



Concordia University of Edmonton

Students' Association

REMUNERATION OF STUDENT REPRESENTATIVES

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

2024-2025

Policy: CSA Remuneration Policy

Category: Organizational Policies

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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 early termination due to resignation, disqualification, or impeachment.

1.5. **General Council:** The highest governing body of the CSA consisting of elected representatives as outlined in the CSA Bylaws

1.6. **Executive Council:** The operations and management group of the CSA consisting of elected representatives as outlined in the CSA Bylaws.

1.7. **Special Resolution:** For 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 council members before the motion is administered. 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 informed members' written and consigned consent.

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 at a rate outlined in REMUNERATION OF STUDENT REPRESENTATIVES: APPENDIX A.
 - 3.2.1. Any Executive 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 year 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 are not eligible for any benefits that would be paid out after the date of their resignation or impeachment except those to which they are entitled by law.
- 3.4. Members of the General Council will be remunerated up to a maximum of \$2,520 per year;
 - 3.4.1. This \$2,520 will be broken up as follows:
 - 3.4.1.1. \$70 per General Council Meeting, up to a maximum of \$70 per Month; failure to appear for any scheduled committee meeting without reasonable excuse will forfeit this amount.;
 - 3.4.1.2. \$70 per faculty organization meeting to a maximum of \$70 per month; failure to appear for any scheduled committee meeting without reasonable excuse will forfeit this amount;
 - 3.4.1.3. \$70 per committee meeting to a maximum of \$70 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 \$210 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;
- 3.4.3. The Budget Steering Committee may recommend compensation for standing committees in consultation with General Council;
- 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 recommendations from the Budget Steering Committee.
- 3.6. The Budget Steering Committee will review the Executive wage and all other remuneration and benefits of student representatives annually by 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 this policy, the individual may be removed from their position by recommendation from the Executive Council to bring forth to the General Council for final approval by special resolution;
- 3.8. The Budget Steering Committee will present its recommendations to the 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 a salary of \$26,852.44 per year, effective May 1st, 2024, to be received in monthly installments, as long as the following is adhered to
 - 1.1.1. Executives must work a minimum of nineteen (19) hours a week.
 - 1.1.2. In addition to the minimum average hours per week, an average of three (3) office hours, averaged over the entire term in office, must be held per week.
 - 1.1.2.1.1. There must be at least one (1) office hour per week while school is in session.
- 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 the total yearly salary installment;

- 1.2.1.1. Exceptions to total completed hours are acceptable 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 General Council
- 1.3. If any of the guidelines outlined in this policy are not adhered to, the Executive may be subject to disciplinary action as deemed by the Disciplinary Officer in adherence to Discipline Policy.

OPTIONAL WORK SCHEDULE

- 2. Executives are expected to be available for CSA business and work throughout their entire term. Still, they 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. In addition to the minimum average hours per week, one (1) office hour must be held weekly.
 - 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 to verify their claimed hours and provide work completed. The CSA President must report to the CSA Executive Director to confirm hours.
 - 2.2. Executives must meet the average hours per week requirement, averaged over the entire term.

Executives should be mindful of the minimum hours of work per week requirement throughout their term, mainly if using a modified work schedule, as failing to meet this requirement is a cause for disciplinary action.
 - 2.3. Executive compensation will be modified to reflect the modified work schedule with reduced compensation during the lower hours from May 1st to August 1st and greater compensation during the increased hours from August 1st to April 30th duration by using the yearly salary, divided into monthly payments, and a nineteen (19) hour work and three (3) hour office requirement as the baseline for compensation adjustments.
 - 2.3.1. Executive compensation will never exceed the yearly salary listed in this policy, except for yearly CPI increases, as described in the policy.
 - 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 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, it 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;
 - 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 Budget Steering Committee shall deem the approval of the eligibility for the Health and Dental program.
3. Executives' operational expenses shall be considered costs required for the Executives to fulfill their duties and shall not be regarded as benefits;
 - 3.1. These operational expenses will be outlined and approved in the annual budget.