

## Remuneration and Honoraria

Date Approved: 19 April 2016

Date Last Amended: 12 May 2016

### 1. Executive Members

- a. The Vice President, Clubs and Societies Officer, Education Officer and Welfare Officer shall be entitled to an honorarium for up to a maximum of \$100 per week conditional on fulfilling their duties under the NUSA Constitution and rules and regulations.
- b. This honorarium shall only be paid for time spent in the NUSA Building attending to official NUSA managerial business.
- c. If an executive member entitled to honorarium fails to submit a report at a regular NUSAC meeting, they shall not be eligible to receive honoraria for one month following the date of the meeting they failed to submit a report to.
- d. The President shall receive remuneration in accordance with the constitution for no more than 30 hours of work per week.
- e. The Media Officer shall receive remuneration in accordance with the constitution for no more than 20 hours of work per week.

### 2. Student Labour

Student labour shall be sanctioned in accordance with the Rules and Regulations and shall be set at a rate of \$15 per hour.

### 3. Time Sheets

- a. In order to receive remuneration or honoraria, a time sheet from Appendix 1 must be completed detailing a description of NUSA duties and the time spent on these duties.
- b. Time sheets for each pay week must be submitted by 10:00 AM on Wednesday in the NUSA Office
- c. Time sheets are to be submitted to the NUSA Administrator or their nominee for signature approval, and are to be confidential except in the below circumstances:
  - Where the President, or any other authorised member of executive, wishes to review a time sheet prior to approving payment of wages, honorarium or student labour.
  - Where NUSA Council, NUSA Executive, or the NUSA Finance Committee pass a majority motion requesting the President to provide a time sheet to that particular committee, for purposes of reviewing that particular time sheet.
  - Where the person who submitted the time sheet wishes to view, review, make changes to, or revoke their time sheet.

### 4. Supporting Documents

[NUSA Constitution](#)

[Meetings Policy](#)

## 5. Document History

Version	Date	Details
1	19 April 2016	Policy adopted
2	12 May 2016	3.c. added to include procedures for the handling of completed timesheets

# Office Bearer / Student Labour Timesheet



Name: \_\_\_\_\_

Position: \_\_\_\_\_

Week ending Tuesday:

Day	Start	Finish	Breaks	TOTAL	Description of duties
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
<b>Total hours worked</b>					

Student signature: \_\_\_\_\_

Approved by : \_\_\_\_\_