

Public Sector Executive Compensation Reporting

Royal Roads University for Fiscal Year 2007/2008

Compensation philosophy

Royal Roads University (RRU) is designed to meet the needs of learners and the requirements of the global marketplace. Royal Roads focuses on current needs and trends in business and society through innovative Master degree and undergraduate completion degree programs. RRU also offers a broad selection of graduate certificate, graduate diploma and executive learning programs. Applied, real-world relevance and experience is the focus of all programs. Faculty and staff at RRU are leaders and professionals in their fields who share a passion for teaching and learning and a commitment to creating a supportive learning environment that is challenging, collaborative and engaging.

In relation to human resources practices and compensation philosophy, RRU strives to provide base salaries targeted to the median range of the relevant labour market (comparable sized organizations and universities across Canada) in which we compete for talent. Depending upon the role, this may be local, regional, national or international and may be organizations in the public and/or private sector.

All positions at RRU are defined by a current statement of outcomes and competencies using a Role Profile. The outcomes of each unique position are aligned to the achievement of corporate goals. Placement of a role on a pay range is based on an evaluation of accountable outcomes and required competencies relative to other roles at the university and external market factors. Merit progression within a pay range is based on achievement of annual outcomes and demonstration of the required competencies for the role. Internal and external compensation relativity and market factors are monitored on an ongoing basis and compensation plans are periodically adjusted taking into consideration ability to pay and government policy.

RRU compensation plans or substantive changes to existing compensation plans require university Board of Governors approval, UPSEA approval and PSEC approval prior to implementation. RRU has six approved compensation plans covering Administrative staff, Professional/ Technical staff, Management staff, Faculty, Unionized staff, and Executive.

Executive Compensation

(a) Background

President

Chief Executive Officer (CEO): The university President's contract was negotiated by the university Board of Governors with UPSEA and PSEC approval.

RRU has employed the President as "President and Vice-Chancellor" of the university for a five-year term fixed contract from April 2, 2007 to April 1, 2012.

Senior Management

Named Executive Officers (NEO): The Vice Presidents' and Associate Vice President's contracts were negotiated by the university President within the Executive and Management compensation frameworks.

Members of the university's senior management are compensated as follows:

Executive	Minimum	Midpoint	Maximum	Merit Bonus
VP, Academic	\$114,577	\$143,222	\$171,866	10%
VP, Other	\$106,090	\$132,613	\$159,135	10%
Management				
M-7 (AVP)	\$98,739	\$116,164	\$140,558	10%

(b) Salary

Economic and Market Adjustments

RRU has a letter of funding for a four-year period (2006-2009) for its approved compensation plans. Effective April 1st of each year, RRU's Executive and Management salary ranges increase by a 2% economic adjustment. The Executive compensation also includes an additional 1% market adjustment similar to the Faculty Collective Agreement.

Merit Adjustments/Range Progression

Progression through a salary range is based on demonstrated competency and performance and is administered in accordance with the university's fiscal year. Merit-based progression through a range is not automatic. Merit adjustments occur on April 1st and links individual, department and corporate performance. Base salary cannot exceed maximum of fiscal year salary range.

(c) Merit Bonus

RRU's merit bonus is a re-earnable lump sum based on achievement of outcomes in the Annual Personal Work Plan & Review Form and rated based on RRU's Performance Management criteria.

Rating	Potential Bonus Payout
Below Target	0%
Reaching For Target	0% - 50%
On Target	50% - 80%
Above Target	80% - 100%

(d) Incentive Plan

RRU does not have an Incentive Plan.

(e) Pension

Participation in the College Pension Plan is mandatory at RRU for "senior administration /management" employees and all academic staff.

College Pension Plan Contributions:

Employee: 8.46% up to and including YMPE then 9.21% after YMPE

Employer: 8.46% up to and including YMPE, then 9.21% After YMPE

(YMPE = Year's Maximum Pensionable Earnings under CPP)

(f) All Other Compensation Total

Stipends

Where an employee temporarily takes on significant additional responsibility, usually associated with a higher classification, responsibility pay in the form of a stipend of up to 10% of base salary may be paid for the duration of the duties.

Relocation Expense

RRU may provide financial assistance to eligible new employees to reduce the impact of moving and relocation expenses. Financial assistance may be offered when it is desirable to attract staff from outside of the Victoria area. Please note that there is no obligation on the part of the university to provide this assistance.

Relocation assistance may be provided to newly hired regular full-time employees upon acceptance of their employment contract when their principal residence is more than fifty (50) kilometers from the university. Relocation assistance is a taxable benefit.

Relocation assistance is provided only toward those costs directly related to the actual relocation of the employee, immediate family, household goods and the real estate and legal fees arising from the sale and purchase or lease of a principal residence.

Relocation assistance is provided with the understanding that an employee will be employed for at least three years. If an employee resigns before completing three years of employment, the repayment of relocation assistance required shall be one-thirty-sixth (1/36) of the total assistance provided for each whole month not worked.

Learning Allowance

RRU recognizes that ongoing professional and personal development, and the continuous acquisition of new skills, contributes to the well-being of both employees and the organization. In 2007/08, RRU provided an annual Individual Learning Allowance of \$500.00 which was treated as a taxable benefit.

Car and House Allowances

Car and House Allowances are not standard in compensation practices at RRU. However, they can be individually negotiated by Executives only. Executives staying on campus receive housing as a taxable benefit determined by the university.

Payroll

CPP, EI, WCB rate

BC Medical

BC Medical Group Coverage (premiums 100% paid by RRU)

Benefits

RRU provides all our regular employees with a comprehensive benefits package that includes:

- Group Benefits (premiums 100% paid by RRU): Extended Health Care, Dental Care, Term Life Insurance, Accidental Death & Dismemberment Insurance, Dependent Life Insurance, and Long-Term Disability Insurance.
- Sick Leave
- Employee & Family Assistance Program
- Paid Vacation
- Tuition Assistance

Royal Roads University**SUMMARY COMPENSATION TABLE**

Name and Principal Position (a)	Salary (\$) (b)	Bonus(2) (\$) (c)	Incentive Plan Compensation Paid (\$) (d)	Pension (\$) (e)	All Other Compensation (\$) (f)	Total (\$) (g)
Cahoon, Allan - President and Vice-Chancellor	\$196,153.90	\$0.00	\$0	\$16,988.26	\$33,501.60	\$246,643.76
Belcastro, Angelo - Vice President, Academic and Provost (1)	\$119,942.24	\$0.00	\$0	\$10,306.54	\$18,327.02	\$148,575.80
Tulip, Dan - Vice President & Chief Financial Officer	\$159,135.08	\$15,450.00	\$0	\$13,976.68	\$34,102.33	\$222,664.09
Irvine, Deborah - Vice President, University Relations	\$149,172.92	\$14,453.00	\$0	\$13,081.22	\$10,126.94	\$186,834.08
Grundy, Steve - AVP & CIO, International & Professional Studies	\$139,845.20	\$15,066.00	\$0	\$7,742.32	\$25,639.00	\$188,292.52

Notes:

1: Actual start date: July 3rd

2: Performance for 2006/07