

## **SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION TRUSTEE REMUNERATION GUIDELINES**

The Trustee Remuneration Guidelines are reviewed annually at each Organizational Meeting. These guidelines are also subject to complete review by a committee struck by the Board triennially or at other times determined by the Board.

### **SALARY**

#### **1. General Description**

The annual salary that is received in each of the 12 months of the year is expected to compensate trustees for the work of the Board that they do as trustees. It is recognized that trustees are serving the community in an elected position and salary should be not be perceived as payment for hours worked. Although trustees volunteer their time and expertise, they should not be required to suffer financial loss as a result of work they are elected to do. Salary is expected to pay costs for essential/required trustee duties such as those described below.

(Note that the list is not exhaustive, but is provided for context and reference.)

- a) Regular, Management and Special meetings and related work.
- b) School Board committee meetings/work
- c) External committee meetings/work that occurs within SRPSD boundaries (ex. Trustee representing the Board on a City committee.)
- d) SCC meetings and events
- e) School events (ex. grads, award ceremonies, track and field days, etc.)
- f) Linkage meetings/work (ex. meetings with teachers, MLAs, City, RMs, etc.)
- g) Events hosted by external agencies (ex. Chamber luncheons, PAATA New Teacher Induction, etc.)
- h) Division social events (ex. School Division Art Show, grand openings, Christmas banquets, Welcome Back Barbeque, etc.)

If trustees are required by the Board to travel outside the City of Prince Albert in order to fulfill their duties, travel costs will be reimbursed at the rate established by the Board.

#### **2. Salary Rates**

Annual base rate is 18% of Class VI maximum of Teachers Provincial Salary Grid which renders a currently monthly base rate of \$16,817.94. Salary rates change on effective of any new Provincial Teacher's Agreement.

- Trustee.....\$17,137.44 (1.0 x annual base rate) (Monthly amount - \$1,428.12)
- Vice-Chair.....\$18,851.18 (1.1 x annual base rate) (Monthly amount - \$1,570.93)
- Chair.....\$20,564.93 (1.2 x annual base rate) (Monthly amount - \$1,713.74)

### **3. Deductions**

An individual trustee can miss a maximum of four Board meetings (Regular and/or Committee of the Whole) in a 12 month period (such period commencing immediately following each year's Organizational Meeting) without experiencing a salary deduction. A trustee who misses more than four Board meetings (Regular and/or Committee of the Whole) in a 12 month period will experience a salary deduction of \$200 for each meeting missed beginning with the fifth meeting, unless the Board has passed a resolution supporting such absence with no deduction.

## **ADDITIONAL INDEMNITIES**

### **1. General Description**

When trustees engage in activities beyond what is required of a trustee, and that are approved by the Board on an annual or case-by-case basis, an indemnity additional to salary shall be paid. This additional indemnity shall be paid for Board-approved activities such as the items listed below. (Note that the list is not exhaustive but is provided for context and reference.)

- a) External committee/work that is outside SRPSD, unless payment is provided by that external agency. (Ex. SSBA, SHSAA, SAMA, etc.)
- b) School tours
- c) Student voice
- d) Activities when Board hosts dignitaries (Ex. Minister, Premier, Lieutenant Governor, etc.)
- e) Workshops and seminars led by an external facilitator (ex. C. Melvin, L. Sloan, SCC seminar)
- f) Board-Director Seminar
- g) Attendance at workshops, conferences and meetings outside the SRPSD

If trustees are required by the Board to travel outside the City of Prince Albert in order to fulfill their duties, travel costs will be reimbursed at the rate established by the Board.

### **2. Indemnity Rate**

The indemnity rate is 6.25% of monthly salary base rate (currently \$89.26 per hour) to a maximum of 25% of monthly base rate (currently \$357.03 per day).

### **3. Travel Allowance**

- a) In recognition of use of a personal vehicle for travel on board business within the City of Prince Albert, the Board Chair will be provided a monthly travel allowance of the \$175.00 per month.
- b) Mileage rate (established by the Board)  
If trustees are required by the Board to travel outside the City of Prince Albert in order to fulfill their duties, mileage will be reimbursed at the following rate:
  - The rate set by the Federal Department of Finance less 12.5%

Each trustee is entitled to claim mileage for attendance at one meeting per year with each School Community Council in her/his cluster of schools, and one other meeting/event per year with each school in her/his cluster of schools.

- c) **Travel Time Allowance**  
In addition to the mileage rate for travel, and to compensate for time required to travel, trustees travelling on Board-approved business outside of the school division, but within the province, are entitled to claim \$.20 per kilometre travelled. Trustees travelling on Board-approved business outside of the province are entitled to claim \$.20 per kilometre of distance travelled to a maximum of the equivalent of two days' indemnity (ex. \$714.06).

**4. Other Travel Costs**

- a) Accommodations as per receipts.  
b) Gratuity in lieu of hotel - \$50.00 per night  
c) Meals: 

	<u>In Province</u>	<u>Out of Province</u>
Breakfast	\$15.00	\$20.00
Lunch	\$20.00	\$35.00
Supper	\$30.00	\$45.00

  
d) Parking as per receipts.  
e) Other expenses as per receipts.

**5. Professional Development and Convention Allowances**

Professional development and convention allowances are intended to cover costs of attendance at conventions, conferences and meetings of the Saskatchewan School Boards Association (SSBA), Public Section meetings of the SSBA, and other Board-approved professional development activities.

Individual Allocation:

Each trustee is allocated \$4,500.00 per year to charge all her/his professional development expenses over the course of the fiscal year. If a trustee intends to exceed the individual amount in order to attend a particular event, or intends to use the individual amount to attend an out-of-province event, she/he shall bring the request to the Board. A decision will be made by Board motion. If there is an approved amount in excess of the individual allocation, it will be provided by the collective allocation.

Collective Allocation:

An allocation of \$55,000.00 is pooled into one fund for all trustees. This fund is intended to cover costs for the Board as a whole, or a substantial amount of trustees, to attend major conferences and meetings, typically those outside of the province such as the CSBA National conference.

Administration will inform the Board if an individual or collective fund is in jeopardy of exceeding the budgeted allocation.

**6. Adjudication**

The Board Chair and/or Vice-Chair and/or Director of Education will assist in resolving situations in which the above guidelines do not provide specific enough direction.