



**The University of British Columbia  
Board of Governors**

**Policy No.:**

**31**

**Approval Date:**

May 1995

**Last Revision:**

April 2014

[anticipated]

**Responsible Executive:**

Vice President, Human Resources

**Title:**

**Total Compensation for Executive Officers, Management Officers, Service Unit Directors Excluded from AAPS, and Staff Members who are Not Represented by a Union or Association**

**Background & Purpose:**

The purpose of this Policy is to articulate principles for establishing total compensation for executive officers, management officers, service unit directors excluded from AAPS, and staff members who are excluded from or not represented by a union or association.

**1. Scope**

- 1.1. This Policy applies to the following positions at UBC:
  - 1.1.1. President, Vice-Presidents (including Provost & Vice-President Academic (UBC Vancouver), and Deputy Vice-Chancellor & Principal (UBC Okanagan)), and any positions equivalent to the aforementioned (each an “Executive Officer”);
  - 1.1.2. Deans, Provost & Vice-Principal Academic (UBC Okanagan), Principal of the College of Health Disciplines, Associate Vice-Presidents, Vice-Principal Research (UBC Okanagan), Associate Deans, Vice-Deans, Vice-Provosts, Associate Vice-Provosts, Associate Principals, Executive/Senior/Regional Associate Deans, University Librarian, Registrar and any positions equivalent to the aforementioned (each a “Management Officer”);
  - 1.1.3. Managing Directors, Executive Directors, Chief Officers, Comptroller, Treasurer, Directors, and any other positions excluded from Association of Administrative and Professional Staff (“AAPS”) and specifically designated as a “Service Unit Director” (each a “SUD”); and
  - 1.1.4. staff members who are excluded from or not represented by a union or association.
- 1.2. This Policy does not apply to student employees, postdoctoral fellows, research associates or employees in positions classified as “miscellaneous”.
- 1.3. For the purposes of this Policy, “total compensation” means salary, other forms of cash payments (including stipends and honoraria), vacation, pension, benefits, and perquisites with measurable value.

## 2. Total Compensation for Executive Officers, Management Officers and SUDs

- 2.1. The guiding principles of the total compensation program at UBC for Executive Officers, Management Officers and SUDs are as follows:
  - 2.1.1. **Rationality:** UBC establishes total compensation levels which balance fair value for work with UBC's ability to pay.
  - 2.1.2. **Equity:** Total compensation relates internally to the worth of a job as measured by skill, effort, responsibility, working conditions, and externally to market comparisons of similar jobs in similar institutions with which UBC potentially competes for staff.
  - 2.1.3. **Ability to attract and retain qualified candidates:** UBC's total compensation practices are competitive within the range and type of organizations from which it recruits.
  - 2.1.4. **Relation to performance:** Where total compensation is used as a means of acknowledging performance, performance measurement is based on clear, documented individual and organizational targets.
  - 2.1.5. **Compliance with legal obligations:** Total compensation practices comply with statutory obligations of the *Public Sector Employers Act*, *Employment Standards Act*, the *Human Rights Code* and other applicable legislation.
  - 2.1.6. **Conflict of interest:** Consistent with UBC's Policy #97 - Conflict of Interest and Conflict of Commitment, decisions on total compensation are made in a manner to ensure that a conflict of interest will not occur.

## 3. Total Compensation for Staff Members who are Excluded from or Not Represented by a Union or Association

- 3.1. Staff members who are not represented by a union or association will be compensated at similar levels for comparable work of staff members represented by a union or association.
- 3.2. The Vice-President, Human Resources or delegate will review the total compensation of staff members who are not represented by a union or association at appropriate intervals and make recommendations.

## **PROCEDURES**

**Approved: May 1995**

**Revised: April 2014 [anticipated]**

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors". Note: The most recent procedures may be reviewed <http://universitycounsel.ubc.ca/policies/index/>.*

### **1. Approval Process**

- 1.1. The President's total compensation must be approved by the Board of Governor's Management Resources and Compensation Committee.
- 1.2. The total compensation for Vice-Presidents of UBC must be recommended by the President and approved by the Board of Governors Management Resources and Compensation Committee.
- 1.3. The total compensation for Deans, the Principal of the College of Health Disciplines, Associate Vice-Presidents, Provost & Vice-Principal Academic (UBC Okanagan), Vice-Principal, Research (UBC Okanagan), University Librarian, and Registrar of UBC must be recommended by the President and approved by the Board of Governor's Employee Relations Committee.
- 1.4. The total compensation for SUDs and for Management Officers other than those identified in subsection 1.3 of these Procedures is negotiated with the person to whom they report, within the framework approved by the Responsible Executive.

### **2. Disclosure Requirements**

- 2.1. Salary and expenses for UBC employees who earn more than a prescribed amount shall be published in the UBC's Financial Statements in accordance with the *Financial Information Act*.

### **3. Total Compensation Assessments**

- 3.1. To determine the appropriate total compensation for a particular position, the position is first evaluated by using a system which measures factors such as internal equity and external competitiveness.