



## **POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION, 2022**

### **Chapter A-2**

## **NON-UNION EMPLOYEES AND CORPORATE OFFICERS REMUNERATION POLICY**

*DURHAM COLLEGE STUDENT ASSOCIATION (the “Corporation”)  
NON-UNION MANAGERS AND CORPORATE OFFICERS REMUNERATION POLICY (the  
“Policy”)*

### ***Purpose***

1. The purpose of this policy is to ensure that wages of the Non-Union Employees and Corporate Officers reflect the changes in the cost of living.

### ***Definitions***

2. Any capitalized terms that are not defined herein shall have the same meaning as those defined in the By-Laws.

2.1 The following definitions shall apply to the Policy:

- (a) “Senior Manager” has the same definition as the Senior Manager Policy;
- (b) Any manager who is not a senior manager, is Services Manager;
- (c) Any coordinator who is not part of the union is compensated as a Non-Union Coordinator;

(d) Any staff which is not part of the union is compensated as a Non-Union Staff.; and

(e) any staff hired as a student employee, or a lead or a mentorship shall be compensated according as a Student Employee, Lead, or Mentorship, further these employees are considered Full Time Employees.

***General Manager - Renumeration***

3. The General Manager shall be compensated in accordance with their employment agreement.

***All Other Employees - Renumeration***

4. All other non-unionised employees shall be compensated according to schedule I.

***Chairperson - Renumeration***

5. The Chairperson shall:
  - (a) Work the hours specified in the by-laws and their employment contract.
  - (b) Be compensated at a rate of \$26 per hour for the during their term of office;
  - (c) Notwithstanding section 3.6.2 the Chairperson shall receive their average earnings of the previous four weeks during the period of time where the DCSA Offices are closed for the winter break;
  - (d) In the event that the Chair has served multiple terms of office, the salary shall increase four and a half percent (4.5%) on the first day of their second term.

***Managing Director - Renumeration***

6. The Managing Directors shall:
  - (a) Work as needed to fulfill their duties but not more than 15 hours a week;
  - (b) receive a honorarium of \$150.00 per week for the course of the duties of their office; and
  - (c) Tuition reimbursement of five hundred dollars per semester up to one thousand dollars per academic year.

### ***Directors -Renumeration***

7. The Directors of the Corporation shall receive a honorarium of \$350.00 per semester.

- (a) The Directors of the Corporation who are members of the Standing Committee shall receive an additional honorarium of \$100.00 per semester.
- (b) The Deputy Chairperson shall receive an additional honorarium of \$100.00 per semester.
- (c) The honorarium shall be suspended if the director missed more than two board meetings during the semester, unless the Board directors otherwise by a two-thirds majority vote.

### ***Benefits – Full Time Employees***

8. Unless otherwise stated in this policy, the Corporation will provide full time Employees, excluding mentorships, with the same benefits as members of the collective bargaining unit are entitled to through the Collective Agreement.

9. For the greater certainty, the benefits referred in Section 15 include all types of leaves of absences, and all types of remuneration which members of the collective bargaining unit are entitled to. (amended April 26, 2023)

### ***Wellness and Tuition Benefits – Full Time Employees***

10. The Wellness and Tuition Benefit Full time Non-Union Employees, excluding mentorships, shall be paid as follows:

- (a) the amount of the Wellness and Tuition Benefits shall be the same amount as unionised employees are entitled to;
- (b) claims for Wellness and Tuition Benefits shall be paid throughout the year as approved by the manager's direct supervisor; and
- (c) On April 30<sup>st</sup> of each year the balance of the Wellness and Tuition Benefit shall be paid as an one-time wellness benefit.

### ***RRSP – Non-union Managers***

11. Full time Non-Union Employees, excluding mentorships, are entitled to participate in the DCSA RRSP Program up to three percent of their gross income.

### ***Adjustment to Schedules***

12. (a) When an employee reaches the maximum pay in accordance with schedule I, the wage of the employee shall be increased by the Average Annual Consumer Price Index for Ontario in the previous year as determined by Statistics Canada;
- (b) Schedule II shall be increased whenever there is an increase to the Minimum Wage under the Employment Standards Act.

### ***Executive Chair – Benefits***

13. The Executive Chairperson and Chief Elected Officers shall be entitled to the following benefits:
- (a) the cell phone benefit;
  - (b) A parking pass or a monthly transit pass;
  - (c) enrollment on the student health plan if not already enrolled in the plan;
  - (d) ten (10) days paid vacation throughout their term of office;
  - (e) Tuition reimbursement of one thousand dollar per semester up to two thousand dollars per academic year; and
  - (f) any other benefit in their employment agreement.

### ***Coming Into Effect***

14. This policy comes into effect on May 1, 2025.

### ***Transitional provision***

15. (a) Each employee will be placed in schedule I grid according to their years of service, provided that no employee salary decreases according to that placement.

(b) In the event that an employee salary decreases according to placement in that grid, that employee shall be placed in years of service closest to their current salary on that grid and will remain at that level for two years.

### **Schedule I - Non-Union Full-Time Employee**

	Years of service						
	Minimum	2	3	4	5	6	Maximum
Senior Managers	\$ 85,000.00	\$ 88,825.00	\$ 92,822.13	\$ 96,999.12	\$ 101,364.08	\$ 105,925.46	\$ 110,692.11
Services Manager	\$60,000.00	\$ 62,700.00	\$ 65,521.50	\$ 68,469.97	\$ 71,551.12	\$ 74,770.92	\$ 78,135.61
Non-Union Coordinators	\$50,000.00	\$ 52,250.00	\$ 54,601.25	\$ 57,058.31	\$ 59,625.93	\$ 62,309.10	\$ 65,113.01
Non-Union staff	\$ 45,000.00	\$ 47,025.00	\$ 49,141.13	\$ 51,352.48	\$ 53,663.34	\$ 56,078.19	\$ 58,601.71

### **Schedule II – Student Employees**

Mentorship: \$20/hour

Lead: \$19/hour

Student Employee: \$18/hour

