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Policy Title: 4.1 Executive and Committee Honorarium and Expenses

Section: 4.0 Other

Last Approved: April 2024

BACKGROUND

The Executive and school board members appointed by the President to serve on committees shall be paid honorarium and expenses.

APPLICATION

The application of this policy is to Executive members and school board members who are appointed by the President to committees.

POLICY STATEMENT

1. The Executive shall establish honorarium rates and the application of honorarium and expenses for Executive and committee members.
2. The Executive shall establish all travel reimbursement rates. Employees, Executive, and committee members are reimbursed at the same rates, unless otherwise provided.
3. Out of province travel for employees require prior approval from the Executive Director.
4. The role of the President and Executive Director requires travel within and outside of the province. All travel activities are regularly reported to the Executive. Expense claims for the President and Executive Director are reviewed by the Vice President.
5. Expense claims must be completed for reimbursement.
 - 5.1. Recipients are responsible for ensuring expense claims are reasonable, properly reported and comply with established rates and allowances.
 - 5.2. Expense claims must be appropriately approved.
 - 5.3. Expense claims shall be submitted for reimbursement within sixty (60) days of the meeting date. Late submissions may be paid at the discretion of the Director of Corporate Services. The Director of Corporate Services shall provide a report to the Executive of all late submissions.
6. The Executive shall review this policy, at a minimum, every two (2) years. The Executive may request a working committee to conduct remuneration review and make recommendations to the Executive on its findings. Recommendations must be presented at the Executive meeting in September, or earlier of the reviewing year so that changes to those amounts shall be made by motion of the Executive and take effect no earlier than January 1 of the following year.
 - 6.1. Exception to this policy is made for the mileage reimbursement rate, where the rate is reviewed twice a year (for January 1 and July 1) and adjusted as necessary based on the average price of gas in Saskatchewan.

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6.2. The established reimbursement range has a minimum of \$0.39 per km and no maximum:

From	To	Note	Rate				
\$0.000	\$0.999	Minimum	\$ 0.39	\$1.500	\$1.549		\$ 0.49
\$1.000	\$1.049	Base Rate	\$ 0.39	\$1.550	\$1.599		\$ 0.50
\$1.050	\$1.099		\$ 0.40	\$1.600	\$1.649		\$ 0.51
\$1.100	\$1.149		\$ 0.41	\$1.650	\$1.699		\$ 0.52
\$1.150	\$1.199		\$ 0.42	\$1.700	\$1.749		\$ 0.53
\$1.200	\$1.249		\$ 0.43	\$1.750	\$1.799		\$ 0.54
\$1.250	\$1.299		\$ 0.44	\$1.800	\$1.849		\$ 0.55
\$1.300	\$1.349		\$ 0.45	\$1.850	\$1.899		\$ 0.56
\$1.350	\$1.399		\$ 0.46	\$1.900	\$1.949		\$ 0.57
\$1.400	\$1.449		\$ 0.47	\$1.950	\$1.999		\$ 0.58
\$1.450	\$1.499		\$ 0.48	\$2.000	\$2.049	and so on...	\$ 0.59

REFERENCES

Financial Policy 4.1B Appendix – Rates (Executive and Committee Honorarium and Expenses)

SSBA Bylaw 4.2 - Executive – Powers and Duties

Executive Policy 5.0 – Role of the Vice President

Executive Policy. 7.1 – Executive and Committee Honorarium and Expenses

Financial and Operational Policy 1.3 – Financial Signing Authority