



## **Directors Remuneration Policy**

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| <b>Category:</b>         | Board of Directors |
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# 1. Honoraria Administration

## 1.1 Context

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The Student Association is committed to offering honoraria to its Voting Directors within the financial resources available to the Association. Changes to honoraria shall not be made for the sitting Board of Directors.

It is the belief of the Student Association that Board activity is a public service, and Directors should be compensated based on their individual performance. Their performance will be judged based on accomplishing Student Association objectives through attendance, reporting, and fulfilling all role responsibilities.

## 1.2 Policy

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At the discretion of the Board, an Executive member's honorarium shall be given for successfully carrying out the following:

- a) Attendance and duties in accordance with the Voting Directors Accountability Manual,
- b) Fulfilling roles and responsibilities set out in the Voting Directors Accountability Manual, Section 6: Voting Director Duties and Performance Management and Monthly reporting.
- c) An Executive or Voting Director who does not agree with the honorarium issued may appeal such a decision to the Board Mediation Committee, which must investigate and address the issue in accordance with Voting Directors Complaints Protocol

### 1.3 Honoraria Structure

The Voting Directors' honoraria shall be as follows:

- a) **Director of Communications and Internal** - Receive remuneration of \$17 per hour and meet the obligations of a 28-hour work week during the period of January 1<sup>st</sup> to December 31<sup>st</sup>.
- b) **Director of Operations** - Receive a remuneration of \$17 per hour and meet the obligations of a 28-hour work week during the period of January 1<sup>st</sup> to December 31<sup>st</sup>.
- c) **Director of Education and Equity** - Receive a remuneration of \$17 per hour and meet the obligations of a 24-hour work week during the period of May 1<sup>st</sup> to April 30<sup>th</sup>.
- d) **Director of Student Experience** - Receive a remuneration of \$17 per hour and meet the obligations of a 24-hour work week during the period of May 1<sup>st</sup> to April 30<sup>th</sup>.
- e) **Education Centre Representatives** - Receive a remuneration of \$600 per month during the period of May 1<sup>st</sup> to April 30<sup>th</sup> and meet all the obligations mentioned below:
  - 1. A completed and detailed work plan with key dates and specifics, in advance for a month
  - 2. Providing detailed & completed monthly board report.

3. Meeting the obligation of attending board meetings in person and virtual and/or notifying in advance with appropriate notice and regrets
4. Participating in two class talks (in person and virtual) per semester  
*\*Refer to VDAM Appendix A for the mechanism to calculate honoraria.*

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## **1.4 Yearly Increases**

Honorarium increases shall be in accordance with CPI.

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## **1.5 Pay Periods**

Executives' honoraria shall be paid every second Friday, a pay schedule will be available.

Educational Centre Representatives shall be paid monthly, a pay schedule will be available.

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## **1.6 Hours of Work**

The administrative offices of the Student Association will typically be open from 9:00 AM to 5:00 PM Monday to Friday.

The work week at the SAGBC is defined as a Thursday morning to Wednesday evening each week. Pay is allocated based on an Executive meeting their office hours a week within the operating hours (9:00 AM-6:00 PM). If an Executive does not meet the minimum hours stated in The Constitution and By-Laws of the Student Association of George Brown College, the Executive will only be paid for the office hours logged in on Day force, and the Board Mediation Committee will be engaged to deal with the matter accordingly.

No lieu hours will be paid.

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## **1.7 External Employment**

Executive Members must obtain the approval of the Executive Committee for any external employment during the regular hours of work. The Committee shall consider whether the activity will interfere unduly with the performance of the member's duties, constitute a conflict of interest, or directly compete with the services / products of the Student Association.

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# **2. Benefits and Services.**

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## **2.1 Statutory Holidays**

It is not expected that Voting Directors work on the following days and the Voting Directors will receive statutory holiday pay in accordance with the Employment Standards Act.

- a) New Year's Day
- b) Family Day
- c) Good Friday

- d) Victoria Day
- e) Canada Day
- f) Civic Holiday
- g) Labour Day
- h) Thanksgiving Day
- i) Christmas Day
- j) Boxing Day

In addition, Voting Directors are not expected to work during the Student Association closure in December.

## **2.2 Sick Leave**

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Executives shall be entitled to take up to 6 days at 2 days per semester (summer, fall, winter) prorated to the equivalent hours, from work due to illness during the Student Association fiscal year, without affecting honoraria or bonuses.

Sick leave cannot be used for any absence other than illness or injury. The Executive Committee may request a doctor's note after two consecutive sick leave days.

Sick leave may be extended on compassionate grounds by the Board of Directors.

## **2.3 Leave of Absence**

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The SA recognizes that, on occasion, special circumstances may arise whereby a Voting Director may request a leave of absence without remuneration. Such request shall be submitted in writing stating full details, and each request will be considered on the individual merits by the Executive Committee considering the needs of the Student Association.

## **2.4 Bereavement Leave**

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No Voting Director is expected to perform their duties in the week immediately after the death of an immediate family member. Any such absence should not be counted against the Voting Director when deciding honoraria or bonuses.

## **2.5 Court Leave**

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When a director, who would otherwise be fulfilling office, hours is required to appear in court or before some similar body for purposes of jury duty or as a witness, honoraria will not be affected.

## **2.6 Vacation**

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Part time Executives and Educational Centre Representatives are entitled to the equivalent of 4% vacation pay in lieu of on a monthly basis

## 2.7 Transportation & Travel Expense

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### Eligibility and General Conditions

- Pre-Approval Requirement: Only pre-approved transportation expenses will be reimbursed upon request.
- Applicable to Taxi Chits and/or Rideshare Reimbursements.

### Eligible Situations for Reimbursement

1. Official Off-Campus Representation:
  - Reimbursement applies for events that occur outside of George Brown College (GBC) campuses and/or Student Association (SA) locations, where the individual is representing the SA.
  - This includes third-party events or those hosted outside of the individual's designated working campus.
2. Late-Night Work Representation:
  - Individuals acting as official SA liaisons at events taking place after 10:00 PM may request transportation reimbursement.
  - Prior notification must be given to the Director of Operations, or in their absence, the Director of Communications and Internal.
3. Cross-Campus Program Initiatives:
  - Board members conducting initiatives (e.g., tabling) at campuses other than their assigned working campus may use the reimbursement for transporting materials and/or goods between locations.

### Monthly Transportation Allowance

- Executive Members:
  - Eligible for a \$140 monthly transportation allowance during their term in office.
  - This allowance is not applicable during a Leave of Absence (LOA) and will be prorated accordingly for the duration of the LOA.
- Educational Centre Representatives:
  - Eligible for a \$60 monthly transportation allowance during their term in office.
  - Similarly, the allowance is not applicable during a Leave of Absence and will be prorated for any LOA weeks.

### Presto Load Voucher for Board Members

- Board Members are entitled to request a \$25.00 Presto Load voucher, up to two times per semester (Fall and Winter semesters only).
- Requests must be submitted to the Director of Operations for approval.