Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

Angela Meixell. Ed.D.
Chancellor
Windward Community College
45-720 Kea'ahala Rd.
Kaneohe, HI 96744

www.wcc.hawaii.edu
POLICY AND PROCEDURE FOR APPROVING HONORARIUM

1. Purpose:
   To establish campus procedures for requesting and approving honorarium.

2. Definition:
   Honorarium is a token payment for services to eligible individuals (or agencies in-lieu thereof) for which there is no "legal" requirement for such payment.

3. Criteria for Eligibility:
   Anyone who is requested by a proper representative of the College to provide specialized, technical, or general interest information or service to the College on an ad-hoc basis, is eligible, with the following exceptions:
   a. Windward Community College faculty and staff.
   b. Public Service employees who, because of the positions they occupy, are called upon to provide the desired service.
   c. Individuals whose appearance serve primarily their own self interest (includes political figures, salesmen representing their products, etc.).
   d. University of Hawai'i faculty who are ineligible because of the overload policy.

4. Rate of Payment:
   In order to be reasonably consistent and fair to everyone, a flat rate of $50.00 per speaking engagement is suggested. If $50.00 is considered an insult because of a person's status, it is recommended that no payment be made. The Provost, however, has the authority to make exceptions as he sees fit.

5. Procedures:
   a. Payment to be made on the day of presentation.
      1) Complete the WCC Speaker Request Form, and University of Hawai'i Employment and Payment Form for Non-University Personnel -- UH Form 5 (use object symbol 2935 on the Form 5)
one month prior to the date of presentation. Submit to the appropriate Dean (via the Assistant Dean) for approval.

2) The check will be prepared and delivered to the Assistant Dean prior to the engagement date.

3) After service has been completed, sign the bottom half of the yellow copy of the Form 5 to certify that service has been performed. Also, have the speaker sign receipt for the payment.

4) Submit the completed yellow copy of the Form 5 to the Business Office (via the Assistant Dean) within 5 days.

b. Payment to be made after the presentation.

1) Complete the Speaker Request Form two weeks prior to the date of presentation and submit to the Dean (via the Assistant Dean) for approval.

2) After the service has been completed, sign the bottom half of the Speaker Request Form to certify that the service has been completed.

3) Submit the completed Speaker Request Form, via the Assistant Dean, to the Business Office for processing of payment.

c. Should a faculty or staff member fail to secure the proper approval (as per a.1) OR B.1) above), he/she shall be responsible for any financial commitment made to the invited speaker.

6. Effective Date:

This policy guideline is effective as of August 1, 1995.

[Signature]
Peter T. Dyer
Provost

Attachments
WCC SPEAKER REQUEST FORM

Name of Speaker

Address

Social Security 

Business Phone

Date of Presentation

Length of Presentation

Proposed Payment

Background of Speaker (present position, place of employment, job title, relevant experience, etc. If State employee, indicate if official or unofficial capacity.)

Purpose of Visit/Topic of Discussion (how is presentation related to class objectives)

Engagement of Services Authorized By:

Department Chair

Assistant Dean

Requestor's Certification

I hereby certify that the above-mentioned service has been satisfactorily performed and payment is due.

Signature

Title

Date

WCC Speaker Requests should be submitted no later than two weeks prior to the date of
UNIVERSITY OF HAWAII

EMPLOYMENT AND PAYMENT FORM FOR NON-UNIVERSITY PERSONNEL

DATE (7-12)

ACCOUNT(S) TO BE CHARGED (13-34)

ACCOUNT CODE

AMOUNT

(70-79)

PAYEE'S NAME (LAST, FIRST, MIDDLE INITIAL) (44-48)

PAYEE'S PERMANENT ADDRESS

DESCRIPTION OF WORK TO BE PERFORMED

AMOUNT

AIR FARE

PAID BY P.O. 

PERIOD OF ENGAGEMENT (NOT TO EXCEED 10 WORKING DAYS):

SERVICES REQUESTED BY:

SIGNATURE

TITLE

DATE

I certify that the above-mentioned services will be satisfactorily performed, and payment is hereby authorized. I agree to be personally responsible for reimbursing the account charged, in the event payment is made for services not performed.

E. EMERGENT OF SERVICES AUTHORIZED BY:

SIGNATURE

TITLE

DATE

CERTIFIED AS TO AVAILABILITY OF FUNDS

SIGNATURE

FISCAL OFFICER

TITLE

DATE

PAYMENT INSTRUCTIONS TO TREASURY OFFICE

( ) HOLD CHECK FOR PICK UP BY OR ( ) FORWARD CHECK TO:

( ) OTHER (EXPLANATION)

This form is being forwarded with the check/warrant. Please sign in space provided if service has been satisfactorily performed, and obtain payee’s signature.

DEPARTMENTAL CERTIFICATION

Service has been satisfactorily performed.

Signature and Title

Date

PAYMENT INFORMATION

Payment received in full.

PAYEE'S DETAIL

Agency

Payer's Signature

Date

Return this copy to the UH Business Office Disbursing Section (Attention: Audit Assistant).