

Section:	<b>Human Resources</b>
Policy:	<b>4.13</b>
Revised:	<b>April 2023</b>
Approval:	<b>Motion #375</b>

## 4.13 Compensation Policy

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### 1. Purpose

The purpose of this policy is to outline the framework used for determining staff compensation levels and how it is applied to all staff.

### 2. Persons/Area Affected

All persons employed by Kootenay Christian Academy.

### 3. Policy

Kootenay Christian Academy (KCA) endeavors to attract, retain and reward employees by providing fair and competitive salaries while acting as a good steward over the resources in its care. Compensation levels are determined with reference to staff education and relevant work experience, the annual SCSBC Compensation Report, comparable rates in the private and public sectors, the requirements of the BC Employment Standards Act, the local cost of living, and the ability of the school community to pay.

### 4. Definitions

**BC ESA:** The BC Employment Standards Act

### 5. Responsibilities

- 5.1. The Board is responsible for approving the compensation framework and any universal annual rate increases. The Board is also responsible for determining the salary rate of compensation for the principal and the ongoing review of the principal's compensation.
- 5.2. The principal is responsible for determining the starting rate of compensation for newly hired staff and any subsequent changes to the levels or categories that are outside of the normal salary increments.
- 5.3. The finance office is responsible for administering the compensation framework, ensuring staff are paid correctly, and maintaining appropriate payroll records.
- 5.4. The employee is responsible for providing an accurate record of education and work experience in their job resume and written evidence of any further education obtained subsequently that may affect their level or category of pay. Employees are also required to provide accurate banking information to a recognized financial institution for the purpose of receiving direct deposits for salary earned.

### 6. Procedures

- 6.1. 6.1 Rates of pay

- 6.1.1. The school uses the job positions and levels as described and set out in the SCSBC Compensation Report to determine pay rates. The pay levels for most positions are determined by a salary grid based on years of experience. Where there is no salary grid for a role, the school will determine an appropriate salary range based on similar roles within the school, other schools in the market, and the individual's education, skills, and experience at the time of hiring.
  - 6.1.2. Compensation tables for the current school year are provided in the attached appendix. KCA may, at its discretion, change the compensation tables without affecting any employee's pay. Where such changes negatively impact an employee's pay, appropriate notice will be given to the affected employee. KCA also maintains the right to offer a compensation package unique to an individual at the time of hiring and/or during the employment relationship and the specific details will be contained in their individual employment contract.
  - 6.1.3. A full-time teacher's annual contract is based on 200 days of work per year, including instructional and non-instructional days. Should a deduction for unpaid leave or additional salary for temporary work in a higher-paid position need to be calculated the daily rate will be the annual salary divided by 200. Unpaid leave or additional pay for other salaried employees will be based on the actual number of working days.
- 6.2. Pay increments
- 6.2.1. Experience pay increments will generally be granted on completion of each full year of employment based on the normal expected hours for the position held.
  - 6.2.2. Increases for additional education will be assessed and may be granted by the principal based on documentation provided by the employee.
  - 6.2.3. Pay increases for all staff will be granted once per year on September 1<sup>st</sup>.
- 6.3. Where an annual salary is provided, the annual salary is inclusive of vacation pay and statutory holidays and is annualised over 12 months. Staff paid on an hourly basis will have the appropriate vacation amount added to their hourly rate of pay and statutory holidays paid as per the BC ESA.
- 6.4. Teaching and other full-time staff will be paid over 12 months. Part-time non-teaching staff will be paid over 10 months. On-call staff will be paid at the end of the pay period in which they have worked. Payment of salary is made on the 15<sup>th</sup> and last day of each month via direct deposit to a recognised financial institution. All employees are required to provide and keep current their banking information for this purpose.
- 6.5. KCA supports the provision of preparation time for teachers during normal school hours by providing a minimum of 100 minutes of preparation time per week for elementary and middle school teachers, and one of 8 blocks (12.5%) of preparation time for secondary teachers.
- 6.6. Acting assignments

- 6.6.1. From time to time, the school may experience a need for staff to act in alternative positions for specific periods of time.
- 6.6.2. Where the principal requests a staff member to act in a higher-paying position for a duration of 5 consecutive working days or more, the staff member will be compensated at the higher rate of pay for that period.
- 6.6.3. Where the principal requests a staff member take on some, but not all, the duties of a higher-paying position for a duration of 5 consecutive working days or more, the staff member will be provided with an allowance appropriate to the level of duties assigned.
- 6.6.4. Where a staff member requests additional or higher-level duties for their own professional development purposes, no additional compensation will be provided. Any such arrangement should be consistent with their approved professional development plan (please refer to the school's professional development policy).

## **7. Documentation and Cross-References**

[Teacher Compensation Salary Grid and Benefits Plan](#)