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| Policy Name: | COMPENSATION AND BENEFITS |  |
| Approved By: | President's Council & Board of Governors | |
| Approval Date: | April 20, 2012 | |
| Next Scheduled Renewal Date: | N/A | |
| Policy Holder: | Board of Governors | |
| Operational Lead: | President and CEO | |
| Policy Number: | BRD-EL-009 | |

COMPENSATION AND BENEFITS POLICY

1.00 PURPOSE

- 1.1 The purpose of this policy is to provide guidance around the compensation and benefits for employees.

2.00 DEFINITIONS

- 2.1 None

3.00 POLICY STATEMENT

- 3.1 The President & CEO will not provide for compensation and benefits for employees that deviate materially from market.
- 3.2 The President & CEO may not:
 - a. change his/her/their compensation or benefits
 - b. establish current compensation and benefits for employees which:
 - i. deviate substantially from the geographic or employment market for the skills employed
 - ii. deviate from the guidelines most recently provided by the Post-Secondary Employers' Association
 - iii. compensate any employee beyond the terms of his or her individual contract or collective agreement by way of perquisites or special arrangements (personal loans, non-College travel and entertainment, gifting of college supplies and equipment).
- 3.3 Monitoring: Internal Report annually, on or before June 30.

4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 4.1 None

5.00 HISTORY

| Created/Revised/ Reviewed | Date | Author's Name and Role | Approved By |
|--------------------------------------|---------------|-------------------------------|---|
| Created | Apr. 20, 2012 | | President's Council and Board of Governors |
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