

## Developing or Revising a Facility's Salary Scale Based on the 2025/2026 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 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, depending upon the experience and classification they bring to the position?

### **When developing/revising salary scales to implement the 2025/2026 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 and frontline staff at the Child Care Assistant (CCA), Early Childhood Educator (ECE) II and ECE III classification levels.
  - The 2025/26 ELCC Wage Grid includes the addition of a "CCA-in-ECE II Training" classification to encourage and recognize current CCA employees who are actively pursuing an approved ECE post-secondary training program to be certified as an ECE II.
  - Larger facilities may have an Assistant Director, Supervisor(s), Room Leader(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.
  - 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.
  - 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 2025/2026 Wage Grid. At minimum, wages for all regular employees, including staff hired under the Inclusion Support Program (ISP) Staff Enhancement Grant and substitutes, should meet the *Target* hourly wages listed on the 2025/2026 grid.
  - The 2025/2026 Wage Grid has been modified, no longer has *Starting Point* hourly wages and provides a new *Target* for the lowest hourly wage an employee of that position/classification should receive in a funded facility.
  
- 4) Draft a revised salary scale.
  - The *Target* wage listed on the Wage Grid sets the standard for wages for all funded facilities to meet.
  - 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 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, if the facility's budget allows.
  - Approved grant amounts for staff hired under the ISP Staff Enhancement Grant will be automatically adjusted by the department based on the *Target* wage on the 2025/26 Wage Grid for a CCA (with 40-hour course), which will be \$19.40 effective April 1, 2025.
  
- 6) Identify individual staff whose wage rates require adjustments based on their position and classification to meet the 2025/2026 Wage Grid requirements.
  - The *Target* wage for all positions and classification levels has been increased on the 2025/2026 Wage Grid. However, as with previous Wage Grids, the new Wage Grid focuses on bringing the lowest wages up.
  - An individual employee's wage must be the same (or more) than the *Target* hourly wage for their position and classification.

- A reduction in wages for individual employees is not the intention of the Wage Grid, however:
    - 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) Boards of directors must be fiscally responsible and determine the degree to which they are able to increase wages on the facility's salary scale based on the facility's financial position.
    - Boards are strongly encouraged to use Child Care Online to create working copies of a Centre Operating Grant submission or the *Operating Budget Template April 2025* to assess the effect that different revisions to the facility's salary scale would have on the facility's total staffing expenditures and the overall operating budget.
    - Calculate the overall cost for wages for different positions and classifications based on your draft revised salary scale.
    - Ensure that the increased Wage Grid Supplement is used to support increased wages.
  - 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, the Reduced Parent Fee Revenue Grant and operating grant funding (includes base operating grant and Wage Grid Supplement).
  - 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 2025/2026 Wage Grid and the revised salary scale.
    - Ensure staff are advised that any salary increases will be paid retroactively to April 1, 2025.

## Appendix A

2025/26 Early Learning and Child Care Wage Grid*	
Position/Classification	Target Hourly Wage
<b>Director ECE III</b>	
151-200 Spaces	\$39.41
51-150 Spaces	\$36.91
50 Spaces or Less	\$34.66
<b>Director ECE II</b>	
151-200 Spaces	\$37.56
51-150 Spaces	\$35.06
50 Spaces or Less	\$32.81
<b>Assistant Director</b>	
ECE III	\$32.66
ECE II	\$30.81
<b>Supervisor</b>	
ECE III	\$30.97
ECE II	\$29.06
<b>Frontline Staff</b>	
ECE III	\$29.41
ECE II	\$27.56
CCA-in-ECE II Training	\$22.37
CCA (with 40-hour course)	\$19.40

\* Effective April 1, 2025

### Definitions:

To view 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.

**CCA-in-ECE II Training:** a person who has been issued a certificate as a Child Care Assistant under Categories of Certificates Section 3.1 and is completing approximately six courses/18 credit hours per year in a recognized ECE program or is a participant in the ELCC ECE II Assessment Program (formerly called Competency Based Assessment/Prior Learning Assessment).

**ECE II:** a person who has been issued a certificate as an Early Childhood Educator (ECE) II under Categories of Certificates Section 3.1.

**ECE III:** a person who has been issued a certificate as an ECE III under Categories of Certificates Section 3.1.

## Scaling Examples

The public service collective agreement has 3.5% increases between increments (levels) and the wage scale for each position type has five to seven increments.

The following examples use the *Target* wage for different positions on the 2025/2026 Wage Grid for Level 1. There are seven increments with a 3.5% increase to the hourly wage between increments (rounded to closest whole cent). The annual amount is the gross salary amount before deductions based on 40-hour week for 52 weeks/year (rounded to closest whole dollar).

Frontline Staff ECE II	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Annual (40-hour week)	\$57,325	\$59,322	\$61,402	\$63,544	\$65,853	\$68,162	\$70,554
Hourly Wage	\$27.56	\$28.52	\$29.52	\$30.55	\$31.66	\$32.77	\$33.92

Supervisor ECE III	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Annual (40-hour week)	\$64,418	\$66,664	\$68,994	\$71,406	\$73,902	\$76,482	\$79,165
Hourly Wage	\$30.97	\$32.05	\$33.17	\$34.33	\$35.53	\$36.77	\$38.06

ECE II Assistant Director	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Annual (40-hour week)	\$64,085	\$64,875	\$68,640	\$71,032	\$73,507	\$76,086	\$78,749
Hourly Wage	\$30.81	\$31.19	\$33.00	\$34.15	\$35.34	\$36.58	\$37.86

ECE III 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)	\$72,093	\$74,610	\$77,210	\$79,914	\$82,701	\$85,592	\$88,587
Hourly Wage	\$34.66	\$35.87	\$37.12	\$38.42	\$39.76	\$41.15	\$42.59