

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
EXECUTIVE PERSONNEL	POLICY #: OPR D-01	APPROVED: OCTOBER 9, 2012 REVIEWED: MAY 23, 2013

Appointment of Executive Positions:

1. The President shall be hired by the Board of Governors.
2. All other Executive positions, other than the President, shall be selected by a selection committee appointed by the President.
3. All Executive positions will be advertised as per Personnel Recruitment and Selection policy.
4. Costs for candidates to attend final selection interviews may be considered, and will be evaluated on a case by case basis.
5. Re-location costs may be considered and will be negotiated with the employee as approved by the President.

Probationary Period:

1. The probationary period for all Executive positions is one (1) year.
2. Mid-term and final probationary evaluations will be conducted by the immediate supervisor in accordance with the evaluation procedure of the College.

Evaluation Procedure:

1. An evaluation of each Executive employee will be conducted annually by the immediate supervisor.

Remuneration:

1. All Executive positions will be remunerated in accordance with the current Executive salary grid. (See page 3)
2. The minimum standard of any benefits for Executive employees will be no less than the benefits for unionized employees, as outlined in the current Collective Bargaining Agreement.
3. Full time Executive employees will be granted one increment annually until he/she reaches the highest level of the applicable salary scale.
4. Increments can be withheld due to unsatisfactory performance, at the discretion of the President.
5. The College will reimburse the cost of association fees to the employee if membership in the association is a requirement of the position. In these cases, reimbursement will take place upon presentation of the receipt.

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Hours of Work:

1. Executive personnel are expected to be on duty during such times as may be necessary for them to perform the duties, discharge the responsibilities and attend the meetings required. They are not bound by regular office hours. However, because of supervisory responsibilities, they will generally be at work during normal office hours.
2. Executive staff will be granted 12 Management days off per fiscal year in lieu of extra time worked in order to fulfill the responsibilities of the job.
3. Management days must be used prior to June 30th of each year.
4. During the employees first year of employment, their Management days will be pro-rated at one (1) day earned per month. For subsequent years of employment, the employee will be granted the lump sum of 12 days at the beginning of each fiscal year.

Vacation Leave:

1. Executive vacation leave will be administered in accordance with those provided to in-scope employees as presented in Article 13 of the Collective Bargaining Agreement except that entitlements are as follows:
 - a. Permanent employees shall, on their first (1st) anniversary, be entitled to four (4) weeks annual vacation with pay. Employees who have not completed their first (1st) anniversary shall be entitled to one and two thirds (1 2/3) days' vacation for every month worked.
 - b. Permanent employees on their eighth (8th) anniversary with the College shall be entitled to five (5) weeks annual vacation with pay in each subsequent year of employment.
 - c. Permanent employees on their fifteenth (15th) anniversary with the College shall be entitled to six (6) weeks annual vacation with pay in each subsequent year of employment.
2. Executive vacation time will be scheduled at times mutually agreed upon by the employee and the immediate supervisor.
3. Ten (10) days of vacation leave may be carried over from one fiscal year to the next. More than 10 days may be carried over with the approval of the President.