



Concordia University of Edmonton

Students' Association

REMUNERATION OF STUDENT REPRESENTATIVES

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

2019-20

Policy: CSA Remuneration Policy

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POLICY

Elected and hired student representatives of the Concordia Students' Association (hereby referred to as the "Association" or "CSA") should receive remuneration for recognition of their service to the Association subject to provisions of the Bylaws as outlined in this Policy.

RATIONALE

Appropriate remuneration and recognition at the CSA is key to having an effective organization. To achieve appropriate remuneration and recognition this policy will:

- Outline the salary and benefits of Executives;
- Outline the remuneration of General Councilors;
- Ensure that remuneration and recognition are appropriate;
- Ensure that remuneration and recognition are reviewed regularly in a fair and impartial process;
- Ensure remuneration and recognition are reasonably secure to provide stability for those working in governance at the CSA.

1. General Provisions

1.1. Definitions

1.2. **CPI:** Consumer Price Index.

1.3. **CSA:** Concordia Students' Association.

1.4. **End of Elected Term:** The termination of one's elected term, whether that term has been completed in full (including the executive transition period) or an early termination due to resignation, disqualification, or impeachment.

- 1.5. **General Council:** For the application of section 6 of this policy, the collective body of
- 1.6. **General Council** excluding Executives.
- 1.7. **Special Resolution:** For the purpose of this policy, a special resolution does not have to be registered with the Societies Registrar. A special resolution requires a minimum of twenty- one days notice to the members of the council of the motion, prior to the administration of the motion. A special resolution also requires a three-quarters majority (75%) to be passed. The three-quarters majority voting of a special resolution may also be passed via proxy votes, with written and consigned consent of informed members.

2. Expectations

3. Remuneration

- 3.1. This policy will not follow the regular schedule of policy review; the Policy and Governance Committee will review it annually;
 - 3.1.1. This date shall be no later than the second Saturday of February of every calendar year.
- 3.2. Executive members of the CSA shall receive a salaried wage annually with monthly installments or reduced through the summer in conjunction with hourly reduction at a rate outlined in REMUNERATION OF STUDENT REPRESENTATIVES: APPENDIX A.
 - 3.2.1. Executives wage will increase every year as approved by the Budget Steering Committee by the annual average of Alberta's CPI from February 1 to January 31 of the previous year;
 - 3.2.1.1. Notwithstanding, the Budget Steering Committee may recommend against this increase based on the financial or organizational situation of the CSA;
 - 3.2.2. Any years where CPI is a negative number will be regarded as a zero percent increase;
 - 3.2.3. Any years that the Budget Steering Committee suggests a wage increase over the CPI percentage for that year, it must be passed by special resolution through the General Council after approval from the Executive Council.

- 3.3. Executives are only entitled to Executive Benefits while they retain the portfolio they were elected, appointed, or hired to;
 - 3.3.1. Executives will not be eligible for any benefit that would be paid out after the date of their resignation or impeachment except what they are entitled to by law.
- 3.4. Members of General Council will be remunerated up to a maximum of \$2,160 per year; Excused absences may only be approved by the chair a maximum of 2 times per year for an individual representative..
 - 3.4.1. This will be broken up as follows:
 - 3.4.1.1. \$60 per General Council Meeting, up to a maximum of \$60 per Month, failure to appear for any scheduled committee meeting without reasonable excuse will forfeit this amount;
 - 3.4.1.2. \$60 per faculty organization meeting to a maximum of 60\$ per month, failure to appear for any scheduled committee meeting without reasonable excuse will forfeit this amount; Faculty minutes must be provided to verify attendance and in cases where meetings are held online, recording transcripts must be provided.
 - 3.4.1.3. 60\$ per committee meeting to a maximum of 60\$ per month, failure to appear for any scheduled committee meeting without reasonable excuse will forfeit this amount.
 - 3.4.1.4. If there are no meetings in the calendar month scheduled, and all duties and responsibilities of the General Council member have been met as stated in policy, members are eligible for the monthly \$180 as determined by the VP Finance and President;
 - 3.4.2. The General Council member must uphold all duties and responsibilities to adequate satisfaction to be eligible to receive the monthly installments; the executive council may vote to determine the duties have not been completed.
 - 3.4.3. The Budget Steering Committee may recommend compensation for standing committees in consultation with the General Council; compensation for these committees must be unanimously approved.
 - 3.4.4. General Councilors will receive their remuneration in periodic installments, to be paid out at the end of each

month.

- 3.5. Changes in the amount or type of remuneration student representatives receive will occur through recommendation by the Budget Steering Committee and vote by the general council.
- 3.6. The Budget Steering Committee will review Executive wage and all other remuneration and benefits of student representatives annually; This shall occur no later than the second Saturday of February in the calendar year.
- 3.7. If an Executive or General Council member does not fulfill their duties as outlined in applicable policies, the individual may be removed from their position by recommendation from Executive Council and General council approval by special resolution;
- 3.8. The Budget Steering Committee will present its recommendations to General Council for approval by vote;
 - 3.8.1. Should the General Council not accept the Budget Steering Committee's recommendations within the mandated timeline the previous remuneration will continue to be effective.

APPENDIX A REMUNERATION OF STUDENT REPRESENTATIVES: EXECUTIVE PAY

1. Executives will be paid at a salary of \$22, 680 per year, effective May 1st, 2020, to be received in monthly installments, as long as the following is adhered to
 - 1.1.1. Executives must work a minimum of sixteen (16) hours a week,
 - 1.1.2. An average of three (3) office hours from september to may, must be held per week.
 - 1.1.2.1. All hours will be recorded by monthly timesheets kept by the Executive Director and CSA President as well as weekly calls confirming tasks to the executive director.
- 1.2. If an Executive does not meet the requirements as outlined above, they may be subject to a reduction of remuneration based upon hours that have not been completed, subtracted from current pay period and total amount payable;
 - 1.2.1.1. Exceptions to total completed hours are permitted if due to extraneous circumstances such as, but not exclusive to,

statutory holidays, campus closures, and as deemed appropriate by both VP Finance and CSA President;

- 1.2.1.2. If the extraneous circumstances pertain to either the VP Finance and/or CSA President the issue will be brought before the Executive Council

- 1.3. If any of the guidelines outlined in this policy are not adhered to the Executive may be subject disciplinary action as deemed by the President and Executive director in adherence to Discipline Policy.

OPTIONAL WORK SCHEDULE

2. Executives are expected to be available for CSA business and work throughout their entire term but may opt to use the following alternative work schedule by notifying the CSA President and receiving General Council approval.

- 2.1. Executives using the optional work schedule must work a minimum of 7 (7) hours a week between May 1st and August 1st, averaged over this duration.
 - 2.1.1. One (1) office hour must be held per week in addition to the minimum average hours per week.
 - 2.1.2. Executives must work at least one (1) hour per weekday.
 - 2.1.3. All hours will be recorded by monthly timesheets kept by the Executive Director and CSA President.
 - 2.1.4. Executives must have individual weekly meetings with the CSA President verifying their claimed hours and providing work completed. The CSA President must report to the CSA Executive Director to verify hours.
- 2.2. Executives must meet the average hours per week requirement, averaged over the entire term, in 1.1. By increasing their work hours during the Winter and Fall semesters.
 - 2.2.1. Executives should be mindful of the minimum hours of work per week requirement throughout their term, particularly if using a modified work schedule, as failing to meet this requirement is a cause for disciplinary action and reduced pay.
- 2.3. Executive compensation will be modified to reflect the modified work schedule with reduced compensation during the lower hour May 1st to August 1st duration, and greater compensation during the increased hour August 1st to April 30th duration by using the yearly salary, divided into monthly

payments, and a sixteen (16) hour work and three (3) hour office requirement as the baseline for compensation adjustments.

- 2.3.1. Under no circumstances will executive compensation exceed the yearly salary listed in this policy, with the exception of yearly CPI increases per the policy description.
- 2.4. Executives will be disciplined, potentially including compensation, for failing to meet minimum work and office hour requirements.

EXECUTIVE BENEFITS

1. Executives will receive benefits up to a total amount of \$90.00 per month;
 - 1.1.1. This monthly total will be used exclusively towards a monthly bus pass, parking pass subsidization, or Concordia clothing;
 - 1.1.2. If this amount is not used for the above specified uses, the Executive is not eligible to receive this amount;
 - 1.1.3. This benefit sum shall not exceed an amount of \$1,080 per Executive per fiscal year;
 - 1.1.4. If a parking pass has been purchased for an Executive and that Executive no longer holds their portfolio, the parking pass must be returned to the Association.
2. Executives are eligible to receive a Health and Dental plan through the CSA's Health and Dental program provider for student coverage, this is not included in the benefit amount;
 - 2.1.1. The Executive Health and Dental plan shall be equal to that of the default plan provided to all students;
 - 2.1.2. The Executive Health and Dental plan shall be implemented at the beginning of each academic term;
 - 2.1.3. The approval of the eligibility for the Health and Dental program shall be deemed by the Budget Steering Committee.
3. Executives' operational expenses shall be considered costs required for the Executives to fulfill their duties and shall not be considered benefits;
 - 3.1. These operational expenses will be outlined and approved in the annual budget.
4. Executives must permit the posting and use of personal cell phones
 - 4.1. Cell phones must be in proper working order and maintained with working service including long distance access as required.

- 4.2. Devices are the responsibility of the owner and the csa holds no liability to ensure they are in proper working order.
- 4.3. Devices must be in proper working order and capable of operational requirements
- 4.4. Cell phones must have acceptable coverage and minutes to perform work tasks including but not limited to: calls with students or stakeholders, responding to messages on a variety of platforms and use of social media for CSA business.
- 4.5. Posting the number on business cards and profile forms.
5. Cell phone use will result in additional benefits for executives totalling \$25 per month per executive.