

## **Policy on Board & Methodology Committee Compensation and Reimbursement**

### **Purpose**

To establish rules for the compensation and reimbursement of members of the Board and Methodology Committee in accordance with the Institute's authorizing law and the Institute's Bylaws.

### **Policy Description**

- (a) Each member of the **Board of Governors** who is not an officer or employee of the Federal government shall be entitled to compensation (equivalent to the rate provided for level IV of the Executive Schedule under section 5315 of title 5, United States Code) and expenses incurred while performing the duties of the Board.
- (b) Each member of the **Methodology Committee** who is not an officer or employee of the Federal government shall be entitled to compensation (equivalent to the rate provided for level IV of the Executive Schedule under section 5315 of title 5, United States Code) and expenses incurred while performing the duties of the Board.
- (c) Members of the Board of Governors and Methodology Committee will be provided with a monthly stipend and additional compensation for time worked as provided in this Policy.
- (d) **Hourly Rate:** For purposes of calculating the monthly stipend and additional compensation as provided in this policy, compensation will be computed hourly, at the annual Executive Schedule level IV rate divided by 52 weeks, divided by 40 hours.
- (e) **Monthly Stipend:** All Board and Methodology Committee members will be paid a monthly stipend that varies based on their role. Members who do not otherwise have roles specified below will be paid a monthly stipend for eight hours of work each month. The monthly stipend for Board and Methodology Committee roles will be as follows:
  - i. Vice Chairs of a Board-related Committee (e.g., Strategy Committees, Governance Committee, Finance and Administration Committee, Selection Committee) and Vice Chairs of a Committee of the Methodology Committee will be paid for 12 hours of work each month.
  - ii. Chairs of a Board-related Committee and Chairs of a Committee of the Methodology Committee will be paid for 16 hours of work each month.
  - iii. The Vice Chairperson of the Board and the Vice Chair of the Methodology Committee will be paid for 16 hours of work each month.
  - iv. The Chairperson of the Board and the Chair of the Methodology Committee will be paid for 24 hours each month.

Table 1 is provided as a summary of the compensation framework outlined above related to monthly stipends:

Role	Compensated Hours/Month
Board Chairperson & Chair of the MC	24 hours
Board Vice Chairperson & Vice Chair of the MC	16 hours
Chair of a Committee of the Board or MC	16 hours
Vice Chair of a Committee of the Board or MC	12 hours
Board & MC Members without the above identified roles	8 hours

- (f) **Calculating Time Worked for Meetings and Sessions:** In addition to the monthly stipend, all Board and Methodology Committee members will be compensated for time worked.
- i. For in-person attendance at a scheduled, one-day Board, Methodology Committee, or other Committee meeting or session of which they are an appointed member, Members will be paid for 16 hours. For meetings or sessions lasting longer than one day, Members who attend in-person will be paid for 16 hours on the first day and eight hours for each subsequent day. Payments account for preparation, travel time, and in-person attendance.
  - ii. For the purpose of each Board, Methodology Committee, or other Committee meeting lasting less than three hours in which Members participate via conference call, Members will be paid for four hours, which includes preparation time. For the purpose of each Board, Methodology Committee, or other Committee meeting lasting three or more hours in which members participate via conference call, Members will be paid for eight hours, which includes preparation time.
  - iii. Members will be compensated for invited attendance at meetings of the Board, Methodology Committee, Board-related Committee, or Committee of the Methodology Committee of which they are not an appointed member. Compensation for invited attendance will be provided at the same rate as appointed members.
  - iv. For in-person attendance at PCORI’s Annual Meeting, members will be paid at the same rate as in-person attendance for other meetings and sessions.

Approved on March 19, 2019

Table 2 is provided as a summary of the compensation framework outlined above related to time worked:

Meeting Type	Compensated Hours
In-Person Attendance at a Meeting, Session, or PCORI Annual Meeting	16 hours for 1-day meeting; and 8 hours for each additional day of meetings
Attendance on Conference Calls Less Than 3 Hours	4 hours
Attendance on Conference Calls Lasting 3 or More Hours	8 hours

- (g) **Travel Expenses:** Board and Methodology Committee members will be reimbursed for reasonable travel expenses incurred in accordance with PCORI’s *Travel Policy*.
- (h) **Unusual Circumstances:** Board and Methodology Committee members may submit written requests to the Board Chairperson or Methodology Committee Chair, respectively, for additional reasonable compensation such as extended travel time, or PCORI Executive Staff members may do so on the Members’ behalf. The Chairperson/Chair, in his/her discretion, may allow additional compensation.
- (i) **Special Assignments:** Upon request of a Board or MC member, from the Chair of a Board-related Committee or the Methodology Committee, or from PCORI Executive staff on a members’ behalf, the Board Chairperson may approve additional reasonable compensation for individual Board or Methodology Committee members for time spent on special assignments, projects, or invited attendance at PCORI stakeholder or other events. Such compensation will be based on the hourly rate established by and calculated in accordance with this policy.

**Payments:** All payments made under this policy will be made directly to each Board and Methodology Committee member in his or her individual capacity. At the written request of a Board or Methodology Committee member, payments may be made to the member’s employer, subject to the employer’s agreement to PCORI terms, conditions, and policies, including those addressing intellectual property, confidentiality, and payment. Additionally, a Board or Methodology Committee member may decline to receive compensation upon written notice to PCORI.

History:

Approved by the Board of Governors on November 15, 2011

Amended and approved on December 3, 2013

Technical Correction August 30, 2018

Amended and approved on March 19, 2019 with an effective date of October 1, 2018