



# CULTUS LAKE PARK

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## Corporate Policy

Section:	
Sub-Section:	
Title:	<b>MANAGEMENT COMPENSATION AND BENEFITS</b>

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### APPROVALS

Approval Date: February 15, 2017	Approved by: CLPB
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

## 1. PURPOSE

The Management Compensation and Benefits Policy sets out certain terms and conditions relating to compensation and the benefit entitlements for management exempt staff.

## 2. COMPENSATION

### 2.1 Annual Compensation Adjustments

- (a) Management salary ranges are to be increased by the percentage average of the annual change in the BC Consumer Price Index; and
- (b) Management staff salaries will be adjusted annually based on 2.1.(a). In addition, the Chief Administrative Officer may adjust a manager's salary based on their performance review and funding availability, which is to be conducted annually.

### 2.2 Overtime Compensation

The Employer recognizes that Senior Management may have to routinely work overtime. To compensate the employee for this overtime, the Chief Administrative Officer may approve up to an additional 10 extra days of vacation with pay annually. The Employee may take these ten (10) extra days as vacation, or may receive up to ten (10) days of payment at his/her current salary.

## 3. VACATION AND LEAVE ENTITLEMENT

### 3.1 Paid Statutory Holidays

All Employees are entitled to receive the following Statutory Holidays with pay:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	British Columbia Day	Christmas Day
Easter Monday	Labour Day	Boxing Day

And any other day declared under provincial legislation or federal legislation.

The Park office is closed between Christmas and the New Year. The Employee is required to use his/her vacation or overtime compensation for the three days.

### 3.2 Vacation Entitlement

Management staff shall be entitled to the following vacation:

- 1<sup>st</sup> to 3<sup>rd</sup> calendar years – 15 days (prorated for the 1<sup>st</sup> year)
- 4<sup>th</sup> to 9<sup>th</sup> calendar years – 20 days
- 10<sup>th</sup> to 19<sup>th</sup> calendar years – 25 days
- 20<sup>th</sup> calendar years and thereafter – 30 days

The CAO will have the flexibility to start a manager at an appropriate level based on their years of experience and will seek the approval of the Board for this adjustment.

Annual vacation shall be assigned with approval of the Chief Administrative Officer. All vacation leave must be taken during the year in which the vacation is owed. No payout of vacation leave entitlements.

(a) Vacation Entitlement Payments/Reimbursement at the Effective Date of the Employee's Termination:

Any earned, but unused, annual vacation entitlement, pro-rated as of the effective date of the Employee's termination of employment, will be paid by the Employer at the date of termination.

The Employee shall reimburse the Employer for any pro-rated annual entitlement which the Employee has used, but not yet earned, as the effective date of the Employee's termination of employment. The Employee agrees that the amount of such reimbursement is a credit obligation owing by the Employee to the Employer which the Employer can deduct from any payment owing by the Employer to the Employee at the effective date of the Employee's termination of employment.

### **3.3 Carry Forward**

Management staff may, with the prior approval of the Chief Administrative Officer carry forward up to a total of two weeks (10 days) of unused vacation or overtime compensation entitlement. At no time will an individual manager's unused vacation bank exceed 10 days, unless approved in writing by the Chief Administrative Officer.

### **3.4 Compassionate Leave**

Bereavement leave with pay is available for a period of five (5) working days in the case of death of an immediate family member or member of the spouse's family. In the event of the death of an extended family member (grandparent, grandchild, brother-in-law, sister-in-law, cousin, aunt or uncle) the Employee is entitled to three working days with pay.

### **3.5 Family Illness Leave**

Family Illness Leave may be granted to care for a sick child or spouse when no other person can provide for the needs of the sick individual. The entitlement shall be a maximum of three days per year, taken from the Employee's sick leave allotment.

### **3.6 Leave Without Pay**

The Employee may request in writing to Chief Administrative Officer a leave of absence without pay for up to one (1) year. If the leave is in excess of three weeks, the benefits shall continue only at the Employee's expense.

### **3.7 Maternity, Paternity, Adoption Leave**

For the purposes of maternity, paternity and adoption leave, the *Employment Standards Act* shall apply.

## **GROUP HEALTH AND WELFARE BENEFITS**

### **Benefits**

Management Exempt Employees are covered as outlined under the Cultus Lake Park Board Employees Booklet provided by the Insurance Provider as follows:

#### **4.0 Medical Plan**

Medical coverage, including coverage for immediate family members, shall be provided by the Employer through the Medical Services Plan at no direct cost to the Employee, to be effective the first day of the month following date of employment, or as permitted by Medical services Plan regulations. "Immediate family members" shall mean the incumbent's spouse and dependent children.

#### **4.1 Extended Health Benefits**

Extended Health Benefits, including coverage for immediate family members, shall be provided by the Employer, to be effective on the first day of employment. Extended Health Benefits shall be paid under a 100% co-insurance program, with a once per year \$25 deductible for singles, and with a total of \$50 per family to be paid by the Employee.

#### **4.2 Vision Care**

A Vision Care Plan is provided by the Employer covering the full purchase cost of corrective lenses, frames or contacts to a maximum payable amount of \$500 per person covered, every two (2) calendar years.

#### **4.3 Dental Plan**

A Dental Care Plan shall be provided by the Employer at no direct cost to the Employee, to be effective on the first day of employment. The Dental Care Plan coverage is to include the Employee and his or her immediate family members. The coverage is as follows:

Basic Services – 100% reimbursement (No annual dollar maximum).

Major Restorative Services (Crowns, Bridges, Partial and Full Dentures) – 50% reimbursement (\$1,500 calendar year maximum per insured person).

Orthodontic Services – 50% lifetime maximum of \$2,500 for each dependent child.

#### **4.4 Group Life Insurance**

Group Life Insurance shall be provided by the Employer at no direct cost to the Employee as provided by the Benefit Carrier on the first day of employment.

#### **4.5 Accidental Death and Dismemberment (AD & D)**

AD & D coverage shall be provided by the Employer at no direct cost to the Employee as provided by the Benefit Carrier on the first day of employment.

#### 4.6 Sick Leave

Employees shall earn 1.5 days per month of sick leave with full pay. A maximum of 135 days may be accumulated.

The purpose of the Employer's Sick Leave Plan is to provide a reasonable income during period of short term injury or illness (the "Disability") to eligible employees. Any disability payments received by the Employee from Worker's Compensation, the Canada Pension Plan, the Insurance Corporation of BC or any other Government plans with respect to such Disability will be deductible from the benefits payable under this Plan. Where the Employee commences an action or makes a claim against a third party for damages relating to a Disability for which the Employee was paid sick leave benefits:

- (a) The Employee shall include in the Employee's claim for wage loss equal to the sick leave benefits so paid or projected to be paid.
- (b) Where such claim is made to the Courts, the Employee or the Employee's representative shall request the judge to specify the amount of any award which is attributable to the wage loss claim. Where the Employee enters into a voluntary settlement with a third party, it shall specify the amount of the settlement which is attributable to the wage loss claim. Where the amount contemplated is less than the full sick leave benefits paid, the Employee shall first obtain the approval of the Employer, which shall not be unreasonably withheld.
- (c) The Employee shall reimburse the Employer to the extent such wage loss is recovered from a third party by way of Court Order or voluntary settlement.

Upon receipt of proof of payment by the Employee, the Employer shall reimburse the Employee for the legal fees spent by the Employee which were reasonably attributable to proving the wage loss claim.

- (d) Where wage loss is reimbursed to the Employee by an insuring agency, such as the Insurance Corporation of BC or the Worker's Compensation Board, then the Employee shall similarly pay the Employer the amount of the wage loss so received. Upon being reimbursed under this section 4.6, the Employer shall reinstate the Employee's sick leave with the number of equivalent sick days. The amount of the Employee's sick leave to be reinstated shall be based upon the amount reimbursed to the Employer, less the amount of any legal fees reimbursed by the Employer to the Employee.
- (e) Should the Employee not launch an action to recover lost wages, the Employer reserves the right to commence a subrogated action on behalf of the Employee. The Employee shall cooperate with the Employer.
- (f) Failure to comply with this section shall result in the Employee being obligated to pay back to the Employer the full amount of the sick leave benefits in respect of the disability.

**4.7 The Employee will pay 100% of the premium cost for the following benefits:**

**Short Term Disability**

As provided by the Benefit Carrier.

**Long Term Disability**

As provided by the Benefit Carrier.

**OTHER BENEFITS**

**5.0 Private Vehicle Allowance and Mileage**

The Cultus Lake Park Board provides vehicles for use by employees in the course of performing their job duties. Where a company vehicle is not available, the Employee is entitled to charge the Employer a rate per kilometer for using a personal vehicle on authorized Park business. This rate is to be established by the Cultus Lake Park Board.

**5.1 Professional Development**

The Employer recognizes that professional development for Employees is valuable to both the Employees and the Employer, and shall grant the following professional development benefits:

- (a) The Employer shall pay the membership fees in professional associations that are deemed relevant to the Employee's job.
- (b) The Employer shall pay the full cost for an Employee to attend conferences, subject to the approval of the Chief Administrative Officer.
- (c) The Employer shall pay the full cost, upon successful completion of the educational courses that are approved by the Chief Administrative Officer.