

An honorarium is an appropriate means of compensating a visiting dignitary in recognition of providing a unique act or service to the District. Normally, the act or service would not exceed four hours. A unique act or service includes, but is not limited to, the following examples:

1. Commencement speaker;
2. Arts and lectures speakers;
3. Guest speakers in the interests of the course enrichment;
4. Guest speakers in association with staff development activities; and,
5. Sports clinics

Honorariums will not be paid to District employees.

1. Requests
 - A. Class or department activities. The request will be initiated by the Supervising Administrator and approved by the Vice President of Academic Affairs or designee.
 - B. Campus/District activities. The request may be initiated by Deans, Vice Presidents, or Superintendent/President and approved by the Superintendent/President or designee.

Workshops or seminar presenters should be paid as consultants under provisions of District Policy 5.8.5.

2. Frequency

A guest lecturer and other honorarium recipients shall be limited to four appearances per semester.

3. Payment

Guest lecturers shall be paid at the Class III, Step 3 rate of the Part-time Instructor Salary Schedule. Other honorarium recipients shall be paid at the rate determined by the Superintendent/President or designee.