

CUPE CLERICAL WAGE GRIDS

Effective September 29, 2026

Clerical - Pay Level CC1

Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Screener (PHC, SMH, SJHC)	\$22.17	\$23.82	\$25.48	\$27.15	\$28.83

Clerical - Pay Level CC2

Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
	\$28.50	\$28.85	\$29.18	\$29.52	\$29.84

Clerical - Pay Level CC3

Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Patient Registration Clerk (SMH)	\$27.33	\$28.17	\$29.05	\$29.95	\$30.87
Family Medicine Clerk (SJHC)					
Switchboard Operator (SJHC)					
Call Centre Agent (SMH)					
Customer Service Representative, Switchboard (PHC)					
Information Desk Assistant (SMH)					

Clerical - Pay Level CC4

Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Health Information Management Technician	\$29.38	\$29.77	\$30.16	\$30.56	\$30.95
Health Record Clerk (SMH)					
Database Analyst					
Electronic Health Records Clerk (SJHC)					
Transcription Editor (SJHC)					

Clerical - Pay Level CC5

Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
	\$27.98	\$28.85	\$29.73	\$30.66	\$31.60

Clerical - Pay Level CC6

Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Customer Service Representative, Switchboard Team Lead (PHC)					\$32.08

Clerical - Pay Level CC7

Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Cashier (SMH)	\$30.13	\$31.06	\$32.02	\$33.02	\$34.04
Customer Service Representative, Cashier (PHC)					
Patient Accounts Clerk (SJHC)					
Billing Clerk (SMH)					
Finance Clerk (SJHC)					
Accounts Payable Representative (PHC)					
Accounts Payable Clerk (SMH)					
Dispatch Clerk (SMH)					

Administrative Coordinator – Staffing Office (Resource Team) (PHC)					
Administrative Coordinator PCU (Resource Team) (PHC)					

Clerical - Pay Level CC8					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Registration/Booking Clerk (SJHC)	\$27.64	\$29.38	\$31.09	\$32.83	\$34.54
Bed Booking Clerk (SJHC)					
OR Booking Clerk (SJHC)					
Booking Clerk					
Senior Admitting Clerk (SMH)					
Admission Discharge & Transfer Coordinator (PHC)					
Secretary, Lev-3 (SJHC)					
Secretary, Lev-4 (SJHC)					
Administrative Coordinator, Diagnostic Services (PHC)					
Medical Imaging Clerk (SMH)					
Booking Computer Clerk (SJHC)					
Diet Office Clerk (SJHC)					
Menu Clerk (SMH)					
Menu Clerk & Central Tray Services Coordinator (PHC)					
<i>Data Quality Audit Clerk</i>					
Data Entry Clerk (SMH)					

Clerical - Pay Level CC9					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Intake Coordinator (PHC)	\$30.69	\$31.64	\$32.63	\$33.64	\$34.68
Medical Imaging Area Coordinator (OBSP)					

Clerical - Pay Level CC10					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Unit Clerk (SJHC)	\$31.57	\$32.55	\$33.55	\$34.58	\$35.66
Clerical Assistant - In Patient (SMH)					
Clerical Assistant – Clinics (SMH)					

Clerical - Pay Level CC11					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Billing Specialist Insured (SMH)	\$32.29	\$33.28	\$34.31	\$35.38	\$36.47
Uninsured Billing and Collections Specialist (SMH)					

Clerical - Pay Level CC12					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Customer Service Representative, Billing (Business Office) (PHC)	\$29.98	\$31.85	\$33.74	\$35.62	\$37.48
Senior Patient Accounts Clerk (SJHC)					
Health Information Management Professional (PHC & SMH)					
Health Records Tech - Release of Information Specialist (SJHC)					
Release of Information Specialist (SMH)					

System Coordinator - Health Records (SMH)					
Administrative Coordinator (PHC)					
Data Governance Coordinator					
Administrative Coordinator I (PHC)					
Dietetic Technician (SJHC)					
Nutrition Technician (SJHC)					
Dietitian Assistant (PHC & SMH)					

Clerical - Pay Level CC13					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Patient Accounts Representative (SMH)	\$35.07	\$36.15	\$37.26	\$38.41	\$39.61
Differential Coordinator (SJHC)					

Clerical - Pay Level CC14					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Unit Administrative Coordinator, PCU (PHC)	\$32.54	\$34.56	\$36.62	\$38.64	\$40.66
Administrative Coordinator, Resident Care (PHC)					
Information and Performance Coordinator (PHC)					
Scheduling & Events Administrator (SMH)					
Pharmacy and IPAC Coordinator (PHC)					

Clerical - Pay Level CC15					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Payroll Analyst (PHC & SMH)	\$36.36	\$37.47	\$38.64	\$39.82	\$41.06
Workforce Management Analyst – (SMH & SJHC)					

Clerical - Pay Level CC16					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Coordinator – Security Services (SMH)	\$36.81	\$37.94	\$39.11	\$40.33	\$41.58
Facility Operations Assistant (SMH)					
CATCH Coordinator (SMH)					
Admin/Clerical Coordinator (SMH)					

Clerical - Pay Level CC17					
Position/Title	Step 1	Step 2	Step 3	Step 4	Step 5
Accounts Receivable Analyst - Non-OHIP (SMH)	\$37.96	\$39.14	\$40.35	\$41.60	\$42.89
Accounts Receivable Analyst - OHIP (SMH)					
Clinical Coding Specialist (SMH & SJHC)					