

# 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 1st, 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 shall be \$190,465.50.
3. **Place of Work:** The BCNU Provincial Office.
4. **Car Allowance:** 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. The BCNU will only cover the cost of a rental vehicle and associated costs when the President is working away from their principal or secondary residence.
5. **Insurance (and Other) Plans:** The President shall 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 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.
7. **Sick Leave Provisions:** The President shall be entitled to up to six (6) months of sick leave for valid medical reasons.
8. **Education:** 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 the President's position at BCNU. The Human Resources Committee shall approve prior to any claim being made.

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9. **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 shall be claimed. No meal allowance or incidental will be claimed except if on BCNU business, as per Policy 9.3.8 – Meal Allowances – Council Members
10. **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 shall 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 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 themselves and/or for their spouse. BCNU shall not incur any costs at any time as a result of the President exercising this option.
  - (c) These entire provisions under (a) and (b) ) above shall cease to apply should the President become employed elsewhere subsequent to leaving the position.
11. **Overtime:** 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.
12. **Trips Home:** If the President's principal residence is outside of the lower mainland, the President shall be entitled to reimbursement for one return trip, every week, in accordance with the BCNU's travel policies.
13. **Severance Allowance Entitlement:** 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.

## Policy Footnotes

<b>Section</b> <b>Sub-section</b> <b>Policy Number</b> <b>Council Approved</b> <b>Council Revised</b> <b>Further reading</b>	9 Finance 9.1 Council Compensation 9.1.1 21-01-11 17-06-20
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