

POLICY 7610

TERMS AND CONDITIONS FOR EXEMPT EMPLOYEES

1. PURPOSE

- 1.1. The Surrey Board of Education recognizes that terms and conditions of employment are an essential component of effective human resources management and serve to attract and retain qualified employees.
- 1.2. The objective of this policy is to facilitate sound practices and consistent application of the terms and conditions of employment for the exempt employee group.

2. APPLICATION AND SCOPE

- 2.1. The terms and conditions of employment for exempt employees are set out in the Terms and Conditions of Employment for Exempt Employees document as well as Board policies and procedures.
- 2.2. The Terms and Conditions of Employment for Exempt Employees are applicable to employees excluded from a bargaining unit agreement, with the exception of the superintendent and principal or vice-principal positions which are administered separately.
- 2.3. For exempt employees under Individual Contracts of Employment, should the Terms and Conditions of Employment for Exempt Employees differ from the individual contract, the Individual Contract of Employment shall prevail.
- 2.4. The Terms and Conditions of Employment for Exempt Employees will adhere to legislative requirements and guidance as set out by the:
 - School Act
 - Public Sector Employers Act
 - Public Sector Employers' Council
 - BC Public School Employers' Association, and
 - any other relevant legislation and guidance related to compensation and employment standards.

Should there exist any conflict between the Terms and Conditions of Employment for Exempt Employees and legislation, the legislation shall take precedence.

POLICY 7610

TERMS AND CONDITIONS FOR EXEMPT EMPLOYEES

- 2.5. The Terms and Conditions of Employment for Exempt Employees will be available to all exempt employees.
- 2.6. Proposed changes to the Terms and Conditions of Employment for Exempt Employees that have budgetary implications will be reviewed and approved by the Superintendent and Secretary-Treasurer.

3. REFERENCES AND RELATED DOCUMENTS

- 3.1. School Act
- 3.2. Public Sector Employers Act
- 3.3. Public Sector Employer's Council
- 3.4. BC Public School Employers' Association
- 3.5. Terms and Conditions of Employment for Exempt Employees

4. AUTHORITY AND RESPONSIBILITY

- 4.1. Superintendent of Schools
- 4.2. Secretary-Treasurer
- 4.3. Executive Director, Human Resources

5. HISTORY

Revised: 2024-xx-xx
2017-09-20
2006-06-29
2004-12-02
2002-02-28
2001-01-11
1998-06-25
1996-06-27
1992-03-12
1987-11-12
Approved: 1982-08-16