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| <b>SUBJECT:</b> Executive Remuneration & Accountability | <b>POLICY NO:</b> GOV – 6 | <b>LAST REVISED:</b><br>March 26, 2023      |
| <b>APPROVED BY:</b> General Council                     | <b>NO. OF PAGES:</b> 4    | <b>DATE ORIGINATED:</b><br>October 18, 2009 |

**Policy**

The Saskatchewan Polytechnic Students' Association Inc. General Council recognizes that the organization must remunerate the members of the Executive Council for their services while in office.

**Procedure**

The Executive Council shall be paid a salary pursuant to a schedule of salaries determined by the Remuneration and Honorarium Committee, as set out in the SPSA's Bylaws.

Any Executive Council member not attending full-time program classes during the summer months will have the option of being employed by the SPSA. Compensation will be as per the hourly rate calculated in Appendix 1 and shall not exceed 40 hours/week.

Any increment to the Executive Council's salaries must be approved by the General Council.

Any Executive Council member requiring parking on Campus will have access to a parking spot for their use at no charge to the council member.

**Accountability & Reporting**

Vice Presidents shall choose between a 9-hour or 15-hour work week at the start of their term. Vice Presidents are expected to abide by their chosen work hours all-year round. Hours can be flexible per week, however the total hours per month should be met.

Failure to meet monthly hours will result in the following:

- i. First month – verbal warning from Executive Council.
- ii. Two months (consecutive and non-consecutive) – written warning from Executive Council.
- iii. Three consecutive months – the Executive Council member will be asked to discontinue his/her duties or a vote for removal from office will be conducted by the remaining Executive Council members.
- iv. Three non-consecutive months – Executive Council will convene a meeting to discuss the Executive Council member's specific situation. In this meeting, the EC member in contravention may appeal to keep their position in Council.

If a Vice President Campus is unable to meet their expected hours due to Program requirements (i.e., off campus practicum), they shall file for a leave of absence for a maximum of one (1) month. The Vice President Campus must inform the remaining Executive Council of their leave, a month prior to their expected leave of absence.

During the leave of absence of the Vice President Campus, a member of the respective Campus Council will be named as Interim VP Campus. The Interim VP Campus will assume the responsibilities and receive remuneration accordingly to the VP Campus on leave. The VP Campus on leave will not receive remuneration during their leave.



Each Executive Council member must submit an Executive Council Report prior to every Executive Council Meeting which includes a dated timesheet with detailed hours that should correspond with their report.

Upon completion of term, each Executive Council member shall be entitled to reimbursement of SPSA Fee and Health & Dental Plan Fees as outlined in Policy.

Each Executive Council member will be required to submit a year-end summary of their accomplishments and activities to assist future council members in learning about previous Council tasks and activities. This will ensure continuity of the SPSA's Strategic Plan. Failure to submit the year-end summary will result in no consideration for the SPSA Fee and Health & Dental Plan Fee reimbursement.

**Appendix 1**

**2023/2024 (Increase CPI 6.7%)**

| Position        | (a) Minimum Weekly Office Hours | (b) Minimum Weekly Office Hours | Salary           |                  | Vacation Pay | SPSA Fee | H & D Fee |
|-----------------|---------------------------------|---------------------------------|------------------|------------------|--------------|----------|-----------|
|                 |                                 |                                 | (a) Office Hours | (b) Office Hours |              |          |           |
| President       | 25                              | N/A                             | \$2,400.04       | N/A              | 6%           | \$160.00 | \$280.00  |
| Vice Presidents | 15                              | 9                               | \$1,439.80       | \$863.88         | 6%           | \$160.00 | \$280.00  |

**2022/2023 (Increase CPI 3.8%)**

| Position        | (a) Minimum Weekly Office Hours | (b) Minimum Weekly Office Hours | Salary           |                  | Vacation Pay | SPSA Fee | H & D Fee |
|-----------------|---------------------------------|---------------------------------|------------------|------------------|--------------|----------|-----------|
|                 |                                 |                                 | (a) Office Hours | (b) Office Hours |              |          |           |
| President       | 25                              | N/A                             | \$2,249.34       | N/A              | 6%           | \$150.00 | \$255.00  |
| Vice Presidents | 15                              | 9                               | \$1,349.40       | \$809.64         | 6%           | \$150.00 | \$255.00  |

**2021/2022**

| Position        | (a) Minimum Weekly Office Hours | (b) Minimum Weekly Office Hours | Salary           |                  | Vacation Pay | SPSA Fee | H & D Fee |
|-----------------|---------------------------------|---------------------------------|------------------|------------------|--------------|----------|-----------|
|                 |                                 |                                 | (a) Office Hours | (b) Office Hours |              |          |           |
| President       | 25                              | N/A                             | \$2,167.00       | N/A              | 6%           | \$150.00 | \$255.00  |
| Vice Presidents | 15                              | 9                               | \$1,300.00       | \$780.00         | 6%           | \$150.00 | \$255.00  |



**2020/2021 (Increase CPI 1.8%)**

| Position        | Maximum Weekly Office Hours | Minimum Weekly Office Hours | Sick Time (6% of min weekly hours) | Salary                      |                             | Vacation Pay | SPSA Fee | H & D Fee |
|-----------------|-----------------------------|-----------------------------|------------------------------------|-----------------------------|-----------------------------|--------------|----------|-----------|
|                 |                             |                             |                                    | Maximum Weekly Office Hours | Minimum Weekly Office Hours |              |          |           |
| President       | 25                          | N/A                         | 1.5                                | \$1,887.67                  | \$1,136.33                  | 6%           | \$150.00 | \$255.00  |
| Vice Presidents | 15                          | 9                           | 0.9                                | \$1,129.60                  | \$702.19                    | 6%           | \$150.00 | \$255.00  |

**2019/2020**

| Position        | Minimum Weekly Office Hours |                         | Sick Time (6% of min weekly hours) | Salary              |                         | Vacation Pay | SPSA Fee | H & D Fee |
|-----------------|-----------------------------|-------------------------|------------------------------------|---------------------|-------------------------|--------------|----------|-----------|
|                 | Reduced Course Load         | Non-Reduced Course Load |                                    | Reduced Course Load | Non-Reduced Course Load |              |          |           |
| President       | 25                          | 15                      | 1.5                                | \$1,854.29          | \$1,116.24              | 6%           | \$150.00 | \$255.00  |
| Vice Presidents | 15                          | 9                       | 0.9                                | \$1,109.63          | \$689.77                | 6%           | \$150.00 | \$255.00  |

**2018/2019**

| Position        | Minimum Weekly Office Hours |                         | Sick Time (6% of min weekly hours) | Salary (CPI 1.9%)   |                         | Vacation Pay | SPSA Fee | H & D Fee |
|-----------------|-----------------------------|-------------------------|------------------------------------|---------------------|-------------------------|--------------|----------|-----------|
|                 | Reduced Course Load         | Non-Reduced Course Load |                                    | Reduced Course Load | Non-Reduced Course Load |              |          |           |
| President       | 25                          | 15                      | 1.5                                | \$1,685.72          | \$1,063.09              | 6%           | \$120.00 | \$255.00  |
| Vice Presidents | 15                          | 9                       | 0.9                                | \$1,008.75          | \$656.92                | 6%           | \$120.00 | \$255.00  |

**2017/2018**

| Position        | Minimum Weekly Office Hours |                         | Sick Time (6% of min weekly hours) | Salary (CPI SK 1.4%) |                         | Vacation Pay | SPSA Fee | H & D Fee |
|-----------------|-----------------------------|-------------------------|------------------------------------|----------------------|-------------------------|--------------|----------|-----------|
|                 | Reduced Course Load         | Non-Reduced Course Load |                                    | Reduced Course Load  | Non-Reduced Course Load |              |          |           |
| President       | 25                          | 15                      | 1.5                                | \$1,654.29           | \$1,043.27              | 6%           | \$120.00 | \$255.00  |
| Vice Presidents | 15                          | 9                       | 0.9                                | \$989.94             | \$644.67                | 6%           | \$120.00 | \$255.00  |

\*A reserved parking space will be made available at no charge, to any Council member requiring the use of one.



## GOVERNANCE SERIES

**2016/2017**

| Position        | Minimum Weekly Office Hours |                         |                                    | Salary (CPI SK 2.2%) |                         |              |          |           |
|-----------------|-----------------------------|-------------------------|------------------------------------|----------------------|-------------------------|--------------|----------|-----------|
|                 | Reduced Course Load         | Non-Reduced Course Load | Sick Time (6% of min weekly hours) | Reduced Course Load  | Non-Reduced Course Load | Vacation Pay | SPSA Fee | H & D Fee |
| President       | 25                          | 15                      | 1.5                                | \$1,506.45           | \$903.87                | 6%           | \$120.00 | \$218.00  |
| Vice Presidents | 15                          | 9                       | 0.9                                | \$851.28             | \$510.77                | 6%           | \$120.00 | \$218.00  |

\*In addition, a monthly honorarium of \$125.00 will be paid to each of the above individuals provided the required documentation as outlined in policy has been received.

\*A reserved parking space will be made available at no charge, to any council member requiring the use of one.