



Policy on Vice-Presidents Terms and Conditions

Effective date: 01 January 2025

1. Purpose and Scope	This policy outlines the compensation, benefits and terms and conditions of employment for the Vice-Presidents, as related to the Institute By-Laws and other policies and practices. This policy also reflects the principles outlined in the Policy on Balancing Union Activity and Family Life.
2. Authority for Vice-Presidents	The President is responsible for the direction, supervision and discipline of the Vice-Presidents, in accordance with the Institute's Policies and Bylaws.
3. Requirements for Vice-Presidents	<p>Position descriptions approved by the Board, outlining the Authority, Term of Office, Reporting Structure, Position Summary, Responsibilities, Requirements, Expected Qualifications and Skills, and Performance Requirements are attached to this policy (Appendix 1)</p> <p>The candidates for Full-Time Vice-President, and Part-Time Vice-President, deemed to have won the election, must be prepared to sign and execute the specific service agreement for their position, as approved by the Board and attached to this Policy, prior to assuming office. Failure to sign the Service Agreement, will disqualify the candidate from election (Appendix 1).</p> <p>The Vice-Presidents will publish status reports every two months. Those reports will be posted to the PIPSC Web site.</p>
4. Disciplinary Process for Vice-Presidents	Allegations against the Vice-Presidents of misconduct and breach of the obligations set out in the Service Agreements, the Policies and of the Institute shall be dealt with by the President. Any discipline imposed on the Vice-Presidents by the President may be appealed pursuant to the Policy on Conduct.
5. Review and Approval of the Terms and Conditions	<ol style="list-style-type: none"><li data-bbox="553 1430 1487 1562">1. The terms and conditions of employment for Vice-Presidents will be reviewed by the Executive Compensation Committee (ECC) on a triennial basis (on the year of the Board elections) and shall be approved by the Board, prior to the publication of Notice of Election in that year.<li data-bbox="553 1587 1487 1719">2. The compensation philosophy and principles for Vice-Presidents is a long term policy and approach. The philosophy and principles will be reviewed by the Board once every eight years. In the event of a compelling environmental or economic concern this review can be conducted sooner. <p>No changes in terms and conditions, with the exception of annual adjustments to remuneration, shall take effect between triennial reviews.</p>



6. Relocation

Vice-Presidents of the Institute are not required to reside in the National Capital Region. Should a Full Time Vice-President decide to relocate to the National Capital Region they may be eligible for relocation support in accordance with the Institute Policy on Relocation of Full-Time Elected Officers.

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**7. Monitoring and
Evaluation**

The Policy on Vice-Presidents will be reviewed by the ECC with recommendations to the Board of Directors on a triennial basis. In the event of a compelling environmental or economic concern this review can be conducted sooner.

8. References

Appendix 1: Terms and Conditions of Employment for Vice-Presidents
Policy on Financial Support for Member Participation

(BOD – 01 Jan 2025): General Revision separating policies on President & Vice-Presidents



Appendix 1 to the Policy on Vice-President Terms and Conditions: **Terms and Conditions of Employment for Vice-Presidents**

1. Salary

1.1 The salary ranges for the Vice-Presidents shall be determined by the Board and shall be published in the Notice of Election / Call for Nominations. The salary ranges will be competitive with similar roles in the labour movement. The range will be composed of a minimum and a maximum with four steps. The newly elected officials will have their salary set at the range minimum in the first year. Their salary will be increased to the next step in each of the successive years of their term of office. Re-elected Vice-Presidents will continue to have their salary increased to the next step in the range until their salary is at the range maximum. Thereafter the incumbents will receive only economic adjustments as recommend by the ECC and approved by the Board.

1.2 One of the principles in the Compensation Philosophy, above is “no wage loss”. If the base salary of a Vice-President’s substantive position was greater than the minimum of the salary range, then that official would receive an amount equivalent to their existing base salary plus 15% in their first year of office. Their salary would be increased by 5% on an annual basis until they have served for four years as an elected official.

1.3 Part-Time Vice-Presidents will receive fifty percent (50%) of the salary of a Full-Time Vice-President

1.4 The Vice-Presidents are not entitled to overtime payments or other special compensation for hours worked.

1.5 An economic increase to the salary ranges for the Vice-Presidents will be reviewed by the ECC on a yearly basis and shall be determined by the Board.

2 Expenses

2.1 Travel, hospitality, and office expenses will be paid to the Vice Presidents according to the Policies and By-Laws of the Institute.

2.2 Full-Time Vice-Presidents residing in the National Capital Region will receive a Headquarters Travel Allowance which covers travel, parking and taxis in the headquarters area (16 km radius). The amount of the Headquarters Travel Allowance will be reviewed by the ECC on a yearly basis and shall be determined by the Board.

2.3 Other office related expenses that are not defined in the policies will require completed expense claims submitted on a monthly basis with receipts.

2.4 Expenses are subject to the review of the Finance Committee, under the authority of the Board.

3. Annual Leave



3.1 Leave will be provided to the Full-Time Vice Presidents according to their Service Agreement and the Policies and By-Laws of the Institute.

The "Compensation for Meetings on a Day of Rest" (3a, 3b) provisions of the "Policy on Balancing Union Activity and Family Life" do not apply to the Full-Time Vice-Presidents. These positions receive leave as part of their compensation package with the Institute.

3.2 Part-Time Vice Presidents are not eligible for leave with the Institute. Leave should be taken as part of their substantive positions.

The "Compensation for Meetings on a Day of Rest" (3a, 3b) provisions of the "Policy on Balancing Union Activity and Family Life" do apply to the Part-Time Vice-Presidents. These positions do not receive leave as part of their compensation package with the Institute.

4 Income Protection from Illness and Injury (Sick Leave)

4.1 Income Protections from Illness and Injury (Sick Leave) will be provided to the Full-Time Vice-Presidents according to their Service Agreement and the Policies and By-Laws of the Institute.

If a Full Time Vice-President is unable to fulfill their elected responsibilities they should be provided with the option to return to their substantive position and apply for the employer's existing income protection program or remain on leave without pay. Access to the Institute's Long Term Disability Benefits will not be provided.

4.2 Unused Sick Leave Banks will be forfeited at the end of each term. There will be no carryover of any unused Sick Leave bank from one elected term of office to another.

4.3 If a Full Time Vice-President is retired, the individual would be eligible for the thirteen (13) weeks of Sick Leave bank, but would not be eligible for any Long Term Disability Benefits from either the substantive employer or the Institute's plans.

4.4 The Institute will pay the Employer's share of the Long Term Disability Insurance premium on behalf of a Full Time Vice-President who is on leave of absence from their substantive employer.

4.5 Part-time Vice-Presidents will not be entitled to any type of leave (including, but not limited to, annual, sick, bereavement) or compensatory leave from the Institute except as provided in the Policy on Balancing Union Activity and Family Life. Part-Time Vice-Presidents are eligible for the leave programs based on their substantive position.

5 Other Benefits

5.1 Payment of superannuation and insured benefit plans from the President's and Full-time Vice-President's substantive position will be made by the Institute according to their Service Agreement and the Policies and By-Laws of the Institute.

5.2 If a Full-Time Vice-President is retired, then no Insured Benefit Plans will be available.



6 Travel Arrangements

6.1 Travel arrangements will be made with the approved travel agency and be paid by the Institute as per the existing Policy on Financial Support for Member Participation.

6.2 All travel must be in accordance with the Institute's Policy on Financial Support for Member Participation.

7 Language Training

7.1 Intensive language training may be offered to Vice-Presidents who express such a need.

7.2 All proposals for language training from Vice-Presidents shall be submitted to the Board for approval.

8 Professional Dues

Professional dues for one relevant designation or association shall be paid for each Full-Time Vice-Presidents on an annual basis.

9 Harassment Policy

The Dispute Resolution and Discipline Policy will apply. Violations of the Harassment Policy will be dealt with in accordance with the Service Agreements of the Vice-Presidents and Part G of the Dispute Resolution and Discipline Policy.

ON COMPLETION OF TERM OF OFFICE

1 Career Transition

1.1 On completion of the elected term of office, an immediate past Full-Time Vice President who was not previously retired, has no job to return to within their substantive employer because of work force adjustment may receive Career Transition assistance.

1.2 The Career Transition assistance will include a three-month package with a professional career transition consulting firm.

1.3 In addition, special upgrading of skills training relevant to the reintegration into the workforce may be provided to a maximum of five days or equivalent.

1.4 Prior approval is required, and receipts must be submitted for any career transition expenses and upgrading skills training.

2 Severance

2.1 The Institute will pay one (1) month's salary for each year the individual serves as Full-Time Vice President to a maximum of six (6) month's salary.

2.2 Members of the Executive Committee who were retired at the start of their term are not eligible for Severance payments.



3 Insurance Coverage (Liability)

3.1 The Institute will provide continuing legal coverage for Board related actions having arisen during an immediate past Vice President's term.

3.2 This coverage will not include any private actions taken by an immediate past Vice-President against any individual, corporation or other legal entity.

3.3 This coverage will not include any action taken by an immediate past Vice-President against the Institute.

(BOD – 01 Jan 2025): General Revision separating policies on President & Vice-Presidents