

Policy Number	8.2.2
Approval Body	President
Policy Officer	Associate Vice-President, HR
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8.2.2 STUDENT UNIVERSITY SERVICE PROCEDURES

ENABLING POLICY

8.2 Student Employment and Service Policy

Refer to this Policy for definitions.

PROCEDURES

A. University Service for Credit, Experience or Benefit

1. University service refers to experiential opportunities for civic engagement and university community contribution.
2. The university is committed to offering equitable and transparent access to service opportunities for students. Notice for opportunities should be posted in a manner that is available and accessible for all students.
3. The university is committed to ensuring an equitable value exchange for university service. The university will respect students' time and contributions.
4. University service opportunities for students typically do not include monetary compensation. These service opportunities should offer students a recognizable value exchange, where students develop skills, gain experience or receive credit (e.g., in publications).
5. Students who are elected members of the University's governing bodies, the Board or Senate may, upon successful completion of their term receive co-curricular credits and may select to receive one of the following in recognition of their time and service:
 - a. a parking credit of \$1,000 to be applied in the current or subsequent years of the appointment;
 - b. an ECU tuition waiver equal to \$1,000;
 - or
 - c. Student members of the Board or Senate who are graduating or who are otherwise unable to use either a parking credit or ECU tuition waiver will be eligible for a \$1,000 gift card.
6. Students elected to the Board or Senate will be asked to sign a service commitment agreement outlining expectations with respect to participation, preparation and attendance at the regular meetings of the governing body.

7. Where a student is elected in a by-election to complete a partial term on the Board or Senate, co-curricular credit will be given for a term that exceeds six months, and any other compensation will be pro-rated based on the duration of the term served, with the same conditions as those that apply to a full term.
8. If a student is elected to serve on both the Board and Senate, both positions may be noted on a co-curricular transcript, but only one of the positions will carry the potential for compensation outlined in section 5.

B. Special Projects and Honoraria

1. An honorarium is a nominal amount paid that is not wages and is not intended to pay for service itself. An honorarium is to provide a token of appreciation to the individual and is not indicative of the cost of the service and does not change depending on the hours of service.
2. On occasion, honoraria will be available for students participating in special projects or Committees at the university. Special projects typically involve a finite time commitment and are not recurring opportunities. Examples of special projects which may offer an honorarium for services include, but are not limited to, participating in a hiring committee or policy development committee.
3. Honorarium payments are generally funded by the department responsible for the project (e.g., HR for hiring committees).
4. An honorarium will be processed via payment voucher through Accounts Payable. Honoraria are considered taxable income and the recipient will receive a T4A.
5. Honorarium amounts are approved on a case-by-case basis. Faculty, staff and administrators seeking to offer an honorarium shall seek guidance from Human Resources to promote an equitable allocation of funds. The following fee schedule shall guide any decision-making regarding honorarium amounts.
6. Honorarium amounts will typically be paid at the end of the service period, however, for longer term engagements, a partial payment of the honorarium may be issued upon request and approval.

Honorarium Description + Funds Schedule

University service description	Honorarium
Student member on an ad-hoc university committee (e.g., policy development committee), estimated 1-2 months	\$100-300, depending on time and complexity
Student member on an ad-hoc university committee (e.g., faculty search committee), estimated 3-6 months	\$200-600, depending on time and complexity
Student member on an ad-hoc university committee (e.g., executive search committee), estimated 6-12 months	\$500-1000, depending on time and complexity

Participation in special event, exhibition, community project, lecture or presentation	\$50-500, depending on length of event/project and preparation time
Attendance when required at faculty meetings	\$25-\$100, depending on length of meeting

C. Transition Provisions and Coming into Effect

1. The Student Employment and Service Policy (ECU Policy 8.2) was approved by the Board of Governors on June 2, 2022. These procedures come into effect on approval of the President, with the following transitional provisions:
 - a. Students serving on the Board or Senate at the time of enactment of the Policy will not be eligible for compensation for their current term. Students who have been elected prior to, but whose terms commence after the coming into effect of the Policy will be eligible.
 - b. Students serving on other Special Projects or University Committees at the time of enactment of the Policy will not become entitled to compensation unless a commitment to compensate was made at the time of appointment or election. Students appointed or elected to Committees after the coming into force of the Policy may be eligible subject to the conditions outlined in the *Student Employment and Service Policy* and these procedures.