

E2 Academy Policy: Senior Management Compensation Policy

Approved: April 11, 2025

POLICY STATEMENT

E2 Academy is committed to fair, transparent, and responsible compensation practices for its senior management team, including the Principal, Business Manager, and other key administrative leaders as designated by the Board. Compensation decisions shall reflect the values of the school, support recruitment and retention, and ensure alignment with the school's mission, financial capacity, and public trust as a not-for-profit private educational institution.

GUIDELINES

1. Definition of Senior Management

Senior managers include the Business Manager, Principal, and other staff identified by the Board of Directors who hold school-wide strategic and operational responsibilities.

2. Authority and Oversight

The Board of Directors is responsible for approving all senior management compensation packages. The Personnel Subcommittee will review compensation annually and make any recommendations to the Board regarding adjustments to compensation for senior management. Compensation decisions must be formally recorded in Board meeting minutes.

3. Compensation Components

Compensation may include Base salary, Professional development allowance, Health benefits (if applicable), and/or Performance-based adjustments or bonuses (if applicable and approved by the Board)

4. Determining Compensation

In determining or adjusting compensation, the Board shall consider the scope and complexity of the role, comparable positions at similar Alberta independent or charter schools, the school budget and financial sustainability, performance evaluations and achievement of goals and Alberta Employment Standards and applicable legal requirements

5. Equity and Transparency

Senior management compensation shall be equitable and aligned with the responsibilities of the position. The Board shall provide clear communication to senior staff regarding how compensation is determined.

6. Review Cycle

Compensation for senior managers will be reviewed annually as part of the school's budgeting process. Any performance-based increases or bonuses shall be tied to clearly defined and documented goals.

7. Conflict of Interest

Any Board member with a direct or indirect conflict of interest in a compensation decision must recuse themselves from the discussion and decision-making process in accordance with the Board's Conflict of Interest Policy.