



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Contract Service Honourarium Policy

Category:	Member Benefits
Date last Revised:	November 2023
Scheduled for Review:	Spring 2026

I. Overview

In accordance with article 14.15 of the Collective Agreement, the MRFA shall annually allocate \$20,000 in honoraria to contract faculty for eligible activities.

II. Applicable Committee

The Funding Allocation sub-Committee of the Audit and Finance Committee is responsible for processing Contract Service Honourarium allocations.

III. Authority

The Funding Allocation sub-Committee has the authority to approve allocations within the parameters outlined in the Collective Agreement and in accordance with the forms approved by the MRFA Executive Board and the process outlined in the Funding Allocations, Audit, and Appeals Policy.

IV. Eligibility

All Contract faculty members are eligible to apply for this fund.

V. Process

- i. Applications shall be submitted to the Senior Administrative and Faculty Relations Officer (SAFRO) by the deadline specified on the application form (<https://mrfa.net/contract-service-honorarium/>).
- ii. Applications shall be compiled and reviewed by the SAFRO, who shall provide a detailed report with recommended allocations to the Funding Allocation sub-Committee for review.
 - i. Should any questions arise regarding specific activities, the member or their Chair may be contacted for further information to determine eligibility of the activity.
 - ii. The amount of each individual honorarium shall be proportionate to the total number of eligible activities applied for and the amount of funds available.
 - iii. Due to the variety of time commitments and formats of eligible service activities, activities shall be considered in three-hour increments, where applicable.
 - iv. The Funding Allocations sub-Committee shall refer allocations to the Funding Audit sub-Committee prior to disbursements being made in accordance with the Association's Funding Allocations, Audit, and Appeals Policy.
- iii. A report detailing the allocation of funds shall be submitted annually to Academic Affairs.

VI. Appeals

Funding Appeals may be submitted in accordance with the Association's Funding Allocations, Audit, and Appeals Policy

VII. Related Documents

Contract Service Honourarium Application form, appended to this policy.

Service Honorarium Application Form for Contract Faculty

Article 14.15 of the Collective Agreement

“The Board shall provide an annual grant of \$20,000 to the Association to support Contract Employees who participate in non-instructional activities. The funding shall be administered by the Association, which shall devise the specific criteria and process for the administration of the funds.”

Eligible Activities:

- **Eligible** meetings and activities include, but may not be restricted to:
 - Institutional, academic unit and/or discipline-specific planning meetings and task forces
 - Participation in Faculty and institutional governance;
 - Selection committees;
 - Development and application of academic policies;
 - Revision of academic programs;
 - MRFA-Board Joint Committees and MRFA Committees;
 - University involvement stipulated in the Collective Agreement, such as attending contract faculty hiring criteria development meetings; and
 - External service as a formal representative of MRU.

Ineligible Activities:

- **Ineligible** meetings and activities include, but may not be restricted to:
 - Meetings which are part of the normal operation of a department, discipline or program, such as Department Meetings;
 - Meetings directly related to the contract member’s current teaching responsibilities; and
 - Professional development activities, such as sessions offered by ADC.
- Members who are already receiving payment for the non-instructional meeting or activity are not eligible to apply for an honorarium through this fund.
- If you are uncertain of eligibility please submit the form and provide a description of the meeting/activity.

Funding: Contract faculty attending eligible non-instructional meetings or engaged in eligible non-instructional activities are entitled to a proportionate amount of the available funds, which will be determined by the number of honoraria requested per academic year. This funding is a taxable benefit and requires disclosure as income. No further documentation will be provided.

Process: Contract faculty wishing to request an honorarium must **submit this form by the second Friday in May** of each calendar year to the Mount Royal Faculty Association. Funds are distributed annually every May and cover service work performed for the period of May 1st (in the prior calendar year) to April 30th (in the current calendar year).

Honorarium Request Form

Contract Faculty Member Name: _____

Department: _____

Email Address: _____

Mailing Address: _____

Signature: _____

Honorarium Request Form continued on the next page: please complete all applicable sections for your form to be considered.

