



EXEMPT EMPLOYEE TERMS AND CONDITIONS POLICY

Policy Area:	Board
Policy Number:	EXTPL_2301R_BG/PSV
Policy Sponsor:	President
Policy Contact:	Associate Vice President, People Services
Stakeholders:	Exempt & Excluded Employees Administrators Association Board of Governors
Authority:	<i>College and Institute Act</i> <i>Public Sector Employers Act</i>
Authority Approval:	Board of Governors
Approval Date:	Board of Governors, December 13, 2022 Public Sector Employers' Council Secretariat, December 2022 Public Sector Employers' Association, December 2022
Effective Date:	January 1, 2023
Replaces:	All Exempt Employee Policies relating to Terms and Conditions (E2.8-2.15)
Last reviewed:	January 2023 Scheduled review date: January 2027

Procedures: *Procedures for Exempt Employee Professional Development*
Procedures for Exempt Employee Classification & Compensation

1. Policy Statement & Purpose

This Policy sets out the framework under which the College develops and maintains the Terms and Conditions of Employment of all Exempt Employees.

The College is committed to ensuring that the Terms and Conditions of Employment for Exempt Employees are in keeping with both the Total Compensation Philosophy of the Board and with industry standards.

2. Scope and Application

2.1 This Policy applies to all excluded and exempt Employees of the College except for the President. Any reference to exempt employees also includes excluded employees. The categories of exempt employees are as follows:

- a) Senior Managers – VP's, AVP's, Deans, Directors, the Registrar, and Associate Deans.
- b) Administrator – Associate Directors, Managerial and professional/technical employees who are neither Senior Managers nor Excluded Support Staff.

- c) Excluded Support Employees – Various administrative roles that support Senior Managers and Administrators, or that deal with confidential information.

3. Definitions

Employee Value Proposition (EVP)	Means the sum of all the benefits and rewards an employee receives from the College in return for the dedication of their skills, capabilities, and experience to support the work of the College. EVP goes beyond total compensation to include such elements as work/life balance, stability of employment and a respectful and supportive work environment.
Exempt & Excluded Employees	Means an Employee who is excluded from the collective bargaining process and from membership of a bargaining unit due to the managerial or confidential duties associated with their role.
PSEA	Means the Post-Secondary Employers Association.
PSEC	Means the Public Sector Employers Council.
Terms & Conditions	Means the summary description of all the elements that define the terms under which an employee is employed.
Total Compensation	Means all the elements that comprise the compensation of an employee including but not limited to pay, benefits, leave entitlements, and professional development.

4. Total Compensation Philosophy

- 4.1 Okanagan College provides exempt employees with a total compensation program that creates and demonstrates the value that College places on its exempt employees and seeks to provide employees with a strong value proposition that both attracts and retains exceptional talent. The program aligns with the College's Mission, Vision and Values.
- 4.2 The College subscribes to the following guiding principles for the Total Compensation Program:
 - a) *Performance* – compensation programs support and promote a performance based organizational culture.
 - b) *Differentiation* – salary differentiation is supported where there are differences in the scope of the position within the College, and/or due to superior individual or team contributions.
 - c) *Accountability* – compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.
 - d) *Transparency* – compensation programs are designed, managed and communicated in a manner that ensures the programs are clearly understood by employees and the public while protecting personal information.
- 4.3 To attract and retain qualified staff, the College will monitor current market trends and will assess the competitiveness of our compensation program regularly. The College's core comparator group includes similar post-secondary and other public sector organizations in

- British Columbia. When considering other public sector organizations, emphasis will be given to those within the BC Public Service.
- 4.4 For other jobs where talent may be needed from out-of-province and for jobs that require skills from specific industries or from outside the public sector, a secondary comparator group may be used for determining the appropriate pay range, aligning with the classification system the College uses to determine the applicable placement within the salary grid.
- 4.5 The compensation program is fiscally responsible and ensures that costs are affordable and sustainable over time.
- 4.6 The College's Total compensation program and approach to building the EVP includes five main elements:
- i. *Compensation* – fair and equitable compensation based on the scope and breadth of job responsibilities and the education, experience and competencies the employee brings to the position.
 - ii. *Benefits* – pension and group benefit programs for the well-being of employees and their families.
 - iii. *Career Development* – support for skill, professional and career development.
 - iv. *Work/Life Balance* – paid/unpaid leave such as vacation, sick leave and special leaves and other flexible work programs to help employees balance their work and personal demands, as well as community service roles.
 - v. *Respectful Work Environment* – support for developing and maintaining positive relationships at work, team building, recognition, and appreciation programs.
- 4.7 Total compensation programs may be amended from time to time, as determined by the College, and as approved by Government.

5. Responsibilities of the President

- 5.1 The President has the delegated responsibility to develop and maintain the Terms and Conditions for Exempt Employees in accordance with the Total Compensation Philosophy for Exempt Employees established by the Board.
- 5.2 The President will report annually to the Board on any substantive changes to the Terms and Conditions of Employment for all Exempt Employees.
- 5.3 The President is required to ensure that any changes to the Terms and Conditions that are necessary to maintain the ability of the College to recruit and retain exceptional Exempt Employees is done in a timely and efficient way.
- 5.4 The President or designate will consult with the Administrators Association on any changes that impact Excluded Employees who are a member of the association.
- 5.5 The President or designate will ensure that the appropriate approval of PSEA and PSEC is in place as required.

6. Related Acts and Regulations

BC Employment Standards Act

7. Supporting References, Policies, Procedures and Forms

Post-Secondary Compensation Framework

History / Revisions

Date	Action
2022-12	Approved by Public Sector Employers' Council Secretariat and Post Secondary Employers' Association
2022-12-13	Approved by the Board of Governors: <i>Exempt Employee Terms and Conditions Policy</i> Replaces all previous policies and procedures
2018-07-01	Revision approved by Board of Governors: <i>E2.10 Classification and Compensation Policy (Senior Managers, Administrators & Excluded Support Staff)</i>
2014-03-01	Approved by Board of Governors: <i>Terms and Conditions of Employment:</i> <ul style="list-style-type: none"> • <i>E2.8 Recruitment, Selection and Probation Policy (Senior Managers, Administrators & Excluded Support Staff)</i> • <i>E2.9.2 Hours of Work (Excluded Support Staff)</i> • <i>E2.10 Classification and Compensation Policy (Senior Managers, Administrators & Excluded Support Staff)</i> • <i>E2.11 Pension and Benefits Policy (Senior Managers, Administrators & Excluded Support Staff)</i> • <i>E2.12 Leaves of Absence Policy (Senior Managers, Administrators & Excluded Support Staff)</i> • <i>E2.13.3 Employee Development (Excluded Support Staff)</i> • <i>E2.14 Employment Termination Policy (Senior Managers, Administrators & Excluded Support Staff)</i> • <i>E2.15 General Conditions Policy (Senior Managers, Administrators & Excluded Support Staff)</i>
2004-08-17	<i>Terms and Conditions of Employment for Excluded Support Staff</i>
2001-01-02	<i>Policy for Senior Managers</i>
1997-08-08	<i>Policy for Administrative Staff</i>