

R-4: *UNDER REVIEW* STIPENDS AND STIPEND REDUCTION SCHEDULE

Stipends

4.1 There shall be no advances on Council or other stipends.

4.2 The VP Finance & Services (or designate) shall provide the Finance Department staff with a stipend list of Councillors including the amount payable by the payroll processing date, based on the attendances of Councillors at Council and committee meetings and their eligibility to receive a stipend.

4.3 Remuneration paid to the Council members shall be in the form of semi-monthly

Payments. Payroll processing will occur on the first business day on the 15th and the last business day of the month.

4.4 This policy stipulates the process under which a Councillor's stipend may be reduced or withheld by the VP Finance & Services and HRP Committee.

(a) Attendance to a Council meeting shall be accepted if the Councillor is present for 50% of the duration of the Council meeting in question.

(b) All reductions to a Councillor's stipend must be communicated to the Councillor so that they can have the opportunity to appeal.

(c) The VP Finance & Services shall withhold from a Councillor's stipend an amount equal to any outstanding sums of money owed to the Society.

(d) Councillors will be sent attendance memos with the Council post-meeting documents, allowing them to review their attendance records.

i. The Chair of the meeting is responsible for taking attendance and keeping track of which Councillors have attended the Council meeting in question.

(e) Councillors marked absent without notice or regrets will have a \$50 deduction applied within policy.

(f) Councillors who attend less than 50% of Council meetings without a valid reason will have a \$50 deduction applied.

(g) Councillors who do not submit their work reports on time, without a reasonable request for an extension made prior to the deadline, will have a \$50 deduction applied.

(h) Councillors who believe they have been marked absent by accident or have valid reasoning for the absence/fine must submit an appeal to the HRP Committee within 48 hours after the attendance memo is sent out.

i. Burden of proof shall be the responsibility of the Councillor submitting the appeal.

~~4.5~~

Semi-monthly Reports are Submitted Late-~~*under Review*~~

All work reports are due at 11:59pm. Non-Executive Councillors must submit monthly work reports to Council on the 1st of every month. All Executive Officers must submit semi-monthly work reports to Council on the 1st and 16th of every month.

- (a) The stipend of an Executive Officer will be reduced by \$100 where a work report is late or incomplete.
- (b) The stipend of a Non-Executive Councillor will be reduced by \$50 where a work report is late or incomplete.
- (c) Stipends shall not be paid for months where the work report is submitted more than one month late, unless Council has authorised a prior exception.

Semester Reports are Submitted Late

4.6 Semester reports must be submitted by Executive Officers to Council by midnight of the last day of the month following the end of a semester

- (d) ~~(a)~~ The stipend of an Executive Officer will be reduced by \$100 per day for a maximum reduction of the value of one complete pay period where the report is late, and all stipends will be withheld until the report is submitted

4.4 ~~(4.7)~~ Non-Executive Councillors are not required to complete semester reports.

Exit Reports are Submitted Late

4.5 ~~(4.8)~~ Failure of Executive Officers to submit an exit report within ten (10) business days following the end of their term will result in a \$100 deduction per day from the final stipend, unless extenuating circumstances exist.

- (a) Executive Officers who have been re-elected to a subsequent term on Council will have all further stipends withheld until such time as an exit report has been submitted.
- (b) Enforcement of this regulation shall be the responsibility of the incoming VP Finance & Services. The incoming President shall ensure that

the VP Finance & Services complies with the terms of this Rule.

4.6 ~~(4.9)~~ Failure of Executive Officers to submit an exit report within twenty (20) business days shall result in the entirety of the stipend being withheld and becoming a member in poor standing of the Society.

(a) Executive Officers who have been re-elected to a subsequent term on Council will have all further stipends withheld until such time as an exit report has been submitted.

4.7 ~~(4.10)~~ The exit report of the VP Internal & Organizational Development shall, in accordance with the SFSS Bylaws and policies, contain a draft section for inclusion in the Annual Report presented at the next Annual General Meeting.

Failure to Attend a Council or Committee Meetings

4.8 ~~(4.11)~~ Councillors must attend all Council and committee meetings that they are members of, excepting for academic, health, and Society related work obligations that have been communicated to Council, the Council Chair or the Committee Chair in advance and by email, and which are approved by motion at the Council or Committee meeting.

(a) The stipend of an Executive Officer will be reduced by \$100 where they fail to attend a Council or committee meeting without approved regrets, notwithstanding section 4.11(c).

(b) The stipend of a Non-Executive Councillor will be reduced by \$50 where they fail to attend a Council or committee meeting without approved regrets notwithstanding section 4.11(c).

(c) For each semester, a Councillor will be allowed two (2) grace absences for Council or any Committees that the Councillor is a member of. The VP Finance must be notified through the standard regrets process at least 2 hours in advance for a grace absense to be used.

4.9 ~~(4.12)~~ The Chair of Council or the chair of the committee is responsible for communicating a member's failure to attend the relevant meeting to the VP Finance & Services via email.

(a) In the event that the VP Finance & Services is in violation of this Rule, the Chair of Council, or the Chair of the committee where the unexcused absence has occurred, shall notify the President via email.

Late Arrival at Council Meeting

4.10 (4.13) Councillors must attend all Council meetings on time, excepting where the Councillor has communicated in advance personal or unexpected circumstances to the Chair

(a) The stipend of an Executive Officer will be reduced by \$50 where they attend a Council meeting more than 10 minutes late.

(b) The stipend of a Non-Executive Councillor will be reduced by \$25 where they attend a Council meeting more than 10 minutes late.

Late Arrival at a Committee Meeting

4.11 (4.14) Councillors must attend all Council committee meetings on time, excepting where the director has communicated in advance some personal or unexpected circumstances to the Chair.

(a) The stipend of an Executive Officer will be reduced by \$20 where they attend a Committee meeting more than 10 minutes late.

(b) The stipend of a Non-Executive Councillor will be reduced by \$10 where they attend a Committee meeting more than 10 minutes late.

Failure to Meet Committee Obligations: Executive Officers

4.12 (4.15) Executive Officers must be appointed to at least 2 Council committees at all times, and must Chair at least one Council committee.

(a) The stipend of an Executive Officer will be reduced by \$200 when they are named to zero (o) committees, and by \$100 when they are named to one (i) committee.

Failure to Meet Committee Obligations: Non-Executive Councillors

4.13 (4.16) Councillors must be appointed to at least 1 standing Council committee at all times.

(a) The stipend of a Non-Executive Councillor will be reduced by \$50 where they are not named to at least one committee.

Conflict in Seats Held

4.14 (4.17) Executive officers may not sit as an executive of a Faculty Student Union, Departmental Student Union, Constituency Group, or Club at the same time as they are a member of the executive committee.

- (a) The stipend of an Executive Officer will be reduced by \$100 where they fail to comply with this rule.

Conflict in Class attendance

4.15 (4.18) Executive officers may not take more than three courses a semester.

- (a) The stipend of an Executive Officer will be reduced by \$300 where they fail to comply with this rule.
- (b) Students may not be required to comply with this rule if they must take more than three courses for University or Government requirements.

(i) If students wish to be exempt from this rule, they must submit an application through Staff to be recommended and approved at Council.

Appeals

4.16 (4.19) Where a Councillor feels that stipend reductions have been administered incorrectly by the VP Finance & Services, a Councillor may submit a detailed appeal to Council.

4.17 (4.20) All stipend reductions shall take effect on a Councillor's stipend one (1) pay period after the Councillor has submitted a report late, in order to allow the Councillor to submit an appeal.