



**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

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**Office of the Chair of the Board**

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File No.: 00300  
OPR: SECTR

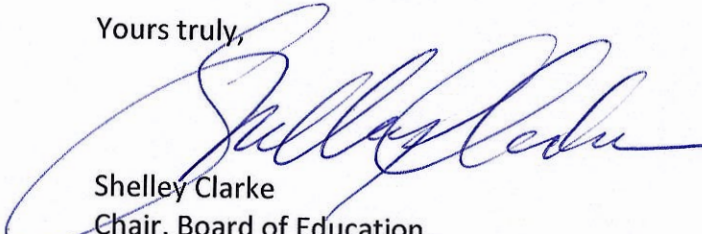
September 30, 2019

Christina Zacharuk  
President and CEO  
Public Sector Employers' Council Secretariat  
Suite 201, 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Ms. Zacharuk:

This will confirm that the Board of Education of School District No. 67 (Okanagan Skaha) is aware of the total compensation paid to executive staff during the 2018-2019 fiscal year and further, that we verify the amount of compensation paid was within the compensation plan as approved by the Board and reported to the Public Sector Employers' Council Secretariat.

Yours truly,

  
Shelley Clarke  
Chair, Board of Education,  
School District No. 67 (Okanagan Skaha)

## **Public Sector Executive Compensation Disclosure Report 2018-2019 School District No. 67 (Okanagan Skaha)**

The Board of Education encourages and adopts practices that enable the district to attract, retain, incent, and reward qualified, high-performing employees who are critical to the delivery of quality public education programs to students in School District No. 67 (Okanagan Skaha).

A key component of this approach is the development and maintenance of a framework for executive and exempt staff compensation that is rational, defensible, competitive and able to be effectively administered.

### **Compensation Philosophy**

Inherent in the Board's compensation philosophy are the following objectives:

- To attract and retain qualified, experienced, motivated, and high-potential employees who are committed to the Board's overarching goal of delivering a high-quality public education experience to our students.
- To support employees through the provision of meaningful career growth and development opportunities, and a performance-based organizational culture.

### **Labour Market Comparators**

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the external labour market. Consistent with industry standards, "labour market" is defined in the British Columbia Public School Employers' Association (BCPSEA) sectoral exempt compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*) as:

- The recruitment pool for these employees
- The destination sector for these employees.

The following considerations guide articulation of the relevant labour market:

- Degree of recruitment from these jurisdictions
- Transferability of skills
- Comparability of qualifications and experience
- Comparability of authority and consequence of error.

For executive and exempt staff positions in the BC K-12 public education sector, the relevant labour market is:

1. Other BC school districts (primary labour market)
2. Other Canadian school districts (To the extent that BC school boards recruit from and lose employees to these jurisdictions, this segment of the labour market is weighted to Alberta and Ontario (and to a lesser extent, Saskatchewan) consistent with the industry-standard definition of labour market.)
3. Other public sector organizations
4. Selected private sector organizations.



The Board's approach includes:

- Consideration of the relevant labour market for compensation comparison purposes.
- Linking pay ranges to neutral, relevant factors (e.g., required skill level, required competencies, job content, required qualifications).
- Ensuring appropriate relationships exist between positions in the district's compensation hierarchy.

The Board's total compensation package for executive staff is comprised of the following elements.

### **Cash compensation**

Total cash compensation includes annual base salary and monthly vehicle allowance.

- Annual base salary

The superintendent and other senior management positions annual base salary is considered in the context of the total compensation package.

- Vehicle allowance

Due to the need to visit schools and other district worksites, the Board provides a monthly vehicle allowance to the Superintendent and other senior management positions. The monthly vehicle allowance is set at a level competitive with the vehicle allowances provided to Superintendents and other senior managers in districts of similar size and geography.

### **Non-cash compensation**

The non-cash elements of the total compensation package include:

- **Health and welfare benefits**, such as basic medical, extended medical, dental, group life, short-term and long-term disability, employee and family assistance program, etc. consistent with such benefits as offered in the K-12 sector generally.
- **Pension benefits** — executive staff not receiving pension are enrolled in either the Teachers Pension Plan or the Municipal Pension Plan.

In addition, upon retirement, a retirement allowance of one week's pay for each year of service to a maximum of 20 years' service is provided or 1.5% per years of service as a Principal or Vice-Principal.

- **Paid time off**, including an annual vacation entitlement of 40 days for the Superintendent and 25 or 35 days for the other senior excluded positions.

In addition, the senior management positions receive an additional 12-17 days off in recognition of attendance at meetings during evenings and weekends and this Board's

annual adoption of a modified school calendar. These days must be used at certain times of the year and have zero cash value if they are not used.

## **Compensation Administration**

The Board engages in consistent and ongoing administration of the compensation structure to ensure that reality matches philosophy and that equity is maintained. An ongoing system of compensation review ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job evaluation criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures. In addition, the Board utilizes the BCPSEA *Report on Total Compensation Paid to Exempt Employees* — the results of BCPSEA's triennial survey of total compensation paid to exempt benchmark positions in BC public school districts as well as school districts in Alberta, Saskatchewan, and Ontario, and other relevant public sector employers.

## **Accountability**

Underlying the Board's compensation philosophy and approach is the understanding that legal and regulatory mandates are considered a baseline for implementing any compensation plan or practice. Compensation administration in the K-12 public education sector operates within the following context:

- The *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation administration in the public sector
- The BCPSEA exempt staff compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the legislation.

Under the current compensation administration system in the K-12 sector:

- The Board of Education is solely responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools. As elected school trustees, we are accountable to our public and therefore ensure that we adhere to proper human resources practices with respect to executive and exempt staff compensation.
- The Board must submit proposed compensation adjustments for all other executive and exempt positions in the district to BCPSEA for review and approval prior to implementation.

School District 67 (Okanagan-Skaha)

Summary Compensation Table at 2019

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2018/2019 Total Compensation	Previous Two Years Totals Total Compensation	
							2017/2018	2016/2017
Wendy Gloria Hyer, Superintendent of Schools	\$ 174,053	-	\$ 10,923	\$ 21,345	\$ 7,800	\$ 214,121	\$ 229,159	\$ 218,066
Kevin Lorenz, Secretary Treasurer	\$ 154,954	-	\$ 12,952	\$ 15,290	\$ 3,560	\$ 186,756		
Todd William Manuel, Assistant Superintendent	\$ 141,958	-	\$ 11,867	\$ 17,348	\$ 10,809	\$ 181,982	\$ 185,435	\$ 178,140
Bonnie Jean Roller Routley, Secretary Treasurer	\$ 2,690	-	\$ 163	-	\$ 32,332	\$ 35,185	\$ 159,225	\$ 180,505

Summary Other Compensation Table at 2019

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
Wendy Gloria Hyer, Superintendent of Schools	\$ 7,800	-	-	-	\$ 7,800	-	-
Kevin Lorenz, Secretary Treasurer	\$ 3,560	-	-	-	\$ 3,560	-	-
Todd William Manuel, Assistant Superintendent	\$ 10,809	-	\$ 6,309	-	\$ 4,500	-	-
Bonnie Jean Roller Routley, Secretary Treasurer	\$ 32,332	-	\$ 18,827	-	\$ 58	-	\$ 13,447

Notes

Wendy Gloria Hyer, Superintendent of Schools	
Kevin Lorenz, Secretary Treasurer	<b>General Note:</b> New Secretary Treasurer as of June 1 2018
Todd William Manuel, Assistant Superintendent	<b>General Note:</b> Vacation payout for unused days from 2018-2019 school year.
Bonnie Jean Roller Routley, Secretary Treasurer	<b>General Note:</b> Retired effective July 6, 2018 <b>Other Note:</b> Other payment is for retirement allowance.