



May 5, 2016

Christina Zacharuk  
CEO & President of Public Sector Employers' Council Secretariat  
2<sup>nd</sup> Floor, 880 Douglas St  
Victoria, B.C.  
V8W 2B7

Dear Ms. Zacharuk

**Subject: Attestation - Compensation Policy Compliance**

As the Chair of the Okanagan College Board of Governors, I can confirm that the Board is aware of the executive compensation paid in fiscal 2015/2016 and that Okanagan College is in compliance with:

- 1) The Okanagan College PSEC approved compensation plan; and,
- 2) The Management & Excluded Compensation Freeze Policy of September 2, 2012 requiring a freeze on all management and individual compensation.

Sincerely,

A handwritten signature in black ink that reads "Connie Denesiuk".

Connie Denesiuk  
Chair, Board of Governors



<b>Subject</b>	<b>CLASSIFICATION PROCEDURE – New Positions and Reclassifications – Exempt Employees</b>  (formerly titled “4.13 Classification Procedure – New Positions and Reclassifications – Administrative Staff”)	
<b>Procedure Section</b>	<b>1 Classification and Reclassification</b>	
<b>No.</b>	1.00	
<b>Exempt Employment Policy References</b>	Senior Managers	E.2.10 - B
	Administrative Staff	E.2.10 - B
	Excluded Support Staff	E.2.10 - B
<b>Collective Agreement References</b>	Not Applicable	
<b>Forms &amp; Other Reference Material</b>	<a href="#">Exempt Classification Process Checklist</a> Request for Appeal <a href="http://okanagan.bc.ca/Campus_and_Community/employees/Human_Resources/HR_Procedures.html">okanagan.bc.ca/Campus_and_Community/employees/Human_Resources/HR_Procedures.html</a>	
<b>Status of Approval</b>	DRAFT 1	27-Oct-2015 Margo Kendal

**PREAMBLE:**

Human Resources will evaluate exempt positions in accordance with the job evaluation system approved by the Compensation Review Committee (CRC). The CRC is comprised of the Vice-Presidents, the Director, Human Resources and the Manager, Personnel Services and Systems. Salaries for exempt positions are based on the nature of the position held as determined through the job evaluation process. Exempt compensation is targeted at approximately the 50th percentile (median) of the core BC post-secondary and public sector comparator groups. A secondary comparator group may be used in certain circumstances. The relative scope, responsibilities, and complexities of jobs are considered to ensure compensation levels are fair and equitable. Market competitiveness is balanced with internal equity to ensure that the relative internal value of the work is fairly recognized.

**PROCEDURE:**

**New Positions**

1. To initiate the evaluation of a new position, the Budget Manager, Immediate Supervisor and Human Resources Advisor shall prepare a completed position description for approval by the Manager, Personnel Services & Systems.
2. The completed and approved position description will be evaluated by the Manager, Personnel Services and Systems using the approved job evaluation system.
3. The Manager, Personnel Services and Systems will recommend the job evaluation placement and compensation outcome to the Compensation Review Committee (CRC) for approval.
4. The Manager, Personnel Services and Systems or designate will provide the results of the job evaluation to the Budget Manager indicating the appropriate salary placement.

## **Review of Existing Positions**

1. Where the duties of an exempt position have changed significantly, the Budget Manager, Immediate Supervisor, Exempt Employee and Human Resources Advisor will prepare a revised position description for approval by the Manager, Personnel Services & Systems.
2. The completed and approved position description will be evaluated by the Manager, Personnel Services and Systems using the approved job evaluation system.
3. The Manager, Personnel Services and Systems will recommend the job evaluation placement and compensation outcome to the Compensation Review Committee (CRC) for approval.
4. The Manager, Personnel Service and Systems or designate will provide the results of the position review to the Exempt Employee and the Budget Manager indicating the appropriate salary placement.
5. Any change in salary as a result of the position review will take effect on the date the finalized position description was received by the Manager, Personnel Services & Systems. In exceptional circumstances, Human Resources in consultation with the Budget Manager may recommend an alternative effective date to the CRC for approval.
6. Where the position review results in the position being down-graded, the incumbent's salary will be red-circled at his/her current rate. Exempt Employees whose salaries are red-circled will not be entitled to any wage increases until such time as the salary range for the position exceeds the Exempt Employee's red-circled salary. When the salary range exceeds the Exempt Employee's red-circled salary, the Exempt Employee will be placed on the step of the salary range nearest their red-circled salary that provides an increase.

## **Appeal Process**

1. Following receipt of the outcome of the job evaluation review results pursuant to section 11.5 above, the incumbent may appeal the outcome.
2. The incumbent must notify the Manager, Personnel Services and Systems in writing of their appeal of the results of the job evaluation review within ten (10) working days of receipt of the review outcome by:
  - a. completing the Okanagan College Exempt Position Appeal Form,
  - b. giving full and sufficient particulars in support of their appeal, and
  - c. obtaining the necessary approvals for their appeal from their Immediate Supervisor and Budget Manager.
3. The Manager, Personnel Services and Systems will forward all documentation to the CRC for consideration of all additional information provided.
4. The CRC will provide their recommendation on the appeal to the Manager, Personnel Services and Systems.
5. The Manager, Personnel Services and Systems or designate will provide the results of the appeal to the Exempt Employee and the Budget Manager indicating the appropriate salary placement.
6. The decision of the CRC is final.

## **Position Description**

The Position Description becomes the formal device for informing the Human Resources Division in factual, concise and unambiguous form about the responsibilities inherent in the position.

## **Position Title**

Human Resources and the Committee have the authority to recommend and approve position titles for the purpose of consistency.





