



SUBJECT	Report on Revisions to Board Policies and Procedures by Office of the University Counsel
SUBMITTED TO	Governance Committee
MEETING DATE	June 2, 2020
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	For information only - No action requested
LEAD EXECUTIVE	Hubert Lai, Q.C., University Counsel
SUPPORTED BY	Lorena Vlad, Legal Counsel

PRIOR SUBMISSIONS

The subject matter of this submission has not previously been considered by the Governance Committee.

EXECUTIVE SUMMARY


The Office of the University Counsel (“**OUC**”) prepared this report pursuant to section 7.3 of the Regulatory Framework Policy (GA2) to provide a summary of changes made by the OUC to Board Policies and Procedures.

Section 7.3 of the Regulatory Framework Policy permits the OUC to revise Board Policies and Procedures to correct obvious clerical errors, to reflect changes made by the President to Responsible Executive designations or titles, or to reflect changes in contact information upon request from UBC members who have supervisory roles at UBC. Section 7.3 of the Regulatory Framework Policy requires the OUC to report any such revisions to the Board at its next regularly scheduled meeting or as soon thereafter as practicable.

The OUC has revised section 1.1.2 of the [Non-Union Compensation Policy \(HR12\)](#) to correct a typographical punctuation error.

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Blackline showing amendment made by the OUC to the Non-Union Compensation Policy

 The University of British Columbia Board of Governors	Policy No.: HR12
Long Title: Total Compensation of Executive Officers, Management Officers, Service Unit Directors Excluded from AAPs, and Staff Members who are Excluded From or Not Represented by a Union or Association	
Short Title: <p style="text-align: center;">Non-Union Compensation Policy</p>	

Background & Purposes:

The purpose of this Policy is to articulate principles for establishing total compensation for executive officers, management officers, service unit directors excluded from AAPS, and staff members who are excluded from or not represented by a union or association.

1. Scope

1.1 This Policy applies to the following positions at UBC:

- 1.1.1 President, Vice-Presidents (including Provost and Vice-President, Academic (UBC Vancouver), Provost and Vice-President, Academic (UBC Okanagan), and Deputy Vice-Chancellor and Principal (UBC Okanagan), and any positions equivalent to the aforementioned (each an “Executive Officer”);
- 1.1.2 Deans, ~~—~~Associate Vice-Presidents, Vice-Principal, Research and Innovation (UBC Okanagan), Associate Deans, Vice-Deans, Vice-Provosts, Associate Vice-Provosts, Associate Principals, Executive/Senior/Regional Associate Deans, University Librarian, Registrar and any positions equivalent to the aforementioned (each a “Management Officer”);
- 1.1.3 Managing Directors, Executive Directors, Chief Officers, Comptroller, Treasurer, Directors, and any other positions excluded from Association of Administrative and Professional Staff (“AAPS”) and specifically designated as a “Service Unit Director” (each a “SUD”); and
- 1.1.4 staff members who are excluded from or not represented by a union or association.

1.2 This Policy does not apply to student employees, postdoctoral fellows, research associates or employees in positions classified as “miscellaneous”.

1.3 For the purposes of this Policy, “total compensation” means salary, other forms of cash payments (including stipends and honoraria), vacation, pension, benefits, and perquisites with measurable value.

2. Total Compensation for Executive Officers, Management Officers and SUDs

2.1 The guiding principles of the total compensation program at UBC for Executive Officers, Management Officers and SUDs are as follows:

2.1.1 **Rationality:** UBC establishes total compensation levels which balance fair value for work with UBC’s ability to pay.

2.1.2 **Equity:** Total compensation relates internally to the worth of a job as measured by skill, effort, responsibility, working conditions, and externally to market comparisons of similar jobs in similar institutions with which UBC potentially competes for staff.

2.1.3 **Ability to attract and retain qualified candidates:** UBC’s total compensation practices are competitive within the range and type of organizations from which it recruits.

2.1.4 **Relation to performance:** Where total compensation is used as a means of acknowledging performance, performance measurement is based on clear, documented individual and organizational targets.

2.1.5 **Compliance with legal obligations:** Total compensation practices comply with statutory obligations of the *Public Sector Employers Act*, *Employment Standards Act*, the *Human Rights Code* and other applicable legislation.

2.1.6 **Conflict of interest:** Consistent with UBC’s COI Policy, decisions on total compensation are made in a manner to ensure that a conflict of interest will not occur.

3. Total Compensation for Staff Members who are Excluded from or Not Represented by a Union or Association

3.1 Staff members who are excluded from or not represented by a union or association will receive total compensation at similar levels for comparable work of staff members represented by a union or association.

3.2 The Vice-President, Human Resources or delegate will review the total compensation of staff members who are excluded from or not represented by a union or association at appropriate intervals and make recommendations.



PROCEDURES ASSOCIATED WITH THE NON-UNION COMPENSATION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Non-Union Compensation Policy.

1. Approval Process

- 1.1 The President's total compensation must be approved by the Board of Governors' Executive Committee.
- 1.2 The total compensation for Vice-Presidents of UBC must be recommended by the President and approved by the Board of Governors' Executive Committee.
- 1.3 The total compensation for Deans, Associate Vice-Presidents, Vice-Principal, Research and Innovation (UBC Okanagan), University Librarian, and Registrar of UBC must be recommended by the President and approved by the Board of Governor's Employee Relations Committee.
- 1.4 The total compensation for SUDs and for Management Officers other than those identified in subsection 1.3 of these Procedures is negotiated with the person to whom they report, within the framework approved by the Responsible Executive.

2. Disclosure Requirements

- 2.1 Salary and expenses for UBC employees who earn more than a prescribed amount shall be published in the UBC's Financial Statements in accordance with the *Financial Information Act*.

3. Total Compensation Assessments

- 3.1 To determine the appropriate total compensation for a particular position, the position is first evaluated by using a system which measures factors such as internal equity and external competitiveness.