

# POLICY AND PROCEDURES MANUAL

## 9.1.1 PRESIDENT

### Policy

To establish and maintain appropriate benefits and compensation for the President, and to facilitate a positive transition into the role of President.

### Procedure

1. **Transition:** In those years in which a non-incumbent President is elected, the President elect will work together with the outgoing President, on a full-time basis, for a six-week period between the date that the election results are announced and September 01, in order to accomplish a smooth handover of duties.
2. **Salary:** All changes to the President's base salary are tied to the general and equity increases set forth in the PCA. Effective the first pay period after April 01, 2020, the President's base salary will be \$190,465.50.
3. **Place of Work:** The BCNU Provincial Office and any other location deemed necessary.
4. **Automobile Transportation:**
  - (a) The President will be entitled to receive a salary differential of eight thousand four hundred and twenty dollars (\$8,420) per year, payable each pay period (\$323.85), which will be treated as pensionable income.
  - (b) Salary differential shall not form any part of the salary calculation except for pension purposes. For the purpose of pension calculation, the salary differential shall be added to the base rate as set out in (2) above.
  - (c) A President receiving the salary differential and who is required to use their own car on Union business shall receive an allowance per kilometre equivalent to the current CRA mileage allowance.
  - (d) The BCNU will only cover the cost of a rental vehicle and associated costs to conduct Union business when the President is working away from their principal or secondary residence.
5. **Insurance (and Other) Plans:** The President will be enrolled in the following insurance (and other) plans:
  - (a) The applicable pension plan from self-paid contributions and from those paid by BCNU;
  - (b) The EFAP, with costs paid by BCNU;
  - (c) LTD, with premiums paid by BCNU;
  - (d) The extended health plan, with premiums paid by BCNU;
  - (e) The dental plan, with premiums paid by BCNU; and
  - (f) The travel insurance plan, with premiums paid by BCNU.
6. **Vacation:** The President will be entitled to the minimum six (6) weeks of vacation leave accrual, or as per entitlement under the appropriate Collective Agreement, whichever is higher. The expectation is that the President takes their vacation. If this vacation time is unused, it will be paid out at the end of the year.
7. **Sick Leave Provisions:** The President will be entitled to up to six (6) months of sick leave for valid medical reasons.
8. **Notification:** The President will notify the Vice President if any leave is expected to last one (1) week or more.
9. **Education:** The President will be entitled to take up to ten (10) paid days, and tuition costs of up to \$20,000, per calendar year, with no carry-over year to year, to attend an educational program of the

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President's choosing, provided that it is directly relevant to the President's position at BCNU. The Human Resources Committee will approve prior to any claim being made.

10. **Meal Allowance:** Whenever the President is required to be away from their place of regular work on BCNU business, they should be entitled to be reimbursed for meals and incidental expenses in accordance with BCNU policy. No other meal expenses will be claimed. No meal allowance or incidental will be claimed except if on BCNU business, as per Policy 9.3.8.
11. **Exit Strategy:**
  - (a) Should the President leave the position and be assessed as requiring retraining or recertification in order to return to their workplace, every effort will be made to have the employer, as they are defined in the letters of BCNU Leave (i.e. the health authority), cover their appropriate collective agreement provisions while they are receiving education or recertifying. When this is not achievable with the employer, BCNU will pay their wages for the necessary period. BCNU will provide reasonable funding to assist the President in a successful return to their workplace. If they do not wish to return to their previous work, they may be provided with the assistance of a recruitment agency to help with career opportunities.
  - (b) Should the President retire or leave the position with five (5) or more years in office, at or beyond age sixty (60), the President will be reimbursed for premiums for extended health and enhanced dental plan through the pension plan (currently the Municipal Retiree Benefit Trust), if available. The President who meets the above qualifications will also be insured, if possible, for \$10,000 under the group life insurance plan, at the expense of BCNU.
  - (c) These entire provisions under (a) and (b) above will cease to apply should the President become employed elsewhere subsequent to leaving the position.
  - (d) The President agrees to pay full restitution to BCNU for the entire provisions under (a) and (b) above resulting from any failure to notify BCNU of (c) above.
12. **Overtime:** The President will be entitled to receive an annual allowance of \$20,000 payable in bi- weekly installments in recognition of the extra hours that are required for the role.
13. **Trips Home:** If the President's principal residence is outside of the lower mainland, the President will be entitled to reimbursement for one return trip, every week, to the President's principal residence, in accordance with the BCNU's travel policies.
14. **Severance Allowance Entitlement:** The President will be paid a severance allowance of one (1) month of pay for every one (1) year of service (to BCNU) while in the office of the President. Additional severance may be negotiated depending on the President's age, years of service and employability.

## Policy Footnotes

<p><b>Section</b></p> <p><b>Sub-section</b></p> <p><b>Policy Number</b></p> <p><b>Council Approved</b></p> <p><b>Council Revised</b></p> <p><b>Delegated Authority</b></p> <p><b>Further reading</b></p>	<p>9 Finance</p> <p>9.1 Council Compensation</p> <p>9.1.1</p> <p>21-01-11</p> <p>07-03-23</p> <p>05-09-23</p>
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