

AP 4301: Excluded Staff Salaries and Benefits

Background:

Compensation for District employees who are excluded from (not subject to) any collective agreement is to be based on fiscal responsibility, sound management practices and fairness to the excluded employee groups.

To function effectively, the District hires non-teaching administrative staff members and others who supervise employees and/or handle confidential matters. These staff members, by role definition, are exempt/excluded from union membership and therefore do not work according to any collective agreement.

This administrative procedure establishes a process for consistent review of such staff members' compensation plans (salaries and benefits) so as to provide fair compensation to those employees relative to other districts of comparable size in the province of British Columbia.

Procedures:

1. The Superintendent will periodically review compensation plans for exempt/excluded staff members. The Superintendent will normally approve increases approved by British Columbia Public School Employers' Association (BCPSEA) and/or Public Sector Employers' Council (PSEC). Any increase granted must be in compliance with any standards or guidelines established by BCPSEA and/or PSEC and any legislation enacted by the provincial government. Increases will only be considered once an excluded/exempt staff has been employed with the District for one year and has completed a successful evaluation.
2. Criteria for Evaluation of Excluded Employees
 - 2.1. The Superintendent shall evaluate the performance of the Secretary-Treasurer as determined by contract or when otherwise determined by the Superintendent. The Superintendent shall evaluate senior staff every five (5) years or when otherwise determined by the Superintendent. The Secretary-Treasurer and senior staff shall periodically evaluate the performance of staff members under their jurisdiction.
 - 2.2. Such evaluation mentioned above will be based upon the realization of goals and an assessment of personal leadership.
 - 2.3. The specific criteria and the instrument to be used as the basis for assessment shall be jointly developed and agreed upon. The general criteria for evaluation shall be based on the criteria set out in the job description.
3. Subject to the terms and conditions of compensation plans, the District shall make available to exempt/excluded staff members the following benefits, in accordance with Board policies and administrative procedures, as amended from time to time:
 - 3.1. Extended health care benefits: Board pays one hundred percent (100%) premiums

- 3.2. Dental benefits: Board pays 100% premiums
 - 3.3. Life insurance coverage: Board pays 100% premiums
 - 3.4. Disability coverage: Voluntary; employee pays 100% premiums
 - 3.5. Optional life insurance: Employee pays 100% premiums
- 4. Subject to any standards or guidelines established by BCPSEA and/or PSEC and any legislation enacted by the provincial government. The District's obligation under benefits plans is limited to payment of the employer's share of the premiums. All questions concerning eligibility, coverage, termination and related issues are governed by the actual plan documents issued by the insurance carriers. Copies of these documents will be made available to exempt/excluded staff members upon their request. The District, in its sole discretion reserves the right to amend, alter or vary the terms of group benefits plans and/or change group benefits carriers.
 - 5. Subject to the terms and conditions of compensation and benefits plans, the Board and exempt/excluded staff members shall contribute to the Teachers' Pension Plan or the Municipal Pension Plan (MPP), established and maintained under the *Public Sector Pension Plans Act*, in such amounts as are required in accordance with said act.
 - 6. All proposed excluded/exempt positions will be approved by the Secretary-Treasurer and Superintendent and evaluated by the BC Public Sector Public Employees Association prior to posting.
 - 7. Current excluded/exempt manager positions will be included in the [School and District Leadership Manual](#).