



BOARD MEMBER PER DIEM (SALARY REIMBURSEMENT) POLICY

It is the policy of the Board of Vocational Nursing and Psychiatric Technicians (Board) to establish equitable guidelines to determine **per diem and (salary)** reimbursement for Board Member functions.

Business and Professions Code, Section 103, regulates compensation in the form of **(salary)** per diem and reimbursement of travel and other related expenses for Board Members. This section provides for the payment of **(salary)** per diem for Board Members "for each day actually spent in the discharge of official duties" and provides that Board Members "shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties."

Additionally, Board Members may **receive per diem (be paid)** for work authorized and assigned by the Board President to be performed at the member's residence or business. Such authorization may be delegated by the Board to the Executive Officer. The purpose of such documentation is to enable the Executive Officer to review the propriety of such requests in accordance with budgetary requirements.

The following Board Member **per diem (salary reimbursement)** policy has been established:

- **Board and Committee Meetings** -- Board Members will **receive per diem (be compensated)** for each day actually spent in the discharge of official duties. There is no legal authority to prorate the **receipt of (payment of salary)** per diem for a fraction of a day spent in the performance of official duties. Therefore, voluntary failure to attend an **entire** meeting constitutes a waiver of the payment of any **(salary)** per diem for that meeting, authorized gathering, or event.
- **Miscellaneous Meetings, Hearings and/or Conferences** -- Board Members will **receive per diem (be compensated)** for actual time spent at gatherings, events or meetings in which a substantial official service is performed. The Executive Officer must be notified of the event and approval must be obtained from the Board President prior to Board Member attendance. Fractions of an eight-hour day may be accumulated and **(salary)** per diem shall be **claimed (paid)** only for each eight hours actually spent in the discharge of official duties.
- **Preparation Time During Board Meeting Months** -- Board Members will **receive per diem for (be compensated) twenty-four (24) [sixteen (16)]** hours for board meeting preparation months. This **per diem is to (will)** allow each Board Member time to review mail ballot disciplinary actions, petitions for reinstatements, disciplinary actions for closed session and the board meeting agenda materials.

- Review Time During Non-Board Meeting Months -- Board Members will ~~receive per diem for (be compensated)~~ **sixteen (16)** ~~[eight (8)]~~ hours for non-board meeting months. This ~~per diem is to (will)~~ allow each Board Member time to review mail ballot disciplinary actions and miscellaneous Board Member information.

This policy is effective immediately and should be utilized by the Executive Officer in preparation of Board Member attendance records each month.

TERESA BELLO-JONES, J.D., M.S.N., R.N.
Executive Officer

Date

TODD D'BRAUNSTEIN, PT
Board President

Date

(2/14/2014)