




**AGENDA
REGULAR MEETING OF THE BOARD**

Tuesday, January 17, 2017
4:00 pm in BR126
North Vancouver Campus

We respectfully acknowledge the Lil'wat, Musqueam, Squamish, Sechelt and Tsleil-Waututh people on whose territories our campuses are located.

AGENDA ITEM	SCHEDULE	TIME
<p>1. Approval of Agenda – Soon Kim, Chair</p> <p>MOTION: <i>THAT the agenda be approved as presented.</i></p>		5 min
<p>2. Consent Agenda – Soon Kim, Chair <i>(the Chair will ask if any members would like to remove any items from the consent agenda, prior to the motion to approve the Consent Agenda)</i></p> <p>MOTION: <i>THAT the Board approves the consent agenda:</i></p> <p>2.1. Minutes from the December 13, 2016 Board Meeting</p> <p>2.2. Board Committee Reports <i>(these reports summarize the draft minutes of the Committee's last meeting; any motions coming forward from Committees are in the regular agenda)</i></p> <p>2.2.1. Academic Review Committee</p> <p>2.2.2. Audit Committee</p> <p>2.2.3. Investment Committee</p> <p>2.2.4. Governance Committee</p> <p>2.2.5. Policy & Planning Committee</p>	<p>(has not met)</p> <p>(has not met)</p> <p>(has not met)</p> <p>(has not met)</p> <p>Schedule. 2.2.5</p>	10 min
<p>3. Board Chair's Report - Soon Kim, Chair</p>		5 min
<p>4. Senate Reports</p> <p>4.1.1. Vice-Chair – Nanci Lucas</p> <p>4.1.2. Board Liaison – Carol Howorth</p>	<p>(verbal)</p> <p>(verbal)</p>	5 min
<p>5. President's Report – Paul Dangerfield</p>	Schedule 5	5 min
<p>6. Policy & Planning Committee – Chris Doll</p> <p>6.1. Policy B.107 - Academic Schedule Policy</p> <p>MOTION: <i>THAT the proposed Policy B.107 Academic Schedule be sent to the Senate to seek its advice.</i></p> <p>6.2. Policy B.503 - Administrators Conditions of Employment</p> <p>MOTION: <i>THAT the Board approve the revised Policy B.503 – Administrators – Conditions of Employment, as presented</i></p> <p>6.3. Policy B 504 - Exempt Employees - Conditions of Employment</p> <p>MOTION: <i>THAT the Board approve the revised Policy B.504 – Exempt Employees – Conditions of Employment, as presented.</i></p>	<p>Schedule 6.1</p> <p>Schedule 6.2</p> <p>Schedule 6.3</p>	30 min

7. Board and Committee Scheduling – Paul Dangerfield		20 min
8. In-Camera Session MOTION: <i>THAT the Board move In-Camera following the adjournment of the Regular Meeting.</i>		30 min
9. Adjournment MOTION: <i>THAT the Regular Meeting of the Board be adjourned.</i>		

 <p style="text-align: center;">CAPILANO UNIVERSITY</p>	<p>MINUTES REGULAR MEETING OF THE BOARD</p> <p>Tuesday, December 13, 2016 4:30 pm in BR126 North Vancouver Campus</p>
---	---

Board:

Soon Kim, Chair
 Nicholas Cartmell
 Chris Clarke
 Paul Dangerfield
 Chris Doll, Vice Chair
 Michael Fleming
 Michelle Gervais
 Carol Howorth
 Jessie Williams

Staff:

Irene Chanin, Executive Director, Advancement
 Richard Gale, VP, Academic & Provost
 Nanci Lucas, Vice Chair, Senate
 Jacqui Stewart, Interim VP, Finance & Admin.

Regrets:

Connie DeBoer
 David Fung
 Cherian Itty
 Élie Lubendo
 Cheryl Nex

1. Approval of Agenda

It was moved (Michelle Gervais), seconded (Chris Clarke) and resolved:

THAT the agenda be approved as presented.

2. Approval of Minutes from Previous Meeting

It was moved (Michael Fleming), seconded (Michelle Gervais) and resolved:

THAT the minutes of the November 15, 2016 Board Meeting be approved.

3. Annual Planning Session

Paul prefaced the discussion on the Board's Annual Planning Session by describing the Master Operating Plan currently under development that takes the strategies found in the Strategic and Academic Plans and works to make them operational. Paul advised that he had met with most departments across the University to develop the draft plan. The plan synthesizes input of the campus community to better achieve the priorities in the Strategic Plan; however, he emphasized that Cap needs to be bigger and bolder in its mission and vision.

Paul advised that the draft Master Operating Plan will come to Board in February for input and asked *what does the Board want to achieve this year and going forward?*

Soon then asked members for ideas regarding the Planning Session. The following ideas and points were raised:

- Evaluation of progress of the plan – KPI's. The Board should not be involved in developing the Operating Plan, as that is President's job, but they should be involved in the results and evaluation the Operating Plan.
- Once the normal cycle for planning is established, the Board should receive the draft Operating Plan, likely in January, with metrics from the previous year and targets for the coming year.
- The Operating Plan will be finalized in March and provide the framework for the new budget. It was noted the Operating Plan informs the budget, not the reverse.
- The Board would like to receive updates every 6 months on the Operating Plan.
- The Board would like to hear from staff closest to the student experience.
- The Board would like to see a summary of proposed KPI's for the Operating Plan.
- The Operating Plan must reflect Ministry priorities and goals.
- The Board confirmed the Strategic Plan is the purview of the Board and they must approve it.
- The current Strategic Plan provides general guidance but it has some gaps such as direction on internationalization.
- The Board needs to do longer term planning in 2017/18 to prepare for the 2018-23 Strategic Planning.
- The Strategic Plan should be reviewed semi-annually.
- It was agreed that the university must consider creating a planning and reporting function to guide the development and reporting of strategic and operating plans.
- It was also agreed that there has been significant consultation regarding various plans and there may be fatigue in the community. Pausing until 2018 to develop the next strategic plan would be a wise approach.

ACTION: Schedule a Saturday in February to review the Master Operating Plan.

Paul then provided the Board with his President's update:

- Capilano's application for membership with BCAIU was unanimously accepted by their Board and the university is on their website and involved with planned activities.
- On November 24th, over 500 people came to the brand launch. It was a success because of the excellent participation of all the university community.
- Recruitment efforts: Explore Capilano on November 23rd turned out to be the largest recruiting event by the university for recruitment across all programs. During November, there were also School specific recruiting events. The university will investigate ways to build off the success of these events and to collaborate.

4. Adjournment

The Regular Meeting of the Board adjourned at 5:45 pm and the Board moved in-camera without staff present until 6:15 pm, followed by a Board/Senate Networking Social.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 2.2.5: Policy and Procedures Committee Report	
PURPOSE:	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: January 17, 2017	
PRESENTER: Christopher Doll	

This report summarizes and provides highlights from the January 4th meeting of the Board's Policy and Procedures Committee and is for information only.

This committee reviewed the new B.107 Academic Schedule Policy and revised policies B. 503 Administrators – Conditions of Employment and B.504 – Exempt Employees – Conditions of Employment. The Committee's recommendations for the Board's decision are included in this board package.

The Committee discussed the policy and procedures on policy development and management. This policy was developed shortly after the court case with the Capilano Faculty Association. After now having had experience implementing this policy, staff seek clarification on two issues: 1. the policy is structured to do away with "Executive policies" which means operational decisions on day-to-day matters may require consideration by the board, and 2. the policy is structured in such a way that the Board must approve all procedures related to Board policies. The documents have come to the Committee for reconsideration in relation to the degree of oversight the Board wishes to have on operational matters. The Committee requested information on how other post-secondary institutions are dealing with this issues, and a proposal from Paul, Jacqui, and Jennifer on which options would both address the University Act requirements and offer functional and consistent criteria to align Capilano's policies and procedures. After further review in Committee, the matter may be brought forward to the Board as a whole.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 6.1: Policy B.107 Academic Schedule Policy	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: January 17, 2017	
PRESENTER: Christopher Doll	


EXECUTIVE SUMMARY

To be compliant with the requirements in the University Act and to provide timely information for planning purposes to students and employees, the attached Academic Schedule Policy was developed. The draft policy has been reviewed by the Academic Leadership Council and the Board Policy and Procedures Committee. The policy is consistent with other universities and establishes the minimum parameters on required time needed for teaching and the examination period. This policy will enable the university to evaluate implications of changes related to emergency campus closures and other events such as changes to statutory holidays or the addition of a Fall Reading Break.

Pursuant to section 35.2(6)(h) of the *University Act*, the Board must seek the advice of the Senate on the development of educational policy including the formation of the academic schedule. Therefore, the Board must refer the proposed policy to the Senate to seek its advice.

RECOMMENDATION

THAT the proposed Policy B.107 Academic Schedule be sent to the Senate to seek its advice.

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

PURPOSE

This Policy provides direction for the development of the annual Academic Schedule.

OVERVIEW

Capilano University has three academic terms: Fall (September to December), Spring (January to April) and Summer (May to August). In addition to the full term, Summer term has two Sessions: Session 1 (May to June) and Session 2 (July to August).

The Fall and Spring terms are normally 15 weeks in duration with 13 weeks for instruction with final assessments in week 14 and 15. The Summer term/sessions do not have a separate assessment period. The Summer term is 15 weeks in duration. Summer Session 1 and Summer Session 2 are 7 weeks in duration.

Please refer to the Final Exam Policy (SXXXX) for details related to the offering of exams.

POLICY STATEMENT

1. Fall Term

a. Classes


- i. Orientation Day is held on the Tuesday immediately following Labour Day. Daytime classes at the North Vancouver campus are cancelled to accommodate Orientation Day. Night classes (classes beginning at 4:30 or later) run as scheduled.
- ii. The first full day of classes at the North Vancouver campus is on the Wednesday immediately following Orientation Day.
- iii. There are a minimum of sixty-two (62) instructional days, excluding weekends.
- iv. The instructional period ends on the Monday of the beginning of the 14th week.

b. Final Assessment Period

- i. The final assessment period consists of a minimum of eight (8) days to a maximum of nine (9) days, excluding Sundays, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- i. The second (2nd) Monday of the term is the last day to add/drop courses, including changing from audit to credit or credit to audit.

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
	Academic Schedule Policy		
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

- ii. The sixth (6th) Friday of the term is the last day for fall course withdrawals without academic penalty.
- iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends.

2. Spring Term

a. Classes

- i. Classes begin on the Monday immediately following New Year's Day unless the New Year's Day statutory holiday or the lieu day falls on a Monday, in which case classes begin on the immediately following Wednesday.
- ii. There is a four (4) day Reading Break beginning on the Tuesday following Family Day.
- iii. There are a minimum of sixty-two (62) instructional days including Orientation Day but excluding weekends.
- iv. The instructional period will normally end at the conclusion of the 13th thirteenth full week. For terms beginning on Monday this will be a Friday. For terms beginning on Wednesday this will be a Tuesday.


b. Final Assessment Period

- i. The final assessment period consists of at least seven (7) days to a maximum of nine (9) days, excluding Sundays and Easter Weekend, with at least one (1) day between the last instructional day of the term and the beginning of the final assessment period.

c. Academic Deadlines

- i. When the term begins on a Monday:
 1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Friday of the term.
 2. The last day to withdraw from a course without academic penalty is the sixth (6th) Friday of the term.
- ii. When the term begins on a Wednesday:
 1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the second (2nd) Tuesday of the term.
 2. The last day to withdraw from a course without academic penalty is the sixth (6th) Tuesday of the term, not including Reading Break.
- iii. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends.

d. Convocation Dates

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

- i. The convocation ceremonies are normally scheduled for the first Monday and Tuesday in June.

3. Summer Term/Sessions

a. Full Term

i. Classes

1. Classes begin on the second (2nd) Monday of May.
2. The last day of the term is the Friday of the fifteenth (15th) week.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines:

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the second (2nd) week of instruction.
2. The last day to withdraw from a course without academic penalty is the sixth (6th) Friday of the term.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends.

b. Session 1

i. Classes:


1. Classes begin on the same day as the Summer Full Term classes.
2. The last day of the session is the Friday of the seventh (7th) week of instruction.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines:

1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction.
2. The last day to withdraw from a course is the Friday of the third (3rd) week of instruction.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends.

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

c. Session 2

i. Classes:

1. Classes begin on the Monday of ninth (9th) week of the Summer Full Term unless the Monday is a statutory holiday in which case classes begin on the Tuesday of that week.
2. The last day of the session is the Friday of the seventh (7th) week of instruction and is the same day as the last day of the Summer Full Term.

ii. Final Assessment Period

1. The final assessment period takes place during instructional time in the final week of classes.

iii. Academic Deadlines:


1. The last day to add/drop courses, including changing from audit to credit or credit to audit, is the Friday of the first (1st) week of instruction unless the session begins on a Tuesday, then it is on the 1st Monday.
2. The last day to withdraw from a course is the Friday of the second (2nd) week of instruction.
3. Final grades for courses are normally submitted to and received by the Registrar within seventy-two (72) hours after the final assessment (examination, production, assignment due date, etc.) including weekends.

4. The Annual Academic Schedule

The University Registrar provides the annual Academic Schedule to Senate for information for the upcoming year a minimum of 11 months prior to the start of the academic year (e.g. October for the upcoming September – August).

5. Exemptions

Deadlines set through the development of the annual Academic Schedule are established to support student success in relation to academic outcomes, further academic pursuits both at Capilano University and for those transitioning to further education external to Capilano University, government funding and scholarships. Those seeking exceptions to establish deadlines must seek approval from the Vice President Academic and Provost by providing a rationale and documented recognition of impact to student success outcomes, timelines and operational implications. Approval must be requested a minimum of three (3) months prior to the submission of the annual Academic Schedule to Senate.

	Policy No.	Replaces	Policy
	B.107	NEW	Board
	Policy Name		
Academic Schedule Policy			
Approved by	Responsibility		Category
Board	Registrar		C
Date Issued	Date Revised	Revision	Related Policies, Reference
XXXX, 2016			Final Exam Policy (SXXXX)

6. Designated Officer

The President delegates the responsibility of administering this Policy to the Registrar.



BOARD OF GOVERNORS REPORT

AGENDA ITEM 6.2: Policy B.503 – Administrators – Conditions of Employment	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: January 17, 2017	
PRESENTER: Christopher Doll	

EXECUTIVE SUMMARY


The revisions to Policy B.503 reflect the move to a sectoral compensation plan that is tied to the government’s requirement for a “performance based compensation model”. This requirement means a move away from our current “seniority based step model”. On August 5, 2016, the Post-Secondary Employers’ Association advised Capilano of the change to a sectoral compensation plan. The revisions to Policy B.503 align with that direction.

The government implementation date has been provisionally set as July 1, 2017. As the University must give affected employees six months’ notice, the amendments to Policy B.503 need to be approved as soon as possible.

A number of minor housekeeping changes have also been made to the Policy.

RECOMMENDATION

THAT the Board approve the revised Policy B.503 – Administrators – Conditions of Employment, as presented.

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name	Administrators – Conditions of Employment	
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	December February 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

1. PURPOSE


- 1.1 This Policy establishes the policy of the Capilano University Board with respect to conditions of employment of [Administrators](#) of the University, except those [Administrators](#) where an individual contract of employment is entered into between the University and the [Administrator](#). The terms, as they may be amended from time to time, constitute part of the contractual agreement between the Board and the Administrators who are covered by the Policy. This Policy renders null and void any previous memorandum of understanding. This Policy takes effect on the date of its adoption by the Board.

2. SCOPE


- 2.1 This Policy shall be applicable to administrative positions which are appointed by the President according to Policy B.501. The current list of such positions and their classification will be maintained by the Human Resources Department of the University and made available on request.
- 2.2 The Board may determine that this Policy applies to positions in addition to those set forth in clause 2.1 and may create new positions and determine that this Policy applies to such new positions.

3. APPOINTMENT AND EVALUATION

- 3.1 An Administrator shall be hired for either a specific term or for a non-specified term.
- 3.2 Upon the employment of an Administrator by the University, the Administrator shall complete a probationary period during which the Administrator shall be considered by the University for a regular appointment.
- 3.3 The probationary period shall be that period agreed to by the University and the Administrator at the time of employment, but shall usually be for 12 months.

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	December February 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

- 3.4 During the probationary period, the performance of each Administrator shall be evaluated in writing by his/her Supervisor on at least two occasions, the first not later than six months from commencement and the second not later than 12 months from commencement.
- 3.5 The evaluations described in 3.4 shall relate to the responsibilities assigned to the Administrator and more generally to the Administrator's managerial performance. The evaluation shall, among other things, identify strengths and areas where improvement is needed.
- 3.6 During the probationary period an Administrator may be terminated on 90 days' notice at any time by the University, irrespective of the timing or content of the evaluations, if any.
- 3.7 An extension to the probationary period may be offered to an Administrator if the University judges that additional time is required to evaluate the performance of the Administrator.
- 3.8 If an Administrator is not to be offered employment as a regular Administrator, notice thereof shall be given to such Administrator not less than three months prior to the completion of the probationary period.
- 3.9 Each Administrator shall receive from his/her Supervisor, at least annually, one written evaluation of performance, which evaluation shall be comparable to the evaluations described in 3.5 above.
- 3.10 Although appointments will normally be made from the names submitted by a Search Committee, the University may appoint any applicant whose name has been placed before the Search Committee. In such regard, all qualified Administrator applicants shall be short listed so long as such is consistent with Article 11.2 of the Faculty Agreement.


	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

4. TERMINATION OF ADMINISTRATOR

- 4.1 The President may terminate the appointment of an Administrator without cause upon two months' notice for each complete year of service, calculated from the commencement of the probationary period, up to a maximum notice period of 18 months and subject to a minimum of three months.
- 4.2 The University may elect to pay severance pay to an Administrator in lieu of notice, in which case the amount payable shall be calculated by multiplying the number of months' notice to which the Administrator is entitled under 4.1 above by the Administrator's monthly salary at the date of payment less statutory deductions.
- 4.3 Notwithstanding 4.2 above, the University may elect to provide an Administrator with a combination of notice and severance pay, or it may offer the Administrator the same election, the maximum entitlement being based on the provision of 4.1 above and the severance pay portion being calculated by the formula in 4.2 above.
- 4.4 If the University terminates the employment of an Administrator without cause it will provide outplacement counselling to the Administrator. Such counselling will be at no cost to the Administrator.
- 4.5 An Administrator may resign at any time on giving the University three months' notice. Notice of less than three months may be agreed to by the University.
- 4.6 The President may terminate the appointment of an Administrator for cause without notice at any time.

5. SALARIES, MODIFICATION AND TERMINATION OF POSITION

- 5.1 The Board shall establish an Administrator's Salary Scale based on benchmarked data which includes provisions for an adequate range and spread of salary rates to reflect, until June 30, 2017, five steps and thereafter base, control and above standard rates. Changes, if any, to this Salary Scale shall be subject to

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name	Administrators – Conditions of Employment	
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	


consideration by the Board of regular reviews undertaken by the Post-Secondary Employers' Association (PSEA) or by such other review processes as the Board deems appropriate.

Administrative positions will be evaluated and placed on the Administrative Salary Scale in conformity with Board Policy B.509.

If any governmental law or regulation in force at any time prohibits the payment of any amount that would otherwise be payable pursuant to the Salary Scale or pursuant to any other provision of this Policy, the University shall pay only the amount legally permitted and on the termination of the governmental prohibition, the University shall not be obliged to pay to any Administrator or any other person any of the money which it would have paid but for the prohibition.

- 5.2 On probationary appointment, each Administrator shall be placed ~~at a certain step~~ within the salary range of the position concerned, as determined by the University.
- 5.3 Effective July 1, 2017, progression from the range base to the established control rate will be based on job proficiency and performance. The established control rate is the rate paid for standard performance. Administrators shall progress along the salary range based upon an annual performance evaluation, subject to budget plans and availability, ~~advance one salary step annually on the first of the month following their anniversary date until the maximum salary~~ control rate for the position has been reached.

Progression beyond the established control rate is reserved for above standard performance and is considered performance based compensation and shall be limited for the few who truly exceed measurable performance standards. The maximum amount possible above standard will vary between 105% and 115% of the job rate depending on the nature of the role.


	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name	Administrators – Conditions of Employment	
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

At its discretion, the University may pay a premium differential of up to 15% of bargaining unit top of scale to address compression issues between an Administrator and her/his directly supervised bargaining unit members.

- 5.4 The University reserves the right to reclassify the existing positions, to phase out a position or to modify a position by changing the class specifications, including assignment of new and different duties, and deletion of old duties.

Requests for reclassification may originate with the University, the Administrator, or the supervisor of the Administrator.

- 5.5 If a position is reclassified under Article 5.4, a salary scale for the reclassified position shall be determined by the University.
- 5.6 If a position is reclassified to a higher salary scale, the incumbent shall be placed on that scale such that there is at a step which results in no loss of annual earnings, or such that there is an increase at a higher step as deemed appropriate.
- 5.7 If a position is to be phased out or there is a material change of duties or responsibilities, or if the position is reclassified at a lower salary range, the following provisions will apply:
- (a) the University will give to the Administrator as much notice as possible of such phasing out or modification of position and, in any event, at least as much notice as is provided in 4.1 above;
 - (b) if the result of the phasing out or modification is that the Administrator is placed in a lower salary scale, the salary and benefits applying at the time notice was provided shall be maintained until the salary and benefits for the new position move up to the levels of the position held at the time of the notice;
 - (c) the University will make every effort to relocate and, if necessary, retrain an adversely affected Administrator within the University.

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

- 5.8 If the Administrator does not wish to remain an employee of the University in accordance with the above provisions, the Administrator may resign from the University under Article 4.5 and serve out the required notice period at his/her existing salary and benefit level, including any increase in salary or benefits which may occur during the notice period.

If the University wishes to reduce or eliminate such period of service, it may elect to provide the Administrator with:


- (a) severance pay in lieu of notice, calculated in accordance with 4.2 above,
- or
- (b) a combination of notice and severance pay as described in 4.3 above.

5.9 Acting Administrative Positions

When an Administrator serves in an acting position as well as retaining his/her regular position for a period in excess of six weeks, such Administrator shall be remunerated at the greater of the base of the range ~~a suitable step~~ of the acting position or 110% of their current rate, for the duration of the acting period; when an Administrator serves in an acting position for less than six weeks, there shall be no such remuneration.

5.10 Administrators/Substitution

When an Administrator is appointed to substitute for a position that is compensated at a higher pay band in the Administrator salary structure, he/she shall be placed at the greater of the base of the range of the new position or 110% of their current rate, for the duration of the substitution period. ~~that step of the higher pay band which is one step above the first step in the band that is higher than the administrator's current rate of pay.~~


	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

6. VACATION


- 6.1 The basic annual vacation entitlement for each Administrator is five weeks.
- 6.2 Administrators who have held administrative positions at the University for three years or more (inclusive of probationary period) are entitled to one additional week of annual vacation.
- 6.3 It is expected that vacation entitlement will be used in the year in which it is earned. Where this is not possible the following will be allowed:
- Up to 10 vacation days may be carried forward for use in the immediately following employment year. Any additional days carried forward must have the express approval of the President.
 - Upon approval of the President, any vacation days which are not used during the immediately following employment year for which the unused vacation is attributable, may be paid out. (For example, vacation earned in 2004 that was not used in 2004/2005, could be paid out in 2006)
 - The above does not apply to an employee's vacation bank accumulated before December 31, 2002.
 - In addition to the current year's vacation entitlement, an employee may draw down 15 extra days of banked vacation time in any year. With the prior approval of the President, additional days may be drawn down.
- 6.4 The vacation year shall commence on January 1 of each calendar year.

7. LEAVE

- 7.1 Leaves of absence with pay for periods of two weeks to five months may be granted by the President for professional development where, in the opinion of the President, it is of benefit to the University.


	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name	Administrators – Conditions of Employment	
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

- 7.2 For leaves of absence with pay for periods longer than five months, the relative provisions of the prevailing Faculty Association Agreement shall apply.
- 7.3 Leaves of absence without pay may be granted at the discretion of the President. During a leave of absence without pay for a period longer than four weeks, the Administrator shall be responsible for paying the full cost of all benefits, notwithstanding the provisions for payment by the University set out in section 9.
- 7.4 At its option, the University from time to time may recognize exceptional service by granting the Administrator paid leave or additional paid vacation time.
- 7.5 The University will make an annual commitment of eighteen thousand dollars (\$18,000.00) to fund Administrator professional development. This professional development fund will be administered by the President, including when, and how, it should be expended.
- 7.6 An Administrative Leave Committee will be formed to develop procedures to enable [Administrators](#) to access leaves. The Committee will consist of two Administrators and up to two members designated by the President.
- 7.7 For Leaves of Absence for Bereavement and Critical Care Leave and Family Responsibility Leave the local Faculty Agreement will apply at Articles 10.5.2 and 10.5.3.

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	December February 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

Parental Leave

- 7.8 A pregnant employee shall be entitled to Parental Leave without pay commencing 11 weeks before the expected date of confinement.
- 7.9 An employee shall be entitled to Parental Leave without pay for a period of up to two years following the date of birth or adoption of his/her child.
- 7.10 The University will continue to pay benefit premiums for an employee during his/her first year of parental leave. Employees on a parental leave in excess of the first year must pay benefit premiums for any period in excess of the first year.
- 7.11 The University shall be notified of the duration of the parental leave, as follows:
- With respect to the first year of the leave:
- in a maternity situation, not later than 18 weeks after the commencement of the leave;
 - in a non-maternity situation, not later than prior to the commencement of the leave.
- With respect to the second year of the leave:
- not later than 18 weeks prior to the expiry of the first year of the leave.
- 7.12 When on maternity or parental leave, an employee will receive a supplemental payment added to Employment Insurance benefits as follows:
- (a) 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.
- (b) For a maximum of fifteen (15) additional weeks of maternity leave the employee shall receive an amount equal to the difference between the

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

Employment Insurance benefits and ninety-five percent (95%) of her salary calculated on her average base salary.

(c) 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.

(d) 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.


(e) The average base salary for the purpose of Article 7.12(a) through (d) 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.

(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.

8. EARLY RETIREMENT PLAN

The normal age of retirement is 65 years, or the age set out in the Canada Pension Plan. Upon mutual agreement between the University and the employee, an

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name	Administrators – Conditions of Employment	
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

employee may continue to hold their position after the age of 65, subject to annual review.

8.1 Eligibility

The University shall offer to any employee who requests early retirement the choice of one of the early retirement incentive alternatives described herein, provided the employee meets the following qualifications:


- is age 55 or over;
- has a minimum of ten (10) years of pensionable service;
- is a full-time employee at the time of early retirement;
- is on the maximum step of the salary scale; and
- elects to cease employment with the University for the purposes of retirement.

The University is not required to offer early retirement to an employee under this provision where the costs of such early retirement are not available through the Early Retirement Fund established for these employees.

8.2 Early Retirement Fund

The University shall maintain an early retirement fund to fund early retirements under Article 8. The University shall add to this fund the following:

- Interest on the monies held in Aadministrator vacation banks;
- Monies saved by delays in replacing Aadministrators when a vacancy occurs, so long as the delay was generated by the inability to find a suitable candidate and not generated for the purpose of saving moneys;
- Proportionate amount of any moneys received by the University to provide early retirement incentives to employees; and
- Recovery of costs through the lower costs of a replacement hire in the two years following the effective date of retirement.

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	December February 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

8.3 Agreement

An employee has the right to accept or decline an early retirement incentive offer made by the University within thirty (30) days of the offer being proposed. In the event of acceptance of an offer of early retirement, the employee's date of retirement or commencement date of leave under Option "B" hereof shall be effective on a date mutually agreed upon between the employee and the University.

(a) Agreement shall be in writing and shall specify the early retirement date with the incentive option agreed upon.


(b) Acceptance must take place before the termination date of this Agreement. Retirement or commencement of leave under Option "B" hereof may take place after the termination date of this Agreement.

8.4 Benefit Options

(a) The retirement benefit will be paid in one sum on the date of retirement or on an agreed-upon date or in predetermined instalments acceptable to the employee, and will be based on scale salary without allowances in the following amounts:

Full Years to Age 65	Payout
1	Up to 20% of annual salary
2	Up to 40% of annual salary
3	Up to 60% of annual salary
4	Up to 80% of annual salary
5 or more	Up to 100% of annual salary

(b) The University will purchase, on behalf of the employee, past service contributions to the University Pension Plan equivalent to the value of the lump sum payment to provide for immediate early retirement benefits.

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

8.5 Financial Counselling

Each employee who accepts one of the foregoing incentives is entitled to attend a Financial Planning Workshop and to receive three (3) subsequent personal financial consultations conducted by a firm of qualified financial consultants selected by the University. Fees for consultative sessions to a maximum of \$400 per session will be borne by the University.


9. APPOINTMENT TO AN INSTRUCTIONAL POSITION

- 9.1 If an Administrator is appointed to a faculty position at the University, and if the Administrator has served five uninterrupted years full time at the University as an Administrator, then clause 9.2 shall apply.
- 9.2 The Administrator shall be entitled to a leave of absence with pay in order to retrain for faculty duties. Such leave shall not exceed one year.

10. HEALTH RELATED BENEFITS

- 10.1 Administrators are covered by a “core plus options” benefits plan which includes Basic Medical, Extended Health, Group Life Insurance, and Accidental Death and Disablement. The University shall pay all premiums for this coverage.
- 10.2 Administrators are covered by a Long Term Disability Plan. Administrators shall pay all premiums for the Long Term Disability Plan until April 1, 2002 at which time premiums shall be paid by the University.
- 10.3 As a minimum, coverage under the “core plus options” benefits plan shall be at the level established for faculty. Changes which increase the total cost of the provision of this benefit to Administrators shall only occur with the consent of the Board.

NOTE: A statement of health related benefit coverage shall be issued to each Administrator at each anniversary of this Policy.

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	December February 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

10.4 College Pension Plan

The University offers subscription to the College Pension Plan as per the prevailing regulations of the College (Pension) Act.


11. SICK LEAVE

- 11.1 Entitlement to sick leave with pay shall commence with employment and shall be 30 days per illness.
- 11.2 After 30 days of continuous illness, as applicable, application shall be made for Long Term Disability benefits.
- 11.3 In circumstances where an employee does not qualify for Long Term Disability, continued sick leave coverage shall be at the discretion of the President.

12. REFERENCE TO THE BOARD

- 12.1 Before the University takes any final action in respect of:
- (a) the suspension of an Administrator,
 - (b) the termination of the services of an Administrator,
 - (c) any material change of the duties and/or responsibilities of an administrative position, or
 - (d) the appointment of an Administrator to a faculty position at the University,

it shall, before taking such final action, provide the Administrator with an opportunity to appear before the Board in accordance with the following options:

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name	Administrators – Conditions of Employment	
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

- (i) the President shall, in writing, inform the Administrator of his/her recommendation and of the Administrator's right to appear before the Board within 14 days;
- (ii) the President's notice under (1) above shall specify the time, date and place of the hearing before the Board;
- (iii) the Board shall hear and receive relevant evidence and submissions from the President, the Administrator and other material witnesses as may be necessary;
- (iv) the Board will review the evidence and submissions and make its decision as soon as possible.

12.2 If the Administrator does not attend the meeting of the Board, then the University may take final action in the absence of the Administrator without giving the Administrator any further opportunity to attend before the Board or to be heard. The Board shall establish such procedures as are necessary for the application of 13.1 and its decision in each case shall be final.

12.3 The Board will inform the Administrator of its decision forthwith.


12.4 There is no appeal within the University of a decision by the Board.

12.5 The notice of periods described in 4.1 above commence on the date of the Board decision.

13. CAPILANO UNIVERSITY COURSES

13.1 Credit Courses

Any employee with an employment status of twenty (20) or more hours per week may register for unlimited Capilano University credit courses without payment of tuition fees and registration fees.

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	DecemberFebruary 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

13.2 Continuing Education Courses

Any employee and his/her current spouse and children may register for a total of three (3) Capilano University continuing education courses (credit free) in any calendar year without payment of tuition fees. In the case of continuing education courses (credit free) the employee shall be entitled to the waiver only after the minimum enrolment has been met by fee payers. There shall be no waiver for non-tuition costs such as travel costs for field trips, excursions, and tours.

13.3 Cost Recoverable/Non-base Funded Courses

In the case of credit courses that are offered on a cost recoverable basis (i.e. non-base funded courses), only the amount of tuition equivalent to the fees for a regular base funded credit course shall be waived; any additional tuition costs must be paid by the employee.

13.4 Time of Course


Such courses shall be taken outside the employee's normal working hours. If such courses are only offered during regular working hours, permission shall be obtained from the Administrative Head responsible to enable course attendance provided that arrangements satisfy the making up of time absent at no cost to the University.

13.5 Commencement and Completion

All courses taken must commence and end within the duration of an employee's employment status. If an employee ceases to be employed by the University before completion of a course, s/he may be required to pay the tuition fees for the course.

14. LEGAL INDEMNIFICATION

The University shall:

	Policy No.	Officer Responsible	
	B.503	Board of Governors	
	Policy Name		
	Administrators – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 25	A	December February 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

- 14.1 exempt and save harmless each employee (or the estate of the employee) from any liability action arising from the proper performance of his/her duties for the University, and
- 14.2 exempt and save harmless each retired employee (or the estate of the retired employee) from any liability action arising from the proper performance of his/her duties for the University prior to his/her retirement, and
- 14.3 assume all costs, legal fees and other expenses arising from any such action, ~~and-~~
- 14.4 ~~c~~Consult with the employee concerning the selection of legal counsel.

15. AMENDMENT

- 15.1 This Policy may be amended from time to time by the Board in its discretion, but such amendments will not be made capriciously and will be made only after consultation with the Administrators.

~~16. CHANGES~~

- ~~16.1 Changes to this policy are effective June 1, 2006 unless otherwise noted.~~



BOARD OF GOVERNORS REPORT

AGENDA ITEM 6.3: Policy B.504 – Exempt Employees – Conditions of Employment	
PURPOSE:	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Information <input type="checkbox"/> Discussion
MEETING DATE: January 17, 2017	
PRESENTER: Chris Doll	

EXECUTIVE SUMMARY


The revisions to Policy B.504 reflect the move to a sectoral compensation plan that is tied to the government’s requirement for a “performance based compensation model”. This requirement means a move away from our current “seniority based step model”. On August 5, 2016, the Post-Secondary Employers’ Association advised Capilano of the change to a sectoral compensation plan. The revisions to Policy B.504 align with that direction.

The government implementation date has been provisionally set as July 1, 2017. As the University must give affected employees six months’ notice, the amendments to Policy B.504 need to be approved as soon as possible.

A number of minor housekeeping changes have also been made to the Policy.

RECOMMENDATION

THAT the Board approve the revised Policy B.504 – Exempt Employees – Conditions of Employment, as presented.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

1. PURPOSE AND RENEWAL


- 1.1 This Policy establishes the terms and conditions of employment for the staff of Capilano University who are excluded from membership in the staff union certification ([“Exempt Employees”](#)). This Policy constitutes part of the contractual agreement between Capilano University and its [eExempt Employeesstaff](#) and renders null and void any previous terms and conditions between the University and these employees.
- 1.2 Renewal: In October of each year the [Associate Vice President](#), Human Resources will review the terms of this policy with the exempt staff and will recommend changes, if any, to the Board.

2. SCOPE

- 2.1 This Policy shall be applicable to exempt positions which are appointed by the President according to Policy B.501. The current list of such positions and their classification will be maintained by the Human Resources Department of the University and made available on request (hereinafter referred to as “Exempt Staff”).
- 2.2 Positions may be added to, or deleted from, this list at the discretion of the University.

3. APPOINTMENT AND EVALUATION

- 3.1 An [eExempt Employeestaff member](#) may be hired for a term specific or for a continuing term. At time of hire the [eExempt Employeestaff member](#) will be advised whether the appointment is for a term specific or a continuing term, the commencement date of the hire, the expected hours of work and the salary for the position.
- 3.2 An [eExempt Employee staff member](#) shall complete a probationary period for each new appointment. That probationary period shall be for a period of not less than six months and not more than twelve months.
- 3.3 An [eExempt Employeestaff member](#) shall be evaluated by his/her immediate supervisor at least once during the probationary period and, thereafter, at least once every year. An [eExempt Employeestaff member](#) may request an evaluation at any time in which case such evaluation will be performed as soon as possible thereafter.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

3.4 The classification level of an [eExempt Employee staff member](#) will be established at time of hire. An [Exempt Employee staff member](#) may request a reclassification if he/she feels that his/her classification is incorrect. Requests for reclassification will be made to the Manager, Human Resources, who will review the request in consultation with the [eExempt Employee staff member](#) and the [eExempt Employee staff member's](#) immediate supervisor and will recommend the appropriate classification level. An increase in salary resulting from a classification review shall be retroactive to the beginning of the pay period in which the date of change of job duties occurred, or, when no date can be established, retroactive to the beginning of the pay period in which the request for classification review was received by the Human Resources Department. On reclassification of an [eExempt Employee staff member's](#) position, the [Exempt Employee staff member](#) shall move to the same step in the new salary as s/he was in the former pay group. A decrease in salary resulting from a classification review shall mean that an [eExempt Employee staff member's](#) salary will be maintained above the maximum of the salary range for her/his job until such maximum is raised to a level above her/his salary (red circled salary treatment).


If a position is to be phased out, or there is a material change of duties or responsibilities, the University will give to the [eExempt Employee staff member](#) as much notice as possible of such phasing out or modification of position. The University will make every effort to relocate and, if necessary, retrain an adversely affected [Exempt Employee staff member](#) within the University.

4. TERMINATION OF EXEMPT [EMPLOYEES STAFF](#)


4.1 The University may terminate the employment of an [eExempt Employee staff member](#) for cause at any time. The University may terminate the employment of an [eExempt Employee staff member](#) without cause upon one month's notice for each complete year of service, calculated from the commencement of the initial probationary period, up to a maximum notice period of six months.

5. HOURS OF WORK, SALARIES AND MODIFICATION

5.1 The hours of work of an [Exempt Employee staff member](#) will be established at time of hire but will not exceed thirty-five hours a week, generally divided into five equal units of seven hours apiece. An [eExempt Employee staff member's](#) hours of work may include a modified workweek. Subject to the hour limitation cited above, the hours of work of an [Exempt Employee staff member](#) may be changed by the University upon fourteen days' notice to the employee.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

- 5.2 Exempt [Employeesstaff](#) are entitled to one meal break of a minimum duration of thirty minutes as well as two fifteen minute rest periods during any seven continuous hours of work.
- 5.3 The Board shall establish an Exempt Employee’s Salary Scale based on benchmarked data which includes provisions for an adequate range and spread of salary rates to reflect, until June 30, 2017, five steps and thereafter to reflect base, control and above standard rates. Changes, if any, to this Salary Scale shall be subject to consideration by the Board of regular reviews undertaken by the Post-Secondary Employers’ Association (PSEA) or by such other review processes as the Board deems appropriate.
- 5.4 On probationary appointment, each Exempt Employee shall be placed within the salary range of the position concerned, as determined by the University.
- 5.5 Effective July 1, 2017, progression from the range base to the established control rate is based on job proficiency and performance. The established control rate is the rate paid for standard performance. Exempt Employees shall progress along the salary range based upon an annual performance evaluation, subject to budget plans and availability, until the control rate for the position has been reached.
- Progression beyond the established control rate is reserved for above standard performance and is considered performance based compensation and shall be limited for the few who truly exceed measurable performance standards. The maximum amount possible above standard will vary between 105% and 115% of the job rate depending on the nature of the role.
- 5.6 Exempt [Employeesstaff](#) are entitled to overtime compensation at the rate of double time for all hours worked in excess of their regularly scheduled hours. Exempt [Employeesstaff](#) who work on a paid holiday will receive compensation at the rate of double time for all hours worked and will also be entitled to an amount of time off, which is equivalent to that worked, at a time agreed to by the University.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

6. PROFESSIONAL DEVELOPMENT

- 6.1 Exempt [Employees/staff](#) may be granted leaves of absence with pay of up to two (2) weeks for professional development where, in the opinion of the University, it is of benefit to the University.

7. BENEFITS

7.1 HOLIDAYS

Paid Holidays

The University shall grant as paid holidays:

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


Any other day declared a holiday by the Federal, Provincial or Municipal Government in which municipality the employee regularly works and wherein the subject municipality has granted the same paid holiday to their own employees, except for days declared which have already been granted on another day pursuant to this Article.

In addition to the paid holidays specified herein, there shall be one (1) additional day of holiday granted by the University in each calendar year. The University reserves the right to schedule this holiday. All employees must take the holiday on the date so specified.

Holidays Falling on a Saturday or Sunday

When any paid holiday (outlined above) falls on a Saturday, the following Monday shall be observed. When any paid holiday falls on a Sunday, the following Monday (or Tuesday, where the preceding section already applies to the Monday) shall be observed.

When a paid holiday falls on an employee's day of rest other than on a Saturday or Sunday, the employee shall be given a day off with pay in lieu at a mutually agreeable time.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

If the day of rest on which the paid holiday falls is such by reason of an employee working a modified work week, the employee shall be given seven hours off with pay in lieu at a mutually agreeable time.

Employees Required To Work on a Paid Holiday

An employee who works on a paid holiday shall receive either his/her regular day's pay or another day off, and shall receive additional compensation at the rate of double time, for all hours worked on that day.

Holidays Coinciding With a Day of Vacation

When a day of paid holiday falls during an employee's vacation time, the paid holiday shall not count as a day of vacation, nor as a day worked.

Payment for Holidays


Regular employees shall not have their pay reduced by virtue of holidays specified above.

Other employees, if they have worked their scheduled work days before and after a paid holiday, shall receive holiday pay based on their average daily hours in the time report period that the paid holiday falls within.

A paid holiday is equivalent to a maximum of seven (7) hours. Therefore, employees working modified work weeks shall be required to make up any time difference between the holiday and their modified workday when the latter is in excess of seven hours. Such time must be made up in one of the following time report periods:

- that preceding the holiday;
- that the holiday falls in;
- that following the holiday.

Payment for unused lieu days shall be made prior to an RPT employee's bridge period.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

If a paid holiday falls on a day which a regular part time employee would not otherwise have worked, s/he shall be entitled to a lieu duration equal to the average of his/her scheduled weekly hours (e.g., weekly hours divided by the number of scheduled working days.)

Other Days

The following days or times therein are not paid holidays:

- afternoon on the last working day prior to Christmas;
- afternoon on the last working day prior to New Year's Day;
- Easter Sunday.

Subject to operational requirements, the University will be closed at times listed above.

An employee shall be paid for the times listed above that which he/she would otherwise have received had it not been for this provision.

If an employee is officially requested to work during the times listed above, he/she shall be paid as if it were work on a paid holiday.

7.2 SICK LEAVE

Sick Leave Entitlement


Employees shall be granted sick leave with pay for a maximum of thirty (30) continuous calendar days.

The University may require proof of illness.

A pregnant employee who is not already on parental leave shall have access to sick leave for periods of incapacity caused by her pregnancy. The University may require proof of such incapacity.

Long-Term Illness

Should a single illness exceed thirty (30) calendar days in duration, the employee will suffer no loss of pay for the first thirty (30) day period as recognized in Sick Leave Entitlement

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

above. After the thirty (30) days of a single continuous illness, benefits of the long-term disability plan in this agreement shall apply in accordance with the terms of that Plan.

Long-Term Replacements

Where it is necessary to hire a Regular status replacement in a position normally held by another employee who is either on Long Term Disability or who has been sick in excess of thirty (30) continuous calendar days, and where the sick employee returns to his/her position, the following shall apply to the replacement employee:

S/he shall be given three (3) months' notice of the termination of his/her employment;

On termination, s/he shall have a priority right to the first vacant position or hire for which he/she has the necessary qualifications and abilities. If the placement herein arising is not permanent, this right shall continue to exist until permanency is achieved. An employee shall be paid at the rate of the position.

7.3 SPECIAL AND OTHER LEAVE


Bereavement Leave

In the event of critical illness or death in an [Exempt Employee staff member](#)'s immediate family, the [Exempt Employee staff member](#) not on leave of absence without pay shall be entitled to paid leave of absences as follows:

- Up to and including seven (7) consecutive calendar days for critical illness;
- Up to and including seven (7) consecutive calendar days for death; or

Up to and including fourteen (14) consecutive calendar days for combined critical illness and death.

Leave granted for critical illness will terminate in the event of death of the immediate family member and the [Exempt Employee staff member](#) will then be entitled to bereavement leave. Leaves must be taken during or in relation to the time of the actual occurrence of the critical illness or death. Any additional leave shall be without pay, or as a charge to earned time off or vacation time. If an [Exempt Employee staff member](#) is on vacation at the time of bereavement, the [Exempt Employee staff member](#) shall be granted bereavement leave and shall have the number of days of bereavement leave added to his/her vacation entitlement.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

Immediate family is defined as an employee's spouse, a parent, child, brother, sister, grandparent or grandchild of either the employee or the employee's spouse; or any other person permanently residing in the employee's household. Should the deceased have been an intimate, in the sense of a close personal relationship, such leave shall be requested in writing to the Manager, Human Resources. The word "spouse" shall be deemed to include a common law spouse.

In the event the sudden bereavement prevents the application for leave to be made in writing, the employee shall make every effort to personally advise the University, or shall have the University advised, of the reasons for such emergency absence.

Compassionate Care Leave

An employee will be granted a compassionate care leave of absence without pay for up to eight (8) weeks to care for a gravely ill family member. In order to be eligible for this leave, the employee must provide a medical certificate as proof that the ill family member needs care or support and is at risk of dying within 26 weeks.

An employee who is granted a compassionate care leave of absence to care for a gravely ill family member shall be entitled to the benefits as follows:


The employee's benefit coverage will continue for the duration of the compassionate care leave up to a maximum of eight (8) weeks, and the premium payment shall be on the same basis as if the employee were not on leave.

Where an employee elects to buy back pensionable service for part of all of the duration of the compassionate care leave, to a maximum of eight (8) weeks, the Employer will pay the Employer's portion of the pension contributions in accordance with the Pension Plan regulations.

An employee who returns to work following a leave granted under this provision shall be placed in the position the employee held prior to the leave.

7.4 SPECIAL LEAVE

Any employee not on leave of absence without pay shall be entitled to special leave at his/her regular rate of pay for the following:

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

Attend his/her formal hearing to become a Canadian citizen - one day.

Upon request to the Manager, Human Resources, reasonable leave to attend a funeral as a mourner.

Upon request to the Manager, Human Resources, up to four (4) days per year to meet responsibilities related to the care, health or education of an [Exempt Employeesstaff member](#)'s family. Such time off work may be taken at one time or in increments of one or more hours to a total of twenty-eight hours.

7.5 LEAVE FOR COURT APPEARANCES

The University shall grant leave with pay to employees who must serve as jurors or Crown witnesses in a court action.

In cases where an employee's private affairs (other than those specified above) have occasioned a court appearance, a leave of absence without pay shall be granted for a period of time reasonably required by such court appearance.

An employee in receipt of his/her regular earnings while serving at court shall remit to the University all monies paid to him/her by the Court, except travelling and meal allowances not reimbursed by the University.

In the event an employee is jailed pending a court appearance; such leave of absence shall be without pay.


7.6 PERSONAL LEAVE WITH PAY

Employees may request Personal Leave with Pay in circumstances where existing entitlements as set out in this Agreement prove insufficient. Such requests for leave shall be in writing stating the reason for the request to the Manager, Human Resources.

7.7 PARENTAL LEAVE

Application

All provisions of this provision apply equally to male and female employees.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

Entitlement

Prior to the Date of Birth

A pregnant employee, unless she requests such be deferred, shall commence her parental leave without pay nine (9) weeks before the expected period of confinement.

After the Date of Birth or Adoption

An employee shall be entitled to parental leave without pay for a period of twelve (12) months following the date of birth or adoption of her child.

Extension to the Leave

On written request, an employee shall be granted an extension of up to one (1) year to the fifty-two (52) weeks of basic maternity or thirty-seven (37) weeks of adoption leave, provided the request is for medical reasons related to the infant and is supported by a medical certificate provided by the employee's physician. Any further extensions will be at the sole discretion of the University. There will be no annual vacation accrual during the extension period.

On the Date of Birth or Adoption


An employee not exercising any other entitlement under this provision shall be granted a one (1) day leave with pay on, or immediately prior to, or after the date of birth or adoption of her child.

Cessation

Parental leave shall cease when the employee:

Resigns during the period of leave; elects not to return to her position at expiry of the leave, or fails to do so within the prescribed time limit.

Benefit coverage

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

If an employee maintains coverage for medical, extended health, dental and group life insurance while on parental leave, the University agrees to continue to pay its share of premiums.

Supplemental Employment Benefit for Maternity and Parental Leave

When on maternity or parental leave, a regular employee will receive a supplemental payment added to Employment Insurance benefits as follows:

For up to fifty-two (52) weeks of combined maternity/parental leave, an employee who is the birth mother shall receive an amount equal to the difference between the Employment Insurance benefits and seventy-five percent (75%) of her salary calculated on her average base salary.


For up to a maximum of thirty-seven (37) weeks of parental leave, the spouse, biological father, the common-law partner or adoptive parent shall receive an amount equal to the difference between the Employment Insurance benefits and seventy-five percent (75%) of the employee's salary calculated on her average base salary.

The average base salary for the purpose of Clauses 7.7 (a)(i) and 7.7 (a)(ii) 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. An employee disentitled or disqualified from receiving Employment Insurance maternity or parental benefits is not eligible for the Supplemental Employment Benefits.

To be entitled to the above noted benefits, an employee must sign an agreement that they will return to work and remain in the University's employ for a period of at least six months or equivalent to the leave taken, whichever is longer, after their return to work.

	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	

Should the employee fail to return to work and remain in the employ of the University for the return to work period, the employee shall reimburse the University for the benefits above on a pro-rata basis.

7.8 VACATION ENTITLEMENT

The basic vacation entitlement for [Exempt Employees](#) shall be twenty (20) days per calendar year. Upon completion of four calendar years of service with the University [Exempt Employees](#) will be entitled to twenty-five (25) days per calendar year. Thereafter, they will accumulate one additional day for each calendar year of service to a maximum entitlement of thirty (30) days per calendar year.

7.8.1 It is expected that vacation entitlement will be used in the year in which it is earned. Where this is not possible the following will be allowed:

Up to ten (10) vacation days may be carried forward for use in the immediately following employment year. Any additional days carried forward must have the express approval of the President.

Upon approval of the President, any vacation days which are not used during the immediately following employment year for which the unused vacation is attributable, may be paid out. (For example, vacation earned in 2004 that was not used in 2004/2005, could be paid out in 2006)


The above does not apply to an employee's vacation bank accumulated before December 31, 2002.

In addition to the current year's vacation entitlement, an employee may draw down 15 extra days of banked vacation time in any year. With the prior approval of the President, additional days may be drawn down.

7.8.2 The vacation year shall commence on January 1st of each calendar year.

7.9 BENEFIT PLANS

Exempt [Employees](#) are covered under the basic medical plan, the extended health care plan, the dental plan, the group life insurance plan, the short term disability, the long-term disability plan and the accidental death and dismemberment plan under the same

	Policy No.	Officer Responsible		
	B.504	Board of Governors		
	Policy Name			
	Exempt Employees – Conditions of Employment			
Approved by	Replaces	Category	Next Review	
Board	Policy 24	A	December 2019	
Date Issued	Date Revised	Related Policies, Reference		
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509		


Effective January 1, 2015					
Job Class.	Step 1	Step 2	Step 3	Step 4	Step 5
A1	2,751	2,833	2,920	3,007	3,097
A	2,920	3,007	3,097	3,191	3,287
B	3,097	3,191	3,287	3,384	3,486
C	3,287	3,384	3,486	3,591	3,698
D	3,486	3,591	3,698	3,810	3,925
E	3,698	3,810	3,925	4,040	4,162
F	3,925	4,040	4,162	4,288	4,416
G	4,162	4,288	4,416	4,548	4,685
H	4,416	4,548	4,685	4,826	4,969
I	4,685	4,826	4,969	5,119	5,273
J	4,969	5,119	5,273	5,432	5,593
A8	4,846	5,048	5,258	5,477	5,705

terms and conditions as employees whose terms and conditions are contained in Board Policy B.503.

~~7.10~~

8. AMENDMENT

- 8.1 This ~~P~~olicy may be changed by the University after consultation with the ~~e~~Exempt ~~Employees~~staff and upon notice of fourteen days.

 CAPILANO UNIVERSITY	Policy No.	Officer Responsible	
	B.504	Board of Governors	
	Policy Name		
	Exempt Employees – Conditions of Employment		
Approved by	Replaces	Category	Next Review
Board	Policy 24	A	December 2019
Date Issued	Date Revised	Related Policies, Reference	
June 15, 2010	DRAFT - 1 Dec 2016	B.501, B.509	