

Part-Time Staff Classification and Compensation Guide

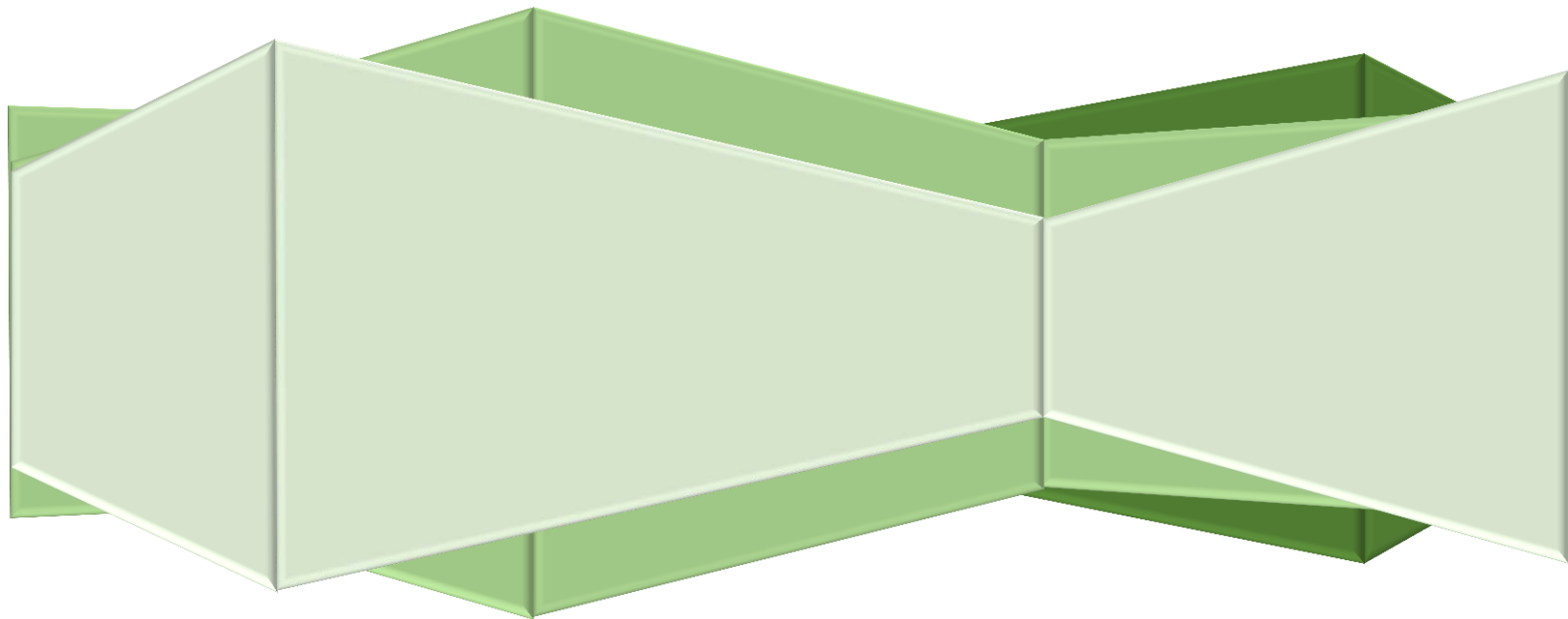


Table of Contents

I.	PART-TIME ACADEMIC GROUP	3
	Part- time faculty:	3
	a) Rates of Pay:	3
	b) Restrictions:.....	3
	Regular partial load faculty:.....	3
	a) Rates of Pay:	3
	b) Assignments outside of Partial Load status:	4
	c) Progression through grid:.....	4
	d) Eligibility for Benefits:	4
	Short term partial load:	4
	a) Rates of Pay:	4
	b) Restrictions:.....	4
	Sessional faculty:	5
	a) Guidelines for hiring:.....	5
	b) Rate of Pay:.....	5
	c) Monitoring:.....	5
	d) Not included in sessional monitoring:.....	5
	Counsellors and librarians	6
	a) Rate of pay:.....	6
	b) Categories:.....	6
	Co-ordinators:.....	6
	a) Guidelines for hiring:.....	6
	b) Rates of Pay:	6
II.	PART-TIME ADMINISTRATIVE STAFF	7
	i. Guidelines for hiring:.....	7
	ii. Rate of Pay:.....	7
III.	PART-TIME SUPPORT STAFF	8
	Part-time support staff (over 24 hours/week):	8
	a) Rates of pay:	8
	b) Monitoring:.....	8
	c) Exclusions (Projects of a Non-Recurring Kind):	8
	Appendix “d”:.....	8

a) Rates of pay:	8
IV. STUDENTS	9
Appendix G:	9
College Student Employment Program (CSEP):.....	9
International Students:.....	9
Rate of Pay:.....	9
V. GUIDELINES TO ENTER INFORMATION ON HRIS	10
Part-Time Academic Authorizations (Group 7)	10
Teaching assignments.....	10
Non-Teaching Assignments	11
Part-Time Support Authorizations (Group 6)	12
Student Authorizations (Group 8, E and S).....	13
VI. APPENDIX 1: PARTIAL LOAD RATES	14
Post-Secondary Professors	14
Non-Post-Secondary Professors	14
Post-Secondary Instructors.....	14
Non-Post-Secondary Instructors.....	14
VII. APPENDIX 2: OTHER THAN FULL TIME SUPPORT RATES	15
VIII. APPENDIX 3: OTHER THAN FULL TIME CLASSIFICATION & DUTIES	17

I. PART-TIME ACADEMIC GROUP

Part-time faculty: Academic staff teaching up to and including six (6) hours per week.

- a) **Rates of Pay:** Hourly rate is negotiated and determined by the hiring manager.
- b) **Restrictions:** There is no restriction on hiring – individuals can work indefinitely.

Regular partial load faculty: Accumulates the salary costs of hourly rated academic staff as defined in the Collective Agreement for academic staff, teaching more than six (6) and up to twelve (12) hours per week for more than 7 weeks (effective May 1, 2010).

- a) **Rates of Pay:** Regular Partial Load employees are placed on the salary grid once a “Partial Load Calculation Sheet” is completed by his/her manager. Education and experience are taken into account and prior sessional service would also contribute toward placement on the grid. If the hiring manager requires any assistance in completing a calculation sheet, they are to be directed to HR, Employee Services for assistance. The regular partial load employees were included in the Collective Bargaining Union after the Pay Equity plan was implemented (1988). The pay equity plan provided compensation for the following within the hourly wage of Regular Partial Loads:

- Preparation of courses
- Evaluation and feedback
- Student advising
- Registration week
- Study week
- Exam week
- Course development
- Committee participation
- Other complimentary functions
- Vacation

If the combination Regular Partial Load contracts differ in steps (rates) and scales for different departments, then the step outlined in the partial load calculation sheet submitted by the initial department will be used on all authorizations regardless of the scales.

In the event of a difference of qualifications and experience required for different courses that will affect the initial step (rate) for the professor/instructor, then the authorizations with the greater number of hours will dictate the step (rate) at which they will be paid.

- b) *Assignments outside of Partial Load status:* If an employee is assigned a subsequent authorization to replace a full-time regular employee for up to 14 days (3 weeks) for unplanned absences in any month, he shall not have such period(s) counted as sessional employment for the purpose of the computation of the 12 months sessional employment. During such periods the employee shall be paid as if Partial-Load and within the range of Partial Load hourly rates as set out in Article 26, Partial Load Employees. If it is more than 3 weeks, then the employee changes to Sessional Status for that period. Union dues should be stopped and sessional weeks counted. The 3 week time period is stipulated by Appendix V (Sessional Employees) of the Academic Collective Agreement.
- c) *Progression through grid:* Article 26.10B: For the purpose of determining progression through the grid ten months of on-the-job experience will entitle the employee to one year of service and to progress one step on the grid, except as noted in 26.10C: On-the-job experience will be calculated as follows: a partial load teacher will be entitled to credit for service from September 1, 1971 (but not earlier) on the basis of ½ month’s credit for each full month of service up to January 1, 1977 and thereafter on the basis of ½ month’s credit for each calendar month in which the employee teaches 30 hours or more. This calculation is completed at the request of the Chair or hiring manager.
- d) *Eligibility for Benefits:* All Regular Partial Load employees are offered the opportunity to enroll in the benefit plan as stipulated in the Academic Collective Agreement and the Academic Pay Equity Plan. Benefit questions can be redirected to an HR Benefits Officer, and partial load sick leave questions can be redirected to Ruben Sanchez.

Benefits:	Extended Health	100% EmployER paid
	Vision & Hearing	100% EmployEE paid
	Dental	100% EmployEE paid
	Life Insurance	100% EmployEE paid
Sick Leave:	Entitled to prorated sick leave benefits	
Seniority:	Entitled to seniority progression as it relates to the salary grid but not to job security or bumping rights.	

Short term partial load: Academic staff teaching more than six (6) and up to twelve (12) hours per week for up to and including seven (7) weeks. Accumulate the salary costs of part-time academic staff (effective May 1, 2010).

- a) *Rates of Pay:* professors/instructors in this category, the hourly rate is negotiated and determined by the hiring manager.
- b) *Restrictions:* There must be a break of at least two full weeks in order to assign a subsequent Short Term Partial Load Assignment. If less than two weeks, then both assignments will count as one whole Regular Partial Load assignment (continuous week) and Regular Partial Load guidelines will apply.

Sessional faculty: Academic staff teaching more than twelve (12) teaching hours per week. Sessional teaching is considered a full time equivalent.

a) **Guidelines for hiring:** A sessional employee would normally be hired for:

The replacement of a full-time professor who is on leave for the following reasons:

- Annual vacation
 - Sickness
 - Parental/maternity leave
 - Professional development
 - Prepaid leave
 - Long term disability
 - Voluntary separation
 - Seconded to another department
 - Released for special projects
- b) **Rate of Pay:** Sessional employees are paid an hourly rate that is negotiated by the hiring manager.
- c) **Monitoring:** Effective March 1997 – the practice of monitoring sessional employees has been amended to be 10 months. Any authorization which gives a sessional employee more than 10 months of service in a 24 month period will require a special approval by HR. Human Resources will not approve an authorization which takes a sessional employee beyond 11 months.
- d) **Not included in sessional monitoring:** The following situations do not count towards the computation of the 10 month review of sessional time used:
- A person assigned to replace a full-time regular employee for up to 14 working days for unplanned absences (Sick Leave)
 - Co-ordination
 - Academic Advising
 - Distance Learning
 - Non-teaching/Non replacement

Please also note that as per section 2.03B of the Academic Collective Agreement:

“The College will not abuse the usage of sessional appointments by combining sessional with Partial-Load service and thereby maintaining an employment relationship with the College in order to circumvent the completion of the minimum 12 months sessional employment in a 24 month period.”

Counsellors and librarians

- a) *Rate of pay:* The hourly rate is negotiated and set at the discretion of the Chair/Director.
- b) *Categories:* Counsellors and librarians who work 24 hours/week and under are considered part time. Counsellors and librarians who work more than 24 hours/week are considered sessional. All sessional rules and restrictions referred to in the above noted section also apply.

Co-ordinators: Part-Time faculty who have co-ordination responsibilities, which can include non-teaching hours and coordination of courses and programs.

- a) *Guidelines for hiring:* there is no restriction around the hiring of Co-ordinators. Time does not count towards the sessional count.
- b) *Rates of Pay:* Hourly rate is negotiated and determined by the hiring manager

II. PART-TIME ADMINISTRATIVE STAFF

Part-Time staff who are classified as Administrators that are employed in a managerial or confidential capacity.

- i. *Guidelines for hiring:* Part-time administrators are Non-Bargaining employees. A Job Fact Sheet (JFS) should be completed and submitted to HR to be evaluated and approved
- ii. *Rate of Pay:* Human Resources recommends the rate of pay once the job has been evaluated. It can either be an hourly rate or a weekly rate.

III. PART-TIME SUPPORT STAFF

It is the policy of the College to pay part-time support staff a salary appropriate to the duties and responsibilities of the position.

Part-time support staff (over 24 hours/week): Part-Time Support Staff working full time hours (over 24 hours/week) and not replacing a full-time support staff member.

- a) **Rates of pay:** As per College Policy, a part-time support employee will be paid according to the respective part-time support pay rates. (please see appendix 2 of this document) A JFS is also required for all Part Time Support Assignments in order to determine the correct Classification (please see appendix 3 of this document)
- b) **Monitoring:** All temporary employees working more than 24 hours per week are placed on a 21 week limit in any 12 month period. If you need further information or training on monitoring, please contact Ruben Sanchez at extension 5220. Appendix D authorizations and Projects of a Non-Recurring Kind Positions do not affect the counting of full-time weeks.
- c) **Exclusions (Projects of a Non-Recurring Kind):** These are assignments excluded from the bargaining unit and are for projects not performed on a regular basis in the College. An individual can be maintained on a project of a non-recurring kind for a period of 12 months only, unless an extension is agreed upon in writing between the Local Union and the College. If placing an employee under a Project of Non-Recurring Kind, an outline of the project must be sent to HR and upon approval, HR will then approve the authorization.

Appendix “d”: Part-Time Support Staff replacing a bargaining unit employee on a full-time basis (as of November 12, 2004, the UCC (Union-College Committee) agreed that a temporary employee will be an Appendix D employee if replacing a full-time employee for a minimum of one-day. No longer will it require greater than 24 hours).

- a) **Rates of pay:** Replacing employees are paid in the wage scale of the full time employee classification and the temporary employee pays union dues. In addition to the hourly rate, the employee shall receive an additional six percent (8%) in lieu of all fringe benefits including vacation pay. (Refer to Appendix D in the Collective Agreement).

SHIFT PREMIUM

As per Article 7.5 of the Support Staff Collective Agreement, Appendix D employees are eligible for shift premium.

OVERTIME

Part time support staff are entitled to overtime hours after 44 hours per week, however, overtime is paid at the discretion of the hiring manager.

Appendix D employees are entitled to overtime and **must** be paid as per Article 6.2 of the Support Staff Collective Agreement.



IV. STUDENTS

Appendix G: As per the Support Staff Collective Agreement, any student working for more than 24 hours per week between Mid-April and August 31 will be an Appendix G employee. Union dues will be deducted and they shall be entitled to overtime, shift premium and Statutory/Civic Holidays if scheduled to work.

College Student Employment Program (CSEP): This is a program administered by the Student's Association. Students eligible to participate in this program must be actively registered, or in case of individuals between terms, must indicate that they are returning students. To participate in this program, Departments must submit their requests for student help to the SA. Please also note that students must be enrolled in a program related to the job and duties they will perform.

International Students: International students working on campus are required to provide a valid copy of their study permit to their department. Departments must forward a copy of the study permit to Human Resources in order to create an authorization to work on campus. Only HR may approve authorizations for International Students.

Rate of Pay: The rate of pay for students in the College is the Standard Minimum Wage in Ontario.

V. GUIDELINES TO ENTER INFORMATION ON HRIS

You will use screen HRU209 to enter an authorization on HRIS. There are 8 different types of authorizations based on their respective group, they are:

Authorization Code	Group Type
5	Part-Time Administrator
6	Part-Time Support
7	Part-Time Academic
8	Regular Part Time Student (Student number is required)
E	CSEP students
L	ELC worker (only available for Early Learning Centre)
S	Summer Student Appendix G (May 1 to August 31)

Part-Time Academic Authorizations (Group 7)

Depending on the assignment given to the Part-Time Faculty, there are 6 different types of codes and categories assigned to them. The categories are as follows:

Authorization Code	Group Type
P	Professors
I	Instructors
X	Coordinators
N	Non-Teaching
L	Librarian
C	Counsellor

Teaching assignments

Once a category is chosen, you will enter the start and end date and hours per week for the authorization. Depending on the duration and hours per week of the authorization, the system will assign an Object Code to identify the authorization. The Object Codes are as follows:

Object Code	Assignment Type
41200	Part Time Academic
41100	Regular Partial Load Academic
41101	Short Term Partial Load Academic
41300	Sessional

You will then be asked to enter a Sub-Object Code, which is used to identify the nature of the teaching assignment. It is imperative that the proper Sub-Object Code is entered correctly to ensure accuracy.

Any assignments that are authorized to replace a full time faculty, it is recommended to use sub-objects 04 to 10 and 12, 14 and 15.

Sub-object 00 (Regular duties) is used where there's no full time faculty assigned and the hours are the product of those unfilled by full time faculty.

Sub-object 02 is used for assignments where there's no replacement and is also not the product of hours left unfilled by full time faculty.

The Sub-Object codes used for teaching assignment are as follows:

Sub-Object Codes	Teaching Assignment
00	Regular Duties
02	Short Term Assignment
04	Sick Leave Replacement
05	Maternity Leave Replacement
06	Parental Leave Replacement
07	Professional Leave Replacement
08	Vacation Replacement
09	Secondment Replacement
10	Leave of Absence Replacement
11	Vacancy Replacement
12	Other Replacement
14	Curriculum Development Replacement
15	Release Time/Union Business Replacement
17	Field Work Supervision Non-Teaching

Please ensure that the correct Academic Term is entered in the authorization and that the proper hourly rate is also entered, especially if the authorization falls under the Regular Partial Load Category.

Another crucial step when entering an Academic Teaching Authorization is to ensure the proper Course Code, Section and hours per course is entered in the required fields. Please note that the hours per course refer to the number of hours taught each week, and not the total hours for the course.

Non-Teaching Assignments

Before entering non-teaching assignments, please ensure that the authorizations do not reflect any teaching duties. The Sub-Object Codes for non-teaching assignments for Part-Time Academic Staff are as follows:

Object Code	Assignment Type
41200	Part Time Academic (Librarians & Counsellors and Non-Teaching)
40501	Part Time Coordinator



Sub-Object codes that can be used for non-teaching assignments are as follows:

Sub-Object Codes	Teaching Assignment
00	Regular Duties
02	Short Term Assignment
03	Special Project
18	Distance Learning, Non-Teaching
20	Non-Teaching, Non-Replacement

Part-Time Support Authorizations (Group 6)

Prior to entering a new authorization on the system, ensure that a JFS has been submitted to HR in order to properly assign a classification code and rate to the employee. Please refer to Appendix 2 of this document for a complete listing of the Part-Time Support Classifications, codes and hourly rates or contact Ruben Sanchez at extension 5220 or sancher@algonquincollege.com for assistance in completing a JFS for temporary Support Staff.

The object code for any Part-Time Support authorization is 42500. The sub-object codes that are used for this group are as follows:

Sub-Object Codes	Teaching Assignment
00	Regular Duties
02	Short Term Assignment
03	Special Project
04	Sick Leave Replacement
05	Maternity Leave Replacement
06	Parental Leave Replacement
07	Professional Leave Replacement
08	Vacation Replacement
09	Secondment Replacement
10	Leave of Absence Replacement
11	Vacancy Replacement
15	Release Time/Union Business Replacement
16	Project of a Non-Recurring Time
19	More than 44 hours per week
21	Overtime, Appendix D only

Any assignments that are authorized to replace a full time support staff, it is recommended to use sub-objects 04 to 10 and 15 which are considered Appendix D Authorizations. Please ensure that the correct position number is entered for the employee being replaced. Also please note that Vacancy Replacement (Sub-object 11) it's not considered Appendix D.

Sub-object 00 (Regular duties) is used where there's no full time support staff assigned and the hours are the product of those unfilled by full time support staff.



Sub-object 02 is used for assignments where there's no replacement and is also not the product of hours left unfilled by full time support staff.

Sub-object 03 (special project) is used for assignments where the special project involves duties that are normally performed on a regular basis in the College. For example, completing an internal equipment audit within a department or assisting with the completion of a budget proposal.

Sub-object 16 (Project of a non-recurring kind) is used for assignments where the nature of the project is not performed on a regular basis in the College. For example, the roll-out of a new program in the College i.e. Windows 7, PeopleSoft, etc.

Student Authorizations (Group 8, E and S)

Prior to entering a student authorization on HRIS, ensure that the proper category is chosen. For groups 8 and E you will need to enter a student number. Group S can only be used from Mid-April to August 31.

The Sub-Object code used for students is 42501. The sub-objects that can be used for student assignments are as follows:

Sub-Object Codes	Teaching Assignment
00	Regular Duties
02	Short Term Assignment
03	Special Project

Please note that replacement codes are not to be used when assigning duties to students.

VI. APPENDIX 1: PARTIAL LOAD RATES

Post-Secondary Professors

STEP LEVEL	Effective Sept. 1, 2011
Step 5	\$78.75
Step 6	\$82.38
Step 7	\$85.99
Step 8	\$89.60
Step 9	\$93.23
Step 10	\$96.82
Step 11	\$100.44
Step 12	\$104.07
Step 13	\$107.66
Step 14	\$111.29
Step 15	\$114.90
Step 16	\$118.51
Step 17	\$122.14
Step 18	\$125.75
Step 19	\$129.37
Step 20	\$133.00
Step 21	\$136.62

Non-Post-Secondary Professors

STEP LEVEL	Effective Sept. 1, 2011
Step 5	\$70.87
Step 6	\$74.16
Step 7	\$77.38
Step 8	\$80.64
Step 9	\$83.89
Step 10	\$87.14
Step 11	\$90.41
Step 12	\$93.65
Step 13	\$96.92
Step 14	\$100.17
Step 15	\$103.40
Step 16	\$106.68
Step 17	\$109.93
Step 18	\$113.19
Step 19	\$116.45
Step 20	\$121.16
Step 21	\$125.86

Post-Secondary Instructors

STEP LEVEL	Effective Sept 1, 2011
Minimum	\$51.79
Step 1	\$55.43
Step 2	\$59.03
Step 3	\$62.65
Step 4	\$66.26
Step 5	\$69.90
Step 6	\$73.50
Step 7	\$77.10
Step 8	\$80.71
Step 9	\$84.31
Step 10	\$87.96

Non-Post-Secondary Instructors

STEP LEVEL	Effective Sept 1, 2011
Minimum	\$46.61
Step 1	\$49.87
Step 2	\$53.12
Step 3	\$56.39
Step 4	\$59.61
Step 5	\$62.88
Step 6	\$66.14
Step 7	\$69.38
Step 8	\$72.65
Step 9	\$75.88
Step 10	\$79.17

VII. APPENDIX 2: OTHER THAN FULL TIME SUPPORT RATES

Classification Name	Class. No.	Payband	Step 1	Step 2	Step 3	Step 4	Step 5
CARETAKER A	77	2	\$11.64	\$12.05	\$12.45	\$12.86	\$13.54
CARETAKER B	79	3	\$12.12	\$12.55	\$12.97	\$13.39	\$14.10
CHILD/ADULT DEV. COUNSELLOR	72	7	\$16.80	\$17.38	\$17.98	\$18.55	\$19.53
CLERK GENERAL A	1	2	\$12.20	\$12.61	\$13.01	\$13.42	\$14.10
CLERK GENERAL B	3	3	\$12.12	\$12.55	\$12.97	\$13.39	\$14.10
CLERK GENERAL C	5	5	\$13.91	\$14.38	\$14.86	\$15.34	\$16.13
CLERK GENERAL D	7	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06
CLERK SUPPLY A	84	3	\$12.12	\$12.55	\$12.97	\$13.39	\$14.10
CLERK SUPPLY B	85	4	\$12.59	\$13.02	\$13.47	\$13.91	\$14.64
CLERK SUPPLY C	86	5	\$13.63	\$14.11	\$14.59	\$15.06	\$15.85
COMPUTER OPERATOR A	56	5	\$13.63	\$14.11	\$14.59	\$15.06	\$15.85
COMPUTER OPERATOR B	58	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06
DATA ENTRY OPERATOR A	16	4	\$12.59	\$13.02	\$13.47	\$13.91	\$14.64
DATA ENTRY OPERATOR B	17	5	\$13.91	\$14.38	\$14.86	\$15.34	\$16.13
EARLY CHILD. EDUCATION WORKER	109	7	\$16.80	\$17.38	\$17.98	\$18.55	\$19.53
FOOD SERVICE WORKER A	80	2	\$12.20	\$12.61	\$13.01	\$13.42	\$14.10
FOOD SERVICE WORKER B	82	4	\$12.59	\$13.02	\$13.47	\$13.91	\$14.64
FOOD SERVICE WORKER C	83	5	\$13.91	\$14.38	\$14.86	\$15.34	\$16.13
GENERAL MAINTENANCE WORKER	88	5	\$13.63	\$14.11	\$14.59	\$15.06	\$15.85
LIBRARY TECHNICIAN A	39	5	\$13.91	\$14.38	\$14.86	\$15.34	\$16.13
LIBRARY TECHNICIAN B	41	7	\$16.80	\$17.38	\$17.98	\$18.55	\$19.53
MICRO-COMPUTER OPERATOR A	52	4	\$12.59	\$13.02	\$13.47	\$13.91	\$14.64
MICRO-COMPUTER OPERATOR B	54	5	\$13.63	\$14.11	\$14.59	\$15.06	\$15.85
NURSE	44	8	\$18.17	\$18.80	\$19.43	\$20.07	\$21.12
NURSE A	45	9	\$19.67	\$20.36	\$21.05	\$21.73	\$22.88
PROGRAMMER A	60	5	\$13.63	\$14.11	\$14.59	\$15.06	\$15.85
PROGRAMMER B	62	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06
PROGRAMMER C	65	8	\$18.17	\$18.80	\$19.43	\$20.07	\$21.12
PROGRAMMER/ANALYST A	66	8	\$18.17	\$18.80	\$19.43	\$20.07	\$21.12
PROGRAMMER/ANALYST B	67	8	\$18.17	\$18.80	\$19.43	\$20.07	\$21.12
PROGRAMMER/ANALYST C	68	9	\$19.67	\$20.36	\$21.05	\$21.73	\$22.88
REPRO EQUIPMENT OPERATOR A	22	3	\$12.12	\$12.55	\$12.97	\$13.39	\$14.10
REPRO EQUIPMENT OPERATOR B	24	5	\$13.91	\$14.38	\$14.86	\$15.34	\$16.13
REPRO EQUIPMENT OPERATOR	26	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06



C							
SECRETARY A (B)	12	5	\$13.91	\$14.38	\$14.86	\$15.34	\$16.13
SECRETARY B (A)	13	5	\$13.91	\$14.38	\$14.86	\$15.34	\$16.13
SECRETARY C	14	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06
SKILLED TRADES WORKER	89	7	\$16.80	\$17.38	\$17.98	\$18.55	\$19.53
STATIONARY ENGINEER A	73	5	\$13.63	\$14.11	\$14.59	\$15.06	\$15.85
STATIONARY ENGINEER B	75	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06
STATIONARY ENGINEER C	76	7	\$16.80	\$17.38	\$17.98	\$18.55	\$19.53
SUPPORT SERVICES OFFICER A	46	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06
SUPPORT SERVICES OFFICER B	47	7	\$16.80	\$17.38	\$17.98	\$18.55	\$19.53
SUPPORT SERVICES OFFICER C	49	8	\$18.74	\$19.37	\$20.00	\$20.63	\$21.69
SUPPORT SERVICES OFFICER D	51	10	\$23.05	\$23.85	\$24.65	\$25.46	\$26.80
SWITCHBOARD OPERATOR	19	4	\$12.59	\$13.02	\$13.47	\$13.91	\$14.64
SYSTEMS ANALYST	70	10	\$23.05	\$23.85	\$24.65	\$25.46	\$26.80
TECHNICAL SUPPORT SPECIALIST	71	10	\$23.05	\$23.85	\$24.65	\$25.46	\$26.80
TECHNICIAN A	28	4	\$12.59	\$13.02	\$13.47	\$13.91	\$14.64
TECHNICIAN B	32	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06
TECHNICIAN C	34	7	\$16.80	\$17.38	\$17.98	\$18.55	\$19.53
TECHNOLOGIST A	35	6	\$15.53	\$16.07	\$16.62	\$17.15	\$18.06
TECHNOLOGIST B	37	8	\$18.74	\$19.37	\$20.00	\$20.63	\$21.69
TECHNOLOGIST C	38	9	\$19.67	\$20.36	\$21.05	\$21.73	\$22.88
TYPIST STENO A	8	3	\$12.12	\$12.55	\$12.97	\$13.39	\$14.10
TYPIST STENO B	9	4	\$12.59	\$13.02	\$13.47	\$13.91	\$14.64
TYPIST STENO C	10	5	\$13.91	\$14.38	\$14.86	\$15.34	\$16.13

VIII. APPENDIX 3: OTHER THAN FULL TIME CLASSIFICATION & DUTIES

CLASSIFICATION	TYPICAL DUTIES
Caretaker A	<ul style="list-style-type: none"> • Dusts, washes and polishes office and classroom furnishings. • Cleans and disinfects washroom facilities. • Vacuums, sweeps, mops floors as appropriate. • Replenishes basic classrooms and washrooms supplies. • Empties waste baskets and removes trash. • Maintains floors through surface cleaning, spray buffing and polishing. • Shovels snow and controls ice problems • Performs basic ground maintenance as required. • Operates equipment required for the above tasks • Moves furniture, equipment and supplies
Caretaker B	<ul style="list-style-type: none"> • In addition to the duties of a Caretaker A: • Uses maintenance vehicles such as snow plows and tractors to maintain college grounds • Performs minor repairs to buildings and equipment as appropriate. • Maintains maintenance equipment in good working order. • Provides direction and guidance to more junior caretakers.
Child/Adult Development Counsellor	<ul style="list-style-type: none"> • Assesses each client's needs through use of observation and functional assessment tools. • Develops and implements individual and group programs for the children. • Works with parents to maintain successful home-based programmes. • Trains, monitors and evaluates block placement students.
Clerk General A	<ul style="list-style-type: none"> • Receives and sort mail. • Delivers mail and materials. • Sorts files, collates materials. • Operates duplicating equipment. • Maintains and distributes various supplies. • Answers the telephone. • Copies information and completes simple work reports
Clerk General B	<ul style="list-style-type: none"> • Responds to routine enquiries and disseminates general information. • Processes standard information forms. • Performs basic mathematical calculations and verifies totals. • Records entries, account numbers and statistical data. • Maintains various records and summaries. • Types on occasion and performs receptionist duties. • Orders stationary, operates cash register, and issues receipts and permits.

Clerk General C	<ul style="list-style-type: none"> • Prepares payroll documentation, bank deposits, cash receipt journals and reconciles trial balances. • Expedites purchase orders and verifies invoices. • Completes and analyses documents related to student admission and registration. • Disseminates detailed information in response to a wide range of inquiries. • Gathers and compiles statistical data. • Maintains and verifies various records.
Clerk General D	<ul style="list-style-type: none"> • Determines student financial assistance and eligibility. • Verifies the Completeness and accuracy of produced payroll. • Analyses statements to determine causes of budget variance. • Conducts cost analysis studies. • Processes and controls purchase orders. • Organizes systems, procedures and paper flow. • Analyses problems relating to clerical systems and procedures and recommends revisions. • Organizes the clerical activities of such as convocation, open house, orientation etc.
Clerk Supply A	<ul style="list-style-type: none"> • Loads and unloads various supplies and materials from vehicles as directed. • Collects and moves supplies and equipment. • Delivers supplies and equipment to various locations. • Packs and unpacks shipments and sets up equipment. • Maintains simple records and assists with established inventory control procedures. • Performs basic housekeeping functions with an assigned area.
Clerk Supply B	<ul style="list-style-type: none"> • In addition to the duties described for Clerk Supply A: • Orders supplies as requested via purchase orders. • Maintains supply inventories as appropriate. • Performs detailed record keeping tasks associated with the supplies and equipment utilized within the department.
Clerk Supply C	<ul style="list-style-type: none"> • Performs duties as outlined for Clerk Supply B within a central warehousing operation. • Returns equipment and supplies to vendors when they do not meet order requirements. • Maintains capital equipment control records. • Provides guidance to more junior supply staff.
Computer Operator A	<ul style="list-style-type: none"> • Processes accounting and statistical data in accordance with instructions. • Monitors machine indicators. • Corrects faults indicated. • Places input data in appropriate units.
Computer Operator B	<ul style="list-style-type: none"> • Monitors and controls computer operation • Studies program operating instructions to determine equipment set-



	<ul style="list-style-type: none"> up. Set machine controls. Monitors operation of peripheral equipment.
Data Entry Operator A	<ul style="list-style-type: none"> Records, verifies, and corrects user input data. Performs related clerical duties such as the completion of batch records and bursting and decollating computer printouts.
Data Entry Operator B	<ul style="list-style-type: none"> In addition to the duties described for Data Entry Operator A: Schedules input requests. Recovers data when problems occur. Provides basic instruction to other college users in the use of data entry and other related equipment.
Early Childhood Education Worker	<ul style="list-style-type: none"> Conducts and monitors activity programmes designed for young children. Provides feedback to parents as to children's progress. Provides guidance to students involved in early childhood education studies. Arranges transition periods (e.g. lunch and rest) for children. Schedules and develops activity programmes and arranges for special field trips and events. Provides practical training for students in conjunction with the coordinator, Early Childhood Education.
Food Service Worker A	<ul style="list-style-type: none"> Cleans, cuts and prepares fruit and vegetables for use in daily menu. Prepares sandwiches. Replenishes food stuffs in dispensers. Performs housekeeping duties as required. Serves on food line and operates cash register as required.
Food Service Worker B	<ul style="list-style-type: none"> Prepares secondary menu items and vegetables as directed. Assists Food Service Workers C in the preparation of main menu items. Maintains the serving area during meal times ensuring menu items are available and hot as required. Ensures work area is in an orderly and hygienic state at the end of the day.
Food Service Worker C	<ul style="list-style-type: none"> Prepares full range of Cafeteria Meals Provides guidance to more junior food preparation staff. Ensures food supplies are properly stored and wastage is minimized. Assists in menu planning and ordering of supplies. Ensures housekeeping and sanitary standards for the kitchen are met.
General Maintenance Worker	<ul style="list-style-type: none"> Operates grass moving machines and snow removal equipment. Performs daily minor repairs of semi-skilled nature to buildings and grounds. Performs general maintenance tasks such as building cupboards, installing locks, notice boards, painting etc. Undertakes fertilizing program, pruning of trees and shrubs, etc.

	<ul style="list-style-type: none"> • Maintains fencing and sign posts. • Undertakes minor repairs to equipment. • Assists in moving supplies and furniture.
Library Technician A	<ul style="list-style-type: none"> • Prepares bibliographies requiring searches of a fact finding nature. • Assists in maintenance of card catalogue and library collection. • Maintains shelf list and authority file. • Provides reference information and orientation to library users. • Operates circulation desk. • Answers ready reference questions. • Checks invoices and/or periodicals
Library Technician B	<ul style="list-style-type: none"> • In addition to the duties described under the Library Technician A: • Undertakes original cataloguing under the direction of a librarian. • Recommends and implements changes in library procedures. • Organizes library file, collections and storage facilities. • Assists in establishing independent learning packages. • Recommends the selection of library materials. • Provides reference information to library users that require a more detailed search.
Microcomputer Operator A	<ul style="list-style-type: none"> • Transfers material from either written, typed or dictated copy onto a microcomputer. • Maintains records associated with the documents processed on the system • Proofreads documents prior to sending to user. • Corrects and revises documents as required or requested. • Determines layout and format of documents in accordance with the application requirements software.
Microcomputer Operator B	<ul style="list-style-type: none"> • In addition to the duties described for Microcomputer Operator A: • Plans and schedules document input for centre. • Recommends layout and format of documents for centre. • Utilizes auxiliary functions of equipment to change and manipulate information. • Provides guidance to other staff.
Nurse	<ul style="list-style-type: none"> • Provides nursing care for minor illnesses and injuries as required. • Carries out various preventative services such as health appraisal of students, health counseling, etc. • Assists in the promotion of first aid education and participates in a safety education program. • Interprets the role of community agencies to students and personnel. • Maintains a suitable record system. • Selects and maintains supplies and equipment. • Liaises with the college Medical Consultant as required. • Coordinates nursing services in the college or satellite campus locations with more than one health centre. • Establishes and evaluates the college's Health Centre services in

	consultation with the college Medical Consultant and the appropriate college Administrator
Programmer/Analyst A	<ul style="list-style-type: none"> • Determine input/output and systems requirements with client or other analysts. • Interprets system specifications. • Develops, codes, tests programs to fulfill requirements. • Interfaces with client after system installation. • Writes and maintains user operations instructions for computer systems.
Programmer/Analyst B	<ul style="list-style-type: none"> • Analyses problems in terms of applications, systems and programming requirements. • Develops, codes and tests programs to meet requirements. • Implements small systems or sub-systems. • Performs all duties incumbent with Programmer/Analyst A.
Programmer/Analyst C	<ul style="list-style-type: none"> • Analyses effectiveness of existing systems; effects changes as required. • Develops logic and procedures to provide more efficient machine operations. • Performs all duties incumbent with Programmer/Analyst B.
Programmer A	<ul style="list-style-type: none"> • Codes programs in accordance with detailed specifications, tests and debugs own programs. • Modifies existing programs and documents changes. • Assists in preparation of test data, testing and debugging programs. • Prepares job control and operational instructions required to run programs.
Programmer B	<ul style="list-style-type: none"> • Codes, tests and debugs complex programs. • Documents all procedures used in programs. • Prepares test data to test program logic in trial runs. • Revises and refines existing programs, tests, debugs and documents changes.
Programmer C	<ul style="list-style-type: none"> • Codes, tests and debugs complex programs or systems. • Prepares test data to test program logic in trial parallel runs. • Prepares detailed operational documentation to control production runs. • Evaluates and revises existing programs for efficiency in view of equipment capability and configuration.
Reproduction Equipment Operator A	<ul style="list-style-type: none"> • Operates reproduction equipment such as offset presses, photocopy machines and stencil duplication. • Operates ancillary bindery equipment such as the collator, cutter folder, paper drill, sticher, numbering machine etc. • Lubricates, cleans and maintains equipment in good operating condition. • Wraps, labels and delivers printed materials to departments. • Maintains an inventory of supplies.
Reproduction	<ul style="list-style-type: none"> • In addition to the duties described for Reproduction Equipment



Equipment Operator B	<p>Operator A:</p> <ul style="list-style-type: none"> • Produces materials such as forms, booklets and pamphlets which require fine registration, half-tone and multi-color applications that entail difficult set-up and fine adjustments. • Makes minor repairs to equipment and informs supervisor of major mechanical problems. • Maintains simple records and summaries.
Reproduction Equipment Operator C	<ul style="list-style-type: none"> • In addition to the duties described for Reproduction Equipment Operator B: • Produces the most difficult printing jobs which must meet rigid standards and include the application of color separation techniques. • Operates large and complex offset presses which entail numerous and critical operating adjustments. • Liaises with user groups. • May recommend alternative methods of production.
Secretary A	<ul style="list-style-type: none"> • Transcribes correspondence from shorthand and/or dictating equipment using typewriter and/or other word processing equipment. • Initiates and composes correspondence in response to routine enquiries. • Screens callers, takes messages, arranges appointments, and answers a variety of enquiries. • Complies and submits reports of a cyclical and specialized nature. • Maintains a variety of records such as budgets, staff reports, timetables, and purchase requisitions. • Establishes office systems and routines and develops record keeping procedures.
Secretary B	<ul style="list-style-type: none"> • In addition to secretarial duties described for Secretary A: • Purchases office supplies under delegated authority and reconciles divisional budget records. • Answers enquiries that require a complete knowledge of policies and procedures. • Attends meetings in the supervisor's absence to record and/or transmit information. • Contacts officials to obtain information and arrange meetings • Gathers and compiles divisional / departmental statistical data. • Assembles and organizes information for meetings.
Secretary C	<ul style="list-style-type: none"> • In addition to the secretarial duties described for Secretary B: • Researches material to provide supervisors with background information required for policy and planning meetings. • Gathers program, student & staff data and prepares narrative and statistical summaries. • Ensures that matters requiring immediate attention are routed to the appropriate official for action.

		<ul style="list-style-type: none"> • Assemble and organize information and materials for presentations.
Skilled Trades Worker		<ul style="list-style-type: none"> • Typical duties performed require the application of skills and sufficient knowledge and experience to qualify for a Certificate of Qualification or Certificate of Apprenticeship in skilled trades such as: <ul style="list-style-type: none"> • General carpenter, commercial and residential painter, brick and stone mason, welder, locksmith, nurseryman-landscaper. • Typical duties performed require the application of skills and sufficient knowledge and experience to qualify for a Certificate of Qualification or Certificate of Apprenticeship in compulsory certified trades such as: <ul style="list-style-type: none"> • Motor vehicle mechanic, electrician, plumber, refrigeration and air conditioning mechanic.
Stationary Engineer A		<ul style="list-style-type: none"> • Performs maintenance duties such as changing air filters, cleaning drainage systems and clogged traps, etc. • Paints and cleans plant equipment. • Assists with physically moving equipment and supplies.
Stationary Engineer B		<ul style="list-style-type: none"> • In addition to typical duties described for Stationary Engineer A: • Responsible for assigned task related to the repair and maintenance of specified systems.
Stationary Engineer C		<ul style="list-style-type: none"> • In addition to typical duties described for Stationary Engineer B: • Evaluates, schedules and processes requests for work and emergency work orders. • Installs and services all types of heating and air conditioning control systems. • Maintains records of work completed. • Provides guidance to more junior Stationary Engineers.
Support Officer A	Services	<ul style="list-style-type: none"> • Compiles data and statistics required for departmental reports. • Develops and recommends policies and procedures for administration of unit. • Provides data to decision makers allowing them to determine best course of action. • Responds to needs of service users by coordinating administrative details of projects.
Support Officer B	Services	<ul style="list-style-type: none"> • Compiles and analyses data in order to provide recommendations as to appropriate course of action. • Prepares operation plans, schedules and terms of reference. • Represents college in dealing with public, by attending appropriate functions. • Trains, coordinates and monitors activities of others as appropriate.
Support Officer C	Services	<ul style="list-style-type: none"> • Researches and prepares presentations and reports to communicate and support college plans & objectives. • Provides functional guidance and direction to others. • Analyses requirements of groups both within and external to college and develops programmes to meet these requirements.

		<ul style="list-style-type: none"> • Provides liaison with government agencies in relation to the administration of projects.
Support Services Officer D		<ul style="list-style-type: none"> • Identifies requirements of outside groups for college services and develops programs to meet these requirements. • Markets college capabilities to outside community. • Develops detailed training programmes to ensure adherence to original objectives. • Acts as public relations resource when representing college.
Switchboard Operator		<ul style="list-style-type: none"> • Receives and directs calls to the appropriate individual. • Monitors and places long distance calls and records information. • Coordinates telephone usage records and prepares long distance billings for user departments. • Takes and relays messages. • Acts as a receptionist and provides general information to staff, students and visitors. • Performs routine related clerical and typing tasks. • May provide training, guidance and instruction to new employees. • Monitors all reported telephone equipment problems and arranges for servicing repairs and installations. • Resolves general switchboard problems.
System Analyst		<ul style="list-style-type: none"> • Designs and develops computer systems required to meet information needs for college. • Plans and coordinates projects to implement systems. • Provides liaison with user departments to ensure effective utilization of systems. • Designs data base and test procedures for information processing. • Provides training and guidance to programming staff on a per project basis.
Technical Support Specialist		<ul style="list-style-type: none"> • Assesses user needs and determines the software appropriate to meet those needs. • Alters and/or designs software systems where required. • Implements systems designed for college. • Acts as technical resource for entire college.
Technician A		<ul style="list-style-type: none"> • Operates a variety of equipment which may include laboratory and audio-visual equipment. • Conducts regular maintenance on above equipment. • Orders replacement parts. • Maintains equipment records. • Distributes and monitors use of equipment. • Sets up simple equipment.
Technician B		<ul style="list-style-type: none"> • Provides technical support in maintaining and operating equipment. • Demonstrates correct techniques for the use of materials and equipment. • Sets up and performs a wide range of experiments.

	<ul style="list-style-type: none"> • Maintains equipment records and undertakes troubleshooting and repair work. • Checks student activity.
Technician C	<ul style="list-style-type: none"> • In addition to the duties described for technician B: • Provides senior technical support in maintaining and operating complex equipment. • Establishes preventative maintenance schedules. • Plans, prepares drawings and specifications for facility alteration and/or new equipment installation.
Technologist A	<ul style="list-style-type: none"> • Prepares and executes routine laboratory experiments showing the relationship between theory and test results. • Modifies standard lab tests as per instruction. • Prepares student lab manuals. • Assists in the developing of teaching aids working from given concepts. • Demonstrates appropriate use of equipment and facilities.
Technologist B	<ul style="list-style-type: none"> • Designs and/or develops equipment, systems, facilities, materials, etc. to meet user output requirements. • Plans, organizes and conducts experiments and demonstrations explaining correct procedures and theoretical principals involved. • Evaluates equipment and other resources and makes recommendations prior to purchase. • Controls supply inventories and budgets. • May assists in student evaluations in relation to learning activities in which the Technologist B takes part.
Technologist C	<ul style="list-style-type: none"> • In addition to the duties described for Technologist B: • Plans for the provision of technical services and effective utilization of resources based on independent assessment of the college's needs. • Coordinates projects involving overall planning, development, purchasing and testing of equipment and resources. • Develops procedures for the administration of a function. • Solves a wide range of complex problems associated with specialization.
Typist/Stenographer A	<ul style="list-style-type: none"> • Types routine correspondence, forms, reports and other materials that involve straightforward set-up and terminology using a typewriter and/or word processing equipment. • Prepares simple records and enters information into clearly defined categories. • Sorts and distributes mail. • Takes telephone calls and messages and answers routine enquiries. • Maintains files, delivers and picks up materials.
Typist/Stenographer B	<ul style="list-style-type: none"> • Types a variety of materials requiring figure typing, involved formats, spacing arrangements, and specialized terminology using a typewriter and/or word equipment.

	<ul style="list-style-type: none"> • Operates call director and acts as a receptionist. • Maintains records and files. • Provides general information, receives visitors and schedules appointments. • Operates duplicating equipment. • Orders and maintains office supplies. • Transcribes from dictating equipment and/or shorthand notes.
Typist/Stenographer C	<ul style="list-style-type: none"> • Types a wide variety of specialized and difficult technical material requiring knowledge of the activities of the area served and complex terminology using a typewriter and/or word processor equipment. • Attends meetings and acts as a recorder. • Prepares typed minutes from shorthand notes. • Arranges appointments and schedules meetings. • Prepares requisitions, summaries and other forms. • Maintains filing systems and operates a variety of office equipment.