

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	B. Finance and Administrative
SUBJECT:	Honoraria
POLICY NUMBER:	B10
CROSS REFERENCE:	B100 Signing Authority for Contractual Obligations B300-10PR Payment Procedure B300-11PR Travel Expense
NEW \ REVISED	
Administrative Services Committee	Academic Council
September 19, 2016	

POLICY STATEMENT

The purpose of this policy is to provide the framework and guidelines for consistent application when offering honorarium payments to individuals who have been asked to provide services to the College. This policy applies to non-employees only who provide services to the College. The College will not provide honorarium to employees.

SPECIFIC GUIDELINES

An honorarium is a payment made to a person for their services in a volunteer capacity, or for services for which fees are not traditionally or legally required.

An honorarium is typically a payment made on a special or non-routine basis to an individual who is not an employee of the College, to recognize or to acknowledge the contribution of gratuitous services to the College.

An honorarium is not based on an agreed amount between the individual providing services and the College representative seeking services.

If payment is agreed upon, this constitutes a contractual agreement and will involve invoicing, taxes, and related factors.

Any conflicts of interest or engagements with related parties must be disclosed to the College in advance of any services being rendered.

An amount not greater than \$250 may be paid as compensation to a guest lecturer.

Payments accumulating to more than \$250 per individual per calendar year will be submitted to Human Resources and processed through regular payroll processes.

The College Travel Expense Policy is to be used in estimating expenses.

All honoraria payments must be approved by the relevant budget owner.

Individuals who have been an Olds College staff member within the last twelve month period will have any honoraria payments processed through regular payroll.

IMPLEMENTATION

Business Services will be responsible for the design and supply of the necessary forms and procedural directions.

Business Services will notify the appropriate budget owner of any honoraria payments that appear to be inconsistent with this Policy.

ADMINISTRATIVE RESPONSIBILITY

The Vice President responsible for Business Services in conjunction with the CFO. This policy will be reviewed every five (5) years.