



STUDENT UNION SOCIETY

EFFECTIVE: May 2007

Student Union Society Child Care Expense Policy

AMENDED: November 2013

AUTHORITY: Finance Committee

RATIFIED BY: SUS Board of Directors

RELATED DOCUMENTS

Purpose

This policy is to enable members of the UFV Student Union Society Board and committee members, who are legal guardians, to participate in Student Union Society recognized business outside of regular working hours.

1.0 Definitions

“Regular Society Business” means all board and general meetings, as well as committee meetings.

“Extraordinary Society Business” means extraordinary board retreats, conferences, ad-hoc committee meetings, and mandated external committee meetings.

“Legal Guardian” means a person who has legal authority or care for a child under thirteen (13) years of age.

2.0 Applicability

2.1 In cases where Directors and Committee Members with dependents have regular childcare, and a flat rate covers daily care up to and including the time at which the guardian’s commitment is complete, this policy shall not apply.

2.2 In cases where the guardian incurs cost when she/he is conducting Board business outside of regular SUS office hours, this policy shall apply.

3.0 Process

3.1 At the beginning of each semester, or immediately upon assuming his/her Board or committee position, the guardian shall notify the Finance Committee in writing of his/her childcare requirements that may arise outside of regular working hours.

3.2 The Finance Committee shall be responsible for authorizing childcare reimbursements.

3.3 Reimbursement will only be made for regular Student Union Society business that takes place outside of regular working hours.

3.3.1 For extraordinary Society business, exceptions can be made by the Finance Committee when sufficient notice of no less than two weeks is given.



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3.4 Childcare expenses shall be reimbursed at a rate of up to five dollars (\$5) per hour per child, to a maximum of ten dollars (\$10) per hour for two (2) or more children under the age of thirteen (13). The total maximum reimbursement is not to exceed two hundred dollars (\$200) per semester per Board or committee member.

3.5 Student guardians will be required to submit an original receipt for childcare expense to the Vice President Finance for reimbursement within ten (10) business days of the activity and expenses being incurred.