

# Market Competitive Salary Guideline Scale For Early Learning and Child Care Centres 2009



## What's new in 2009

- Salary increase recommendation Pg. 1
- Labour Mobility Act and Early Childhood Educators Pg. 1
- Implementation of the Salary Guideline Scale Pg. 2
- Market Competitive Benefits Package Pg. 3



## Market Competitive Salary Guideline Scale For Group Early Learning and Child Care Programs, 2009

The Manitoba Child Care Association engaged People First HR Services to provide assistance in recommending an updated scale to reflect the competitive job market as of August 2009. The competitive marketplace for compensation purposes is typically defined as those organizations where similar jobs exist and where one would look to recruit employees or where one could potentially lose employees. While the private sector competes somewhat with child care for employees, particularly at the more junior levels, the competitive market is primarily other organizations in the not-for-profit/education/public sector.

### What's New?

To reflect changes to market rates, as well as the relationship of relative salaries between jobs in the scale, a 4% increase was recommended for all positions.

### How Can I Use This Resource?

The Manitoba Child Care Association provides the research based Market Competitive Salary Guideline Scales to our members as an educational tool to use when seeking employment, and to the Board of Directors of early learning and child care programs to use as a recruitment and retention resource.

In funded programs, parent fees and operating grants are controlled by the Government of Manitoba, however do not yet generate enough revenue for the majority of funded early learning and child care programs (ELCC) to pay competitive wages to their employees.

In 2007, The Manitoba Child Care Association advised the Government of Manitoba that funding to ELCC programs must increase by 20-25% to enable the childcare workforce to earn competitive wages and have competitive benefits, including a pension plan. In response the Government of Manitoba provided a 3% increase in 2008. In 2009, the Government of Manitoba provided a further 3% increase and a wage adjustment fund to top up the wage of an ECE to \$15.50 an hour and a Child Care Assistant in ECE training to \$12.25 an hour to eligible child care centres. A history of the evolution of the MCCAs salary guideline scales is available on our website [www.mccahouse.org](http://www.mccahouse.org).

Without the financial resources to pay competitive wages and benefits, it is inevitable that the Board of Directors of ELCC programs will be challenged to attract and retain skilled and qualified Early Childhood Educators and Child Care Assistants. In 2009, almost a decade after the shortage of Early Childhood Educators was first identified, almost 30% of licensed child care programs continue to operate with an exemption to the licensing requirements for proportion of trained staff because they cannot recruit employees with the qualifications required by The Community Child Care Standards Act.

The licenses for regulated programs can be viewed online at [www.gov.mb.ca/childcare](http://www.gov.mb.ca/childcare).

### The Labour Mobility Act and Early Childhood Educators

Labour Mobility is a pan Canadian government initiative that has been in effect since 1994. It was reinvigorated by Provincial Premiers in 2008 with the re-writing of Chapter 7 of the agreement which applies to licensed/regulated professions, one of which is Early Childhood Education. After Chapter 7 came into force on April 1, 2009, the Province of Manitoba must recognize the qualifications of Early Childhood Educators certified to practice in any other jurisdiction in Canada. Given the wide range of qualifications for Early Childhood Educators across Canada, employers are advised to discuss educational credentials as part of the recruitment process for Early Childhood Educators.

## Implementation of the Guideline Salary Scale

The wages are based on the definitions and job descriptions in the Human Resource Management Guide for Early Learning and Child Care Programs, Manitoba Child Care Association, 2007.

- Annual salary is based on a 40 hour week. For work weeks with fewer hours, the salary should be pro-rated.
- This salary scale is current as of August 2009 and is designed to reflect the competitive market and relative values within the scale.
- Level 1 is the salary scale minimum. This salary is appropriate for someone who meets the educational requirements but lacks the required experience and some of the necessary skills. This salary is appropriate for someone new to the job and requires considerable guidance and supervision.
- Level 5 is the salary scale maximum. This salary is appropriate for someone who is fully proficient in the job. They have developed the necessary skills and require very little guidance or supervision. This salary is typically reflective of someone with four years experience in the job.

## MCCA recommends that employers:

- contribute a minimum of 1% of gross annual salary toward the cost of 24 hours per year of professional development in early learning and child care for each employee that has successfully completed the probationary period. As part of professional development, employers should consider paying all or subsidize the annual MCCA membership for each employee that has successfully completed the probationary period.
- provide all employees with a salary scale relevant to their position, a job description, personnel policies, an employment contract upon hiring
- employ graduates from CCEPAC approved early childhood education programs (or recognized equivalent) as primary care givers
- develop a written plan to follow should you become unable to meet the requirements of the Community Child Care Standards Act, whether related to proportion of trained staff, qualifications of staff, staff to child ratio's or group sizes

## Market Salary Guideline Scale for Early Learning and Child Care Centres 2009

### Director:

- As defined in The Community Child Care Standards Act, Manitoba Regulation 62/86
- Director I: Manages a facility of 50 spaces or less
- Director II: Manages a facility of 51-100 spaces
- Director III: Manages a facility of 101-150 spaces
- Director IV: Manages a facility of 151-200 spaces
- Participates in at least 24 hours of ECE professional development per year.
- MCCA recommends that centre directors acquire a relevant credential in management.



### The main areas of responsibility for a centre Director are:

- I. Program Management
  - A. Health and Safety
  - B. Curriculum
  - C. Families
- II. Organizational Management
  - A. Centre Administration
  - B. Government Regulating Body
- III. Financial Management
- IV. Human Resource Management
  - A. Personnel Policies
  - B. Career Development and Training
- V. Public Relations
- VI. Professionalism

A guideline job description is in the Human Resource Management Guide for Early Learning and Child Care Programs, MCCA 2007

Job		Level 1	Level 2	Level 3	Level 4	Level 5
Director IV	Annual	\$67,725	\$71,958	\$76,190	\$80,423	\$84,656
	Hourly	\$32.56	\$34.60	\$36.63	\$38.67	\$40.70
Director III	Annual	\$61,568	\$65,416	\$69,264	\$73,112	\$76,960
	Hourly	\$29.60	\$31.45	\$33.30	\$35.15	\$37.00
Director II	Annual	\$57,517	\$61,112	\$64,706	\$68,301	\$71,896
	Hourly	\$27.65	\$29.38	\$31.11	\$32.84	\$34.57
Director I	Annual	\$48,534	\$51,568	\$54,601	\$57,635	\$60,668
	Hourly	\$23.33	\$24.79	\$26.25	\$27.71	\$29.17

## Market Competitive Benefits Package

People First HR Services advises that a comprehensive benefits package can be a key factor in attracting and retaining employees. They suggest the following benefits are considered to be market competitive:

- A group medical plan which includes prescription drugs, hospital, paramedical, medical supplies and travel coverage
- A dental plan which covers preventative, basic and major treatments
- A short term disability plan which provides income to the employee for short periods of incapacity. This can be done through an insured plan or through salary continuation
- A long term disability plan which provides income to the employee in the event that they can't return to work for an extended period of time.
- Life and accidental death & dismemberment insurance
- The cost of these 5 plans would be shared equally between the employer and the employee with the premiums structured so as to make any benefits under the disability plans tax effective.
- MCCA offers our members a comprehensive group benefits program through Health Source Plus that includes all these, plus a substantial health and wellness program, along with a management assistance program. Employers that offer the MCCA Group Benefits Plan will find it helpful to recruit and retain employees that want to maintain consistent group benefits coverage. Coverage is transferable to any licensed child care program that participates in the plan.
- A vacation plan which provides 2 weeks vacation initially, 3 weeks at 3 years of employment, 4 weeks at 10 years and 5 weeks at 15 years. Directors would normally start at 3 weeks
- Eleven public holidays
- A retirement savings plan which allows employees to contribute from 3% to 5% of their salary with the employer making a matching contribution.

## Supervisors I & II/Assistant Director/ECE with Specialized Training/Nursery School Teacher

An individual who has the dual responsibility of the administration of the centre and the delivery of the program. This can also include nursery school teachers, unit leaders, assistant directors and centre directors who are included in the child/staff ratio.

### Supervisor I/Assistant Director/or ECE with Specialized Training/Nursery School Teacher

- A supervisor, whose job description includes a portion of the child care program administration in a facility of 50 spaces or less. Examples include orientating and directing staff; managing employee records, developing staffing schedules, assisting in identifying professional development opportunities, record keeping.

OR

- An ECE III, having completed a CCEPAC approved, ECE post diploma program, and whose duties are primarily those performed by an ECE working with children with additional support needs, infants, school-agers, aboriginal children, or any other recognized specialization.

OR

- An ECE II or III working in a nursery school, whose duties are primarily those performed by an ECE working with children and whose job description includes a portion of the child care program administration duties.

AND

- Participates in at least 24 hours of ECE professional development per year.

### Supervisor II / Assistant Director:

- A Supervisor/Assistant Director, whose job description includes a significant portion of the child care program administration in a facility of 51 to 100+ spaces. Examples include orientating and directing staff; managing employee records, developing staffing schedules, assisting in identifying professional development opportunities and record keeping.
- Participates in at least 24 hours of ECE professional development per year.

#### The main areas of responsibility are:

- I. Health and Safety
- II. Program
- III. Families
- IV Administrative Management:
  - A. Government Regulating Body
  - B. Administration
  - C. Children and Families
  - D. Operational Management
  - E. Financial Management
  - F. Personnel Policies and Procedures
  - G. Career Development and Training
  - H. Public Relations Professionalism
- V. Professionalism

A guideline job description is in the Human Resource Management Guide for Early Learning and Child Care Programs, MCCA 2007

Job		Level 1	Level 2	Level 3	Level 4	Level 5
Supervisor II/ Assistant Director	Annual	\$43,094	\$45,788	\$48,481	\$51,175	\$53,868
	Hourly	\$20.72	\$22.01	\$23.31	\$24.60	\$25.90
Supervisor I or ECE With Specialized Training or Nursery School Teacher	Annual	\$38,862	\$41,291	\$43,720	\$46,149	\$48,578
	Hourly	\$18.68	\$19.85	\$21.02	\$22.19	\$23.35

## Early Childhood Educator (ECE):

- As defined in The Community Child Care Standards Act, Manitoba Regulation 62/86.
- Duties are primarily those performed by a front line practitioner or primary caregiver for infants, preschool, school-age children, or a nursery school teacher without administrative duties.
- Participates in at least 24 hours of ECE professional development per year.

The ECEs primary responsibility is the care and education of children. The ECE presents, directs, and assesses the positive emotional, physical, social, and cognitive development of children in a child care setting, by implementing appropriate activities and programs according to each child's individual developmental abilities, interests, and needs.

### The main areas of responsibility for the Early Childhood Educator are:

- I. Establish and Maintain a Safe and Healthy Learning Environment
  - A. Safety

- B. Health
- C. Learning Environment

### II. Advance Physical and Intellectual Competence

- A. Physical
- B. Cognitive
- C. Communication
- D. Creative

### III. Build Positive Self Concept and Individual Strength

### IV. Promote Positive Functioning of Children and Adults

- A. Social
- B. Guidance and Discipline

### V. Coordinate Home and Centre

### IV. Supplementary Responsibilities

- A. Program Management
- B. Professionalism

A guideline job profile is in the Human Resource Management Guide for Early Learning and Child Care Programs, MCCA 2007

Job		Level 1	Level 2	Level 3	Level 4	Level 5
Early Childhood Educator	Annual	\$33,681	\$35,786	\$37,891	\$39,996	\$42,101
	Hourly	\$16.19	\$17.20	\$18.22	\$19.23	\$20.24

## Child Care Assistant

- as defined in The Community Child Care Standards Act, Manitoba Regulation 62/86.
- Participates in at least 24 hours of professional development in early childhood education per year.

The Child Care Assistant (CCA) assists the Early Childhood Educator (ECE) with the care and education of children. This includes assisting the ECE in directing and assessing the positive emotional, physical, social and cognitive development of children by implementing appropriate activities and programs according to each child's individual developmental abilities, interests and needs.

## Child Care Assistant in ECE Training

To be considered a Child Care Assistant in ECE Training, the CCA must be actively pursuing an ECE classification. This includes an employee doing their CBA, CBA/PLA, and IEQ programs. A written contract is required between the facility and the CCA that includes a start and end date for training. The 40 hour orientation course required by Regulation is not considered a CCA in ECE training.

A guideline job description is in the Human Resource Management Guide for Early Learning and Child Care Programs, MCCA 2007

Job		Level 1	Level 2	Level 3	Level 4	Level 5
Child Care Assistant in ECE Training (CCA)	Annual	\$26,944	\$28,628	\$30,312	\$31,996	\$33,680
	Hourly	\$12.95	\$13.76	\$14.57	\$15.38	\$16.19
Child Care Assistant (CCA)	Annual	\$21,590	\$22,940	\$24,289	\$25,639	\$26,988
	Hourly	\$10.38	\$11.03	\$11.68	\$12.33	\$12.98