



Director Remuneration Policy

Amended by the BOD, August 27th, 2011

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1. Salary and Wage Administration

1.1 Context

The Student Association is committed to offering honoraria to its Voting Directors within the financial resources available to the Association. Changes to honoraria shall not be made for the sitting Board of Directors.

It is the belief of the Student Association that Board activity is a public service, and Directors should be compensated based on their individual performance. Their performance will be judged based on accomplishing Student Association objectives through attendance, reporting and fulfilling all role responsibilities.

1.2 Policy

At the discretion of the Board, an Executive member's honorarium shall be given for successfully carrying out the following:

- a. Attendance and duties in accordance with the Voting Directors Accountability Manual,
- b. Fulfilling roles and responsibilities set out in job description and Voting Directors Accountability Manual,
and
- c. Monthly reporting.

At the discretion of the Board, a Voting Director's honorarium shall be given for successfully carrying out the following:

- a. Attendance and duties in accordance with the Voting Directors Accountability Manual,
- b. Fulfilling roles and responsibilities set out in job description and Voting Directors Accountability Manual,
and
- c. Monthly reporting.

An Executive or Voting Director who does not agree with the honorarium issued may appeal such a decision to the Board of Directors, which shall require at least two thirds (2/3) of the Board to vote in favour of the complainant in order to alter the decision of the Board.

1.3 Honoraria Structure

The Voting Directors' honoraria will be as follows:

- a. **Director of Education and Equity** – \$1,096.15 per bi-weekly pay period, less statutory deductions, at the discretion of the Board for a minimum of 37.5 hours per week, and 40 hours per week over summer period.
- b. **Director of Public Relations** \$1,096.15 per bi-weekly pay period, less statutory deductions, at the discretion of the Board for a minimum of 37.5 hours per week, and 40 hours per week over summer period.

- c. **Director of Student Life and Campus Relations** – \$1,096.15 per bi-weekly pay period, less statutory deductions, at the discretion of the Board for a minimum of 37.5 hours per week, and 40 hours per week over summer period.
- d. **Director of Finance and Operations** – \$1,140 per bi-weekly pay period over the 20 week summer period, and \$712.50 per bi-weekly pay period over the 32 week fall/winter period, less statutory deductions, at the discretion of the Board for a minimum of 25 hours per week, and 40 hours per week over the summer period.
- e. **Director of Internal Affairs** – \$1,140 per bi-weekly pay period over the 20 week summer period, and \$712.50 per bi-weekly pay period over the 32 week fall/winter period, less statutory deductions, at the discretion of the Board for a minimum of 25 hours per week, and 40 hours per week over the summer period.
- f. **Campus Directors** – \$540 per bi-weekly pay period, less statutory deductions, at the discretion of the Board for a minimum of 20 hours per week.
- g. **Educational Centre Representatives** \$540 per bi-weekly pay period, less statutory deductions, at the discretion of the Board for a minimum of 20 hours per week.
Constituency Representatives – \$540 per bi-weekly pay period, less statutory deductions, at the discretion of the Board for a minimum of 20 hours per week.

1.4 Yearly Increases

Honorarium increases shall be in accordance with CPI.

1.6 Pay Periods

Voting Director honoraria shall be paid every second Friday, a pay schedule will be available.

1.7 Hours of Work

The administrative offices of the Student Association will typically be open from 9:00 a.m. to 4:30 p.m., Monday to Thursday and 9:00 a.m. to 2:00 p.m. on Friday.

During the months of May, June, July and August, the Student Association may establish summer working / office hours. Executive members shall be required to work full-time (40 hours) during designated training and preparation periods. During these periods, Executive members will be entitled to a one hour, paid lunch break per full working day.

The Executive Committee must authorize any changes in regularly scheduled office hours or the policy listed above.

No lieu hours will be paid.

1.8 External Employment

Executive Members must obtain the approval of the Executive Committee for any external employment during the regular hours of work. The Committee shall consider whether the activity will interfere unduly with the performance of the member's duties, constitute a conflict of interest or directly compete with the services / products of the SA.

2. Employee Benefits and Services

2.1 Executive Health Plan

- a. The Executives of the Student Association of George Brown College shall be allowed the option to opt into the Student health benefits plan of the Student Association.
- b. There shall be no more than 5 Executive members be allowed to opt into the Student Health Benefits plan at any given time.
- c. The Executive members will have to opt into the plan on their first day of office, the payment will be made in full by certified cheque or money order in the name of the Student Association of George Brown College.
- d. The same premium, and guidelines apply to the Executive as they do for students on the Health Benefits plan.
- e. It is understood that in any given year the option to opt into the plan is under the discretion of the Health Plan Provider.

2.2 Statutory Holidays

It is not expected that Voting Directors work on the following days:

- a. Good Friday
- b. Victoria Day
- c. Canada Day
- d. Civic Holiday
- e. Labour Day
- f. Thanksgiving Day
- g. Family Day

In addition, Voting Directors are not expected to work during the holiday season in December.

2.4 Sick Leave

Voting Directors shall be entitled to take up to five days, consecutive or otherwise, from work due to illness during the Student Association fiscal year, without affecting honoraria or bonuses. Sick leave cannot be used for any absence other than illness or injury. The Executive Committee may request a doctor's note after two consecutive sick leave days.

Sick leave, without affecting honoraria, may be extended on compassionate grounds by the Executive Committee.

2.5 Leave of Absence

The SA recognizes that, on occasion, special circumstances may arise whereby a Voting Director may request a leave of absence without remuneration. Such request shall be submitted in writing stating full details, and each request will be considered on the individual merits by the Executive Committee in light of the needs of the Student Association.

2.6 Bereavement Leave

No Voting Director is expected to perform their duties in the week immediately after the death of an immediate family member. Any such absence should not be counted against the Voting Director when deciding honoraria or bonuses.

2.7 Court Leave

When a Director who would otherwise be fulfilling office hours is required to appear in court or before some similar body for purposes of jury duty or as a witness, honoraria will not be affected.

2.8 Vacation

Full-time Executives are entitled to two weeks vacation without affecting their honoraria.

All part-time voting directors are entitled to 4% vacation pay.

Campus Directors, Educational Centre Representatives, and Constituency Representatives who attend the full-time board training will be entitled to one week vacation, at the discretion of the Executive Committee, without affecting their honoraria.