

## Saskatchewan K-12 Administrative Assistants and Secretaries

Wage Rates Effective September 1, 2011

Local	Employer Name	Job Title	Min Rate	Max Rate	Wage Unit	Hrs/Wk	Mths To Max	Start Date	End Date
2268	St. Paul's RCSSD #20	Office Coordinator I	\$19.47	\$22.99	\$/Hour	35	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Office Coordinator II	\$20.00	\$23.52	\$/Hour	35	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Office Coordinator III (High School)	\$21.25	\$24.84	\$/Hour	36.25	36	2011-01-01	2013-12-31
2268	St. Paul's RCSSD #20	Secretary	\$17.57	\$20.78	\$/Hour	35	36	2011-01-01	2013-12-31
3766	The Regina School Division #4	Elementary Administrative Secretary	\$18.69	\$22.01	\$/Hour	36.67	60	2010-01-01	2010-12-31
3766	The Regina School Division #4	Clerical Assistant	\$17.86	\$21.00	\$/Hour	36.67	60	2010-01-01	2010-12-31
4195	Saskatchewan Rivers School Division No. 119	Secretary III	\$27.01	\$29.13	\$/Hour	37.5	24	2009-08-01	2012-07-31
4195	Saskatchewan Rivers School Division No. 119	Secretary II	\$21.26	\$22.60	\$/Hour	35	24	2009-08-01	2012-07-31
4195	Saskatchewan Rivers School Division No. 119	Receptionist	\$21.26	\$22.60	\$/Hour	37.5	24	2009-08-01	2012-07-31
4195	Saskatchewan Rivers School Division No. 119	Secretary I	\$20.47	\$21.37	\$/Hour	32.5	24	2009-08-01	2012-07-31
4254	Prairie Spirit School Division No. 206	Administrative Assistant	\$16.43	\$19.90	\$/Hour	40	36	2010-09-01	2012-08-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Certified Level III)	\$17.78	\$18.50	\$/Hour	40	24	2010-01-01	2012-12-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Partial Certificate - Level II)	\$17.43	\$18.13	\$/Hour	40	24	2010-01-01	2012-12-31
4607	Ile-a-La-Crosse School Division No. 112	Secretary (Uncertified - Level I)	\$17.09	\$17.78	\$/Hour	40	24	2010-01-01	2012-12-31
4618	Christ the Teacher RCSSD	School Clerical*	\$14.41	\$17.22	\$/Hour	37.5	60	2009-09-01	2012-08-31
4643	Regina School Division No. 4	Administrative Assistant I	\$15.85	\$18.87	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant II	\$18.56	\$21.51	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant III	\$19.50	\$22.73	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant IV	\$19.89	\$23.18	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Administrative Assistant V	\$21.59	\$25.54	\$/Hour	36.67	48	2010-01-01	2010-12-31
4643	Regina School Division No. 4	Payroll and Accounting Officer	\$22.01	\$26.04	\$/Hour	36.67	48	2010-01-01	2010-12-31
4747	Living Sky School Division No. 202	Clerk-Typist	\$16.09	\$18.07	\$/Hour	37.5	24	2010-01-01	2013-08-31
4747	Living Sky School Division No. 202	Secretary	\$17.67	\$19.90	\$/Hour	37.5	24	2010-01-01	2013-08-31

Local	Employer Name	Job Title	Min Rate	Max Rate	Wage Unit	Hrs/Wk	Mths To Max	Start Date	End Date
4747	Living Sky Schook Division No. 202	Secretary Supervisor	\$19.02	\$21.25	\$/Hour	37.5	24	2010-01-01	2013-08-31
4754	Chinook SD 211	Office Manager (Certificate)	\$17.48	\$21.25	\$/Hour		84	2011-01-01	2013-08-31
4754	Chinook SD 211	Secretary (Certificate)	\$16.23	\$19.99	\$/Hour	40	84	2011-01-01	2013-08-31
4754	Chinook SD 211	Office Manager (Non-Certificate)	\$16.23	\$19.99	\$/Hour		84	2011-01-01	2013-08-31
4754	Chinook SD 211	Secretary (Non-Certificate)	\$14.97	\$18.74	\$/Hour	40	84	2011-01-01	2013-08-31
4784	Good Spirit School Division No. 204	Administrative Assistant (Non-Certified)	\$15.48	\$18.18	\$/Hour	37.5	37	2010-08-01	2013-07-31
4784	Good Spirit School Division No. 204	Administrative Assistant (Certified)	\$17.02	\$19.99	\$/Hour	37.5	37	2010-08-01	2013-07-31
4797	Northwest School Division No. 203	Administrative Assistant	\$17.02	\$18.93	\$/Hour	32.5	36	2010-01-01	2010-12-31
4799	Horizon School Division No. 205	Receptionist	\$16.07	\$18.94	\$/Hour	37.5	36	2008-09-01	2012-08-31
4799	Horizon School Division No. 205	Secretary	\$16.07	\$18.84	\$/Hour	37.5	36	2008-09-01	2012-08-31
4799	Horizon School Division No. 205	Data Entry Clerk	\$16.07	\$18.94	\$/Hour	35	36	2008-09-01	2012-08-31
4802	Sun West School Division No. 207	School Secretary	\$14.33	\$16.50	\$/Hour		12	2010-09-01	2013-08-31
4802	Sun West School Division No. 207	Division Office Secretary - Receptionist	\$14.33	\$16.50	\$/Hour		12	2010-09-01	2013-08-31
4869	South East Cornerstone SD 209	Administrative Assistant	\$15.49	\$18.07	\$/Hour	35	36	2010-09-01	2012-08-31
4875	Northeast School Division No. 200	Administrative Assistant	\$15.54	\$17.92	\$/Hour	35	24	2009-01-01	2011-12-31
4875	Northeast School Division No. 200	Administrative Assistant (Certified)	\$16.55	\$18.93	\$/Hour	35	24	2009-01-01	2011-12-31
5252	Prairie Valley School Division	Administrative Assistant	\$15.45	\$17.73	\$/Hour	35	36	2009-09-01	2010-08-31
5252	Prairie Valley School Division (former Local 4757)	Administrative Assistant	\$14.92	\$17.17	\$/Hour	35	36	2009-09-01	2010-08-31
5252	Prairie Valley School Division (former Local 3243)	Administrative Assistant	\$14.95	\$16.99	\$/Hour	30	36	2009-09-01	2010-08-31
5506	Prairie South School Division No. 210	Administrative Assistant (10 Month)	\$15.16	\$18.03	\$/Hour	35	36	2008-09-01	2009-08-31
5506	Prairie South School Division No. 210	Administrative Assistant (12 Month)	\$15.16	\$18.03	\$/Hour	36.25 to 37.5	36	2008-09-01	2009-08-31
5506	Holy Trinity RCSSD No. 22	School Administrative Assistant	\$13.60	\$18.23	\$/Hour	37.5	3,901 hours	2009-01-01	2011-12-31
5506	Holy Trinity RCSSD No. 22	Administrative Assistant (CEC)	\$13.60	\$18.23	\$/Hour	37.5	3,901 hours	2009-01-01	2011-12-31
5506	Prairie South School Division No. 210	Administrative Assistant (Perm. Part-Time)	\$15.16	\$15.16	\$/Hour	15	0	2008-09-01	2009-08-31
8443	Saskatoon School Division #13	Administrative Assistant	\$22.46	\$24.54	\$/Hour	35	36	2011-09-01	2013-08-31

Local	Employer Name	Job Title	Min Rate	Max Rate	Wage Unit	Hrs/Wk	Mths To Max	Start Date	End Date
8443	Saskatoon School Division #13	Secretary II	\$20.82	\$22.79	\$/Hour	35	36	2011-09-01	2013-08-31
8443	Saskatoon School Division #13	Secretary I	\$18.80	\$20.44	\$/Hour	35	36	2011-09-01	2013-08-31

CS/tlg.cope491

\*Local 4618 - Christ the Teacher will adjust wages by the % increase of the STF agreement for 2011 and 2012