



<b>SUBJECT:</b>  Honoraria	<b>CATEGORY</b>  Governance	<b>NO.</b>  G-1.17
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**PREAMBLE**

Subsection 5(a) of *The Financial Administration Act, 1993* allows Treasury Board to establish directives relating to administrative and management practices, and accounting policies and practices of the Government of Saskatchewan. SIAS is designated as a public agency which is subject to the orders and directives of Treasury Board as it relates to honoraria and business expenses.

**POLICY**

Board members receive honoraria for attendance at duly constituted regular and special meetings of the board, meetings of standing and ad hoc committees of the board, in or out-of province conferences, other functions which they attend in their capacity as SIAS directors and any other chair-authorized activities.

Responsibility Levels:

There are three levels of responsibility - high, medium and moderate - for boards, commissions and committees. Treasury Board must approve initial establishment and subsequent changes to responsibility levels and compensation rates.

The SIAS board, which has been assigned a high responsibility level, is subject to the following guidelines:

<u>Responsibility Level</u>	<u>Position</u>	<u>Per Diem Rate</u>
High	chair	up to \$235.00
	member	up to \$155.00

Per Diem Rates:

- The SIAS board of directors receives the following per diem rate:

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<u>Position</u>	<u>Per Diem Rate</u>
chair	\$235.00
member	\$155.00

- Public servants are not eligible to receive compensation for service on boards, commissions or committees. A SIAST employee sitting on the board is eligible for the per diem rate only if the board activity occurs on the employee's regular day off.
- Increases that are within the guidelines do not require Treasury Board approval, as long as the responsibility level does not change.
- The per diem rate is based upon an eight-hour day. Where the total time required of an appointee is five hours or less, one-half the per diem rate will apply. Appointees may be paid more than one day's per diem when more than eight hours is worked.
- Payment for the time required to travel to and from a meeting will be paid at an hourly rate equal to 1/8 of the per diem.
- Provincial appointees are not employees and are not eligible for employee benefits.

Retainers:

Departments and agencies document the special conditions which justify the payment of retainers in their budget submission to the Treasury Board Branch of the Department of Finance. Payment of retainers requires specific Treasury Board approval unless authorized by an Order-in-Council.

**PROCEDURES**

Expense claims are submitted to the executive assistant to the board on a monthly basis. An expense claim is included with the agenda package for each board meeting.

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