

# **HONORARIUM POLICY**

Authorizer: Vice President, Finance and Corporate Services

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# **POLICY STATEMENT:**

Conestoga may occasionally provide honorariums to guest speakers or other individuals who have been invited to provide a unique service to the college. An honorarium is a nominal payment made to a person for their services in a volunteer capacity, or for services for which fees are not traditionally or legally required, in order to recognize or acknowledge the contribution of gratuitous services to Conestoga.

#### SCOPE:

This policy applies to all payments and gifts to individuals.

# **DEFINITIONS:**

#### Honorarium:

- An honorarium is typically a small payment made on a special or non-routine basis to an
  individual who is not an employee of the college, to recognize or to acknowledge the
  contribution of gratuitous services to the college. Examples would be a payment to a
  non-professional guest speaker or lecturer as a gesture of good will and appreciation, or
  a token payment for other unique, incidental and infrequent services not traditionally
  required on an on-going basis. Examples include:
  - o A special classroom lecture or short series of such lectures by an external party
  - Conducting a seminar or workshop
  - o Serving as guest speaker at an educational event or other similar function
  - o Participating as a guest speaker at outreach events
  - Assistance for set-up or supporting activities at special events

#### Honorarium Form:

• This is a form that must be completed in order to request an honorarium. This form is available on the college intranet.

# **POLICY ELABORATION:**

#### **General Terms:**

- All honorarium payments must be processed through the Finance Department.
- Honorariums may not be issued in lieu of compensation.
- Honorariums will not be paid to college employees, students, contractors, companies or any other individual providing a service to the college and expecting payment.
- Honorarium payments will only be processed for services that are voluntary.
- Typically, honorariums will not exceed \$500 in total. Should an honorarium or series of honoraria exceed \$500, a T4A will be issued.
- Honorariums will not be paid to companies or third parties (e.g. a donation to charity).

# **REFERENCES:**

Honorarium Form Honorarium Procedure

# **REVISION LOG:**

#### **Revision Date**

9/4/2019 Academic Coordinating Committee

9/11/2019 Academic Forum