



SFU

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May 21, 2020

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 2019-2020 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 2019-2020 (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,

Christopher W. Lewis
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

Policy Authority: President and Vice Chancellor

Associated Procedure(s): Performance Reviews and Salary Advancement for Executive Officers

1.0 PRINCIPLES

1.1 The guiding principles of the compensation program for Executive Officers of Simon Fraser University are as follows:

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

1.1.2 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.

1.1.3 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.

2.0 PURPOSE

2.1 The purpose of this policy is to establish the guidelines governing compensation for Executive Officers.

3.0 SCOPE

3.1 This policy applies to the Executive Officer positions as defined in this policy.

4.0 DEFINITIONS

4.1 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.

4.2 Executive Officer

means the President and Vice-Chancellor, the Vice-Presidents, Associate Vice-Presidents, Deans, University Secretary and General Counsel.

5.0 POLICY

5.1 Relationship to Performance

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

5.2 Compliance with Legal Obligations

- 5.2.1 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.

5.3 Compensation on Termination

- 5.3.1 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.
- 5.3.2 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.

5.4 Conflict of Interest

- 5.4.1 Consistent with Policy GP 37 *Conflict of Interest*, compensation decisions are made free of conflict of interest.

5.5 Full Disclosure

- 5.5.1 Simon Fraser University makes regular and full public disclosure of the compensation of each Executive Officer.

5.6 Business Expenses

- 5.6.1 Business expenses are governed by the Administrative policy for travel and business expenses (AD 3.02 Travel and Business Expenses).

6.0 ROLES AND RESPONSIBILITIES

6.1 Approval of Compensation for Executive Officers

- 6.1.1 Compensation for Executive Officers is based on the preceding guidelines and is recommended for approval by the President and Vice Chancellor to the Executive and Compensation Committee of the Board of Governors. Final approval rests with the Board of Governors.

7.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

- 7.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

7.1.1 *University Act*;

7.1.2 *Employment Standards Act*;

- 7.1.3 *Human Rights Act;*
- 7.1.4 *Public Sector Employers Act;*
- 7.1.5 *Employment Termination Standards Regulations;*
- 7.1.6 *Conflict of Interest (GP 37);*
- 7.1.7 *Travel and Business Expenses (AD 3.02); and*
- 7.1.8 *Executive Officer employment contracts.*

8.0 POLICY REVIEW

- 8.1 This policy will be reviewed at least every three years.

9.0 AUTHORITY

- 9.1 This policy is administered under the authority of the President and Vice Chancellor.

10.0 INTERPRETATION

- 10.1 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.

11.0 ASSOCIATED PROCEDURES

- 11.1 The procedure for this policy is:
 - 11.1.1 [Performance Reviews and Salary Advancement for Executive Officers.](#)

Part III: Executive Compensation Disclosure Report - Contacts

Contact Persons

Sandi de Domenico	Associate Vice-President, Human Resources	778-782-3602
Kristin Linklater	Executive Director, Communications & Marketing	604-761-6367

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
Andrew Petter, President	\$ 332,665	\$ 33,000	\$ 8,807	\$ 32,847	\$ 36,531	\$ 443,850	\$ 439,910	\$ 439,460
Joanne Curry, VP, External Relations	\$ 251,256	-	\$ 9,567	\$ 49,427	\$ 8,913	\$ 319,163	\$ 303,221	\$ 306,509
Jonathan Driver, VP Academic & Provost	\$ 164,205	-	\$ 6,254	\$ 16,179	-	\$ 186,638		
Joy Johnson, VP Research	\$ 264,394	-	\$ 9,798	\$ 26,020	\$ 7,027	\$ 307,239	\$ 305,534	\$ 303,682
Peter Keller, VP Academic and Provost	\$ 120,417	-	\$ 2,466	\$ 11,864	\$ 5,379	\$ 140,126	\$ 336,046	\$ 329,164
Martin Pochurko, VP, Financial & Administration	\$ 261,624	-	\$ 9,507	\$ 52,227	\$ 19,457	\$ 342,815	\$ 328,784	\$ 318,918

Summary Other Compensation Table at 2020

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Andrew Petter, President	\$ 36,531	-	-	-	\$ 7,175	\$ 26,510	\$ 2,846
Joanne Curry, VP, External Relations	\$ 8,913	-	\$ 1,900	-	\$ 7,013	-	-
Jonathan Driver, VP Academic & Provost	-	-	-	-	-	-	-
Joy Johnson, VP Research	\$ 7,027	-	-	-	\$ 7,027	-	-
Peter Keller, VP Academic and Provost	\$ 5,379	-	-	-	\$ 2,977	-	\$ 2,402
Martin Pochurko, VP, Financial & Administration	\$ 19,457	-	\$ 9,110	-	\$ 7,013	\$ 3,334	-

Notes

Andrew Petter, President	General Note: Presidential holdbacks in policy have been eliminated going forward. Perquisite/Other Allowance Note: On campus presidential residence Other Note: Professional fees
Joanne Curry, VP, External Relations	General Note: Actual SRP (Supplementary Retirement Plan) amounts (\$17,900) for FY2020 were obtained from Morneau Shepell and included in the overall pension contribution for FY2020. In FY2019, the overall pension contribution was only calculated using a percentage amount.
Jonathan Driver, VP Academic & Provost	General Note: Undisclosed in FY2019 as employee was on Admin Leave from September 1, 2016 and then returned to Faculty position on September 1, 2018.
Joy Johnson, VP Research	General Note: No annual increase was paid in FY2020. A retroactive 2% increase effective September 1, 2019 was paid outside the current fiscal period.
Peter Keller, VP Academic and Provost	General Note: Left VP Academic and Provost position on August 31, 2019 Other Note: Mortgage Subsidy
Martin Pochurko, VP, Financial & Administration	General Note: Actual SRP (Supplementary Retirement Plan) amounts (\$20,700) for FY2020 were obtained from Morneau Shepell and included in the overall pension contribution for FY2020. In FY2019, the overall pension contribution was only calculated using a percentage amount. Perquisite/Other Allowance Note: Tuition Waiver