



## **POLICY 2.15**

### **COUNCIL GOVERNANCE**

#### *Executive Accountability and Compensation*

#### **POLICY INTENT**

To maintain and review the accountability and compensation of Athabasca University Students' Union (AUSU) Executive Councillors.

#### **POLICY**

##### **Authority**

- 2.15.01 Executive Councillors are bound by all points in Policy 2.03 Responsibilities of Executive Councillors except as noted below.

##### **Time Commitment and Scheduling**

- 2.15.02 Roles and responsibilities of AUSU Executive Councillors are detailed in Policy 2.03 Responsibilities of Executive Councillors and the AUSU Bylaws.
- 2.15.03 Executive Councillors work hours shall be flexible where possible, but Executive Councillors must be able to accommodate meetings both during and outside of regular business hours if requested by the Athabasca University senior leadership team, MLAs, or MPs. The Executive Committee shall determine which meetings individual executives will attend.
- 2.15.04 The President's base work week shall be thirty-five (35) hours of AUSU work per week.
- 2.15.05 The Vice Presidents' base work week shall be thirty (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:
- Executive Councillors shall receive equivalent time in lieu for all work performed in excess of the base hours per week as sanctioned by the Executive Committee (EC); and
  - 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 must discuss the situation with the Executive Committee and implement a strategy to reduce the banked hours as soon as possible. Banked time is a

standing item on each Executive Committee meeting agenda and is an essential part of Executive Councillors managing their ongoing banked time usage.

- 2.15.08 This discussion and strategy shall be documented in the monthly Executive Committee Meeting Report.
- 2.15.09 Banked hours may be used as part or whole days for personal or vacation time.
- 2.15.10 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. Council or committee meetings (Policy 2.08 Council Attendance shall apply);
  - b. Executive Committee meetings; or
  - c. Any meeting of the AU Board of Governors, AU General Faculties Council, or any standing committee of either body.
- 2.15.11 Banked hours shall be paid out to a maximum of 30 hours upon full completion of the executive term or when the individual ceases to be an Executive Councillor, and once all AUSU assets are returned. If AUSU assets not returned, banked hours may be withheld or used to cover the cost of the asset.

#### **Vacation and Sick Leave**

- 2.15.12 Executive Councillors are entitled to fifteen (15) paid vacation days per year, subject to the following limitations:
  - a. vacation shall be booked in advance as half days or full days, in writing, with reasonable notice to the Executive Committee;
  - b. Executive Councillors must endeavor to use their vacation allotment within their term year, but should aim not to be on vacation during key times of the year as determined by the Executive Committee, 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.
- 2.15.13 Executive Councillors are entitled to five (5) paid 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/personal days do not carry forward to the following executive term and are not paid out; and
  - c. if an Executive Councillor's term comes to an end and there are unused sick/personal days remaining, they are not paid out.

- 2.15.14 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. National Truth and Reconciliation Day
  - j. Thanksgiving Day
  - k. Remembrance Day
  - l. Christmas Day
  - m. Boxing Day
- 2.15.15 Executive Councillors requiring additional time off may make a written request to Council for an unpaid extended leave of absence.

### **Reporting and Accountability**

- 2.15.16 Each Executive Councillor shall submit a weekly report to the Executive Committee with the following:
- a. the 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.
- 2.15.17 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 Executive Councillors and indicate their compliance or noncompliance with the parameters of this policy.
- 2.15.18 Executive Councillors who do not fulfill their duties, as described in AUSU's Bylaws and Policies, may be subject to AUSU Policy 2.04 Discipline.

### **Honoraria**

- 2.15.19 The President shall receive an honorarium of \$46,410 per year, paid semi-monthly.
- 2.15.20 The Vice Presidents shall receive an honorarium of \$39,780 per year, paid semi-monthly
- 2.15.21 Executive Councillor honoraria is not eligible for employment insurance per Canada Revenue Agency's EI guidelines.
- 2.15.22 Canada Pension Plan and income tax contributions shall be deducted from Executive Councillor 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**

- 2.15.23 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.
- 2.15.24 The family health and dental plan eligibility for Executive Councillors will include being married, legally common law, or having a dependant child(ren).
- 2.15.25 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 Councillor's personal health care plan such as portions not covered for prescriptions, dental care, and eye care; or
  - c. other memberships, fees, or equipment/supplies that promotes personal wellness.
- 2.15.26 The health and wellness benefit option of \$130/month will be reconciled after each twelve (12) months of accrual and shall not carry forward into the next executive term year.

## **Adjustments to Wages and Honoraria**

- 2.15.27 For each six months' service on the Executive Committee, Executive Councillors shall accrue a tuition reimbursement benefit in the value of a three-credit undergraduate AU course as per the province of residence, including the Convenience Fee if applicable. This benefit shall be pro-rated for an Executive Councillor serving a shorter period of time. 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 (6) months.
- 2.15.29 Tuition reimbursement must be submitted within one (1) month of the conclusion of the Executive Committee term.

## **Home Office Expense Benefit**

- 2.15.30 Executives shall receive \$90/month for a home office expense benefit.
- 2.15.31 The home office 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. telecommunications expenses;
  - b. home internet and other home related expenses; and
  - c. home office supplies 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 third quarter of the second year in each two-year Council term and set for the next Council prior to the commencement of its term.
- 2.15.36 Council may reduce the compensation level at any time if deemed necessary based on a significant change in AUSU financial resources.
- 2.15.37 A two-thirds majority vote of Council is required to increase Executive compensation by more than 10%.
- 2.15.38 Changes to honoraria for Executive Councillors shall be announced to the membership within thirty (30) days of the motion being passed.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References**

None

### **This Policy is Referenced by**

AUSU Bylaws  
Policy 2.03 Responsibilities of Executive Officers  
Policy 2.04 Discipline Process  
Policy 2.08 Meeting Attendance

## **POLICY RESPONSIBILITY**

Council

## **POLICY HISTORY**

Original Approval Date:	November 22, 2011
Last Review Date:	January 18, 2024
Review by Date:	January 2026