



The College at Brockport

Policy Title: Honorarium Reporting

Category:

Office of Human Resources

Responsible Office:

Human Resources

Policy:

Honoraria, as defined in the Ethics Commission's regulations, includes any payment, fee or other compensation given to a covered individual for services that are not related to the individual's official State duties, when that compensation is made as a gratuity or an award of honor. Examples include compensation for delivering a speech, writing an article or attending a meeting. Honoraria also may include payments for lodging and for transportation. The complete regulation is contained in 19 NYCRR Part 930.

What They Are Not:

Honoraria do not include:

-payments that are provided by a non-governmental source for activities which are not related to the activities of a covered individual nor do they include travel payments or tickets from relatives:

-salary, wages, royalties or fees earned from outside employment;

-payments, fees or travel payments by a certified or recognized employee organization.

Seeking Approval for Honoraria:

Individuals may seek prior approval from the College for the receipt of honorarium or they may report the honorarium at the end of the reporting year when such information is requested from the Human Resources Office. The reporting year is April 1 – March 31.

Procedure:

Receipt of honoraria may be requested from the President in advance of the receipt of the gratuity. The normal reporting mechanism is to report the honoraria when the information is requested from the Human Resources Office in the spring of each year.

Reference(s):

NYCRR Part 930

Ethics Commission Website: www.nysethics.com