

SAMPLE HONORARIUMS, GIFTS POLICY

PURPOSE

The set of rules governing the payment of honorariums and gifts to First Nations Health Organization's employees and volunteers.

POLICY

The First Nations Health Organization shall not pay honorariums to employees or to anyone contracted to fill positions required to work with clients, although there may be times when honorariums may be offered to elders and guests who participate or share their knowledge.

POLICY APPLICATION

1. Employees and contracted workers are paid an hourly wage or annual salary.
2. Elders and guest speakers/ presenters who do not request payment will receive a token of appreciation.
3. Elders, aboriginal teachers, persons hosting sweats or feasts who do not request payment will receive gifts of tobacco, blankets, food and appropriate amount of money as predetermined by cultural customs.
4. All gifts and tobacco must be stated in the budget and work plan at the beginning of the fiscal year. If gifts and tobacco are not in budget or work plan, approval must be granted beforehand.
5. Purchase requisitions and receipts for gifts and tobacco must be provided to finance.