



Royal Victoria
Regional Health Centre

March 20, 2018

Dr. Jeff Tyberg

Dear Dr. Tyberg,

As Chair of the Royal Victoria Regional Health Centre Board of Directors, I have recently received, on behalf of RVH, approval from the Minister of Health and Long Term Care to proceed with posting and executing the final RVH Executive Compensation program. As such, at this time, the program indicates the following adjustment to your compensation package:

Level – Medical Leadership

Current Base:	\$272,500
Current Performance:	<u>\$27,500</u>
Current Total Compensation:	\$300,000
New Maximum Base:	\$288,462 per annum
Performance:	<u>\$11,538 (4% of your base)</u>
Total Potential Compensation:	\$300,000

This base adjustment to \$288,462 is effective April 1, 2018. The new 4% variable pay will be applied to the 2018/19 year.

Jeff, thank you for your dedication and service to RVH, our patients and our community.

Sincerely,

Michael O'Keefe
Board Chair

I have read and understood the terms of employment outlined in this letter, and by signing this letter, I am indicating my acceptance.

Dr. Jeff Tyberg, Chief of Staff

March 20, 2018

Date



Royal Victoria
Regional Health Centre

May 6th, 2016

Dr. Jeffrey Tyberg
[REDACTED]
[REDACTED]

Prometheus Inc.
2020 Winston Park Drive
Suite 100
Oakville, ON L6H 6X7

Dear Dr. Tyberg:

On behalf of Royal Victoria Regional Health Centre (RVH) Board of Directors, we are delighted to offer you the position of Chief of Staff for a maximum of two consecutive three (3) year terms beginning September 1, 2016. Our offer is conditional upon you receiving privileges at RVH to practice in our Emergency Department. We would encourage you to begin the application process as soon as possible. This offer is also conditional upon final credential and reference checks satisfactory to RVH.

Your compensation will be \$272,500 for 3.0 days per week of work. Additionally, you will be eligible for performance compensation up to \$27,500, calculated on an annual basis, based on the achievement of annual goals.

While your clinical schedule is yet to be determined, there is an expectation that you will be available during the equivalent of three days per week Monday to Friday during normal administrative hours and as with all senior leaders also make yourself available for late afternoon and evening meetings, as required.

In addition to the role as Chief of Staff you have agreed to assume the duties of physician support to Occupational Health at RVH. These duties include pre-employment follow-up when necessary, medical directives as required and medical support during outbreaks/exposures.

Other elements of your compensation include:

- 6 weeks' vacation after the first year and pro-rated for this role to 18 vacation days
- Car allowance \$650 per month
- Home computer system and mobile phone
- Education allowance up to \$5,000 per annum

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- Reimbursement for annual membership fees: College of Physicians and Surgeons of Ontario, Royal College of Physicians and Surgeons of Canada, Canadian Society of Physician Leaders and Canadian College of Health Leaders.

Should you decide to relocate, RVH will reimburse you for your reasonable moving expenses related to the move of your household and physical belongings to a maximum of \$15,000, with receipts. This offer for reimbursement of moving expenses is premised on your staying at RVH a minimum of two (2) years. This amount will be forgiven at the rate of \$500.00 per month. If you resign or are dismissed for cause within 24 months, you will be obligated to pay back the hospital on a pro-rated basis. By executing this letter, you agree to have the pro-rated amount, if any, set off against and deducted from, any monies due to you on termination of employment.

As you are aware, we have made a corporate decision to follow the principles of the Studer Group and ongoing leadership development in this domain is mandatory for all leaders. We would like to offer you an opportunity to attend the Studer Conference "Taking You and Your Organization to the Next Level", May 18 & 19, 2016 at the Toronto Airport Marriott. Your costs will be covered by RVH. If these dates are not possible, we will work with you to make arrangements for other Studer Conferences.

Recognizing you report to the Board of Directors, your performance will be evaluated annually by the Executive Committee with input from the President and CEO. You may terminate your contract at any time by providing RVH with ninety (90) days written notice. RVH may waive all or part of the notice period, in its discretion, by providing you with pay in lieu of notice. RVH may terminate your contract at any time, without notice, for just cause.

In this role you will be subject to a probationary period of six (6) months, during which time you will demonstrate the ability to meet the demands of the position. Should performance be deemed unsatisfactory at any time during the probationary period, employment may be summarily terminated.

Once you have completed your probationary period, RVH may terminate this agreement, without cause, by providing you with: (a) eight (8) months' notice or, at RVH's option, pay in lieu of notice during the remainder of the first twelve (12) months of your term; plus (b) one (1) months' notice or, at RVH's option, pay in lieu of notice for each year or part of year of service thereafter.

All new Team RVH members are required to attend a health appointment with our Occupational Health Staff. Please contact the Occupational Health Department to schedule your appointment. Please remember to bring your Hepatitis B vaccine series and a copy of your immunization record to the appointment.

You will also be required to attend general hospital orientation, general computer training and on-call training. These sessions will be scheduled during your first few months at the health centre.

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On your first day, Sharon Youell, Medical Affairs Senior Administrative Assistant, will assist with the processing of your identification badge and parking privileges.

Congratulations, Jeff! We are thrilled that you will be bringing great leadership and enthusiasm to the role of Chief of Staff at RVH. After you have considered our offer, please acknowledge your acceptance by signing and returning one copy of this offer letter. You will also find attached a copy of our Confidentiality Agreement and Code of Conduct Pledge form. Please review these documents, sign the agreements, and return along with the signed offer letter to Lisa Webster in Administration (websterl@rvh.on.ca or fax 705-728-6915) at your earliest convenience. As well, please arrange to meet with our Vice President Corporate Services & CFO, Ben Petersen, to organize the administration of your payment.

Respectfully,

Kirsten Parker, MSc, EdD
Chair, Board of Directors
Royal Victoria Regional Health Centre

Attachments:

- Appendix to Chief of Staff Offer Letter: Clarification of Questions raised by Dr. Jeffery Tyberg
- RVH Expense Claim Policy (policy no. 1.225)
- Confidentiality Agreement
- Code of Conduct Pledge Form

I, Dr. Jeffrey Tyberg have read, understand and accept the above offer.

Date: 2014, 11, 20

Signature: [Handwritten Signature]

By signing above you have indicated your acceptance of our offer.

cc Janice Skot, President and CEO