

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Governance	Policy #.	<b>1.3.09</b>
Section:	Finance	Issued:	December 6, 2013
Subject:	<b>Per Diem</b>	Effective:	January 1, 2020
Issue to:	All Manual Holders	Page:	1 of 1
		Updated:	November 14, 2019
Issued by:	The Saskatchewan Association of Licensed Practical Nurses		

## 1. POLICY

Council and Committee members receive a per diem for attending to Association business. Per diems are based on the principal of the Council and Committee members should not face a penalty for volunteering for SALPN activities. It also recognizes that Council and Committee members have a cost associated with participating in Council activities. However, there is no assumption that Council and Committee members receive payment for participation.

## 2. PROCEDURE

- 2.1 Per diems are intended to ensure participation in council and council related activities do not impose undue hardship on the individual. Council members may claim per diems regardless of work status for the particular meeting day. The policy intends to average the losses incurred on scheduled working days with benefit on non-scheduled working days.
- 2.2 Council and Committee members can claim a per diem as indicated in schedule below for SALPN business.

Time Spent	Claimable Amount
0-29 Minutes	\$30.00
30-59 Minutes	\$100.00
1 Hour- 1 Hour 59 Minutes	\$150.00
2-4 Hours	\$200.00
4+ Hours	\$375.00

- 2.3 Per diems are reviewed annually, at the first Council meeting following the AGM.
- 2.4 If a scheduled commitment is cancelled and poses undue hardship or loss for a Council or committee member, per diem payment may proceed at the discretion of the Executive Director.
- 2.5 By way of motion, the Council may exercise discretion and request an additional per diem or a portion thereof to reflect extra preparation time for Council meetings when required.
- 2.6 Per diems are payable as determined in Policy 1.4.08; Council Mandated Events.