



Title:

HONORARIAM

Number: **A 13**

Approval Date: November 29, 2017

Revision Date:

Purpose:

To define when and how honoraria will be used to support the programs of Klinik and to support peer participation in the programs.

Policy:

1. Honoraria, in the form of gifts, may be considered when volunteers, clients or other community members contribute services beyond the scope of their existing commitment to Klinik.
2. Honoraria, in the form of gifts, may be considered when members of the Board of Directors or staff contribute services beyond the scope of their existing commitment to Klinik and have appropriately disclosed and been approved through the Conflict of Interest Policy (A11). Employees will not receive honoraria if they receive wages.
3. Honoraria, monetary or in the form of gifts, may be considered when individuals who are not Klinik employees are asked to contribute services for the purpose of Klinik research, program development and evaluation.
4. Honoraria, monetary or in the form of reimbursements, may be considered on a case by case basis for volunteers, clients or other community members to cover extraneous costs associated with their participation in a program. i.e. Travel and Transportation costs or Child Care costs.
5. Authorization shall be required for all honoraria provided.

Process:

Employees may secure honoraria for the purposes stated previously by requesting pre-approval by a member of the Management Team on a case by case basis, in consideration of the guidelines below, or estimated through a budgeting process annually.

In the case of honoraria to staff or Board members, the person who may receive the honoraria needs to first review the Conflict of Interest Policy (A11) and submit application to the Executive Director/Board Chair respectively.

Honoraria are to be paid directly by Klinik and appropriate documentation completed.

Guidelines for Remuneration

Presentation or event support (e.g. education session, Elder services)

Half Day \$100

Full Day \$200

*May include other gifts such as tobacco or agency promotional items as appropriate

Client or peer participants (e.g. Client survey advisory meeting, focus groups)

\$25 per hour to a maximum of \$100 per commitment

*May also include meal or bus tickets