



## **Program Manager, Corrections Academy Corrections and Court Services Division Leave-of-Absence / Term Employment**

### **The Program Manager position**

Program managers in the Corrections and Court Services Division at the Justice Institute of BC (JIBC) oversee focused program areas of professional work force training. The JIBC recognizes the need for specialized knowledge and experience in these training areas and partners with professional government agencies (BC Corrections) to construct and develop these mutually beneficial roles.

The program manager in the Corrections Academy is a JIBC employee, and contractually serves the interests of BC Corrections. The successful candidate is offered a leave-of-absence from BC Corrections for a one year 'term' of employment with the JIBC. Following expiration of the one-year term, the position will be reviewed.

## **Frequently Asked Questions**

### ***What does it mean to be a JIBC Term Employee on Leave-Of-Absence from BC Corrections?***

Being on a leave-of-absence or "LOA" means that you have been given approval by BC Corrections to temporarily discontinue your employment with BC Corrections to work for the JIBC for an approved period of time. During the approved "leave" you become a term employee of the JIBC. You will be subject to the terms and conditions of employment of the JIBC including work expectations, applicable policies and procedures related to conduct, personnel, and operational matters. As a term employee with JIBC you are compensated through the JIBC payroll and benefit plan and you will accrue years of service with the JIBC.

### ***What is the difference between "LOA" and "Secondment"?***

A LOA is different than a "secondment". The simplest way to describe a secondment is that you are on "loan" from your regular position and would remain on the government payroll and benefit plan with BC Corrections. (The JI Instructors, for example, are seconded to the JIBC; the program manager position is NOT a secondment).

### ***What is the pay scale for this position?***

JIBC program managers are within the "Fair Comparison" group. The current annual salary range for this position is \$85,097 - \$94,553.

### ***What are the hours of work agreement and leave entitlement?***

The position is based on a 35-hour work week, five days a week. There are no 'flex' days and no overtime compensation. With full time employment, new 'fair comparison' employees are entitled with 140 hours (four weeks) of paid vacation leave in addition to ten 'personal days' for the year, all to be taken at your discretion but with the approval of your supervisor.

### ***How about my pension plan?***

The College Pension Plan provides pension income for senior administrators, managers, and faculty members of British Columbia colleges.



Enrollment in the College Pension Plan for term employees is mandatory when an employee's earnings in a calendar year meet or exceed 50 per cent of the year's maximum pensionable earnings (YMPE). The YMPE for 2023 is \$66,600. Fifty per cent of the YMPE is \$33,300.

Once enrolled, contributions will continue regardless of change in employment status (e.g. "term" or "regular"), until termination of employment or retirement.

The College Pension Plan is a defined benefit plan. This means your pension is based on how many years you made contributions to the plan and the average of your highest five years of salary (not necessarily your last five years). It is not based on your contributions to the plan or on the performance of the plan's assets.

For more information about the College Pension Plan visit:

<https://college.pensionsbc.ca/guide-for-new-members>

***If I require more information about payroll, benefits or pension matters associated with JIBC employment, who can I contact?***

Please contact the Human Resources Assistant at the JIBC, (604) 528-5508.

***Will I be eligible for benefits while employed at the JIBC on a LOA?***

Yes. JIBC benefits are offered through Manulife. In this instance, the normal waiting periods to be eligible for benefits will be waived. Medical (MSP), dental, extended health and group life benefits coverage will become effective the first of the month following the date you are hired by JIBC.

***Do I continue to be a BCGEU member and continue paying union dues?***

No. This position is excluded from union membership. Please note that you will not accrue service seniority as a BCGEU member while on a LOA to the JIBC.

***When my term finishes at the JIBC, is my position guaranteed back with BC Corrections?***

Yes, you are entitled to your position at the same official classification prior to your working at the JIBC. Generally speaking, for longer-term LOAs, you are entitled to your position back in your region but not necessarily the same office. The implications of your post-JIBC term should be discussed with your ADW of Staffing and Warden.

For other related questions please feel free to contact:

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