

**Policy IV
Pay & Honoraria**

4.01 All executive members of the MSVU SU shall receive wages as follows:

A. President	<p>Summer bi-weekly for 35.0 hours per week at wages as dictated by the CFO's Pay schedule, starting the first week of May up to and including the first week of Sept.</p> <p>School Year bi-weekly for 30 hours per week at wages as dictated by CFO's Pay Schedule, starting the second week of Sept up to and including the last week of April.</p>
B. Executive Vice President	<p>Summer bi-weekly for 35.0 hours per week at wages as dictated by the CFO's Pay schedule starting the first week of May up to and including the first week of Sept</p> <p>School Year bi-weekly for 25.0 hours per week at wages as dictated by the CFO's Pay schedule starting the second week of Sept up to and including the last week of April.</p>
C. Vice President Academic Affairs	<p>Summer bi-weekly for 35.0 hours per week at wages as dictated by the CFO's Pay schedule starting the first week of May up to and including the first week of Sept</p> <p>School Year bi-weekly for 25 hours per week at wages as dictated by the CFO's Pay schedule starting the second week of Sept up to and</p>

	including the last week of April.
D. Vice President Student Life	<p>Summer bi-weekly for 35.0 hours per week at wages as dictated by the CFO's Pay schedule starting the first week of May up to and including the first week of Sept.</p> <p>School Year bi-weekly for 25 hours per week at wages as dictated by the CFO's Pay schedule starting the second week of Sept up to and including the last week of April.</p>
E. Chief Financial Officer	<p>Summer bi-weekly for 35.0 hours per week at wages as dictated by the CFO's Pay schedule starting the first week of May up to and including the first week of Sept.</p> <p>School Year bi-weekly for 25 hours per week at wages as dictated by the CFO's Pay schedule starting the second week of Sept up to and including the last week of April.</p>

4.02 The following members of the MSVUSU SRC shall be awarded an Honorarium of \$300.00 per semester for the fulfillment of other duties as delegated by council **as outlined in 4.03:**

- a) Arts Representative(s)
- b) Board of Governors Representative
- c) Councilor at Large
- d) Education Representative
- e) First Year Students' Representative
- f) Graduate Studies Representative
- g) International Students Representative
- h) Mature Students' Representative

- i) Off-Campus Representative
- j) Professional Studies representative
- k) Residence Representative
- l) Science Representative
- m) Transfer Student Presentative**

4.03* NEW*

SRC Meetings (5 meetings @ \$30)	If missed meeting, notice before 24hrs = \$30/meeting	Notice after 24 hrs = \$15/meeting	No notice = \$0/meeting	Attended all meetings \$150
Subcommittee \$75 (Divided by # of committee a part of for evaluation)	Good performance noted by chairs; under their discretion Full Payment \$75			
Other contributions Mount involvement \$75	Under discretion of the committee Based off councilor report (Societies, meet/greets/town halls, attending Union events, etc)			
TOTAL: \$300				

4.04 Honoraria will be awarded following the conclusion of the final meeting of a given academic term.

4.05 The Student Union shall strike an Honoraria Committee to be composed of the following:

- a) the Executive Vice President
- b) the Chief Financial Officer
- c) two councilors who are not members of the Executive Committee

4.06 Prior to the awarding of any Honoraria, the Honoraria Committee shall review the job performance of each non-executive member of council using the criteria outlined in section 4.02 of the Mount Saint Vincent Students' Union Pay and Honorarium Policy IV, and the applicable job description as contained in the MSVU Bi-Laws, Job Descriptions and Constitution.

In the event that any member declares a conflict, the alternative councilor will assume that individuals seat until the conflict is resolved.

- 4.06 All non-elected members of the SRC shall receive an honorarium as follows:
- a) Speaker - \$75.00 per meeting
 - b) Recording Secretary - \$75.00 per meeting
 - c) Alternate Officer - \$100.00 base per semester
- \$75 per meeting when fulfilling the duties of Speaker or recording secretary

4.07 **All non-elected members of council will be required to submit a written report to the Honoraria Committee as part of the job review process outlined in Article 5 of the Students' Union Bylaws.**

4.08 The Pay and Honoraria Committee shall have the authority to withhold some or all of an honorarium as part of the review outlined in Article 5 of the Students' Union Bylaws.

4.09 The Students' Representative Council shall have the authority to overturn decisions of the Honoraria Committee with a ½ +1 majority vote.

4.10 Any casual or part time staff working for the Students' Union will receive an hourly wage of the current minimum wage in Nova Scotia

4.11 Managers and/or Coordinators working for the Students' Union will receive the following wages:

a) Vinnie's Pub Supervisor	A wage as dictated by the Pay Schedule of the CFO for the current year, working a maximum of 15 hours per week from September until the pub closes in April.
b) Corner Store Supervisor	A wage as dictated by the Pay Schedule of the CFO for the current year, working a maximum of 15 hours per week from September until the store closes in April.
c) Fountain Play Center Operations Manager	A wage as dictated by the Pay Schedule of the CFO for the current year working a maximum of 15 hours per week

	from September until when exams are finished in April. Working a maximum of 30 hours for one week in August for set up.
d) Fountain Pay Center Programming Manager	A maximum of 15 hours per week from September until when exams are finished in April at a wage as dictated by the Pay Schedule of the CFO for the current year. Working a maximum of 30 hours for one week in August for set up.
e) Information Services Manager	For 15 hours per week from September until one week after the Info Desks closes in April at a wage as dictated by the Pay Schedule of the CFO for the current year. A maximum of 60 hours for two weeks in August for set up. At a wage as dictated by the Pay Schedule of the CFO for the current year
f) Student Resources Manager	15 hours a week at a wage as dictated by the Pay Schedule of the CFO for the current year.
g) Publications Editor	20 hours a week at a wage as dictated by the Pay Schedule of the CFO for the current year.

4.12 Any Managers or Coordinators of the MSVU Students' Union who are working on an hourly wage cannot bank any hours to put towards future weeks without consent of the General Manager and the Executive committee.

4.13 The Chief Returning Officer of MSVU Students' Union shall receive an honorarium as follows:

- a) Fall Elections -after the elections the CRO will present a report

to the SRC for review;
-with the approval of the Committee the CRO will receive an honorarium of \$300.

b) Spring Elections (Executive) -after the elections the CRO will present a report to the SRC for review
-with the approval of the Committee the CRO will receive an honorarium of \$300.

c) Spring Elections (Council) -after the elections the CRO will present a report to the SRC for review
-with the approval of the Committee the CRO will receive an honorarium of \$300.

4.14 The Deputy Returning Officer of MSVU Students' Union shall be awarded a honorarium as follows:

a) Fall Elections -after the election the DRO will present a report to the SRC
for review
-with the approval of the committee the DRO will receive an honorarium of \$150

b) Spring Elections (Executive) -after the election the DRO will present a report to the SRC
for review
-with the approval of the committee the DRO will receive an honorarium of \$150

c) Spring Elections (Council) -after the election the DRO will present a report to the SRC
for review
-with the approval of the committee the DRO will receive an honorarium of \$150

4.15 Hours of all employees must be submitted to the Administrative Assistant by the Monday morning of pay week.

- 4.16 The Pay schedule (Addendum A) will be studied, and changed if needed, once a year by the Pay and Honoraria Committee to ensure that the current wages of all Students' Union employees are appropriate.
- 4.17 All wages, honoraria, and hourly requirements for Executive and Councilors are limited to change by either committee, or at the Annual General Meeting