

Policy Name	EXECUTIVE & MANAGEMENT PERSONNEL		
Policy #	701	Category	HUMAN RESOURCES
Steward	Manager, HR	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	March 25, 2025

POLICY

The College recognizes that employees are fundamental to the organization's success. The college is committed to attracting and retaining qualified Executive and Management personnel to provide strategic and operational leadership to the organization.

This policy will outline the recruitment, compensation, benefits, and terms of employment for Executive and Management employees.

PRINCIPLES

1. The College will ensure that the recruitment and selection of Executive and Management is conducted in a professional, timely and responsive manner and in compliance with applicable legislation.
2. The College will adhere to the Regional Colleges Out-of-Scope Job Evaluation Plan to determine the level and subsequent pay grid for all Executive and Management positions.

SCOPE

This policy applies to all Executive and Management employees.

DEFINITIONS

Executive & Management

Employees excluded from the scope of the Collective Bargaining Agreement due to duties of their position being managerial in nature. These employees are compensated in accordance with the Out-of-Scope Salary Grids.

PROCEDURES

Appointment of Executive and Management Positions

1. The President shall be hired by the Board of Governors.
2. All other Executive and Management positions, other than the President, shall be hired by a selection committee identified by Human Resources.
3. Costs for candidates to attend final selection interviews may be considered and will be evaluated on a case-by-case basis.
4. Re-location costs may be considered and will be negotiated with the employee as approved by the President.

Probationary Period

1. The probationary period for all Executive and Management positions is one (1) year of full-time equivalency.
2. Mid-term and final probationary evaluations will be conducted by the immediate supervisor in accordance with the College's Performance Management policy.

Remuneration

1. All Executive and Management positions will be compensated in accordance with the Out-of-Scope salary grid.
2. The minimum standard of any benefits for Executive and Management employees will be no less than the benefits for unionized employees, as outlined in the current Collective Bargaining Agreement.
3. Executive and Management employees will be granted one increment annually, until the maximum step of the salary level is attained, provided they have worked a minimum of the equivalent 180 days.
4. Increments can be withheld due to unsatisfactory performance, at the discretion of the President.
5. The College will reimburse the cost of professional fees to the employee if membership in the association is a requirement of the position. In these cases, reimbursement will take place upon presentation of the receipt.

Hours of Work

1. Executive and Management personnel are expected to be on duty during such times as may be necessary to perform the duties and responsibilities and attend the meetings required. They are not bound by regular office hours; because of supervisory responsibilities, they will generally be at work during normal office hours.
2. Executive staff will be granted twelve (12) Management days off per fiscal year in lieu of extra time worked in order to fulfill the responsibilities of the job.
3. Management days must be used prior to June 30th of each year.

4. During the employees first year of employment, Management days will be pro-rated at one (1) day earned per month. For subsequent years of employment, the employee will be granted the lump sum of twelve (12) days at the beginning of each fiscal year.

Vacation Leave

1. Vacation leave will be administered in accordance with those provided to in-scope employees as presented in Article 13 of the Collective Bargaining Agreement except that entitlements are as follows:
 - 1.1 Permanent employees shall, on their first (1st) anniversary, be entitled to four (4) weeks annual vacation with pay. Employees who have not completed their first (1st) anniversary shall be entitled to one and two thirds (1 2/3) days' vacation for every month worked.
 - 1.2 Permanent employees on their eighth (8th) anniversary with the College shall be entitled to five (5) weeks annual vacation with pay in each subsequent year of employment.
 - 1.3 Permanent employees on their fifteenth (15th) anniversary with the College shall be entitled to six (6) weeks annual vacation with pay in each subsequent year of employment.
2. Vacation time will be scheduled at times mutually agreed upon by the employee and immediate Supervisor.

Staff Scholarship Contributions

All Executive and Management positions at Suncrest College are required to contribute to Staff Scholarships. This is essential for supporting the College's student recruitment efforts and setting a strong example of commitment to both students and the College.

Please see below the scholarship amount that will be deducted bi-weekly on each pay cheque:

1. President & CEO: \$20.00 bi-weekly deduction
2. Executive Team: \$18.00 bi-weekly deduction
3. Management: \$10.00 bi-weekly deduction

If you would like to donate an amount higher than the required mandatory deduction complete the Staff Scholarship Donation form at any time and submit to: payroll@suncrestcollege.ca

Staff contributions through this initiative are separate from the existing Scholarship Donor Program.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

[Saskatchewan Regional Colleges Collective Bargaining Agreement](#)

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- Performance Management Policy
- Out-of-Scope Salary Grids

- Regional Colleges Out-of-Scope Job Evaluation Plan
- Recruitment & Selection Policy
- Staff Scholarship Donation Form