

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.
- (d) **Hourly Rate:** Compensation will be computed hourly, at the annual Executive Schedule level IV rate divided by 52 weeks, divided by 40 hours.
- (e) **Monthly Stipend:** Members will be paid for eight hours of work each month. Chairs of a Committee of the Board and Chair of a Committee of the Methodology Committee will be paid for 16 hours of work each month. The Vice Chairperson of the Board and the Vice Chair of the Methodology Committee will be paid for 16 hours of work each month. The Chairperson of the Board and the Chair of the Methodology Committee will be paid for 24 hours each month.
- (f) **Calculating Time Worked for Meetings and Sessions:** In addition to the monthly stipend, for attendance at a scheduled, one-day Board, Methodology Committee, or other Committee meeting or session, Members will be paid for 16 hours. For meetings or sessions lasting longer than one day, Members will be paid for 16 hours on the first day and eight hours for each subsequent day. Payments account for preparation, travel time, and attendance. For the purpose of each Board, Methodology Committee, or other Committee conference call, Members will be paid for four hours, which includes preparation time.
- (g) **Travel Expenses:** Board and Methodology Committee members will be reimbursed for reasonable travel expenses incurred in accordance with PCORI's ***Travel Policy***.

Approved on December 3, 2013

- (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 involving extended travel times. The Chairperson/Chair, in his/her discretion, may allow additional compensation.

- (i) **Special Assignments:** Upon request from the Chair of a Board Committee or the Methodology Committee, the Board Chairperson may approve additional reasonable compensation for individual Board or Methodology Committee members for time spent on special assignments or projects. Such compensation will be based on the hourly rate established by and calculated in accordance with this policy.

Payments: All payments 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