

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Executive Remuneration Policy

Adopted on November 14th, 2023 - Annual General Meeting

Preamble

The purpose of this policy is to outline remuneration of the Officers for the Scarborough Campus Students' Union. The By-laws stipulate the roles and responsibilities of the Executive members. The Bylaws do not, however, provide guidelines for the reporting and administration of this remuneration. To ensure accountability and transparency, the following policy has been adopted as the Executive Remuneration Policy. Every Executive member is required to work on behalf of the membership and for the University of Toronto Scarborough students for a minimum number of hours each week, as outlined in their signed start-of-term contracts and this policy.

There shall be a set amount of remuneration established for the Executive members with the understanding that part of the role is to volunteer for the improvement and betterment of students' lives and a socially just society.

Honourarium

- **The President and Vice-Presidents shall receive an honorarium of \$23.50 per hour in 2023 dollars, up to a maximum of 40 hours worked per week.**
- **The honorarium of Officers shall be increased each year by the Consumer Price Index (CPI) as set by the University of Toronto.**
- **SCSU recognizes that the amount of honorarium is not reflective of the total amount of work hours conducted to service students, but rather that it is a nominal recognition of the service conducted as an elected representative.**

Office Hours

- **Executives are required to hold a minimum of thirty-five (35) office hours per week, for twelve (12) consecutive months, from May 1 to April 30.**
- **Attending meetings, seminars, conferences (i.e. CFS) off campus will be recognized as office hours.**
- **Where the minimum number of hours is worked, honorarium will be provided bi-weekly in recognition of the work to represent and advocate for the membership.**
- **In recognition of changes in required work and meetings; an Executive may balance out their minimum required hours of work in any given pay period (two week period).**

- In any pay period where hours have not been balanced, and are less than the minimum required, Executive members will be paid a pro-rated honorarium.
- During weeks where weekend or other extenuating work is required, office hours may be adjusted.
- During the Reading Week and Winter Holiday shutdowns, all Executive members are required to respond to emails and correspondences but are not required to maintain the minimum amount of hours; honorarium for this time period will be automatically issued in recognition that the University is closed but the work of the Executive continues.

Benefits

- In addition to the honorarium awarded, each Executive shall be offered the option to be part of the SCSU health and dental plan for one year during their term of office.
- In accordance with the Mobile Phone Allowance Policy, a \$50.00 cell phone reimbursement is awarded on a monthly basis.
- Executive members are eligible for up to two weeks of paid vacation; not including the Winter Holiday and Reading week shutdowns, to be taken at times to be determined with the President and the Executive Director's approval.

Sick Days

- Executives are granted ten (10) paid sick days each year during their term.
- There is no carryover of sick days from year to year.
- It is understood that upon resignation or termination of position, the executive will not be issued a pay in lieu of any accumulated sick day credits.
- Executives will notify the Executive Director of their impending absence prior to the start of the work day.

Reporting

- To ensure that honorarium is issued on a bi-weekly schedule, each Executive member must submit a timesheet to the Executive Director every second Monday by 3:00pm.
- Timesheets must be submitted within four (4) weeks of the time worked, otherwise it will be considered as volunteer time and no payment of honorarium will be issued.
- All timesheets will be kept and logged by the Executive Director.

Contract

- All officers, in order to hold a position, shall enter into a contract with the SCSU pursuant to its By-Laws and Policies.



- **The contract shall also be signed by the Vice-President Operations and a witness.**
 - **If the contract is for the employment of the Vice-President Operations, then the contract shall also be signed by the President and a witness.**
- **The officer shall accept the duties and responsibilities which may be outlined in the position's description and/or By-Laws and Policies of the SCSU.**
- **A copy of the job description shall be given to the position holder and the contract shall be held on file by the Vice-President Operations.**
- **The Vice-President Operations shall make the position holder fully aware of all provisions of the position description before the contract is signed.**