

LOCAL 002 POLICIES

TABLE OF CONTENTS

| <u>POLICY</u> | | <u>PAGE</u> |
|---|--|-------------|
| Policy #1 | Travel and Accommodation | 2 |
| Policy #2 | Time Off and Expenses | 3 |
| Policy #3 | Observers at AUPE Convention | 5 |
| Policy #4 | Honoraria | 6 |
| Policy #5 | Compensation for Internet Access | 8 |
| Policy #6 | Chapter Financing | 9 |
| Policy #7 | Donations to Members Announcing their Candidacy For Elected Positions in AUPE | 10 |
| Policy #8 | Financial Policies of Local 002 | 12 |
| Policy #9 | Gifts, Awards and Presentations | 14 |
| Policy #10 | Local 002 Assets | 16 |
| Policy #11 | Local 002 Website Content | 18 |
| Appendix A-1 – AUPE Finance Policy #5-15 – Reimbursement For Expenses | | 19 |

Guiding Principle

Professional judgment: These policies are not intended to change the business of the local. Sound judgment and reasonable expectations should be applied to individual situations given the spirit and intent of being fiscally responsible, transparent and accountable to the Local.

Local 002 is committed to the membership as a whole, shall lead by example and model the AUPE Statement of Equality as written in the AUPE Constitution.

POLICY #1

TRAVEL AND ACCOMMODATION

1. Accommodation

- It is the policy of AUPE Local 002 that members of the Local who attend council meetings, chapter meetings, conventions, affiliate conventions, conferences, workshops, seminars or educational courses on behalf of Local 002, are entitled to single accommodation and are not required to share accommodation. If Headquarters is funding shared accommodation, the Local will pay the additional costs of single accommodation.
- Local 002 Council may pay accommodations for any Local 002 member:
 - Who travels more than 100 km's one way to a function, or
 - Who, because of medical reasons or safety issues, chooses to stay overnight, or
 - On any other occasions approved by Council or Local Executive through the finance committee.
 - If in doubt, contact the Local Chair or Treasurer for clarification.

2. Travel Costs

- It is the policy of AUPE Local 002 that members of the Local who attend conventions, affiliate conventions, or other functions in or out of province on behalf of Local 002, take advantage of advance booking discounts on air travel and compare discounts of regional airlines. If a private vehicle is used, re-imburement at the regular rate will apply.
- It should be up to the member's discretion if they choose to use their own vehicle to participate in AUPE business (including Labour School) and the travel costs will be covered by Local 002.

POLICY #2

TIME OFF AND EXPENSES

1. Time Off

- a. Members are afforded the opportunity to attend Local 002 meetings, courses, seminars etc. without loss of their normal salary for their regularly scheduled work day(s), as time-off is paid by the Local. It is expected that those members whose regular day of rest falls on one of the course dates, attends on their own time. There will be no reimbursement from the Union to members who attend on regularly scheduled days off.
- b. AUPE requires members to confirm that they have approval from agencies or departments other than their employer, to attend AUPE activities (i.e. convention, conferences, seminars, core courses, meetings, etc.) (See Appendix A-1 attached)
- c. In order to provide: 1) good occupational health and safety practices, 2) safe and healthy travel for our members and 3) adequate Workers Compensation Board (WCB) insurance, union time off on work days will include enough time so that all of the travel time is covered by WCB insurance during work hours. Travel time that is covered by union time off will allow for sufficient time for rest breaks as established by Alberta Transportation guidelines.
- d. If a member lives 100km or less from the location of a scheduled event, no time off for travel purposes will be provided.
- e. Local Executive shall give consideration to extenuating circumstances.

2. Expenses

- a) When available, members are encouraged to use the online expense form.
- b) Expense claims must be submitted by the next regular council meeting for reimbursement. Incomplete or erroneous claim forms will delay the processing of the reimbursement cheque.
- c) The Chair has the authority to deny any unreasonable claim for expenses. Any member who has been denied an expense can appeal the decision to the Local 002 Executive and/or the Local 002 Council. Results from the appeal will be final.
- d) Members attending council meetings, convention, educational courses and committee meetings will only have their full expenses reimbursed for full attendance at the function unless the Chair, Vice-Chair, Treasurer or Committee Chair has been notified in advance of the early departure and the early departure has been approved.

- e) A member may request an advance up to 80% of the estimated expense by submitting the request, on the appropriate form to the Treasurer, at least two weeks in advance of the event. The member must submit their claim within 30 days after the last day of the month for which the reimbursement is claimed unless the Treasurer has been otherwise notified. The Treasurer is authorized to pay the advance without submission to the Finance Committee.
- f) All claims for reimbursement for expenses incurred shall be submitted on the appropriate claim form provided by the Local. The expense claim form must bear the claimants signature and be accompanied by receipts and voucher/invoices. Claims shall contain all substantiating information including dates, details of expenses incurred, and purpose/reason for expense. A member shall not claim an expense when the Local or AUPE Headquarters has already covered the cost (e.g. group meals, accommodations).
- g) Any claims for an extraordinary or unusual expense not otherwise provided for must be receipted and accompanied by a full explanation and substantiating details. Where possible, such expenses must receive the prior authorization of the Treasurer before being incurred. Where no prior authorization was received reimbursement for such expenses is subject to the approval of the Local 002 Finance Committee.
- h) Local 002 will pay expenses, as per Local 002 policy, for a Local 002 honoree who lives less than 50km outside of city limits to attend Convention in the year the honoree is inducted as a Life Member. Local 002 will not pay expenses for any subsequent Conventions unless the honoree is invited to attend by Council. Local 002 honorees who live more than 50km outside of city limits shall have their expenses paid as per AUPE Policy #7.

POLICY #3

OBSERVERS AT AUPE CONVENTION

Observers are non-delegate members attending Convention who are not entitled to vote. They are chosen by the Local and approved by the President. The Local may choose up to three observers to attend at Local Expense.

Purpose:

- The attendee has the opportunity to observe Convention and the structure of the Union as a whole.
- The attendee may assist the Local in various ways when the voting delegates must be on the floor. This is more crucial in election years.

Choosing Observers:

- In an election year, the Local should choose the maximum number of observers. In a non-election year, the Local may choose not to have any observers at all, or to have less than three.
- Observers may be nominated by a Chapter at its annual general meeting, at the same time delegates and alternates to Convention are nominated.
- Observers may be nominated by the Local council at its annual general meeting, or the council may empower the Local council executive to choose observers.
- Observers will be confirmed by the Local council.
- Observers should be nominated as alternates by the Chapter, so that they can substitute for delegates who have to withdraw at the last moment.
- No members should be an observer more than once, unless there is a compelling reason to attend again as an observer.

Attendance:

- Observers should abide by Local 002 policy on attendance at conventions, affiliate conventions, workshops or seminars.
- Observers are expected to commit to attend the full session.
- An observer shall submit a written report to the Chair of the Local and Chair of their chapter summarizing the content of the convention. The observer must provide a written statement that they give permission to have their report posted on the Local 002 website for a period of six months from the time the report is posted on the Local 002 website.

POLICY #4

HONORARIA

The Local recognizes that there is a certain volunteer component to every elected or voluntary position. Honoraria paid by the Local are meant as tokens of appreciation for the personal time contributed by the member to the Local and are not meant to be remuneration for the duties of the position.

1. Annual honoraria shall be considered for the Local positions of:

- Chairperson
- Vice-chairperson
- Secretary
- Treasurer
- Provincial Executive Representative
- Bargaining Committee Chair
- Events Planner
- Occupational Health & Safety Liaison
- Committee Chairs
- Webmaster

1.1. The amount offered as an honorarium per year to the incumbent in each of these positions is as follows:

- | | |
|--|-------|
| • Chairperson | \$750 |
| • Vice-chairperson | \$750 |
| • Secretary | \$750 |
| • Treasurer | \$750 |
| • Provincial Executive Representative | \$750 |
| • Bargaining Committee Chair | \$375 |
| • Events Planner | \$750 |
| • Occupational Health & Safety Liaison | \$750 |
| • Committee Chairs (Bargaining committee chair as noted above) | \$250 |
| • Webmaster | \$750 |

1.2. CRA has determined that these are taxable benefits and they will be reported to AUPE HQ by the Treasurer. A Social Insurance Number will be required to process the payment.

2. As part of its annual business, the Finance Committee shall bring forward a motion regarding honoraria for the consideration of Council at the Annual General Meeting each year. Each member offered a honorarium will have the option to refuse the honorarium.

2.1. The motion shall name each individual involved and the specific honorarium recommended to be offered to each individual.

- 2.2. The Finance Committee shall consider part-time service, or multiple individuals in the same position within their motion.
 - 2.3. If a person holds more than one position listed in #1, they are eligible to be considered for the payment for each of the positions as listed in #1.1 and #1.2.
3. This policy shall be reviewed by the Finance Committee as required and recommendations for amendments presented to Local Council for ratification.

POLICY #5

COMPENSATION FOR INTERNET ACCESS

1. Local 002 will provide a monthly allowance of \$25 per month to any individual elected to a position note below who uses their own internet access for AUPE Local business
2. The following positions are eligible for subsidy as outlined in Paragraph 2:
 - Chairperson
 - Vice-chairperson
 - Secretary
 - Treasurer
 - Provincial Executive Representative
 - Occupational Health & Safety Liaison
 - Bargaining Committee Chair
 - Chapter Chairs
 - In Chapters larger than 250 members, Chapter Secretary
 - Any other positions with the approval of Local Council
3. The Local 002 Webmaster, being a unique position, will be reimbursed 100% of actual cost of Internet access based on invoices submitted.
4. CRA has determined that these are taxable benefits and they will be reported to AUPE HQ by the Treasurer. A Social Insurance Number will be required to process the payment for expenses that are not supported by an invoice.
5. If invoices are provided, it is not deemed as a taxable benefit.
6. This policy shall be reviewed by the Finance Committee as required and recommendations for amendments presented to Local Council for ratification.

POLICY #6

CHAPTER FINANCING

1. It has been determined that it is the fiduciary responsibility of the Local Treasurer that all Local and Chapter monies should be held and disbursed through one Local account.
2. Local 002 recognizes that from time to time a Chapter may incur expenses for the operation of the Chapter.
3. Each year the Local shall include in their operating budget funds to cover the operations of Chapters in the amount of \$800 per Chapter plus \$2 per Chapter member. These funds will be reimbursed at the request of the Chapter Chairs, when an expense claim and appropriate receipts are submitted.
4. In the event a Chapter anticipates they will exceed the amount calculated by the formula in Paragraph 3, they shall bring a request for additional funding to Council with justification for the increase.
5. Funds budgeted using the formula in #3 that are not spent during the fiscal year shall not carry forward for the Chapter to the following fiscal year.
6. The Local Treasurer shall incorporate any Chapter expenses into the appropriate accounting categories as required by the current accounting system but shall also keep an annual running total of expenses incurred by Chapters.
7. To ensure that the amounts listed in #3 remain current, this policy shall be reviewed by the Finance Committee as required and recommendations for amendments presented to Local Council for ratification.

POLICY #7

DONATIONS TO LOCAL MEMBERS ANNOUNCING THEIR CANDIDACY FOR ELECTED POSITIONS IN AUPE

1. Local 002 is supportive of current Local members prepared to serve in the elected AUPE positions of President, Executive Secretary-Treasurer and Vice-President.
2. In the event that a current Local member is nominated and runs for the position of AUPE President, the Local may donate up to \$3,000 to that member to assist them with expenses incurred during their election campaign. In the event more than one current member chooses to run, the amount chosen shall be split equally between or amongst the members running, unless all Local 002 candidates for the position agree in writing to some other division of the funds. Donations must be ratified by Local Council.
3. In the event that a current Local member is nominated and runs for the position of AUPE Executive Secretary-Treasurer, the Local may donate up to \$2,000 to that member to assist them with expenses incurred during their election campaign. In the event that more than one current member chooses to run, the amount chosen shall be split equally between or amongst the members running, unless all Local 002 candidates for the position agree in writing to some other division of the funds. Donations must be ratified by Local Council.
4. In the event that a current Local member is nominated and runs for the position of AUPE Vice-President, the Local may donate up to \$1,500 to that member to assist them with the expenses incurred during their election campaign. In the event more than one current member chooses to run, the amount chosen shall be split equally between or amongst the members running unless all Local 002 candidates for the position agree in writing to some other division of the funds. Donations must be ratified by Local Council.
5. Currently, AUPE is not a participant in the “House of Labour” however Local 002 is also supportive of current Local members prepared to serve in elected positions in AFL, NUPGE and CLC should circumstances change. In the event that AUPE and/or Local 002 affiliates or participates in any type of activity offered by an umbrella Labour organization, this policy shall automatically be reconsidered at the next Local AGM to determine appropriate levels of financial support for prospective candidates.
6. Local 002 may consider supporting non-Local 002 AUPE members for election to the positions listed in #1 of this policy but such support may only be made after the matter is considered and passed by a majority vote of Council. The maximum support that may be considered is 30% of the amount available to a Local 002 member as outlined in the appropriate Paragraph 2, 3 or 4 above. At no time shall financial support be given to a non-Local 002 candidate running against a member of Local 002.
7. These donations are conditional upon there being sufficient funds available for these donations.

8. To ensure that the financial amounts in this policy remain current, this policy shall be reviewed by the finance committee. Recommendations or confirmation will be presented to Council for decision no later than the Annual General Meeting of Local 002 in an election year.

Criteria to Receive Funding Under Policy #7

To receive funding under this policy, potential candidates for any of the positions outlined in point 2, 3, or 4 of this Policy, must inform the treasurer and provide a budget for Finance Committee consideration and recommendation, at least 2 weeks prior to the September Council meeting before Convention.

Candidates who accept a nomination from the Convention floor for any of the above positions are not eligible to receive funding under this Policy.

POLICY #8

FINANCIAL POLICIES OF LOCAL 002

1. General Financial Principles

All purchases of the Local must be mandated and governed by duly passed motions of Local 002 Council. All purchases are to be properly itemized and include the necessary back-up information and be retained as part of the financial records of the Local pursuant to the terms outlined in AUPE Financial Policy #5.

The Treasurer and co-signer are authorized to approve routine expenditures on Council business. Unusual and other expenses not yet authorized or budgeted would go to the Finance Committee for recommendation to Council or to the Executive Committee for emergency situations between Council meetings.

Where it becomes necessary for the Local Executive to make a decision regarding the expenditure of funds because of timeliness or emergency, the decision of the Executive will be provided to Local Council at the next regularly scheduled meeting of Local 002 Council.

Local 002 will depreciate its IT assets over a three-year period on a straight-line basis.

The Local 002 Treasurer will ensure a base minimum of \$100,000 will be available to Council for business purposes. If the total of all liquid and redeemable assets nears \$100,000 the Finance Committee and Executive Committee will undertake a review of all Local 002 expenditures with the intent of preserving this base minimum.

Local 002 may contribute funding to the AUPE Hospitality Suite at the AUPE Annual Convention. The amount of the contribution shall be ratified at the annual Local 002 Council AGM.

2. Reimbursing Local 002 Members for Expenses

A member is entitled to reimbursement for authorized expenses incurred in connection with his/her official activities while on approved business on behalf of the Local 002, subject to current AUPE policy and the approval of the Local 002 Treasurer and/or Local 002 Executive.

The Treasurer has the authority to deny any unreasonable claim for expenses. Any member who has been denied an expense can appeal the decision to the Local 002 Executive Committee and/or the Local 002 Council.

Members attending council meetings, convention, educational courses and committee meetings will only have their full expenses reimbursed for full attendance at the function unless the Chair, Treasurer or Committee Chair has been notified and provided approval in advance of any early departure unless extraordinary or emergent extenuating circumstances prevent advance notification or approval.

Local 002 will reimburse the Local Chair's monthly cell phone expense up to \$40.00 per month. Fifteen percent (15%) of this amount will be deemed for personal use. (CRA has deemed the personal use a taxable benefit and the amount will be reported by the Treasurer to AUPE HQ). A Social Insurance Number will be required to process payment.

All claims for reimbursement for expenses incurred shall be submitted on the appropriate claim form provided by the Local. The expense claim form must bear the claimants signature and be accompanied by receipts and voucher/invoices. Claims shall contain all substantiating information including dates, details of expenses incurred, purpose/reason for expense, etc. A member shall not claim an expense when the Local or AUPE Headquarters has already covered the cost (e.g. group meals, accommodations) unless authorized by the Local Chair, Treasurer or Committee Chair. Electronic submissions will be accepted and if originals are required, the Treasurer will contact the member directly.

Claims submitted for Convention expenses will reflect the amount of expenses issued by AUPE Headquarters and they will be deducted in the appropriate line items.

All expense cheques issued by the Local shall be cashed within ninety (90) days of receipt of the cheque.

Any motion with financial implications must be brought forward when the Finance Committee report is being discussed.

POLICY #9

GIFTS, AWARDS & PRESENTATIONS

Council authorizes the Wellness and Personal Development Committee (WAPD) to award bursaries to eligible Local 002 members. The total sum of all the bursaries shall not exceed the approved budget amount for the year the bursaries are being granted.

Local 002 Chapters are authorized to make use of promotional items, up to \$300 with no one item to exceed \$50.00 each in cost to the Chapter, to increase members' participation in Chapter AGM's. Such funds are in addition to the allocation for Chapter financing as outlined in Policy #6. Gift cards with a monetary value may be deemed by CRA to be a taxable benefit and must be signed for by the member receiving the gift card.

The Treasurer is authorized to donate up to \$100 to the family or a charity of the family's choice, or purchase a gift for:

- A Council member who is hospitalized, or
- A Council member who is bereaved by loss of a family member (as defined by the Collective Agreement), including foster parent relationships of 5 years or more; or
- The deceased's family in the event of the death of a Local 002 member.

Local 002 may arrange for a dinner after/at the Local council AGM. Council members may bring one guest each and dependents (defined as children under 18 and special needs dependents) to the dinner, and one glass of wine per attendee may be provided. Additional alcoholic beverages will be at the members own expense. Local 002 Executive may invite a maximum of five (5) retired former Local Council members and their guests to the dinner following the AGM.

Chapters are authorized to spend up to \$100 to recognize members for service at the Chapter level.

MERITORIOUS SERVICE AWARDS

Local Executive may consider a service award for a member who has contributed a great deal to the Local. The gift shall be a plaque of wood and metal in the shape of the province, with engraving that reads:

Presented to
[Name]
in recognition
of his/her many contributions
to the local
by
Alberta Union of Provincial Employees
Local 002

[Date of Presentation]

Guidelines for presentation are as follows:

1. The honoree shall have been a member of the Local Council for at least two full terms.
2. In addition, the honoree shall have been a table officer for at least one full term (Chairperson, Vice-Chairperson, Secretary, Treasurer, PE Representative, or Chief Steward).
3. As well, the honoree shall have served on at least one Local sub- committee.
4. The honoree's contributions to the Local should be apparent to all. The Local Executive may bring forward the matter at a council meeting for ratification and the motion should be carried by at least 2/3 in favour.
5. If a candidate has been active mainly at the chapter level, he/she should be suitably honored by their chapter.
6. Exceptions to the above guidelines will be considered.

POLICY #10

LOCAL 002 ASSETS

Local 002 has two types of assets:

1. Depreciated assets – any individual asset over \$1,000.00 will be straight-line depreciated over a three-year period.
2. Undepreciated assets, which would include hardware, software and any other office equipment.
 - a. It is recognized that software devalues very rapidly and may need to be upgraded or replaced more frequently than hardware to remain viable to the user and may have no value when the associated hardware is repaired or replaced.

Council, through the recommendation of the Finance Committee, must authorize all new assets and software upgrades or replacements prior to purchase.

An asset user will report any problems with the asset to the treasurer and will provide an estimated cost of repair. The Treasurer will have the authority to approve the cost of an estimate or a reasonable repair, as determined by the Treasurer, to a hardware asset.

If the Treasurer, in conjunction with the asset user, determines that an asset must be replaced, the following will apply:

1. The user will advise whether there is any trade-in value to the asset. If there is a trade-in value it is expected the old asset will be traded on the new asset once approval to purchase has been authorized by Council.
 - a. In the event of an emergency, the Local Executive, upon recommendation of the Finance Committee, can approve the purchase of a new or replacement asset and the decision will be presented to Local Council at the next Council meeting.
2. If there is no trade-in value the user will notify the Treasurer.
3. The Treasurer will compile all relevant information about the used asset and notify all Council members that an asset is available and that bids to purchase by Local 002 Council members would be entertained.
4. If there is still depreciable value to the asset then this value would be the minimum amount the Treasurer could accept as a bid for the asset. The Treasurer will notify Council members if there is still depreciable value to the asset.
5. If there is no depreciable value to the asset all Council members will have the opportunity to submit an open bid on the asset.
6. If there are bids on the asset, the highest bidder will be offered the asset at the bid price, upon approval of Council.

- a. In the event of two or more equal bids on an asset, the Finance Committee will determine the successful bidder by drawing lots.
7. In the event there are no bids on the asset the Treasurer can dispose of the asset to a non-profit organization or through AUPE finance, with recommendations accepted by members of Council.
8. Local Executive will ensure that all electronic assets are wiped clean before the asset is awarded or disposed of.

POLICY #11

LOCAL 002 WEBSITE CONTENT

The following items as provided by the Secretary of the Local shall be placed on the Local 002 website at local002.aupe.ca

1. Local 002 Policies
2. Names of the Local Executive
3. Names of Council members and their chapter affiliation
4. Terms of Reference for all Local 002 funded Committees
5. The current and previous year budget for Local 002
6. Notices of meetings and minutes of the Local Council
7. Notices of meetings and minutes of the Local Executive
8. Other items that the Local Executive or Local Council determines should be placed on the website
9. Each committee of Local 002 shall provide to the Webmaster the following items for inclusion on the Local 002 website:
 - a. Names of the committee members, including the committee Executive;
 - b. Meeting notices (posted for one year prior);
 - c. Reports to Council to be posted for five years prior; and
 - d. Other items the committee determines should be placed on the website.
10. Each Chapter of Local 002 shall provide to the Webmaster the following items for inclusion on the Local 002 website:
 - a. Names of Chapter Executive;
 - b. Meeting notices;
 - c. Council representative reports from Chapter annual general meetings; and
 - d. Other items the Chapter determines should be placed on the website
11. Photographs of members may be included on the website.
12. A member's name will be removed from the website upon written request to the Webmaster.

APPENDIX A-1

FINANCES

5-15

Amended by the Provincial Executive November 17, 2016

5-15 Reimbursement of Salary

A member who is on approved leave of absence in order to carry out authorized Union business shall have his/ her salary, weekend premiums and shift differential plus any other monies which would normally be paid be reimbursed in accordance with his/ her collective agreement.

It is expected that those members whose regular day of rest falls on one of the authorized Union business dates, attends on their own time. There will be no reimbursement from the Union to members who attend on regularly scheduled days off.

Furthermore, it should be understood this Policy will not pay for missed opportunities of employment.

All such leaves of absence shall be processed through Union Headquarters in accordance with established procedures and require the prior authorization of the Executive Secretary-Treasurer or his/ her designate or the Component Treasurer as appropriate.

AUPE recommends members who are in receipt of benefits or compensation including, but not limited to, those listed below to confirm that they have approval to attend AUPE activities (i.e. convention, conferences, seminars, core courses, meetings, etc.). This applies to members who are in receipt of benefits or compensation for the following circumstances:

1. Workers Compensation, approval from your case manager or designate.
2. Long Term Disability, approval from the insurance benefit carrier.
3. Sick Leave/ General Illness, approval from the Employer.
4. Casual Illness, approval from the Employer.
5. Special Leave, approval from the Employer.
6. Leave of absence with pay, approval from the Employer.
7. Employment Insurance, approval from your case manager, or designate.

Should a member require clarification on this policy, contact the administrative assistant from the appropriate section or office that is administering the time off request.