



POLICY 2.15

COUNCIL GOVERNANCE

Executive Accountability and Compensation

POLICY INTENT

To ensure the accountability and compensation of Athabasca University Students' Union (AUSU) executive councillors.

POLICY RESPONSIBILITY

Council

POLICY

Authority

2.15.01 Executive councillors are bound by all points in AUSU's policy on Councillor Responsibility except as noted below.

Time Commitment and Scheduling

2.15.02 Roles and responsibilities of AUSU executive councillors are detailed in AUSU's policy on Responsibilities of Executive Officers and the AUSU bylaws.

2.15.03 Executive councillors work hours shall be flexible where possible, but executives must be able to accommodate meetings both during and outside of regular business hours if requested by stakeholder groups. The executive committee shall determine which meetings individual executives will attend.

2.15.04 The president's base work week shall be 35 hours of AUSU work per week.

2.15.05 The vice-presidents' base work week shall be 30 hours of AUSU work per week.

2.15.06 Because of the nature of executive positions, and the students who serve as executive councillors, work hours may vary from week to week. In order to allow this flexibility for both the position and the individual, the following will apply to balance weekly hours:

3.01.06.01 Executive councillors shall receive equivalent time in lieu for all work, as sanctioned by the executive committee, performed in excess of the base hours per week.

- 3.01.06.02 Executive councillors may bank hours worked in excess of the base hours per week to be used later.

Banked Hours

- 2.15.07 When an executive councillor's banked hour accumulation meets or exceeds 30 hours, that executive councillor shall discuss the situation with the AUSU executive committee and implement a strategy to reduce the banked hours as soon as possible.
- 2.15.08 This discussion and strategy shall be documented in the monthly executive meeting report.
- 2.15.09 Banked hours may be used as part or whole days for personal or vacation time.
- 2.15.09.01 Using banked hours requires prior executive committee approval, and shall be taken with every effort to ensure executive representation is maintained at the following meetings:
- a) AUSU council or committee meetings (AUSU Policy 2.08 Council Governance: Council Attendance shall apply);
 - b) AUSU executive meetings; or
 - c) Any meeting of the AU board of governors, AU general faculties council, or any standing committee of either body.
- 2.15.10 Banked hours may be paid out to a maximum of 30 hours upon full completion of the executive term and once all AUSU assets have been returned. If the full executive term is not completed, or assets not returned, no banked hours shall be paid out.

Vacation & Sick Leave

- 2.15.11 Executive councillors are entitled to 15 paid vacation days per year, subject to the following limitations:
- a) Vacation shall be booked in advance as full days, in writing, with reasonable notice to executive and AUSU staff;
 - b) Executive councillors must endeavor to use their vacation allotment within their term year, but should aim not to be on vacation during AUSU elections, budget deadlines, essential executive work days, or when another executive has already booked vacation time;
 - c) If an executive councillor leaves or is removed from their position with vacation days remaining, pay for unused days will be calculated based on the monthly accrual method according to Alberta Employment Standards (approximately 6% of accrued earnings);
 - d) If an executive councillor leaves or is removed from their position before completing a full year, final pay will include any unused accrued vacation time calculated according to Alberta Employment Standards; and
 - e) If an executive councillor leaves or is removed from their position and has used more vacation days than what has been accrued to date, then final pay will be reduced based on the monthly accrual method according to Alberta Employment Standards.
- 2.15.12 Executives are entitled to five (5) sick/personal days per year.

- a) If an executive councillor resigns or is removed from their position with sick/personal days remaining, there will be no pay provided for unused days;
- b) If an executive councillor is elected to a second term, unused sick days do not carry forward to the following executive term and are not paid out.
- c) If an executive councillor's term comes to an end and there are unused sick/personal days remaining, they are not paid out.

2.15.13 Executive councillors are entitled to one day's paid leave for each of the following holidays as well as the additional weekdays that AUSU is closed for the December holidays:

- a) New Year's Day
- b) Alberta Family Day
- c) Good Friday
- d) Easter Monday
- e) Victoria Day
- f) Canada Day
- g) Alberta Civic Holiday (Heritage Day)
- h) Labour Day
- i) Thanksgiving Day
- j) Remembrance Day
- k) Christmas Day
- l) Boxing Day

2.15.14 Executive councillors requiring additional time off may make a written request to council for an unpaid extended leave of absence, up to a maximum of two (2) weeks.

Reporting and Accountability

2.15.15 Each executive councillor shall submit a weekly written report to the executive committee with the following:

- a) a detailed breakdown of how they have spent their work hours for the preceding week,
- b) a record of banked hours accumulated and used,
- c) what their anticipated priorities will be for the coming week; and
- d) if they anticipate using banked hours for the coming week.

2.15.16 Each executive councillor shall submit a monthly written report to council on their activities, including hours worked and vacation/sick/banked time used, and shall confirm that they have reviewed the hours of the other executives and indicate their compliance or noncompliance with the parameters of this policy.

2.15.17 Executives who do not fulfill their duties, as described in AUSU's bylaws and policies, may be subject to AUSU Policy 2.04 Council Governance: Discipline Process.

Honoraria

2.15.18 The president shall receive an honorarium of \$41,860 per year, paid semi-monthly.

2.15.19 The vice-presidents shall receive an honorarium of \$35,880 per year, paid semi-monthly.

- 2.15.20 Executive honoraria are not eligible for employment insurance per Canada Revenue Agency's EI guidelines.
- 2.15.21 Canada Pension Plan and income tax contributions shall be deducted from executive honoraria based on the information provided in required government taxation documents, which must be submitted at the beginning of each term year.

Health and Wellness Benefit

- 2.15.22 Each executive councillor shall be eligible for one of the following health and wellness benefit options:
- a) a family health and dental plan provided through the AUSU benefits plan;
 - b) a single health and dental plan provided through the AUSU benefits plan; or
 - c) a \$130 per month health and wellness benefit.
- 2.15.23 The family health and dental plan eligibility for executive councillors will include being married, legally common law, or having dependant child(ren).
- 2.15.24 The health and wellness benefit for executive councillors accrues monthly and can be used toward any of the following:
- a) a health plan for the executive councillor individually or a plan including the executive councillor and family members;
 - b) expenses that may be incurred above and beyond the executive's current health care plan such as portions not covered for prescriptions, dental care, and eye care; or
 - c) other memberships, fees, or equipment that promotes wellness through physical fitness.
- 2.15.25 The Health and wellness benefit option of \$130/month will be reconciled after each 12 months of accrual and shall not carry forward into the next executive term year.
- 2.15.26 Unless otherwise specified in the committee terms of reference, non-executive AUSU committee members shall receive an honorarium of \$50 per meeting per committee, while non-executive AUSU committee chairs shall receive an honorarium of \$75 per meeting per committee, where the committee is eligible for pay according to its terms of reference.

Adjustments to Wages and Honoraria

- 2.15.27 For each six months' service on the executive, executive councillors shall accrue, as a benefit, a tuition credit of the value of a three-credit undergraduate AU course (cost applicable to the executive councillor's place of residence). This benefit shall be pro-rated for an executive councillor serving a shorter period of time due to another executive councillor being removed or resigning from their position. This is a taxable benefit.
- 2.15.28 No prorated benefit will be available for executive councillors who resign or are removed from their position prior to serving the full six months.
- 2.15.29 Tuition reimbursement must be submitted within one (1) month of the conclusion of the executive council term.

Position Expense Benefit

- 2.15.30 Executives shall receive \$85/month for a position expense benefit.
- 2.15.31 The position expense allowance is a taxable benefit that is paid through payroll.
- 2.15.32 This benefit is to cover additional expenses that may be incurred by working from a home office, rather than an on-site office. Such expenses may include but are not limited to:
 - a) increased telecommunications expenses;
 - b) increased home internet expenses; and
 - c) home office needs such as paper, pens, printer ink, etc.

Equipment

- 2.15.33 If an executive councillor does not have a working computer that is adequate to complete their executive duties, AUSU shall loan the executive councillor a laptop computer. Equipment shall be selected and shipped by the executive director at a value no greater than \$1000, and the executive director shall determine scheduling and procedures for the security and maintenance of the device(s). If an executive councillor is not in need of this equipment, no cash value or substitute shall be provided.
- 2.15.34 This equipment is the property of AUSU and must be returned within two weeks of an executive councillor leaving their position on executive. Shipping of any returned equipment and accessories must be arranged and paid for by the AUSU office.

Adjustments to Honoraria

- 2.15.35 Executive compensation shall be reviewed in the 3rd quarter of the second year in each two-year council term and set for the next council prior to the commencement of its term.
 - 2.15.33.01 Council may reduce the compensation level at any time if deemed necessary based on a significant change in AUSU financial resources.
 - 2.15.33.02 A two-thirds majority vote of council is required to increase executive compensation by more than 10%.
- 2.15.34 Changes to honoraria for councillors and executives shall be announced to the membership within 30 days of the motion being passed.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References:

- AUSU Bylaws
- AUSU Policy 2.03 Council Governance: Responsibilities of Executive Officers
- AUSU Policy 2.04 Council Governance: Discipline Process
- AUSU Policy 2.08 Council Governance: Meeting Attendance

This Policy is Referenced by:

None

Forms:

Time Sheet Template

POLICY HISTORY

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