



CUPE Local 1004

**FINANCIAL
POLICY MANUAL**

**As Adopted by the Membership on September 9, 2014
Last Amended October 2017**

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1 FINANCES

1.1 Financial Statement

Annual statements are to be submitted with each fiscal year ending December 31st.

1.2 Financial Reports

Financial reports are to be presented to the membership at each General Meeting and to the Executive at each Executive Meeting. Financial reports will also be available on the website.

1.3 Preparing an Annual Budget *(AMENDED JAN 2017 AND JULY 2017)*

(a) A Budget Committee consisting of the President, the Secretary-Treasurer and two other Executive Board members will prepare a yearly budget for each fiscal year and bring it to the Executive Board for approval. This budget will include all anticipated expenses for the stated fiscal year and will then be brought to the December Membership meeting for approval.

(b) The Committee will meet as needed to review the budget and recommend budget amendments to the Executive Board to be tabled at subsequent general membership meetings.

1.4 Contributions to Member/Cause Outside CUPE Local 1004

In the case of a grant or a contribution to a member(s) or a cause(s) outside of CUPE Local 1004 greater than \$1000, a notice of motion must be made at a regular membership meeting and then approved at the following regular or special membership meeting before the grant or contribution can be paid out. The approval meeting must be no earlier than seven (7) days after the meeting where notice of motion has been given.

1.5 Signing Officers

The President, Vice President, Secretary Treasurer and Communications Officer are signing officers as per the Local bylaws.

1.6 Cheque Signing Procedures

(a) All invoices for cheques must have accompanying paperwork showing authorization and approval for payment.

(b) No signing officer shall sign a blank cheque.

(c) No signing officer shall sign a cheque without verifying the relevant backup paperwork and authorization.

(d) No signing officer shall sign a cheque that is made out to them directly.

(e) The Secretary Treasurer shall sign all cheques unless on leave or otherwise unable to act on behalf of the local.

2 EXPENSES & REIMBURSEMENT

2.1 Wages

Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the employer or Local Union only. Wage loss will not be paid directly to individuals.

In a case where shift differential, acting pay or any other regular premium should become an issue on book off, the Secretary Treasurer is authorized to send a letter to the employer stating that the premiums should be paid on the understanding that the union will reimburse.

Any CUPE Local 1004 member on book off for union business should receive shift differential or any other regular premium that the member would have received with the understanding that the union will reimburse for such premium.

2.2 Accommodation

If required, accommodations will be paid at prevailing rates. Members will share rooms where possible unless gender representation requires an additional room, where there are physical health reasons or where there is an odd number of delegates. Where possible all room, taxes and parking will be billed directly to CUPE Local 1004.

2.3 Applicable Rates

In the following sections, the applicable rate shall be the current rate set by CUPE BC.

2.4 Dependent Care

If required, dependent care will be paid outside of regular working hours at the rate set by CUPE BC **(2013 rate: \$20/hour to a maximum of \$300/day (including travel time))** upon completion of the CUPE Local 1004 Dependant Care form. Other dependent care expenses will be paid at a realistic rate with prior approval of the Secretary-Treasurer and upon completion of the CUPE Local 1004 Dependant Care form.

2.5 Transportation

To be the most convenient and economical means with the maximum mileage not to exceed airfare:

- Airfare where required (economy class)
- Car mileage at the rate set by CUPE BC. **(2017 rate: .55 cents/km)**
- Parking cost when receipt provided and when on CUPE Local 1004 business.
- Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. *Taxis to be shared when possible, and cheaper than combined shuttles.*

2.6 Per Diem

Only one Per Diem per day may apply. If multiple could apply, select the higher amount.

- **Category A** will match the CUPE BC Policy rate for full day meeting (b). **Current (2013) rate is \$86.**
- **Category B** will match the CUPE BC Policy rate for half day meeting (a). **Current (2013) rate is \$43.**

- **Category C** will match the CUPE BC Policy rate for meetings where expenses are included (f). **Current (2013) rate is \$17.**

		Category
• In-town Per Diems		
Full day where meals are not provided	(min 5 hours)	B
Half-day where meals are not provided	(min 2 hours)	C
Full day or half-day where meals are provided		C
Evening events	(min 2 hours)	C

		Category
• Travel Per Diems		
Full day of travel	(min 5 hours)	A
Half-day of travel & Half-day meetings	(min 5 hours total)	A
Half-day of travel	(min 2 hours)	B

		Category
• Out-of-Town Per Diems		
Full day where meals are not provided	(min 5 hours)	A
Half-day where meals are not provided	(min 2 hours)	B
Full day where meals are provided	(min 5 hours)	B
Half-day where meals are provided	(min 2 hours)	C

2.7 Full-time Officers

The Expense Policy will apply for fulltime officers as follows when conducting the duties of their office for meetings on behalf of CUPE Local 1004 away from the office.

2.8 Receipted Expenses

Where receipted expenses are being submitted, a credit card slip will not be accepted on its own. If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary Treasurer. These receipts may be reviewed by the Trustees. An itemized receipt from the agency must also be included (e.g. hotels etc.)

2.9 Expense Reimbursement Time Limit *(ADDED JAN. 2016)*

All expense reimbursement claims including per diems and travel expenses must be submitted within sixty (60) days of their occurrence. Any exceptions must be approved by the Secretary-Treasurer or President.

3 HONORARIUMS FOR EXECUTIVE BOARD & TRUSTEES

3.1 Honorariums shall be:

- Table Officers \$150 per year
- Unit Chairs \$100 per year
- Trustees \$75 per year

3.2 Payments shall be made in December of each year.

3.3 A partial year of service in a position will result in a prorating of the honorarium.

4 CELLULAR PHONES

4.1 Local Cell Phone Plans

Costs will be covered for a cell phone and plan, including data plan, for the President and Business Agents.

4.2 Cell Phone Reimbursement

(a) **Executive Board** – For Executive Board members or Acting Business Agents, a cell phone budget of up to \$40 per month will be available upon completion and approval of an Expense Claim for Reimbursement form. Executive Board members may not claim the Steward cell phone reimbursement if they apply under this clause.

(b) **Stewards** – For Stewards, a cell phone budget of up to \$20 per month will be available upon completion and approval of an Expense Claim for Reimbursement form.

4.3 Event-Based Cell Phone Activation

When a further cell phone is needed to carry on the business of the union, such as during a labour dispute or other unusual events, the following will apply:

(a) **Authorization** – Written authorization will be provided by one of the following in consultation with a Trustee: Secretary Treasurer, President, or Vice President. A signed authorization will be required from the authorizing parties and will state the reason for why the phone is in use, estimated period of time, and the name of the person responsible for the phone. The authorization will be reported to the Executive Board.

(b) **Documentation** - All calls of a personal nature must be paid by the person who has the authorized use for the cell phone. The authorized user is responsible for verifying that all calls were concerned with CUPE Local 1004 business. Should interest be accrued due to appropriate paperwork not being submitted it will be the responsibility of the user.

5 CREDIT CARDS

5.1 The request for use of a CUPE Local 1004 credit card by any of the President, Secretary Treasurer or Office Manager will be subject to the following items:

(a) Authorization for use of a CUPE Local 1004 credit card must be granted by the Executive and shall be duly recorded in the Executive minutes.

(b) The credit limits on CUPE Local 1004 credit cards, which must be strictly observed, are as follows:

President	\$5,000
Secretary Treasurer	\$5,000
Officer Manager	\$1,000

(c) The use of a CUPE Local 1004 credit card for purchases which are personal in nature shall not be permitted.

(d) The use of a CUPE Local 1004 credit card to obtain cash advances is not permitted.

(e) All transactions outlined on the monthly credit card statement must be documented and supported by original invoice/receipt and charge slip and be returned to the Secretary Treasurer or bookkeeper. The charge slip must include a detailed description of what the charge was for.

(f) Any documented misuse of CUPE Local 1004 credit cards and/or violation of the CUPE Local 1004 credit card policy will result in the withdrawal of authorization. The cardholder will immediately be required to surrender the credit card to the Executive.

6 PETTY CASH

6.1 Policy:

- (a) A petty cash fund will be kept for the union office.
- (b) The petty cash fund balance will be for the amount of \$100.
- (c) The Secretary Treasurer, Bookkeeper and Office Manager are the only persons authorized to disburse petty cash.
- (d) There will be a \$50 cap on disbursements.
- (e) The petty cash will be kept in a cash box. The locked cash box will be kept in a safe, locked drawer or other secure location.
- (f) Every transaction will be recorded in the petty cash book or applicable form
- (g) The cash received will be recorded.

6.2 Procedure:

- (a) A petty cash voucher must be filled out for each amount paid out of the fund prior to receiving any petty cash and signed by the receiver of the cash paid out.
- (b) Original receipts must be returned and attached to each voucher.

7 GOOD & WELFARE *(AMENDED OCT. 2017)*

7.1 Upon being called to the attention of the Local, the Local shall provide as follows:

- (a) **Death of a current member, retired member or retired employee:** The Local shall send flowers to the funeral or, on the request of the members' or employee's family, make a donation to a specified charity. The costs shall not exceed **\$75**.
- (b) **Death of a current or retired activist, or current Local employee:** The Local shall send flowers to the funeral or, on the request of the members' or employee's family, make a donation to a specified charity. The costs shall not exceed **\$150**.
- (c) **Seriously ill or injured member or employee:** The Local shall send flowers or a fruit basket. The costs shall not exceed **\$75**.
- (d) **Birth or adoption:** The Local shall send flowers or an appropriate gift basket to CUPE Local 1004 members or employees with new babies. The costs shall not exceed **\$75**.
- (e) **Death in the Family:** The Local shall send cards of condolence to CUPE Local 1004 members or employees when the office is notified of a death in the family.

8 DEATH BENEFITS (AMENDED OCT. 2017)

8.1 For current Local 1004 members in good standing:

- (a) A Union benefit of \$500 is paid out to the last beneficiary or sole beneficiary (as was named by the deceased 1004 member) or to the estate of the deceased 1004 member. The death benefit for a member dying while at work shall be \$1004.
- (b) Actual beneficiary name and particulars should be verified by contacting the person who is in charge of these records. For example – should the member be employed with the City of Parks, the 1004 Bookkeeper is to contact the person in the City Personnel Department who can supply this information to Local 1004.
- (c) An “*Application for Death Benefits*” is then mailed to the named beneficiary or executor or trustee. This application will also request a photocopy of the Certificate of Death.
- (d) A letter of condolence is also included with the Application for Death Benefits.
- (e) Once the Application for Death Benefits is completed and returned, and is accompanied by the Death Certificate:
 - (i) The date in which the form is returned to the Union office is recorded in the Office Use section of the form.
 - (ii) A \$500 cheque is then issued to the beneficiary.
 - (iii) Date of deposition is also recorded as indicated in the Office Use section on the form.

9 RETIREMENT GIFTS

- 9.1** The Local shall provide a retirement gift (not to exceed \$100 in value) to members who have retired employment in one of the local’s bargaining units. No member shall be entitled to more than one gift from the local regardless of the number of the local’s bargaining units they have worked in.
- 9.2** The Local shall provide one year’s membership in the Municipal Pension Retirees’ Association for retiring members.

10 NEGOTIATING COMMITTEE COSTS

- 10.1** Local 1004 will reimburse any lost wages of the Union Negotiating Committee incurred during negotiations.
- 10.2** When the Negotiating Committee Members are scheduled to work on a day when Negotiations with the employer occurs, the Union shall pay for any shift lost where the employer is not required to pay for that shift.
- 10.3** The Union shall pay for wage loss to attend Union Negotiating Committee caucus meetings.
- 10.4** Negotiating Committee members who negotiate or caucus for more than four hours on any day shall not be required to work the shift for which they would be scheduled on that day.

11 ARBITRATION COSTS

11.1 Arbitration Costs

Once an arbitration has been approved by the Executive then all of the following costs will be paid by Local 1004:

- (a) leaves of absence of grievor to attend meetings before the arbitration hearing, during hearing time as well as any time deemed necessary by the President;
- (b) leaves of absence of witnesses needed by the Union to process the arbitration;
- (c) leaves of absence of the job steward and Union representative to attend meetings and/or hearing;
- (d) a per diem while at the hearing for those involved in the hearing on the Union's side.

11.2 Promotion Grievances

In cases where a senior member is grieving a junior member's promotion over the senior member or in similar situations, it is recognized by CUPE Local 1004 that the junior employee has the right to be present at the arbitration; to be heard and to have counsel. In such cases, Local 1004's responsibility will be limited to the following:

- (a) notification at all steps of the grievance as to what is happening with respect to the grievance;
- (b) notification of the day, time, location of the arbitration in sufficient time to allow the junior member to seek legal advice and/or counsel;
- (c) notification that Local 1004 recognizes the right of the junior member to be present and have counsel present;
- (d) cost of the junior member's leave of absence to attend the arbitration hearing only; in no case will additional costs be accepted as the Union's responsibility;
- (e) it is the junior member's responsibility to make any and all financial arrangements with his counsel, for meals and transportation, etc.

11.3 Assistance to Other Unions

- (a) A representative of Local 1004 may find it necessary to assist, on behalf of, or just attend an arbitration on behalf of another Union at their request.
- (b) In such circumstances, the President shall authorize the leave of absence (if necessary) and payment of the appropriate per diem.
- (c) It is agreed that this part of the policy is done in recognition of the fact that the Union making the request for the Local 1004 representative to attend will return the favour on the same conditions that Local 1004 agrees to their request.

12 LEAVES OF ABSENCE

- 12.1 Union leave of absence requests should be made at least seven (7) days prior to the leave date. All requests for union leave must be approved by the President or designate.
- 12.2 Union leave of absence for members who work shifts other than the regular day shift may be booked off from scheduled work to ensure one period of ten (10) clear hours of rest when they attend.
- 12.3 Requests should be sent by email where possible.
- 12.4 Requests should include the following information:
- (a) Member's name and email
 - (b) Employer and branch
 - (c) Hours required for the LOA (start and end time for leave)
 - (d) Manager and/or supervisor's name and email
 - (e) Reason for the LOA.

13 HONOURARIUMS FOR BALLOTING COMMITTEE AND CHIEF RETURNING OFFICER FOR ELECTIONS & RATIFICATIONS OR STRIKE VOTES

13.1 Honourariums shall be:

- Chief Returning Officer \$150 per election, ratification or strike vote
- Balloting Committee Member \$100 per election, ratification or strike vote

14 AFTERNOON/EVENING SHIFT MEMBERS ATTENDING REGULAR MEMBERSHIP MEETINGS

- 14.1 In order to provide information to members working on various shifts, up to two (2) stewards per unit may be granted by the President a leave of absence to attend a membership meeting if their regular working hours would otherwise prevent them from attending (**Article 11(f) of Local Bylaws**).

15 RETIREMENT PLANNING SEMINARS

15.1 Members wishing to attend a CUPE Retirement Planning seminar will be chosen to attend at the Union's cost on the following basis:

- (a) those applying to go will be chosen in reverse order according to their retirement date;
- (b) if chosen to attend at Union cost, no mileage or per diem is to be provided;
- (c) a member will only be sent to a Retirement Planning Seminar at Union cost once;
- (d) a member who wants to attend a second Retirement Planning Seminar will only have the registration fee paid for them. Wages and other costs are the member's responsibility.

16 SCHOLARSHIPS *(AMENDED SEPT. 2017)*

16.1 Wilf Greensill Scholarship

- (a) A scholarship committee of three members shall be appointed by the Local Executive at the April Executive Board meeting of each year. A business agent may be assigned to the committee as a non-voting member.
- (b) The money will be awarded to members of CUPE 1004, their spouses or children.
- (c) The money will be awarded annually and the date of the award established as of August of each year.
- (d) The conditions and requirements for qualifying for the Scholarship will be clearly defined.
- (e) The members of the Scholarship Committee will be made known to the membership, and anyone applying for the Scholarship.
- (f) We will have two (2) \$1,500.00 Scholarships. If there should be only one or no eligible applicant in any one (1) year, the money would be carried forward to the following year.
- (g) An individual must have sufficient educational credits to enter into University, College or Technical School.
- (h) We will supply an application form which will be sent out to applicants.
- (i) The notice to apply for the Wilf Greensill Memorial Scholarship Award will be placed on the 1004 web site.
- (j) The Scholarship money will be sent directly to the Institution the winner has designated with the proviso that the money should be returned to the Union if the individual does not register.
- (k) The schedule for the Scholarship Fund will be as follows:
- the notice of the scholarship will appear in the March and April member's update
 - the deadline for applications will be June 30
 - the decision will be made in August
 - the cheque(s) will be issued in August.
- (l) The Scholarship form will include the following:
- Name/address
 - Field of study
 - Return date
 - Transcript from last school year
 - Why the individual wants this scholarship
 - Where they are going to school
 - Association with 1004
 - 500 word essay on Trade Unionism (ie, history, impact on society, pros and cons, etc.)
 - The essay may be published in the Union publication.

16.2 Jody Taylor–Brian Goble Music and Fine Arts Scholarship

- (a) Two \$1500 scholarships will be awarded to students studying Music or Fine Arts at an accredited post-secondary institution.
- (b) All other application criteria for these scholarships will be the same as the Wilf Greensill Scholarship.
- (c) For the year 2017 only, the deadline date for application of this scholarship will be extended to August 15.

16.3 Eligibility

Although they may apply for both the Wilf Greensill and Jody Taylor-Brian Goble scholarships, applicants are only eligible to receive one scholarship. Previous recipients of either will not be considered.

17 DONATION POLICY (ADDED JAN. 2017)

- (a) The Local will only entertain charitable donation requests from organizations that hold like-minded social justice goals as CUPE and must have the ability to affect political change to improve working and living conditions especially for those in need or at risk in our community.
- (b) The recipients of these donations must be active in Metro Vancouver and shall be a not-for-profit legal entity such as a registered charity or society or another affiliated union local. The local will not donate directly to individuals.
- (c) Requests for donations must be received by the Communications Officer or their designate who shall present such to the Executive Board for consideration. Upon approval, the Executive Board will present the request to the membership at the next Membership Meeting for endorsement.
- (d) Requests for donations must be accompanied by reasons for such and must include background information on the organization.

18 SPORTS DONATIONS

18.1 Qualification for Donation

- (a) At least 60% of the participants must be members of Local 1004
- (b) At least 50% of the cost of the team or event must be paid for by those who are taking part.
- (c) Application for donation must be received no later than the last week of February in each calendar year.

18.2 Process for Applying for Donation

- (a) Applicants will submit a letter to the Executive requesting the donation giving details of the event/team including the number of persons involved, the number of members or relatives involved, the organizer/manager of the event or team, the budget for the event or team showing how much is being paid for by the participants in comparison to the total costs.
- (b) Requests for Union caps, t-shirts, etc. are to be also detailed if applicable.

18.3 Executive Actions

(a) The Executive Board shall consider all requests at the February Executive Board meeting and as a result shall notify all persons making a request of their decision. This decision shall be conveyed to the persons making the request and the decision of the Executive shall be voted on at the March membership meeting.

18.4 Annual Budget

(a) The total amount of money available for donations under this policy shall be set by the annual budget as adopted each year.

19 UNION EDUCATION

19.1 Attendance

Members sent to an education course/seminar are undertaking to attend all sessions of the program and to represent the Local appropriately.

19.2 How Members Can Attend

(a) **Executive:** Have the authority to choose and send delegates where funds for education have been budgeted for and approved.

(b) **Members:** Can, upon learning of a particular course, apply for approval to attend. The Executive shall have the authority to approve payment from the education fund. Members who wish to attend any educational course or program shall submit their name to the Executive who will choose them on the basis of their participation in the subject or in Union affairs.

(c) **Staff:** Staff shall be eligible to attend Trade Union Education Courses under this policy and shall be chosen in accordance with (b) above.

20 CONFERENCE, EDUCATION & CONVENTION DELEGATES SELECTION PROCESS

Delegates to all conventions, conferences, & educational opportunities shall be selected by the Executive Board.

(a) As per Local 1004 bylaws, the table officers shall be delegates to conventions to affiliated organizations ex officio. Where applicable, preference will be given to appropriate table officer(s) to attend other conferences and educational opportunities.

(b) All other delegate opportunities shall be open to all members of the local as per Article 18 (Delegates) of the local bylaws.

(c) Time permitting, announcements of upcoming conferences will be made at the monthly general meeting and the monthly stewards meeting. Additionally, these notices shall be posted on the Local 1004 website. As well, the notices will be included in the Monthly Members Update.

(d) Members wishing to attend conferences, educationals, and conventions should submit their names and contact information to the Executive Board stating their reasons for wanting to

attend said events and how it will benefit the Local. The Executive Board or a committee of such shall review these applications and their decision shall be based on the following criteria:

- (i) the member's participation in union affairs including executive board membership, stewarding and committee activity;
 - (i) the nature of the event (e.g., OH&S conferences should be attended by active members of OH&S committees);
 - (ii) where more than one member is attending, the delegation should reflect the diversity of the local with regard to work units, gender, young workers and other equity seeking groups;
 - (iii) consideration will be given encouraging new and/or newly active members.
- (e) Members sent to conferences are expected to be available and to attend all sessions of the conferences.
- (f) Members are also expected to submit an oral and/or written report to the local 1004 membership meeting and/or the Executive Board or appropriate committee.
- (g) Once a selection has been made the member will be notified and said selections will be announced to the general membership at the next monthly membership meeting.

Note: This policy statement ties in with Article 18 (Delegates) of the Local 1004 Bylaws and Section 19 of the Financial Policy Manual (Union Education).