

Policy number	GP-23
Policy name	Remuneration and expense
Approved	September 11, 2020
Last reviewed	March 17, 2023
Scheduled review	Q2 2024

## POLICY

The College of Alberta Denturists will remunerate and reimburse individuals who provide services to the College in accordance with this policy.

### Remuneration – members

Regulated members who serve as members of:

- Council and Committees as per College Bylaws,
- Hearing Tribunals, Complaints Review Committees, or other bodies or as individuals appointed pursuant to Section 4 of the *Health Professions Act* dealing with the complaints process, and
- other individuals, as determined and approved by Council,




may claim remuneration at the following rates:

- \$50.00 per hour for a minimum of three hours per meeting and thereafter rounded to nearest half-hour to a maximum total of eight hours per day
- \$25.00 per hour for travel time
- \$25.00 per hour for meeting preparatory time
- As per national exam volunteer schedule below

Such payments are subject to income tax and other applicable deductions for which T4 slips will be issued by the College.











### Expenses – members, staff, and contractors

Regulated members who serve as members of bodies as per above, and staff, may claim travel expenses, supported by receipts, except as noted, as follows:

- Remuneration
  -  Those individuals who provide services to the College on an hourly basis (i.e., out of province subject matter experts) are reimbursed at the rate of \$50 per hour.
- Mileage
  -  Reimbursed at a rate of \$0.68 per kilometer for the first 5000 km driven and \$0.62 per kilometer driven after that.
- Meals
  -  inclusive of gratuities, are reimbursed on a per diem basis at the following levels:
 

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00

Note:

-  when meals are provided by the College or event organizers, no reimbursement is payable
-  expenses for alcohol are not reimbursed
- d. Accommodation
  -  \$200.00 room charge, plus taxes
- e. Air Travel
  -  Appropriate and economical class
  -  May claim for checked bag(s)
  -  Airline fare change/cancellation fees when such charges are incurred as a result of itinerary changes necessitated by the College
- f. Parking
  -  As incurred - receipts are required for claims exceeding \$10.00 per occurrence.
- g. Taxis/car service
  -  Exclusive of gratuities, as incurred
  -  Receipts are required for claims exceeding \$10.00 per occurrence.
- h. Miscellaneous expenses
  -  Wi-fi

Reimbursement for personal expenses such as laundry and dry cleaning, personal phone calls, printing and photocopying is not authorized by this policy.

### National exam volunteers

Each member of the Examination Committee and Standard Setting Committee will be remunerated by their respective College as follows:

Activity	Amount
Full Day Meeting Attendance	\$150.00
Half Day Meeting Attendance	\$75.00

Meeting expenses will be reimbursed by each College at the prevailing rates.

### Administration of claims

1. Remuneration/Expense claims shall be made on the appropriate College form(s).
2. Claims must be submitted within 60 calendar days, except that no claim may be submitted later than January 31 for the previous year.
3. Receipts, when required, must be submitted with the claim form.
4. Claims must be signed by the individual, and countersigned by the Council or Committee Chair, Executive Director, Complaints Director or Hearings Director.
5. All claims will be reviewed and approved for payment by the Executive Director, except a claim made by the Executive Director must be approved by the Council Chair. Approved claims will be paid promptly.
6. Claims may be submitted electronically.



## COLLEGE OF ALBERTA DENTURISTS

7. From time to time the College, or the individual claimant, may be aware in advance that expenses to be incurred will exceed the limits authorized by this policy. In such circumstances, the higher amounts must be pre-approved by the Executive Director.
8. Individuals whose claim has not been approved as submitted may request a review by the Council. Any requests for review must be in writing, dated and signed, with justification for the review request. Such reviews will be conducted at the next scheduled Council meeting and the claimant will be notified of the results forthwith.

### DEFINITIONS

Expense: costs incurred by the member, employee, or contractor in the performance of their regulatory or contracted responsibilities.

Remuneration: payment for work or service

### APPENDICES

none

### REFERENCES

Government of Alberta. (2001). *Health Professions Act*. Alberta, Author. Available at: <http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: [http://www.qp.alberta.ca/documents/Regs/2002\\_186.pdf](http://www.qp.alberta.ca/documents/Regs/2002_186.pdf)

### DOCUMENT HISTORY

Date	Action	Rationale
08/02/19	Initial approval	Compressed two previous policies
14/06/19	Review and amendment	Inclusion of prep time
11/09/20	Approved amendment	To align national exam remuneration
10/09/21	Review	As scheduled
17/03/23	Review	As scheduled