



## BOARD / OPERATIONAL

# Managers Terms of Employment G55

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### POLICY

The College recognizes the increased role, responsibilities and authority inherent in senior management positions. Out of scope managers will be governed as per the College's general policies, as well as specific policies, conditions and benefits afforded out of scope managers.

#### A. HOURS OF WORK

1. The "Standard" Work Week for the purposes of Classification and Pay for all management staff is 37.5 hours per week. All pay for staff working fewer hours than the standard workweek will be prorated.
2. Out-of-scope employees normally work un-designated hours and are never entitled to overtime compensation.
3. Any days of leave, with or without pay, shall count as seven and one-half hours per day for purposes of pay and benefits.
4. Out-of-scope employees may receive up to twelve (12) days per fiscal year as compensated time off (CTO's), if their position requires them to work excessive hours. Requests to use CTO's must have supervisor approval. These days are not cumulative and may not be carried forward to the next fiscal year.

#### B. VACATION LEAVE

1. Annual vacation leave will be based on the College fiscal year.
2. Vacation leave may be taken in part or in whole only after it is earned. However, vacation advances may be granted by the President (the Board of Governors as it relates to the President) in special circumstances. Requests to use vacation days must have supervisor approval.
3. Vacation entitlements shall be earned based on Schedule 1.
4. Part time management shall be paid vacation pay in lieu of earning vacation leave. However, an employee who works less than full-time and who works a regular number of hours per month, twelve months per year, may request vacation leave entitlement instead of vacation pay.

Management staff members are normally expected to use up all their vacation entitlements each fiscal year and will be allowed unused entitlements up to 10 days to be carried over to the next fiscal year without prior supervisory approval. If management staff wishes to carry over more than 10 days at June 30, they must receive approval in writing from the President (the Board if it pertains to the President).

Typically, the President (or Board as the case may be) will want to ensure a firm plan is in place that will see the carry over extinguished before the end of the fiscal year.

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5. Vacation leave entitlement will not be earned during leaves of absence without pay of ten working days or more during any calendar year.
6. An employee will not commence vacation leave without prior approval of his supervisor. Such approval will not be unreasonably withheld.

### **C. GENERAL LEAVE OF ABSENCE**

1. Providing satisfactory arrangements can be made for the performance of his/her work, a management employee may, for valid reason (e.g. travel, volunteer work, etc.), be granted a leave of absence without pay by the President/CEO. The President/CEO will advise the Board of absences exceeding 3 months.
2. All requests for a general Leave of Absence by the President shall be dealt with by the Board of Governors.
3. Requests for leave of absence will be addressed to the President. The employee's request for a General Leave of Absence and the College's response shall be in writing. Requests for leave of absence shall be submitted with as much notice as is reasonably possible. Depending on the length of time requested, the President or Board will approve/deny the request.
4. The details of the leave - job guarantee, return service, benefits etc. - will be decided by the College and will be part of the conditions of the approval of the request for a leave of absence.
5. Employees granted a leave of absence for periods longer than 6 months will normally forfeit their rights to their position however, the Board has the latitude to make exceptions.

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## D. BENEFITS

1. All eligible ongoing employees will participate in the cost shared Employee Group Insurance Plan arranged by the College. The Plan will contain the following benefits: Life Insurance, Accidental Death and Dismemberment, Long-term Disability Insurance and Supplementary Health Benefits. The College will provide employees with the information on the plans at the time of commencement of employment and as changes are made in the Plan.
2. All eligible ongoing employees will participate in an Employee Supplementary Health Benefit Plan arranged by the College.
3. To optimize the tax advantages to the staff, the college will pay the Life Insurance Premium and the staff member will pay the Long-Term Disability Premium and Dependent Life. Accidental Death & Dismemberment will be cost shared.
4. Eligible ongoing employees will participate in the “defined contribution” Pension Plan made available to employees by the College. The College will provide employees with the information on the plans at the time of commencement of employment and if and when changes to the Plan are made.
5. The College participates in the Saskatchewan Worker's Compensation Plan.

## SCHEDULE 1

Years of service	Annual Vacation Entitlement	Rate earned per month
From commencement of employment to end of year 7*	20 days' vacation	1 2/3 per month
Year eight to end of year 14	25 days' vacation	2 1/12 per month
Year 15 forward	30 days' vacation	2 ½ days per month

\*For the year of commencement, employees vacation entitlement will be prorated based on days worked versus full time. E.g.: If they work 6 ½ months, they will earn  $6 \frac{1}{2} / 12 \times 20$  days = 10.83 days' vacation entitlement.