

OMNIBUS POLICY ON THE REMUNERATION OF SENIOR ADMINISTRATIVE PERSONNEL

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PREAMBLE

Effective May 1, 2018, the government of Quebec adopted new budgetary rules and changes to the funding formula for Quebec universities, the [Règles budgétaires et calcul des subventions de fonctionnement aux universités du Québec](#) (“*Règles budgétaires*”). Among other things, the *Règles budgétaires* govern severance pay and the remuneration for certain Senior Administrative Personnel of Quebec universities (Section 5.11 of the *Règles budgétaires* (as defined below)) and affect several categories of Remuneration (as defined below), including, but not limited to, annual salary and salary increases; stipends; bonuses; allowances, such as a car or housing allowance; payment or reimbursement of expenses, such as parking fees, membership in private clubs and private medical services; and administrative leave.

These rules also call for the Board of Governors (the “Board”) to adopt a remuneration framework (the “Remuneration Framework”) which respects the conditions of Remuneration provided for in the *Règles budgétaires*. The Remuneration Framework includes, but is not limited to, resolutions, regulations, provisions, agreements, practices and policies that deal with the remuneration of Senior Administrative Personnel.

For purposes of clarity, unless otherwise indicated in this Policy, all references to the expression “*Règles budgétaires*” shall refer to Section 5.11 of the *Règles budgétaires*.

SCOPE

This Policy shall apply to all Senior Administrative Personnel as such expression is defined below and as specified in Section 5.11.2 (a) of the *Règles budgétaires* who:

- a) were newly appointed as Senior Administrative Personnel as of May 1, 2018;
- b) were already appointed as Senior Administrative Personnel as of May 1, 2018, but whose:
 - i. employment contract was renewed or extended as of May 1, 2018; or
 - ii. conditions of Remuneration were modified as of May 1, 2018.

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PURPOSE

The purpose of this Policy is to provide the University with a global framework in order to comply with Section 5.11 of the *Règles budgétaires*.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

“Remuneration” means any amount paid to a Senior Administrative Personnel for the fulfilment of any employment duties, including, but not limited to, annual salary, stipends, allowances, and the like.

“Section 5.11 of the *Règles budgétaires*” means section 5.11 of the *Règles budgétaires* adopted in July 2018, as amended from time to time.

“Senior Administrative Personnel” means the senior administrators who hold the position of President, Vice-President, Chief Officer appointed by the Board, Secretary-General, Provost, Deputy Provost, Vice-Provost, Associate Vice-President and any other position of equivalent rank and responsibility.

POLICY

1. The relevant units of the University including, without limitation, Financial Services, Human Resources and the University Secretariat shall take the measures necessary to apply the provisions of the *Règles budgétaires* such that:
 - a) the Remuneration of Senior Administrative Personnel who fall within the Scope of this Policy complies with the *Règles budgétaires*; and
 - b) the University complies with its obligations under the *Règles budgétaires*, including its obligations of reporting, audit and transparency.

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2. In the event of any conflict or contradiction between the provisions of the *Règles budgétaires* and the provisions of any University policy, the provisions of the *Règles budgétaires* shall prevail. Any provision contrary to the *Règles budgétaires* in any such policy shall be without effect.
3. In the event of any conflict or contradiction between the provisions of the *Règles budgétaires* and any University resolution, regulation, agreement, decision and/or practice, whether formalized or informal, the provisions of the *Règles budgétaires* shall prevail. Any provision of any such writing and any practice contrary to the *Règles budgétaires* shall be without effect and/or prohibited, as the case may be.
4. The overall responsibility for the implementation and recommended amendments to this Policy shall rest with the Secretary-General, in collaboration with the Associate Vice-President, Human Resources.

Approved by the Board of Governors on October 24, 2018, and amended on December 9, 2020.