

GUIDELINES FOR RATES OF REMUNERATION FOR BOARDS, COMMISSIONS AND AGENCIES¹

GENERAL RULES

1. Appointments are to be made by the responsible Minister and/or the Lieutenant-Governor, as required:
2. Remuneration of appointees must be commensurate with the nature of the service, the complexity of the tasks to be performed and the amount of time to be spent, in accordance with these guidelines;
3. No remuneration shall be paid to:
 - (a) employees of the Government of Newfoundland and Labrador;
 - (b) employees of any Board, Commission or Agency;
 - (c) employees of the Government of Canada; or
 - (d) employees of any Municipal Government;who are appointed in a representative or official capacity.
4.
 - (a) Remuneration may be paid to individuals referred to in Section 3 (a) only with the specific approval of the Lieutenant-Governor-in-Council and where the appointment is on a personal basis.
 - (b) Remuneration may be paid to individuals referred to in Section 3 (b), 3 (c) and 3 (d) where the appointment is on a personal basis.
5. Where meetings are held during regular working hours, individuals referred to in Section 4 (a), may receive the greater of regular salary or be placed on leave without pay or annual leave and receive the appropriate per diem, subject to the approval of the employer.
6. Individuals referred to in Sections 3 (a) and (b) who are representing an outside organization (i.e. professional or labour association) on a Board, Commission or

¹ Excerpted from the Government of Newfoundland and Labrador *Compensation Policy and Procedures Manual* (1996), Section 5.

Agency may receive the appropriate per diem and be placed on leave without pay or annual leave, subject to the approval of the employer.

7. The per diem is based on a seven hour work day whereby:
 - (a) if the total time spent at an actual meeting in one calendar day is less than or equal to three and one half (3 1/2) hours, the "half normal working day or less" rate shall apply; or
 - (b) if the total time spent at an actual meeting is greater than three and one half (3 1/2) hours in one calendar day, the "normal working day or greater" rate shall apply.
8.
 - (a) Payments are to be made for time spent at formal meetings or hearings of the Board, Commission or Agency;
 - (b) Payments will not be made for incidental meetings or activities which precede or follow meetings of the Board, Commission or Agency. The per diem rates incorporate such meetings.
 - (c) Payments will not be paid for the attendance at conferences or conventions unless directed by the Permanent Head.
9.
 - (a) Payments may be made for time spent in the writing of decisions or reports where the time required can be reasonably expected to be a minimum of two (2) hours and no more than one day.
 - (b) Payments for time spent in the writing of decisions or reports in excess of one day requires the prior approval of the permanent head.
 - (c) Payments will not be made for the editing of reports.
10.
 - (a) Additional remuneration of up to one day may be paid for preparation time when it is a major element in the tasks assigned and is in addition to that which would be normally anticipated for a meeting (i.e. major research, preparation of a discussion paper, etc.).
 - (b) Payments will not be made for activities such as review of agenda, gathering of information or activities which would be normally anticipated for a meeting. The per diem rates incorporate such activities.

11. Payments may be made for travel time of up to two days per meeting subject to the following:
 - (a) if travel occurs on the same date of the meeting, the maximum claim for the combined time spent at the meeting and travel is one (1) per diem;
 - (b) except for journeys where the use of a car will normally be more economical and efficient, air travel is the accepted method of transportation;
 - (c) when travelling by air, it is expected that travel and meeting be scheduled for the same day subject to availability of flights.

12. Appointees determined to be on travel status are eligible for reimbursement for travel, meals and accommodations in accordance with the Executive travel rules subject to the following:
 - (a) the point of origin will be determined by whichever of the following is the shortest distance:
 - (i) Place of Residence - to the location of the meeting:
or
 - (ii) Normal Place of Work - to the location of the meeting.

If the distance travelled from the point of origin to the location of the meeting is greater than 20 kilometres the individual would be determined to be on travel status.
 - (b) if an appointee attends a meeting on a day other than a regular work day for the appointee, remuneration for travel expenses may be made if the distance from the appointees place of residence to the meeting location is greater than 20 kilometres.

13. Exceptions to these rules require the approval of Treasury Board.

CRITERIA

- LEVEL I** this level would not require members to have any special knowledge or expertise. Representatives of the "general public" or geographical region are included. This level would cover the majority of Boards.
- LEVEL II** at this level legislation specifies or the nature of the Board, Commission, Agency is such that members require professional credentials and/or expertise. Decisions rendered are based on the nature of this expertise.
- LEVEL III** this level would require members to have the highest level of expertise and would adjudicate, judge or arbitrate with regard to an individual or group matter; this level would include: Conciliation Boards, Boards of Arbitration, Appeal Boards.

Ranges of Remuneration Rates:

<u>LEVEL I</u>	<u>CHAIR</u>	<u>MEMBER</u>	
Normal working day or greater	\$190	\$145	
Half normal working day or less	\$ 95	\$ 70	
		<u>VICE CHAIR</u>	<u>MEMBER</u>
<u>LEVEL II</u>	<u>CHAIR</u>		
Normal working day or greater	\$335	\$285	\$240
Half normal working day or less	\$165	\$140	\$120

Appointees with the following professional qualifications are to be remunerated as follows:

Solicitors	\$65 per hour to a maximum of \$455 per day
Physicians	
General Practitioner	\$55 per hour to a maximum of \$385 per day
Specialists	\$75 per hour to a maximum of \$525 per day

Where the Chair, Vice-Chair and Members (s) require professional qualifications a 10% administrative bonus would apply to the Chair and a 5% bonus to the Vice-Chair. The administrative bonus is to be implemented as follows:

- (a) When the Chair is remunerated at the same **hourly** rate as the Vice-Chair or a member(s), the 10% administrative bonus would apply to the Chair;
- (b) When the Vice-Chair is remunerated at the same **hourly** rate as a member(s), excluding the Chair, the 5% administrative bonus would apply to the Vice-Chair.

Appointees not requiring professional qualifications are to be remunerated at the Level I rates.

<u>LEVEL III</u>	<u>CHAIR</u>	<u>MEMBER</u>
Normal working day or greater	\$475	\$335
Half normal working day to less	\$240	\$165