



Union Representatives Remuneration Policy

Type:	Operational	Created:	February 2021
Adopted by:	Board of Directors	Last Amended:	April 2021 April 2022
Executive Responsibility:	Chairperson, Executive Director	Procedure:	21-01

PREAMBLE:

The Union Representatives shall receive remuneration for their work on behalf of the Students' Union as per Bylaw VI section 3. This policy will describe the level of compensation provided to Union Representatives and the mechanisms by which Union Representatives are accountable for funds received. The purpose of Representative remuneration is to provide compensation for lost wages and/or funding for those who dedicate work, study and extra-curricular time to serve the student body.

PORTFOLIO COMPENSATION AND REQUIREMENTS:

1. REMUNERATION FOR UNION REPRESENTATIVE DUTIES

Union Representatives are those individuals described in Bylaw VI section 3. Union Representatives shall be required to attend Committee of the Whole meetings each month, as well as Annual, Semi-Annual and any Special General meeting served during their current term.

2. COMPENSATION RATES AND PAYMENT SCHEDULE

2.1 Base Rate of Compensation

The base rate of compensation for Union Representatives shall be:

\$35 will be available to attend the Committee of the Whole

\$50 monthly will be available to those Representatives who hold Portfolio positions as per Bylaw VI section 5.

\$50 to attend general meetings of North Island Students' Union

\$100 flat rate per full day of conference attendance

This rate is based on historical values determined by surveying other student organisations, as well as Living Wage for the regions the Students' Union serves.

2.2 Annual Adjustment

Annually on May 1 of each year, the rate of compensation for Board members shall be increased by the greater of the rate of change in the consumer price index for Vancouver over the preceding twelve months, or 1.5%.

2.3 Payment

Union Representatives shall be paid monthly. The amount of each payment to a Representative will be determined by the number of meetings attended & portfolio positions held, subject to the terms and reporting rules in this policy.

3. REPORTING

3.1 Written Reports

Each Union Representative must submit a report summarizing their work in each reporting period in order to qualify for stipend. Reports will conform to a set template and include details on work completed and meetings attended.

3.2 Submission of Reports

The following rules will apply to the submission of written reports:

- Reports are due by 5th day following the monthly reporting period;
- Reports provided late may result in the stipend payment being delayed to the following payment cycle; and,
- Reports provided more than six (6) weeks following the end of a reporting period will not be considered, and a Union Representative failing to provide a report for a reporting period shall, after six (6) weeks, be deemed to have forfeited any stipend they may have been owed.

3.3 Standard Approval of Reports

- a. Representatives written reports must be approved by the Internal Relations Director and a NISU staff member.
- b. Standard approval shall be granted provided that a report conforms to the necessary reporting standard, that the report appears accurate, and that there is no reason to believe that the report's author has provided incorrect information. Payment shall be issued to directors based on their reports receiving preliminary approval.
- c. Where the Internal Relations Director and NISU staff member finds that a report is missing necessary information, contains misstatements, attempts to claim hours for work not completed, or other such issues, said report(s) shall be referred back to the director for clarification or may request the report be amended to satisfy the necessary criteria. The Internal Relations Director and NISU staff member may approve or reject the report as deemed appropriate. In the event of a dispute of report, the report may be referred to the Board of Directors for review, and a final decision based on 2/3 majority vote.

4. ALLOWABLE EXPENSES

4.1 Travel Expenses

The Students' Union shall reimburse those who incur approved travel expenses while performing Students' Union business. Reimbursement rates shall be as follows:

4.2 Use of Personal Vehicle

Those using their personal vehicle to perform Students' Union work shall be compensated at current allowable allowance for vehicle travel with the Canadian Revenue Agency, updated March 1 annually.

4.3 Per Diems

Those who are required to perform duties or attend meetings away from their community/campus shall be reimbursed at a rate of \$52 per day, with the following deductions for each meal provided at the event or meeting being attended.

Breakfast: \$11

Lunch: \$18

Dinner: \$23

Where travel begins after 7:30 am or ends prior to 5:00 pm, a partial day per diem, \$25 shall be provided, with same meal deduction rates.

SCHEDULE OF REVIEW

The Board Stipends Policy shall be reviewed on a three (3) year cycle.

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