



School District No. 52 (Prince Rupert)

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September 21, 2010

Paul Straszak
President and CEO
Public Sector Employers' Council
PO Box 9400 Stn Prov Govt
Victoria, British Columbia
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Dear Mr. Straszak:

This will confirm that the Board of Education of School District No. 52 (Prince Rupert) is aware of the total compensation paid to executive staff during the 2009-2010 fiscal year and further, that we verify the amount of compensation paid was within the compensation plan as approved by the Board and as reported in the Summary Compensation Table.

Yours truly,
School District No. 52 (Prince Rupert)

Mrs. Tina Last,
Board Chair

CM/hdg
Attachment

SCHOOL DISTRICT 52

(Prince Rupert)

EXECUTIVE COMPENSATION DISCLOSURE

2009 – 2010

The Board of Education encourages and adopts practices that enable the district to recruit and retain qualified, high-performing employees, who are critical to the delivery of quality public education programs to students in School District 52 (Prince Rupert).

COMPENSATION PHILOSOPHY

School District 52 (Prince Rupert) is a small, rural district on the North Coast of British Columbia and serves the public education needs of the communities of Prince Rupert, Port Edward, Metlakatla and Hartley Bay. While living in our communities presents an attractive lifestyle choice for some, there is no question that recruitment and retention of qualified staff, especially at the executive level, is an ongoing concern. The Board of Education is committed to the goal of delivering a high-quality public education to district students. To do that effectively, we must recruit and retain management who are qualified, committed and experienced.

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance, and decision-making. At its core is an integrated view of compensation and rewards — not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). This total rewards model further integrates with plans that establish the Board's overall education, business, and human resources strategies and objectives. Inherent in the Board's compensation philosophy are the following objectives:

- To attract and retain qualified, experienced, motivated, and high-potential employees who are committed to the Board's overarching goal of delivering a high-quality public education experience to our students.
- To support employees through the provision of meaningful career growth and development opportunities, and a performance-based organizational culture.
- To provide a compensation package that is competitive and which will ensure the best possible candidates will be attracted and retained in Prince Rupert.

Labour Market Comparables

The Board's compensation philosophy is guided by the market analysis and policy provided by the British Columbia Public School Employers' Association (BCPSEA). Specifically, its Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement* articulates the following components of its labour market analysis.

1. Other BC School Districts
2. Other Canadian school districts
3. Other public sector organizations
4. Selected private sector organizations

Based on research as noted above, BCPSEA produces a tri-annual *Report on Total Compensation Paid to Exempt Employees*.

Cash Compensation

Cash compensation is limited to annual salary, payout of unused vacation entitlement and automobile allowances. Allowable expenses are reimbursed at cost or standard government rates. There are no performance based incentive plans in place for any exempt or executive employees.

Non Cash compensation

The non-cash elements of the total compensation package include:

- Group Health & Welfare benefits, such as basic medical, extended medical, dental, group life, disability insurance, employee and family assistance program, consistent with such benefits as offered in the K-12 sector.
- Pension benefits – executive staff are enrolled in either the Teachers Pension Plan or the Municipal Pension Plan. Contributions are made by both the employer and the employee.
- Paid time off, including an annual vacation entitlement of 35 days. Unused vacation to a maximum of 5 days may be carried forward for one year only. By the end of that year, such carried forward vacation must be used in full, paid out, or eliminated through a combination of use and payout.

Compensation Review

Executive contracts are reviewed and renewed every three years. The salary structure for the position of senior management positions is based on placement at the appropriate pay band in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the steps on the pay band is dependent upon competency growth and performance.

New hires are generally not placed at the highest rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid to maximum point in the pay band reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase is at the sole discretion of the Board. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization.

Accountability

The Board of Education of School District 52 (Prince Rupert) operates within a legislative and regulatory framework that includes the following:

- The *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation in the public sector.
- The BCPSEA exempt staff compensation management plan (*Policy 95-06, Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the legislation, and
- The Public Education Negotiating Framework Compensation Plan – Exempt Staff (2006-2010)

The Board of Education is responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools and is guided by proper Human Resource practices. The Board must submit proposed compensation adjustments for all other executive and exempt positions in the district to BCPSEA for review and approval prior to implementation.

Summary Compensation Table: Fiscal 2009-2010 (year ending June 30, 2010)

Name and Principal Position (a)	Salary (\$ (b))	Bonus (\$ (c))	Incentive Plan Compensation Paid (\$ (d))	Pension (\$ (e))	All Other Compensation (\$ (f))	Total (\$ (g))	Previous 2 Years Totals (h)
Lynn Hauptman Superintendent	114,583			14,399	7,362 (1)	136,344	2007-2008: n/a 2008-2009: n/a
Dave Stigant Acting Superintendent	10,625				2,326 (2)	12,951	2007-2008: n/a 2008-2009: 48,370
Eric Mercer Superintendent							2007-2008: 140,977 2008-2009: 108,806

Notes:

- (1) This amount includes a car allowance of \$3,850, employer-paid CPP, EI benefits and WBC premiums, and employer-paid health and welfare benefits premiums.
- (2) This amount includes a car allowance of \$350, employer-paid WBC premiums, payout of unused accumulated vacation of \$924, and a living out allowance of \$1,000.