

[GP24] Reimbursement and Remuneration

Directors are expected to assign their board duties as 'priority' over part-time job responsibilities. In recognition of this commitment and the significant time demands on directors, the Board will provide the following reimbursement for foregone part-time wages as remuneration for their services.

1. A director must be present and available to perform their duties throughout their twelve (12)-month term of office and must be prepared to commit to a minimum number of scheduled work hours per month.
2. A director will be entitled to the following reimbursements and remuneration, according to the following criteria:
 - (1) A monthly honorarium of \$1,000 will be given if a director works a minimum of forty (40) hours per month, except for the month of December, wherein a minimum of thirty (30) hours per month is required.
 - (2) A director will receive an academic incentive of \$1,250 issued at the end of each semester that they are enrolled in full-time classes provided they:
 - (2.1) Have performed all the requirements listed in the Director's applicable job descriptions, and
 - (2.2) Receive a minimum term GPA of 3.0.
 - (a) A director who has a placement or Co-op during their term must achieve a GPA of 3.0 and a "pass" for the placement or Co-op.
 - (3) A director will receive a final performance incentive of \$1,250 issued in May, provided the director:
 - (3.1) Completed all twelve (12) months of their mandate without policy violations, and
 - (3.2) Performed an extra fifteen (15) per cent of the total minimum hours required by their respective job description, on average.
 - (4) Any director traveling on Board-approved business shall be entitled to a reimbursement of travel expenses incurred under the following conditions:
 - (4.1) A director may choose to use their personal vehicle or may rent the most sensible vehicle possible from an approved vendor.
 - (a) If a director chooses to use their personal vehicle, they will be reimbursed as per the corporate policy.

- (b) If a director chooses to rent a vehicle, any gas purchased for the Board-related portion of the trip will be reimbursed.
- (4.2) If a director cannot rent a vehicle and does not have access to a personal vehicle then the Board will supply transportation, at the discretion of the signing officers.
- (5) To facilitate timely and accurate communication, each Director is entitled to a monthly phone expense for a cellular data package of up to a maximum of \$135, including taxes and fees.
 - (5.1) Each Director's phone and plan must include:
 - (a) A smartphone with access to the internet,
 - (b) An activated voice mail account,
 - (c) Unlimited Canada-wide calling,
 - (d) A minimum of one (1) gigabyte of data, and
 - (e) Active password protection
 - (5.2) It is the director's responsibility to replace a lost or damaged smartphone within five (5) business days.
- 3. The president will be entitled to the following reimbursement and remuneration with the following conditions:
 - (1) A monthly honorarium of \$1,450 from September through April provided the individual works a minimum of fifty-eight (58) hours per month, except in December, wherein a minimum of forty-four (44) hours is required.
 - (2) The President must be available to work full-time from May 1 to August 31, working a minimum of 480 hours to a maximum of 640 hours during this period, at a rate of \$20 per hour.
 - (2.1) They must work no more than forty-four (44) hours per week, of which no less than eighty (80) per cent will be scheduled from Monday to Friday, except during Intensive Policy Weekends and Convocation weekends.
- 4. The vice-president will be entitled to a monthly honorarium of \$1,250 provided the individual works a minimum of fifty (50) hours per month, except for December wherein a minimum of thirty-eight (38) hours per month is required.
- 5. Directors and Officers serving as Electoral Officer (EO) or as a member of the Selection Committee shall be compensated in addition to the monthly

honorarium, recognizing the added responsibilities and time demands placed on the Selection Committee during the months of December through April.

- (1) The EO and members of the Selection Committee will be compensated at a rate of \$20 per hour for all hours related to the Selection Committee that exceed the prescribed hours under the respective Director or Officer job descriptions, subject to approval by the EO.
 - (2) During this period, Selection Committee responsibilities and hours will be authorized as equivalent to any linkage, policy development, monitoring, legislative change, and leadership activity hours prescribed under the member's respective job description.
6. A director may be entitled to the following reimbursement and remuneration, at the discretion of the Board, in the event of extenuating circumstances based on personal health or academics.
- (1) An honorarium of \$500 per month during their term if the Director works a minimum of twenty (20) hours per month.
 - (2) An academic incentive of \$625, issued at the end of each semester that they are enrolled in full-time classes provided they:
 - (2.1) Have performed all the requirements listed in the Director's applicable job descriptions, and
 - (2.2) Receive a minimum term GPA of 3.0.
 - (a) A Director who has a placement or Co-op during their term must achieve a GPA of 3.0 and a "pass" for the placement or Co-op.
 - (3) The president may be entitled to:
 - (3.1) An honorarium of \$725 per month from September to April if they work a minimum of twenty-nine (29) hours per month.
 - (4) The vice-president may be entitled to:
 - (4.1) An honorarium of \$625 per month during their term if they work a minimum of twenty-five (25) hours per month.
7. The Board will maintain a transparent system of accountability for all aspects of this policy.
- (1) Directors will submit a record of their hours worked by 4:59 p.m. on Friday of each week for authorization by the President and Vice-President. An accumulated total of a director's weekly hours will be submitted at the end of the month for calculating the Director's honorarium.

- (1.1) Should a director fail to submit their hours by the time prescribed in Subsection (1), those hours will not be included in their final timesheet submission at the end of the month, unless in the event of extenuating circumstances based on personal health.
- (1.2) In cases of emergency, and no more than twice per director's term, the signing officers can advance a director, by cheque, up to the net amount of their honorarium that has been approved on their timesheet.
- (1.3) Any amount advanced under Subsection (1.2) is not considered to be a loan. Therefore, at the time of approval, the signing officers must instruct the CEO to immediately make the necessary adjustments in the SA's remuneration disbursement processes to ensure that the director does not receive overpayment in any given month, nor receive any disbursement of funds that resemble a loan or advance for hours not worked.
- (2) All expense claims are to be submitted at one time with the final timesheet of the month. Expense claims submitted outside of this timeframe will only be accepted if waiting until the month's end would result in undue hardship for the Director.
- (3) The minimum hours assigned to board activities must come from the president, vice-president, EO, and/or directors' job description.
- (3.1) At the beginning of each school year, the Board will determine its:
- Priority list, and
 - Annual planning agenda.
- (4) A security deposit of \$25 per month will be withheld from each director, pending the return of all materials belonging to the Algonquin Students' Association in satisfactory condition, and the repayment in full of any outstanding debts to the Association.
8. The Board shall review the Remuneration and Reimbursement policy, including, but not limited to, honoraria and hourly compensation, at least once in every three-year period. The next review should be done by the 2027/28 Board, or earlier, at the Board's discretion.

Approved: 01/24

Reviewed:

Modified: 01/26