

Section:	Human Resources	
Title:	General Management Staff Benefits	403-1

Purpose

To specify the benefits applicable for all management staff, other than Principals and Vice-Principals, except as provided otherwise in an individual employment contract.

General Benefits

1. Pension
In accordance with the BC Teachers’ Pension Plan (Educators), or the Municipal Pension Plan (Exempt), as applicable. This plan is a condition of employment.
2. Sick Leave
1 ½ days per month.
3. Statutory Holidays
New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.
4. Extended Health and Dental Plan Benefits
Premiums for Dental, Extended Health Benefits and Group Insurance shall be paid 100% by the Board for management effective on commencement of employment.
5. Long Term Disability
Per BSSTA / BCSSA plan. The employee shall pay 100% of the premium for the Long-Term Disability Plan.
6. WorksafeBC Compensable Lost-Time Injury
An employee off work due to a *WorksafeBC* Compensable injury will continue to receive their regular earnings for up to 90 days. The employee will provide the employer any wage loss recovery received from *WorksafeBC* during this time.
7. Annual Vacation

a.

Entitlement	Annual Vacation (weeks)
1 st year of Service	4
8 th to 14 th year of Service	5
15 th year of Service and onwards	6

- b. The anniversary date for calculating vacation shall be July 1st.

- c. Vacation leave will be prorated for part years of service.
- d. Annual vacation is calculated and advanced to the employee in the year the vacation is earned. As such, if an employee resigns, retires, or otherwise leaves the employment of the School District and has used more vacation leave than the prorated amount earned, the employee is required to repay the vacation leave advanced to the employee. The employee may elect to have the vacation recovered from their final pay.
- e. Vacations are to be taken at a time mutually agreed upon with the employee's supervisor.
- f. Of this entitlement, a maximum of ten (10) days may be carried forward to the next vacation period subject to the carry over being fully utilized in the subsequent year.

8. Previous Experience

- a. Any excluded employee who has had previous employment within the BC School Districts shall have 50% of their sick leave accumulation, up to a maximum of fifty-four (54) days sick leave transferred to this district and shall be credited with these days. This sick leave accumulation recognizes three year's prior service in previous districts with an accumulation of eighteen (18) days per year.
- b. Vacation entitlement shall be based on the aggregate of a maximum of three years prior service and current employment with BC School Districts. Three years has been used to be consistent with sick leave accumulation.

9. Employee Assistance Plan

The board will provide an Employee Assistance Plan. The board shall pay eighty percent (80%) of the cost of this benefit.

10. Mileage

- a. For in district travel, monthly allowances may apply. If applicable, monthly allowances will be established by the Secretary-Treasurer.
- b. All other mileage will be reimbursed in accordance with the Travel Expense Reimbursement Policy / Procedure.

11. Death Benefits

In the event of death of an exempt employee, who at the time of death has been employed by the Board continuously for six months, the Board shall pay two months' salary to the beneficiary of the deceased or to the estate if there is no beneficiary named. An additional one month's salary is paid for any exempt employee who has been in the service of the Board for more than ten (10) years.

12. Probationary Period

New employees shall be placed on probation for a period of six (6) months.

Date Adopted: May 2003

Revised: October 14, 2008

Revised: July 10, 2019