



Terms and Conditions of Employment for Exempt Employees

CAMOSUN COLLEGE

TERMS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT EMPLOYEES

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POLICY

The principal terms and conditions of employment for Exempt employees so designated by the College are set out in this policy.

SCOPE

This policy replaces any and all prior terms and conditions of employment in regard to all employees hired by the College as Exempt employees.

In the event of a conflict between this and other College policies, the provisions of this policy shall apply. Substantive changes to this policy shall only be implemented after consultation with representatives of the parties affected.

It is the College's intention to provide parity, wherever possible, with the terms and conditions of employment for exempt employees to those employees within the College's bargaining units.

CONFIDENTIALITY

Exempt employees must not reveal or divulge confidential information received during the course of their employment.

STANDARDS OF CONDUCT

All Exempt employees shall conduct themselves in full accordance with Camosun's Standards of Conduct policy.

CAMOSUN'S STRATEGIC PLAN: 2016-2021

Camosun's Strategic Plan 2016 - 2021, is on the Internet and can be found at:
<http://camosun.ca/about/strategic-plan.html>

VISION. MISSION. VALUES AND PILLARS

Vision

Where do we want to go?

Inspiring life-changing learning

Mission

Why do we exist?

We build a better future for our community with relevant, innovative and applied education.

Values

What do we believe in? What guides decision making?

- Lifelong learning
- Positive and supportive student experiences
- An inclusive community
- An environment of respect and safety for all
- Our relationships with one another

Corner Posts

Our corner posts flow from the values, vision and mission and are our over-arching goals.

- The Student Experience
- Supporting People in an Engaged Community
- Creativity & Innovation
- Sustainability for the Environment & Society

JOB DESCRIPTIONS AND PAY BANDS

Under the responsibility of the appropriate College Executive Team (CET) member, each Exempt employee shall have a current job description on file. Responsibility for maintaining the job description as current is that of the person to whom the Exempt employee reports.

When a new Exempt position is created, or the duties and responsibilities of an existing Exempt position are significantly changed, a job description questionnaire will be completed, authorized and submitted to HR for evaluation in accordance with the College's Compensation Framework for Exempt positions. The evaluation then requires approval by the CET. The results of the evaluation and the current market value of the position within the BC College system shall be the factors considered in determining the appropriate pay band for the position.

SALARIES ON THE EXEMPT PAY SCALE

A salary band is assigned to each Exempt staff position (see Appendix B). Upon hire, and in consultation with the Executive Director of Human Resources, employees will be placed within the appropriate salary band, not to exceed the control point, and will progress within the band based on satisfactory performance. On an annual basis, the College will review an employee's performance to determine salary progression. Employees, who meet or exceed performance expectations, may be eligible for a salary increase as established by Public Sector Employer's Council, to the maximum of the salary band.

CONSULTATION

Exempt employees will be expected to consult regularly with their immediate supervisor regarding College policies and procedures as well as their own function, tasks and working conditions.

Exempt employees who have supervisory responsibilities are expected to consult regularly with employees in their workgroups in order to foster the development of a work environment that encourages teamwork, open communication, and the engagement of informed employees.

Exempt employees may be asked by the President or other members of the College's Executive Team (CET) to serve on various College-wide committees and work groups.

HOURS OF WORK

Full time Exempt employees will normally be expected to be available during usual business hours, consistent with a 35-hour work week. However, it is recognized that organizational priorities often require flexibility in work hours, and on occasion demand additional hours to complete work assignments.

In those instances where evening or weekend work is regularly required, these times will be included in the regular work assignment, and the expected starting times adjusted so as not to

require an unreasonable total work day or work week.

PROBATION AND CONTINUING APPOINTMENTS

Exempt employees shall be required to serve a probationary period of the equivalent of one year's continuous full time employment. Such time shall not include:

1. Any period not worked other than approved vacation or recognized holidays
2. Any period worked in any other position/capacity within the College

During this probationary period, a formal assessment procedure will be conducted, providing evaluative information from subordinates, peers, superiors and the incumbent.

At any time within the period of probation, if performance is determined by a formal evaluation to be unsatisfactory, the appointment may be terminated. Termination of employment will be in accordance with the termination provisions outlined in these terms and conditions.

PERFORMANCE EVALUATION

Supervisors of Exempt employees will regularly monitor the performance of continuing employees in Exempt positions. A performance evaluation and development planning process shall be completed for every Exempt employee on an annual basis.

If an Exempt employee who has completed a probationary period is subsequently appointed to another Exempt position, which is judged by the appropriate CET member to be of equivalent responsibility and requiring similar skills, the probationary period in the new position may be reduced or waived entirely, at the discretion of the CET member.

PROFESSIONAL DEVELOPMENT

The goals of professional development for Exempt employees include:

- a) Awareness of new ideas, resources and approaches;
- b) Increase or update knowledge and skills relevant to the current position and or future needs of the College and,
- c) Improved employment opportunities and job satisfaction.

Within the context of College plans and employee performance evaluation, the employee and his/her dean/director or CET member shall establish professional goals and identify appropriate professional development activities, which may include:

1. Designated short term professional activities, usually not exceeding one week;
2. Designated long term professional development activities;
3. Short-term professional leave, usually not exceeding two months;
4. Long-term professional leave, usually not exceeding one year;
5. Employee exchange; and,
6. Special projects.

All requests for professional development activities must be discussed with and approved by the appropriate CET member, and forwarded to the Exempt Staff Professional Development Committee.

The following factors, in order of priority, will be considered in determining the application(s) to be approved:

- a) Training/Development that contribute most effectively to the College and the individual's professional development goals;
- b) Equitable distribution of professional development activities among Exempt staff; and,
- c) Length of service in an Exempt position at the College.

The Exempt Staff Professional Development Committee shall consist of four Exempt staff members, including and chaired by the Executive Director HR, and appointed by the CET.

Exempt Professional Fund

An amount equal to 1.5% of the sum of Exempt staff salaries shall be allocated annually to support designated individual or group activities. Any unused portion of the Exempt PD fund will be rolled over annually. Normally, costs for these activities will be shared between the professional development fund and the division budget.

Exempt employees are eligible to apply for two separate levels of PD funding as described in the Exempt Professional Development Guidelines (see Appendix A). Each request to access Exempt PD funds must be made separately and will be evaluated by the Exempt PD Committee on its own merits and will be based, in part, on the overall health of the Exempt PD Fund.

1. Designated Short Term Professional Development Activities

From time to time, Exempt employees identify designated professional development opportunities such as classes, seminars, workshops, or conferences that are not of an extended nature.

Funding to participate in these types of activities is available up to a personal maximum of \$3000 per year and as outlined in the Exempt PD Guidelines (see Appendix A). Funding requests are to be made to the Exempt PD Committee and will be assessed based on the overall health of the PD Fund, and on how the request meets personal or professional development goals.

Access to the \$3000 per year maximum is based on a first come, first served basis and as such, there are no personal spending envelopes which would allow an employee to carry any unused portion of the \$3000 forward into the next fiscal year.

Please note that Camosun College employees are entitled to enrol in Continuing Education (CE) courses at a 50% discounted rate provided the registration is received no more than three days prior to the start of the course and that there is still space available. If an employee wishes to ensure their participation in a particular CE course, they should register as soon as possible to hold their seat and then submit their receipt to the PD committee for reimbursement. For more details, please contact Information and Registration.

2. Designated Long Term Professional Development Activities

Exempt employees are also eligible to apply for funding in support of activities leading to traditional

educational credentials or certification up to a maximum of \$5000 per fiscal year as outlined in the Exempt PD Guidelines (see Appendix A).

Employees receiving PD funding in the \$5000 category are expected to remain employed at the College for twelve consecutive months for each year funding was approved. The twelve month period begins at the end of the fiscal year in which the funding was initially received. In the event an employee resigns or is terminated from the College prior to the twelve month commitment will be required to pay back a prorated portion of any PD funds received. Funding requests are to be made to the Exempt PD Committee and will be assessed based on the overall health of the PD Fund, and on how the request meets personal or professional development goals.

Since longer term PD activities can span multiple years, funding applications are required for each year that funding is requested as funding granted in one year does not automatically guarantee any subsequent levels of support. As such, employees should enter into long term PD activities with the expectation that they might be required to personally absorb a portion of their PD costs.

Access to the \$5000 per year maximum is based on a first come, first served basis and as such, there are no personal spending envelopes which would allow an employee to carry any unused portion of the \$5000 forward into the next fiscal year.

3. Short-term Professional Leave

After being at the College for a minimum of two years, a member of the Exempt staff may apply for the equivalent of up to two month's paid leave every five years for planned short-term professional development. This leave may be taken in one two-month period or in a series of approved shorter leaves totalling up to two months.

Requests must be made in writing to the Exempt PD Committee through the Executive Director of Human Resources and should explicitly indicate:

- i) The length of the leave requested;
- ii) The purpose for the leave;
- iii) How the leave will benefit the employee, their School/Department, and the College as a whole;
- iv) Any contributions made by the applicant's home School/Department (i.e.: School/Department to cover partial cost of replacement)

In the event that there are more than three applications in a given year, preference will be given to applications that are judged to have the greatest College-wide impact.

Paid time off will be compensated at a rate of 100% of the employee's regular salary and benefits. Vacation accrual will occur as normal while the employee is on leave.

Any request which requires employment of a replacement or which otherwise has an impact upon the College's expense plan shall normally be made by January 15th prior to the fiscal year in which the expenses will be incurred. Exceptions will be considered after January 15th if funds can be made available in the fiscal year in which the leave occurs.

An employee who applies for, and is granted leave under this provision, is required to remain employed at Camosun College for a minimum of twelve consecutive months upon completion of

the leave period. Any employee who resigns or is terminated from the College prior to the completion of this twelve month commitment will be required to pay back a prorated portion of their paid leave.

4. Long-term Professional Leave

Each fiscal year the committee may recommend approval for long-term professional leave with partial pay for up to three Exempt staff. The following conditions apply:

- a) The employee has been with the College for at least three years.
- b) Requests, approved by the College Executive Team, must be submitted by January 15th prior to the fiscal year in which the leave is to commence.

Requests must be made in writing to the Executive Director of Human Resources and should explicitly indicate:

- i) The length of the leave requested;
- ii) The purpose for the leave;
- iii) How the leave will benefit the employee, their School/Department, and the College as a whole;
- iv) Any contributions made by the applicant's home School/Department (i.e.: School/Department to cover partial cost of replacement)

In the event that there are more than three applications in a given year, preference will be given to applications that are judged to have the greatest College-wide impact.

- c) The leave will provide partial salary (up to 80%) for up to one year (annual vacation time is not earned during the long-term leave).
- d) Employees whose proposals are accepted remain eligible to apply for PD funding as per the Exempt PD Guidelines (see Appendix A).
- e) The amount of time (pro-rated at the percent of salary granted) used for a long-term leave within five years of leaving the College is deducted from the employee's retraining eligibility. (See Last Paragraph of *Termination with Pay* section)
- f) When the employee receives financial assistance or remuneration from non-College sources related to the leave (excluding expenses), the College contribution shall not result in a total of funds from all sources exceeding 100% of the employee's salary for the period of the leave.
- g) Employee benefits normally paid by the College will be paid on a prorated basis at the same percentage of the salary approved; the employee will be required to pay the difference.
- h) Costs for replacement for employees on long-term professional leave must be built into the College's expense plan for the year(s) in which the leave(s) occur(s).
- i) An employee who applies for, and is granted leave under this provision, is required to remain employed at Camosun College for a minimum of twenty four consecutive months upon completion of the leave period. Any employee who resigns or is terminated from the College prior to the completion of this twenty four month commitment will be required to pay back a prorated portion of their paid leave.

- j) Employees are eligible to reapply for professional development leave under this provision once every five years.

5. Employee Exchanges

An Exempt employee may arrange for an exchange program with a person in a similar position or with similar qualifications within in the College, other post-secondary institutions, or external public and private sector organizations. Details should be discussed in advance with the employee's supervisor in consultation with the Executive Director HR.

The Exempt Staff Professional Development Committee may approve up to \$2000 from the amount available for Designated Professional Activities to assist in travel costs.

6. Special Projects

An Exempt employee may participate in special projects sponsored by the College, other post-secondary institutions, or external public/ private sector organizations. . Details should be discussed in advance with the employee's supervisor in consultation with the responsible CET member.

The Exempt Staff Professional Development Committee may approve up to \$2000 from the amount available for Designated Professional Activities to assist in travel costs.

ACTING POSITIONS

When an Exempt employee serves in a higher level Exempt position in an acting capacity for a period of more than 15 consecutive working days—excluding summer coverage where the employee does not normally assume the full responsibilities of the job—and takes on the substantive duties of the position, they shall be paid a minimum of 15% more than their current rate of pay, not to exceed the control point of the acting position's pay band. Requests for acting pay are made in conjunction with the employee's Dean or Director and the ED of HR. If the acting employee is a member of a union or association, they shall not actively participate in union activities or meetings during that time.

Occasionally, an Exempt employee may be required to temporarily assume the substantive duties of another Exempt position at a similar pay scale due to a delay in recruitment or covering an extended illness-related absence. When this occurs for a period of 20 consecutive working days or more, the employee may be entitled to a 10% add-to-pay stipend at the discretion of the employee's Dean or Director.

When the period of service in an acting capacity exceeds one year, the incumbent's salary placement will be advanced by normal salary progression based on satisfactory performance.

Time served in an acting Exempt employee capacity will be included in determining salary progression dates should the incumbent subsequently be appointed to the same Exempt position on a continuing basis, and may, at the President's discretion, reduce the probationary period in a subsequent continuing appointment.

No person asked to serve as an Exempt employee in an acting capacity will suffer a reduction in salary as a result of the appointment.

VACATION AND BENEFITS

Annual Holidays and Vacation

Upon hire, continuing, full time exempt employees shall be entitled to all statutory holidays and an initial allocation of twenty-five (25) days annual vacation. Vacation periods will be scheduled at a mutually agreeable time between the employee and the College.

Additional vacation days will be accrued at a rate of two days for each year of service up to a maximum of thirty-seven (37) days total.

Vacation allocations will be pro-rated for part-time exempt employees.

Exempt employees are also granted three (3) vacation days (equivalent to 21 hours) to be taken during Camosun's annual holiday closure between Christmas Day and New Years Day. These days are given in addition to the vacation provisions and accrual process described above. These three days (21 hours) cannot be banked, rescheduled or carried forward into the following calendar year.

Vacation Carry Over

With the approval of the employee's supervisor, an Exempt employee may carry over unused vacation entitlement up to a maximum of 15 days. Carryover will normally only be approved under exceptional circumstances such as a change in yearly workload, sickness or accumulation for a special planned holiday. The employee's supervisor must approve a plan for the use of carryover, plus all new vacation entitlement for the next year. Carryover in excess of the maximum days will be paid out at the end of the calendar year in accordance with the Employment Standards Act.

The intention of carry-over is to be realistic about events in individuals' lives that do not fit annual timelines. The intention of providing vacation is to encourage refreshment, variety, rest and renewal. Vacation carry over is meant to augment and not subvert these basic intentions.

Term Employees

In lieu of health and other benefits (including vacation and sick leave benefits), term employees shall receive an additional 16.8 percent of their basic pay to be paid bi-weekly.

BENEFIT COVERAGE

Exempt Employees who are employed by the College and their eligible dependents, are entitled to coverage under the group benefit plans that the College makes available to its Exempt Employees, subject to the waiting periods, eligibility requirements and other conditions set out in the plan contract(s). The College's group benefit plans currently include coverage for MSP, extended health, dental, group life insurance, accidental death and dismemberment, and short term and long term disability*. Details of the current group benefit plans can be found in the Exempt Employees Benefits Handbook.

The College's obligation under the group benefit plans is limited to the payment of the employer's share of the premiums. All decisions regarding eligibility and coverage are made by the group benefit provider(s); the College does not bear any responsibility or liability for such decisions. The College reserves the right to amend, alter or vary the terms of the group benefit plan(s) and/or change group benefit provider(s) from time to time at its sole discretion. Premiums for employees on less than full-time appointments will be shared on a prorated basis.

*An Exempt employee, who has been in receipt of Long Term Disability Benefits for a period of 24 consecutive months, may have their employment terminated provided:

1. The termination is supported by the appropriate CET member and the Executive Director of Human Resources and is approved by the President
2. The termination will not prejudice the employee's eligibility for long term disability benefits, and
3. Medical and benefit underwriter prognosis is that the employee will be unable to return to their own or a comparable position in the College for the foreseeable future.
4. Benefit premiums for Exempt employee's on LTD beyond two years will continue to be employer paid

Maternity, Parental Leave and Supplemental Employment Benefits (SEB)

Federal Employment Insurance and Supplemental Employment Benefits (SEB) provide for two payment options. When on maternity or parental leave, an employee will receive a supplemental payment added to Employment Insurance benefits in one of two options:

Option 1

- For the first week of maternity leave an employee shall receive one hundred percent (100%) of her salary calculated on her average base salary.
- 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.
- 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.
- For up to a maximum of 37 weeks of parental leave, the biological father, spouse, common-law partner or adoptive parent shall receive an amount equal to the difference between the Employment Insurance benefits and eighty-five (85%) of the employee's salary calculated on his/her average base salary.
- The average base salary for the purpose of maternity or parental leave is the employee's average base salary for the twenty-six (26) weeks preceding the maternity or parental leave. If the employee has been on unpaid leave for part of the preceding twenty-six (26) weeks, then up to four (4) weeks of that unpaid leave will be subtracted from the twenty-six (26) weeks for the purpose of calculating the average base salary.
- 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.
- 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.

Option 2

- The biological mother and the other parent can receive EI parental benefits for up to 61 weeks, which can be divided between the two parents.
- The 61 weeks must be in the 18 months after the child is born or adopted.
- Although the total amount of parental EI benefits payable will not change, nor will the total supplemental payment, the claimant will now have a choice of spreading this amount over 35 weeks (standard parental benefits) or 61 weeks (extended parental benefits).
- When applying for EI benefits, both parents must choose the same option (standard or extended). Each parent must indicate how many weeks they plan to take. Parents can receive benefits at the same time or separately.

Benefits continuation during leave:

- The Employer will continue to pay all benefits premiums to maintain the employee's coverage for medical, extended health, psychological services, dental, group life and short and long-term disability benefits for leaves taken under this clause.
- An employee who returns to work following a maternity/parental leave, shall be placed in the position the employee held prior to the leave or in a comparable position.
- An employee who has taken leave under this provision is entitled to all increases in wages and benefits the employee would have been entitled to had the leave not been taken.

Return to Work

The employee returning to work after maternity, parental or adoptive leave shall provide the College with at least 4 weeks' notice.

Special Leave

At the time of birth or adoption of a child, an employee shall be entitled to two days parental leave with pay. These days are to be taken within three months of the birth or adoption of the child. Any employee who is granted parental/adoption leave may not combine it with the provisions of this clause.

Family Illness

In the case of illness of a member of the immediate family of an employee, when no one at home other than the employee can provide for the needs of the ill person, the employee shall be entitled, after notifying his/her supervisor, up to a maximum of five days per year for this purpose.

Bereavement Leave

Upon the death of a member of the immediate family, the employee shall be granted an appropriate period of bereavement leave with pay. Supervisors shall not approve paid bereavement leaves that exceed five days, except in special circumstances and only after consultation with the Executive Director of Human Resources.

Compassionate Leave

In the case of a life-threatening emergency within the immediate family that requires an employee's attendance, the employee shall be entitled, after notifying his/her supervisor, to use a maximum of five days leave with pay at any one time for this purpose.

WorkSafeBC

WorkSafeBC coverage is provided for all exempt employees. Where an employee is on a Claim recognized by WorksafeBC, the employee shall be entitled to leave, at his/her regular rate of salary, up to a maximum of one hundred twenty-six (126) workdays for any one (1) claim. Where an employee elects to claim leave with pay under this clause, the compensation payments received by the employee from the WorksafeBC, shall be remitted to the employer.

Pay Out of Sick Leave Upon Retirement

Exempt employees appointed as regular employees prior to April 1, 1988 (regardless of employee group at time of initial appointment) are entitled to 50% credit of unused accumulated sick leave up to March 31st, 2003 (frozen at the value as of that date) as payment upon retirement. Pre April, 1988 employees with sick leave pay out provisions appointed as exempt staff after March 31, 2003, will be entitled to 50% of the dollar value of that time, frozen as of the date of their appointment as exempt staff. Where an employee retires before pensionable age on less than full pension, the number of days that may be converted shall be reduced in the same proportion as stated in the Pension (College) Act. ("Pensionable age" under the current regulations of the College Pension Plan is defined as the end of the calendar month in which a member reaches age 60.)

Pension Plans

Participation for all Exempt employees (full-time and part-time) shall be as set out in the BC Pension Corporation's (or equivalent) regulations.

LEAVES OF ABSENCE

Leave without pay (Short Term)

Short term leave of absence without pay of up to 10 working days may be approved by the Exempt employee's direct supervisor

Leave without pay (Long Term)

Long term leaves without pay may be approved by the employee's immediate supervisor, in consultation with the Executive Director HR, and in accordance with the following:

- a) Such leave shall not normally exceed 12 months and only one such leave every five years may be granted
- b) The leave shall benefit the College as well as the employee, and shall not normally be granted to an employee to seek or engage in outside employment unless part of an exchange program
- c) The employee will be responsible for full payment of employee and employer shares of all benefit plans
- d) An employee's anniversary date shall be adjusted by the period of leave and any entitlements contingent thereon shall be adjusted accordingly

- e) Employees shall not accrue vacation or sick leave benefits while on leave
- f) All accrued vacation time must be used prior to the start of the leave

Deferred Salary Leave

Exempt employees may participate in the College's deferred salary leave plan. To take advantage of the Deferred Salary Leave, eligible employees must first submit a completed written application to the Executive Director, Human Resources, at least two months prior to the commencement of the leave. Further details are available from the Human Resources office.

TEACHING

Subject to provisions contained within collective agreements, to the approval of the employee's supervisor, and in consultation with the responsible CET member. Exempt employees may teach within their areas of expertise.

See also the CCFA Collective Agreement for additional restrictions.

CONTRACT SERVICES

Subject to the approval of the supervisor and responsible CET member, Exempt employees may provide their services to external organizations, agencies and businesses on a contract basis, provided such work does not interfere nor conflict with College responsibilities.

CONFLICT OF INTEREST

Notwithstanding the provisions of statements on teaching and contract services, no Exempt employee may enter into such arrangements where a conflict of interest is created between institutional and external activities, either directly or indirectly, as a result of their College Exempt responsibilities. For more specific requirements, please refer to the Standards of Conduct.

TERMINATION

Termination Without Pay

Employees who receive notice in writing that their employment is terminated under this section shall not be entitled to any other notice of termination, nor to any severance pay. The College will not be under any further obligation to the employee other than for wages and benefits the employee was entitled to prior to termination. Termination under this section is where applicable, subject to the termination provisions of the *Employment Standards Act*.

Employees may be notified their employment is terminated on a date set by the College when:

- The employee is terminated for cause
- The employee refuses an offer of alternate employment when the College believes that offer constitutes reasonable alternate employment
- The employee resigns
- The employee's defined term of employment ends

In the case of a resignation, the employee shall provide a minimum of one month's notice to the College.

In the case of a retirement, the employee shall normally provide a minimum of six month's notice to the College. The employee is entitled to the sick leave payout provisions contained in the Exempt Employees Handbook only when the criteria specified therein are met.

Termination With Pay

The College may terminate an employee's employment at any time, without cause, by giving working notice, or paying severance in lieu of notice consistent with statutory and common law standards.

Where the College, in its sole discretion, decides to terminate any employee without cause, the College shall give that employee written notice of termination. The College shall issue such notice to the employee on the next working day following approval of such termination by the President.

In the case of a termination without cause, the College will provide working notice consistent with statutory and common law standards, to commence upon the issuance of the written termination notice, during which time the employee may apply for other available positions at the College. During the period of working notice, the College may assign duties, tasks or projects the College believes the employee might reasonably be expected to perform. At the College's sole discretion, the College may provide the employee with pay in lieu of the working notice for all or any part of the notice period.

If the employee is successful in securing alternate employment at the College, but such employment is at a lower pay level than that currently received, the employee's salary will be protected at his/her current rate for the same length of time as he/she would otherwise have entitlement to a severance payment as outlined below. On completion of this time, the employee will assume the regular salary for the position.

If the employee is unsuccessful in securing alternate employment at the College within the working notice period, the employee shall receive, on the completion of such working notice, severance pay less the period of working notice.

Severance pay will be based on the employee's wages and benefits at the end of the working notice period, and shall include the notice period. Payment for benefits will be calculated using the College's standard budget percentage for fringe benefits (excluding professional development and vacation). Severance pay entitlement shall be consistent with statutory and common law standards. Factors to be considered shall include the age of the employee, years of service to the College and position compensation.

An employee who, on the expiry of the working notice period, is age 55 or older, and was appointed to Camosun as a regular employee prior to April 1, 1988, shall receive in addition to working notice and severance pay, a payout equal to one-quarter of the value of her/his frozen sick bank amount, to a maximum of three months.

An employee who secures alternate employment within the public sector, which employment is available to the employee within the working notice period, shall not be entitled to any further notice or severance pay after the date upon which the alternate employment is available.

Under the *Employment Termination Standards Regulation*, if an employee is re-employed by the College or within the broader public sector on a probationary or continuing basis, during the period

for which the College has paid severance to him/her, the employee shall reimburse to the College, within the first month of re-employment, an amount equal to the outstanding severance pay for the balance of the severance period, less only an amount equivalent to any difference between the old level of compensation and the new level, for the balance of the severance period.

Upon submission of receipts for payment for training/upgrading courses, career counselling, resume preparation and/or job search assistance, employees with three to ten years of service may claim a maximum of \$4000. Employees with more than 10 years of service may claim a maximum of \$8000 for these purposes.

POST EMPLOYMENT RESTRICTIONS FOR SENIOR MANAGEMENT IN THE BC PUBLIC SECTOR

In accordance with the Provincial Government's direction, employees hired into senior management positions (applies only to Presidents, Vice Presidents, and Associate Vice-Presidents) within a Public Sector Institution must abide by the BC Public Service post-employment restrictions.

The following are conditions of your employment with Camosun College:

(a) after your employment 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 the College; or

(iii) give counsel to that outside entity, for its commercial purposes, concerning the programs or policies of any organization, including the 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 any ministry or organization of the government, including the college, in which you were employed at any time during the year immediately preceding the termination of your employment; or

(ii) act for an outside entity in connection with any ongoing proceedings, transaction, negotiation or case in which the outside entity and the College are involved

(a) if you, during your former employment with the College, acted for or advised the College concerning the proceedings, transaction, negotiation or case; and

(b) 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.

The President in consultation with the Chair of the Board of Governors may reduce the one-

year restriction, upon your application, after considering the following:

- (a) the circumstance under which your employment ended;
- (b) your general employment prospects;
- (c) the significance to the government of information you possessed by virtue of your position with the government;
- (d) the desirability of a rapid transfer of your skills to an employer other than the government;
- (e) the degree to which the new employer might gain unfair commercial advantage by hiring you;
- (f) the authority and influence you possessed while employed by the government;
- (g) the disposition of other cases.

APPENDIX A - EXEMPT PROFESSIONAL DEVELOPMENT GUIDELINES

PHILOSOPHY

Camosun College is committed to supporting professional and personal development opportunities that support the ongoing mission and mandate of the College and increase staff capacity for success both within and beyond the College.

Professional and personal development activities encourage employees to maintain a posture of continual learning, lifelong skill development, and openly demonstrates a commitment to the College's core value that "The College is its People."

SCOPE

These guidelines apply to all exempt employees of Camosun College.

PRINCIPLES

1. Camosun College is committed to the ongoing growth and development of its exempt staff.
2. Professional development opportunities are considered to be activities that:
 - a) Provide employees with the knowledge, skills, and abilities required to remain current in their field;
 - b) Enhance employee effectiveness and productivity;
 - c) Support employees to improve their knowledge, skills, abilities, and/or qualifications in such a way that supports the College's mission and reflects the College's core values;
 - d) Increase an employee's opportunity to meet the experience or qualifications required to apply for career advancement opportunities within, or external to the College.
3. Personal development activities are considered to be those undertakings which:
 - a) help an individual reach a personal goal or achievement;
 - b) support interests not specifically related to an employee's job duties; and
 - c) do not conflict with the College's core values and mission.
4. Professional development activities which are innovative and risk taking are encouraged provided they are clearly connected to College core values, mission and operational requirements.
5. Supervisors have a responsibility to be proactive in identifying, supporting, and encouraging their employee's professional and personal development goals.
6. On occasion, it may be beneficial to undertake development activities that are applicable to the exempt group as a whole. Where appropriate, funds will be made available from the exempt PD budget to cover the costs of such activities.
7. Supervisors and employees both maintain an obligation for ensuring professional development activities do not negatively impact on the delivery of services to students or other clients within the College.

8. Camosun College will adhere to Federal guidelines when determining if a professional or personal development activity is considered a taxable or non-taxable benefit.

(Ref: www.cra-arc.gc.ca/E/pub/tp/it470r-consolid/it470r-consolid-e.pdf)

APPLICATION

1. Each exempt employee may access professional development funds up to the maximum per fiscal year for the specific activity engaged in. Activities leading to traditional educational credentials or certification will be funded up to a maximum of \$5000 per fiscal year. All other development opportunities will be eligible for a maximum of \$3000 per fiscal year. Up to \$500 of this professional development funding can be used to support personal development activities exclusive of time. Pro-rated funds are available to part-time employees and employees hired part way through the fiscal year with the pro-ration based on FTE hours and/or date of hire.
2. Employees receiving PD funding in the \$5000 category are expected to remain employed at the College for twelve consecutive months for each year funding was approved. The twelve month period begins at the end of the fiscal year in which the funding was initially received. In the event an employee resigns or is terminated from the College prior to the twelve month commitment will be required to pay back a prorated portion of any PD funds received.
3. Under normal circumstances, professional/personal development activities will only be funded for the year in which they are to occur. However, flexibility can be exercised by the PD Committee should they see sufficient value to the College in supporting a multi-year development project.
4. Application can be made to use professional development funds for providing enrichment programs for the administrative group as a whole, up to a maximum of \$5000 per calendar year.
5. Camosun College staff are entitled to enroll in Continuing Education courses at a 50% discounted rate.
6. Applications for exempt PD funds can be obtained from the Executive Assistant in Human Resources and are available on the Human Resources Forms section of the College Intranet.

APPENDIX B: CAMOSUN COLLEGE EXEMPT EMPLOYEE SALARY SCALE

Family	Band	Minimum	Control	Maximum
Sr. Professional and Academic Management	20	\$156,750	\$209,000	\$240,350
	19	\$142,500	\$190,000	\$218,500
	18	\$129,545	\$172,727	\$198,636
	17	\$117,769	\$157,025	\$180,579
	16	\$107,062	\$142,750	\$164,162
	15	\$97,329	\$129,773	\$149,238
	14	\$88,481	\$117,975	\$135,671
	13	\$80,438	\$107,250	\$123,338
Technical Professional; Management; & Supervisory	12	\$78,750	\$105,000	\$115,500
	11	\$73,256	\$97,674	\$107,442
	10	\$68,145	\$90,860	\$99,946
	9	\$63,391	\$84,521	\$92,973
	8	\$58,968	\$78,624	\$86,486
	7	\$54,854	\$73,139	\$80,453
Admin & BUE	6	\$52,406	\$69,875	\$73,369
	5	\$48,750	\$65,000	\$68,250
	4	\$45,349	\$60,465	\$63,488
	3	\$42,185	\$56,247	\$59,059
	2	\$39,242	\$52,322	\$54,939
	1	\$36,504	\$48,672	\$51,106