

College of New Caledonia

BOARD OF GOVERNORS



May 7, 2018

Christina Zacharuk
President & CEO
Public Sector Employers' Council Secretariat
Suite 210 - 880 Douglas St
Victoria, B.C. V8W 2B7

Dear Christina,

Re: Attestation – CNC Compensation Policy Compliance

This letter from the College of New Caledonia is to confirm the following:

1. The board is aware of the executive compensation paid in the prior fiscal year.
2. The compensation information being disclosed is accurate and includes all compensation paid by the employer, foundations, subsidiaries, or any other organization related to or associated with the employer.
3. It also includes the value of any pre or post-employment payments made during the 12 month period before or after the term of employment.
4. Verifying that compensation provided was within approved compensation plans and complies with these guidelines.

Sincerely,

Gillain (Gil) Malfair
Board Chair

c Henry Reiser, President
Kim Swarts, Acting Executive Director of Human Resources



College of New Caledonia

Total Compensation Philosophy

The College of New Caledonia's (CNC) total compensation program is a framework to assist the institution attract and retain qualified exempt employees and is designed in a fiscally responsible manner in support of our mission, vision, values and culture, with flexibility to respond to changing and unique circumstances.

The Guiding Principles for CNC's total compensation programs is as follows:

Performance – Compensation programs support and promote a performance-based organizational culture, though the College does not provide performance-based bonuses or other forms of variable pay.

Differentiation – Differentiation of salary is supported where there are differences in the scope of the position within the institution and/or superior individual/team contributions by employees, within the parameters of established and approved pay bands.

Accountability – Compensation decisions are objective and based on upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds in accordance with the Taxpayer Accountability Principles.

Transparency – Compensation programs are designed, managed and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information, except where disclosure is required by government regulation, statute or policy.

Sustainability – Total compensation programs are designed, administered and updated in a fiscally responsible manner that ensures that costs are affordable and sustainable over time and balanced against market forces.

CNC's total compensation program includes four main elements:

Compensation

- The College provides fair compensation, in the form of base salary, for the scope and breadth of job responsibilities and the education, competencies and experience that employees bring to their roles.

Benefits and Pension

- The College provides security and protection to employees and their families during their employment and co-contributes to their post-employment retirement plans. Benefits provided include:
 - Medical Services Plan
 - Basic Life Insurance and Accidental Death & Dismemberment Insurance
 - Short and Long Term Disability
 - Extended Health
 - Dental
 - Optional Life Insurance (employee paid)
 - College Pension Plan or Municipal Pension Plan (employee and employer contributions)

Career Development

- The College provides support for skill development, upgrades and other career development activities through access to professional development funds as well as project-based assignments for employees that provide opportunities for growth while achieving College operational goals and succession planning objectives.

Work/Life

- The College provides appropriate paid time off and other programs (i.e. Employee and Family Assistance Program) to help employees balance their work and personal demands.

The College comparator group includes organizations where we can attract qualified employees from and are at risk of losing qualified employees to. The College's core comparator group includes similar post-secondary and other public sector organizations in BC. For other jobs where talent may be needed from out-of-province and jobs that require skills from specific industries or from outside of the public sector, a secondary comparator group may be used.

The College considers the relative scope, responsibilities and complexities of jobs to ensure that compensation levels are fair and equitable. Market competitiveness is balanced with internal equity to ensure that the relative internal value of work is fairly recognized. Exempt employees are placed in salary pay bands that reflect their duties and responsibilities as evaluated under the College's factor based, point rating *Exempt Employee Job Evaluation Plan*. This job evaluation program is utilized to guide and support internal equity and ensure positions are placed appropriately within the compensation structure.

Governance and Administration

The College's Board of Governors is responsible for approving our overall compensation philosophy in addition to ensuring annual compensation reporting and disclosure is completed in accordance with Government policy and legislation. Human Resources is responsible for the day-to-day administration of the program. The President and Executive Committee (EC) is responsible for making recommendations to the Board for their endorsement of the Compensation Philosophy. Total compensation programs may be amended from time-to-time, as determined by the College, and as approved by the Board and the Minister.

Summary Compensation Table at 2018

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2017/2018 Total Compensation	Previous Two Years Totals Total Compensation	
							2016/2017	2015/2016
Henry Reiser, President & CEO	\$ 166,219	-	\$ 9,819	\$ 16,747	\$ 6,000	\$ 198,785	\$ 195,186	\$ 195,551
Jatinder Notay, Executive Vice President, Applied Research & Student	\$ 129,857	-	\$ 7,976	\$ 13,176	-	\$ 151,009		
Tara-Dawn Szerencsi, Vice President, Finance & Corporate Services	\$ 131,108	-	\$ 9,743	\$ 13,301	-	\$ 154,152		

Summary Other Compensation Table at 2018

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
Henry Reiser, President & CEO	\$ 6,000	-	-	-	\$ 6,000	-	-
Jatinder Notay, Executive Vice President, Applied Research & Student	-	-	-	-	-	-	-
Tara-Dawn Szerencsi, Vice President, Finance & Corporate Services	-	-	-	-	-	-	-

Notes

Henry Reiser, President & CEO	
Jatinder Notay, Executive Vice President, Applied Research & Student	General Note: This is the first year the position’s salary has exceeded the minimum threshold for disclosure as a named executive officer.
Tara-Dawn Szerencsi, Vice President, Finance & Corporate Services	General Note: This is the first year the position’s salary has exceeded the minimum threshold for disclosure as a named executive officer.