

THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
Room 350 - 2075 Wesbrook Mall
Vancouver, BC
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<http://www.hr.ubc.ca>

Date: November 27, 2008

To: Deans, Directors, Department Heads, Administrators

From: Michelle Berner, Director, HR – Total Compensation

CC: HR Advisory Services, Total Compensation, Joanne Young, Payroll

Re: Honoraria for Non-Union Staff

An honorarium is a payment made to a faculty or staff member for work that is above and beyond what is typically covered by their regular salary, to express gratitude, or to confer distinction on the recipient.

This memo focuses on honoraria for non-union staff members: Management and Professional (M & P) staff, Technicians and Research Assistants, Executive Administrative staff, and Farm Workers.

In order to assist the Vice Presidents and Deputy Vice Chancellor in ensuring honoraria are applied to staff members in an equitable and consistent manner, effective immediately - please follow the honoraria guidelines posted online at http://hr.ubc.ca/total_comp/honoraria.html.

If you have any questions regarding this matter, please contact Kathleen Cheng, Team Leader, Compensation, at 604-822-8148, or kathleen.cheng@ubc.ca.

Thank you.