

# Stipend Policies

## OVERVIEW

This policy on stipends covers elected members of Council and committees. Stipend is a fixed amount, agreed upon by Council, which is given to Council and committee members in recognition of the service provided on Council and committees or in carrying out Council business.

### 1. STIPEND PAID

Stipends payable under this policy are:

- a) \$250.00 per day for Council and committee members; and
- b) \$350.00 per day for Chairs of Council and statutory committees, statutory committee panel chairs, when chairing meetings or hearings, including deliberations and reason writing (when done by the panel), except for chairing the Executive Committee; and
- c) \$350.00 per day for the President for any meeting attended or chaired on behalf of CNO except attendance at educational conferences and workshops; and
- d) \$300.00 per day for each Vice-President for any meeting attended or chaired on behalf of CNO except attendance at educational conferences and workshops.

### 2. AUTOMATIC STIPEND

A stipend payment under this policy will be automatically paid for:

- a) time in attendance at meetings of the Council and its committees;
- b) a full day stipend will be paid for a scheduled one day meeting where the meeting is prematurely terminated.
- c) preparatory time for meetings attended for the following committees where the preparatory time for decision-making is ongoing and burdensome, at the rates stipulated<sup>1</sup>:
  - i) Registration Committee – one stipend day for each day of meeting;
  - ii) Inquiries, Complaints and Reports Committee (ICRC) – two stipend days for each day of meeting;
  - iii) ICRC Chair – an additional one quarter stipend day for each day of meeting for review of decisions;
  - iv) Executive Committee – one stipend day for each day of meeting;
  - v) Discipline Committee Pre-hearing Conferences – one half stipend day for 250 pages of reading, pro-rated to 70 pages/hour;
  - vi) Discipline Committee motion preparation on personal time – 1 hour stipend for every 30 pages of required reading;
  - vii) Quality Assurance Committee – one half stipend day per day of meeting; and
  - viii) Fitness to Practise Consent Order meetings – 1 hour stipend for every 30 pages of required reading.
  - ix) Finance Committee – 1 day per day of meeting.

### 3. CLAIMABLE STIPEND

A stipend payment under this policy may be claimed for:

- a) time while otherwise engaged in the business of Council (e.g., speaking engagements) for which prior eligibility for stipend has already been confirmed;
- b) preparatory time payable under 2(b) if a member is suddenly and unexpectedly unable to attend a meeting and has done the preparatory work;

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<sup>1</sup> Where relevant, preparatory time will be pro-rated based on the rates established and a 7 hour day

- c) time spent in drafting the reasons and decision of a Discipline hearing, under the following circumstances:
  - i) the member has been assigned the task of drafting reasons on behalf of the committee and is doing the work on her or his own time; and
  - ii) the amount paid is based on the amount of time spent in preparing the reasons, in accordance with the criteria itemized in section 4 of this policy.

4. CRITERIA FOR DETERMINING AMOUNT PAID

The following criteria will be used in determining the amount of stipend to be paid/claimed for any one calendar day under any of the stipend policies:

- two to four hours of meeting time                      one half stipend day
- four to nine hours of meeting time                      one stipend day
- over nine hours of meeting time                      one and a half stipend days.

5. CONFERENCE CALL STIPEND

Stipend paid for conference call meetings is pro-rated based on the current stipend and a 7 hour day. The time value of a conference call will be determined by the Chair and recorded in the minutes. Preparatory stipends will be paid for conference calls based on the policies for preparatory stipend regarding committees [section 2(c)] and, where relevant, pro-rated in accordance with the time value of the conference call to the nearest half hour.

6. PAYEE

Upon written confirmation from the member her or his stipend cheques for meeting attendance will be made payable to the member’s employer as a “fee for service” and no income tax deduction will be made. In all other instances, stipend cheques will be made payable to the member as taxable income, subject to income tax deduction and issuance of a tax form at year end. Income tax of 10% will automatically be deducted from a member’s stipend unless specific direction is given by the member to deduct a greater or lesser amount.

7. PRESIDENT’S HONORARIUM

The President will receive an annual honorarium of \$5,000.

8. PRESIDENT’S EMPLOYER

CNO will offer to provide a lump-sum payment to the employer of the President of up to 25% of the President’s salary to a maximum of \$20,000 in any one year.

9. ADDRESSING CONCERNS

If a member is concerned about a decision regarding automatic or claimable stipend, the concern should first be discussed with the Executive Director. If the member is still concerned, she or he may appeal to the President.

Effective March 2, 2011

# Expense Policies

## OVERVIEW

CNO provides for remuneration of expenses of RN and RPN Council and committee members in order to ensure that involvement in Council business does not place a financial burden on Council or committee members. The College will either reimburse the member for out of pocket expenses on receipt of a completed expense claim form, or will arrange and prepay for select services (e.g. hotel, air travel).

To be eligible for reimbursement, expenses must:

- be related to Council or committee business; and
- be supported by receipts<sup>2</sup>.

Members are expected to be fiscally responsible in the use of services, attempting where possible to minimize costs to the College through selection of the most cost-effective alternative and/or through sharing of services (e.g., taxis) where possible. Members are expected to follow the travel policies and procedures.

All expense requests are subject to third party review (audit). Employers may be contacted to verify stipend claims for salary loss.

## RELATED PROCEDURES AND REQUIREMENTS

- Prior to incurring any expenses outside regular Council and committee involvements (e.g. speaking engagements), the member is required to obtain authorization from the Executive Director's office.
- Receipts are required to support expenses. A written explanation must accompany any expenses not so supported.
- The College will pay hotel room charges, parking and taxes. Other charges on hotel bills are the responsibility of the member, and may be claimed as expenses if they fall within the parameters of the policies.
- Prior authorization from the Executive Director's office is required to cover any exceptions to the following specific policies.

## SPECIFIC POLICIES

Allowable/reimbursable expenses related to specific accommodation facilities and services will be reimbursed by the College in accordance with the following policies:

### 1. OVERNIGHT ACCOMMODATION

The cost of overnight accommodation will be paid by the College for attendance for College business. If a meeting has been cancelled in advance, the College will not be responsible for the cost of overnight accommodation.

#### a) Hotel/Motel:

- For Toronto, members will stay at one of the corporate hotels (Delta Chelsea Inn and the Toronto Marriott Bloor-Yorkville) in rooms offered at the College's corporate rate. Members will indicate at the beginning of the year which hotel they will use throughout the year; and

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<sup>2</sup> Receipts are not required to claim the allowance for private accommodation under policy # 1(b) and the incidental allowance under policy #5.

- For outside Toronto, a hotel will be selected that offers the rate closest to the CNO's corporate rate at the corporate hotels.

Charges for failure to cancel accommodation are the responsibility of the member<sup>3</sup>

- Hotel accommodation is not generally provided to members who reside within a radius of 40km of the meeting site.

In order to take advantage of corporate rates:

- In Toronto – All requirements for overnight hotel accommodation in Toronto must be arranged in accordance with the travel policies and procedures.
- Outside Toronto – The committee staff resource person will, upon request, arrange for accommodation in other centres.

Members need to verify the charges against the bill before checking out. An initialled copy of the bill needs to be attached to the expense form to facilitate expense administration.

b) Private Accommodation:

- An allowance of \$50.00 per night may be claimed, without receipt, for private accommodation used.

## 2. TRAVEL

The College will cover the costs of travel from the member's electoral district (either home or work) to the College for College business.

b) Inter-Urban:

The following are allowable expenses for transportation required between centres:

- Economy airfare<sup>4</sup>;
- Train:
  - Economy class for journeys of two hours or less; or
  - Business class for journeys exceeding two hours.
  - Bus;
  - Private automobile – at the rate of 45 cents per kilometre, plus tolls, to a total not to exceed the economy airfare; and
  - Car rental.

Travel expenses claimed must reflect travel via the most expeditious means, consistent with convenience and economy. If a more time-consuming mode of travel is selected voluntarily by the member, the maximum entitlement under this policy is the equivalent of those reasonable expenses had economy airfare been selected.

Note: All air travel arrangements are made through Vision 2000.

<sup>3</sup> Cancellation deadlines are as follows: Delta Chelsea Inn – 4:00 p.m. on day of check-in Marriott - 6 p.m. on day of check-in. Request a cancellation number as confirmation and forward that information to committee staff.

<sup>4</sup> Air travel must be booked through Vision using the most economical option.

b) Intra-Urban:

The following are allowable expenses for transportation within an urban centre:

- i) Private automobile – at a rate of 45 cents per kilometre;
- ii) Parking for private automobile;
- iii) Taxis, with receipts (ensure that the date and the “to” and “from” addresses are included on the receipt); or
- iv) Bus/subway fare.

c) Business Travel Insurance

All Council and committee members are provided, at College expense, with accidental death and dismemberment insurance in the principal sum of \$100,000. This insurance provides 24-hour protection for members while travelling on College business.

3. MEALS

The cost of meals for travelling members is an allowable expense to a maximum of \$55.00 per day inclusive of taxes and gratuities. In-town members may claim the cost of a meal with Council or committee members for business purposes. Expense claims must be supported by receipts.

4. SALARY LOSS

- a) A member may claim up to the maximum of the equivalent to the current daily stipend for salary loss which she or he cannot recover by rearranging her or his work schedule for:
  - i) time committed to meetings which are unexpectedly cancelled or prematurely terminated;
  - ii) travelling time related to scheduled meetings of Council and committees, meetings which are unexpectedly cancelled, and time while otherwise engaged in Council business (e.g. speaking engagements) for which prior authorization has been confirmed.
- b) For time committed to meetings which are unexpectedly cancelled or prematurely terminated, a member who works part time, casual or contract and who has declined to schedule work in order to attend a meeting scheduled for a full day, may claim up to the maximum of the equivalent to the current daily stipend for salary loss which she or he cannot recover by rearranging her or his schedule.
- c) A half stipend day may be claimed by members who work a 12-hour shift as follows:
  - i) a member may claim stipend if the four-hour differential results in salary loss when the member receives a one day stipend; or
  - ii) a member may claim the differential, to be paid to the member's employer, if the member was replaced by her or his employer and the four-hour differential has resulted in additional cost to the employer.

5. INCIDENTALS A daily incidental allowance of \$10.00 may be claimed without supporting receipts for each day for which the member required overnight hotel accommodation. (The incidental allowance is intended to cover costs for telephone calls and other unreceipted expenses such as tips that are incurred while staying in a hotel.)
6. GRATUITIES Gratuities for taxis and limousines will be limited to the higher of \$1.50 or 15% of the metered charge. Gratuities for meals will be limited to a maximum of 15% of the total bill.
7. NON-REIMBURSABLE EXPENDITURES The College will not reimburse for the following expenses:
- Child or elder care;
  - Dry cleaning, shoe shines and other personal services;
  - Movie rentals;
  - Parking violations;
  - Tips for porters, housekeeping;
  - Telephone calls; and
  - Meals upon return home.
8. WEEKEND STAYS A member attending a Friday or Monday meeting who chooses to remain in Toronto over a Saturday night, with a resultant savings in travel cost, may claim the costs for hotel and meals up to a maximum of 80% of the cost savings. The member must request the expenses on the CNO expense account sheet with an attachment itemising:
- the cost of the full economy air fare;
  - the reduced travel cost;
  - the cost savings; and
  - the eligible expenses.
- Expenses incurred must continue to fall within CNO guidelines to be claimable.
- This policy does not apply to members who stay in Toronto because of meetings on both Friday and Monday. Full expense reimbursement in those instances will be considered on an individual basis.
9. CANCELLED MEETINGS & EXTENDED STAYS DUE TO UNFORESEEN CIRCUMSTANCES The College will reimburse Council and committee members for unavoidable expenses incurred relating to:
- a cancelled meeting for which it was not possible to cancel travel plans, and
  - extended stays due to unforeseen circumstances such as cancelled flights caused by inclement weather.

Revised January 1, 2011