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| Title | Employee Compensation Plans | | |
| Classification | Board | Oversight & Responsibility | Office of the VP & CFO |
| Category | Human Resources & Employment | Effective Date | 2004 Sep 17 |
| Approval | Board | Policy No | 1017 |

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

Board Policy Statement

The Board will ensure that Royal Roads University maintains contemporary compensation plans that are designed to attract, retain and reward excellent employees. The development of compensation plans will be guided by the following objectives:

1. Compensation levels are market based, and determined through comparisons with public, private and regional levels.
2. Compensation levels are reviewed at least once every two years to ensure they are:
 - current Compensation plans may provide for merit-based progression and/or recognition
 - Compensation plans are manageable, transparent and as simple as possible
 - Compensation plans support the development of a career path and progress
 - Compensation plans may contain elements unique to one employee group

Philosophy

Royal Roads University will achieve its goals through the commitment and efforts of highly skilled and motivated employees. Appropriate compensation plans must be in place to attract and retain excellent employees.

President's Responsibilities

The President will ensure that compensation plans for each employee group, with the exception of the executive group, are developed by the Human Resources and Organizational Development Department for the approval of the Board. The executive group compensation plan shall be developed by the Board in consultation with the President.

All compensation plans or amendments to compensation plans approved by the Board must conform with provincial compensation legislation. Compensation plans will be administered by the Human Resources and Organizational Development Department.

Review and Revision History

| Date | Action |
|-------------|---|
| 2004-Sep-17 | Approved by the Board – current published version |
| 2021-Oct-05 | Transfer to new template – no content change |

| Next Review | |
|--------------------|------------|
| 2007-Sep-17 | For review |