



## 3401 EDUCATIONAL STAFF COMPENSATION GUIDELINES

Policy Type: Human Resources Manual  
Applies To: All educational faculty  
Approved By: LCS Head of Schools  
Policy Reviewed: every years  
Adopted: 10 2019  
Revisions: 06 2021  
04 2022  
08 2022  
04 2023

---

### 1. PURPOSE & RATIONALE:

LCS is committed to supporting its educational, support and administrative staff by providing fair and equitable compensation based on a Biblical model. This policy serves as a guideline for LCS as it seeks to make every effort to attract, employ and retain exceptional employees and provide a sense of security that builds loyalty, morale and positive attitudes. The LCS Board commits to providing fair compensation in terms of salary and benefits for all staff members.

### 2. PROCEDURES:

- (a) In January of each year, the Head of School and Director of Finance, review and determine a fair compensation package for staff members for the next school year based on the criteria listed below:
  - 1.a.1. comparisons to compensation for similar roles in local (Fraser Valley; GVRD) public and independent schools (size, demographics)
  - 1.a.1. the latest rise/drop in the Consumer Price Index
  - 1.a.1. demographic and income data of the supporting school community
  - 1.a.1. projected government funding grant revenues
  - 1.a.1. LCS Board strategic priorities and planning
  - 1.a.1. any other factors deemed to be relevant
- (b) Staff members have the opportunity to provide non-binding input to proposed compensation schedules through their Employee Relations Committee members
- (c) Staff compensation must be consistent with LCS Finance Committee budgeting parameters

3. GUIDELINES FOR SALARY GRID PLACEMENT:

- (a) Compensation for LCS includes other benefits and entitlements outlined in the LCS Contracts and LCS policies in Section 3400: Benefits & Entitlements
- (b) Compensation is based on qualifications and experience which may be informed by:
  - Reference checks
  - TQS (Teacher Qualification Service) records
  - Assessment of previous job-related experience
  - Level of training and education

4. TEACHER SALARY GRID CATEGORIES

- (a) Category B: Teacher with TRB certification meeting Interim or Professional certification requirements and having met the requirements of the Hiring & Qualifications Policy (HR100.004).
- (b) Category M: Teacher who has a master's degree in an education related field of study from a recognized university and meets the requirements of Category B.
- (c) Effective April 2020, teachers will not be placed on the grid in increments or percentages of each level. New hires will be placed in one level as indicated on the grid only.
- (d) Effective August 2022, teachers requesting a change of category or grid placement must provide proof of degree completion or other evidence in support of the change prior to April 30.

5. EA SALARY GRID CATEGORIES

- (a) Effective August 2022, there are two categories of EA compensation. The next EA compensation review is scheduled for 2025.
- (b) Placement on the grid up hiring at level A or B, is based on qualifications outlined in hiring policies.
- (c) Job-related experience in an industry or field of work closely related to educational support services may be considered in grid placement, at the discretion of the Head of School.
  - Responsibility rests with the new employee to provide evidence of job-related experience.
  - References may also be contacted to determine scope of work in previous roles

---

RELATED POLICIES:

3401 Employee Benefits

3402 Teacher Preparation Time Guidelines

3405 Leave of Absence Policy

Reviewed: 04 2024

APPENDIX A: 2024-2025 TEACHER SALARY GRID (per 1.0 FTE)

(Effective August 15, 2024)

LEVEL	CATEGORY B	CATEGORY M
1	64,223	69,250
2	67,982	72,950
3	70,745	76,647
4	74,080	80,345
5	77,448	83,945
6	80,767	87,550
7	84,109	91,155
8	87,476	94,760
9	90,869	98,365
10	96,923	106,193

\* All teaching salaries are within 0.50% - 2.95%, or the approximate equivalent of local association and BCTF fees and dues that are not deductions at independent schools.

APPENDIX B: 2022-2025 EDUCATIONAL ASSISTANTS COMPENSATION GRID

(effective August 2022)

Level	Hours/Week	Days	Hourly Rate		
			22/23	23/24	24/25
A	32.5	187	25.57	26.34	26.87
B	32.5	187	28.41	29.27	29.86

Level A: Uncertified (10% lower than Level B)

Level B: Certified (Fully-qualified training or university degree equivalent)

APPENDIX C: 2022-2025 ELL TEACHERS

(effective August 2025)

FTE	LEVEL A	LEVEL B
1.0 FTE	44,100	48,300

Level A: Uncertified. Minimum bachelor’s degree and experience teaching ELL.

Level B: Fully TESOL or equivalent certified.