



Terms and Conditions
of Employment
Administrators
(Regular and Probationary)



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TERMS AND CONDITIONS OF EMPLOYMENT

ADMINISTRATORS

I. Probationary Appointment

1. The initial appointment to an administrative position shall be for a one (1) year probationary period.
2. This appointment can be terminated in accordance with statutory notice periods.
3. The probationary period may be reduced at the discretion of the administrator's supervisor.

II. Length of Appointment

A person appointed to an administrative position, on completing the one (1) year probationary period with a satisfactory evaluation will be confirmed as holding an ongoing appointment.

III. Performance Review

Following the completion of the probationary period, regular administrators will have annual performance reviews.

IV. Salary Increases

All salary increases received by Administrators will be based on annual performance reviews, in accordance with the VIU Compensation Philosophy, and as required by provincial government policy.

V. Vacation

1. Vacation entitlement shall be six (6) weeks annually.
2. All vacation must be approved by the administrator's supervisor and meet the operational needs of the University.
3. Vacation entitlement is pro-rated for part-time employees (i.e. a half-time employee will have six (6) weeks at half-time).

4. Annual vacation entitlement earned in one (1) calendar year must be utilized by December 31st of the following calendar year otherwise unused vacation accrual will be paid out at the prevailing rate. All administrators will be subject to an ongoing management plan which seeks to facilitate the utilization of vacation entitlement to the mutual satisfaction of the employee and employer and which seeks to minimize the incidence of payout of vacation entitlement.
5. Utilization of vacation entitlement will be a two (2) step process depending upon the overall balance of entitlement accumulated by the administrator. The two steps are as follows:
 - a. Utilization of vacation entitlement in any calendar year will first be applied to the accumulated entitlement from the previous year until it is exhausted.
 - b. Utilization of vacation entitlement will then be applied to the current calendar year until it is exhausted. If it is not exhausted, the balance of entitlement will be carried forward for one (1) more calendar year.

VI. Benefits

Medical, Extended Health, Dental, Group Life Insurance and Accidental Death and Dismemberment benefits, Maternity and Parental Leave and Supplemental Employment Benefit (SEB) will be the same as for VIUFA faculty.

VII. Family Illness

All regular administrators will be eligible for five (5) days of family illness per calendar year.

VIII. Sick Leave / Short Term and Long Term Disability

1. All regular administrators with a workload of fifty percent (50%) or greater are eligible for sick leave, short term disability and long term disability coverage in accordance with the insurance carrier contract. There is no sick leave accrual.
2. On an approved claim, administrators with a March 31, 2002 frozen sick leave bank have the option to utilize their banked sick leave in replacement of STD benefit payments until their frozen bank is exhausted or twenty-one (21) weeks, whichever comes first.

3. Benefit coverage starts on the first day of a disability at one hundred percent (100%) of gross earnings at the time of disability for a duration of up to thirty (30) calendar days (adjusted for part-time).
4. On an approved Short Term Disability (STD) claim, after thirty (30) calendar days of absence due to disability, benefit coverage will commence at seventy percent (70%) of gross weekly earnings for a duration of up to twenty-one (21) weeks.
5. On an approved Long Term Disability (LTD) claim, after twenty-one (21) weeks of absence due to disability, benefit coverage will commence at seventy percent (70%) of gross weekly earnings to age sixty-five (65) or to the date the administrator no longer qualifies for benefits, whichever is earlier.

STD and LTD benefit payments are taxable.

If the administrator meets the eligibility requirements and a claim for short term or long term disability is approved, the Employer pays one hundred percent (100%) of the benefit premium costs.

IX. Professional Development

A two (2) week professional development period each year may be granted, subject to the approval of Appendix A.2 (Professional Development Time off) by the Senior Administrator or his/her designate. Reimbursement for education and expenses may be authorized for this period in accordance with the Professional Development Guidelines outlined in Appendix A.

X. Assisted Leave

1. An administrator may apply for an assisted leave of up to nine (9) months at the end of each five (5) years of service at the University, which, if approved, may be taken in vacation and professional development time entitlements.
2. As an alternative to applying for an unbroken assisted leave of up to nine (9) months at the end of each five (5) years of service at the University, an administrator may apply for an assisted leave to a maximum of eight (8) weeks in any year within the five (5) year service period. The annual entitlement is calculated on one fifth (1/5) of nine (9)

months. The maximum may be accessed in any combination of days and weeks acceptable to the Senior Administrator.

The purpose of this provision is to allow administrators to combine assisted leave with vacation and professional development time entitlements in order to undertake professional development, which might be scheduled outside of the traditional academic semester system.

3. The administrator must complete Appendix A.3 and submit to his/her supervisor who will then submit to the Senior Administrator for approval. The Senior Administrator must be in possession of applications for assisted leave a minimum of twelve (12) months prior to the commencement of the leave.
4. Approval is subject to the value of the professional development to the University, performance of the individual in his/her administrative assignment, the impact to the department, budget considerations and the ability of the department's budget to absorb all associated costs.
5. An administrator will receive seventy percent (70%) of his/her regular salary during the period of the leave.

XI. Retirement Gratuity or Long Service Allowance

The calculated payout for the following benefits will be reduced by the amount of any other payout entitlement(s) received by the Administrator for the same period(s) of service.

1. An administrator who has served the University for at least ten (10) years immediately prior to retirement shall receive a retirement gratuity equal to five (5) working days of pay for every year of completed continuous service with the University. Continuous service means all service at the University without a break. It may include temporary service or appointments in other jurisdictions as long as there are no breaks in service.

Such pay shall be at the administrator's current basic rate of pay exclusive of any allowance or other pay.

2. An administrator who has served the University for at least ten (10) consecutive years immediately prior to leaving the service of the University for any reason other than

cause or retirement shall receive a long service allowance equal to one-half (1/2) of the value of the retirement gratuity.

XII. Early Retirement

A regular administrator hired **prior** to May 1, 2008 may be eligible for the Early Retirement Incentive in accordance with Appendix B.

XIII. Suspension

The President and Vice-Chancellor or his/her designate reserves the right to suspend an administrator, with or without pay, pending an investigation.

XIV. Termination of Appointment

1. An administrator's regular appointment may be terminated for unsatisfactory performance. Termination of appointment arising out of unsatisfactory performance is subject to three (3) months' written notice. An administrator hired prior to October 1, 2016 has the right to appeal a termination notice by application to the appropriate committee of the University Board.
2. An administrator may terminate his/her appointment voluntarily by giving one (1) month's notice or as mutually agreed by the administrator and the President and Vice-Chancellor or his/her designate.
3. In the case where a probationary or regular administrator's position becomes redundant, for whatever reason, including but without limiting the generality of; institutional reorganization, decrease in provincial funding, decrease in other revenue, decrease in enrolment, or a decrease in contract revenue, the reason will be explained to the administrator and reasonable efforts will be made to avoid the termination of the administrator's service.

If this cannot be accommodated, then:

- a. A probationary employee will receive three (3) months' notice or, at management's sole discretion, two (2) months' severance in lieu of notice.

- b. An administrator with regular status will receive six (6) months' notice or, at management's sole discretion, three (3) months' severance in lieu of notice, plus one (1) month additional notice or severance for every year of continuous employment as a regular administrator at the University to a maximum of twelve (12) months' notice or nine (9) months' severance in lieu of notice. However, an administrator who served the University in another capacity as a regular employee immediately prior to the appointment as a regular administrator shall have one half (1/2) of that prior service to a maximum of six (6) months (one [1] month for each year of service) added to the entitlement as a regular administrator.

APPENDIX A: Professional Development for Administrators

(Guidelines in Connection with Terms and Conditions of Employment – Part IX)

Vancouver Island University promotes excellence by encouraging and supporting professional development opportunities that increase knowledge, leadership skills and effectiveness of its administrators to better serve the educational process, academic community, and, the institution as a whole. The provisions of Part IX with regard to reimbursement for education and expenses apply to all regular administrators who have successfully completed a one year probationary period as an administrator or deemed to have served an equivalent period as per Part I of the Terms and Conditions of Employment. Requests for professional development from part-time Administrators will be prorated accordingly. In the case of category 2 below, if an employee resigns or is terminated within two years of either receiving financial assistance or completion of the credential for which they received funding, such assistance will be repayable in full to Vancouver Island University.

Categories of professional development include:

1. Courses, conferences, workshops, seminars, academies, etc.
 - 1.1 The administrator will notify his or her supervisor of the professional development opportunity in a timely manner and request approval.
 - 1.2 The supervisor will consider the potential value of the professional development to the University, performance of the individual in his/her administrative assignment and the ability of the departmental budget to absorb either full or partial cost of the professional development opportunity.
 - 1.3 If approved, the arrangements are made between supervisor and employee.
2. Academic/Professional Credential
(Doctorate, Masters or equivalent, Undergraduate Degree, Diploma as appropriate)
The administrator must complete *Appendix A.1* and submit it to his/her supervisor.
 - 2.1 The supervisor will consider the potential value of the professional development to the University, the performance of the individual in his/her administrative assignment and the impact of any absence of the administrator on the work unit. The supervisor will send all approved applications to Human Resources for sign off re available central funding. Human Resources will forward to the President or designate for final approval.
 - 2.2 The administrator will be given written notification of the decision in a timely manner.
 - 2.3 Reimbursement of expenses will be considered on the merit of each application and the availability of central funds for this purpose. Reimbursement will be at a rate of fifty percent (50%) of tuition fees over the duration of the professional development

program. The program duration may exceed one year. Reimbursement of other associated costs, such as travel, meals, accommodation, books and materials, will generally only apply where the professional development is being undertaken at the direction of the President (or designate).

2.4 The Director of Finance shall maintain all records relating to category 2 approvals.

3. Professional Development Time off

3.1 Up to two (2) weeks per annum of time off with pay may be granted by the supervisor.

3.2 The administrator must complete Appendix A.2 and submit it to the Senior Administrator for approval.

3.3 Professional Development time off should be reported on the monthly attendance sheets.

3.4 The supervisor will send to Human Resources for recording.

APPENDIX A.1: Application Form – Professional Development

Consistent with the guidelines for Professional Development for Administrators in connection with Terms and Conditions of Employment for Regular Administrators **Appendix A**

Category 2 – Academic/Professional Credential (Doctorate, Masters or equivalent, Undergraduate Degree, Diploma as appropriate)

Applicant: _____

Position: _____

1. Description of Academic/Professional Credential:

2. Benefit to VIU (please continue overleaf if required):

3. Duration of the Activity:

4. Cost of Tuition: _____ Value of Grant Requested: _____

(up to 50% of tuition cost over the duration of the activity)

Note: It is the employee's responsibility to subtract the amount of the grant from tuition expenses claimed for income tax purposes.

Signature of Applicant

Date: _____

Signature of Senior Administrator

Date: _____

Signature of Director HR, sign-off for central fund

Date: _____

Signature of President or Vice-President

Date: _____

Signed original to be sent to Human Resources.

Copy to: AVP, Finance

May 2018

APPENDIX A.2: Application Form – Professional Development

Category 3 – Professional Development Time Off

Applicant: _____

Position: _____

1. Request for time off (with pay) to complete professional development. Please state dates:
(to a maximum of 2 weeks per annum)

Signature of Applicant

Date: _____

Signature of Senior Administrator

Date: _____

Signed original to be send to Human Resources

Copy to: Payroll

May 2018

APPENDIX A.3: Application Form – Professional Development Assisted Leave

Consistent with the guidelines for Assisted Leave for Administrators in connection with Terms and Conditions of Employment for Regular Administrators **Part X**.

Professional Development - Assisted Leave

Applicant: _____

Position: _____

1. Description of Academic/Professional Credential:

2. Benefit to VIU (please continue overleaf, if required):

3. Impact and Considerations for Department:

4. Duration of the Activity:

Signature of Applicant

Date: _____

Signature of Senior Administrator

Date: _____

Signature of Vice-President's approval

Date: _____

Date: _____

Signed original to be sent to Human Resources.

Copy to: AVP, Finance

May 2018

APPENDIX B: Early Retirement Incentive Plan (ERIP)

The Early Retirement Incentive Plan is a multi-purpose management tool and can be seen to be used to acknowledge contribution or service to the University, or to facilitate strategic change in the administrative complement. The Early Retirement Incentive Plan is not an entitlement. It is a plan whereby an administrator may apply for an early retirement incentive which may be granted upon the decision of the President and Vice-Chancellor.

Each eligible application will be reviewed on its own merits and the following *considerations* will be included in selecting a recipient:

- Strategic directions contemplated in the university as a whole.
- Strategic directions contemplated in the department or area of the applicant.
- Length of service as a regular full-time or part-time administrator at VIU.
- Length of service as a term administrator at VIU.
- Length of service as an employee of VIU.
- Any other details relevant to the application and/or the department or university as a whole.

All eligible Administrators hired prior to May 1, 2008, who qualify under the terms stated below, may apply to the University to participate in the ERIP.

Qualifications for the ERIP are as follows:

- Applicant is aged fifty-five (55) or over;
- A minimum ten years continuous service at VIU in a regular full-time or part-time administrative appointment. Service while in a faculty, support staff, or term administrative appointment will not count toward eligibility (but may be used in the selection process described above).
- Has a regular appointment;
- Is on the maximum step of the salary scale;*
- Retires from his/her position and from employment at Vancouver Island University.

* Exceptions would be subject to Executive approval.

The calculation of the ERI will be based on the salary in effect at the time of severance from the regular full-time or part-time appointment.

An administrator may negotiate a payment plan for the ERI, payable over a period ending with his/her 65th birthday or in a lump sum on date of early retirement. The payment must conform to all Canada Revenue Agency regulations in force at that time.

The allowance will not exceed the undernoted amounts:

| Full Years to 65th Birthday | Basis of Allowance |
|---|---------------------------|
| 1 | 20% of annual salary * |
| 2 | 40% of annual salary * |
| 3 | 60% of annual salary * |
| 4 | 80% of annual salary * |
| 5 or more | 100% of annual salary * |

* (at rate in effect on day preceding early retirement)

Retirement from employment at Vancouver Island University under the ERIP means that the retiree is precluded from subsequent appointment to any regular position in any jurisdiction at the institution. In addition, any subsequent temporary appointment will require Executive approval.

Procedures

The ERIP will operate on a fiscal year basis. Budget provision is normally made for one (1) ERI award per fiscal year. Depending upon the fiscal climate of the institution, the number of awards may be varied (upward or downward) at the discretion of the President in consultation with the Executive.

Each year, the Human Resources Department will send a letter to all qualified administrators inviting application to the ERIP. The application will apply only to the fiscal year following that date, i.e., the retirement will take place at a mutually agreed date during that fiscal year. Consequently, fiscal commitment (and severance) will apply to the specific fiscal year although actual payment of the incentive may be deferred to future years at the recipient's request.

No commitment will be made by the President and Vice-Chancellor and/or Executive to any future fiscal year. Applicants who are unsuccessful in any fiscal year need to reapply in a subsequent year where they will be considered along with all applicants.