


Board Remuneration

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|  Saskatchewan Health Authority WORK STANDARD | Title: Board Remuneration Role performing Activity: <ul style="list-style-type: none"> Board Members Board Associate | |
| | Location: Saskatoon City Hospital | Department/Unit: SHA Board Office |
| | Document Owner: Governance & Policy Portfolio | Date Prepared: November 21, 2017 |
| | Date Approved: December 4, 2017 | |
| | Related Policies/Documentation | |

Work Standard Summary:

This governance process provides Board members with direction and guidance regarding remuneration matters. Remuneration shall be consistent with, or less than, the current [Order-in-Council](#), Government of Saskatchewan.¹

Definitions:

- Retainers** are paid on a quarterly basis, not in advance and prorated for any service less than three months. The retainer is compensation for preparing and carrying out all duties as a Board member including Board meetings and time spent travelling to or in preparation for board meetings. Retainer payments are taxable.
- Per diems** are paid when Board members attend committee meetings or attends training required to perform his or her duties as a member. Per diem rates are as follows: less than four hours \$375, four or more hours \$750. Per diems are taxable.
- Reimbursement** of expenses is paid based on the Board standard fee schedule; rates are established for mileage, hotels, meals, conferences, education and parking, etc. Payments are made based on a claim form. These expenses are a reimbursement and non-taxable.

Principles:

- All Board members have position control numbers generated by the Finance department.
- All communications with Board members relating to processing pay shall flow through the Board Associate.

| Essential Tasks: | |
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| 1. | Board members will provide the Board Associate with banking information to facilitate electronic fund transfer (EFT) through the payroll system. |
| 2. | Board members will use the designated claim forms. The claim forms are available from the Board Associate. |
| 3. | All Board members will submit claim forms for per diems and/or expenses at minimum quarterly to the Board Associate. |
| 4. | The Board Associate will check claim forms for accuracy and completeness and verify that a per diem claim is valid due to attendance at a meeting. |

¹ OC 242/2017

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| 5. | The Board Associate will facilitate approvals for all Board claim forms. Prior to claim forms going forward for approval to the Board Chairperson (or in the case of the Chairpersons claim, the Vice-Chairperson) the Executive Director, Governance & Policy will review claims for accuracy. |
| 6. | The Board Associate submits approved claim forms to the Finance portfolio for processing and payment. In the event an item is not approved or requires clarification, the Board Administrative Assistant will facilitate communication or amendment to the claim form. |
| 7. | The Board Associate is responsible for records management of Board claim forms. |