

NIPISSING UNIVERSITY

Policy Category:	Finance
Policy Number:	2.10.2019U
Policy Name:	Honorarium Policy for Elders and Indigenous Knowledge Holders
Responsible Department:	Vice-President Finance & Administration
Approval Date:	August 2019
Approval Authority:	Vice-President Finance & Administration
Last Updated:	August 2019
Review Date:	March 2024

Statement

An honorarium is a token of recognition to an individual providing a service for programming for Nipissing University. It is not a payment to compensate an individual for their time or expense, but only a gesture of respect and gratitude to show Nipissing University's appreciation.

Policy

An honorarium is typically a small payment made on a special or non-routine basis to an individual who is NOT an employee of Nipissing University, or is NOT functioning in the capacity of an employee of Nipissing University, in recognition of the contribution of gratuitous services to the community. Examples include, but are not limited to, a payment to a non-professional guest speaker or lecturer as a "thank you" 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. This policy is required in order to abide by Canada Revenue Agency (CRA) guidelines.

Elders and Indigenous knowledge holders currently engage with Nipissing University in three ways:

- 1) To support Indigenous student success, primarily in and through the Office of Indigenous Initiatives' programs and services; and through the Schulich School of Education's Indigenous Education programs. These engagements must be pre-approved through the Office of Indigenous Initiatives and/or the Office of the Dean.
- 2) To support teaching and learning with Indigenous knowledge, including that which contributes to institutional Indigenization. These engagements must be pre-approved through the Offices of the

Deans.

3) To support research and graduate students. These engagements must be pre-approved through the Office of Graduate Studies & Research.

All requests must be pre-approved by the appropriate office two weeks prior to the event.

Guidelines

In order to determine the financial relationship between the individual and Nipissing University (i.e., employee or contractor), all honorariums will be reviewed by Human Resources.

Honorarium rates for Elders and Indigenous knowledge holders have been identified in APPENDIX "A".

In order to process an honorarium payment for Elders and Indigenous knowledge holders, the "Honorarium Request for Elders and Indigenous Knowledge Holders" requisition (APPENDIX "B") must be used.

Honorarium Request for Elders and Indigenous Knowledge Holders

An honorarium is typically a small payment made on a special or non-routine basis to an individual who is NOT an employee of Nipissing University, or is NOT functioning in the capacity of an employee of Nipissing University, in recognition of the contribution of gratuitous services to the University Community.

Examples include, but are not limited to, a payment to a non-professional guest speaker or lecturer as a "thank you" 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. This policy is required to abide by Canada Revenue Agency (CRA) guidelines.

For special requests or frequent services for cultural programming events where services fall outside of the types of services identified below (ie: Healers), a contract for services shall be outlined in a Contract for Services agreement.

Types of Service	Half Day Rate	Daily Rate (minimum 7 hours)	Hourly Rate
To perform as the practitioner of traditional ceremony. To use traditional teachings or share a skill. To facilitate a workshop. To contribute by fully participating in events (examples: full participant at meetings; providing class presentations on cultural beliefs and practices). To enhance communication and relationships at events; to promote, understand and appreciate Indigenous perspectives.	175	350	50

DATE OF HONORARIUM EVENT: _____**DESCRIPTION OF HONORARIUM EVENT OR PURPOSE:**

(Include breakdown of time and effort being recognized to justify amount)

LOCATION OF EVENT: _____**REQUESTED BY:**

Name: _____ Faculty/Dept.: _____

DATE REQUIRED: _____Cheque Payable To: _____ ☐ Pick-up by: _____☐ Mail Cheque**HONORARIUM RECIPIENT:**

Name: _____ Nipissing ID: _____

Mailing Address: _____

Contact Information: Telephone #: _____ Email: _____

Social Insurance Number: _____ Date of Birth: _____
(If Honorarium exceeds \$500)**PAYMENT:**Honorarium Amount Per Day: ☐ \$50 ☐ \$175 ☐ \$350 # of Days: _____

Mileage: From _____ to _____

of KM: _____ @ \$0.41/km = \$ _____
Reimbursement for travel expenses will only be provided for travel in excess of 50km. (Maximum reimbursement \$50.00.)

Total Payment Amount: _____ GL Account No.: _____

OFFICE USE ONLY*(Once the form is completed and signed, forward to the Finance Department for processing)***APPROVAL:**Approval of Dean/Office of Indigenous Initiatives/
Office of Graduate Studies and Research:

Approval of Human Resources:

Cost Centre/Object Code to be Charged: _____ Date Sent for Payment: _____

Budget Holder (Research):

Signature of Budget Holder:
