Contract Service Honourarium Policy

Category:	Member Benefits
Date last Revised:	Fall 2026
Scheduled for Review:	Spring 2029

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 via the online form 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 and the MRFA President by October 31.

VI. Appeals

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

VII. Related Documents

- Funding Allocation, Audit and Appeal Policy
- Contract Service Honourarium - Online Application Form.