

## 5.1.23 Provincial Executive Benefits and Compensation

### 5.1.23.1 President

Section	Effective Date (dd-mm-yy)	Revision Date (dd-mm-yy)	Date Approved (dd-mm-yy)	Page	Applicability	Subject
5.1.23.1	08-11-93	20-01-17	21-01-11	1 of 1	<input checked="" type="checkbox"/> BCNU Members <input type="checkbox"/> Employees / Staff	President
<b>Policy</b>	To establish and maintain appropriate benefits and compensation for the President, and to facilitate a positive transition into the role of President.					
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. <b>Transition:</b> 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 1<sup>st</sup>, in order to accomplish a smooth handover of duties.</li> <li>2. <b>Salary:</b> Effective the first pay period after April 01, 2016, the President's base salary shall be \$173,335.01. The first pay period After April 01, 2016, changes to the President's base salary shall be tied to the general and equity increases set forth in the <a href="#">PCA</a>. It is the intent that the President's salary shall be the highest in BCNU.</li> <li>3. <b>Place of Work:</b> The BCNU Provincial Office.</li> <li>4. <b>Car Allowance:</b> The President shall be entitled to receive a car allowance of \$700 per month (\$8,400) per year. This allowance is to cover the costs of all repairs, routine maintenance, insurance, deductible, tires, cleaning, and detailing for the vehicle. No other maintenance expense will be reimbursed. The President will be reimbursed for gas with receipts excluding vacation periods.</li> <li>5. <b>Insurance (and Other) Plans:</b> The President shall be enrolled in the following insurance (and other) plans:                         <ol style="list-style-type: none"> <li>a. The pension plan provided under the Municipal Pension Act, from self-paid contributions and from those paid by BCNU,</li> <li>b. The EFAP, with costs paid by BCNU,</li> <li>c. LTD, with premiums paid by BCNU,</li> <li>d. MSP, with premiums paid by BCNU,</li> <li>e. The extended health plan, with premiums paid by BCNU,</li> <li>f. The dental plan, with premiums paid by BCNU, and</li> <li>g. The travel insurance plan, with premiums paid by BCNU.</li> </ol> </li> <li>6. <b>Vacation:</b> The President shall be entitled to the minimum six (6) weeks of vacation leave accrual, or as per entitlement under the appropriate Collective Agreement, whichever is higher. If this vacation time is unused, it shall be paid out at the end of the year.</li> <li>7. <b>Sick Leave Provisions:</b> The President shall be entitled to up to six (6) months of sick leave for valid medical reasons.</li> <li>8. <b>Education:</b> The President shall be entitled to take up to ten (10) paid days, and tuition costs of up to \$20,000.00, per calendar year, with no carry-over year to year, to attend an educational program of the President's choosing, provided that it is directly relevant to the President's position at BCNU. <b>Note:</b> <i>the Personnel Committee shall be informed of any such claim.</i></li> <li>9. <b>Exit Strategy:</b> <ol style="list-style-type: none"> <li>a. Should the President leave the position and is assessed as requiring retraining or recertification in order to return to their workplace, every effort shall be made to have the Employer – as they are defined in the letters of union 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 member 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.</li> <li>b. Should the President retire or leave the position at or beyond age sixty (60), the President shall continue to be insured at BCNU's expense under the medical, extended health, and dental plans. The President who meets the above qualifications shall also be insured, if possible, for \$10,000 under the group life insurance plan, at the expense of BCNU. If possible, the President may purchase optional group life insurance for herself/himself and/or for her/his spouses. BCNU shall not incur any costs at any time as a result of the President exercising this option.</li> <li>c. These entire provisions under (a) above shall cease to apply should the President become employed elsewhere subsequent to the retirement.</li> </ol> </li> <li>10. <b>Overtime:</b> The President shall be entitled to receive an annual allowance of \$20,000.00 payable in bi-weekly installments in recognition of the extra hours that are required for the role.</li> <li>11. <b>Trips Home:</b> If the President's principle residence is outside of the lower mainland, the President shall be entitled to reimbursement for one return trip, every week.</li> <li>12. <b>Severance Allowance Entitlement:</b> The President shall 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.</li> </ol>					

## 5.1.23.2 President's Relocation Allowance

Section	Effective Date (dd-mm-yy)	Revision Date (dd-mm-yy)	Date Approved (dd-mm-yy)	Page	Applicability	Subject
5.1.23.2	18-10-11	11-06-14	25-10-11	1 of 1	<input checked="" type="checkbox"/> BCNU Members <input type="checkbox"/> Employees / Staff	President's Relocation Allowance
<b>Policy</b>	<p>To provide all BCNU Members, regardless of their place of residence, with an equal opportunity to run for President. BCNU may offer to any President elect whose residence is located outside of a reasonable commuting distance to the Provincial Office certain allowances and reimbursements for reasonable relocation expenses associated with 1) moving into the lower mainland at the commencement of their term, and 2) returning to their original / former residence at the completion of their term.</p> <p>If the President elect relocates their principal residence to the lower mainland, the following expenses may be reimbursed at both the commencement and completion of their term:</p> <ol style="list-style-type: none"> <li><b>Initial Trip to Seek New Accommodations:</b> Reimbursement of meals and accommodations for up to five (5) days, plus return economy airfare, for President and spouse.</li> <li><b>Relocation:</b> Reimbursement of economy airfare for President, spouse and Dependents, plus up to seven (7) days interim accommodations and meals.</li> <li><b>Moving of Household Effects &amp; Chattels:</b> Reimbursement of the cost of moving household effects and chattels using a commercial moving company, including the following:             <ol style="list-style-type: none"> <li>Packing / crating / mailing / shipping of household goods,</li> <li>Household insurance while moving,</li> <li>Rental moving truck / van,</li> <li>In-transit storage for a maximum of two months, and</li> <li>Shipment of one car.</li> </ol> </li> </ol> <p>In order to qualify for any given allowance or reimbursement from the list above, the following criteria must be met:</p> <ol style="list-style-type: none"> <li>Three quotes must be obtained, and the lowest quote must be accepted unless adequate justification can be made for selecting a higher quote.</li> <li>The President and Personnel Committee must sign a relocation &amp; moving expenses agreement in advance of the President incurring any such expenses. The agreement must address all reimbursable expenses, including those discussed above. Any reasonable expenses above and beyond those discussed above are negotiable. The final version of this agreement requires approval by Council.</li> <li>In all cases, the most cost-effective method must be used, as determined by the Finance Committee.</li> <li>Expenses must be supported by official receipts (where applicable), and submitted to the Finance Manager and copied to the Provincial Treasurer, no later than sixty (60) days subsequent to the completion of the move.</li> </ol>					
<b>Procedure</b>	<ol style="list-style-type: none"> <li>If the President elect does not relocate their principal residence to the lower mainland, the following expenses may be reimbursed throughout their term:             <ol style="list-style-type: none"> <li><b>Housing Allowance:</b> The President shall be assigned to a furnished BCNU condominium as a secondary residence throughout their term. If the BCNU condominium is not suitable as such, a monthly housing allowance of up to \$2,000.00 may instead be claimed for reimbursement. Suitability is to be mutually determined by the Personnel Committee and the President.</li> </ol> </li> </ol>					

### 5.1.23.3 Executive Committee

Section	Effective Date (dd-mm-yy)	Revision Date (dd-mm-yy)	Date Approved (dd-mm-yy)	Page	Applicability	Subject
5.1.23.3	01-04-10	20-01-17	01-04-10	1 of 1	<input checked="" type="checkbox"/> BCNU Members <input type="checkbox"/> Employees / Staff	Executive Committee
<b>Policy</b>	To establish and maintain appropriate benefits and compensation for the Provincial Executives.					
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. <b>Salary:</b> Effective the first pay period after April 01, 2016                             <ul style="list-style-type: none"> <li>) The Vice-President shall be paid at \$128,739.</li> <li>) The Treasurer shall be paid at \$120,705.</li> <li>) The two Executive members at large shall be paid at \$113,587.50.</li> <li>) The base salary shall be tied to the general and equity increases set forth in the PCA.</li> </ul> </li> <li>2. <b>Place of Regular Work:</b> The BCNU Burnaby Office, Kelowna Office, Victoria Office and any other location deemed necessary.</li> <li>3. <b>Insurance (and Other) Plans:</b> The Provincial Executives shall be enrolled in the following insurance (and other) plans as indicated in the PCA and paid by BCNU: the travel insurance plan, with premiums paid by BCNU.</li> <li>4. <b>Vacation:</b> The Provincial Executives shall be entitled under the appropriate Collective Agreement. There will be no backfill. Emergency calls will be managed by other Provincial Executives.</li> <li>5. <b>Sick Leave:</b> The Provincial Executives shall be entitled under the appropriate Collective Agreement. There will be no backfill. If a sick leave absence expected to last longer than three months, a replacement will be recommended by the Executive Committee and appointed by Council.</li> <li>6. <b>Education:</b> Each Provincial Executive will be provided with a spending account of no more than \$2000 per calendar year, with no carry over year to year; to facilitate personal growth and leadership development within BCNU.</li> <li>7. <b>Exit Strategy:</b> <ul style="list-style-type: none"> <li>) When a Provincial Executive has been in the position and is assessed as requiring education or recertification in order to return to the nursing workplace, every effort will be made to have the Employers, as they are defined in the Letters of Union 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 the member's wages for the necessary period. BCNU will provide reasonable funding to assist the member in a successful return to their workplace.</li> </ul> </li> <li>8. <b>Annual Stipend:</b> Each Provincial Executive will receive an annual stipend of \$8,000 for travel time, car expenses beyond the mileage paid and home office expenses incurred in managing the Union's affairs from their homes and extra hours worked.</li> <li>9. <b>Meal Allowance:</b> Should any of the Executives' residence be outside of the lower mainland, those Executives assigned to a BCNU condo shall be entitled to the "condo allowance" of \$25.00 per day. Whenever Executives are required to be away from their place of regular work on BCNU business they shall be entitled to be reimbursed for meals and incidental expenses under BCNU policy. No other meal expenses shall be claimed.</li> <li>10. <b>Travel Expenses:</b> <ul style="list-style-type: none"> <li>) Should the Executives' residence be outside of the lower mainland, the most cost effective mode of Travel Allowance will be determined by the Finance Committee with cost analysis by the Finance Department after the Executives elected into the position.</li> <li>) Whenever Executives are required to be away from their place of regular work on BCNU business, they shall be entitled to travel expenses as per BCNU Transportation Allowance policy.</li> </ul> </li> <li>11. <b>Accommodation:</b> Should the Provincial Executives reside outside a reasonable commuting distance from the Provincial Office, they may be provided shared accommodation at a BCNU condo. Where sharing is not an option or proves to be unsuccessful, the Personnel Committee will work with the affected Executive(s) to find a suitable solution.</li> <li>12. <b>Trips Home:</b> Should any of the Provincial Executives' residence be outside of the lower mainland, the Executives shall be provided one return trip every week (Method of travel to be established in conjunction with Provincial Treasurer).</li> </ol>					

### 5.1.23.4 Regional Chairs

Section	Effective Date (dd-mm-yy)	Revision Date (dd-mm-yy)	Date Approved (dd-mm-yy)	Page	Applicability	Subject
5.1.23.4	01-04-10	20-01-17	01-04-10	1 of 2	<input checked="" type="checkbox"/> BCNU Members <input type="checkbox"/> Employees / Staff	Regional Chairs
<b>Policy</b>	To establish and maintain appropriate benefits and compensation for the Regional Chairs.					
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. <b>Salary:</b> <ul style="list-style-type: none"> <li>) The Regional Chairs shall be paid at the full-time wage rate of a Nurse 4 - Level 9 of the Provincial Collective Agreement and accrue all benefits based on 1.0 FTE.</li> <li>) The base salary shall be tied to the general and equity increases set forth in the PCA.</li> </ul> </li> <li>2. <b>Insurance (and Other) Plans:</b> The Regional Chairs shall be enrolled in the travel insurance plan (and other) plans indicated in the PCA, with premiums paid by BCNU.</li> </ol> <p style="text-align: center;"><i>Cont'd...</i></p>					

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5.1.23.4	01-04-10	20-01-17	01-04-10	2 of 2	<input checked="" type="checkbox"/> BCNU Members <input type="checkbox"/> Employees / Staff	Regional Chairs
<b>Procedure</b>						<ol style="list-style-type: none"> <li>3. <b>Vacation:</b> The Regional Chairs shall be entitled as per the appropriate Collective Agreement. There will be no backfill in the region. Emergency calls will be managed by their regional executives.</li> <li>4. <b>Sick Leave:</b> The Regional Chairs shall be entitled as per the appropriate Collective Agreement. If a sick leave absence is expected to last longer than two weeks, an interim Regional Chair will be appointed by the affected regional executive team according to their regional bylaws and policies to backfill the Regional Chair. The temporary Chair will be placed on paid union leave.</li> <li>5. <b>Education:</b> Each Regional Chair will be provided with a spending account of no more than \$2000 per calendar year, with no carry over year to year; to facilitate Regional Chairs achieving and advancing their personal growth and leadership development within BCNU.</li> <li>6. <b>Exit Strategy:</b> When a Regional Chair is assessed as requiring education or recertification in order to return to the nursing workplace, every effort will be made to have the Employer, as they are defined in the Letters of Union Leave (i.e. the Health Authority), cover the wages while they are receiving education or recertifying. When this is not achievable with the Employer, BCNU will pay the Member's wages for the necessary period. BCNU will provide reasonable funding to assist the Member in a successful return to their workplace.</li> <li>7. <b>Annual Stipend:</b> Each Regional Chair will receive an annual stipend of \$8,000 for travel time, car expenses (beyond the mileage paid), and home office expenses incurred in managing the Region's affairs from their homes and extra hours worked.</li> <li>8. <b>Meal Expenses:</b> Each Regional Chair shall be entitled to meals as per BCNU policy.</li> <li>9. <b>Travel Expenses:</b> Each Regional Chair shall be entitled to travel expenses as per BCNU policy. Claims for mileage may be calculated from home.</li> </ol>