

May 17, 2018

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

Dear Ms. Zacharuk:

As part of the required documentation associated with the 2017-2018 reporting and filing of Executive Compensation Disclosure, I provide the following attestation with respect to Kwantlen Polytechnic University's submission:

- The Board of Governors is aware of the executive compensation paid in the 2017/2018 fiscal year.
- The compensation information disclosed is accurate and includes all compensation paid by Kwantlen Polytechnic University, its foundations, subsidiaries, and any other organization related to or associated with the University. It also includes the value of all pre and post-employment payments made during the 12 month period before or after the term of employment.
- The Board of Governors further attests that the compensation paid in the 2017/2018 fiscal year was within approved compensation plans and complies with the compensation parameters established by Government.

Presidential compensation is subject to total compensation parameters established by Government, subject to change from time to time as approved by Government. The Board of Governors is responsible for oversight of presidential compensation. Through delegated authority by the Board, the President and Vice Chancellor is responsible for determining the compensation of other executive members.

Yours truly,



Hanne Madsen  
Chair, Board of Governors

# Kwantlen Polytechnic University

## Compensation Philosophy

May 17, 2018

### Compensation Governance

KPU's Board of Governors is responsible for reviewing and approving the organization's compensation philosophy and program, with oversight provided by the Public Sector Employers' Council Secretariat ("PSEC"). KPU's executive team is responsible for the day-to-day administration of the program.

The compensation program will be reviewed from time to time and may be amended, as determined by KPU and approved by the Minister.

### Compensation Philosophy

Compensation is an important tool used by KPU to help attract, engage and retain employees with the necessary skills, experience and commitment required to achieve the organization's mandate and goals. The compensation program is designed in a fiscally responsible manner, with the objective of providing sustainable support for KPU's mission, vision, values and culture. KPU's compensation philosophy is to set its total compensation levels equal to the 50<sup>th</sup> percentile of the total compensation provided to comparable positions by relevant comparison organizations. Total compensation includes base salary, perquisites, group benefits, retirement benefits and all forms of paid time off.

The design and administration of KPU's compensation program is guided by the following six principles:

- i. **equity** – the compensation program provides a framework which demonstrates internal and external equity for positions while balancing the need for market competitiveness;
- ii. **sustainability** – the compensation program is developed with consideration of the current level of affordability and the sustainability of future costs;
- iii. **performance** – the compensation program supports and promotes a performance-based (merit) organizational culture;
- iv. **differentiation** – differentiation of salary is supported where there is a difference in the scope of the position within KPU and/or where there are superior individual team contributions;

- v. **accountability** – compensation decisions are objective and based upon a clear and well-documented business rationale that demonstrates an appropriate expenditure of public funds; and,
- vi. **transparency** – the compensation program is designed, managed and communicated in a manner which ensures the program is clearly understood by employees and the public while protecting individual personal information.

## **Benchmarking and Determining Compensation Level**

### **Selection of Comparison Organizations**

KPU is a complex and geographically diverse teaching university with a bicameral governance structure, which includes both a Board of Governors and Senate, and multiple separate campuses, each with their own culture and geographic needs. These factors have been considered in determining the relevance of comparison organizations.

Additionally, an analysis of the hirings and departures of incumbents in KPU's senior positions shows that KPU's competitive employment market includes teaching and research universities in other provinces as well as within BC. These organizations are relevant to KPU for compensation benchmarking purposes because they have positions comparable to those at KPU and compete with KPU for employees in the market.

Consequently, to qualify as a relevant comparison organization for KPU compensation benchmarking, the organization must be a public sector organization of similar size and/or complexity to KPU, and meet at least one of the following additional criteria:

1. be a BC publicly-funded teaching university or institute and have a comparable governance structure;
2. be a Canadian publicly-funded teaching university or institute located outside of BC and have a comparable governance structure; or,
3. be a BC municipality within close geographic proximity and in the same hiring market as a KPU campus.

### **Survey of Comparison Organizations**

A comprehensive survey is conducted of the comparison organizations by external compensation consultants, including the collection and comparison of the content of positions and the collection of detailed information on the following components of total compensation:

- base salaries;
- incentive/salary holdback plans;

- perquisites;
- group benefits;
- retirement/savings benefits; and  paid time off.

The above components of compensation are financially valued to permit a valid comparison of the value of the total compensation paid by KPU to that paid by the organizations used for benchmarking purposes.

### **Application of Market Comparison Information**

KPU's compensation philosophy is to set its total compensation levels equal to the 50<sup>th</sup> percentile of the total compensation provided to comparable positions by the comparison organizations.

### **Components of Compensation**

The individual components of compensation include:

#### **Base Salary Ranges**

External equity or market competitiveness is achieved by using the benchmarking results to develop base salary ranges covering all of KPU's excluded positions. Internal equity is maintained by ensuring that the salary ranges are consistent with the relative internal value of each KPU position. Internal values are determined by an ongoing analysis of the responsibilities and accountabilities of positions using KPU's Excluded Role Job Evaluation Plan.

#### **Employee Benefits**

All KPU excluded employees participate in the same employee benefits program. The benefits consist of standard BC public sector entitlements, including life and accident insurance, sick leave, long-term disability insurance, medical, extended health, dental, an employee and family assistance program and a health spending account.

#### **Retirement Plans**

KPU's excluded employees participate in the College Pension Plan.

**Kwantlen Polytechnic University**

**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
Alan Davis, President & Vice Chancellor	\$ 202,787	-	\$ 10,089	\$ 20,786	\$ 11,161	\$ 244,823	\$ 238,860	\$ 236,146
Elizabeth Jane Fee, Vice Provost, Students	\$ 146,932	-	\$ 11,157	\$ 15,060	\$ 3,001	\$ 176,150	\$ 178,638	\$ 187,156
Salvador Ferreras, Provost & Vice President, Academic	\$ 172,382	-	\$ 15,222	\$ 18,093	\$ 76	\$ 205,773	\$ 202,922	\$ 204,261
Barbara Marlyn Graziano, Vice President, External Affairs	\$ 132,499	-	\$ 13,927	\$ 13,581	\$ 4,153	\$ 164,160		
Jon Harding, Vice President, Finance and Administration	\$ 157,172	-	\$ 11,390	\$ 16,497	\$ 12,456	\$ 197,515	\$ 193,369	\$ 127,571
Abigail Thorsell, AVP, Human Resources	\$ 147,040	-	\$ 14,421	\$ 15,592	\$ 76	\$ 177,129		

**Summary Other Compensation Table at 2018**

<b>Name And Position</b>	<b>All Other Compensation</b>	<b>Severance</b>	<b>Vacation payout</b>	<b>Leave payout</b>	<b>Vehicle / Transportation Allowance</b>	<b>Perquisites / other Allowances</b>	<b>Other</b>
Alan Davis, President & Vice Chancellor	\$ 11,161	-	\$ 9,359	-	\$ 1,802	-	-
Elizabeth Jane Fee, Vice Provost, Students	\$ 3,001	-	\$ 2,925	-	-	-	\$ 76
Salvador Ferreras, Provost & Vice President, Academic	\$ 76	-	-	-	-	-	\$ 76
Barbara Marlyn Graziano, Vice President, External Affairs	\$ 4,153	-	\$ 4,077	-	-	-	\$ 76
Jon Harding, Vice President, Finance and Administration	\$ 12,456	-	\$ 12,380	-	-	-	\$ 76
Abigail Thorsell, AVP, Human Resources	\$ 76	-	-	-	-	-	\$ 76

**Notes**

Alan Davis, President & Vice Chancellor	
Elizabeth Jane Fee, Vice Provost, Students	<b>Other Note:</b> EI Rebate
Salvador Ferreras, Provost & Vice President, Academic	<b>Other Note:</b> EI Rebate
Barbara Marlyn Graziano, Vice President, External Affairs	<b>Other Note:</b> EI Rebate
Jon Harding, Vice President, Finance and Administration	<b>Other Note:</b> EI Rebate
Abigail Thorsell, AVP, Human Resources	<b>Other Note:</b> Other compensation = EI Rebate