

## SIR SANDFORD FLEMING COLLEGE

### POLICY MANUAL

POLICY NO. 4-410	APPROVED BY: BOARD OF GOVERNORS
PAGE NO. 1 OF 1	SUPERCEDES:
DATE APPROVED: March 8, 1995	
<b>SUBJECT: NON-MONETARY REMUNERATION</b>	

The purpose of this policy is to provide dollars for incremental professional development opportunities and equipment purchases by enabling employees, at the discretion of the manager, to forego monetary remuneration for activities performed outside of their regular workload and putting the related dollars into a special account for that purpose. This policy is directed primarily at academic employees, however in some circumstances other employees may also be eligible.

The administration of this policy is the responsibility of the manager. It is their responsibility to review the proposed transaction in sufficient detail to ensure the interests of the College are safeguarded. Specifically:

- the additional workload does not compromise in any way the interests of the College
- the extra assignment is consistent with the spirit of the policy and specifically is not work covered by the collective agreement
- any PD opportunity is a valid activity through established channels and procedures.
- if College equipment is purchased that will not reside in College facilities, it is appropriately controlled.

The Vice President, Finance and Administration is responsible for the interpretation of this policy.