

**Joint Job Evaluation Committee
Maintenance Manual**

Between

SCHOOL DISTRICT #79 (Cowichan Valley)

The Employer

And

THE CANADIAN UNION OF PUBLIC EMPLOYEES (LOCAL 5101)

The Union

ARTICLE 1 PURPOSE

- 1.1 The purpose of this manual is to outline the terms of reference and procedures for the maintenance of the Job Evaluation Program in accordance with the general objectives and principles set out in this agreement pertaining to a Job Evaluation Program between CUPE Local 5101, the Union, and School District No. 79 (Cowichan Valley), the Employer.
- 1.2 To jointly maintain the job evaluation plan for all jobs within CUPE Local 5101.

ARTICLE 2 DEFINITIONS

The following definitions are to apply to the terms used herein and throughout the Job Evaluation Program:

Collective Agreement	The Collective Agreement currently in effect between the employer and CUPE Local 5101.
Degree Level	The actual measurement levels within each subfactor.
Duty	Is made up of a number of tasks.
Factors	The four major criteria used to measure jobs are skill, effort, responsibility and working conditions.
Green-Circled Rate	The wage rate that is lower than the newly established wage rate.
Gender-Neutral	Any practice or program which does not discriminate between men and women.
Incumbent	An employee assigned to a job.
Job	Is made up of duties, responsibilities and qualifications that may be assigned to the same job title and held by a single incumbent or a number of incumbents.
Job Analysis	The process of determining and recording the tasks and duties of a job and the required skill, effort, responsibility and working conditions involved in the performance of that job, through the use of questionnaires, interviews and workplace observation.
Job Analysis Questionnaire	The instrument used to collect and record job data and forms part of the job documents.
Job Description	The written description of a job, which includes a summary and a listing of the major duties and responsibilities.
Job Evaluation	A process which measures the value of jobs in relation to each other, this value is expressed in points
Job Evaluation Plan	A measuring tool used to rate jobs. It contains subfactor definitions with corresponding degree levels and notes to raters.

JJE Committee	The Committee responsible for the maintenance of job evaluation plan and which is made up of equal representatives from union and management.
New Job	A job which is added to the workforce that is sufficiently different from work currently being performed in the workplace that it cannot be assigned to an existing job.
Out-of-Schedule Rate	A wage rate that is in excess of the maximum rate determined through the job evaluation program. This rate is established for a specific purpose and normally for a specified period of time.
Pay Grade	A designated salary range within the salary schedule including increments, if any.
Points	The numerical expression assigned to each degree level within each subfactor.
Position	Is a collection of duties and responsibilities assigned to one person.
Rating	The process of relating the facts contained in the job documents to the job evaluation plan and selecting the factor degree levels judged to be appropriate.
Rating Sheet	Records the facts and rationale for the degree levels assigned to each subfactor for each job.
Reclassification	A significant change in the skill, effort, responsibilities or working conditions of a job which may or may not affect its total point value or pay rate.
Red-Circled Rate	The wage rate that is higher than the newly established wage rate. If a job is rated at a pay grade with a salary range lower than the current wage rate for the job, all incumbents of such jobs shall be identified as "Red-Circled" and shall continue to receive all negotiated increases and shall continue to progress through any increments of the salary range to the job rate of the previous pay grade.
Salary Schedule	A listing of job titles, point bandings and pay grades.
Sore-Thumbing	The process of making an objective comparison of a rating decision made by the committee to previous rating decisions of similar and/or related positions. Comparisons may be performed by a factor-by-factor basis or on a total point basis.
Subfactors	Are components of the four major factors.
Tasks	A unit of work activity that forms part of a duty; one of the operations that constitute a logical and necessary step in the performance of a duty.

Total Points The sum of all points allotted to each job for all subfactors determined in accordance with the job evaluation plan.

ARTICLE 3 THE JJE COMMITTEE

- 3.1 The working committee of the JJE Committee shall have equal representation and participation from the parties, consisting of 3 representatives from the Employer and 3 representatives from the Union.
- 3.2 The Employer and the Union shall each designate one of its representatives to act as co-chair. The co-chairs are responsible for:
 - a) The chairing of the JJE Committee meetings;
 - b) The scheduling of regular JJE Committee meetings which include notification of appropriate supervisors for committee members' attendance;
 - c) Establishing the priority of matters to be acted upon by the JJE Committee.
- 3.3 JJE Committee members shall be excused from rating their own job, the position of a direct subordinate, or any position where the rating of that job may place them in a conflict of interest situation.
- 3.4 Each party may appoint alternate representatives to serve as replacements for absent members. Alternate members shall have the right to vote only when replacing a regular JJE Committee member who is absent or unable to attend due to conflict of interest.
- 3.5 The Employer will provide administrative support to the JJE Committee. The person performing these functions shall not be a member of the JJE Committee. These services shall be under the direction of the co-chairs and shall include:
 - a) The distribution of all JJE Committee correspondence to the JJE Committee Co-chairs;
 - b) The preparation and distribution of meeting agendas forty-eight (48) hours prior to the meeting;
 - c) The preparation and distribution of minutes;
 - d) The preparation and distribution of JJE Committee documents.
- 3.6 The Union committee members and any alternates appointed by the Union shall be granted leave of absence with pay and without loss of seniority for periods of time spent working on the JJE Committee. These members shall continue to have all rights and privileges of the collective agreement including access to the grievance procedure, promotional opportunities and salary increments to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of their present position.

- 3.7 Union committee members shall be replaced in their regular jobs for such time as they are working on the JJE Committee. Such replacements will have all the rights and privileges of the Collective Agreement.
- 3.8 Routine business decisions of the JJE Committee shall be made by a simple majority. Job rating decisions shall require a unanimous decision of a quorum of the JJE Committee, 2 members from each group, and shall be final and binding on the parties, subject to the reconsideration procedure set out in Article 7.
- 3.9 The JJE Committee shall meet as necessary at a mutually agreed upon time and place. Each member shall receive notice along with the agenda for the meeting at least forty-eight (48) hours before the meeting. Either party may call a meeting by giving written notice and this meeting shall take place within seven (7) working days of the delivery of the notice to the other party's co-chair.
- 3.10 Either party to the agreement may engage advisors to assist its representatives on the JJE Committee. Any such advisor shall be entitled to voice but not to vote and shall not be considered to be a member of the JJE Committee.

ARTICLE 4 MANDATE OF THE JJE COMMITTEE

- 4.1 The JJE Committee shall maintain the Job Evaluation Program by:
- a) Evaluating all the jobs using the job evaluation plan;
 - b) Maintaining the integrity of the program;
 - c) Recommending to the parties changes to the job evaluation plan, its procedures or methods, as may be deemed necessary from time to time.
 - d) Recording the results and rationale on the rating sheet and completing the Advice of Rating Form, Copies of the Advice of Rating Form and job description will be provided to the JJE Committee co-chairs, incumbent(s), supervisor, the Employer and the Union.
 - e) Documenting decision criteria and precedents on an on-going basis for future JJE Committee reference.

ARTICLE 5 JOB ANALYSIS PROCEDURE FOR RATING NEW AND/OR CHANGED JOBS

Whenever the employer introduces a new job, or changes the duties and responsibilities of a job, or the incumbent(s)/union feel that the duties and responsibilities of a job have been changed, or that the job description does not reflect the duties and responsibilities of the job, the following procedures shall be followed:

- 5.1 Job Analysis Steps:
- a) Step 1

A Job Analysis Questionnaire shall be completed by the incumbent(s) and the supervisor; The questionnaire should detail any changes to the job resulting from new or changed circumstances in the job. The completed questionnaire shall be submitted to School District #79 Human Resources Department along with the copy of the current job description. The questionnaire will be date stamped when it is received and forwarded to the co-chairs of the JJE Committee. The JJE Committee will review the questionnaire within sixty (60) working days of receiving it and determine if and when they can proceed with the job evaluation.

If the questionnaire indicates that the job now varies significantly from the original job description, it will be referred to School District #79 senior management for further direction on how to proceed.

b) Step 2

The JJE Committee shall, if necessary, draft a new job description based on the information gathered and approved. Where further information is required, interviews shall be held with the incumbent(s) and/or the supervisor. The JJE Committee shall submit the revised job description to the incumbent(s) and the supervisor for their mutual agreement. Amendments may be made to the proposed job description, as deemed necessary by the JJE Committee, from the response of the incumbent(s) and the supervisor. When agreed upon, the job description shall be signed by the incumbent(s) and the supervisor to signify their mutual agreement.

c) Step 3

The job shall be rated based on the agreed-upon job description in accordance with the job evaluation plan. The JJE Committee shall also use information obtained from the completed questionnaire, interviews with the incumbent(s) and/or supervisor and, if required, visits to the workplace.

d) Step 4

When the JJE Committee has completed rating the job, it will provide the Employer, the Union, and the incumbent(s) with a copy of the revised job description and Advice of Rating Form (Appendix E All parties should respond to the JJE Committee with their acceptance within thirty (30) working days. No response within thirty (30) working days, from the Employer, the Union or the incumbent(s), shall indicate acceptance of the JJE Committee's review results. If any of the parties does not agree with the results of the review the matter will be referred back to the JJE Committee. by submitting a Request for Reconsideration form and the reconsideration process will then be followed (see Article 7).

If the pay grade increases as a result of the job evaluation review, such increase shall be paid to each incumbent effective the date the completed Job Analysis Questionnaire was received by the School District #79 Human Resources Department. In the event that the pay grade of the job decreases as the result of the rating review, the incumbent shall receive

full red-circling protection for the duration of their tenure in the job.

- 5.2 In the application of the job evaluation plan, the following general rules shall apply:
- a) It is the content of the job, and not the performance of the incumbent(s), that is being rated;
 - b) Jobs are evaluated without regard to existing wage rates;
 - c) Jobs are rated at the appropriate degree level in each subfactor by comparing the specific requirements of the job to the subfactor definition, and the description of each degree level;
 - d) The job analysis and rating of each job shall be relative to and consistent with the job descriptions and ratings of all other jobs rated under the plan;
 - e) No interpolation of subfactor degrees (i.e. mid-points) is permitted;
 - f) The factors and subfactors must have an impact on all jobs being rated;
 - g) Rating decisions shall include a sore-thumbing process to ensure consistency in JJE Committee decisions;

ARTICLE 6 MAINTAINING THE JOB EVALUATION PROGRAM

- 6.1 It is important that the parties maintain accurate job descriptions and job ratings on an on-going basis. Failure to do so will serve to damage the integrity of the program. It is the intention of the parties to periodically review jobs upon request and to complete a review of all jobs every four (4) years. When reviewing a job for routine maintenance:
- a) The incumbent(s) and the supervisor/employer will be requested to participate in a job evaluation review by the JJE Committee by completing and submitting a Job Analysis Questionnaire as outlined in Article 5.1.
 - b) The Committee shall proceed to gather accurate, up-to-date information on the job in accordance with Article 5 and, based on the information gathered and approved, the Committee shall update the job description as necessary;
 - c) Where the job description has been changed, the JJE Committee shall meet to rate each subfactor of the job, and to establish a new rating for the job and advise the Employer, the Union, the incumbent(s) and/or supervisor of its decision (Appendix E). The rating of the job shall determine the pay grade for the job.

6.2 Job Evaluation Procedure for Changed Jobs

Whenever the employer changes the duties and responsibilities of a job or the incumbent(s)/union feel that the duties and responsibilities of a job have been changed, or that the job description does not reflect the duties and responsibilities of the job, the following procedures shall be followed:

- a) The incumbent(s)/union or the supervisor/employer may request a job evaluation review by completing and submitting a Reconsideration Form (Appendix F);
- b) Upon receipt of a completed Reconsideration Form, the J.J.E.C. shall proceed to gather accurate, up-to-date information on the job in accordance with Articles 5 and 6. The gathering of information shall involve requesting the incumbent(s) and supervisor to complete an up-to-date Job Analysis Questionnaire. Where further information is required, interviews shall be held with incumbents and/or supervisors and/or visits to the workplace. Based on this information, the committee shall update the job description as necessary;
- c) Where the job description has been changed, the committee shall meet to rate each subfactor of the job, and to establish a new rating for the job and advise the incumbent(s) and/or supervisor of its decision (Appendix E). The rating of the job shall determine the pay grade for the job.

6.3 Job Evaluation Procedure for New Jobs

Whenever the employer establishes a new job, the following procedures shall apply:

- a) The Employer shall prepare a draft job description for the job;
- b) The JJE Committee shall meet and establish a temporary pay grade for the job, based on the draft job description;
- c) The job shall be posted and any person appointed to the job shall be paid the temporary pay grade;
- d) Six (6) months after appointment to the job, the incumbent(s) and the supervisor shall complete a Job Analysis Questionnaire and the JJE Committee shall follow the process as outlined in Article 5.
- e) If the pay grade increases as a result of the six-month review, such increase shall be paid to each incumbent effective the date of their appointment to the job. In the event that the pay grade of the job decreases as the result of this six-month re-examination of the job, the incumbent shall receive full red-circling protection for the duration of their tenure in the job.

ARTICLE 7 RECONSIDERATION PROCEDURE

7.1 Within thirty (30) days of receipt of the Advice of Rating Form (Appendix E) in accordance with Articles 5.1, 6.2 and 6.3, the following procedure shall apply:

- a) The Employer, the Union, the incumbent(s) and/or the supervisor may request reconsideration of the job description and/or the job rating by completing and submitting a Reconsideration Form (Appendix F), stating the reason(s) for disagreeing with the job description and/or the rating of the job.

- b) The Employer, the Union, the incumbent(s) and/or the supervisor may make a presentation to the JJE Committee.
- c) The JJE Committee shall consider the reconsideration request and make a decision that shall be final and binding upon the parties and all employees affected.
- d) The JJE Committee shall inform all parties of its decision using the Review Decision Form (Appendix G).

ARTICLE 8 SETTLEMENT OF DISAGREEMENTS WITHIN THE COMMITTEE

- 8.1 In the event the JJE Committee is unable to reach agreement on any matter relating to the interpretation, application or administration of the job evaluation program, the co-chairs of the JJE Committee shall request, within ten (10) working days, that each party designate an advisor to meet with the JJE Committee and attempt to assist in reaching a decision.
- If, after meeting with the two (2) advisors appointed pursuant to Article 8.1, the JJE Committee remains unable to agree upon the matter in dispute, the co-chairs shall advise, in writing, the Union and the Employer of this fact, within fifteen (15) working days.
- 8.2 Either party may, by written notice to the other party, refer the dispute to a single arbitrator who shall be selected by agreement of the parties. If the parties are unable to agree, either party may request the Minister of Labour to appoint an arbitrator.
- 8.3 The arbitrator shall decide the matter upon which the JJE Committee has been unable to agree and their decision shall be final and binding on the JJE Committee, the Employer, the Union and all affected employees. The arbitrator shall be bound by the terms of this Maintenance Manual and the Job Evaluation Plan and shall not have the power to modify or amend any of their provisions. The jurisdiction of the arbitrator shall be limited to the matter in dispute, as submitted by the parties.
- 8.4 The Employer and the Union shall be the parties to the arbitration hearing and shall have the right to present evidence and argument concerning the matter in dispute. The arbitrator shall have the powers of an arbitrator appointed pursuant to the Collective Agreement and, in addition, shall have the authority to require the parties to present additional information and to require other person(s) to present evidence, as deemed necessary by the arbitrator.
- 8.5 The arbitrator's fees and expenses shall be borne equally between the parties.
- 8.6 The time limits contained in this article may be extended by mutual agreement of the parties.

ARTICLE 9 APPLYING THE RATING TO THE SALARY RANGES

- 9.1 Job ratings serve to:
- a) group jobs having relatively equivalent point values (this is commonly referred to as banding);
 - b) provide the basis upon which wage rate relationships between jobs are established;
 - c) measure changes in job content;
 - d) assign jobs into their proper pay grade in the salary schedule.
- 9.2 The total point allocation shall be used to determine the salary range for the jobs. Salary ranges are provided in the Collective Agreement.
- 9.3 If a job is rated at a pay grade with a salary range higher than the current wage rate for the job, the incumbent's rate of pay shall be adjusted to the higher pay grade on the new salary schedule, retroactive to the date the Reconsideration Form was submitted. The incumbent's shall retain the same place on any increment grid.
- 9.4 If a job is rated at a pay grade with a salary range lower than the current wage rate for the job, all incumbents of such jobs shall be identified as "Red-Circled" and shall continue to receive all negotiated increases and shall continue to progress through any increments of the salary range to the job rate of the previous pay grade.
- 9.5 If a job is at the top of the existing salary range, the incumbent(s) rate of pay shall be adjusted to the top of the newly assigned salary range provided the new range is higher than the existing range.
- 9.6 No incumbent will have their wages reduced following the re-evaluation of their job and the establishment of a new wage structure.
- 9.7 All economic adjustments negotiated from time to time shall be calculated upon the higher of the revised or previously existing job rate.

ARTICLE 10 CONCLUSION AND IMPLEMENTATION

- 10.1 The JJE Committee shall report its recommendations for changes to the Job Evaluation Plan or to the Maintenance Manual to the parties for ratification, These documents and this agreement may only be modified by mutual consent of the parties.
- 10.2 This Maintenance Manual, including all appendices, the Job Evaluation Plan, job descriptions and any other documents as agreed to by the JJE Committee shall

be deemed to be included in the Collective Agreement, effective the date of signing of this Maintenance Manual.

- 10.3 This Maintenance Manual agreement shall remain in full force and effect from the date of signing and shall continue until by mutual agreement either party gives the other party notice of its intention to amend or terminate this agreement, at least sixty (60) calendar days prior to the expiry of the Collective Agreement

Signed this ___ day of May, 2020

FOR THE EMPLOYER

FOR THE UNION

Appendix D

SCHOOL DISTRICT #79 (COWICHAN VALLEY) JOINT JOB EVALUATION COMMITTEE ADVICE OF RATING	
Incumbent's Name:	
Job Title:	Job Number:
Department:	
Location:	

This is to advise that the rating for the job to which you have been appointed is as follows:

FACTOR	EDU	EXP	JUD	AT/D	PHY	DEX	ACC	SAF	SUP	CON	W/C
DEGREE											
POINTS											
TOTAL POINTS	RATING CLASSIFICATION						PAY GRADE				
AS A RESULT OF JOB EVALUATION, THIS JOB HAS BEEN:									UPGRADED		
									UNCHANGED		
									DOWNGRADED		
<p>NOTE: If the Employer, the Union, the incumbent(s) and/or supervisor disagree with the rating established for the job, you may request reconsideration of the rating by completing a Reconsideration Form (Appendix F) and submitting it to the JJE Committee via SD79 Human Resources Department, within thirty (30) working days of receipt of this document. Reason for disagreeing with the job description and/or job rating must be included in the Reconsideration Form.</p>											

JOB RATING

Employer co-chair :	Union co-chair :
Date:	Date:

JJE Committee to send copies to:

Incumbent(s) Supervisor Union Employer

Appendix E

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) JOINT JOB EVALUATION COMMITTEE RECONSIDERATION REQUEST	
Incumbent's Name:	
Job Title:	Job Number:
Department:	
Location:	

<p>NOTE: If the Employer, the Union, the incumbent(s) and/or supervisor disagree with the rating established for the job, they may request a reconsideration of the rating by completing this form and submitting it to the JJE Committee, via SD 79 Human Resources Department, within thirty (30) working days of receipt of the Advice of Rating (Appendix E). Reason for disagreeing with the job rating must be included in this Reconsideration Form.</p> <p>Please attach a copy of the Advice of Rating (Appendix E) for the decision you wish to have reconsidered.</p> <p>Reason for reconsideration request (attach additional pages as required):</p>

Request submitted by: <input type="checkbox"/> Incumbent(s) <input type="checkbox"/> Supervisor <input type="checkbox"/> Union <input type="checkbox"/> Employer	
Name:	
Signature:	Date:

JJE Committee to send copies to:
 Incumbent(s) Supervisor Union Employer

Appendix F

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY) JOINT JOB EVALUATION COMMITTEE REVIEW DECISION FORM

Incumbent's Name:	
Job Title:	Job Number:
Department:	
Location:	

Decision: (A thorough review was done by the Joint Job Evaluation Committee and the following decision(s) was (were) reached):
Rating Results: <input type="checkbox"/> No Change <input type="checkbox"/> Change

Comments:

Employer co-chair :	Union co-chair :
Date:	Date:

JJE Committee to send copies to:
 Incumbent(s) Supervisor Union Employer

2023-2024 Wage Bands

Points	Job #	Position	Drafts	Revised
139		Level 1		
154		Level 2		
169		Level 3		
184		Level 4		
188	34	Noon Hour Supervisor		February 10, 2023
199		Level 5		
214		Level 6		
226	33	Lunch Program Coordinator		March 10, 2023
229		Level 7		
232	43	Education Assistant - Academic		January 21, 2014
241	27	School Secretary 1		April 5, 2011
244		Level 8		
245	18	Career Centre Assistant		March 5, 2012
258	41	Secretary - Learning Services		January 31, 2019
259	16	Receptionist/Booking Clerk		May 19, 2016
259		Level 9		
264	15	Library Assistant		October 9, 2018
264	107	Indigenous Cultural Arts Support Worker	May 20, 2022	
264	107	Indigenous Cultural Arts Support Worker	May 20, 2022	
266	20	Counselling Clerk		January 13, 2012
268	44	Education Assistant - Behavioural		May 20, 2022
269	71	Rentals/Health & Safety Secretary		August 15, 2018
272	52	Laboratory Assistant - Science Department		January 16, 2008
273	98	Secretary Careers - District		January 10, 2020
273	101	Counselling Clerk - Distributed Learning		October 22, 2020
274		Level 10		
275	83	Administrative Secretary - Indigenous Education		November 19, 2013
277	93	Child Support Worker		February 18, 2022
279	61	Secretary - International Student Program		May 10, 2018
282	13	Shipping and Receiving Clerk		February 24, 2016
282	106	Indigenous Early Childhood Education Ts'uwatun	January 4, 2022	
282	106	Indigenous Early Childhood Education Ts'uwatun	Jan 25, 2022	
283	17	School Board Office Receptionist		May 31, 2017
284	105	EA Bhvr/Out of School Care	Aug 18, 2021	
284	105	EA Behaviour/Out of School Care Pgm Coord	Aug 18, 2021	
286	103	Payroll and Benefits Clerk/Accounting Clerk		February 18, 2022

289		Level 11		
291	46	Education Assistant - Personal Care		October 18, 2018
291	60	Senior Call Out Clerk		October 18, 2017
292	51	CUPE Call Out Clerk		January 11, 2017
293	37	Secretary - Student Support Services		December 14, 2018
293	80	Indigenous Support Worker		September 11, 2020
295	70	Accounting Clerk 1 - District		January 15, 2021
296	30	Transportation Dispatcher		February 23, 2021
297	81	Metis Cultural Teaching Assistant		January 11, 2017
301	25	Administrative Secretary - Operations		April 10, 2018
304		Level 12		
308	39	School Secretary 2		April 5, 2011
308	92	After School Program Coordinator		January 14, 2022
309	85	Transportation Registration Clerk		May 16, 2018
312	90	Trainer/Itinerant Clerical		October 21, 2020
313	104	Indigenous Trades Program Worker	June 9, 2021	
313	104	Indigenous Trades Program Worker	June 9, 2021	
314	40	School Secretary 3		December 12, 2020
314	57	District Resource & Library Services Assistant		May 9, 2017
315	63	Secretary - Alternate Education Program		December 8, 2015
319		Level 13		
329	66	Human Resources Administrative Assistant		December 7, 2016
330	11	Student Support Worker		February 24, 2016
334		Level 14		
335	35	Payroll and Benefits Clerk		June 8, 2007
340	87	Cafeteria Program Assistant		May 3, 2017
346	49	Education Assistant-Specific Care		June 1, 2018
349		Level 15		
360	47	Building Technologist - District		April 5, 2017
363	88	Education Assistant - Complex Needs		May 31, 2021
364		Level 16		
365	75	Systems Analyst Hardware Repair Technician		December 20, 2020
366	74	System Support Specialist I		January 11, 2022
368	97	Educational Interpreter		October 2019
371	100	Child, Youth & Family Intervention Support		February 10, 2022
372	59	Payroll and Benefits Clerk/Budget Clerk		February 18, 2022
377	91	Secretary 3, International Student Program		February 14, 2018
379		Level 17		
381	102	Hul'q'umi'num Language and Culture Advisor		December 2, 2022
385	1	Accounting Clerk 2		May 22, 2020
385	9	Alternate Program Worker (Work Skills)		April 14, 2009
387	48	Work Program Director		March 10, 2023
390	99	Child, Youth & Family Ts'uwatun		October 25, 2022
394		Level 18		
402	76	Buyer		January 14, 2016

409		Level 19		
420	110	Security System Support Specialist	June 20, 2023	
424		Level 20		
439		Level 21		
454		Level 22		
461	73	Network Systems Analyst		February 12 2021
	108	<i>Responsible Adult - placeholder only</i>		
	109	Behaviour Interventionist	May 23, 2023	