



## TERMS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT EMPLOYEES

The principal Terms and Conditions of Employment for Exempt employees (“Terms and Conditions”) so designated by the College are set out in this document.

### SCOPE

These Terms and Conditions (i.e., as revised as of February 1, 2022) replace any and all prior Terms and Conditions in regard to all employees hired by the College as Exempt employees.

In the event of a conflict between these Terms and Conditions and College policies, the provisions of the Terms and Conditions shall apply. Substantive changes to the Terms and Conditions shall only be implemented after appropriate approvals are obtained.

It is the College’s intention to provide parity, wherever possible, with the Terms and Conditions to those employees within the College’s bargaining units. Where not expressly detailed in these Terms and Conditions, clarification will be sought through Human Resources.

### CONFIDENTIALITY

Exempt employees must not reveal or divulge confidential information received during the course of their employment.

### STANDARDS OF CONDUCT

All Exempt employees shall conduct themselves in full accordance with Camosun’s Standards of Conduct policy.

### COMPENSATION AND JOB CLASSIFICATION

Total Compensation Philosophy

The [Total Compensation Philosophy](#) outlines the College’s compensation program which is intended to assist in recruiting, motivating and retaining a qualified management and exempt group, by providing tangible rewards to enable the College to attain its corporate goals and objectives. The College’s compensation objectives are:

- x to attract competent and capable management and exempt staff that share a passion for education;
- x to assist in retaining the services of a high-quality management and



determine salary progression, including the amount of a potential salary increase. Employees may be eligible for a salary increase (11.3 (be)) JTJ -21.6 (y)-2 (ET Q q 70.08 24.84 246 24.12 re W n BT /TT11.

normally assume the full responsibilities of the job -- and takes on the substantive duties of the position, they shall be paid a minimum of 15% more than their current rate of pay, not to exceed the control point of the acting position's pay band. Requests for acting pay are made in conjunction with the employee's Dean or Director and the ED of HR. If the acting employee is a member of a union or association, any applicable collective agreement language must be honoured and they shall not actively participate in union activities or meetings during that time.

Occasionally, an Exempt employee may be required to temporarily assume the substantive duties of  
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## LEAVES

### Paid Holidays and Vacation Leave Entitlement

Upon hire, continuing exempt employees shall be entitled to paid holidays as follows:

- x New Year's Day
- x Family Day
- x Good Friday
- x Easter Monday,
- x Victoria Day
- x Canada Day
- x British Columbia Day
- x Labour Day
- x National Day for Truth and Reconciliation
- x Thanksgiving Day
- x Remembrance Day
- x Christmas Day
- x Boxing Day
- x Any other holiday proclaimed as a holiday by the Federal or Provincial Governments,

and an initial allocation of twenty-five (25) days annual vacation. Additional vacation days will be accrued for continuing exempt employees at a rate of two days for each year of service up to a maximum of thirty-seven (37) days total.

The above allocations will be pro-rated for continuing, part-time exempt employees.

Continuing exempt employees are also granted three (3) vacation days (equivalent to 21 hours for continuing, full-time exempt employees and prorated for continuing, part-time exempt employees) to be taken during Camosun's annual holiday closure between Christmas Day and New Year's Day. These days are given in addition to the vacation provisions and accrual process described above. These three days (21 hours) cannot be banked, rescheduled or carried forward into the following calendar year.

Vacation periods will be scheduled at a mutually agreeable time between the employee and the College.

Term Employees - in lieu of health and other benefits (including vacation and sick leave benefits), term employees shall receive an additional 16.8 percent of their basic pay to be paid bi-weekly. Term employees are entitled to payment for statutory holidays as set out in the Employment Standards Act.

### Vacation Carry Over

With the approval of the employee's supervisor, an Exempt employee may carry over unused vacation entitlement, normally not to exceed a maximum of 15 days. Carry over w-6.6 (h-2 ( not822 (s)8.3of)4..9 (y)h(onal)





## Public Office

Employees may seek election to municipal and school board offices, provided there is no conflict of interest and the duties of the office do not adversely affect the performance of the exempt employee at the College.

There are no restrictions on exempt employees engaging in political activities on their own time as campaign workers.

If nominated as a candidate for election, a continuing exempt employee shall be granted leave without pay to engage in the election campaign. If not elected, the exempt employee shall be allowed to return to their position at the College. If elected, the employee shall be granted, upon written request, leave of absence without pay to a maximum of five (5) years.

## Leave of Absence Without Pay (Short Term)

Short term leave of absence without pay of up to 10 working days may be approved by the Exempt employee's direct supervisor.

## Leave of Absence Without Pay (Long Term)

Long term leaves without pay may be approved by the employee's immediate supervisor, in consultation with the Executive Director HR, and in accordance with the following:

- a) Such leave shall not normally exceed 12 months and only one such leave every five years may be granted;
- b) The leave shall benefit the College as well as the employee, and shall not normally be granted to an employee to seek or engage in outside employment unless part of an exchange program;
- c) The employee will be responsible for full payment of both the employee and employer shares of all benefit plans;
- d) An employee's anniversary date shall be adjusted by the period of leave and any entitlements contingent thereon shall be adjusted accordingly;
- e) Employees shall not accrue vacation or sick leave benefits while on leave;
- f) All accrued vacation time must be used prior to the start of the leave.

## Deferred Salary Leave

Exempt continuing employees may participate in the College's deferred salary leave plan. To take advantage of the Deferred Salary Leave, eligible employees must first submit a completed written application to the Executive Director, Human Resources, at least two months prior to the commencement of the leave. Further details are available from the Human Resources office.



SUPPLEMENTAL EMPLOYMENT BENEFIT (“SEB”) WHILE ON MATERNITY AND/OR PARENTAL LEAVE

When on maternity or parental leave as defined by the Employment Standards Act, a continuing exempt employee, or a term exempt employee who also holds a continuing position within one of the College’s bargaining units, may receive a supplemental payment added to Employment Insurance benefits as follows:

- (a) For the first week of leave, an employee shall receive one hundred percent (100%) of their salary calculated on their average base salary.
- (b) For a maximum of fifteen (15) additional weeks of maternity leave, the employee shall receive an amount equal to the difference between the Employment Insurance benefits and ninety-five percent (95%) of their salary calculated on their average base salary.
- (c) For up to a maximum of thirty-five (35) weeks of parental leave, the biological, adoptive or legally recognized parent shall receive an amount equal to the difference between the Employment Insurance Standard Parental EI Benefits and eighty-five percent (85%) of the employee’s salary calculated on their average base salary.
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In the event the PD activity is cancelled or the exempt employee withdraws and they have already been reimbursed for all or a portion of the associated costs, they must notify the College immediately and will be required to repay the College for any such reimbursements.

Funding requests are to be made to the Exempt PD Committee and will be assessed based on the overall health of the PD Fund, and on how the request meets personal or professional development goals.

Since longer term PD activities can span multiple years, funding applications are required for each year that funding is requested as funding granted in one year does not automatically guarantee any subsequent levels of support. As such, employees should enter into long term PD activities with the expectation that they might be required to personally absorb a portion of their PD costs. Access to the \$5000 per year maximum is based on a first come, first served basis and as such, there are no personal spending envelopes which would allow an employee to carry any unused portion of the \$5000 forward into the next fiscal year.

### 3. Short-term Professional Leave

After being at the College for a minimum of two years, a member of the Exempt staff may apply for the equivalent of up to two month's paid leave every five years for planned short-term professional development. This leave may be taken in one two-month period or in a series of approved shorter leaves totaling up to two months.

Requests must be made in writing to the Exempt PD Committee through the Executive Director of Human Resources and should explicitly indicate:

- i) The length of the leave requested;
- ii) The purpose for the leave;
- iii) How the leave will benefit the employee, their School/Department, and the College as a whole;
- iv) Any contributions made by the applicant's home School/Department (i.e.: School/Department to cover partial cost of replacement)

In the event that there are more than three







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POST EMPLOYMENT RESTRICTIONS FOR SENIOR MANAGEMENT IN THE BC PUBLIC SECTOR

In accordance with the Provincial Government's direction, employees hired into senior management positions (applies only to Presidents, Vice Presidents, and Associate Vice- Presidents) within a Public Sector Institution must abide by the BC Public Service post- employment restrictions.

The following are conditions of your employment with Camosun College: y 0.209 0.004 Tw 0.2 n9h7.0rh a Pa

- (e) the degree to which the new employer might gain unfair commercial advantage by hiring you;
- (f) the authority and influence you possessed while employed by the government;
- (g) the disposition of other cases.



8. ~~Personal~~ ~~College~~ will adhere to Federal guidelines when determining if a professional or personal development activity is in the best interest of the College. (e.16.013 (J 0 -0Re ( )Tj f(y9TJ 00.022 Tc 0.003 T>>B

