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## administration • reference memo

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- keywords:**
- **BOARD POLICY**
  - **EMPLOYMENT CONTRACTS**
  - **VICE-PRESIDENTS**

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Cross-ref. Board Policy 42

The College will enter into, and maintain, separate contracts of employment with the incumbents of the positions of:

- President
- Vice President, Academic Affairs
- Vice-President, Human Resources
- Vice-President, Student and Institutional Support
- Vice President, Finance and Administration
- Vice-President, External and Dean of Business

The contracts of employment will contain all terms and conditions of employment for the position, including all compensation (salary and benefits). In the case of the President, the compensation will be determined by contract and based upon the job rate as set by the Public Sector Employer's Council and the Post-Secondary Employers Association. In the case of the Vice President, Academic Affairs, the Vice President, Human Resources, the Vice President, Finance and Administration, and the Vice-President External and Dean of Business, the salaries will be an agreed step upon the salary classification band as determined by Board Policy 42.

**Effective: May 1, 2006**

<b>Position</b>	<b>Classification</b>
Vice President, Academic Affairs	A1
Vice President, Finance and Administration	A1
Vice President, Human Resources	A1
Vice President, Student and Institutional Support	A1
Vice-President, External Affairs and Dean of Business	A1

Date adopted by Capilano College Board: April 18, 2006