



May 13, 2020

CEO & President of Public Sector Employers' Council Secretariat  
2<sup>nd</sup> Floor, 880 Douglas St  
Victoria, B.C.  
V8W 2B7

**Subject:           Attestation - Compensation Policy Compliance**

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As the Chair of the Okanagan College Board of Governors, I can confirm that the Board is aware of the executive compensation paid in fiscal 2019/2020 and that Okanagan College is in compliance with:

- 1) The Okanagan College PSEC approved compensation plan; and,
- 2) The Accountable Compensation Direction

Sincerely,

A handwritten signature in black ink, appearing to read "Gloria Morgan".

Gloria Morgan

Chair, Board of Governors



**OKANAGAN COLLEGE**  
**Executive Compensation Disclosure Statement for 2019/2020**  
**Prepared: May 13, 2020**

The following report provides an accurate representation of all compensation provided to all employees whose base salary was \$125,000 or greater in the fiscal year 2019/2020.

**Compensation Philosophy:**

Okanagan College provides exempt employees with a total compensation program that is designed to attract and retain qualified staff. The program aligns with the College's Mission, Vision and Values.

The College's subscribes to the following guiding principles:

1. Performance – compensation programs support and promote a performance based organizational culture.
2. Differentiation - salary differentiation is supported where there are differences in the scope of the position within the College, and/or due to superior individual or team contributions.
3. Accountability - compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.
4. Transparency – compensation programs are designed, managed and communicated in a manner that ensures the programs are clearly understood by employees and the public while protecting personal information.

Exempt compensation is targeted at approximately the 50th percentile (median) of the core BC post-secondary and public sector comparator groups. The College's core comparator group includes similar post-secondary and other public sector organizations in British Columbia. When considering other public sector organizations, emphasis will be given to those within the BC Public Service. A secondary comparator group may be used in certain circumstances. The relative scope, responsibilities, and complexities of jobs are considered to ensure compensation levels are fair and equitable. Market competitiveness is balanced with internal equity to ensure that the relative internal value of the work is fairly recognized.

The compensation program is fiscally responsible and ensures that costs are affordable and sustainable over time.

**Total Compensation:**

The College's Total compensation program includes four main elements:

1. Compensation - fair and equitable compensation based on the scope and breadth of job responsibilities and the education, experience and competencies the employee brings to the position.
2. Benefits - pension and group benefit programs for the well-being of employees and their families.
3. Career Development - support for skill, professional and career development.
4. Work/Life Balance – paid/unpaid leave and other programs to help employees balance their work and personal demands, as well as community service roles.

Total compensation programs may be amended from time to time, as determined by the College, and as approved by the Government. For the purposes of this report, total compensation includes: base salary, performance pay, pension, group insurance benefits and other perquisites (e.g. RRSP).

**Process:**

**President:** The President's performance management and compensation is the responsibility of the Presidential Review Committee under the leadership of the Board Chair. This Committee is led by the Board Chair and also includes the Chair and Vice-Chair of the Human Resource Committee. This Committee is responsible for conducting the President's annual performance evaluation, establishing goals for the coming year and making recommendations to the full Board on any changes to the compensation.

The annual process involves (1) annual performance evaluation (performance on previous year's goals, including self-assessment by President, survey of Board members and assessment by Committee), (2) establishment of new goals for forthcoming years including actions, performance measures, targets and constraints and discussion of any changes to compensation package, and (3) the Sub-Committee produces a report on the evaluation, compensation recommendations and the draft President's goals for the upcoming year. Board considers and approves the recommendation(s).

**Vice-Presidents:** The President is responsible for the performance management of the Vice Presidents, which includes setting annual goals including measurements and targets.

Okanagan College has implemented a comprehensive performance management system for its entire Management Team. This system is based on the process described for the President.

**Relation of Goals to Compensation:** Compensation change is dependent on performance in meeting previous year's performance measures and targets, including AEST enrolment targets and institutional budget. The President's compensation level has been set according to the PSEA guidelines.

**Performance Pay:** Performance increases were provided for the 2019/2020 year that are in alignment with the Provincial Excluded Compensation Framework.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gloria Morgan', written in a cursive style.

Gloria Morgan  
Chair, Board of Governors

Attached: 2019-20 Compensation Table

Okanagan College

Summary Compensation Table at 2020

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2019/2020 Total Compensation	Previous Two Years Totals Total Compensation	
							2018/2019	2017/2018
James Hamilton, President	\$ 203,754	-	\$ 10,313	\$ 20,191	\$ 14,772	\$ 249,030	\$ 239,182	\$ 229,198
Allan D Coyle, Interim Vice President, Students	\$ 154,292	-	\$ 10,759	\$ 15,954	\$ 47	\$ 181,052		
Andrew Hay, Provost & Vice President, Academic	\$ 170,075	-	\$ 11,070	\$ 17,586	\$ 6,093	\$ 204,824	\$ 182,975	\$ 182,419
Curtis Morcom, Vice President, Employee & Corporate Services	\$ 177,687	-	\$ 9,983	\$ 18,373	\$ 6,093	\$ 212,136	\$ 129,838	

**Summary Other Compensation Table at 2020**

<b>Name and Position</b>	<b>All Other Compensation</b>	<b>Severance</b>	<b>Vacation Payout</b>	<b>Paid Leave</b>	<b>Vehicle / Transportation Allowance</b>	<b>Perquisites / Other Allowances</b>	<b>Other</b>
James Hamilton, President	\$ 14,772	-	-	-	\$ 7,054	-	\$ 7,718
Allan D Coyle, Interim Vice President, Students	\$ 47	-	-	-	-	-	\$ 47
Andrew Hay, Provost & Vice President, Academic	\$ 6,093	-	-	-	\$ 6,046	-	\$ 47
Curtis Morcom, Vice President, Employee & Corporate Services	\$ 6,093	-	-	-	\$ 6,046	-	\$ 47

**Notes**

James Hamilton, President	<b>General Note:</b> The President's compensation plan includes a 25% (of base salary) amount to cover benefits. This includes the standard Employer provided benefits (Health, Dental, Pension etc). In addition, the President may choose how he wishes to use or allocate the remaining unused portion of the 25% of benefits in lieu (for example, donations, RRSP contributions, Gym Memberships, Health Care Spending Account etc). Any portion of the 25% benefits that is not allocated/spent is retained by the College for future use or paid out to the President upon request. The payout or other options are considered taxable earnings. <b>Other Note:</b> EI Rebate \$47; Benefits \$7,671 - distributed as \$4,000 to Health Care Spending Account and \$3,671 to Donations
Allan D Coyle, Interim Vice President, Students	<b>General Note:</b> Allan Coyle was hired as the Interim VP, Students on April 15, 2019. Prior to this he was the Director, Public Affairs. The earnings for his Director position are included above. His Annualized Base Salary as of April 14, 2019 was \$136,680. His YTD earnings on this position were \$5,014. Also included above is a \$3,894 retro pay for his performance based increase on his Director position (eff Sep 1/18). <b>Other Note:</b> EI Rebate
Andrew Hay, Provost & Vice President, Academic	<b>General Note:</b> Andrew Hay held the position of VP, Education until February 2, 2020. Moved to Provost & VP Academic role February 3, 2020. He was placed at 90% of control point for this position. Two performance based increases were Sep 1/18 for 3% (processed May 2019) and Jul 1/19 for 5% (processed Feb 2020). <b>Other Note:</b> \$47 EI Rebate
Curtis Morcom, Vice President, Employee & Corporate Services	<b>General Note:</b> The prior year reporting was for a partial year only (Aug 20, 2018 to Mar 31, 2019). The difference in salary is not an increase, but rather due to the full year compared to a partial year. <b>Other Note:</b> EI Rebate