



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Honourarium Policy

Category:

Payments

Date last Revised:

August 24, 2021

I. **Overview**

In the course of regular Association business an individual may contribute their time and/or expertise to support Association initiatives. This policy outlines the process by which these individuals may be compensated for these contributions to the Association.

II. **Authority**

The President, the Executive Board, or MRFA Standing Committees, by motion, may authorize expenditures from their approved budgets in recognition of contributions made by individuals to facilitate MRFA events.

III. **Eligibility**

This policy shall normally apply to providing honoraria for Contract faculty and individuals external to the Association. With the exception of Senior Lecturers, this policy shall not normally apply to full time and permanent faculty for whom service is part of regular workload.

IV. **Rates**

All such payments shall be considered honoraria and shall be made in accordance with the following formula (\$100 per hour of session facilitation) which is based on SICH calculations and the upper end of the Contract Faculty Grid.

V. **Process**

Following approval, the applicable committee shall confirm payment arrangements with the recipient and, then, inform the Senior Administrative and Faculty Relations Officer of all relevant details to facilitate payment processing.

VI. **Exceptions and Limitations**

- Payments made to individuals beyond the \$100 limit shall require prior approval by the Executive Board.
- Contract Faculty members receiving an honorarium under this policy shall not be eligible to receive a Contract Service Honorarium for the same event.