



UCGPC Beyond-Role Compensation Policy

Purpose

This policy compensates UCGPC board members and officers who perform work beyond their regular job descriptions to support UCGPC activities and events. This policy will be applied only in extraordinary circumstances where there is a mandatory need for an individual to fill a crucial on a case by case basis.

Eligibility

Who qualifies: Current UCGPC board members and officers

What work qualifies: Work must meet ALL these criteria:

- ☐ Explicitly outside the person's duties as outlined by the bylaw
- ☐ Directly supports UCGPC activities or events
- ☐ Approved in advance by the Directors
- ☐ Properly documented approval

Examples of qualifying work:

- Event staffing outside regular duties
- Specialized services beyond normal responsibilities, such as:
 - Preparing and facilitating workshops, panels, or trainings at UCGPC events outside their typical responsibilities
 - Providing specialized services at a UCGPC event (A/V, interpretation, photography,...)
 - Leading an initiative requiring substantial additional work
- In general, tasks beyond regular duties that, if not performed by the member or officer, would reasonably require UCGPC to contract external services.

What doesn't qualify:

- Work within regular duties as outlined by the bylaws
- Regular board meetings or governance activities
- Work without prior approval

Approval Process

1. Submit a request to the Officers BEFORE performing the work, including:

- Description of work
 - Why it is outside regular duties
 - Estimated hours needed
 - Dates and whether travel is involved
 - Budget for additional compensation
- 2. The Officers will add the request as an agenda item in the next Board meeting following the request
- 3. Directors will approve or deny during the Board meeting
- 4. Emergency exception: Work may be submitted for retroactive approval, as long as the Directors approve.

Documentation of the approval will be recorded in the minutes of the Board meeting. Alternatively, it will be done by email if an electronic approval is sought.

Compensation

Hourly rate: \$16.50 per hour

Overnight travel: \$50 per night spent away from home (in addition to hourly rate)

Travel reimbursement: Standard expense reimbursement still applies separately for transportation, meals, lodging, etc. and are subject to the limitation of the Reimbursement guidelines.

Documentation and Payment

Submit within 14 days of the performance of said beyond-duties activities:

- Dates and hours worked
- Brief description of activities
- Nights away from home (if applicable)

Verification process: the Treasurer (or alternatively, another officer) will review that the beyond-role activity has been performed as approved by the Directors and authorize the payment.

Payment: Processed within 30 days of receiving approved documentation

Additional Guidelines

- All compensation must be transparently documented
- Directors should recuse themselves from decisions about their own compensation when possible
- All payments will be reported for tax purposes as required by law
- This policy does not change employment status or benefits

Effective Date: [Insert Date]

Approved By: UCGPC Directors