

Policy IV Pay & Honoraria

1. All executive members of the MSVUSU shall receive wages for all hours they are required by the employer to work and are paid bi-weekly.
 - 1.1. The expected workload for executive members is as follows:
 - 1.1.1. President: 30 hours per week.
 - 1.1.2. Vice President Communications: 25 hours per week.
 - 1.1.3. Vice President Advocacy: 25 hours per week.
 - 1.1.4. Vice President Student Life: 25 hours per week
 - 1.1.5. Vice President Graduate Affairs: 15-25 hours per week.
 - 1.1.6. Chief Financial Officer: 25 hours per week.
 - 1.2. The MSVUSU shall hire an assistant for an executive member under any of the following circumstances:
 - 1.2.1. The executive member anticipates a workload exceeding that listed in 1.1, cannot provide the additional work, and requests an assistant for a defined period of time.
 - 1.2.2. The executive member has worked over 40 hours per week for two consecutive weeks, and the General Manager recommends an assistant.
2. The following members of the MSVUSU SRC shall be awarded an Honorarium of \$300.00 per semester upon completion of their councilor report via online form:
 - 2.1. Arts Representative
 - 2.2. Board of Governors Representative
 - 2.3. Femme Representative
 - 2.4. Education Representative
 - 2.5. First Year Students' Representative
 - 2.6. International Students Representative
 - 2.7. Mature Students' Representative
 - 2.8. Racialized Representative
 - 2.9. Professional Studies representative
 - 2.10. Residence Representative
 - 2.11. Science Representative
 - 2.12. Transfer Student Representative
 - 2.13. Queer Representative

- 2.14. Indigenous Representative
- 2.15. Accessibility Representative
- 3. Honoraria will be awarded following the conclusion of the final meeting of a given academic term.
 - 3.1. Attendance at each meeting is worth \$30 per meeting
 - 3.1.1. Councillors may only miss two (2) meetings with notice and still receive payment for those meetings.
 - 3.1.2. After missing two (2) meetings (with or without notice) any further missed meetings (with or without notice) will result in no payment for said missed meetings
 - 3.1.3. Councillors who miss a meeting without giving prior notice shall not receive payment for that missed meeting
- 4. Prior to the awarding of any Honoraria, the Pay and Honoraria Committee shall review the submitted councilor reports of each non- executive member of council using the criteria outlined in Policy IV section 3, and the SRC JobDescriptions
- 6. All non-elected members of the SRC shall receive an honorarium as follows:
 - 6.1. Speaker- \$75.00 per meeting
 - 6.2. Recording Secretary- \$75.00 per meeting
- 7. The Pay and Honoraria Committee shall have the authority to withhold some or all of an honorarium based on councilors reports.
- 8. The SRC shall have the authority to overturn decisions of the Honoraria Committee with a simple majority vote.
- 9. Any casual or part time staff working for the MSVUSU will receive an hourly wage at or above the current minimum wage in Nova Scotia
- 10. Managers and/or Coordinators working for the MSVUSU receive wages for all hours they are required to work and are paid bi-weekly. Increases in hours must be approved in advance by the employees supervisor, student executive committee, or General Manager, and reported to the Executive Committee at the next Executive Committee meeting. In exceptional circumstances the approval for increased hours can be retroactive.
 - 10.1. The hours of work for each Manager/Coordinator position are included in the job description.

- 10.2. Job descriptions are developed and approved according to By-Law II Changes to Job Descriptions.
11. The Elections Coordinator of the MSVUSU shall receive an honorarium for both the Fall and General election periods, as follows:
 - 11.1. Fall Elections: After the elections the Elections Coordinator will present a report to the SRC for review. With the approval of the Committee the Elections Coordinator will receive an honorarium of \$300
 - 11.2. General Elections: After the elections the Elections Coordinator will present a report to the SRC for review; with the approval of the Committee the Elections Coordinator will receive an honorarium of \$600
 - 11.3. Should the MSVUSU require the assistance of the Elections Coordinator for additional work such as a referendum, interim election, plebiscite, etc., the Pay and Honorarium Committee shall convene to determine proper compensation for extra services.
12. Hours of all employees must be submitted by 9:00 AM of the Thursday prior to pay week, unless otherwise directed by the payroll manager.