

School District #62 (Sooke)

SALARIES & BENEFITS FOR EXCLUDED EMPLOYEES	No.: E-152
	Effective: June 22/81 Revised: Oct. 25/83; Dec. 11/90; Nov. 26/20; Oct. 8/21; Oct. 22/24 Reviewed: Sept. 10/24; Sept. 24/24; Oct. 22/24

SCHOOL BOARD POLICY

This policy applies to all excluded/non-unionized employees including Executive Officers, Principals and Vice-Principals and exempt employees.

The Public Sector Employers' Council (PSEC) Secretariat, as coordinated by the BC Public School Employers' Association (BCPSEA), governs all matters related to employee salary and benefits. For excluded employees, the Board shall comply with BCPSEA's *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement* ([BCPSEA Policy 95-06](#)) as follows:

1. Salary increases and progression in the salary range are based on satisfactory or better individual performance in the performance year.
2. Salaries must be no less than the minimum of and not exceed the maximum of the salary range as outlined in the Salary Grid for Excluded Staff and the Regional Salary Model for Principals and Vice-Principals provided by BCPSEA.
3. Job evaluation and placement of position on the salary grid is at the sole discretion of BCPSEA as per Board Policy E-110 "Job Descriptions for Excluded Positions".
4. Subject to the approval of the Executive Director - Human Resources, employees placed into new excluded positions shall be positioned in the assigned salary range based on their relevant education and experience. Internal pay equity shall also be considered.
5. Salary increases are not to be provided without prior approval from BCPSEA.
6. Salary increases must be administered within the operational budget of the School District as approved by the Board and in accordance with funding provided by the Ministry of Education and Child Care.
7. The Sooke School District will contribute towards employee benefits, including but not limited to:
 - Extended health and dental care benefits;
 - Group life insurance coverage;
 - Employee and family assistance plans; and
 - Pension plans.
8. Employee benefits are subject to change from time to time at the sole discretion of the Sooke School District and/or BCPSEA.
9. This policy does not apply to the Superintendent of Schools.