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| **EFFECTIVE:** | February 2021 | **SUPERSEDED BY:** | HUCSC Constitution, HUCSC Bylaw 1  |
| **AUTHORITY:** | HUCSC GA | **RATIFIED BY:** | HUCSC GA |
| **RELATED DOCUMENTS:** |  | **DATE:** | February 2021 |

**PREAMBLE:**

The HUCSC strives to provide opportunities for student involvement through the Executive and Governance Portfolios. These Portfolios include opportunities for both volunteering and employment. Additionally, the differences in workload from volunteer to volunteer merits the awarding of honoraria of various values to certain volunteers. This policy shall serve to create a series of criteria that will determine which Portfolio positions constitute “volunteer” status and which constitute “employee” status. Within the “volunteer” category, this policy shall establish a set of criteria by which certain volunteers may be made eligible for honoraria.

**1.00 DEFINITIONS**

**1.01** Any position eligible for a $1000 honorarium shall be deemed an “Associate”, and falls within the scope of this document. Associates shall be considered “volunteers” of the HUCSC.

**1.02** Any position eligible for a $500 honorarium shall be deemed a “Coordinator” and falls within the scope of this document. Coordinators shall be considered “volunteers” of the HUCSC.

**1.03** Any position filled by a volunteer not eligible for an honorarium shall be deemed a “Commissioner” and falls outside the scope of this document.

**1.04** The difference between the designation of honorarium and salary shall be based on the nature of the position, and not the amount of money awarded.

**1.05** The Beaver Dam Operations Manager and Beaver Dam staff members shall receive hourly wages, as outlined in Section 7.00. The Beaver Dam Operations Manager and Beaver Dam staff shall be considered “employees” of the HUCSC.

**1.06** Any additional employees as outlined in Section 9.00 shall receive salaries. These positions shall be considered “employees” of the HUCSC.

**2.00 DISTINCTION BETWEEN EMPLOYEES AND VOLUNTEERS**

**2.01** “Volunteers” to the HUCSC shall be the standard categorization for positions under Executive Portfolios or the Governance Portfolio. The category of “volunteers” shall include positions existing within HUCSC Portfolios that are unpaid or eligible for honoraria. The rationale for allowing certain volunteer positions to be eligible for honoraria whilst leaving other volunteer positions unpaid is as follows:

(1) The HUCSC values student interest in community volunteering. Therefore, positions shall be made unpaid whenever possible in order to foster and encourage such community involvement for intrinsic reasons.

(2) Different Portfolio positions demand various levels of commitment and responsibility. These differing workloads shall be reflected through differing reward eligibility.

**2.02** Associates, Coordinators, and Commissioners shall be considered “volunteers” of the HUCSC.

**2.03** Members of the Governance Portfolio, including the Speaker, shall be considered “volunteers” of the HUCSC.

**2.04** Employees” of the HUCSC shall be designated as such and shall be eligible for salaries or hourly wages based on the following rationale:

(1) The positions demand a consistent and heightened level of responsibility and accountability to the HUCSC throughout the summer months and the academic year during their terms.

(2) The positions may, under certain various circumstances, have the opportunity to make impactful decisions for the HUCSC without the direct permission of the Executive.

(3) The positions are unlikely to be filled to a reasonable standard in the absence of consistent payment.

(4) The positions may not always be accountable to one of the Executive Council members, making the position holders’ deservedness for an honorarium difficult to properly assess.

**3.0 CRITERIA FOR VOLUNTEER HONORARIA ELIGIBILITY**

**3.01** A volunteer position shall be eligible for an honorarium if it is titled “Associate” or “Coordinator” in Appendix A: HUCSC Organizational Structure.

**3.02** Roles can be added to the Appendix A: HUCSC Organizational Structure by:

(1)  Approval of the role, its necessity, pay class, and tasks by the General Assembly. The General Assembly will consider the following when approving potential new roles:

i. The position is required by HUCSC policy to exist, and therefore cannot go unfilled.

ii. The position is deemed by the Executive Council to be pressing and substantial to the goals and operations of the HUCSC and is believed to be at risk of going unfilled should it not be awarded an honorarium. This criterion may only be applied at the discretion of the Executive Council.

iii. The position oversees other volunteers or staff.

(2)  New roles can be temporarily approved by the VPFA and Finance Committee until the next General Assembly takes place.

(3)  The new role request should be presented by the Executive who will oversee said Portfolio.

**3.02** Should a position fill at least two (2) of the criteria described in 2.4, with one such filled criteria being criterion (4), the position shall be deemed an “Associate” and be eligible for a $1000 honorarium. This honorarium shall be awarded in two installations, one per semester, with each installation at a value of $500.

(1) For members of the Governance and Presidential Portfolios, the title of “Associate” need not be applied to a position that is eligible for a $1000 honorarium.

i. Within the Governance Portfolio, the Speaker position is recognized as an “Associate” and is eligible for a $1000 honorarium.

ii. Within the Presidential Portfolio, the Executive Secretary position is recognized as an “Associate” and is eligible for a $1000 honorarium.

**3.03** Should the position fulfill at least two (2) criteria, of which none are criterion (4), the position shall be deemed a “Coordinator” and be eligible for a $500 honorarium. This honorarium shall be awarded in two installations, one per semester, with each installation at a value of $250.

(1)  For members of the Governance Portfolio, the title of “Coordinator” need not be applied to a position that is eligible for a $500 honorarium.

i. Within the Governance Portfolio, the CRO position is recognized as an “Coordinator” and is eligible for a $500 honorarium.

**4.00 AWARDING OF HONORARIA**

**4.01** At the end of each semester, each Associate and Coordinator will have their performances informally assessed by the respective members of the Executive Council under which they work.

(1) For volunteers working in the Governance Portfolio, the Speaker shall act as the relevant Executive member.

**4.02** Should the relevant Executive Council member deem a volunteer to be undeserving of their honorarium based on poor performance, a written rationale must be provided to the volunteer by the Executive member.

(1) This decision may be appealed by the volunteer in accordance with the Affiliate Appeals Board Policy.

**4.03** The volunteer must submit the required volunteer / new hire package for the VPFA by the designated deadline set by the VPFA to ensure payment is processed in time for December 31st or April 30th payment.

**4.04** The volunteer must submit the required final report package for the VPFA by the designated deadline set by the VPFA to receive payment processed on April 30th. This package will be in accordance to the HUCSC Interim and Final Report Policy then passed along to the incoming executive to help the person in this role in following years.

**5.00 VOLUNTEER SELECTION PROCESS**

**5.01** The selection of Associates, Coordinators, and Commissioners shall be executed as outlined in the HUCSC Portfolio Selection Policy.

**6.00 DIMISSAL OF VOLUNTEERS**

**6.01** A volunteer may be dismissed by means of the process outlined in the HUCSC Discipline Policy.

**6.02** Should a volunteer be dismissed before January 1st of the school year in which the volunteer is working for the HUCSC, they shall not receive any compensation.

**6.03** Should a volunteer be dismissed after January 1st but before the end of their term in the position they shall receive one half (1/2) of their honorarium ($500 for Associates and $250 for Coordinators).

**6.04** In the event of exceptional circumstances, the Executive Council may decide to award some or all of the previously assigned honorarium despite a volunteer being unable to complete their duties.

**7.00 COMPENSATION FOR THE BEAVER DAM OPERATIONS MANAGER AND STAFF**

**7.01** The Beaver Dam staff members shall be entitled to hourly wages for their work over the course of their employment.

**7.02** The Beaver Dam staff roles shall comprise of 3 titles with different pay scales to reflect the additional work and responsibility that is expected from the position.

(1) Beaver Dam Operation Manager – $16

(2) Beaver Dam Key Holder – $14.75

(3) Beaver Dam Bar Tender – $14

**7.03** The General Assembly shall approve the change in hourly wages for the Beaver Dam Operations Manager and staff members on an annual basis. Prior to such approval, the Executive Council shall recommend respective wage amounts to the General Assembly.

**8.04** The Executive Council may create additional employee positions as they see fit to complete their duties. These positions may be eligible for wages by the same process as outlined in 7.4.

**8.00 COMPENSATION FOR EXECUTIVE COUNCIL MEMBERS**

**8.01** Executive Council members shall be entitled to an annual salary as stipulated in the HUCSC Executive Terms of Reference.

**8.02** Budgeting for the Executive Salaries shall be no less than $50,000 and no greater than $100,000

(1) Salaries should target ~$65 x Huron student population to represent workload of high or low student enrolment.

(2) This target can be overridden by the General Assembly during the Annual General Meeting to approve the new yearly budget.

**8.03** Both the incoming and outgoing Executive Council members will receive payment for the first pay period following the incoming executive team’s inauguration to reflect the turn-over period.

(1) If an Executive Council member does not complete a final report as outlined in the HUCSC Interim and Final Report Policy, this final payment will be withheld.

**8.04** Executives are eligible to receive a bonus of up to 10% of their salary at the approval of the General Assembly.

(1) This must be approved at the General Assembly prior to the Annual General Meeting.

(2) The payment of this bonus shall occur at the Annual General Meeting when turnover is completed.

**9.00 COMPENSATION FOR OTHER EMPLOYEE POSITIONS**

**9.01** Chief Operating Officer (COO):

(1) The Chief Operating Officer (COO) shall be entitled to a salary over one year of service and falls under the VPFA’s Portfolio purview.

(2)  Should the COO leave the position before the end of their contract term, they may not receive any further compensation beyond the date of their exit. Such circumstances shall be assessed by the Executive Council.

(3) The COO shall be paid fair market compensation for the role they are completing when compared to other organizations in London.

(4) The COO must have attained a university level education and be legal to work in Canada.

(5)  The COO is not necessary if the Executive Council determines operations are manageable through volunteers. The COO is not necessary if the VPFA determines the HUCSC budget can not afford the addition of a COO Salary.

**9.03** The General Assembly shall approve the salaries for any additional employees on an annual basis. Prior to such approval, the Executive Council shall recommend to the General Assembly a respective salary amount in accordance to the policy for a specific role defined in section 7.

**9.04** The Executive Council may seek approval of the General Assembly to create additional employee positions as they see fit. These positions may be eligible for salaries by creating an amendment to section 7 which defines:

(1) Whose purview this role will fall under

(2) Early exit / dismissal

(3) How the salary is calculated

(4) Requirements for the role

(5) Information for when and why this role is necessary

**10.00 ENACTING AND AMENDING THIS POLICY**

**10.01** Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the HUCSC General Assembly.

(1) The scope of such Procedures is limited to the scope of this policy.

(2) In the event of any conflict, this Policy supersedes any documents created under it.

(3) Any new Procedures and amendments to any existing Procedures must be ratified by the HUCSC General Assembly before taking effect.