



Remuneration of Elected Representatives

Rationale

To recognize and encourage the contributions of elected representatives, SAMU provides remuneration. The review of remuneration by an advisory committee primarily comprised of persons who are not elected representatives assists in maintaining fair and impartial remuneration.

Definitions

CPI means the Consumer Price Index, as published by Statistics Canada on a monthly basis.

End of elected term refers to the termination of one elected, whether that term has been completed in full (including the executive transition period) or an early termination due to resignation, disqualification, or impeachment.

GRAC means the Governance Remuneration Advisory Committee.

TOIL means time off in lieu of overtime hours worked by an executive in excess of the 35h/week or 7h/day working schedule.

Expectations

General

- 1 GRAC reviews this policy on a biannual basis in place of the Bylaws & Policy Committee.
- 2 GRAC recommends changes to this policy to Students' Council and reports on alterations to the appendixes.
- 3 Alteration of the appendixes is delegated to GRAC.

Executive Remuneration

- 4 Executives receive a salaried annual wage, as set in Appendix A, based on a 35-hour workweek comprised of five 7-hour workdays.
 - 4.1 The executive salary is reviewed annually by GRAC and may be increased by the annual average of Alberta's CPI from December 1 to November 30 of the previous year.
 - 4.2 GRAC may determine a zero percent increase based on the financial or organizational situation of SAMU.
 - 4.3 If the annual average of CPI results in a negative number, it will be regarded as a zero percent increase.



5 Executives receive benefits as set in Appendix A.

6 Executives are responsible for ensuring that time taken off in accordance with this policy does not negatively impact the operations of SAMU.

7 Executives receive benefits only while they retain the portfolio officially.

7.1 Executives are not eligible for any benefit that would be paid out after the date of their resignation or impeachment except what they are entitled to by law.

8 During the transition period, incoming and outgoing executives are remunerated on an hourly basis, at a rate that is the hourly equivalent of their respective annual salary.

Councilor Remuneration

9 Councilors receive an honorarium, as set in Appendix B.

10 Councilors who serve on SAMU committees receive an honorarium, as set in Appendix B.

11 Councilors receive remuneration in a lump sum. The lump sum is paid at the end of the elected term.



Appendix A: Executive Remuneration

Executive Salary

- 1** The annual salary for an executive is \$45,000.60.

Executive Benefits

Tuition

2 Executives are required to maintain a minimum of one credit of coursework at MacEwan University in each of the fall and winter academic terms, and may not exceed three credits in any one academic term.

3 Executives are reimbursed for the tuition fees for a maximum of one course of up to three university credits in each of the fall and winter academic terms.

3.1 A minimum grade of C as issued by the Office of the University Registrar is required to receive the tuition reimbursement benefit.

3.1.1 If a pass is achieved in a course assessed on a pass/fail basis, the course will be considered to have met the minimum grade requirement for reimbursement.

4 Time spent on coursework, including class attendance, is not considered work hours.

Allowances

5 Executives receive a transportation allowance equal to the cost of a U-Pass for each academic term.

6 Each member of Executive Committee will receive a phone allowance of \$60 per month.

Savings Plan

8 Executives receive \$1000 per year in Savings Plan (RSP or TFSA) contributions.

8.1 Savings plan contributions will be provided to Executives by February 28.

8.1.1 An executive who leaves office prior to the end of their elected term will be reimbursed for a Savings Plan deposit made at their own expense once proof of the deposit has been provided to the Finance department.

8.2 Contributions will be prorated based on the percentage of the one-year term (May-April) completed.



Health and Dental

9 Executives are reimbursed for the cost of the SAMU Student Health and Dental plan upon proof of enrollment in the plan

Vacation and Personal Days

10 Executives receive six paid vacation days at the beginning of their elected term and accumulate 0.75 days of paid vacation time per month. At the end of an elected term, unused vacation time will be paid out according to employment law.

11 Executives are entitled to 1 sick day per month, taken as required, in accordance with procedure. Unused sick days are not paid out at the end of an elected term.

12 Executives cannot carry over vacation time or personal days to a subsequent elected term.

Paid Time Off

13 All paid time off must be taken from vacation and/or sick days.



Appendix B: Councilor Remuneration

Base Honorarium

1 Councilors are remunerated \$60 per meeting of Students' Council attended in accordance with *Roles and Responsibilities of Elected Representatives*.

1.1 Meeting attendance is remunerated to a maximum of \$480 per academic term.

Committee Honorarium

2 Councilors who serve on committees are remunerated \$60 per committee per academic term.

2.1 Committee service is remunerated to a maximum of \$120 per academic term.



Appendix C: Board of Governors Student Representative Remuneration

Base Honorarium

1 The Board of Governors Student Rep is remunerated \$60 per meeting of BOG meeting or event attended in accordance with *Roles and Responsibilities of the Board of Governors Student Representative*.

1.1 Meeting attendance is remunerated to a maximum of \$480 per academic term.

Committee Honorarium

2 Board of Governors Student Representatives who serve on Board of Governors committees are remunerated \$60 per committee per academic term.

2.1 Committee service is remunerated to a maximum of \$120 per academic term.

3 Executive Committee members who serve on the Board of Governors are exempt from receiving the honorarium identified in Appendix C.

Students' Council Meeting Remuneration

4 The Board of Governors Student Representative will be remunerated as per Appendix B of this policy during their term as a Students' Councillor.

5 The Board of Governors Student Representative will be remunerated the same value of a SAMU Committee Student-at-Large Member during their time as a non-voting resource official to Students' Council.

Fact Sheet

Approvals:

First Approval – February 19, 2014

Last Approval – January 19, 2022

Date of Last Review: January 19, 2022

Related Documents and Forms:

Source and Updates:

February 19, 2014: *Remuneration of Student Representatives* approved by Students' Council motion 2014-02-19-6.5 upon the recommendation of the Governance Remuneration Advisory Committee. Source material drawn from *Students' Council Policy 10 – Remuneration of Student Representatives*.

April 7, 2015: *Remuneration of Student Representatives* Appendix A & Appendix B approved by Governance Remuneration Advisory Committee motion 2015-04-07-2.

February 2, 2016: *Remuneration of Student Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2016-02-02-1 to be effective May 1, 2016.

February 9, 2016: *Remuneration of Student Representatives* Appendix B approved by Governance Remuneration Advisory Committee motion 2016-02-09-1 to be effective November 1, 2016.

February 3, 2017: *Remuneration of Elected Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2017-02-03-01 to be effective May 1, 2017.

December 7, 2017: *Remuneration of Elected Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2017-12-07-2 to be effective January 1, 2018. "Time Off In Lieu" section removed from Appendix A.

March 21, 2018: *Remuneration of Elected Representatives* approved by Students Council motion 2018-03-21-7.5 on the recommendation of the Governance Remuneration Advisory Committee. Annual remuneration increased by \$1262 based on removal, from Appendix A, of the \$500 Personal Development line and the Time Off in Lieu payout of up to 35 hours (\$762) at the end of an elected term.

January 17, 2019: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 1.7% approved by the Governance Remuneration Advisory Committee, motion 2019-01-17-1, to take effect May 1, 2019.



February 3, 2020: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 2.1% and SAMU mobile phone provision for President and VP External approved by the Governance Remuneration Advisory Committee, motion 2020-02-03-2, to take effect May 1, 2020.

March 17, 2021: *Remuneration of Elected Representatives* approved by Students' Council motion 2021-03-17-7.6. Appendix C – Board of Governors Student Representative Remuneration added to this policy.

May 1, 2021: *Remuneration of Elected Representatives Appendix A* approved by the Governance Remuneration Advisory Committee motion 2021-02-24-1. Updates include: executive salary increase of 1.2%; clarification of how the Savings Plan amount is processed; clarification that all paid time off must use vacation and/or sick days to cover that time.

January 19, 2022: *Remuneration of Elected Representatives Appendix A* approved by the Governance Remuneration Advisory Committee motion 2022-01-19-1. Updates include: executive salary increase by 4.7%; removal of SAMU owned mobile phone for President and VP External – all execs will receive a monthly phone allowance.

February 7, 2022: *Remuneration of Elected Representatives Appendix C* approved by the Governance Remuneration Advisory Committee motion 2022-02-07-1. Updates include providing remuneration to the Board of Governors Student Representative when they are only serving as a resource official to Council.