

Developing or Revising a Facility's Salary Scale Based on the 2022/2023 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 2022/2023 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) floor staff and Child Care Assistant (CCA) floor staff.
 - Larger facilities may have an Assistant Director, Supervisor(s), Housekeeper/cook, Administrative Assistant and/or Bookkeeper.
 - 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 Wage Grid chart. At minimum, wages for all regular employees (including substitutes) should meet the *Starting Point* hourly wages listed on the grid.
 - 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 has adjusted the approved staffing grant amounts under the Inclusion Support Program (ISP) for ISP staff whose wage was less than \$16.05 (*Starting Point* on the 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 Wage Grid.
 - The focus of the Wage Grid is 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 *Target* wages listed on the grid are an average.
 - 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 Wage Grid and the revised salary scale. Ensure staff are advised that any salary increases will be paid retroactively to July 1, 2022.

2022/23 Early Learning and Child Care Wage Grid		
	Hourly Wage	
Position and Classification	Starting Point	Target
Director with ECE III classification		
151-200 spaces	\$33.75	\$36.84
51-150 spaces	\$30.32	\$32.54
50 spaces or less	\$27.27	\$29.23
Director with ECE II classification		
151-200 spaces	\$31.69	\$33.60
51-150 spaces	\$28.43	\$30.58
50 spaces or less	\$25.58	\$27.40
Assistant Director		
ECE III	\$27.20	\$29.25
ECE II	\$24.53	\$26.30
Supervisor		
ECE III	\$25.84	\$27.67
ECE II	\$23.32	\$25.00
Floor Staff		
ECE III	\$22.29	\$23.77
ECE II - 2 plus years experience	\$20.90	\$22.29
ECE - Entry Level	\$19.53	\$20.20
CCA with 40-hour training requirement completed	\$16.05	\$17.17

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 for different positions use the Starting Points from the Wage Grid as Level 1, 7 increments and 3.5% increases between increments.

ECE II Floor Staff	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Annual (40 hour week)	\$40,622	\$42,037	\$43,514	\$45,032	\$46,613	\$48,235	\$49,920
Hourly Wage	\$19.53*	\$20.21	\$20.92**	\$21.65	\$22.41	\$23.19	\$24.00
* Starting Point on Wage Grid for ECE Entry Level ** Slightly over Starting Point on 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
Annual (40 hour week)	\$48,505	\$50,211	\$51,958	\$53,768	\$55,640	\$57,595	\$59,613
Hourly Wage	\$23.32	\$24.14	\$24.98	\$25.85	\$26.75	\$27.69	\$28.66

ECE II Assistant Director	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Annual (40 hour week)	\$51,022	\$52,811	\$54,662	\$56,576	\$58,552	\$60,611	\$62,732
Hourly Wage	\$24.53	\$25.39	\$26.28	\$27.20	\$28.15	\$29.14	\$30.16

ECE II Director (centre with 50 spaces or less)	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Annual (40 hour week)	\$53,206	\$55,078	\$57,012	\$59,010	\$61,068	\$63,419	\$65,416
Hourly Wage	\$25.58	\$26.48	\$27.41	\$28.37	\$29.36	\$30.49	\$31.45