

| <b>STATEMENT of POLICY and PROCEDURE</b> |   |            |                  |
|--|---|------------|------------------|
| Chapter:                                 | Governance  | Policy #.  | <b>1.6.01</b>    |
| Section:                                 | SALPN Executive Director                                  | Issued:    | December 6, 2013 |
| Subject:                                 | <b>Executive Director – Terms of Employment</b>           | Effective: | December 6, 2013 |
| Issue to:                                | All Manual Holders  | Page:      | 1 of 2           |
|  |   | Reaffirmed | August 28, 2018  |
| Issued by:                               | The Saskatchewan Association of Licensed Practical Nurses |            |                  |

## **1. POLICY**

The SALPN council will provide the SALPN Executive Director with Terms of Employment to ensure role clarity and to support both the Executive Director and the council in maintaining a healthy employer/employee relationship.

## **2. PROCEDURE**

### **2.1 Employment Contract**

The Chair of the SALPN, on behalf of the Association, will negotiate the employment arrangements for the Executive Director. The arrangements will be recorded in a contract of employment approved by the council and signed by the Chair and the Executive Director. The terms of the contract will be subject to an annual review.

The Executive Director will receive the benefits/employee benefits outlined in his/her contract.

### **2.2 Annual Review**

An ad hoc committee will be established consisting of the Chair, Vice Chair and one council member to conduct an annual performance review with the Executive Director. The annual review will be based on the agreed upon goals and objectives of the Executive Director in the previous year and includes a review of performance in areas which may include, but is not limited to:

- a. Overall organizational performance
- b. Community leadership
- c. Administration & Human Resources
- d. Financial Stability & Mission Impact
- e. SALPN Council

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In preparation for the review with the Executive Director, the Committee will provide the opportunity for all members of council to provide feedback regarding the Executive Director's performance.

The Committee may consult stakeholders and the SALPN staff for additional input on the Executive Director's performance.

### 2.3 Compensation

Compensation will be reviewed on an annual basis and is subject to availability of funds. The Executive Director may receive a market increment to his/her base salary based on the market average for this position. Any additional Performance Pay/variable compensation will be determined by Council as per agreed upon goals and objectives of the Executive Director.