

SCHOOL DISTRICT 54 *(Bulkley Valley)*

EXECUTIVE COMPENSATION DISCLOSURE **2008 – 2009**

The Board of Education encourages and adopts practices that enable the district to recruit and retain qualified, high-performing employees, who are critical to the delivery of quality public education programs to students in School District 54 (Bulkley Valley).

COMPENSATION PHILOSOPHY

School District 54 (Bulkley Valley) is a small, rural district in central British Columbia and serves the public education needs of the communities of Smithers, Houston, Moricetown, Telkwa and Quick.

While living in our communities presents an attractive lifestyle choice for some, there is no question that recruitment and retention of qualified staff, especially at the executive level, is an ongoing concern.

The Board of Education is committed to the goal of delivering a high-quality public education to district students. To do that effectively, we must recruit and retain management who are qualified, committed and experienced.

Labour Market Comparables

The Board's compensation philosophy is guided by the market analysis and policy provided by the British Columbia Public School Employers' Association (BCPSEA). Specifically, its Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement* articulates the following components of its labour market analysis.

1. Other BC School Districts
2. Other Canadian school districts
3. Other public sector organisations
4. Selected private sector organisations

Based on research as noted above, BCPSEA produces a tri-annual *Report on Total Compensation Paid to Exempt Employees*. In its determination of executive compensation, the Board has determined that the reference point for executive and exempt total compensation is the median of the relevant comparator labour market.

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Cash Compensation

Cash compensation is limited to annual salary and payout of unused vacation entitlement. There are no allowances paid to exempt staff; allowable expenses are reimbursed at cost or standard government rates. There is no performance based incentive plans in place for any exempt or executive employees.

Non Cash compensation

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

- ⇒ Group Health & Welfare benefits, such as basic medical, extended medical, dental, group life, disability insurance, employee and family assistance program, consistent with such benefits as offered in the K-12 sector.
- ⇒ Pension benefits – executive staff are enrolled in either the Teachers Pension Plan or the Municipal Pension Plan. Contributions are made by both the employer and the employee.
- ⇒ Paid time off, including an annual vacation entitlement of 30 days. Unused vacation to a maximum of 10 days may be carried forward for one year only. By the end of that year, such carried forward vacation must be used in full, paid out, or eliminated through a combination of use and payout.
- ⇒ Lieu time entitlement is also accorded to executive staff.

Compensation Review

Executive contracts are reviewed and renewed every three years. The salary structure for the position of senior management positions is based on placement at the appropriate pay band in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the steps on the pay band is dependent upon competency growth and performance. New hires are generally not placed at the highest rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid to maximum point in the pay band reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase is at the sole discretion of the Board. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization.

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Performance reviews are undertaken on senior managers at the third year of employment. The Board has sole discretion with respect to the evaluation methodology.

Accountability

The Board of Education of School District 54 (Bulkley Valley) operates within a legislative and regulatory framework that includes the following:

- ⇒ The *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation 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, and
- ⇒ The Public Education Negotiating Framework Compensation Plan – Exempt Staff (2006-2010)

The Board of Education is responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools and is guided by proper Human Resource practices. Additionally, 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.

Summary Compensation Table
Fiscal 2008 - 2009

Name & Principal Position	Salary	Pension	Other Compensation	Total	Previous 2 years totals
Ms. Bev Young Superintendent	127,992	17,299.68	9,352.45	154,644.13	86,943.52 ¹

¹ Ms. Young commenced employment January 1, 2008