

POLICY: **EXEMPT STAFF –
BENEFITS & WORKING CONDITIONS**

POLICY #: **B-HR-04**

COMMITTEE:	Human Resources Committee	PASSED:	23 July 2015
TOPIC:	Compensation and Benefits	AMENDED:	
		REVIEW PERIOD:	As required.

PURPOSE

The purpose of this policy is to provide an outline of the Library’s employee benefits offered to exempt employees.

SCOPE

The Policy applies to all exempt library staff members.

POLICY

The Library shall provide its exempt employees with employment benefits that recognize the competitive aspect benefits have in attracting, motivating and retaining competent staff. The Library’s Exempt Benefits Package shall be aligned with the District of North Vancouver’s *Exempt Benefits Package & Working Conditions Policy 7-2555-2* where practical, to ensure equity and fairness.

Exempt benefit features shall be amended from time to time to reflect current trends and progressive practices that evolve in benefit plan administration and ensure as a minimum, parity with benefits negotiated for unionized (non-exempt) staff at the Library. Proposed changes to the Exempt Benefits package shall be brought to the Human Resources Committee for review and comment.

The Human Resources Department shall be responsible for administering the Library’s Exempt Benefits package and shall make recommendation to the Director of Library Services as required.

Matters of interpretation shall be determined by the Manager, Human Resources in conjunction with the Library Director, and may be referred to the Human Resources Committee of the Board at the discretion of the Library Director.

ROLES AND RESPONSIBILITIES

The Library Board is responsible for maintaining this Policy.

The Director of Library Services, in conjunction with the Human Resources Department, is responsible for implementing this Policy.