



# **Early Learning and Child Development Early Childhood Educator Wage Grid Policy and Standards Manual**

**Government of Newfoundland and Labrador**  
Department of Education

### **Record of Updates**

<b>Version</b>	<b>Date</b>	<b>Update</b>
1.0	April 1, 2024	Initial Launch
1.1	August 8, 2024	Added clarification regarding hours of operation under Eligibility section. <a href="#"><u>ELCD-2024-OGPWG-A1</u></a>
1.2	October 7, 2024	Added information regarding the required completion of the Certification and Experience Declaration Form for new staff. <a href="#"><u>ELCD-2024-OGPWG-A1</u></a>

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## PROGRAM OVERVIEW

Newfoundland and Labrador's Early Childhood Educator Wage Grid is an initiative funded through Federal and Provincial Governments. The intent of the Early Childhood Educator (ECE) Wage Grid is to recognize the valuable contribution ECEs make to the child care sector within the province.

The Early Childhood Educator Wage Grid is a stepped salary scale that aims to increase retention and recruitment of ECEs. A set rate structure is provided for regulated child care centres participating in the Operating Grant Program. The Wage Grid is implemented through the Operating Grant Program.

Eligible wage grid individuals are ECEs with a current [Association of Early Childhood Educators Newfoundland and Labrador](#) (AECENL) child care services certification who are working in a regulated child care centre that is participating in the Operating Grant Program.

**GENERAL:  
ELIGIBILITY AND SALARY RATES**

**Policy no.:** ELCD-2024-OGPWG-A1

**Effective Date:** 2024-04-01

**Date Revised:**

**Policy Cross References:** [ELCD-2024-OGPWG-B1](#)

**Legislative References:**

## **POLICY AND STANDARDS:**

### **Eligibility**

1. To be eligible for the ECE wage grid, individuals must:
  - i. Have an active [AECENL](#) child care services certification; and
  - ii. Be working in an ECE role in a regulated child care centre that is participating in the Operating Grant Program.
  - iii. Be working on-site at a regulated child care centre within the licensed hours of operation as identified on the currently approved licence. ECE wage grid does not cover overtime or work outside of the regulated child care centre.

### **Salary Rates**

1. The ECE Wage Grid outlines the salary a child care centre is required to pay employees for hours worked, based on their active [AECENL](#) child care services certification level and includes step progression as per the tables below:

<b>ECE Wage Grid 2023 to 2026</b>				
<b>Certification Level</b>	<b>Hourly Rate</b>			
	<b>Base</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Trainee	\$18.06	\$18.42	\$18.79	
Level I	\$21.25	\$21.68	\$22.11	\$22.55
Level II	\$25.00	\$25.50	\$26.01	\$26.53
Level III	\$28.75	\$29.33	\$29.91	\$30.51
Level IV	\$33.06	\$33.72	\$34.40	\$35.09

<b>Certification Level</b>	<b>ECE Wage Grid 2023 to 2026</b>			
	<b>Annual Salary</b>			
<b>Base</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	
\$35,357	\$36,064	\$36,786		
\$41,597	\$42,429	\$43,277	\$44,143	
\$48,938	\$49,916	\$50,915	\$51,933	
\$56,278	\$57,404	\$58,552	\$59,723	
\$64,720	\$66,014	\$67,335	\$68,681	

**Note: Data in the tables above are based on 7.5 hours worked per day for 261 days per year.**

2. Inaccurate Wage Grid claims will be investigated as a violation of policy and will jeopardize participation in the Operating Grant Program.
3. The ECE Wage Grid includes an Administrator Bonus. This is calculated at 10% of the administrator's salary and is capped based on the annual salary of each step as per the table below:

<b>ECE Wage Grid 2023 to 2026</b>				
	<b>Base</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Administrator Bonus	\$4,894	\$4,992	\$5,091	\$5,193

4. The ECE Wage Grid also includes a:
  - i. Labrador Allowance – The allowance is \$5,178 per year and is available to ECEs working in licensed child care centres in the Labrador region, participating in the Operating Grant Program; and
  - ii. Francophone Bonus – This bonus is \$5,178 per year and is available for French-speaking ECEs working in a regulated Francophone child care centre that is participating in the Operating Grant Program.
5. Initial placement on the ECE Wage Grid is determined by the highest level of [AECENL](#) child care services certification obtained, and the years of service worked in a regulated child care setting in accordance with the following table:

<b>ECE Wage Grid 2023 to 2026</b>				
<b>Years of Service</b>	<b>&lt;1 Year</b>	<b>1-5 Years</b>	<b>6-10 Years</b>	<b>11+ Years</b>
<b>Certification Level</b>	<b>Base</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Trainee	\$18.06	\$18.42	\$18.79	
Level I	\$21.25	\$21.68	\$22.11	\$22.55
Level II	\$25.00	\$25.50	\$26.01	\$26.53
Level III	\$28.75	\$29.33	\$29.91	\$30.51
Level IV	\$33.06	\$33.72	\$34.40	\$35.09

6. To verify the years of service in a regulated child care environment, new staff members and the Licensee/Administrator shall complete an AECENL Certification and Experience Declaration Form. This form, along with the monthly statistics form, must be submitted to the Operating Grant Program. Licensees/Administrators should ask staff for the following:
  - i. Current resume; or
  - ii. A copy of letters from previous employers detailing work experience in a regulated child care setting.
7. The steps on the wage grid are applicable for a 12-month period from the time an ECE is placed on the grid or from the time a child care service joins the Operating Grant Program.

8. Once an ECE reaches step 3, they will remain on that step until the ECE furthers their education to a higher level or the ECE Wage Grid is updated.
9. ECEs who further their education and achieve a higher level of certification will be placed at Step 1 of their new level upon confirmation of this achievement. For example, a Level I ECE at Step 2 who achieves a Level II designation would be placed at Step 1 of Level II (\$25.50) on the date on their valid [AECENL](#) child care services certification. The individual will remain on the new step for one year before advancing to the next step.
10. Child Care Centres will endeavor to accommodate requests to designate replacement statutory holiday(s) that are of cultural or religious significance to the employee in place of any or all the statutory holidays, and such requests shall not be unreasonably denied. The employee must make the request in writing at least 30 days before the date of the replacement or statutory/designated holiday, whichever comes first. Requests received less than 30 days before the date of the replacement or designated/statutory holiday will be subject to operational requirements and availability of replacement staff, will not be unreasonably denied.
11. The voluntary closure of a child care centre will result in the service not receiving operational or ECE Wage Grid salary funding from the Operating Grant Program.
12. International ECEs may submit letters of employment, pay stubs, and contracts to establish their wage grid step. Official translations may be required upon request. All verifiable years of service are applicable in determining an ECEs step and level on the wage grid.
13. All government sourced salary and benefits disbursements are subject to verification by pay stubs and/or financial auditing by a Chartered Professional Accountant and/or verification by regional staff. Parent/Guardian and/or ECE/Staff verification forms may also be requested at any time.

## **REFERENCE DOCUMENTS:**

- Association of Early Childhood Educators Newfoundland and Labrador  
[AECENL](#)
- Government of Canada  
<https://www.canada.ca/en/revenue-agency/services/forms-publications/payroll/t4032-payroll-deductions-tables/t4032nl-jan/t4032nl-january-general-information.html>

## **LEGACY WAGE RATES: GENERAL AND CALCULATOR**

**Policy no.:** ELCD-2024-OGPWG-B1

**Effective Date:** 2024-04-01

**Date Revised:**

**Policy Cross References:**

**Legislative References:**

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## **POLICY AND STANDARDS:**

### **General**

1. A legacy wage rate refers to a rate of pay that exceeds the applicable wage rate identified on the Early Childhood Educator Wage Grid.
2. Legacy wage rates are determined by taking the individual's current rate of pay and adding the amount they would receive from the [Early Learning and Child Care \(ELCC\) Supplement Program](#). If the blended rate (current wage + supplement) is higher than the wage rate an individual would receive in accordance with the Early Childhood Educator Wage Grid, then a legacy wage rate will apply.
3. Only those ECEs that qualified for the ELCC Supplement in the twelve-month period preceding the implementation of the wage grid are eligible for legacy wage rates.
4. The ELCC Supplement Program has been incorporated into the Early Childhood Educator Wage Grid and will no longer continue for those who are on the wage grid.
5. Upon review of monthly stats reporting, wages are dispersed to child care centres with Operating Grant Program payments. Wages are subsequently issued to ECEs by their employers on a payment schedule agreed upon between the employer and the ECE.
6. Pay stubs must be issued to employees who are placed on the wage grid.

## Calculator

1. An interactive Legacy Wage Calculator determines if a legacy wage rate applies and what the wage would be, based on an eight-hour workday. The calculator can be found under the “what is a legacy wage? How is it determined?” section of the web page located at: [Early Childhood Educator Wage Grid - Education \(gov.nl.ca\)](https://gov.nl.ca).
2. Information applicable to the employee role, level of certification, days worked annually, hours worked per day and current wage must be entered into the green fields on the Legacy Wage Calculator. White fields on the calculator may not be edited.
3. Once the information is entered correctly, the new wage amounts will automatically calculate.
4. A legacy wage rate is processed according to the monthly enrolment and wage grid statistics form, when “yes” is the answer in the legacy wage identification column. If “no” is indicated, no legacy wages will be processed.
5. All government sourced salary and benefits disbursements are subject to verification by pay stubs and/or financial auditing by a Chartered Professional Accountant and/or verification by regional staff.

## REFERENCE DOCUMENTS:

- Early Learning and Child Care Supplement Program  
[Early Learning and Child Care Supplement - Education \(gov.nl.ca\)](https://gov.nl.ca)
- Gov of NL – Early Childhood Educator Wage Grid  
[Early Childhood Educator Wage Grid - Education \(gov.nl.ca\)](https://gov.nl.ca)

## **WAGE GRID SUBMISSION: GENERAL**

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**Policy Cross References:**

**Legislative References:**

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## **POLICY AND STANDARDS:**

### **General**

1. The Early Childhood Educator Wage Grid salary allotments are submitted and substantiated by child care centres on behalf of ECEs through monthly statistical reporting. The most recent version of the statistical reporting form can be found on the provincial government website at: [Operating Grant Program - Education \(gov.nl.ca\)](https://www.gov.nl.ca/operating-grant-program-education).
2. The monthly submission of the Wage Grid Statistics Form helps determine OGP Payments specific to the ECE working at the centre. The information required on the stats form is based on the current staffing complement on the date the form is completed. The information is based on salaries issued and must be verifiable by pay stubs.
3. The Wage Grid Statistics Form is required to be submitted monthly and contain the following information:
  - i. The four digit [AECENL](#) child care services certificate number found on the certificate issued to the ECE.
  - ii. The last name and first name of the staff member, as matched to the pay stub.
  - iii. The employee role applicable in the drop-down list.
  - iv. Highest certification level as stated on the [AECENL](#) child care services certificate.
  - v. The number of days worked that month.

- vi. The number of hours worked per day during the reporting period.
- vii. The number of years the ECE has worked at a centre in an ECE role.
- viii. The hourly wage paid to the ECE; and
- ix. Indicate yes or no to the question of whether the ECE is receiving a legacy wage rate.

4. The intentional or unintentional disclosure of staffing information on the Wage Grid Statistical Reporting Form that causes an overpayment to the service will result in the repayment of funds that the centre was not entitled to. Repayment may be in the form of a credit note or another method as determined by departmental regional staff.
5. The first fifteen dollars of the ECE salary and the first seventeen dollars of the administrator salary comes from the core Operating Grant Program funding. The wage grid allotment tops up the salary to the appropriate wage step of each ECE and administrator.
6. Wage grid salaries must be dispersed as an hourly wage and may not be held back by employers. Detailed paystubs must be issued to all ECEs and must include:
  - i. The ECEs name as identified on the Wage Grid Statistics Form.
  - ii. The start/end dates of the pay period.
  - iii. The rates of wages and number of hours worked at each rate during the period.
  - iv. The gross number of wages earned for the pay period.
  - v. The amount and purpose of each deduction made from the gross wages.
  - vi. The net number of wages to which the employee is entitled for the pay period; and
  - vii. If applicable, the amount of vacation pay included in the wages for the pay period.

#### **REFERENCE DOCUMENTS:**

- Gov of NL – Operating Grant Program  
[Operating Grant Program - Education \(gov.nl.ca\)](http://Operating%20Grant%20Program%20-%20Education%20(gov.nl.ca))
- Association of Early Childhood Educators Newfoundland and Labrador  
[AECNL](http://AECNL)

## **Glossary of Terms**

<b>Term</b>	<b>Definition</b>
Credit Note	A method of recuperating funds from a child care service due to an overpayment.
Cultural or Religious Significance	A day in which a religious observation is held or a day that celebrates the culture of a particular nation, people, or other social group.
Designated Holidays	Paid holidays scheduled by the Employer or as prescribed by an OGP Service Agreement or collective agreement. Employee vacation days or vacation pay are not to be used.
ECE/Staff Verification	Written statement/form provided by an ECE or other staff member that verifies or contests a statement / information provided by the child care service operator, licensee, or administrator. The statement / form may be solicited or unsolicited.
ECE Wage Grid	A stepped salary scale for ECEs based on levels of certification as identified by an active <a href="#">AECENL</a> child care services certification.
Involuntary Closure	Closures caused by events that create unsafe conditions for children, families, and staff. For example, failure of infrastructure such as burst pipes, power outages, water shutoffs. Involuntary closures may be known in advance due to forecasts. The cause of the closure is outside the realm of responsibility of child care services.
Legacy Wage Calculator	An interactive Legacy Wage Calculator that determines if a legacy wage applies and what the wage would be.
Legacy Wage Rate	A legacy wage rate refers to a rate of pay that exceeds a wage rate identified on the Early Childhood Educator Wage Grid.
Parent/Guardian Verification	Written statement/form provided by a parent or guardian that verifies or contests a statement or information provided by the child care service operator, licensee, or administrator. The statement /form may be solicited or unsolicited.
Statutory Holidays	New Year's Day, Good Friday, Easter Sunday (if operational on that day), Victoria Day, Memorial/Canada Day, Labour Day, Truth & Reconciliation Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and a civic holiday (e.g., Regatta Day) as fixed by the municipality's council.

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Unintentional Disclosure	Disclosures which identify the submission of misleading or incorrect information that happen during a conversation which was initiated with a different purpose than the disclosure of the misleading or incorrect information.
Voluntary Closure	A closure within the realm of responsibility of a child care service which makes a space, homeroom, or child care service inaccessible to children and families. Situations within the realm of responsibility of a service include but is not limited to maintaining the appropriate number of staff to meet legislative requirements or closures due to small numbers of families requiring care. Voluntary closures may be planned or unplanned.
Wage Grid Submission	The Early Childhood Educator Wage Grid reporting by child care centres through the submission of monthly statistical forms.