

## **SD42 POLICY: 7610**

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

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#### **PHILOSOPHY**

The Board of Education ("Board") supports the development of a compensation framework for all excluded employees that ensures both internal and external equity while remaining competitive. This framework aims to attract high-caliber individuals to excluded positions, retain existing employees, and recognize and encourage strong performance.

At the core of the Board's compensation philosophy is a holistic approach that considers both traditional, quantifiable elements such as salary and benefits (compensation), and intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). This total rewards model aligns with 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.

#### **SCOPE**

This policy applies to all excluded employees, defined as those not represented by a bargaining unit or occupying a position that is not covered by collective bargaining under the BC Labour Relations Code. Excluded employee groups include executives, exempt employees, and principals or vice principals including those in "district" designated positions.

#### **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 is solely responsible for the review and determination of compensation for the position of Superintendent of Schools.

The Superintendent of Schools is responsible for maintaining a competitive compensation structure and, subject to the compensation mandates and policy direction established by the Public Sector Employers' Council (PSEC), the Superintendent of Schools, the Secretary Treasurer and the Director, Human Resources 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 Superintendent of Schools.

The Superintendent of Schools is delegated full authority to establish the compensation for all other district-based excluded positions in accordance with Board approved compensation structure.

### **GUIDING PRINCIPLES**

The Board shall establish and maintain a defensible, credible compensation structure for excluded employees, considering all elements of total compensation.

Compensation programs must comply 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 be informed by an independent analysis of labour market conditions and provide for sufficient differential above supervised positions to attract and retain high-calibre individuals.

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

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

**APPROVED: January 24, 2018**

**UPDATED: April 16, 2025**