

HONORARIUM PROCEDURE

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Effective Date: September 11 2019

PROCEDURE STATEMENT:

Conestoga employees may request honorariums through the Finance Department in recognition of the contribution of gratuitous services to the college.

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:
 - A special classroom lecture or short series of such lectures by an external party
 - Conducting a seminar or workshop
 - Serving as guest speaker at an educational event or other similar function
 - 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.

RESPONSIBILITIES:

Approving Supervisor

The Approving Supervisor must be a college employee with appropriate signing authority. The approver is responsible for ensuring adherence to the Honorarium Policy, and reviewing and approving the Honorarium Form.

Sponsoring Faculty/Staff Member

The Sponsoring Faculty/Staff Member is responsible for completing and submitting the Honorarium Form to the Finance Department. The Sponsoring Faculty/Staff Member must

establish the nature of the relationship with the honorarium recipient and determine whether an honorarium or part-time contract is appropriate, in accordance with the Honorarium Policy.

PROCEDURE

1. The Sponsoring Faculty/Staff Member will review the Honorarium Policy to ensure that an honorarium is appropriate. Faculty and staff may consult with the Finance Department as needed.
2. The Sponsoring Faculty/Staff Member will complete an Honorarium Form in its entirety, including SIN and birth date information.
3. The Sponsoring Faculty/Staff Member will submit to his or her Approving Supervisor for approval.
4. The Approving Supervisor will review the Honorarium Form and ensure the request is compliant with the Honorarium Policy.
5. Once approved, the Sponsoring Faculty/Staff Member will submit the completed Honorarium Form to the Finance Department for final approval and processing.
 - a. Receipts for gifts must be submitted with the Honorarium Form and sent to the Finance Department for approval.
6. The Finance Department will review and process the request. If the request is not compliant with the Honorarium Policy, the Finance Department may deny the request and/or request more information.
 - a. An honorarium request indicating a payment calculation based on hours of service will be returned to the requestor for submission as a part-time contract.
 - b. Payment in excess of \$500 and/or paid to an individual who provides the service as a living does not typically qualify as an honorarium.
7. The Finance Department will mail the honorarium payment to the recipient unless otherwise instructed.

REFERENCES:

Honorarium Form
Honorarium Policy

REVISION LOG:

Revision Date

9/4/2019	Academic Coordinating Committee
9/11/2019	Academic Forum