

## **Public Sector Executive Compensation Reporting Conseil scolaire francophone – School District 93**

The Board of Regional Trustees 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. 93 (Conseil Scolaire Francophone).

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**

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance, and decision-making. At its core is an integrated view of compensation and rewards — not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). This total rewards model further integrates with plans that establish the Board's overall education, business, and human resources strategies and objectives.

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 minority language 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 Conseil Scolaire Francophone, the relevant labour market is:

1. Other Canadian minority language school districts (primary labour market)
2. Other BC K-12 public school districts
3. Other public sector employers
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.
- Considering the ways in which appropriate organizational and individual performance measures may be linked to the administration of the compensation system.

In balancing external competitiveness with internal equity, the Board typically has determined that the reference point for executive and exempt total compensation is the 60<sup>th</sup> percentile of the relevant comparator labour market.

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 vehicle allowance.

- Annual base salary

Annual base salary is considered in the context of the total compensation package. Generally, base salary is targeted at the 60<sup>th</sup> percentile of the comparator labour market. The base salary structure is a single rate structure.

- Vehicle allowance and/or leased vehicle

Due to the diverse geography of the francophone school district and the need to visit schools and other district worksites, the Board provides a monthly vehicle allowance to the Superintendent and an employer-paid leased vehicle to the Secretary-Treasurer. The monthly vehicle allowance/lease amount is set at a level competitive with the vehicle allowances provided to Superintendents and Secretary-Treasurer in other minority language districts of similar size and geography.

In addition, upon retirement executive staff is eligible to receive a long-service recognition award (or retirement allowance) based on the following criteria:

- **Superintendent:** At age 55 years or older, the Superintendent shall receive on retirement, a retiring allowance in recognition of his service to the CSF equal to five (5) per cent of his annual salary at retirement for each year of service with the CSF and for service in the immediately preceding school district in British Columbia, either as a teacher or principal or vice-principal in a francophone program (Programme Cadre) to a maximum of one year salary.
- **Secretary-Treasurer:** The Secretary-Treasurer shall receive upon termination, an allowance in recognition of his service to the CSF equal to five (5) per cent of his annual salary for each year of service with the CSF to a maximum of one-year salary.

### **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 are enrolled in either the Teachers Pension Plan or the Municipal Pension Plan.
- **Professional Development** - The CSF recognizes the importance of professional development. The Board will pay reasonable expenses up to \$6,000 per annum in connection with professional development activities in accordance with Board policy
- **Annual Vacation** – The Superintendent and Secretary-Treasurer are provided with an annual vacation entitlement of 40 days with a maximum 10 days unused accumulated vacation carry-forward. Such vacation may be carried forward for one year only and at the end of that year, the unused accumulated vacation must be used in full, paid out, or a combination of the two.
- **Other vehicle-related payments** – The Board will pay all the costs associated for the operation of the vehicle used by the Superintendent and Secretary-Treasurer for carrying out their duties for the CSF including insurance and maintenance.

### **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. The Board also utilizes the services of Western Compensation Benefits Consultants to ensure its executive compensation structure is competitive with its primary labour market

being other minority language schools districts in other provincial jurisdictions.

- **Annual base salary administration**

The salary structure for the position of Superintendent of Schools and Secretary-Treasurer (and other management positions) is a single rate structure, based on the premise that, at the outset of the employment relationship, the individual must be fully competent in all aspects of the position in order to effectively fulfill the duties and responsibilities of Superintendent.

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. Increases are considered within the Board's overall compensation budget.

### **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, and

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

- the Board of Regional Trustees 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.

**Summary Compensation Table: Fiscal 2008-2009 (year ending June 30, 2009)**

<b>Name and Principal Position (a)</b>	<b>Salary (\$)(b)</b>	<b>Bonus (\$)(c)</b>	<b>Incentive Plan Compensation Paid (\$)(d)</b>	<b>Pension (\$)(e)</b>	<b>All Other Compensation (\$)(f)*</b>	<b>Total (\$)(g)</b>	<b>Previous 2 Years Totals (h)**</b>
<b>Mario Cyr, Superintendent</b>	<b>\$145,764</b>	<b>\$0</b>	<b>\$2,119</b>	<b>\$21,515</b>	<b>\$30,373</b>	<b>\$199,771</b>	<b>2007-2008 : \$192,484 2008-2009 : \$199,771</b>
<b>Guy Bonnefoy, Secretary Treasurer</b>	<b>\$145,764</b>	<b>\$0</b>	<b>\$2,119</b>	<b>\$15,145</b>	<b>\$9,169</b>	<b>\$172,197</b>	<b>2007-2008 : \$217,189 2008-2009 : \$172,197</b>

Notes:

\*This amount includes vehicle allowance/lease of \$7,200 (Superintendent) / \$ 8,280 (Secretary-Treasurer), payout of unused accumulated vacation of \$0, employer-paid parking, employer-paid CPP and EI benefits premiums, and employer-paid health and welfare benefits premiums.

\*\*The first reporting year is fiscal 2007-2008.