



CUPE LOCAL 2348

POLICY MANUAL

**APRIL / 2005
(Revised May 2017)**

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CUPE Local 2348 Policies and Procedures

Amendment Policy

These policies are always subordinate to the CUPE constitution as it now exists or may be amended. In the event of any conflict between these policies and the CUPE Constitution the latter shall govern. Constitutional interpretation, including determination of conflict is the prerogative of the National President.

These policies shall not be amended, added to or suspended except upon a majority vote of those present and voting at a regular or special membership meeting with at least sixty days written notice.

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BANNER POLICY

The Local banner will be stored in the Local office. Authorized Local members may use the banner to promote the Local and its ideals at appropriate authorized events. Members will be requested to sign out the banner and return it to the Local office (sign in) within one week of the event (unless requested sooner). The banner will only be used for purposes authorized by the Local executive. The banner will be treated with care and respect at all time.

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DONATION POLICY

From time to time the Local may receive and consider requests for donations. All requests for donations must be received in writing by the Local Executive one week prior to their meeting date. The members will consider all requests and if the executive recommends a donation should be given the request will proceed with recommendation to the next general membership meeting. Donation requests will be considered following the stated guidelines and the following priority ranking.

1. Striking workers from CUPE or any of its affiliates.
2. Striking workers around the world
3. Projects, events, or causes that encourage union membership locally, nationally, or internationally. In cases of national/international relief, donations will be made to brother or sister organizations that will directly benefit to people affected.
4. Projects, events, or causes that improving the quality of life for workers and/or promote human rights for all people in Canada.
5. Projects, events, or causes that value and celebrate diversity and encourage active participation in society and/or the labour movement specifically from groups such as Aboriginal people, youth or young workers, women, LGBTT, people of colour, new Canadians, people with disabilities, and underemployed or unemployed people.
6. Projects or causes recommended by National or CUPE Manitoba office.
7. Requests from members who are experiencing extreme and unusual distress.

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Education, Conference and Convention Policy

1.) Preamble

The purpose of union education is to provide members the opportunity to acquire new knowledge and skills. The challenge is then to apply them in our workplaces and communities and to further our interests as workers and public employees through union action. Education is the vital element in developing an informed membership and skilled leadership, which keeps our union strong, dynamic and progressive. Education enables our local to better meet the needs of our diverse and growing membership. This ensures our union will be effective in the struggles that lie ahead. There are four distinct pools of budgeted funds to finance membership participation at:

- a.) CUPE educationals
- b.) Delegates to conferences
- c.) Convention delegates
- d.) Miscellaneous workshops

2.) Distribution of information on courses, conferences and conventions

CUPE regional and CUPE Manitoba offices will send out notices of upcoming events directly to each bargaining unit shop steward/**contact** and **newsletter editor**.

Information on non-CUPE courses, conferences and conventions will be sent directly to designated steward(s)/**contact** by the education committee, **through the Local office and to the Newsletter Editor, for publication in the Safety Net.**

Stewards/**contacts** will post and /or circulate all notices to ensure every bargaining unit member is notified.

3.) Application Process

Step 1

Interested candidates are to submit the completed registration form to the **Local Office**

Step 2

Applicants will be advised of receipt of application by fax or email or phone and it will be indicated when the applicant can expect an answer.

Step 3

The Education Committee will review applications and make a decision in advance of **Registration** deadlines. **All applicants will be notified of the committee's decision(s).**

Step 4

The Education Committee Contact person will register the approved applicants and will advise the Secretary Treasurer to submit the registration fees. **The contact person will ensure accommodation and travel arrangements (if out of province) will be made.**

Step 5

Those approved will be supplied with the expense forms **through the Local office** to be submitted to the Secretary Treasurer. Expenses will be covered in accordance with CUPE Local 2348 **Expense Policy**.

Step 6

Those attending conferences, conventions or educationals on behalf of the Local will be expected to submit a written report on the event in writing prior to the next general membership meeting to the chairperson. These reports will be copied and attached to meeting minutes.

Appeal

If you are not satisfied with the decision of the Education Committee you can appeal to the Executive Board and/or to the next general membership meeting.

Notwithstanding the above process, all delegates/alternates to conferences and conventions should be approved at a general membership meeting.

4.) Selection Process

- Regular attendance at Local meetings (minimum of 2 per year)
- Preference will be given for education that will help in the performance of Local duties.
- Members who have not taken previous courses will be given preferential consideration over members who have taken courses recently.
- education that will benefit the membership as a whole-e.g. A member attending a seminar on legislative changes that will affect the membership is important and relevant information will be reported back to the membership.
- Locally active members may make recommendations to the committee based on a member's union activity within their bargaining unit or within other CUPE committees/projects.**

Note: These selection procedures are guidelines to assist the committee in the selection process. The committee can use its discretion to make exceptions to the guidelines, such as, new bargaining units whose members may not have been able to attend the required number of meetings, due to the length of time in our Local.

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Expense Policy

1. Honoraria

Approved by: May 9, 2016

The following honoraria shall be paid to officers of the Local Union:

President	\$1,500 annually
Vice President	\$1,000 annually
Secretary	\$1,000 annually
Treasurer	\$1,250 annually
Trustees	\$75.00 per audit year (maximum 2)

Committee Chairperson:

Up to \$250.00 per year, based on engagement of members. Value to be defined and approved by both the President and Table Officers of the Local. Criteria to include:

- Minimum of one (1) meeting of members per quarter
- Attendance and engagement of members at up to 2 events per year
- Monthly reports to Executive Meetings, and bi-monthly reports at the General Membership Meeting
- A final AGM report submitted to the President of the Local

2. Per Diems

Approved by: May 9, 2016

Per Diems will be paid prior to attendance and shall be reimbursed to the Local Union if the member does not attend the function.

Per diem rates will be adjusted for half day functions and functions that are all inclusive.

Members of standing committees shall receive a per diem rate for hours worked/meetings attended as deemed applicable by the Executive Board.

Rates will be:

- a. Within greater Winnipeg area - \$30.00
- b. Travel day (with or without overnight required) – Outside greater Winnipeg area
 - i. 6 hours or less - \$30.00
 - ii. Outside greater Winnipeg area - \$65.00
- c. Meeting or event (no overnight) - \$30.00
- d. Meeting or event (overnight required) - \$65.00
- e. Out of province - \$100.00

3. Transportation/Parking

Approved by: May 9, 2016

Outside of Manitoba: Air Canada is CUPE's airline of choice, and will be used to book all flights for CUPE Local 2348 business. Members who travel outside of Manitoba by car will be reimbursed mileage for the use of their vehicle to the maximum of the cost CUPE Local 2348 would have incurred by paying reduced fare economy class rates.

Within Manitoba: Mileage will be paid to members whose vehicle is used at the same rate as CUPE National, currently (June 2016) fifty-one (\$0.51) cents per kilometer. Members who travel by bus will be reimbursed upon receipt for the bus fare. Expenses for airfare within Manitoba may only be authorized by the CUPE Local 2348 Secretary-Treasurer/Table Officers.

Members will be expected to use the most economical method of transportation available. Members shall be reimbursed for all receipted legitimate ground travel expenses related to attendance at the Union function.

Parking costs for attending any meetings authorized by CUPE Local 2348, may be submitted for reimbursement on top of any per diems claimed.

4. Advances

Approved by: May 9, 2016

- a. An advance on expenses may be provided to CUPE Members who will be on approved union business, provided that the request has been made in writing to the Secretary-Treasurer a minimum of two weeks prior to the event.
- b. Expense vouchers must be accompanied by receipts to substantiate expenses for hotel, transportation, parking etc. A payment for reimbursement of expenses over the advance will then be made by the Secretary-Treasurer.

5. Child Care and Special Needs

Approved by: May 9, 2016

Schools, Conventions and Union Functions – any member elected or appointed by CUPE Local 2348 to attend a union function (i.e. schools, conventions, conferences) on a day where they would have normally paid child care expenses will be reimbursed for receipted expenses to the following maximums:

- a. For children under six years of age – twenty (\$20.00) dollars per half day per household and forty (\$40.00) dollars per full day per household.
- b. For children six years of age and up to twelve years of age – twelve (\$12.00) dollars per one half day per household, twenty-four (\$24.00) dollars per full day per household.
- c. For 24-hour overnight care for children sixteen years and younger, fifty (\$50.00) dollars per day per household.
- d. Expenses of persons with special needs will be considered on an individual basis, accompanied by a receipt. All claims must be receipted with signatures of child care provider (not from the same household) and the claimant.

- e. CUPE Manitoba convention – CUPE Manitoba reimburses for childcare costs for CUPE Manitoba conventions only during the times convention is convened (9:00 am – 5:30 pm). We encourage whenever possible, the use of our Childcare CUPE members.

6. Phone and Internet

Approved by: May 9, 2016

The President, and two (2) officers designated by the President, shall be reimbursed for phone and internet expenses under the following conditions:

- a. The Local Union shall be allowed to publish the phone number and email address on any local union bulleting board, publications or website;
- b. The items shall be used to conduct local union business;
- c. A monthly bill to verify the expense is provided to the Secretary-Treasurer.

Reimbursement shall take place as follows:

- a. Cell phone or home phone- fifty (50%) percent of the regular basic phone rate up to forty (\$40.00) dollars per month;
- b. Home internet – fifty (50%) percent of the regular basic internet up to forty (\$40.00) dollars per month;
- c. Data plans for smart phones 0 seventy-five(75%) of plan rate up to eighty (\$80.00) dollars per month but shall not exceed the monthly bill. Anyone claiming (c) may not claim (a) or (b).
- d. Cell phone minute overtures may be claimed, with approval of the President, if incurred on behalf of the local.

- 7. The Local shall pay a \$100.00 per member honorarium to a maximum of three (3) members of a bargaining unit negotiating committee for the proper performance of their duties, upon signing of the Collective Agreement. Negotiating Committee Members shall have their wages covered if they are not covered by their employer as per their collective agreement while conducting bargaining with the employer.
- 8. The Local shall cover actual food expenses for bargaining unit meetings, and will pay on request an advance of a minimum of \$30.00 up to a maximum of \$6.00 per bargaining unit member, the unused difference to be returned to the Local expeditiously. These expenses shall be paid no more than four (4) times per fiscal year for any bargaining unit.
- 9. The Local shall cover lost wages for any member approved by either the Education Committee, Executive Board, or the Local membership to attend Union education, conference, or conventions. Wages will be reimbursed at the member's normal rate of pay in their CUPE Local 2348 workplace.
- 10. Members must confirm union leave approval by their employer with the Local office before any expenses will be paid out.

11. Stewards or unit contacts members and executive officers may be paid any of the expenses in this policy that have been pre approved or that are part of their regular duties. These requests need to be accompanied by a completed and signed expense voucher and receipts (if applicable).
12. Local Executive Officers may be paid any of the expenses set out in this Policy incurred as a result of the proper performance of their duties, unless otherwise provided for in the By-Laws.
13. All requests for expenses shall be made on an expense claim form recognized by the Local Secretary-Treasurer (such as the CUPE Expense Voucher), and shall in all possible cases, be accompanied by appropriate receipts.
14. The Local Secretary-Treasurer is authorized to pay any of the expenses specified in this Policy immediately upon the receipt of the proper expense claim form and appropriate receipts. Notwithstanding this Section, **care** costs and transportation costs may be paid in advance to a member where necessary.
15. The Local shall cover the actual food costs for Local general membership meetings to a maximum of \$6.00 per member expected to attend.
16. An expenditure of up to \$1,000 per year shall be authorized to cover all costs for an "appreciation event", the time and place designed to accommodate as many members' work shifts and locations as possible, to recognize the contribution of the officers, convenors, chairs, and volunteers of Local 2348. The stated expenditures will be made with the approval of the Local Executive Committee.
17. The Local Newsletter (Safety Net) Editor shall be authorized to claim up to one (1) day's pay (regular shift) per published issue of the newsletter to be paid by the Local. Wages will be reimbursed at the member's normal rate of pay in their CUPE Local 2348 workplace.
18. Local members traveling from out of town to attend CUPE membership meeting(s) shall be reimbursed their mileage costs at the rate indicated in the Expense Policy.
19. Any expenses not specified in these policies may be brought to the Local membership, or the Executive Board of the Local, for approval.

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Office Staff Policy

CUPE Local 2348 shall employ one staff person to facilitate the business of the Local. The job title for this position will be Executive Assistant.

At such time as the staff position becomes vacant, an ad hoc search committee will be struck to recruit applicants to fill the position. The committee shall include the Local President, the Local Treasurer and one other executive member. This group will also be responsible for:

1. Doing a 6-month evaluation of the staff person, which shall conclude the probationary period of employment.
2. Reviewing, quarterly, the work priorities for the staff person.
3. Supervision of the staff person shall be based on the job description; any proposed changes to the job description shall be submitted for discussion and approval at the general membership meeting.
4. Regular staff evaluation shall take place once a year after the initial 6 month evaluation

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STRATEGIC PLANNING POLICY

During each year that there is no National Convention planned the Local will plan and cover all expenses (lost wages etc) for unit representatives and the Local Executive to attend an all day strategic planning event to discuss the direction and goals of the Local.

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STRIKE FUND POLICY

From time to time units may request financial support from the Local to help them through the initial 10 days of a strike. (before CUPE National office begins providing strike pay)

Recognizing that such members may be in need, Local 2348 will contribute a single lump sum payment of \$50 on request to each striking member (in accordance with the National office strike pay guidelines), during the first 10 days of the strike. No motion for additional payments will be entertained.