

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:
 - 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.

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