

### **SECTION 3 – PERSONNEL**

Origin: TOTP Administration Committee

Status: Policy

Distribution: All Parishes

Approved: Coordinating Council

Date: 28 March 2015

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## **3.5 Episcopal Remuneration**

### **3.5.1 Stipendiary Rate**

The stipend for the Bishop of the Territory of the People Anglican Church will follow the guidelines of the Council of the North policies which set basic stipend, length of service allowance, and annual cost of living increases.

### **3.5.2 Annual Paid Vacation**

The TOTP Bishop is entitled to the following:

1. Four (4) weeks annual vacation for first ten years of ordained service
2. Five (5) weeks annual vacation for eleven to fifteen years of ordained service
3. Six (6) weeks annual vacation for sixteen years and onward of ordained service
4. All Annual Paid Vacation time must be used within the calendar year it is earned. There is no cash payout of unused holiday time, “use it” or “lose it”.
5. With the written approval of the Administration Committee, up to two weeks annual vacation time can be carried forward to the next year to be used for an extended holiday off the North American Continent.
6. For partial years of service within TOTP the holiday allotment will be pro-rated.

### **3.5.3 Continued Education**

- i. The TOTP Bishop to receive up to three (3) weeks paid leave for approved Continuing Education in keeping with the National Church Guidelines and Standards for Continuing Education. (Continuing Education is not to be considered part of Annual Vacation).
- ii. Holidays and Continuing Education leave are to be scheduled in such a way that the Bishop is away for no more than five consecutive weeks at a time. Exceptions shall be with the approval of the Administration Committee.

### **3.5.4 Statutory Holidays**

TOTP recognizes the following Statutory Holidays in Canada:

1. New Years Day – January 1
2. BC Family Day – 2<sup>nd</sup> Monday in February
3. Good Friday
4. Victoria Day - May
5. Canada Day - July 1
6. BC Day - First Monday in August
7. Labour Day
8. Thanksgiving Day
9. Remembrance Day – November 11
10. Christmas Day – December 25

#### **3.5.4.1 Working on a Statutory Holiday**

When the Bishop is required to work on a Statutory Holiday, another day will be taken as a day “in lieu of”, preferably within the following week. Statutory Holidays are days off with pay only as per the provincial regulations and cannot be accumulated or be used for a cash “pay out”.

### **3.5.5 Benefits and Pensions**

For information and questions about eligibility, coverage and premiums for pensions and all other TOTP provided benefits (medical, dental, extended health etc.) contact TOTP’s Administration office.

### **3.5.6 Housing Allowance**

A Housing Allowance will be provided for the Bishop based on the fair rental value plus utilities, using the standard rate for the clergy person in the area, plus up to 20%.

Any percentage increase to the Clergy Housing Allowance in the same area of the Bishop’s residence will be matched for the Bishop’s Housing Allowance.

Housing Allowance to be approved by the Administration Committee

### **3.5.7 Travel Allowance**

The Bishop’s travel allowance will be paid in accordance with the TOTP Travel Policy 2.3