



<b>SUBJECT:</b> Executive Remuneration & Accountability	<b>POLICY NO:</b> GOV – 6	<b>LAST REVISED:</b> January 20, 2024
<b>APPROVED BY:</b> General Council	<b>NO. OF PAGES:</b> 4	<b>DATE ORIGINATED:</b> 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 35 hours/week. Summer Hours (effective May 1<sup>st</sup> - start of Fall Semester) shall be 35 hours/week during office hours, Monday to Friday, 8:00 a.m. – 4:00 p.m. Evening or weekend hours may be accepted if prior approval is received by Executive Council.

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

Any Executive Council member requiring parking on Campus will be - reimbursed for their parking pass.

**Accountability & Reporting**

The President shall have a 25-hour work week as per policy. Vice Presidents shall choose between a 9-hour or 15-hour work week at the start of their semester term. Presidents and Vice Presidents are expected to abide by their chosen work hours during the term they were elected to. 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.

Each Executive Council member must submit an Executive Council Report 48 hours 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. The Year-End Summary Report must be submitted by April 23<sup>rd</sup>. 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.

**2016/2017**

Position	Minimum Weekly Office Hours		Sick Time (6% of min weekly hours)	Salary (CPI SK 2.2%)		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	\$1,506.45	\$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.