

## **Developing or Revising a Facility's Salary Scale Based on the 2023/2024 ELCC Wage Grid**

A salary scale is a series of levels ranging from the lowest (minimum) to the highest (maximum) wage for a particular position. Each range for a position normally has from four to seven levels with a 3.5% to 5% increase from a lower level to the next higher level with approximately a 20% to 25% spread between the lowest and highest levels. In the public service, the percentage increase between levels is generally 3.5%.

It is important to have a job description for each position in order to be able to develop or revise a salary scale.

### **If your facility currently does not have a salary scale, consider:**

- a) How many levels from the lowest wage rate to the highest wage rate will there be for each position?
- b) Will an employee be moved to the next level in the range on successful completion of one year of service or after the probationary period?
- c) How will an employee move to the next level, on an annual basis only or annually, subject to a performance appraisal?
- d) How will a new employee be placed on the scale, at the first level only, within the first three levels or could they be placed at the highest level, dependent upon the experience and classification they bring to the position?

### **When developing/revising salary scales to implement the 2023/2024 ELCC Wage Grid, boards of directors are encouraged to:**

- 1) Review your facility's position descriptions, the classifications and experience required for each position.
  - Each centre has a variety of different jobs, depending on its size and circumstances, such as Director, Early Childhood Educator (ECE) frontline staff and Child Care Assistant (CCA) frontline staff.
  - Larger facilities may have an Assistant Director, Supervisor(s), Room Leader(s), Housekeeper/cook, Administrative Assistant and/or Bookkeeper.
  - Many centres have a CCA-in-ECE Training classification to encourage and recognize current employees who are actively pursuing training to be certified as an ECE II.
  - Many nursery schools have only two staff with one staff designated as the director or head teacher.
- 2) Review the types of tasks assigned to each position and rank the jobs according to level of responsibilities.
  - In some nursery schools, the board of directors is responsible for the administration and management of the facility, which is usually the responsibility of a centre director. In these situations, the staff designated as the director is

primarily responsible for program delivery and directly providing care and education for children.

- 3) Review and compare your facility's salary scale to the 2023/2024 Wage Grid chart. At minimum, wages for all regular employees (including substitutes) should meet the *Starting Point* hourly wages listed on the grid.
  - The 2023/2024 Wage Grid provides a new *Starting Point* for the lowest hourly wage an employee of that position/classification should receive in a funded facility.
  - Facilities that use different terminology may connect with the Child Care Coordinator for assistance to line up the facility's job titles with the positions listed on the grid based on the responsibilities of an assistant director versus a supervisor versus a director.
- 4) Draft a revised salary scale.
  - Boards are encouraged to do long range financial planning.
  - When drafting the facility's salary scale, take into consideration that by the third year after introducing a salary scale, many or all of the staff will be within the upper half of the salary scale.
- 5) Place individual staff on the revised salary scale.
  - Boards may recognize long-term staff by placing them at a higher step for their position and classification on the facility's salary scale.
  - Please note: The ELCC Division will approve staffing grant amounts under the Inclusion Support Program (ISP) for ISP staff whose wage is less than \$17.04 (*Starting Point* on the 2023/2024 Wage Grid for a CCA with the 40-hour training requirement completed).
- 6) Identify individual staff whose wage rates require adjustments based on their position and classification in comparison to the 2023/2024 Wage Grid.
  - The focus of the Wage Grid is to continue to bring the lowest wages up:
    - An individual employee's wage must be the same (or more) than the *Starting Point* hourly wage for their position and classification.
    - The *Target* hourly wage listed on the grid is the average wage for that position and classification. It should fall approximately in the middle of the salary range for that position.
  - A reduction in wages for individual employees is not the intention of the Wage Grid.
    - If an employee's wage is considerably higher for their position and classification compared to wages on the grid and/or the facility's revised salary scale, boards can make a plan about how to bring those wages into line.
    - For example, an employee in the public sector may be red-circled, meaning that an employee's salary does not increase further until the salary scale for that position and classification catches up.
- 7) Calculate the average wages for different positions and classifications.
  - The *Targets* listed on the grid provide average wages for each position/classification, which facilities should be working towards by July 2024.

- Based on the current grant funding, there is sufficient funds for a facility to increase their wages if they are meeting the *Target* average hourly wages for each position and classification type.
- 8) Review/revise the facility's budget with the increased staffing costs to ensure that the draft salary scale can be supported with revenue from parent fees and grant funding.
  - 9) According to the facility's bylaws, policies and procedures, review and approve:
    - Revised salary scale
    - Revised budget
  - 10) Develop a communication plan to advise staff about the implementation of the 2023/2024 Wage Grid and the revised salary scale. Ensure staff are advised that any salary increases will be paid effective July 1, 2023 (retroactively, if additional time is required for implementation).

2023/24 ELCC WAGE GRID (Effective July 1, 2023)		
Position/Classification	Hourly Wage	
	Starting Point	Target *
<b>Director - ECE III</b>		
151-200	\$35.82	\$36.84
51-150 spaces	\$32.18	\$32.54
50 spaces or less	\$28.95	\$29.23
<b>Director - ECE II</b>		
151-200 spaces	\$33.64	\$33.64
51-150 spaces	\$30.18	\$30.58
50 spaces or less	\$27.15	\$27.40
<b>Assistant Director</b>		
ECE III	\$28.87	\$29.25
ECE II	\$26.04	\$26.30
<b>Supervisor</b>		
ECE III	\$27.42	\$27.67
ECE II	\$24.75	\$25.00
<b>Floor Staff</b>		
ECE III	\$23.66	\$23.77
ECE II - 2 + years experience	\$22.18	\$22.29
ECE - Entry Level	\$20.73	\$20.90
CCA (with 40-hour course)	\$17.04	\$17.17

\* The Target wages in 2023/24 remain unchanged from 2022/23 with exception of Director - ECE II for 151-200 spaces. This was adjusted by four cents to ensure 2023/24 Target wage is not lower than the Starting Point wage for this position and classification.

**Definitions**

To see the sections of the Child Care Regulation referred to below, visit [https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=62/86](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=62/86).

- **CCA (with 40 hour course):** a person who has been issued a certificate as a Child Care Assistant under Categories of Certificates Section 3.1 and has completed a 40-hour course related to early childhood education, as required under Staff Qualifications Section 7(11.1) for centre employees or under Licence Application Section 22(1) (g) for family child care homes and Licence Application 35(2) (m) for group child care homes.
- **ECE II - Entry Level:** a person who has been issued a certificate as an Early Childhood Educator (ECE) II under Categories of Certificates Section 3.1, with less than 2 years' work experience as an ECE II.
- **ECE II - 2+ years experience:** a person who has been issued a certificate as an ECE II under Categories of Certificates Section 3.1, with more than 2 years' work experience as an ECE II.
- **ECE III:** a person who has been issued a certificate as an ECE III under Categories of Certificates Section 3.1.

## Scaling Examples

Public service collective agreement has 3.5% increases between increments (levels) and the wage scale for each position type has 5 to 7 increments.

The following examples use the *Starting Point* for different positions on the 2023/2024 Wage Grid for Level 1. There are seven increments with a 3.5% increase between increments. The annual amount is the gross salary amount before deductions based on 40-hour week for 52 weeks/year (rounded to closest whole dollar).

ECE II Floor Staff	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<b>Annual (40 hour week)</b>	\$43,188	\$44,637	\$46,197	\$47,757	\$49,691	\$51,147	\$52,936
<b>Hourly Wage</b>	\$20.73*	\$21.46	\$22.21**	\$22.96	\$23.76	\$24.59	\$25.45

\* *Starting Point* on 2023/24 Wage Grid for ECE Entry Level  
 \*\* Slightly over *Starting Point* on 2023/24 Wage Grid for ECE II with 2 plus years experience

ECE II Supervisor	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<b>Annual (40 hour week)</b>	\$51,480	\$53,290	\$55,162	\$57,096	\$59,093	\$61,152	\$63,294
<b>Hourly Wage</b>	\$24.75	\$25.62	\$26.52	\$27.45	\$28.41	\$29.40	\$30.43

ECE II Assistant Director	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<b>Annual (40 hour week)</b>	\$54,162	\$56,056	\$58,011	\$60,050	\$62,150	\$64,334	\$62,733
<b>Hourly Wage</b>	\$26.04	\$26.95	\$27.89	\$28.87	\$29.88	\$30.93	\$32.01

ECE II Director (centre with 50 spaces or less)	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<b>Annual (40 hour week)</b>	\$56,472	\$58,448	\$60,486	\$62,608	\$64,792	\$67,059	\$69,410
<b>Hourly Wage</b>	\$27.15	\$28.10	\$29.08	\$30.10	\$31.15	\$32.24	\$33.37