**NORTH CAROLINA LOCAL HEALTH DEPARTMENT ACCREDITATION BOARD**

**General**

**Honorariums**

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<th>Manual: Policy &amp; Procedures</th>
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<tr>
<td>Section: General</td>
<td>Administrator:</td>
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<tr>
<td>Distributed to/Date:</td>
<td>Board Chair:</td>
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<td></td>
<td>NCIPH Director:</td>
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<td>Effective Date:</td>
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<td>Supercedes:</td>
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**Policy:** It shall be the policy of the NCLHDA program to provide honorariums to Board members and to site visitors as allowed by budget and law.

**Purpose:** The accreditation process in NC depends upon volunteers to serve as peer site visitors and as board members. There is no compensation for the individuals who serve in these roles. As is budgeted and available, the NCLHDA will provide honorariums for site visitors and board members. Honorariums are given as thanks for the service provided by these individuals and as an incentive to recruit new people into the site visitor pool.

**Definitions:**

Honorarium – Payment for services for which fees are not legally or traditionally required. Definition is from § 138A-3(16)

**Applicable Law, Rules and References:**

Board members are covered persons under the State Government Ethics Act (Chapter 138A of the NC General Statutes). Under Section 32, the statute defines the criteria for accepting an honorarium.

§ 138A-32 Gifts

(h) A covered person or legislative employee shall not accept an honorarium from a source other than the employing entity for conducting any activity where any of the following apply:

1. The employing entity reimburses the covered person or legislative employee for travel, subsistence, and registration expenses.
2. The employing entity's work time or resources are used.
3. The activity would be considered official duty or would bear a reasonably close relationship to the covered person's or legislative employee's official duties.

An outside source may reimburse the employing entity for actual expenses incurred by a covered person or legislative employee in conducting an activity within the duties of the covered person.
or legislative employee, or may pay a fee to the employing entity, in lieu of an honorarium, for the services of the covered person or legislative employee. An honorarium permissible under this subsection shall not be considered a gift for purposes of subsection (c) of this section.

For more information, visit the State Ethics Commission website at http://www.ethicscommission.nc.gov/index.htm.

Unless named on the covered public servants list as published by the State Ethics Commission, site visitors are not restricted from accepting an honorarium. For the most current public servant list, go to http://www.ethicscommission.nc.gov/specificNamesPositions.htm.

**Responsible Person(s):** The Accreditation Administrator will inform board members and site visitors of any available honorarium. Board members will be informed of the criteria for acceptance each year during a scheduled board meeting.

Board members and site visitors must determine if they are eligible for an honorarium and complete the appropriate contractor form for the NCIPH. Site visitors must ensure that they are following local policy in the acceptance of honorarium.

**Procedures:**

**Board Members**

1. Board members must sign the Board Member Statement acknowledging that they are aware of the honorarium policy.
2. Board members must meet the criteria of § 138A-32(h) to be eligible for the honorarium.
3. If eligible, board members must complete a UNC Contractor form at least annually.
4. Honorarium, if budgeted and available, is paid on an annual basis and is prorated per the number of board meetings attended.
5. After each board meeting, board members will be given the opportunity to complete an expense reimbursement form. During the fiscal year, one of the reimbursement forms will designate the amount of honorarium available.
6. The honorarium will be included in a check with expense reimbursements.
7. If more than $600 is provided for honorarium in any given fiscal year, the individual will receive a form 1099 and will be responsible for declaring and paying all taxes.

**Site Visitors**

1. Site visitors must sign the Site Visitor Statement acknowledging that they are aware of the honorarium policy.
2. Site visitor acceptance of honorarium must be in accordance with local policy.
3. Site visitors must complete a UNC Contractor form at least annually.
4. Site visitors inform the State Accreditation Coordinator if they plan on accepting an honorarium.
5. Honorarium, if budgeted and available, is paid per site visit.
6. After each site visit, site visitors will complete an expense reimbursement form which will designate the amount of honorarium available.
7. The honorarium will be included in a check with expense reimbursements.
8. If more than $600 is provided for honorarium in any given fiscal year, the individual will receive a form 1099 and will be responsible for declaring and paying all taxes.

Reference Plans and Policies:
    Board Operations Guidelines
    Site Visitor Operations Guidelines