 1,736.82 | 155.87 | 24.8117 |
| 2 | 46,623.67 | 3,885.31 | 1,787.08 | 161.07 | 25.5297 |
| 3 | 47,978.22 | 3,998.19 | 1,839.00 | 166.46 | 26.2714 |
| 4 | 49,378.96 | 4,114.91 | 1,892.69 | 172.17 | 27.0384 |
| 5 | 51,468.19 | 4,289.02 | 1,972.77 | 182.02 | 28.1824 |

From: Henderson, Lorraine PSA:EX
Sent: Thursday, January 10, 2013 2:33 PM

To: Cohen, Sharon PSA:EX
Subject: RE: Correctional Services (Growth to R16)

Thanks Sharon – finally figured things out!! The posting included the TMA in the hourly rate but then added the words PLUS Temporary Market Adjustment. Will be making the correction going forward.

Lorraine Henderson, Recruitment Coordinator
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100 - 940 Blanshard Street | Victoria, BC | V8W 9V1
(250) 356-2636 | Cell (250) 217-4601
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772

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From: Cohen, Sharon PSA:EX
Sent: Thursday, January 10, 2013 1:24 PM
To: Henderson, Lorraine PSA:EX
Subject: RE: Correctional Services (Growth to R16)

Hi Lorraine,
My manager, Alyson just sent me your email inquiry.

I just tried calling you and then realized you may be still or just went for lunch.
We updated the new salaries for all BCGEU on the salary look-up tool now. I am not sure if you use it much but it is quite user friendly and I try to promote it wherever I can ;)
http://www2.gov.bc.ca/myhr/topic_hub.page?ContentID=da5c66e6-0442-29bc-0e5c-862cead10d24 (look under Agency favorites)

Anyway, the most current salary for the Correctional Services Growth to R16 is:

Search Again

Correctional Services 21 1-Grid Temporary Market Adjustment

Applicable Job Codes

| | |
|----------------------|--------|
| | BCGEU |
| Job Code | 721125 |
| Salary Plan | GEU |
| Bargaining Unit Code | 3 |

Range COR, 1 Grid TMA - Rates effective 15 Aug 2012

| Step | Annual | Monthly | Bi-weekly | TMA | Hourly | Notes |
|------|-----------|----------|-----------|-------|---------|------------------|
| L1 | 39,364.32 | 3,280.36 | 1,508.83 | 42.66 | 21.5547 | Range 11, Step 1 |

| | | | | | | |
|----|-----------|----------|----------|-------|---------|------------------------|
| L2 | 40,477.29 | 3,373.11 | 1,551.49 | 44.08 | 22.1641 | Range 12, Step 1 |
| L3 | 41,627.30 | 3,468.94 | 1,595.57 | 45.54 | 22.7939 | Range 13, Step 1 |

Therefore, the hourly salary rate, effective August 15, 2012, should read for a Correctional Officer Growth to R16 is \$21.55-\$22.79 plus a temporary market adjustment.

The annual, monthly, bi-weekly and hourly rates you see on the chart above, do not include the TMA. However, if someone wanted to ask you how much their bi-weekly rate would be including the TMA that's when you would add the TMA amount to the bi-weekly amount.

For example if the officer is at L1; bi weekly rate including TMA would then be: \$1508.83 + \$42.66 = \$1551.49

I hope this helps you Lorraine.

~Sharon

Sharon Cohen, Compensation Analyst
Total Compensation and Benefits | BC Public Service Agency
First Floor, 810 Blanshard St. | Victoria, BC | V8W 2H3 | Office 250.356.1266
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Henderson, Lorraine PSA:EX
Sent: Thursday, January 10, 2013 12:48 PM
To: Blackstock, Alyson PSA:EX
Subject: Correctional Services (Growth to R16)

Hi Alyson

I understand this may not be your direct area, however am hoping you will be able to defer me to one who can assist me in determining the correct current salary for the Correctional Services (Growth to R16) series. I am needing to repost an opportunity and require the updated salary. All previous postings refer to the salary as \$19.99 - \$30.18 hourly, plus a Temporary Market Adjustment. I've identified where the \$19.99 hourly salary came from – Correctional Services, Training – and can adjust that to the current amount of \$20.39.

Where I'm having difficulty amending the salary is the top salary of \$30.18 per hour. As I can't see where that amount came from, I'm not sure where to get the new rate. In reviewing the Salary Schedule, I do see that step 5 of the current Grid R16 is \$28.18 per hour. As all previous postings have indicated that the TMA is in addition to the hourly salary, that shouldn't have been factored in.

I'm covering for another recruiter on vacation, so don't generally deal with Correction Services. I trust either you or one of your colleagues can point me in the right direction.

Many Thanks!

Lorraine Henderson, Recruitment Coordinator

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Where ideas work

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 11:53 AM
To: Williams, Ann S PSA:EX
Subject: FOI Request - MCFD Growth Series

Correctional Services Training wages and growth series (youth custody)

s.13,s.14,s.22

Page 101 to/à Page 102

Withheld pursuant to/removed as

s.14;s.22;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 9:55 AM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14

Greetings!

Here we go, Ann, the actual email that I sent to Kim and Sean in connection with this matter.

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14

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Withheld pursuant to/removed as

s.14;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:45 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14

Greetings!

This is the last email that I received on this matter from Kim.

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14

Page 106

Withheld pursuant to/removed as

s.14;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:38 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14

Greetings!

This one also may be a duplicate...

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 108

Withheld pursuant to/removed as

s.14;s.22;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:38 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14

Greetings!

This one is probably a duplicate, but it is by itself, if that helps.

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:05 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14

Greetings!

Here is the email exchange that I had with Shawn Young as part of the process...

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14

Page 111 to/à Page 112

Withheld pursuant to/removed as

s.14;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:06 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14
Attachments:

Greetings!

This is included in the other email chain with Shawn that I sent, but this one has the attachment.

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14

Page 114

Withheld pursuant to/removed as

s.14;s.13

Page 115 to/à Page 117

Withheld pursuant to/removed as

s.14

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:46 PM
To: Williams, Ann S PSA:EX
Subject: s.13, s.14, s.22 -
- MCFC FOI request

Greetings!

I think this one is already captured in the Sent email chains that I have already sent, but just in case...

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 119 to/à Page 124

Withheld pursuant to/removed as

s.14;s.22;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:48 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14,s.22

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 126 to/à Page 130

Withheld pursuant to/removed as

s.14;s.22;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:51 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14,s.22

Greetings!

This may also be a duplicate, but it stands alone from my Sent email.

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 132 to/à Page 136

Withheld pursuant to/removed as

s.14;s.22;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:54 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14,s.22

Importance: High

Greetings!

This one also stands alone, so sending it along in case it is needed separately from the Sent chain of emails...

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 138 to/à Page 139

Withheld pursuant to/removed as

s.14;s.22;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:00 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14,s.22

Greetings!

Ann, this was the first email response that I sent and it has the chain of emails from Kim regarding this matter that she was sending to a variety of staff in the Agency.

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 141 to/à Page 145

Withheld pursuant to/removed as

s.14;s.22;s.13

Page 146

Withheld pursuant to/removed as

s.14

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:50 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14,s.22

Attachments:

Importance: High

Greetings!

This one is a duplicate, but it has the attachments that might not have been previously captured...

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 148 to/à Page 149

Withheld pursuant to/removed as

s.14;s.22;s.13

Page 150 to/à Page 159

Withheld pursuant to/removed as

s.14

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 1:38 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14,s.22

Greetings!

Just double checking – did I send this one along?

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 161 to/à Page 167

Withheld pursuant to/removed as

s.14;s.22;s.13

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, December 2, 2015 12:02 PM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14,s.22

Greetings!

And this is actually the first email response that I sent where I was backtracking from my service request advice to Shawn, because of the attachments that Kim had sent...

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14,s.22

Page 169 to/à Page 171

Withheld pursuant to/removed as

s.14;s.22;s.13

Walker, Adrienne PSA:EX

From: Turner, Barry PSA:EX
Sent: Thursday, November 17, 2005 5:11 PM
To: Wilkin, Nancy ENV:EX
Subject: GROWTH PLAN TO THE CORRECTIONS OFFICER LEVEL

Nancy:

Thanks for taking the time to meet with me this afternoon your comments were very helpful.

The attached document is an example of what I was talking about. I know some of your needs will be different but the general concept may be of use in relation to your situation. In a nutshell, the working level for Correctional Officers is grid 15 but we have the ability to hire people as low as grid 9 (depending on the experience they bring) and train them up over a period of time to the full working level. We have similar plans for a number of occupations agreed to with the union.

Regards,

Barry



Growth_CO.doc

GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6 (CO)

| |
|--|
| Effective April 1, 2001 |
| Full Working Level CSL 6 (CO) Current Grid 15, Step 1 |
| Level 3 Current Grid 13, Step 1 913 hours |
| Level 2 Current Grid 12, Step 1 913 hours |
| Level 1 Current Grid 11, Step 1 913 hours |

Training Placement:

| |
|---|
| Effective April 1, 2001 |
| Grid 9, Step 1 6 months Until training is completed (up to approximately 6 months). After completion of training, employees move to the appropriate level of the model. |

**GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6
(Correctional Officer)**

- The growth model applies only to employees appointed on or after April 1, 2001 to positions established at the Correctional Services Level 6 (Corrections Officer). Ministries that are able to attract fully qualified and experienced applicants to the CSL 6 level may hire directly to the CSL 6 level. Appointment to and movement through the growth model will be as per the growth plan set out below. The Employer will determine when the growth model is required.
- It is the responsibility of the Employer to determine the staffing qualifications when hiring for CSL 6 positions inclusive of the staffing qualifications for each level of the growth model to which individual applicants will be placed.
- Training activities such as the Justice Institute training program for new Security Officers at the Ministries of Attorney General or Children and Families will be compensated at a placement rate during the training, which is a prerequisite for placement at the appropriate level in the growth model. Placement in the growth model is not a "reclassification" for the purpose of salary treatment on placement in the model upon completion of the training phase.
- Increments are not applicable until an employee attains the CSL 6 level. The increment date shall be set at the date of attaining the CSL 6 level and the first increment will occur one year later, consistent with the Employer's policy on increments.

Conversion

- Employees hired before April 1, 2001 and not yet at the full working level (CSL 6) will be placed onto the growth model as per the conversion chart below.
- Employees at the Correctional Services Level 4 (SO), Step 3 will not be converted to the new growth model. Movement to the CSL 6 for these employees will be determined by the ministry and will be based on the employees meeting ministry standards of performance. Salary on placement at the full working level (CSL 6) will be to the salary step closest to, but not lower than their current salary.
- Each level on the new growth model is to be "the equivalent of 6 months full time employment." Once placed on the model, employees who meet ministry standards of performance will be eligible to move to the next level of the

model at the end of the shift during which 913 hours paid at the straight time rate are accumulated.

- Time worked on the old model will be credited on the new model. For example, a Correctional Services Level 4 (SO) with 457 hours of service will convert to Level 1 of the new model and will only need to complete an additional 456 hours of service before being eligible for the next level.
- If 913 hours are reached in the middle of the day, the new level will be applied at the end of the shift and accumulation of hours toward the next level will start at the beginning of the following work shift.

Conversion Chart

| Current Model | | New Model |
|-----------------------------------|---|----------------------------|
| CSL 4, Step 1 0 - 913 hours | ◇ | Level 1, Step 1 |
| CSL 4, Step 1 914 - 1827 hours | ◇ | Level 2, Step 1 |
| CSL 4, Step 2 0 - 913 hours | ◇ | Level 3, Step 1 |
| SO, Step 2 914 hours | ◇ | Full Working Level, Step 1 |

GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6 (CO)

| |
|---|
| Effective April 1, 2007 |
| Full Working Level CS (CO) R16 Current Grid 16, Step 1 |
| Level 3 Current Grid 13, Step 1 913 hours |
| Level 2 Current Grid 12, Step 1 913 hours |
| Level 1 Current Grid 11, Step 1 913 hours |

Training Placement:

| |
|---|
| Effective April 1, 2001 |
| Grid 9, Step 1 6 months Until training is completed (up to approximately 6 months). After completion of training, employees move to the appropriate level of the model. |

**GROWTH PLAN TO THE CORRECTIONAL SERVICES LEVEL 6
(Correctional Officer)**

- The growth model applies only to employees appointed on or after April 1, 2001 to positions established at the Correctional Services (CO) R16 level. Ministries that are able to attract fully qualified and experienced applicants to the CS (CO) R16 level may hire directly to the CS (CO) R16 level. Appointment to and movement through the growth model will be as per the growth plan set out below. The Employer will determine when the growth model is required.
- It is the responsibility of the Employer to determine the staffing qualifications when hiring for CS (CO) R16 positions inclusive of the staffing qualifications for each level of the growth model to which individual applicants will be placed.
- Training activities such as the Justice Institute training program for new Security Officers at the Ministries of Attorney General or Children and Family Development will be compensated at a placement rate during the training, which is a prerequisite for placement at the appropriate level in the growth model. Placement in the growth model is not a "reclassification" for the purpose of salary treatment on placement in the model upon completion of the training phase.
- Increments are not applicable until an employee attains the CS (CO) R16 level. The increment date shall be set at the date of attaining the CS (CO) R16 level and the first increment will occur one year later, consistent with the Employer's policy on increments.
- Each level on the new growth model is to be "the equivalent of 6 months full time employment." Once placed on the model, employees who meet ministry standards of performance will be eligible to move to the next level of the model at the end of the shift during which 913 hours paid at the straight time rate are accumulated.
- If 913 hours are reached in the middle of the day, the new level will be applied at the end of the shift and accumulation of hours toward the next level will start at the beginning of the following work shift.

Growth Series

Social Program Officer:

The SPO series has historically had a growth classification. A new growth model was introduced in the MOU-PSJEP. It condensed the period of under-implementation from three years to two years.

Correctional Officer:

Prior to the introduction of the growth model, the Correctional Officer classification was under-implemented by the use of the Security Officer classification. Employees spent 2284 hours (or approximately 15 months) at the Security Officer level before moving to the Correctional Officer level. The new growth model has extended this time period to 18 months. Savings from this change were applied to moving the Correctional Officer from pay grid 14 to pay grid 15.

Employment and Assistance Worker:

Prior to the introduction of the growth model, the Financial Assistance Worker 2 classification (working level) was under-implemented by the Financial Assistance Worker 1 level. Employees spent one year as a FAW 1 before moving to the FAW 2 level. The new growth model has extended this time period to 18 months. Savings from this change were applied to moving the Financial Assistance Worker from pay grid 14 to pay grid 15.

Commercial Transport Inspector:

Prior to returning to government, Commercial Transport Inspectors with ICBC were under-implemented for a one year period. This time period allowed them to take necessary training modules and gain specific certifications required for the job. When the positions were returned to government, a new growth model was established that extended the growth period to 18 months. Savings from this change were applied to moving the CTI from pay grid 14 to pay grid 15.

Memorandum of Agreement

Between: The Government of British Columbia
represented by the
British Columbia Public Service Agency

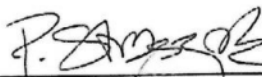
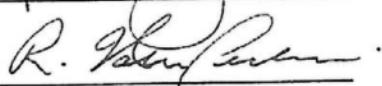
And: B.C. Government and Service Employees' Union (BCGEU)

Respecting: Salary Administration Pertaining to Growth Series

Appendix L of the MOU PSJEP shall be amended as follows:



1. A regular employee who substitutes into a designated BCGEU growth position, as listed in Appendix L, is not entitled to substitution pay as per Article 27.4. Instead, the employee is placed into the growth model at the appropriate level based on their qualifications and experience including previous hours of substitution.
2. If the employee's salary in the growth model is less than that of their permanent base position, their base salary rate will be maintained until such time as they reach a level on the model that exceeds their base pay.
3. After placement per #1 and #2 above, the employee continues to move through the growth model until they have sufficient hours accumulated (as per the specific growth model) to move to Step 1 of the full working level of the growth position.
4. Once an employee is placed in the full working level, they will continue to accumulate all straight time substitution hours towards an increment in the growth position. As per general increment policy, these hours will also be credited towards the next increment in their permanent base position, if applicable.
5. Where an employee is permanently appointed to a position within the same growth classification for which they have accumulated substitution hours, these hours will be credited towards their level/step placement in the permanent appointment. The employee is not entitled to the provisions of Article 27.5
6. If the employee is within 456 hours (approximately 3 months) of being eligible for an increment at the full working level of the growth classification, appointment to the permanent position will be at the new step level. In all cases, the anniversary date for future increment purposes for the employee at the full working level will be the employee's date of permanent appointment.

For the Employer:

Nov. 14/04
Date

For the Union:



Dec. 11/06
Date

Note: Some of the information in this document changed as a result of MOA Re: Salary Administration Pertaining to Growth Series

The BCGEU bargaining unit currently has growth plans for the following five classifications:

Correctional Services (CO) N15
Apprenticeship Counsellor N24
Community Program Officer (FAW) N15
Social Program Officer N24
Training Consultant N18

Growth plans are generally intended for positions where employees must have a minimum level of knowledge, skills and abilities to perform the work and only require work experience or work-based training to move to the full working level. It is used in the following circumstances:

- the knowledge, skills and abilities required by a position are unique to government and are normally obtained through on-the-job-experience and/or training;
- there is a labour market shortage of qualified applicants for a position;
- the geographic location of a position does not attract sufficient qualified applicants; and/or
- government wishes to promote advancement opportunities for groups traditionally excluded from certain jobs through lack of formal education/training or experience.

Growth plans are typically established with several "levels" (similar to salary steps), with employees moving up one growth level every 6 months (913 hours). Full movement through the growth plan takes between 18 months to two years depending on the specific growth plan.

Ministries that are able to attract fully qualified and experienced applicants hire directly to the full working level; however, if they are not able to attract fully qualified and experienced applicants, they have the option of placing lesser qualified applicants in the growth plan. Ministries determine the staffing qualifications for each level of the growth plan and have the flexibility of placing individual applicants at a level commensurate with their background.

Reference: Memorandum of Understanding – PSJEP, Appendix L

Appointments:

- Growth positions are classified and posted at the full working level.
- Fully qualified, external applicants are placed at the full working level. Fully qualified, internal applicants, coming from lower classified positions, are eligible for promotion under Article 27.5 (i.e., receive 8% to the closest step) so long as they have not previously been placed in the growth plan for the classification they are being promoted to. If they have been placed in the growth plan before, on appointment they will be placed at the step level they achieved previously in the growth plan.
- Applicants who are not fully qualified are placed in the growth plan at a level commensurate with their education, training and experience (typically this is level 1). Internal applicants are not eligible for Article 27.5 as they are not qualified for the full working level. They receive the salary that has been established for the growth plan level they are placed at. If they are currently making more than this in their former position, the ministry has the option of maintaining the employee at their former salary level until the growth plan salary exceeds this amount. This should only be done when the employee is coming from a position that would normally be considered to be at a lower classification level than the growth position (e.g., Clerk R9 placed in a CPO (FAW) N15 position). Appointments that are clearly demotions or downward placements would fall under Articles 27.21 or 27.7
- Once an employee has worked through the growth plan they are placed at Step 1 of the full working level. Again, Article 27.5 is not applicable.

Substitutions:

Salary placement for employees substituting into growth positions is the same as salary placement for employees appointed to growth positions.

Employees who are not fully qualified are not eligible for Article 27.4 but are placed at a level in the growth plan that is commensurate with their education, training and experience. As above, the ministry may opt to maintain the salary level of employees coming from lower classified positions who would otherwise lose pay by substituting in the growth position.

When an employee accumulates enough hours through substitution assignments to become fully qualified for the full working level they move to Step 1 of the full working level. Their next substitution assignment will be at the full working level and placement will be as per the growth plan (i.e., placement will be at Step 1). Article 27.4 does not apply. Movement to higher step levels is consistent with the Employer's policy on increments (see: Circular #6).

Walker, Adrienne PSA:EX

From: Veale, Greg PSA:EX
Sent: Wednesday, November 4, 2015 11:39 AM
To: Williams, Ann S PSA:EX
Subject: s.13,s.14

Greetings!

Thanks, Ann!

Cheers,

Greg

Greg Veale, Manager, HR Advisory Interpretation Services
Hiring and Service Operations Division – BC Public Service Agency
167 Lorne Street Kamloops, BC V2C 1V9 Office (250) 371 4345
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: (250) 952 6000 Toll free: 1 877 277 0772

s.13,s.14

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Withheld pursuant to/removed as

s.14;s.13

Walker, Adrienne PSA:EX

From: Williams, Ann PSA:EX
Sent: Tuesday, January 9, 2007 1:17 PM
To: BCPSA Comp & Class All Staff; BCPSA Client Svs - HR Team Leads
Cc: BCPSA Regional Directors; Burnett, Donald G MCF:EX; Sorensen, Marg AG:EX; Wargo, Marilyn L TRAN:EX; Glockzin, David EIA:EX
Subject: Underimplementation - Growth Series

Attached is a recently signed Memorandum of Agreement with the BCGEU regarding salary administration for growth series (i.e., growth positions associated with Social Program Officers, Commercial Transport Inspectors, Correctional Officers, Apprenticeship Counsellors, Training Consultants, and Employment and Assistance Workers).

The MOA clarifies a number of issues regarding salary administration for growth positions including the following:

1. Employees substituting into growth positions are not entitled to substitution pay as per Article 27.4;
2. Employees are not eligible for the provisions of Article 27.5 (Rate of Pay on Reclassification or Promotion) if they are permanently appointed to a position within the same growth classification for which they have accumulated substitution hours; and
3. Once an employee reaches the full working level of the growth position, they will continue to accumulate all straight time substitution hours towards an increment in the growth position.



SalAdmin_Grow...

I have also attached Operational Bulletin 04-08 which is related and deals with salary administration for the under-implementation of BCGEU, Schedule A and Category B employees not in growth positions.



OB_04-08_Under...

Ann Williams

Senior Compensation Specialist
Compensation, Research and Development

BC Public Service Agency

Phone: 387-0451 Fax: 387-1361

Email: Ann.S.Williams@gov.bc.ca

Memorandum of Agreement

Between: The Government of British Columbia
represented by the
British Columbia Public Service Agency


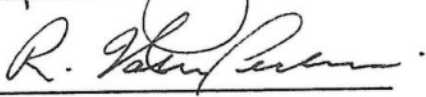
And: B.C. Government and Service Employees' Union (BCGEU)

Respecting: Salary Administration Pertaining to Growth Series

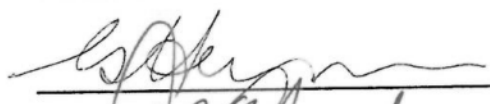

Appendix L of the MOU PSJEP shall be amended as follows:

1. A regular employee who substitutes into a designated BCGEU growth position, as listed in Appendix L, is not entitled to substitution pay as per Article 27.4. Instead, the employee is placed into the growth model at the appropriate level based on their qualifications and experience including previous hours of substitution.
2. If the employee's salary in the growth model is less than that of their permanent base position, their base salary rate will be maintained until such time as they reach a level on the model that exceeds their base pay.
3. After placement per #1 and #2 above, the employee continues to move through the growth model until they have sufficient hours accumulated (as per the specific growth model) to move to Step 1 of the full working level of the growth position.
4. Once an employee is placed in the full working level, they will continue to accumulate all straight time substitution hours towards an increment in the growth position. As per general increment policy, these hours will also be credited towards the next increment in their permanent base position, if applicable.
5. Where an employee is permanently appointed to a position within the same growth classification for which they have accumulated substitution hours, these hours will be credited towards their level/step placement in the permanent appointment. The employee is not entitled to the provisions of Article 27.5
6. If the employee is within 456 hours (approximately 3 months) of being eligible for an increment at the full working level of the growth classification, appointment to the permanent position will be at the new step level. In all cases, the anniversary date for future increment purposes for the employee at the full working level will be the employee's date of permanent appointment.

For the Employer:



Nov. 14/04
Date

For the Union:



Dec. 11/06
Date



Number:

04-08

Subject:

Salary Administration for
Employees in
Under-Implemented
Positions

Applies To:

BCGEU, Schedule A and
Category B employees

Related References:

- MOU-PSJEP,
Appendix L

Authorization:

Barry Turner
Acting Assistant Deputy
Minister

Date of Issue:

April 2005

Background:

Under-implemented positions are normally used where the Employer is unable to recruit any fully qualified applicants. These positions have less than the full range of duties or responsibilities defined for the full working level and the employee is paid at a job rate that is commensurate with the duties they are performing (e.g., an employee is appointed at the Financial Officer R21 level but the full working level job is Financial Officer R24).

A gradual increase in the duties and responsibilities to the full working level is expected and appointment to the working level is dependent upon the employee's performance being satisfactory and the requisite qualifications being obtained.

This bulletin is based on the guidelines for growth series that have been agreed to with the BCGEU.

Staffing Guidelines:

Information regarding how to staff an under-implemented position can be found in the Manager's Toolkit at:

http://www.hrtoolkit.gov.bc.ca/staffing/staffing_options/Under_Implementation.htm

Salary Administration:

A new employee to government, appointed to an under-implemented job level, is placed at Step 1. A current employee appointed to an under-implemented job level is placed in accordance with the provisions of BCGEU Article 27.5.

Once the employee has gained the necessary training and/or experience, they are moved to the step in the full working level job range which is closest to, but not more than, their previous (under-implemented) salary, or the minimum of the new range, whichever is greater. In the case of the former, an add-to-pay will be given to maintain the employee at their previous rate. If the employee is within 3 months of receiving an increment in the under-implemented job, the increment will be granted before moving them to the full working job level. The provisions of BCGEU Article 27.5 do not apply.

Future increments shall be to the next higher step in the current salary range. The anniversary date for increment purposes is the date the employee is moved to the full working level of the job.

See next page for an example.

Note: An employee may be placed in an under-implementation situation that lasts longer than one year. In this case the employee is eligible to receive increments in the under-implemented job.

Advisory Services:

Classification Specialists at the BC Public Service Agency, are available to provide advice and assistance respecting the application of this bulletin and to assist managers in determining the appropriate classification level and salary administration for under-implemented positions.



Example:

A difficult to recruit to Biologist R24 position requires applicants to have a Biology degree and one year of relevant experience. The ministry will appoint applicants who have a Biology degree, but no experience, to the Biologist R21 level until they gain the necessary experience. Certain duties will be removed from the job until the successful applicant gains sufficient experience to perform these duties.

The successful applicant is currently in a Scientific/Technical Officer R18 position, at Step 5, with a bi-weekly salary of \$1859.85. Article 27.5 of the BCGEU Collective Agreement will be applied and the employee will receive the closest step to 8% above their previous salary in the Biologist R21 salary range.

| | | |
|------------------------------------|--------|-----------|
| The Biologist R21 salary range is: | Step 1 | \$1781.51 |
| | Step 2 | \$1835.60 |
| | Step 3 | \$1892.44 |
| | Step 4 | \$1951.15 |
| | Step 5 | \$2038.55 |

The employee will be appointed at Biologist R21, Step 5, as this is the closest salary to 8% above their previous salary.

After one year the employee has successfully met ministry standards of performance and has gained the experience needed for the established job level (Biologist R24). The employee will be moved to the step in the Biologist R24 salary range that is closest to but not more than their Biologist R21, Step 5 salary.

| | | |
|------------------------------------|--------|-----------|
| The Biologist R24 salary range is: | Step 1 | \$1951.15 |
| | Step 2 | \$2011.85 |
| | Step 3 | \$2074.55 |
| | Step 4 | \$2139.35 |
| | Step 5 | \$2235.76 |

The employee will be moved to Biologist R24, Step 2, as this is the closest salary to, but not more, than their previous salary. The employee will receive an add-to-pay to maintain their salary at \$2038.55. The employee's anniversary date for increment purposes will be the date that they are moved to the Biologist R24 level. When the employee receives their next increment they will move to Step 3 (\$2074.55) and the add-to-pay will be stopped.

GROWTH CLASSIFICATIONS

The growth concept was developed as a method of fairly and consistently determining compensation for employees who do not have the full set of competencies (i.e., knowledge, skills and abilities) required of a job. Employees who do not meet the qualifications of a position and are placed at a classification/pay rate which is less than that established for the position are considered to be “under-implemented”.

Often the only differences between employees in full working or under-implemented classification levels are the guidance/supervision received, the level of success on completion of duties, the level of credibility afforded by peers, other workers and private sector contacts, and the degree of accountability for one's actions.

The growth concept is intended for positions where employees must have a minimum level of knowledge, skills and abilities to perform the work and only require work experience or work-based training to move to the full working level. It is used in the following circumstances:

- the knowledge, skills and abilities required by a position are unique to government and are normally obtained through on-the-job-experience and/or training;
- there is a labour market shortage of qualified applicants for a position;
- the geographic location of a position does not attract sufficient qualified applicants; and/or
- the government wishes to promote advancement opportunities for groups traditionally excluded from certain jobs through lack of formal education/training or experience.

Growth series are typically established with several “levels” (similar to salary steps), with employees moving up one growth level every 6 months (913 hours). Full movement through the growth model takes between 18 months to two years but growth models are tailored to the specific needs of the ministry (i.e., the total length of time required to move through the growth model and the length of time spent at each level is determined by the ministry and is based on the realistic time frames required for applicants to gain the required on-the-job knowledge, skills and abilities).

Ministries that are able to attract fully qualified and experienced applicants hire directly to the full working level; however, if they are not able to attract fully qualified and experienced applicants, they have the option of placing lesser qualified applicants in the growth model. Ministries determine the staffing qualifications for each level of the growth model and have the flexibility of placing individual applicants at a level commensurate with their background. Growth classifications have been established for the following classifications:

- Correctional Services (CO)
- Community Program Officer (EAW)
- Commercial Transport Inspector
- Social Program Officer
- Training Consultant

Under-Implementation

Under certain circumstances an employee may be under-implemented in a position until they gain the experience, knowledge and skills needed to reach the full working level of a job.

In the BC Public Service there are two types of under-implementation.

- » Learn more about under-implementation and developmental positions
- » Learn more about under-implementation and growth positions

In both cases, a development or growth plan must be in place prior to the employee being under-implemented in a position.

Salary Administration for Developmental Positions

These salary guidelines apply to BCGEU, Schedule A and Category B employees.

A new employee is placed at Step 1 and the starting salary for a current employee is according to BCGEU Collective Agreement Article 27.5.

Once the employee has gained necessary training and experience, they progress to the next level of the development plan. If the employee is within three months of receiving an increment at their current level, the increment is given before they progress to the next level. As the progression from one level to the next is not considered a promotion, the provisions of BCGEU Article 27.5 do not apply.

The anniversary date for future increments is the date the employee is moved to the new level. This continues until the full working level is reached.

If you are contemplating a developmental position, contact MyHR and we will direct you to a Classification Specialist to help you determine the appropriate classification level and salary administration for developmental positions.

- » Learn more about salary administration for developmental positions (PDF, 218.8kb)

Salary Administration for Growth Series positions

While the specific wage levels may differ from one growth series to the next, the administration of each growth series is typically the same:

The hiring ministry assesses the employee's qualifications and experience and then determines the employee's growth series starting level (typically be level 1)

The employee gains on the job experience and/or training, and progresses through a series of levels with corresponding higher salary levels until they reach the full working level for the job. Each level on the growth plan is the equivalent of 6 months full time employment (or 913 hours). Once placed in the growth plan, employees who meet ministry standards of performance will be eligible to move to the next level of the plan at the end of the shift during which 913 hours paid at the straight time rate are accumulated.

Find the growth plans and levels of pay for these positions using the Salary Look Up Tool.

Accumulation of Hours in a Growth Series

Each growth series position has several levels (similar to salary steps). Employees appointed to these positions typically start at the minimum level and move up one level every 6 months (913 hours) until they reach the job's full working level.

Accumulation of hours of experience include:

- vacation days
- compensatory time off (CTO)
- special leaves with pay

Accumulation of hours does not include:

- short term sickness or injury leave
- WorkSafe BC
- leaves of absence without pay (maternity leave, for example)

Related Topics

- Long-Term Staffing Options
- Salary
- Salary Look Up Tool Article
- Temporary Market Adjustment

About This Page

- Topics: Salary Lookup Tool, Under Implementation
- Career Phases: New
- Roles: Supervisor, Regular Employee
- Keywords: Professional development

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Forms & Tools

- [Salary Comparison Chart \(PDF, 118.1kb\)](#)
- [Salary Look Up Tool \(HTML\)](#)

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Under-Implementation

Under certain circumstances an employee may be under-implemented in a position until they gain the experience, knowledge and skills needed to reach the full working level of a job.

In the BC Public Service there are two types of under-implementation. In both cases, a development or growth plan must be in place prior to the employee being under-implemented in a position.

Developmental Positions

When recruitment for fully qualified applicants has been unsuccessful, placing a less qualified applicant in a developmental position may be considered. Note that the advertisement or posting for the position must indicate that applicants may be considered for appointment at a lower level.

A developmental position starts with less than the full range of duties or responsibilities of the full working level position, and the employee is paid at a rate appropriate for the duties they are performing.

A gradual increase in the duties and responsibilities is expected, and progression to the full working level is dependent upon the employee's performance, the experience gained, and completion of any required training.

If you are contemplating creating a developmental position, contact MyHR and we will direct you to a Classification Specialist to help you determine the appropriate classification level and salary administration. An up-dated job description may be required.

» Learn more about salary administration for developmental positions

Growth Positions

Certain positions have a growth plan that has been negotiated with the union. These growth positions are:

- Commercial Transport Inspector
- Community program officer - Employment Assistance Worker
- Correctional officer
- Paralegals
- Social Program Officer
- Training Consultant

Growth positions require on-the-job experience to reach the full working level of the position. In order to progress from one level to the next, employees must meet certain performance standards and attain a pre-determined number of hours.

Note: Growth positions are advertised at the full working level with a notation that they are growth to that level and that lesser qualified successful applicants will be appointed at lower levels and trained and promoted to the higher level on the basis of a pre-determined plan.

Growth series plans are established where there are numerous positions that are hard to fill, there are very few fully trained people available and the training required is only available in government.


The growth series option provides managers with the expertise they require over time although it may take a few years before the individual is fully capable of performing all the duties of the position. In the interim, there is a need to spend time training an individual and administering the program. From the employee's perspective, these programs offer the opportunity to gain valuable work experience, training and advancement.

» Learn more about salary administration for growth positions

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Withheld pursuant to/removed as

s.14;s.22;s.13

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