

Terms and Conditions of Employment for Excluded Employees/Appointees

Schedule 01 – Executive Benefit Plan

Last updated: April 12, 2016

This plan continues to exist to administer the accumulated time banks for all groups covered by the Executive Benefit Plan.

1. Employees covered

The Executive Benefit Plan (EBP) applies to:

1. employees in open salary range positions who are not salaried physicians,
2. salaried physicians, and
3. persons appointed to a position by Order in Council for whom coverage under the plan is a term and condition of employment pursuant to the order in council and benefits under the plan are part of the compensation package of these employees.

2. Employee entitlement

A person described in section 1 is entitled to the following:

1. benefits that were earned, and for which choices were made, before the following were repealed:
 1. Plan Benefits for Management, OIC Categories A and C: Repealed October 1, 1987
 2. Plan Benefits for deputy ministers: Repealed October 1, 1987
 3. Plan Benefits for Salaried Physicians: Repealed January 1, 1989 and
2. unused vacation entitlement credited to the employee prior to January 1, 2003.

3. General time bank rules

1. The time bank of an employee may not exceed the maximum net accumulation of 250 days.
2. The purpose of the time bank is to enable the employee to take paid leave of absence from their work:
 1. for periods agreed to by the deputy minister or designate to whom the employee is responsible, or
 2. as paid absence prior to retirement.

3. An employee may use their time bank to supplement the Short Term Illness and Injury Plan (STIIP) payment to 100 percent of basic pay.
4. Where an employee takes paid leave in accordance with subsection (2), each day of the leave will be drawn as one day from the time bank, and the employee will be paid for that day at their current base salary including any salary adjustment applicable to the period of the leave.
5. Where an employee receives a cash payment for their time bank in accordance with the guidelines established from time to time by the B.C. Public Service Agency:
 1. each day banked as unused vacation entitlement will be valued as a day at current base salary, and
 2. each day banked as purchased time will be valued at its value at the time it was banked.

4. Policy and administration

1. The BC Public Service Agency may develop general policy and administrative guidelines governing the Executive Benefit Plan.
2. The BC Public Service Agency administers the Executive Benefit Plan and may develop administrative procedures governing the Executive Benefit Plan.

5. Conversion of banked time or earned dollar EBP benefits

Any accumulated Executive Benefit Plan benefits of an employee/appointee leaving the service or on the date the employee/appointee ceases to be eligible under section 1 for benefits under the Executive Benefit Plan, whether the benefits are in banked time or earned dollar options, shall be disposed of as follows:

1. Death

Where an employee/appointee dies in the public service or while on paid absence prior to retirement, a monetary payout to the extent of remaining Executive Benefit Plan benefits will be paid to the employee/appointee's estate in accordance with section 3.

2. Rejection during probation, resignation or dismissal

1. Where an employee/appointee is rejected during probation, resigns or is dismissed, a monetary payment will be made in accordance with section 3.
2. An employee/appointee who resigns from the public service may defer such payment for a period of up to 90 days from the date of resignation where there exists the possibility of re-employment in the public service.

3. Coverage under the provisions of the Long Term Disability Plan

An employee/appointee who becomes covered under the provisions of the Long Term Disability Plan will, upon application, receive a monetary payout of their accumulated Executive Benefit Plan benefits. If no application is made, any accumulated benefits will automatically be paid out to him/her at the end of the 25th month of Long Term Disability benefits.

4. Transfer/appointment to a bargaining unit position

Where an employee/appointee becomes covered by the Professional Employees' Association, the B.C. General Employees' Union, the Union of Psychiatric Nurses or the British Columbia Nurses' Union, the employee/appointee may apply Executive Benefit Plan benefits to the following options:

1. a monetary payout, in accordance with section 3,
2. leave with pay to be taken prior to the date of transfer,
3. leave with pay to be taken as paid absence prior to retirement or cashed out at that time,
4. subject to the terms of the applicable collective agreement, transfer to the bargaining unit vacation carryover bank, or
5. any combination of options (1), (2), (3), and (4).

5. Retirement of employee/appointee

1. An employee/appointee who is eligible to proceed to pension under the Public Service Pension Plan, or who is nearing compulsory retirement age, and who has time remaining in their time bank may designate such time to be used as:
 1. paid absence prior to retirement,
 2. conversion to a cash payout in accordance with section 3, or
 3. a combination of (1) and (2).
2. When an employee/appointee continues to work beyond the date on which paid absence prior to retirement was to commence, and is therefore unable to use the time option prior to mandatory retirement age, any of the remaining time which the employee/ appointee is unable to use will be converted to a cash payout.

6. Designation of purchased or earned credit on withdrawal

An employee/appointee withdrawing credits from their time bank may designate whether such withdrawal will come from accumulated "purchased" or "earned" credits. Where an employee/appointee neglects to make this designation at the time of withdrawal, such withdrawal will be debited from the oldest time bank entry.