

Transparency & Accountability in Executive Compensation	
Adopted: November 6, 2018	Last Reviewed/Revised:
Next Scheduled Review: 2021-2022	
Associated Policies & Procedures: N/A	

Purpose

The Halton Catholic District School Board (the “Board”) encourages practices that attract, retain, and reward high-performing employees who are effective at implementing the goals set out in the Board’s strategic plan.

Application and Scope

The policy applies to all compensation of designated executives of the Board, as defined below.

References

[Broader Public Sector Executive Compensation Act, 2014](#)

[Regulation 406/18: Compensation Framework](#)

Definitions

Cash Compensation: compensation that is the sum of salary and non-discretionary and discretionary payments, including, but not limited to, performance pay, incentive pay, bonuses, and allowances.

Non-Cash Compensation: includes health and dental insurance, group life insurance, long term disability and any other elements of compensation that are not cash compensation.

Designated Executives: Director of Education and all Superintendents (academic, business and human resources)

Salary: compensation that is the fixed or ascertainable amount an executive is entitled to be paid for each pay period.

Performance-related pay: short-term incentive pay, long-term incentive pay, other re-earnable pay that is not provided as salary or as a raise in salary, and any other pay that is not salary or a raise in salary and that is provided in respect of an assessment of an executive’s performance.

Principles

The Board is cognizant of our responsibility to set reasonable executive compensation limits that are fiscally responsible and respect ratepayers.

The Board recognizes the necessity of keeping executive compensation transparent.

The Board believes executives must be held accountable for implementing the strategic plan of the Board.

Requirements

At all times, the Board will comply with the *Broader Public Sector Executive Compensation Act, 2014* (the “BPSECA”) and the Regulations and Directives issued thereunder. All executive compensation is subject to and may be amended pursuant to the BPSECA as well as any other applicable legislation.

Eligible Compensation

Designated executives are eligible to receive salary, benefits, performance based pay and other elements of compensation as may be determined by the Board, and to the extent permitted by applicable legislation.

Ineligible Types of Compensation

The following types of compensation are ineligible:

- i) Signing bonuses
- ii) Retention bonuses
- iii) Housing allowances
- iv) Car allowances
- v) Payments or other benefits provided in lieu of perquisites.
- vi) Insured benefits that are not generally provided to non-executive managers
- vii) Termination payments, including payments in lieu of notice of termination, and severance payments that in total equal more than 24 times the average monthly salary of the designated executive.
- viii) Termination or severance payments that are payable in the event of termination for cause.
- ix) Paid administrative leave.
- x) Payments in lieu of administrative leave.

The Executive Compensation Envelope

Changes to the executive compensation envelope shall go out for public consultation unless prohibited under the BPSECA and its Regulations and Directives.

Changes to the executive compensation envelope shall be approved by the Board unless prohibited under the BPSECA and its Regulations and Directives.

The distribution of the executive compensation envelope, shall be approved by the Board before being implemented by the Director of Education unless prohibited under the BPSECA and its Regulations and Directives.

Approvals of Contracts

Though the Director is solely responsible for the hiring of all superintendents, contracts will be approved by Trustees before being signed.

The contract of the Director of Education shall be approved by Trustees before being signed.

Salary Grids

The HCDSB may implement a salary grid for executives unless otherwise prohibited under the BPSECA and its Regulations and Directives

The salary grid shall be approved by Trustees before being implemented.

Any movement on the salary grid shall be reviewed and approved by the Board once a year, on the recommendation of the Director, only after the completion of the performance appraisal of all executives.

Annual Objectives

The Director will draft objectives with each superintendent on an annual basis, in line with the goals and objectives of the strategic plan. The Director will submit these objectives to the Board by the last meeting of each school year as an information item.

The Board will draft objectives with the Director on an annual basis, in line with the goals and objectives of the strategic plan. The Board will approve these objectives at the last meeting of each school year as an action item.

Performance Appraisal

The Director shall review the performance of superintendents, and shall submit a written formal in-camera report to the Board, that outlines superintendent's performance against their objectives. This will come to the Board as an information item by the last meeting of each school year.

The Board shall review the performance of the Director that outlines the Director's performance against his/her objectives. This will come to the Board as an action item for approval by the last meeting of each school year.

Transparency and Public Feedback

The Board will comply with its obligations in respect of reporting executive compensation, including by submitting executive compensation to the provincial government in accordance with the *Public Sector Salary Disclosure Act, 1996*.

The Board will post all executive compensation on the public website by August 31st under a section entitled "Executive Compensation".



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The Board will be given a report on the Public Sector Salary Disclosure Act list, before it is submitted to the province.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board