

Approval Date:	March 2022	Approval Authority:	LUSA Executive
Review Date:	September 2023	Contact Officer:	LUSA President

Purpose

- The purpose of this policy is to clarify how the remuneration for the President and the Executive is structured, particularly with regards to accountability, commitment and performance.

Procedures

- The governance of this Policy is by the Executive, however any changes can only be made by recommendation of the Advisory Panel. All conflicts must be recorded and will result in that person's right to vote being temporarily removed. In the event of a hung vote, the President shall have the deciding vote.

President Salary Implementation

- The President shall receive a total remuneration package of \$51,000 (gross per annum) in the form of honorarium. This total remuneration package includes any and all payments received from the Lincoln University Council for sitting as a Member, after which the Association is responsible to pay the remainder.
- If the General Manager or any Executive member believes that the President is not meeting their contractual obligations, a complaint may be submitted in writing via the General Manager to the Advisory Panel and a decision on further action (if any) will then be made.
- The President may take up to four weeks leave during their term without any deductions to the honorarium. There is no entitlement for any un-used leave balance to be paid out at the end of the term or 12-month period.
- It is expected that the President works on average 40 hours a week to receive the full honorarium.

Tumuaki Salary Implementation

- The Tumuaki shall receive a total remuneration package of \$51,000 (gross per annum) in the form of honorarium. This total remuneration package includes any and all payments received from the University Council subcommittee – Ahumairaki for sitting as a member, after which the Association is responsible to pay the remainder.
- As stated in the Te Awhioraki Constitution, The Tumuaki shall resign when called to do so by a two thirds majority at a Te Awhioraki Special General Meeting called for that purpose. Any such motion requires notice to be given at least seven (7) days before the Special General Meeting.
- The Tumuaki may take up to four weeks leave during their term without any deductions to the honorarium. There is no entitlement for any un-used leave balance to be paid out at the end of the term or 12-month period.
- It is expected that the Tumuaki works on average 40 hours a week to receive the full honorarium.

All Other Executive Implementation

- The Executive shall receive a total remuneration package of \$5,000 (gross per annum) in the form of honorarium
- 50% of the total remuneration shall be paid as a base rate irrespective of performance.
- 50% of the total shall be paid based on performance, in line with the expectations provided to Executive members in regards to portfolios and the governance component of their Executive member roles.
- Overall performance will be measured and reviewed by the President, in consultation with the Vice-President and General Manager, or General Manager only in the case of the Vice-President's Performance.
- Performance shall be broken into five categories (as seen in the table below). It is expected most Executive Members shall fall into the highest category and receive the maximum payment.

Score	% of max. twice-yearly payment
75-100 (Fully engaged)	100%
50-74 (Engaged)	75%
25-49 (Partial Engagement)	50%
1-24 (Minimum Engagement)	25%
0 (Fully Disengaged)	0%

Process

16. Payments to the President will be made on a weekly basis from the start of the calendar year and will be paid over 52 weeks.
17. Other Executive:
 - 17.1. Base payments will be made on a fortnightly basis during term time, beginning at the start of the academic year, and aligned to LUSA's pay roll schedule.
 - 17.2. The 50% performance fee will be paid twice-yearly at the end of every semester.

Appeal process for performance payments

18. On written request to the President from an Executive member, justification of remuneration will be provided in writing from the President within two working days of the request.
19. Once justification has been received, the Executive member may appeal, in writing within seven days or before the next Advisory Panel meeting (whichever is later) to the Advisory Panel via the General Manager.
20. A final decision will be made by the Advisory Panel within a further seven days from the meeting.

Special Circumstances

21. Occasionally there will be extenuating circumstances which will be taken into account when implementing this policy.

Review

22. This policy should be reviewed annually by the LUSA Executive. The Executive may change this policy in the interim.

Appendix 1 – Executive Benefits

1. This appendix is to provide some sort of structure to the benefits that the LUSA Executive receive throughout the year. It is neither comprehensive nor exhaustive, merely a guide for LUSA Staff and Executive.
 - 1.1. Clothing: The Executive will be given personalised LUSA Executive clothing at the start of year. This is to be organised by the President, or delegate, with reference to the budget allocation.