

ADMINISTRATIVE STAFF  
EMPLOYMENT  
AND  
BENEFIT PROGRAM

APRIL 1, 2012 TO MARCH 31, 2014





## ADMINISTRATIVE STAFF EMPLOYMENT AND BENEFIT PROGRAM

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## **1 POLICY**

- a) It is the policy of the Board of Selkirk College that the terms of employment, the compensation paid and the benefits available to administrative staff will be competitive with that of other community colleges; will bear a relationship to other internal groups within the College; and will be consistent with the funding available to the College.
- b) This policy applies to all administrative positions. For the purpose of this policy, “administrative” refers to the exempt positions listed in Appendix A.
- c) The President will meet with the administrative group at least once per year to discuss any changes that may become necessary from time to time.
- d) The Board will normally review this policy every three years, to ensure that the program remains competitive. Any amendments will normally occur only after due notice to, and consultation with, those affected.

## **2 WAGE AND SALARY PROGRAM**

### **2.1 General Provisions**

Wherever the word employee is used in this policy it shall be construed as meaning exempt employee unless otherwise specifically stated.

- a) Approved positions will be designated by title and by rank and will be assigned to a salary band.
- b) Each salary band will include five incremental steps. Within each band, salaries will be determined based on studies made with other colleges and institutes, comparisons with jobs that are reasonably similar, guidelines prepared by the Public Sector Employers’ Council/Post-Secondary Employers’ Association, and internal measurements of equity. The maximum rate shall be close to the average of benchmarked positions identified in the foregoing studies.
- c) Employees will not normally be paid at rates outside the range for the appropriate rank except as follows: employees with less than full qualifications may be appointed at a lower level providing they can gain the necessary requirements to perform the duties fully.
- d) New employees or employees new to a position will normally start at Step 1 of the relevant salary grid, except for employees coming in from a position of similar or equal responsibility and with appropriate level and number of years of experience.
- e) On April 1 of the year following the employee’s start date, the employee shall be eligible for an increment to the next salary step within the pay rank, provided:
  - the employee has been in the new position for at least six months, and
  - the job performance is deemed satisfactory by the designated supervisor; and
  - the recommendation for an increment is approved by the President.

### **2.2 Determination of Salary Scales**

- a) As per Board policy, and as per new Government regulations, whereby the President’s compensation package has to be approved by the Minister of Finance, the President’s salary is negotiated separately and is not included in the general administrative staff salary scales that form part of this “Administrative Staff Terms of Employment and Benefit Program”.
- b) The value of the top salary covered under this agreement, normally that of the Vice Presidents, is based on PSEC/PSEA guidelines, market pressures, comparisons with other BC post-secondary institutions and the College’s ability to pay.

- c) All other administrative staff salaries are established using a relationship between the Vice Presidents' salary and that of other positions. The ratio between the various positions takes into account benchmarked positions identified by PSEA, internal measurements of equity, including compensation available to unionized employees, comparisons with positions at other institutions of similar size and complexity and the College's ability to pay.
- d) The salaries in effect for 2012-2014 are as per Appendix B. Should general wage increases become available to Selkirk College exempt employees prior to March 31, 2012, the President will revise and attach a new salary schedule that will reflect such increases, subject to PSEA approval.

### **2.3 Placement on scale**

- a) Approved positions are designated by title.
- b) All titles must be approved by Human Resources.
- c) All positions are placed on the appropriate five-step salary scale in accordance with Section 13 – Position Evaluation and Classification Procedures. See Appendix A for a current list of approved positions and the corresponding scale placement.
- d) New employees or employees new to a position normally start at Step 1 of the relevant salary scale. Exceptions may be made for employees who come into the position with previous experience in a similar position or one with similar complexity and level of responsibility. Such exceptions must be approved by the President.

### **2.4 Movement on scale**

- a) Changes to the salary scales which result from general salary increases generally take effect on April 1st of each year.
- b) On April 1st of each year, until they reach the top of the salary scale and based on satisfactory performance (see 3.3, below), continuing employees are eligible for an increment to the next step.
- c) New employees, or employees moving into new positions, are eligible for their first increment at the end of their 6th month of employment, based on a satisfactory performance review (see 3.3, below).
- d) Regardless of their start date, new employees are eligible to receive any general salary increases that come into effect during their first six months of employment.

### **2.5 Temporary additional compensation**

- a) In some circumstances, additional compensation may be available to Exempt employees who take on acting positions or who are assigned temporary major workload additions.
- b) The terms and conditions under which additional compensation may be provided are detailed in Appendix C.

## **3 EMPLOYMENT, TERMINATIONS AND RESIGNATIONS**

### **3.1 Classification of Employees**

#### **3.1.1 Probationary Employees**

- a) All new employees and employees new to their position will normally serve a one-year probationary period. On the initial appointment of a probationary employee, the employee will be given a copy of the Administrative Staff Compensation, Vacation and Benefits Program booklet, together with the letter of appointment. On successful completion of the probationary period, the administrative employee will be offered a regular appointment.

### **3.1.2 Regular Employees**

- a) Regular employees may be full-time or sessional.
- b) Full-time employees are employees who have successfully completed their probationary appointment and who are appointed to an on-going position.
- c) Sessional employees are employees who are appointed to a full- or part-time position for a period of less than one year; for example, Continuing Education Coordinators who are employed full or part-time for eight or nine months per year.

### **3.1.3 Short-term Employees**

- a) Short-term employees are employees who are appointed to a position for a specific period of time, such as replacement for an employee on sick leave or a leave of absence, or to a position which results from a specific project or special funding. In the event the position becomes regular, the time served shall receive consideration towards the probationary period.

## **3.2 Hours of Work**

- a) The hours of work for full-time exempt staff will be thirty-five hours per week.
- b) Although there is the requirement for exempt staff to maintain flexible hours to every extent possible, exempt employees, whose positions are classified at or below step EX 7 on the salary bands (per Appendix A), who are required to work extraordinary overtime by their supervisor, shall bank their overtime credits and shall utilize such credits at a time mutually agreeable to the employee and the supervisor. Employees shall have any banked overtime hours signed off regularly by their supervisor and shall not accumulate any more than 20 hours, unless approved by the President. Submissions for approval must be accompanied by a plan for use.

## **3.3 Employee Development and Performance Assessment**

- a) The College is committed to providing employees with regular performance feedback and development opportunities. A new performance assessment process is currently under development. The process assumes that employees have up-to-date job descriptions and that the duties, responsibilities and expectations of the position have been clearly explained.

### **3.3.1 Probation period**

- a) Employees will meet with their supervisors at least once half-way through their probationary period to review the duties, responsibilities and expectations for the position, and to discuss the employee's performance. A formal, written assessment will be provided at the end of the probationary period. If, at any time during the probationary period, the employee's performance is deemed to be unsatisfactory, the employee may be given notice of termination.

### **3.3.2 Post-probation period**

- a) Employees will receive on-going feedback from their supervisors on an annual basis and will develop mutually agreeable short- and long-term work priorities. This on-going process is intended to be formative in nature, with emphasis on employee development.
- b) In the event that an administrative employee's job performance is considered to be unsatisfactory, the employee will be informed in writing and the reasons for the unsatisfactory evaluation will then be explained. Generally, a period of three months will then be allowed for the employee to improve his/her performance. On completion of this three-month period, the employee will be informed in writing of his/her progress.
- c) If there has not been satisfactory improvement, the employee will be given notice of termination.

### **3.4 Termination and Severance**

- a) Notice of termination and severance entitlements due to a probationary, regular or short-term position becoming redundant are subject to the following:
- b) The reason for the position becoming redundant will be explained to the employee and every reasonable effort will be made to avoid the termination of the employee's services. If this cannot be done, then:
- c) A probationary or short-term employee will receive three months notice or two months severance in lieu of notice.
- d) A regular administrative employee will receive six months' notice, or three months' severance in lieu of notice, or the greater of one month's notice or severance for every year of employment at the College to a maximum of twelve months' notice or nine months' severance in lieu of notice.
- e) Notwithstanding 3.4c) and 3.4d), above, a regular administrative employee may receive additional notice or severance based on the following factors: length of service, age, health/fitness and market demand for the individual's expertise and experience and PSEA statutory maximums. Such additional notice or severance shall be determined by the President, subject to appeal to the Board.
- f) Administrative employees who are provided with additional notice or severance – per paragraph 3.4e), above, have a responsibility to seek alternative employment following separation from the College. If the employee is successful in gaining employment, the College will be relieved of its notice/severance obligations by providing in a lump sum payment, fifty percent of the value of its remaining obligation beyond six months' of notice or severance. In the event the employee does not make a reasonable effort to search for alternate employment, the College will be relieved of its remaining severance obligations beyond that provided in paragraphs 3.4c) and 3.4d), above.
- g) Notwithstanding the above, administrative employees who find further employment in the public sector covered by the Post-Secondary Employers' Association will forego any ongoing continuance payments and will be required to reimburse the College any severance payments provided that are greater than would have been earned had the employee not been terminated.
- h) Any of the above provisions will be prorated if the administrative employee works less hours per week than the normal scheduled weekly hours for full-time employees.

### **3.5 Resignation**

- a) Exempt employees shall give the College a reasonable notice of their intent to resign. Such notice will normally be four weeks, or by mutual agreement between the parties, but in no case shall it be less than two weeks.
- b) Notwithstanding 3.5 a), exempt employees in positions that fall within salary bands EX6 and above shall give the College a minimum of three months notice of resignation, or by mutual agreement of the parties concerned, or as indicated in any contract of employment.

### **3.6 Termination for Cause**

- a) An administrative employee can be dismissed for just cause without notice or severance.

### **3.7 Notice of Transfer**

- a) Administrative employees shall be given three months notice for the purpose of internal transfers or by mutual agreement of the parties concerned.

### **3.8 Post Employment Restrictions for Senior Management**

- a) After your employment at Selkirk College ends, you must not disclose confidential information that you obtained through your employment.
- b) If you had a substantial involvement in dealings with an outside entity at any time during the year immediately preceding the end of your employment then, for a year after the end of your employment, you must not:
  - i) accept an offer of employment, an appointment to the board of directors or a contract to provide services to that outside entity;
  - ii) lobby or otherwise make representations for that outside entity to Selkirk College; or
  - iii) give counsel to that outside entity, for its commercial purposes, concerning the programs or policies of Selkirk College in which you were employed at any time during the year immediately preceding the termination of your employment; or
- c) Until one year after your employment ends, you:
  - i) must not lobby or otherwise make representations for any outside entity to Selkirk College; or
  - ii) must not act for an outside entity in connection with any ongoing proceedings, transaction, negotiation or case in which the outside entity and Selkirk College are involved
    1. if you, during your former employment with Selkirk College, acted for or advised the Selkirk College concerning the proceedings, transaction, negotiation or case; and
    2. if by acting for the outside entity in that connection would result in the receipt by the outside entity of a private or commercial benefit or of any benefit not for general application.
- d) The Selkirk College Board Chair may reduce the one-year restriction, upon your application, after considering the following:
  - i) the circumstances under which your employment ended;
  - ii) your general employment prospects;
  - iii) the significance to Selkirk College of the information you possessed by virtue of your position with Selkirk College;
  - iv) the desirability of a rapid transfer of your skills to an employer other than Selkirk College;
  - v) the degree to which the new employer might gain unfair commercial advantage by hiring you;
  - vi) the authority and influence you possessed while employed by Selkirk College; and,
  - vii) the disposition of other cases.

## **4 VACATION ENTITLEMENT**

- a) Employees whose position falls within pay grids EX1 through EX6 shall have entitlement to an annual vacation of six weeks.
- b) Employees whose position falls within pay grids EX7 and below shall have an entitlement to an annual vacation of five weeks. After three years of service, these employees shall have an entitlement of six weeks vacation.
- c) Vacation schedules are to be approved by the immediate supervisor and forwarded to the Human Resources Department.
- d) For purposes of calculating vacation entitlement, the period April 1 to March 31 shall be considered a full year of service.
- e) Vacation days must be earned before they can be taken. Employees whose position falls within pay grids EX1 through EX6 earn 17.5 hours vacation per month (30 days per year). Employees whose position falls within pay grids EX7 and below earn 14.6 hours vacation per month for the first three years (25 days per year) and 17.5 hours per month thereafter (30 days per year). Normally, an employee must work for three months before beginning to use earned vacation.
- f) An administrative employee with less than a completed year of service will be granted vacation entitlement based upon a prorating of length of service.



- g) Employees are encouraged to take vacation in a minimum of one week blocks.
- h) The maximum vacation time carried forward to the next year is three weeks. Such carry-over, including a plan for the use of such carry-over, must be approved in writing by the President.
- i) Upon separation, accumulated vacation can be taken as vacation or paid out, as mutually determined by the employee and management.
- j) Employees who are normally scheduled to work from December 27 to December 31 of each year shall be granted these days off with pay if said days fall on normal working days. Employees who are required to work on said days will be granted time off in lieu of the days worked.

**5 STATUTORY HOLIDAYS**

a) Statutory holidays are as follows:

New Year's Day	Remembrance Day	Canada Day
Good Friday	December 24	BC Day
Easter Monday	Christmas Day	Family Day
Victoria Day	Boxing Day	Labour Day
Thanksgiving Day		

b) When a statutory holiday falls on a day not normally worked, the College will designate an alternate date for the statutory holiday. Only if a supervisor requires an employee to work on a statutory holiday will time off in lieu be provided at the rate of time and a half.

**6 RELOCATION EXPENSES**

- a) Relocation expenses are covered under College Policy 6120 "Employee Relocation".
- b) Moving expenses for employees whose position falls within pay grids EX6 and above will be up to \$10,000.
- c) In addition, exceptional situations will be reviewed on a case-by-case basis by the President.
- d) Moving expenses must be repaid by employees in cases where they resign their positions within 3 years of starting with the College. Repayment will be on a prorated basis.

**7 SICK LEAVE**

**7.1 Employee Illness**

- a) An employee on a regular appointment will be maintained by the College on full pay for the first six months of illness subject to medical certification of disability after the first two weeks of illness. After six months, an employee will receive benefits, if eligible, in accordance with the provisions of the Long Term Disability insurance plan.
- b) An employee's sick leave credits will be reduced for each day of absence. An employee who has reduced his/her initial six months of sick leave credits as the result of an illness is entitled to accumulate further sick leave credits at the rate of one and one half days for every twenty days worked, to a maximum of six months of sick leave credits.
- c) An employee on a short-term or a probationary appointment shall receive twenty days of sick leave credits and shall accumulate sick leave credits at the rate of one and one-half days for every twenty days worked, to a maximum of six months sick leave credit.
- d) An employee becoming disabled after receiving notice of non renewal of appointment will continue

on salary to the end of the existing appointment term or six months, whichever date occurs first. If the appointment expires within a six month period, the College will maintain the employee on the staff roster without salary until the six month period has expired.

- e) Sick Leave pay during a leave of absence will reflect actual pay for that assigned period.

## **7.2 Family Illness**

- a) Administrative employees are eligible for up to 10 days per year from their sick benefits to meet responsibilities related to:
  - the care or health of a child in the employee's care; or
  - the care or health of any other member of the employee's immediate family.
- b) The President may approve additional days in exceptional circumstances.

## **8 BENEFITS**

### **8.1 Basic benefits**

- a) The table below summarizes the benefits available to administrative employees.
- b) Administrative employees who are appointed to a part-time position may participate, subject to limitations of the carrier, in the benefit plans for administrators. Where a full-time contribution is required, the employee shall make up the difference.
- c) Where an administrative position is reduced to a part-time position of 50% or greater, the College shall pay the full portion of the College premiums, subject to the limitations of the carrier, for a period of 6 months, after which the proportional payments will apply.

<b>Benefit</b>	<b>Effective date</b>	<b>Premium</b>	<b>Coverage</b>
Group Life Insurance	First day of work	100% employer-paid	As per attached Exempt Benefit Booklet
Business travel	First day of work	100% employer-paid	See note (a) below
Accident insurance			
Extended health benefit	First day of work	100% employer-paid	As per attached Exempt Benefit Booklet Also see note (b) below
Medical Services Plan	First of the month coincident with start date, or first of the month following start date	100% employer-paid	Employer pays applicable monthly premiums
Long Term Disability	First day of work	<b>100% employee-paid</b>	As per attached Exempt Benefit Booklet
Dental	First day of work	100% employer-paid	As per attached Exempt Benefit Booklet
Basic Accidental Death and Dismemberment	First day of work	100% employer-paid	As per attached Exempt Benefit Booklet
Prescription Drugs	First day of work	100% employer-paid	As per attached Exempt Benefit Booklet
Medical Travel Referral	First day of work	100% employer-paid	As per attached Exempt Benefit Booklet
Emergency Travel Assistance	First day of work	100% employer-paid	As per attached Exempt Benefit Booklet
Supplemental Employment Benefits for Maternity and Parental Leave	First day of work	100% employer-paid	As described below

Notes:

a) Business Travel accident benefit of \$100,000 is provided as a death benefit. This coverage is in addition to the regular group life insurance and is payable in the event of accidental death or dismemberment while travelling on College business other than regular daily travel to and from work.

b) Vision care is a new benefit available to Exempt employees under Extended Health, effective April 1, 2007. See the Exempt Benefit Booklet for details.

## **8.2 Supplemental Employment Benefits for Maternity and Parental Leave**

- a) When on maternity or parental leave, an employee will receive a supplemental payment added to Employment Insurance benefits as follows:
- b) For the first two (2) weeks of maternity leave an employee shall receive one hundred percent (100%) of her salary calculated on her average base salary.
- c) For a maximum of fifteen (15) additional weeks of maternity leave the employee shall receive an amount equal to the difference between the Employment Insurance benefits and ninety-five percent (95%) of her salary calculated on her average base salary.
- d) For up to a maximum of thirty-five (35) weeks of parental leave, the biological mother shall receive an amount equal to the difference between the Employment Insurance benefits and eighty-five percent (85%) of the employee's salary calculated on her average base salary.
- e) For up to a maximum of thirty-seven (37) weeks of parental leave, the spouse, biological father or the common-law partner or adoptive parent who is caring for the child shall receive an amount equal to the difference between the Employment Insurance benefits and eighty-five percent (85%) of the employee's salary calculated on his/her average base salary.
- f) An employee is not entitled to receive Supplemental Employment Benefits and disability benefits concurrently. To receive Supplemental Employment Benefits the employee shall provide the employer with proof of application for and receipt of Employment Insurance benefits.
- g) If an employee is disentitled or disqualified from Employment Insurance maternity or parental benefits, the employee shall receive the supplemental payment to the appropriate percentage less the amount of Employment Insurance benefits the employee would have received if qualified for Employment Insurance benefits.
- h) The employer will maintain coverage for medical, dental, extended health and group life benefits while the employee is on leave, on the same basis as if the employee were not on leave. Contributions for pensionable service will also continue on the same basis as if the employee were not on leave.
- i) The employee must return to work for a period of 26 weeks or equivalent to the leave taken, whichever is greater, or else repay the benefit back to the employer.

## **9 LEAVES OF ABSENCE**

- a) The President, at her/his discretion, may approve leaves for exempt employees; leaves for employees whose position falls within pay grids Ex 6 and above will be considered on a case by case basis.

### **9.1 Unassisted Leave**

- a) Exempt employees may be granted leave without assistance consistent with College Policy after three years of service.
- b) Leave may be for a period up to a maximum of twelve months.
- c) Financial maintenance of benefits, including the College contribution, shall be the responsibility of the exempt employee on an unassisted leave of absence.
- d) Upon returning from an unassisted leave, the exempt employee may return to his/her previous position and duties, or at least to an equivalent position, providing there are no extraordinary circumstances, as determined by the President.
- e) The exempt employees are expected to return to the College upon completion of their leave for a period at least equal to that for which the leave was granted.
- f) Applications for unassisted leave will be submitted to the President for approval.

## **9.2 Assisted Leave**

- a) An exempt employee becomes eligible to apply for short-term (up to 20 days) assisted leave after one year and for long-term (21 days to one year) assisted leave after five years of service with the College. Leaves for employees whose position falls within pay grids Ex 6 and above will be considered on a case by case basis.
- b) The College may assist exempt employees for an approved leave of absence for a period of up to one year.
- c) When assisted leave has been approved, the exempt employees will be granted up to one hundred percent of their annual College income. If the exempt employees, through other means, receive more than one hundred percent of their annual income while on leave, the College shall reduce its contributions proportionately.
- d) The exempt employee must return to the College upon completion of leave, for a period at least equal to that for which assistance was given, or reimburse the College for all monies granted during assisted leave.
- e) Benefit coverage in the areas of group life insurance, sick leave, disability income, group medical services and superannuation will be continued under the same sharing arrangements as obtained when they were on full-time status. For the purpose of salary increases, the exempt employee is regarded as a full-time member of the exempt staff.
- f) Upon receiving a one-year assisted leave, the exempt employee is not eligible for supported long-term leave for a five-year period after her/his return to the College, provided there are no extraordinary circumstances as determined by the President.
- g) Upon returning from assisted leave, the exempt employee may return to his/her previous position and duties, or at least to an equivalent position, provided there are not extraordinary circumstances as determined by the President.
- h) Applications for long-term assisted leave shall be submitted to the President for approval.

## **9.3 Maternity/Parental Leave**

- a) An employee will be granted Maternity/Parental Leave of Absence on application to the President. The duration and terms of the leave will be determined on an individual basis with due consideration for the needs of the employee, but shall not be less than the durations and terms specified in the Employment Standards Act.

## **9.4 Compassionate Leave**

- a) Up to five (5) days leave shall be granted for compassionate leave. Further leave may be granted at the discretion of the President.

# **10 EXEMPT STAFF PROFESSIONAL DEVELOPMENT**

## **10.1 Professional Development Support**

- a) The College will establish a Professional Development fund which will enable staff to engage in job relevant activities as determined by the employee's immediate supervisor and the Director of Human Resources. There will be a PD Committee established that will prioritize requests for funding.
- b) The College may provide financial assistance to administrative employees pursuing professional development activities. This assistance may be in the form of travel, accommodations, registration and tuition fees.
- c) The College also provides support to assist employees to acquire credentials that will maximize their performance in their existing position or prepare them for new opportunities within the College. The

terms and conditions for this support is described in Appendix D.

## **10.2 Tuition Fee Remission**

- a) The College will provide a fifty percent tuition fee remission per year for each exempt staff and for the spouse and dependent children of an exempt employee whose position is classified is classified at or below Step EX 7 on the Exempt Staff pay grid, per Appendix A, provided the spouse and dependent children are not employed by the College.
- b) The fifty percent tuition fee remission will be limited to courses offered by Selkirk College only, excluding courses or programs which are brokered or in partnership with another institution or agency.

## **10.3 Support for the completion of advanced credentials**

- a) The College also provides support to assist employees to acquire credentials that will maximize their performance in their existing position or prepare them for new opportunities within the College. The terms and conditions for this support are described in Appendix D.

## **11 EARLY RETIREMENT INCENTIVE PROGRAM (ERI)**

### **11.1 Eligibility**

- a) Early retirement benefits available to other employee groups will also be made available to exempt employees. Each year, one ERI incentive will be available to employees whose position is classified at or above EX6 on the salary grid and another one will be available to employees whose position is classified at or below EX7 on the salary grid. To be eligible, employees must:
  - Be over age 55 and under age 64; and
  - Have a minimum of 10 years employment with the College; and
  - Be a regular employee.

### **11.2 Application procedures and timelines**

- a) Employees must apply for the ERI before November 1<sup>st</sup> of the year prior to intended retirement by sending a written request for consideration to the Director of Human Resources.
- b) The College will notify the successful employee by the following March 31<sup>st</sup>.
- c) The individual retirement date must be mutually agreeable between the College and the employee but no later than March 31<sup>st</sup> of the following year.

### **11.3 Selection criteria**

- a) If more than one eligible employee applies, the selection will be based on age plus years of service. The "years of service" will be calculated as the total number of full-time equivalent months that an employee has worked at Selkirk College, regardless of position or employee group, and regardless of any break in service, as long as the employee held an on-going position. Credit will be given for any period of time during which the employee was on an approved paid or unpaid leave.
- b) However, in organizational restructuring situations, an employee with a lower total of age + years of service may be given the ERI if the employee's position is affected by the restructuring, provided that he/she meets the eligibility criteria listed above.
- c) In situations where an eligible employee qualifies for a partial ERI, the next eligible person will be offered the remaining percentage.

#### **11.4 Incentive payment**

- a) The ERI will be paid to the employee in 3 equal annual payments over a 36 months period. The total value of the ERI will be as follows:

Age at retirement	Total value of the ERI
55 – 59	100% of annual salary at time of retirement
60	80% of annual salary at time of retirement
61	60% of annual salary at time of retirement
62	40% of annual salary at time of retirement
63	20% of annual salary at time of retirement
64	0%

#### **12 PENSION BUYBACK**

- a) Pension buyback options available to other employee groups will be made available to exempt staff provided they meet the applicable criteria.

#### **13 POSITION EVALUATION AND CLASSIFICATION PROCEDURES**

- a) During the 2012-2014 year, the College will formalize the process for placing new positions into the existing salary grid and for reviewing positions that have changed over time, subject to PSEA approval.

#### **14 EMPLOYMENT CONTRACTS**

- a) Individual employment contracts may supersede sections of this document.

## APPENDIX A

### SALARY BANDS AND POSITIONS

<b>EX 1*</b>	President and CEO
<b>EX 2</b>	Vice President, Finance & Administration
	Vice President, Education & Students
<b>EX 3</b>	Director, Human Resources & Community Relations
<b>EX 4</b>	Dean of Instruction
	Dean, Student Enrolment Services Registrar
	Director, Maintenance & Facilities
	Director, Institutional Research and Strategic Planning
	Director of Finance
	Director of IT
<b>EX 5</b>	Vacant
<b>EX 6</b>	Manager, International Education & Development
	Manager, Contract Training & Continuing Education
	IT Services Manager
	Manager of Finance
	Associate Registrar
	Assistant Director of Human Resources
<b>EX 7</b>	Marketing Manager
	Proposal Developer
<b>EX 8</b>	Campus Manager
<b>EX 9</b>	Food & Residence Manager
	Human Resources Coordinator Employee Relations
	Pension & Benefits Manager
	Executive Assistant to President/Board
<b>EX 10</b>	Conferencing & Special Events Coordinator
	Community Education Coordinators
	International Student Coordinator
	ESA Project Coordinator
<b>EX 11</b>	Human Resources Assistant & Recruitment
<b>EX 12</b>	ESA Project Coordinator
	Budgets & Instructional Contract Coordinator
<b>EX 13</b>	Executive Assistant to the VP Finance and Administration
	Executive Assistant to VP Education & Students
<b>EX 14</b>	Exempt On Call Hourly

\* The president's salary is subject to annual review by the Board and approval by PSEC.



**APPENDIX B**

**ANNUAL, MONTHLY AND BI-WEEKLY SCHEDULES**

January 1, 2014 to \*

<b>Job Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
EX 2	110,565 9,213.75	114,086 9,507.15	117,608 9,800.64	121,128 10,094.02	124,650 10,387.53
EX 3	98,012 8,167.67	101,135 8,427.92	104,255 8,687.92	107,377 8,948.08	110,499 9,208.25
EX 4	89,919 7,493.26	92,784 7,732.02	95,646 7,970.54	98,511 8,209.26	101,375 8,447.96
EX5	83,257 6,938.12	85,910 7,159.15	88,562 7,380.18	91,213 7,601.07	93,865 7,822.04
EX 6	75,082 6,316.80	78,216 6,517.97	80,631 6,719.23	83,045 6,920.38	85,460 7,121.63
EX 7	69,363 5,780.22	71,572 5,964.35	73,781 6,148.38	75,990 6,332.47	78,199 6,516.57
EX 8	63,156 5,263.04	65,168 5,430.67	67,180 5,598.30	69,190 5,765.85	71,201 5,933.39
EX 9	61,421.65 5,118.47 2,362.37	63,376.95 5,281.41 2,437.58	65,334.32 5,444.53 2,512.86	67,290.66 5,607.56 2,588.10	69,245.95 5,770.50 2,663.31
EX 10	57,404.92 4,783.74 2,207.88	59,234.30 4,936.19 2,278.24	61,061.60 5,088.47 2,348.52	62,888.90 5,240.74 2,418.80	64,717.24 5,393.10 2,489.12
EX 11	53,650.42 4,470.87 2,063.48	55,360.13 4,613.34 2,129.24	57,068.81 4,755.73 2,194.95	58,777.48 4,898.12 2,260.67	60,486.15 5,040.51 2,326.39
EX 12	50,143.59 4,178.63 1,928.60	51,738.83 4,311.57 1,989.96	53,337.20 4,444.77 2,051.43	54,934.53 4,577.88 2,112.87	56,530.81 4,710.90 2,174.26
EX 13	46,863.60 3,905.30 1,802.45	48,356.87 4,029.74 1,859.88	49,848.05 4,154.00 1,917.23	51,341.32 4,278.44 1,974.67	52,833.55 4,402.80 2,032.06
EX 14	43,800.06 3,650.01 1,684.62	45,194.47 3,766.21 1,738.25	46,589.92 3,882.49 1,791.92	47,985.37 3,998.78 1,845.59	49,379.78 4,114.98 1,899.22
<b>Hourly Rate: 23.705</b>					

## APPENDIX C

### ADDITIONAL COMPENSATIO FOR SUBSTITUTION ASSIGNEMENT AND/OR ADDITIONAL DUTIES

#### APPLICATION

Temporary additional compensation may be available to Exempt employees under the following conditions.

##### a) Temporary acting positions

Temporary acting or substitution pay may be available where an exempt employee is assigned to perform the primary functions of a higher-rated vacant position for a period of three (3) weeks or more. Such acting or substitution assignments will be compensated in the following circumstances and will be applicable for the duration of the assignment:

- i) When an exempt employee is assigned the primary functions of a higher rated exempt position on a temporary basis and where the exempt employee temporarily relinquishes her/his former position; or
- ii) When an exempt employee is assigned the primary functions of a higher rated exempt position on a temporary basis while continuing with her/his regular position.

##### b) Major temporary workload addition

Additional compensation may be available, in extraordinary circumstances, where an exempt employee is assigned additional **major responsibilities**, for a limited period of time greater than 3 weeks, in addition to her/his regular duties. This will normally occur when there is a vacant position and the position's portfolio is being handled by two or more Exempt employees until the vacancy is filled, or when a major project or initiative is undertaken by an Exempt employee over and above their regular duties. Such additional compensation will only be available where an exempt employee is specifically assigned duties which meet all of the following criteria:

- The work is pre-approved by the appropriate Vice President;
- The assignment is term specific;
- If the added duties relate to a specific major project, the project is one-time-only in nature;
- The work or project represents a significant proportion of additional responsibility in terms of additional time commitment;
- The work or project is assigned in addition to the exempt employee's regular duties and where the exempt employee's regular position is neither back-filled nor duties delegated.

#### PROCEDURES

##### a) Temporary acting positions

Where an Administrator identifies a need to assign to an exempt employee the primary functions of a higher rated exempt position, the Administrator will forward a written request for temporary substitution, to the Director, Human Resources. Such requests will be made in advance of the commencement of the substitution assignment and must be signed by the appropriate Vice President. Requests will include the following information:

- Name of the individual to be assigned the substitution duties;
- Title of the position from which the additional duties are being assigned (if applicable);
- The date the substitution will start and the anticipated duration of the substitution;
- Confirmation that the employee will/will not relinquish her/his regular position for the duration of the substitution assignment.

The Director, Human Resources, will review the request with the Management Committee. Based on the outcome of the review, additional compensation will be provided as follows:

- i) Where the exempt employee is substituting in a higher paid position and where the exempt employee's regular position is being back-filled, additional compensation will be provided at Step 1 of the pay range for the higher paid position or at the rate of 7% of the employee's current salary, whichever is greater.
- ii) Where the exempt employee is substituting in a higher paid position and where the exempt employee's regular position is not being back-filled, additional compensation will be provided at Step 2 of the range for the higher paid position or at 10% of the employee's current salary, whichever is greater.

#### **b) Major temporary workload addition**

Where an Administrator identifies a need to assign, in addition to an Exempt employee's regular duties, additional major responsibilities that meet the criteria listed in 1.2 above, the Administrator will make a written request to the Director of Human Resources. Such request will be made in advance of the commencement of the special assignment and will include the following information:

- Name and title of the individual to be assigned the additional responsibilities;
- A list of the extra duties assigned and an estimate of the additional time commitment required to manage the additional workload and/or achieve the desired objectives;
- The beginning and projected end date for the assignment;
- Confirmation that the employee will not relinquish her/his regular position for the duration of the assignment, nor will the duties of the exempt employee's regular position be delegated to another exempt employee.

The Director, Human Resources, will review the request with the Management Committee. Based on the outcome of the review, additional compensation will be provided, equivalent to one step higher on the employee's current grid, or 3% whichever is higher. In exceptional circumstances, depending on the nature and scope of the additional duties, the level of responsibility assigned and the additional time commitment involved, compensation may be increased up to 6%.

#### **APPROVAL**

The President has sole and final authority to approve requests for additional compensation under this procedure, and where approved, the level of additional compensation to be provided.

## **APPENDIX D**

### **SUPPORT FOR THE COMPLETION OF ADVANCED CREDENTIALS**

#### **GENERAL GUIDELINES**

To support employee development and succession planning, Selkirk College is committed to encourage and assist Exempt employees to acquire credentials that will maximize their performance in their existing positions or prepare them for new opportunities within the College. Financial support for Exempt Employees wishing to undertake an advanced credential or professional program will be granted at the sole discretion of the President, subject to budgetary constraints, and upon the recommendation of the Employee's supervisor.

#### **SCOPE**

These guidelines apply to formal university-level credential programs and are in addition to the provision for professional development support available through the Exempt Professional Development fund (see section 10.1 of the "Administrative Staff Employment and Benefit Program").

#### **ELIGIBILITY**

All continuing Exempt employees who have been at the College for at least one year are eligible to apply. Due to budgetary constraints, a maximum of 2 employees will be supported each year. If more than 2 employees apply, the Director of Human Resources will review the applications with the appropriate supervisors and will make a determination as to which applicants will be supported that year, based on the College's succession and/or operational needs.

#### **SUPPORT PROVIDED**

The College will reimburse an Exempt employee 50% of the costs associated with an advanced credential, including tuition, books, travel and residence accommodation where required, to a maximum of \$10,000 over 2 years (pro-rated for employees whose appointment is less than 100% FTE). Employees are encouraged to access additional funds, if required, through the Exempt Professional Development fund (see section 10.1 of the "Administrative Staff Employment and Benefit Program"). The College will also support the Employee for time away from work on a shared basis, whereby the Employee will utilize vacation time for 50% of the time needed away from work, and the College will provide an equivalent amount of paid time off. The Employee and his/her Supervisor are responsible for ensuring that the time off does not negatively impact the operations of the Department.

An Exempt Employee who is granted financial support for the completion of an advanced credential under this program must agree to remain in the employment of the College for a minimum of 2 years after completion of the program, or after the EE withdraws from the program, whichever is sooner. Should the Employee leave before the end of this two-year period, he/she must repay the College for monies received, in proportion to the amount of time left (for example, an Employee who leaves after one year will be liable for 50% of the monies received).

Support for the completion of an advanced credential will only be granted to an Employee once every five years.

## **PROCEDURES**

Employees should apply in writing to the Director of Human Resources prior to registering for the program.

The request must include the following information:

1. Program description;
2. Anticipated start and end dates;
3. Estimated costs, broken down by: tuition, textbooks, travel, residential or other accommodation, if applicable, and other costs;
4. Rationale as to how this program will benefit the College;
5. Rationale as to how this credential fits in with the Employee's short- or long-term career goals; and
6. A letter of support from the Employee's immediate supervisor.

Deadline for applications is October 1.