



Terms and
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CAMOSUN COLLEGE
TERMS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT EMPLOYEES

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TERMS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT EMPLOYEES

Employees may progress within the pay band based on satisfactory performance only after successful completion of the probationary period.

If an Exempt employee, who has completed a probationary period, is subsequently appointed to another

LEAVES

Paid Holidays and Vacation Leave Entitlement

commencement of the leave. Further details are available from the Human Resources office.

Other Legislated Leaves

Please refer to the BC Employment Standards Act for information regarding legislated leaves such as maternity leave, parental leave, compassionate care leave, leave respecting the disappearance of a child, leave respecting the death of a child, critical illness or injury leave, leave respecting domestic or sexual violence, and family responsibility leave.

HEALTH AND WELFARE BENEFITS

Continuing exempt employees who are employed by the College, along with their eligible dependents, are entitled to coverage under the group benefit plans that the College makes available, subject to the waiting periods, eligibility requirements and other conditions set out in applicable plan contract(s), plan Information Document

insurance, accidental death and dismemberment, Employee and Family Assistance Program, sick leave, as well as short term and long term disability. Premiums for employees on less than full-time, continuing appointments will be shared on a prorated basis.

Details with respect to extended health, dental, group life insurance, accidental death and dismemberment, as well as long term disability can be located on the [HR page](#) in the online Benefit Booklet provided by the benefit carrier. Refer to the [Exempt PSOR](#) Sick Leave and Short Term Disability Benefits, [QIRUPDWLRQ 'RFXPHQW' ORFDWHG RQ WKH & ROOHJHJV FODLP](#) disability benefits. All decisions related to medical qualification for the payment of sick leave and short term disability benefits. All decisions related to medical qualification for the payment of sick leave and short term disability benefits. All decisions related to medical qualification for the payment of sick leave and short term disability benefits. All decisions related to medical qualification for the payment of sick leave and short term disability benefits. All decisions related to medical qualification for the payment of sick leave and short term disability benefits.

In cases where a continuing exempt employee requires hospitalization or is seriously ill during their

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PARENTAL

PENSION

Participation for all exempt employees (full-time and part-time) shall be as set out in the BC Pension & R U S R U D e M e d i a R e g u l a t i o n s regulations.

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 the 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

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.

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, conferences, and other activities that are not for an extended period.

1. 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 activities is]

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

- 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 D S S O L F or the School/Department (i.e.: School/Department to cover partial cost of replacement)
- v) Any other financial assistance, remuneration or any other monies the employee anticipates-receiving during the leave period.

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~~ 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)

TERMINATION OF EMPLOYMENT BY THE COLLEGE

Termination Without Pay (Non-Probationary Period)

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 as of the date of termination.

Termination under this section is where applicable, subject to the termination provisions of the Employment Standards Act (as may be amended from time to time).

Employees may be notified their employment is terminated on a date set by

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POST EMPLOYMENT RESTRICTIONS FOR SENIOR MANAGEMENT

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 & R O O H J H ¶ V core value that

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

SalaryScaleEmployerGroup2

Grid	Minimum	Control/Market	Maximum
[Redacted Content]			