

POLICY #7610
DISTRICT ADMINISTRATIVE STAFF SALARIES AND BENEFITS

1. DISTRICT ADMINISTRATIVE STAFF DEFINITION

1.1. The district administrative staff group comprises those personnel holding positions excluded from membership in a bargaining unit because of the managerial, supervisory or confidential nature of the positions, but does not include personnel who are excluded from membership in a bargaining unit for other reasons, nor does it include principals or vice principals.

2. PHILOSOPHY RE: DISTRICT ADMINISTRATIVE STAFF SALARIES & BENEFITS

2.1. The Surrey Board of Education intends that the salaries and benefits of district administrative staff should relate appropriately to salaries and benefits of bargaining unit members, and should at the same time be competitive with salaries and benefits of similar administrative personnel employed by other comparable local public service bodies in the area. The foregoing is subject to the compensation standards established by PSEC pursuant to the Public Sector Employers Act.

3. SALARY ADMINISTRATION PROCEDURES

3.1. The board has ratified the pay grade placement on the salary plan for district administrative positions extant as of 2016-07-01. When the board has authorized a new position to be created, other than those involving an individual contract of employment, the superintendent and the secretary-treasurer shall jointly determine and approve the appropriate pay grade placement, and in all cases, will involve a job evaluation by the Job Evaluation Committee before determination is made. New or renewal contracts of employment shall be recommended by the superintendent to the board for approval.

3.2. The superintendent and the secretary-treasurer will jointly determine initial placement within the salary pay grade for all newly-hired district administrative personnel filling established positions.

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- 3.3. Placement on any pay grade will not normally be higher than Step Two, therefore, the rationale to guide placement will be as follows:
- a) Placement at Step Three would only be appropriate when the employee has had several years of directly related experience. Directly related experience is interpreted as experience in a school district or comparable organization performing essentially the same duties that would be performed by the individual when joining the school district. That is not to say that the job would be identical in all respects, but that the experience would enable the person to move into the position and be able to assume most of the responsibilities without any more training than an orientation to the school district.
 - b) Placement at Step Two would be in recognition of several years of successful indirectly related experience. This would be experience that is similar in nature but was gained in an organization or organizations that do not provide elementary and secondary education. Being similar in nature would indicate that the employee had performed the same type of work.
 - c) Placement at Step One would be appropriate for individuals who are qualified for the position through education, training, and/or experience but who have not had directly related experience with the result that they would require training in the position.

Exceptions must be approved by the secretary-treasurer and the superintendent.

- 3.4. District administrative personnel not at maximum for their salary pay grade may be entitled to further increment consideration on each anniversary of their appointment to the position held if, in the opinion of the staff member's immediate supervisor, their performance warrants favourable consideration. Increment consideration for the superintendent will be the responsibility of the board. Increments may be granted by the superintendent in the case of members of the Management Committee under personal employment contracts and by the secretary-treasurer and the superintendent jointly in the case of all other district administrative employees.

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- 3.5. The Exempt Staff Salary Grids will be adjusted from time to time as necessary to reflect changes in annual salary rates calculated in accordance with the adjusting provisions contained in a resolution adopted by the board at a Special (In-Camera) Meeting on 1993-07-22, subject to published British Columbia Public School Employers' Association (BCPSEA) guidelines that reflect the compensation standards established pursuant to the Public Sector Employers Act.
- 3.6. The secretary-treasurer will ensure that salary surveys are carried out at appropriate intervals, with a view to maintaining fair internal and competitive external salary levels.
- 3.7. Should it subsequently become necessary to consider significant changes in pay grade placement for a position, once established, the matter shall be submitted to the board for prior approval.

4. BENEFIT ADMINISTRATION PROCEDURES

4.1. Except as otherwise provided hereinafter or by individual contracts of employment, district administrative staff will be entitled to the following fringe benefits, vacations and holidays, sick leave, and as might be amended in future.

4.2. Benefit Plans

- a) Payment of 80% of the cost of all premiums for:
- Medical insurance
 - Group life insurance
 - Extended health benefits insurance
 - Dental insurance
 - Employee and family assistance program
- b) Short term and long term disability plan with the full premium paid for by the employee.

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- 4.3. Sick leave will be earned as of 1987-05-01 at 1.67 days per month (20 days per year) to a maximum of 150 days. Sick leave usage by district administrative staff may not be deducted for absences of less than two hours duration, with the agreement of the supervisor.
- 4.4. The hours of work and overtime provisions of the CUPE agreement will not apply to district administrative staff. The expectations are exempt staff will not be paid for working extra hours, nor “bank” extra hours worked and take time off later, nor assigned flexible hours by individual managers / supervisors. Exempt staff should not be asked or encouraged to work extra hours, however, if exempt staff work extra hours, they do so on a voluntary basis.
- 4.5. Service for sick leave, retirement and severance benefit purposes for employees hired prior to 1996-07-01 as per the CUPE agreement will be calculated as and from date of appointment to a district administrative staff position falling within this policy unless the district administrative staff member was transferred or was promoted directly from the CUPE bargaining unit, in which case service will count from his/her CUPE seniority date. The unused sick leave payout will be an amount equal to the sick leave balance at 2002-12-31, less days used in excess of days credited in future years, to a maximum of one hundred and fifty (150) days.

5. ANNUAL VACATION (12 MONTH EMPLOYEES)

5.1. Entitlement

Vacation entitlement shall be earned as follows:

Staff up to Salary Range 7:

<u>Service as at June 30</u>	<u>Length of Vacation</u>
Less than 2 years	15 days
2 years or more	20 days
7 years or more	25 days
11 years or more	30 days
21 years or more	35 days

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Staff at Salary Range 8 and higher:

<u>Service as at June 30</u>	<u>Length of Vacation</u>
Less than 2 years	20 days
2 years or more	25 days
3 years or more	30 days
15 years or more	35 days

Vacation entitlement will be prorated in the first and final year of service

5.2. Vacation Scheduling

- a) Vacation days may be taken once earned.
 - b) Vacation days earned in a given year are to be taken by June 30th of the following year. For example, vacation days earned from July 1, 2016 to June 30, 2017 are to be taken by June 30, 2018.
 - c) Vacation days not taken by June 30th of the subsequent year will be paid out. For example, vacation days earned from July 2016 to June 30, 2017 and unused by June 30, 2019, will be paid out in July 1, 2019.
- 6.** The school district offers a variety of paid and unpaid leaves for exempt staff, including:
- a) Compassionate care leave
 - b) Pregnancy leave
 - c) Parental leave
 - d) Family responsibility leave
 - e) Reservist leave
 - f) Bereavement leave
 - g) Jury duty
 - h) Leave of absence

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For details on eligibility, please contact HR. If applying for leave, please submit a written request to your supervisor / manager for forwarding on to HR for review and decision on approval.

7. PROFESSIONAL FEES

7.1. The school district believes its exempt staff must have and maintain certain professional standing within their areas of academia studies and technical training which have a direct benefit to the school district in the performance of their role. Upon prior approval of the superintendent or secretary-treasurer authorization will be provided to reimburse the specific professional organizations on behalf of the employee, according to the following criteria:

- a) Pay Grade 8 or higher: maximum of three different organizations; Pay Grade 6-7: maximum of two different organizations and Pay Grade 1-5: one organization.

8. ACTING ROLES – SENIOR EXEMPT STAFF ABSENCES

8.1. With the prior approval of the superintendent or secretary-treasurer, an exempt staff can be temporarily paid a ten-percent (10%) over-rate on their current pay grade scale placement, during long-term absences of another exempt staff. Normally the approval will not be given if the absence is expected to be less than thirty days and only when the staff member is filling the majority of the duties and responsibilities of the absent employee.

9. PROFESSIONAL DEVELOPMENT

9.1. The board recognizes the value of professional development activities to enhance technical knowledge, to heighten leadership skills, and to broaden exposure to professional studies, theories, methods and strategies relating to their area of expertise. The board supports staff attendance and participation in professionally related conferences, seminars and similar activities and agrees to reimburse district administrative staff for expenses as per board policy; and subject to the appropriate supervisor's approvals and provision of operating budget funding.

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- 9.2. The board further recognizes the value of professional development activities on a group basis for topics leading to teamwork, common areas of personal and professional growth and increasing the effectiveness of departmental, as well as, individual team members' work. To meet the needs of all exempt staff members, the board each year will approve a lump sum budget to permit group activities meeting the overall professional development needs of the exempt staff. The secretary-treasurer and the superintendent will jointly manage these funds and approve their use.
- 9.3. It is the expectation that exempt group employees should have the opportunity to participate in these planned activities. Attendance is, of course, subject to approval of the specific supervisor and to operational requirements of each department.
- 9.4. In order to facilitate professional development activities for the exempt group, a Joint Board/Exempt Group Professional Development Committee will be established.

The Joint Committee will consist of up to two members, one appointed by the Secretary-Treasurer and one appointed by the Executive Director, Human Resources, and up to two members appointed by the exempt group.

The Joint Committee will be responsible for:

- a) The planning and organization of professional development activities each year as contemplated by [board policy #7610](#).
- b) Each year conducting a needs assessment within all departments represented by the exempt group to identify topics and activities they wish to pursue for professional growth in that year.
- c) Generally, planning professional development activities for the exempt group as a whole, however, at the discretion of the Joint Committee, planning activities for groups of departments, depending upon identified needs.
- d) The approval and disbursement of professional development monies.

The Executive Director, Human Resources, will report to the executive committee with regard to the operation and effectiveness of the joint committee's professional development program.

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