

## **SD 42 POLICY: 7610**

### **COMPENSATION ADMINISTRATION FOR EXCLUDED EMPLOYEES**

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#### **Scope**

This policy applies to all excluded employees defined as those employees who are not represented by a bargaining unit or those employees who occupy a position that is not included with or covered by collective bargaining as defined under the BC Labour Relations Code. Excluded employee groups include employees who are designated as executive, exempt, and principal or vice principal (inclusive of "district" designated positions).

#### **Philosophy**

The Board of Education supports the development of a compensation framework for all excluded employees which ensures that compensation is internally and externally equitable as well as competitive in order to attract new individuals of high caliber into excluded positions, retain existing employees and recognize and encourage individual employee performance.

At the core of the Board's compensation philosophy is an integrated view of compensation and rewards – not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). This total rewards model further integrates with plans that establish the Board's overall education, business, and human resources strategies and objectives.

Inherent in the Board's compensation philosophy are the following objectives:

- To attract and retain qualified, experienced, motivated, and high-potential employees who are committed to the Board's overarching goal of delivering a high-quality public education experience to our students.
- To support employees through the provision of meaningful career growth and development opportunities, and a performance-based organizational culture.
- To maximize within the overall compensation mandate both total compensation and non-monetary benefits to retain, reward and motivate high quality staff.

#### **ROLES AND RESPONSIBILITIES**

The Board serves a governance role in compensation administration for excluded employees, and is responsible for setting policy and providing oversight to the process.

The Board of Education is solely responsible for the review and determination of compensation for the position of Superintendent.

The Superintendent is responsible for maintaining a competitive compensation structure and, as such, the Superintendent and the Secretary Treasurer are authorized to periodically update the excluded staff compensation structure for the Board's review and approval.

### **Authority**

The Board has the sole authority to determine the compensation for the position of Superintendent of Schools.

The Superintendent is delegated full authority to establish the compensation for all other district based positions, including Secretary Treasurer, Deputy Superintendent, Assistant Superintendent, Director of Human Resources and Directors of Instruction in accordance with Board approved compensation structure.

### **Guiding Principles**

The Board shall establish and maintain a defensible, credible compensation structure for executive and exempt employees, taking into account all the elements of total compensation.

Compensation programs must ensure compliance with all statutory requirements under applicable legislation including the BC Public Sector Employers Act (PSEA), BC Employment Standards Act, and any other applicable legislation.

The annual base salary component of total compensation should reflect an independent analysis of labour market conditions and provide for sufficient differential above positions supervised to attract and retain individuals of a high calibre.

Subject to the compensation mandates and policy direction established by the Public Sector Employers' Council (PSEC), all employees covered by this policy shall receive an annual salary increase until they reach 100% of their job rate provided that they have had a performance review conducted by their direct supervisor and have achieved an acceptable level of performance.

Terms of employment for excluded staff shall be recorded in individual contracts of employment, as well as letters of appointment and general terms and conditions of employment approved by the Board.

**APPROVED: January 24, 2018**