

POLICY AND PROCEDURES MANUAL

9.1.3 PROVINCIAL EXECUTIVE COMMITTEE OFFICERS

Policy

To establish and maintain appropriate benefits and compensation for the Provincial Executive Officers.

Procedure

1. **Salary:** All changes to the Provincial Executive Committee Officers base salaries are tied to the general and equity increases set forth in the PCA. Effective the first pay period after April 01, 2020:
 - (a) The Vice-President will be paid at \$141,462;
 - (b) The Provincial Treasurer will be paid at \$132,635; and
 - (c) The two (2) Executive Councillors will be paid at \$124,813.
2. **Place of Regular Work:** The BCNU offices in Burnaby, Kelowna, Victoria and any other location deemed necessary.
3. **Insurance (and Other) Plans:** Provincial Executive Committee officers will be enrolled in the travel insurance plan (and other) plans indicated in the PCA, with premiums paid by BCNU.
4. **Vacation:** The officers will be entitled to vacation as per the appropriate Collective Agreement(s). There will be no backfill. Emergency calls will be managed by other officers.
5. **Sick Leave:** The officers will be entitled to sick leave as per the appropriate Collective Agreement(s). There will be no backfill. If a sick leave absence is expected to last longer than three (3) months, an interim replacement will be appointed by Council.
6. **Board Development:** Each officer will be provided with a spending account of no more than \$6,000 per term, with no carry over or payout. All board development must be approved by the Provincial Executive Committee.
 - (a) Any officers departing their position before the end of their term will be required to pay back to BCNU, a prorated amount of the total allowance used.
7. **Annual Stipend:** Each officer will receive an annual stipend of \$8,000 for travel time, car expenses beyond the mileage paid and home office expenses incurred in managing the BCNU's affairs from their homes and extra hours worked.
8. **Meal Allowance:** Should any of the officers' residence be outside of the lower mainland, those officers assigned to a BCNU condo will be entitled to the "condo allowance" of \$25 per day. Whenever officers are required to be away from their place of regular work on BCNU business they will be entitled to be reimbursed for meals and incidental expenses under BCNU policy. No other meal expenses will be claimed
9. **Travel Expenses:**
 - (a) Should the officers' residence be outside of the lower mainland, the most cost-effective mode of travel allowance will be determined by the Finance Committee with cost analysis by the finance department after the officers are elected into the position; and
 - (b) Whenever officers are required to be away from their place of regular work on BCNU business, they will be entitled to travel expenses as per BCNU Transportation Allowance Policy.
10. **Accommodation:** Should the officers reside outside a reasonable commuting distance from the provincial office, they may be provided shared accommodation at a BCNU condo. Where sharing is

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not an option or proves to be unsuccessful, the HR Committee will work with the affected officer(s) to find a suitable solution.

11. **Trips Home:** Should any of the officers' residence be outside of the lower mainland, the officers will be provided one return trip every week (method of travel to be established in conjunction with Provincial Treasurer).
12. **Notification:** Provincial Executive Committee Officers will notify Council if any leave is expected to last one (1) week or longer.
13. **Resignation:** Officers may resign at any time by written notice to the BCNU President and Chief Executive Officer. The vacancy will be filled in accordance with the Constitution and Bylaws and Policy 5.2.8.
14. **Exit Strategy:** The BCNU has an obligation to assist officers to return to the position that they held when elected. Officers should be assessed to determine education or recertification required in order to return to the previously held position. If the position is no longer available, the officer will be offered displacement rights as per the appropriate collective agreement. Every effort will be made to have the employers, as they are defined in the letters of Union 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 these expenses, including the Member's wages, for the necessary period. BCNU recognizes there will be unique individual situations and will provide reasonable funding and support to assist the Member. An appeal process is available:
 - (a) Individual Officers may appeal their funding and support issues to the Provincial Executive Committee for resolve; and
 - (b) The decision of the Provincial Executive Committee will be final and binding.

Policy Footnotes

Section	9 Finance
Sub-section	9.1 Council Compensation
Policy Number	9.1.3
Council Approved	01-04-10
Council Revised	24-01-23
Further reading	Policy 5.2.8 Policy 5.2.9