



**UNIVERSITY OF REGINA
FACULTY ASSOCIATION**

Sessional Honorariums – Rate and Procedures

As per the URFA Constitution, Section 4.4, Sessionals that are appointed as representatives to Committees shall be paid an honorarium per meeting attended in an amount as established from time to time by the Executive Committee.”

On September 19, 2023, the Executive Committee approved a Sessional Honorarium rate of \$50.00 for meetings of less than or equal to two (2) hours, and \$100 for meetings of more than two (2) hours.

Procedures

To receive payment, the sessional must provide a completed Sessional Honorarium form to URFA. Sessional Honorarium Forms are to be filled out by the sessional and must contain the following information: Date and name of the meeting event, the amount to be paid, hours attended and the Signature of the Chair or authorized person.

Honorariums will be paid three times per year – April 30, August 31, and December 31. All forms must be submitted to URFA by the 15th of those months. Any form submitted after this date may not be processed until the following month. Meetings held after the 15th but before the end of the month will be paid in the next pay period.

Sessional who receive honorariums must fill out a TD1 and a direct deposit form, provided by the URFA office. Payments will be made directly to the Sessional through URFA’s payroll provider (Payworks).

Sessionals are NOT employees of URFA. As Sessional Honorariums are taxable (but not employment) income, Sessionals will be issued a T4A by mail in February of each year. It is the responsibility of the Sessional to declare these earnings on their taxes.

Update approved by the Executive Committee: September 19, 2023

Amendment by IMC: March 3, 2015

Approved by the Executive Committee: February 24, 2015

Approved by IMC: January 26, 2014