



SFU

BOARD OF GOVERNORS

Simon Fraser University
8888 University Drive
Burnaby BC V5A 1S6
Canada

tel 778.782.4644
fax 778.782.4860

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May 21, 2019

Ms. Christina Zacharuk
President & CEO
Public Sector Employers' Council Secretariat
2nd Floor, 880 Douglas Street
Victoria, BC V8W 2B7

Dear Ms. Zacharuk,

Re: Attestation for 2018-2019 Compensation Report

This letter is to attest that the Board of Governors of Simon Fraser University has been made aware of the executive compensation paid in the prior fiscal year and is verifying the compensation provided, as set out in the SFU Public Sector Executive Compensation Reporting Framework for Fiscal Year 2018-2019 (copy attached). This is within the University's approved compensation plan, as per SFU's compensation philosophy for excluded employees and executive compensation policy (copies attached).

Sincerely,

Fiona Robin
Chair
Board of Governors

/vr

attachments

Part I: Total Compensation Philosophy for SFU's Excluded and Executive Employees

The purpose of this Part is to outline SFU's philosophy as it relates to all excluded and executive employees' compensation. It is intended to guide the development, maintenance and administration of our total compensation programs based on a balance of best practices, fiscal responsibility, and the core principles as established by the Public Sector Employers Council (PSEC).

It is the objective of the University to pay its employees' salaries that are sufficiently competitive in the job market to attract and retain a high caliber of people and recognize the progression of employees as they assume the full scope and responsibility of their positions.

Core Principles:

- **Total Compensation** – compensation is planned, developed, communicated and administered as a total rewards package as defined below.
- **Alignment** – to the University's goal of attracting, retaining, and engaging the best qualified employees that align with the values and culture of SFU. And to the degree possible will recognize relevant total compensation plans afforded to employees governed by collective agreements.
- **Performance** – recognition of the importance and value of aligning individual and team based performance contributions to the overall institution's goals.
- **Differentiation** – of salary where there are differences in the scope, complexity, and responsibility of the position.
- **Equity and Fairness** – alignment and consistency with internal structures and process while balancing the need for external market competitiveness. The methodology and process will ensure equal pay opportunity for work of equal value.
- **Affordability** – within the Institution's financial planning framework and mandate.
- **Accountability** – compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.
- **Flexibility** – ability to adapt to changing internal and external conditions.
- **Transparency** – programs are designed, managed and communicated in a manner that ensures the program is clearly understood by employees, the Institution, and the public while protecting individual personal information.
- **Social Responsibility** – SFU recognizes the importance of living wages and will ensure that as ongoing changes are made to compensation plans and policies, salary structures will reflect them.

Part II: Executive Compensation Policy B 10.08

A. POLICY

The guiding principles of the compensation program for executive officers of Simon Fraser University are as follows:

1. General Principles

1.1 Compensation levels must achieve a balance between fair value for work and the University's ability to pay.

1.2 Compensation levels reflect a measurement of job worth based on a composite of the skill, effort, responsibility and working conditions required to perform the work.

1.3 Compensation levels must be competitive within the external market from which it recruits. The external market includes local, provincial and national public and private sector employers, including similar positions at other North American universities.

2. Relationship to Performance

Other than general salary increases, adjustments to compensation are based on clearly defined individual and organizational goals that are reviewed annually.

3. Compliance with Legal Obligations

Compensation policy and practices comply with the statutory obligations of the *Employment Standards Act*, the *Human Rights Act*, the *Public Sector Employers Act* and any other employment related legislation.

4. Compensation on Termination

There is no notice or pay in lieu of notice for termination from the University for cause. When an executive officer is required to discontinue his/her appointment for any reason other than cause and returns to his/her former position within the University, no notice or pay in lieu of notice is paid. Termination of employment from the University for reasons other than cause will be compensated consistent with the *Public Sector Employers Act*, the *Employment Termination Standards Regulations* and prevailing legal values for executive termination.

The maximum amount of notice upon termination without cause for executive officers (non-inclusive of vacation owed) is eighteen months as prescribed by the Employment Termination Standards regulation (B.C. Reg. 379/97). Factors considered as part of the guideline include age, employability and length of service. In addition, up to one year of out-placement counseling service is paid for by Simon Fraser University. The President and Vice-Chancellor may approve arrangements for the orderly transition of benefit coverage on an individual case-by-case basis. Where there is a Board-approved contract addressing termination arrangements with an executive officer, the contract provisions will apply.

5. Conflict of Interest

Consistent with Policy GP37 Conflict of Interest, compensation decisions are made free of conflict of interest.

6. Full Disclosure

Simon Fraser University makes regular and full public disclosure of the compensation of each executive officer.

7. Business Expenses

Business expenses are governed by the Administrative policy for travel and business expenses ([AD 3-2 Travel and Business Expenses](#)).

B. PROCEDURE SUMMARY

Compensation for executive officers is based on the preceding guidelines and is recommended for approval to the Compensation Committee of the Board of Governors. Final approval rests with the Board of Governors.

DEFINITIONS

Compensation: means salary and other forms of cash payments (including stipends and allowances), vacation, leaves with pay, employer-paid benefits, loans, vehicle use, car allowances, housing, tuition waivers, professional fees and any other benefit received by an executive officer from Simon Fraser University.

Executive Officer: means the President and Vice-Chancellor, the Vice-Presidents, Associate Vice-Presidents and Deans.

APPENDIX

Performance Reviews and Salary Advancement for Vice-Presidents and Deans

Principle:

A performance review and salary advancement process provides a mechanism for accountability and career advancement.

Process:

1. Vice-Presidents and Deans will submit annual goals and objectives for each academic year beginning September 1st.
2. The performance of each Vice-President and Dean will be reviewed each year in July in relation to that year's goals and objectives. When evaluating a Dean, the Vice-President, Academic will consult the Chairs in that Faculty or their equivalent. When a Vice-President or Associate Vice-President is being evaluated, the Deans or their equivalent will be consulted. Based on the results of this annual review, the President, in consultation with the responsible Vice-President as appropriate, shall recommend merit awards expressed as a dollar value increase to base salary to take effect September 1st.
3. The performance review shall result in one of the following assessments:
 - Excellent performance
 - Very good performance
 - Satisfactory performance
 - Needs Improvement

The amount of the merit award shall be commensurate with performance.

4. The merit award pool will be calculated as follows:

1.5 x (the total number of eligible Vice-Presidents and Deans) x (the value of full steps on the faculty salary scale).

5. Consideration of salary anomalies based on either internal and/or external comparisons for an individual Vice-President or Dean may occur at any time, but no more than once in any five-year period.

6. Salary recommendations from the Vice-President, Academic and the President will be submitted annually to the Compensation Committee of the Board of Governors for approval and to the Board of Governors for information.

INTERPRETATION

Questions of interpretation or application of this policy or its procedures shall be referred to the President and the Chair of the Board of Governors, who will jointly make a decision, which shall be final.

Approved by the Board of Governors: March 27, 2008

Part III

Merit Performance Review – President

The Board may award a merit performance bonus to the President after completing each annual review, in an amount, if any, to be determined by the Board acting in its sole discretion. The amount of any such merit bonus will not exceed 20% of the Presidential Salary, subject to any limitations on compensation imposed under applicable legislation, regulations, guidelines or agreements that are applicable.

The merit based review is tied with incentive pay in the following manner:

Key Performance Review Factors have been identified and weighted as follows:

25% is based on academic leadership;
25% is based on external and internal community relations;
20% is based on financial resource management;
20% is based on Human Resource Management and Development; and
10% is based on General items.

Performance is measured against the President's annual agenda and performance targets.

Approved by the Board of Governors: May 29, 2008

Contact Persons

Sandi de Domenico	Associate Vice-President, Human Resources	778-782-3602
Kristin Linklater	Executive Director, Communications & Marketing	778-782-5988

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
Andrew Petter, President	\$ 328,870	\$ 33,000	\$ 9,986	\$ 32,468	\$ 35,586	\$ 439,910	\$ 439,460	\$ 455,339
Joanne Curry, VP, External Relations	\$ 247,622	-	\$ 9,387	\$ 39,199	\$ 7,013	\$ 303,221	\$ 306,509	\$ 319,432
Joy Johnson, VP Research	\$ 263,098	-	\$ 9,509	\$ 25,890	\$ 7,037	\$ 305,534	\$ 303,682	\$ 302,012
Peter Keller, VP Academic and Provost	\$ 283,227	-	\$ 9,659	\$ 26,500	\$ 16,660	\$ 336,046	\$ 329,164	\$ 198,809
Martin Pochurko, VP, Financial & Administration	\$ 257,939	-	\$ 8,993	\$ 40,832	\$ 21,020	\$ 328,784	\$ 318,918	\$ 324,243

Summary Other Compensation Table at 2019

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
Andrew Petter, President	\$ 35,586	-	-	-	\$ 7,175	\$ 26,510	\$ 1,901
Joanne Curry, VP, External Relations	\$ 7,013	-	-	-	\$ 7,013	-	-
Joy Johnson, VP Research	\$ 7,037	-	-	-	\$ 7,037	-	-
Peter Keller, VP Academic and Provost	\$ 16,660	-	-	-	\$ 7,037	-	\$ 9,623
Martin Pochurko, VP, Financial & Administration	\$ 21,020	-	\$ 10,967	-	\$ 7,013	\$ 3,040	-

Notes

Andrew Petter, President	Perquisite/Other Allowance Note: housing Other Note: professional fees - financial and tax advice
Joanne Curry, VP, External Relations	
Joy Johnson, VP Research	
Peter Keller, VP Academic and Provost	Other Note: pension contribution payback \$1253 mortgage subsidy \$8370
Martin Pochurko, VP, Financial & Administration	Perquisite/Other Allowance Note: tuition waiver