



Alberta Union of Provincial Employees

# LOCAL 002 POLICIES

Updated: November 2023

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## **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.

## **SECTION ONE: GOVERNANCE**

### **POLICY 1 - LOCAL 002 GOVERNANCE (TERMS OF REFERENCE FOR COMMITTEES)**

1. All activities of Local 002 shall comply with AUPE Constitution and Policy.
2. Local 002 Council may elect ad-hoc component officers as it sees fit, including but not limited to a Website Administrator and Events Coordinator.
3. The Local 002 Council shall establish sub-committees and determine their mandates. Each committee shall be responsible for the development and maintenance of a Terms of Reference, which must be approved by Council and reviewed annually by the committee.
4. Terms of Reference for sub-committees must include:
  - a) The committee's purpose, mandate and the motion of the council meeting minutes establishing the committee or reaffirming its status;
  - b) Whether the committee is a standing or ad hoc committee.
5. Each committee shall submit a proposed annual budget to the Treasurer one month prior to the Local Annual General Meeting.
6. In an election year, at the Annual General Meeting, Local Council will elect six members to sit on each committee, with the following exceptions:
  - a) Employee Relations Committee – Four members, and one alternate, shall be elected;
  - b) Finance Committee – The Local 002 Treasurer is a member by right and Council shall elect five members;
  - c) Occupational Health and Safety (OH&S) Committee – The OH&S Liaison is a member by right and Council shall elect five members.

- d) Bargaining Committee – The Bargaining Committee Chair is a member by right. Council shall elect seven members after the Chair is elected. The committee's membership is maintained until bargaining is concluded.
7. Local Council representatives and alternates may be elected as committee members.
  8. Each committee shall, at its first meeting or after the Local Annual General Meeting, elect a chairperson and any other officer(s) it may need from among its members.
    - a) The Treasurer shall chair the Finance Committee as per AUPE Constitution, Article 18.01(d);
    - b) The Chair of the Bargaining Committee shall be elected by council when a vacancy occurs, prior to the commencement of bargaining.
  9. Committees shall have as quorum 50% plus one of its members as per AUPE Constitution, Article 22.06.
  10. Any member of a Committee who fails to attend three consecutive meetings of the Committee without just cause shall be deemed to have resigned.
  11. Members may be elected to sit on committees as vacancies arise at any Local Council Meeting.
  12. The Chair of each committee shall:
    - a) report on the committee's activities at each Local Council meeting;
    - b) seek Council's approval for activities involving contacts outside the Local; and,
    - c) invite members of Local Executive to attend committee meetings, as needed.
  13. Council shall approve any briefs, reports, presentations or other material before going outside the Local; and Committees may submit motions to Council outlining action(s) being recommended.
  14. Each committee shall keep meeting minutes and minutes must be posted on the Local 002 website.

## **POLICY 2 - LOCAL 002 BUSINESS CONTINUITY AND SUCCESSION PLANNING**

The Local anticipates that situations may occur, where a council member elected to serve in a position for the business of the local, is absent or no longer available to perform the duties assigned to their position. To minimize the impact such situations may have on the work of the Local, it is essential that plans are in place to ensure business continuity of the Local at all times.

1. All Local 002 component officers and council members at the Local, committee and Chapter levels, shall create an environment where open communication and collaboration thrives, to ensure that council members work together as a team, and have the information and resources needed to carry on with the business of the Local in the event that a team member is absent or no longer available to perform their responsibilities.
2. The executives of the Local, Chapter table officers and committee executives, shall liaise with the Local Website Administrator to create a repository, to save all relevant materials related to their work, and provide in their respective reports to council, information on where council members can locate such resources.
3. The executives of the Local, Chapter table officers and committee executives, shall provide role shadowing, acting, and task delegation opportunities to the other members on their team, to equip them with the experience needed to carry on with the work of the team when necessary.
4. Local 002 council shall put in place talent sourcing mechanisms where council members interested in holding office in the future are identified, mentored and given the opportunity to participate as guests in the meetings of the area where they would consider serving.
5. A council member taking on a new role at the Local, Chapter or committee level, shall initiate communication with the outgoing incumbent for orientation purposes.
6. The Local 002 executives shall assign one member the task of maintaining a document which gives a brief overview of the work of the Local executives, Chapter table officers and local committees. This document must be posted on the Local's website, with access to all council representatives.
7. In an election year, Local executives, Chapter table officers and Local committees, shall prepare as part of their final report a transition section. Such reports should be submitted to the Local or Chapter secretary for reporting at the AGM where elections are scheduled to occur.

## **POLICY 3 - LOCAL 002 WEBSITE CONTENT**

1. The following items shall be placed on the Local 002 website at local002aupe.ca. At the discretion of the Website Administrator, in consultation with Local 002 Executives, sensitive documents may be password-protected (e.g. table officer reports, budgets, etc.). All Local 002 Council Representatives and table officers shall have access to password-protected content.
  - a) Local 002 Policies
  - b) Names of the Local Executive
  - c) Names of Council Representatives and their Chapter affiliation
  - d) Contact information for Union Stewards
  - e) Terms of Reference for all Local 002 funded committees
  - f) Notices of meetings and minutes of the Local 002 Council (draft minutes to be sent within a month of council meeting; approved minutes to be sent within a month of Council approval)
  - g) Dates of meetings of the Local Executive (meeting dates to be sent at least one month before the meeting whenever possible)
  - h) Position descriptions for executive positions
  - i) Contact information for Union Stewards shall be posted on the Local 002 Website. Stewards to provide their preferred contact information
  - j) Other items that the Local Executive or Local 002 Council determines should be placed on the website
2. Each committee of Local 002 shall provide to the Website Administrator the following items for inclusion on the Local 002 Website:
  - a) Names of the committee members, including the committee executive
  - b) Meeting dates for calendar
  - c) Reports to Council to be posted for five years

- d) Position description for committee Chair
  - e) Other items the committee determines should be placed on the website
3. Each chapter of Local 002 shall provide to the Website Administrator the following items for inclusion on the Local 002 Website:
- a) Names of the Chapter Executive
  - b) Meeting notices
  - c) Council Representative reports from Chapter annual general meetings
  - d) Other items the Chapter determines should be placed on the website
4. Photographs of members may be included on the website.
5. A member's name will be removed from the website upon a written request to the Website Administrator.
6. All documents that have been submitted to the Website Administrator will be posted to the website within 14 days.
7. That all content that is to be updated/required to be updated, will be provided to the Website Administrator within 2 months of timelines.



## **POLICY 4 - COUNCIL MEETING ATTENDANCE**

To be considered a Council Representative in good standing, all elected Council Representatives are expected to attend all Local 002 Council meetings for the entire duration of scheduled meeting.

1. A list of attendees will be maintained by Local 002 Secretary, the list will be included as part of each Local 002 Council meeting, meeting information package.
2. The attendance record of all Local Council Representatives will be emailed to their corresponding Chapter Chair after each Council meeting. As per AUPE constitution Article c 20.07, "Any council representative of a component who fails to attend three consecutive meetings of the Local Council without just cause shall be deemed to have resigned".
3. Chapter Chairs who are not Council Representatives may attend Local Council meetings as observers.
4. Council Representatives are expected to provide RSVP form notification to confirm attendance as soon as possible.
  - a) If unable to attend the entire duration of the scheduled meeting, just cause needs to be included on the RSVP form.
    - i. If response indicates limited availability for attendance, Local Executive reserves the right to decide if an Alternate will be contacted who is able to attend the entire scheduled meeting.
    - ii. If no Alternates are available, Local Executive will consider partial attendance on a case-by-case situation.

## **POLICY 5 - OBSERVERS AT AUPE CONVENTION**

Observers are non-delegate members attending AUPE Convention who are not entitled to vote. They are chosen by the Local and approved by the President.

### **1. Purpose**

- a) The attendee has the opportunity to observe AUPE Convention and the structure of the Union as a whole.
- b) The attendee may assist the Local 002 in various ways when the voting delegates must be on the floor. This is more crucial in election years.

### **2. Choosing Observers**

- a) The Local 002 Council may approve up to three observers to attend Convention at Local expense.
- b) Observers may be nominated by a Chapter at its annual general meeting, at the same time Delegates and Alternates to Convention are nominated.
- c) Observers may be nominated by the Local 002 Council at its annual general meeting or the Council may empower the Local 002 Executive to choose Observers.
- d) Observers will be confirmed by the Local 002 Council.
- e) Observers should be nominated as Alternates by the Chapter, so that they can substitute for Delegates who have to withdraw at the last moment.
- f) No members should be an Observer more than once, unless there is a compelling reason to attend again as an Observer.

### **3. Attendance**

- a) Observers must abide by Local 002 Policy on attendance at Convention.
- b) Observers are expected to commit to attend the full Convention.
- c) An Observer may submit a written report to the Chair of the Local and Chair of their Chapter summarizing the content of the Convention. The Observer must include 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.

## **SECTION TWO: FINANCE**

### **POLICY 6 - GENERAL FINANCIAL POLICIES OF LOCAL 002**

1. 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 documentation/receipts and be retained as part of the financial records of the Local pursuant to the terms outlined in AUPE Financial Policy #5.
2. The Treasurer and co-signer are authorized to approve routine expenditures on Local 002 business.
3. Contracts and agreements (catering, room rental, etc.) for Local 002 Council shall be reviewed and signed by the Local Treasurer. Insurance requirements would be determined at that time.
4. Any prepayment expenses will be paid by Local 002 cheque. In the event, a cheque is not acceptable the Local Treasurer will make other arrangements.
5. Events which will include catering or food over \$500 should be paid for by Local 002 cheque whenever possible.
6. Local 002 Council may plan a dinner at the Local 002 Annual General Meeting. Dinner will be supplied for Council Representatives only.
7. Unusual and other expenses, \$1000 and over, not yet authorized or budgeted must be submitted to the Finance Committee for recommendation to Council or to the Local Executive for emergency situations between Council meetings.
8. Unusual and other expenses, under \$1000, not yet authorized or budgeted must be submitted to the Local Treasurer for approval.
9. 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 placed before the Local 002 Council at the next regularly scheduled meeting of the Council.
10. 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.

11. Local 002 may contribute funding to the AUPE Hospitality Suite at the AUPE Convention. The amount of the contribution shall be ratified at a Local 002 Council meeting prior to Convention
12. Any motion to Local 002 Council with financial implications over \$1,000 shall be brought forward to the Finance Committee four weeks prior to the next Council meeting for the Finance Committee to provide a recommendation. Any other motions with financial implications must be brought forward when the Finance Committee report is being discussed.

## **POLICY 7 - LOCAL 002 ASSETS**

Local 002 has two types of assets:

- Depreciated assets; any individual asset over \$1,000.00 will be straight-line depreciated over a three-year period.
  - Undepreciated assets; which would include hardware, software and any other office equipment.
1. It is recognized that software and hardware becomes less functional over time. Such assets may require a repair, an upgrade, or replacement (evergreening) as they age/become less useful. Software and hardware will be upgraded or replaced as determined by the Local 002 Treasurer and user.
  2. Local 002 Council, through the recommendation of the Finance Committee, may authorize all new assets over \$750.
  3. An asset user will report any problems with the asset to the Local Treasurer and will provide an estimated cost of repair. The Local Treasurer will have the authority to approve the cost of an estimate or a reasonable repair to a hardware asset.
  4. If the Local Treasurer, in conjunction with the asset user, determines that an asset must be replaced, the following will apply:
    - a) 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 in for the new asset once approval to purchase has been authorized by Local 002 Council.
    - b) 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.
    - c) If there is no trade-in value the user will notify the Local Treasurer.
    - d) The Local Treasurer will compile all relevant information about the used asset and notify all Council Representatives that an asset is available and that bids to purchase would be entertained.
    - e) If there is still depreciable value to the asset, then this value would be the minimum amount the Local Treasurer could accept as a bid for the asset. The Local Treasurer will notify Council Representatives if there is still depreciable value to the asset.

- f) If there is no depreciable value to the asset all Council Representatives will have the opportunity to submit a bid on the asset.
  - g) If there are bids on the asset, the highest bidder will be offered the asset at the bid price, upon approval of Local Council.
  - h) In the event of two or more equal bids on an asset, the Finance Committee will determine the successful bidder by drawing lots.
  - i) In the event there are no bids on the asset the Local Treasurer can dispose of the asset to a non-profit organization or through AUPE Finance, with recommendations accepted by Council Representatives.
  - j) Local Executive will ensure that all electronic assets are wiped clean before the asset is awarded or disposed of.
5. A list of Local 002 assets will be compiled and maintained by the Local 002 Secretary and posted on the Local 002 Website, consisting of the following information:
- a) Year of purchase,
  - b) Make and model,
  - c) Serial or license number.

## **POLICY 8 - TIME OFF AND EXPENSES FOR LOCAL BUSINESS**

### 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 workday(s), as time-off is paid by the Local.
- b) 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.
- c) 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 A1 - Reimbursement of Salary attached).
- d) If a member lives 150 km, 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) Members are encouraged to use the online expense form on the Local 002 Website.
- b) Expense claims should be submitted within 15 business days of the date of the expense incurred for reimbursement. Incomplete or erroneous claim forms will delay the processing of the reimbursement cheque.
- c) The Local 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 and/or the Local 002 Council. Results from the appeal will be final.
- d) Members attending Council meetings, Convention 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 Local 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 Local Treasurer has been otherwise notified. The Local 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 Member Expense Claim Form.
  - i. The form must bear the claimants signature and be accompanied by receipts and voucher/invoices.
  - ii. Claims shall contain all substantiating information including dates, details of expenses incurred, and purpose/reason for expense.
- g) A member shall not claim an expense when the Local or AUPE Headquarters has already covered the cost (e.g. group meals, accommodations).
- h) All expense cheques issued by the Local Treasurer shall be cashed within 90 days of receipt of the cheque, in accordance with AUPE Policy 5.16. A member may request a replacement cheque in writing, returning the original cheque if possible, if it is within six months or less of the cheque's date. The Local Treasurer will cancel cheques that are stale dated (any cheques that are six months or older and not cashed).
- i) Wherever possible, e-transfer be the preferred method to reimburse expense claims.

## POLICY 9 - HONORARIA

1. The Local recognizes that there is a certain volunteer component to every elected or voluntary position.
2. 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.
  - a) Annual honoraria shall be offered in the following amounts for the following positions:

Chair	\$1500
Vice-chair	\$1500
Secretary	\$1500
Treasurer	\$1500
Provincial Executive Representative	\$1500
Bargaining Committee Chair	\$1500
Events Coordinator	\$1000
Website Administrator	\$1000
Occupational Health & Safety Liaison	\$750
Committee Chairs (excluding Bargaining Committee Chair)	\$375
Chapter Chair	\$250 or \$0.10 per member, whichever amount is higher
Chapter Table Officers (Vice Chair, Secretary, Treasurer)	\$100

- b) If a person holds more than one position, they are eligible to be considered for the honoraria amounts for each position held, as listed in 2.a.
- c) Honoraria for Chapter Chairs and Chapter Table Officers will be contingent on having a minimum of three (3) chapter meetings per year (with one such meeting being the Chapter AGM) as per AUPE Constitution Article 23.06. If the Constitutional requirement is not met, the honoraria will be prorated accordingly.
- d) A person has the right to refuse any honoraria offered.
- e) Canada Revenue Agency has determined that these are taxable benefits and are reported to AUPE Headquarters by the Local Treasurer. A Social Insurance Number will be required to process the payment.

- f) Council shall be informed of the payment of all honorariums annually, as part of the Local's proposed annual budget.
3. Honoraria for Chapter Chair and Chapter Table Officers
- a) The Chapter's proposed annual budget shall include the honoraria amounts for the Chapter Chair and Chapter Table Officers, as listed in 2.a.
    - i. The honorariums are calculated based on the timeframe from Chapter Annual General Meeting to the next Chapter Annual General Meeting
  - b) The count used to calculate the Chapter Chair's honoraria amount will be the same member count AUPE uses to determine a Chapter's annual Council Representative and Convention Delegate entitlements.
  - c) Once the Chapter's proposed annual budget is approved at the Chapter Annual General Meeting, the Chapter shall forward the approved budget to the Local Treasurer.

# **POLICY 10 - COMPENSATION FOR INTERNET ACCESS AND CELLULAR USE**

## **1. Internet Access**

- a) Local 002 will provide a monthly allowance, up to \$75 per month to any member elected to a position noted below who uses their personal internet access for AUPE Local business. This change is retrospective from July 1, 2021.
  
- b) The following positions are eligible for subsidy as outlined above:
  - i. Chairperson
  - ii. Vice-chairperson
  - iii. Secretary
  - iv. Treasurer
  - v. Provincial Executive Representative
  - vi. Occupational Health & Safety Liaison
  - vii. Bargaining Committee Chair
  - viii. Event Coordinator
  - ix. Chapter Chairs
  - x. In Chapters larger than 250 members, Chapter Secretary
  - xi. Any other positions with the approval of Local Council
  
- c) The Local 002 Website Administrator, being a unique position, will be reimbursed 100% of actual cost of Internet access based on invoices submitted.

## **2. Cellular Use**

- a) Local 002 will reimburse Local Executive positions (Chair, Vice Chair, Secretary, Treasurer and Provincial Executive Representative) and Bargaining Chair's monthly cell phone expense, up to \$75 per month. This change is retrospective from July 1, 2021.

- b) Canada Revenue Agency has determined that these are taxable benefits and they will be reported to AUPE Headquarters by the Local Treasurer. A Social Insurance Number will be required to process the payment for expenses that are not supported by an invoice. If invoices are provided, it is not deemed as a taxable benefit.

## **POLICY 11 - CHAPTER FINANCING**

1. In Local 002, the fiduciary responsibility of the Local Treasurer is to ensure that all Local and Chapter monies should be held and disbursed through one Local bank account. Any funds collected from the Chapter for events or ticket sales must be deposited into the Local 002 bank account.
2. Each year the Local shall include in their operating budget, funds to cover the operations of Chapters up to a maximum of \$12.00 per Chapter member. The Chapter shall submit a detailed budget to the Local 002 Treasurer four weeks prior to the Local Annual General Meeting.
  - a) A detailed rationale must be provided if a chapter budget request exceeds the \$12.00 per member allocation.
  - b) Funds budgeted that are not spent during the fiscal year shall not carry forward to the following fiscal year.
3. The Finance Committee shall review the budget requests prior to the Annual General Meeting while preparing the Local 002 budget. The Local Treasurer and Chapter Treasurer will work closely together to monitor the chapter finances.
4. The Local Treasurer shall incorporate any Chapter expenses into the appropriate accounting categories as required by the current accounting system and shall also keep an annual running total of expenses incurred by Chapters.
5. Chapter Events
  - a) Chapters are encouraged to host worksite meetings. When doing so, meeting organizers must contact their Chapter Chair/Treasurer requesting a budget prior to inviting members and guests.
  - b) All expenses must be paid by the organizer or a Chapter member and be submitted on an expense claim (with receipts and sign in sheets) to the Chapter Treasurer within 15 business days of the event.
  - c) Where an event has safety concerns or risks, and/or the potential for a negative perception of AUPE or Local 002, notification is required to Local Executive to ensure that AUPE insurance requirements are met.
    - i. This notification must occur prior to any payments being made or contracts/agreements being entered into (i.e. catering, room rental) by Chapter Executive.

## 6. Chapter Promotional Items

- a) Local 002 Chapters are authorized to make use of promotional items, up to \$300, with no one item to exceed \$50.00. These items are generally to be provided by the Local at Local expense. Prior approval must be obtained from Local Executive (Treasurer or Chair) by the Chapter prior to purchasing these items. These items are intended to increase members' participation in Chapter Annual General Meetings.
- b) Gift cards and movie tickets can be purchased by the Chapter Chair/Treasurer for prizes and must be awarded by random draw.
  - i. It is recommended that the value of the gift card/movie ticket does not exceed \$25.00. AUPE Policy stipulates that gift card/certificate value cannot exceed \$100 per member, per event.
  - ii. It is recommended that no more than 3, or 10% (whichever is greater) of attendees are awarded one of these as a prize.
  - iii. The attendee must sign as receiving the gift card or movie tickets and a monetary value may be deemed by Canada Revenue Agency to be a taxable benefit to the attendee.

## **POLICY 12 - REIMBURSEMENT OF MEMBER EXPENSES**

1. A member is entitled to reimbursement for authorized expenses incurred in connection with their official activities while on approved business on behalf of Local 002, subject to current AUPE policy and the approval of the Local 002 Treasurer and/or Local 002 Executive.
2. The Local 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.
3. Members attending approved union activities 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.
4. Expense claims should be submitted within 15 business days of the date of the expense incurred for reimbursement. Incomplete or erroneous claim forms will delay the processing of the reimbursement cheque.
5. All cheques issued by the Local shall be cashed within 90 days of receipt of the cheque, in accordance with AUPE Policy 5.16. A member may request a replacement cheque in writing, returning the original cheque if possible, if it is within six months or less of the cheque's date. The Local Treasurer will cancel cheques that are stale dated (any cheques that are six months or older and not cashed).
6. All claims for reimbursement for expenses incurred shall be submitted on the Member Expense Claim Form provided by the Local.
  - a) The expense claim form must bear the claimants signature and be accompanied by receipts and voucher/invoices.
  - b) Claims shall contain all substantiating information including dates, details of expenses incurred, and purpose/reason for expense.
7. A member shall not claim an expense when the Local or AUPE Headquarters has already covered the cost (e.g. group meals, accommodations, mileage).
8. Wherever possible, e-transfer be the preferred method to reimburse expense claims.
9. A member may request an advance up to 80% of the estimated expense by submitting the request, on the appropriate form to the Local 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 Local Treasurer makes an exception.

# **POLICY 13 - TRAVEL AND ACCOMMODATIONS**

## **1. Accommodation Expenses**

- a) Local 002 members 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 AUPE Headquarters is funding shared accommodation, the Local will pay the additional costs of single accommodation.
- b) Local 002 may pay accommodations for any Local 002 member:
  - i. Who travels more than 150 KMs one way to a union approved function, or
  - ii. Who, because of medical reasons or safety issues, chooses to stay overnight, or
  - iii. On any other occasions approved by Council or by Local Executive through the Finance Committee.
  - iv. If in doubt, the Committee Chair or Local Treasurer should be contacted for clarification.

## **2. Method of Travel**

- a) Local 002 members who attend conventions, affiliate conventions, or other functions in or out of province on behalf of Local 002, should take advantage of advance booking discounts on economy air travel by comparing discounts on regional airlines.
- b) If a private vehicle is used, reimbursement at the lower rate will apply.
- c) 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.

## **3. Travel Safety**

- a) Safety of our members is a priority when traveling to attend meetings. It is therefore recommended:
  - i. For members to ensure they have a contact person who knows of their time of departure and arrival.

- ii. To travel in daylight hours where possible and not to be fatigued, nor distracted.
- iii. To follow the recommendations of safety advisories and road conditions (511, road reports etc.).
- iv. Take rest breaks as needed. Best practice is to take a break every 2 hours for 15 to 20 minutes.
- v. Winter tires are recommended for driving in the winter (as per RCMP Investigation Findings) and ensure the vehicle has regular maintenance.
- vi. A 72 hour emergency preparedness bag should also be kept in the vehicle (including first aid kit, blanket, candle and matches, etc.).
- vii. Perform a vehicle walk around inspection prior to departure.
- viii. Minimize or remove any loose items in the vehicle when driving and where possible store items in the trunk, especially heavy items. If the vehicle has an open trunk space consider the possibility of installing a barrier to prevent objects from flying forward from the back, in the event of a collision.

# **POLICY 14 - BURSARIES, GIFTS, AWARDS & PRESENTATIONS**

## **1. Bursaries**

- a) 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. Bursary application, criteria, deadline, and disbursement are outlined in Policy 15 - Wellness and Personal Development Bursary Program.

## **2. Member Life-Event Donations**

- a) The Local Treasurer is authorized to donate up to \$100 to the family, or a charity of the family's choice, or purchase a gift for:
  - i. A Council Representative who is hospitalized.
  - ii. A Council Representative who is bereaved by loss of a family member (as defined by the Collective Agreement), including foster parent relationships of 5 years or more.
  - iii. The deceased's family in the event of the death of a Local 002 member.

## **3. Chapter Recognition of Service**

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

## **4. AUPE Life Membership**

- a) As per, AUPE Constitution Article 4.8
  - a. Local Life members: consisting of all those persons to whom a Local has awarded Life membership for meritorious service to that Local.
  - b. A Local Life member shall not be entitled to any rights under this Article; but may be entitled to rights and privileges as granted by the Local.
- b) Local 002 will pay expenses 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.

- i. Local 002 will not pay expenses for any subsequent Conventions unless the honoree is invited to attend by Local Council.
- ii. Local 002 honorees who live more than 50km outside of city limits shall have their accommodation expenses paid as per AUPE Policy.

#### 5. Local 002 Life Membership Policy

- a) Granting of Local 002 Life Membership is the highest honor our Local can bestow on a former member.
- b) Eligibility:
  - i. A nominee must have been a member of Local 002 for a minimum of ten years.
  - ii. Nominees must be retired or have left Local 002.
  - iii. Nominees must have provided special contributions to Local 002 on a Chapter, Local, or Provincial basis in four (4) or more of the following areas with two (2) being at Local 002 level:
    - A. Served on a Local 002 Committee(s).
    - B. Attended a convention (either AUPE or affiliate).
    - C. Served as an Component Officer of the Chapter, Local, or Area Council.
    - D. Served on an AUPE Standing Committee(s).
    - E. Actively encouraged other members to attend meetings (either at the Chapter or Local level) and kept members informed about the Union.
- c) Nomination Process
  - i. Nominations shall be accompanied by a written summary of each nominee's past union involvement and shall be forwarded to the Local 002 Secretary to be added to the agenda of the next Council meeting.
  - ii. Nominations for Local 002 Life Membership must be ratified by a majority of the Council Representatives who are present at a Council meeting.

- iii. The Local Chair shall inform each nominee of the Council's decision to present Local 002 Life Membership prior to the Local Annual General Meeting.

d) Award Presentation

- i. At the choice of the Local 002 Life Membership nominee, a presentation in recognition of their service will take place at the Annual General Meeting of Local 002 or at an appropriate union function.
- ii. The Life Membership Nominee will be presented with a Certificate of Life Membership and gift or gift card valued at \$100.00. The Life Membership Nominee's Chapter Executive must send a request to the Local Secretary to have the Certificate of Life Membership created and signed by the Local 002 Chair. The Chapter Executive will be responsible for purchasing the gift or gift card for the Nominee. Expenses of the Local Life Member Nominee will be Local 002's responsibility.

e) Rights and Privileges of Local 002 Life Member

- i. Life Members may attend all annual general meetings held by the Local. Mileage will be reimbursed within the boundaries of Alberta only.
  - A. Accommodations will be reimbursed based on one room for one night. One breakfast and one dinner may be claimed. Additional accommodations and meals may be approved by the Local 002 Treasurer. All expenses must have prior approval from the Local 002 Treasurer.

6. Meritorious Service Award

- a) 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 with engraving that reads:

Presented to [Name] in recognition  
of their many contributions to the Local by  
Alberta Union of Provincial Employees Local 002  
[Date of Presentation]

- b) If an honoree has been active mainly at the Chapter level, the honoree should be suitably honored by the Chapter. Exceptions to the eligibility criteria will be considered.
- c) Eligibility:

- i. The honoree shall have been a member of the Local Council for at least two full terms.
- ii. The honoree shall have been a component officer, as per AUPE Constitution for at least one full term.
- iii. The honoree shall have served on at least one Local committee.
- iv. 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  $\frac{2}{3}$  majority in favour.

## **POLICY 15 - WELLNESS AND PERSONAL DEVELOPMENT BURSARY PROGRAM**

The Wellness and Personal Development bursary program was created by the Local 002 Council to support our members, by giving back to the members. The program serves as a way to promote membership engagement in the activities of their Chapter, the Local and the AUPE.

1. Local 002 Council authorizes the Wellness and Personal Development (WAPD) Committee to award bursaries to Local 002 members only.
2. The WAPD Committee shall administer the Local 002 WAPD bursary program.
3. The total bursary amount for any particular year, shall not exceed the approved WAPD bursary budget amount allocated for the fiscal year.
4. Any Local 002 member who wishes to apply for the WAPD bursary must meet the following requirement in order for their application to be considered:
  - a) Completion of the Introduction to Your Union course.

AND

- b) At least one attendance, at their respective Chapter membership meetings in the calendar year in which they wish to apply for the bursary.

Implementation of the requirement will come into force in November 2023.

5. The Local 002 Policy Committee shall review this policy annually, and make recommendations to the Local 002 Council as necessary.



## **POLICY 16 - DONATIONS TO LOCAL MEMBERS ANNOUNCING THEIR CANDIDACY FOR ELECTED POSITIONS IN AUPE**

Local 002 supports current Local 002 members prepared to serve in the elected AUPE positions of President, Executive Secretary-Treasurer and Vice-President.

1. If a current Local member is nominated and runs for an elected position as noted above, the Local may donate up to \$2,000 to that member to assist them with expenses incurred during their election campaign.
2. If more than one current member chooses to run and funds are available, the Local may support up to two candidates at an un-reduced rate.
3. If three or more candidates run, the Local may support up to \$4,000 to be split equally amongst the members running.
4. These donations are conditional upon there being sufficient funds available for these donations.
5. To ensure that the financial amounts in this policy remain current, this policy shall be reviewed by the Finance Committee.
6. Criteria to Receive Funding:
  - a) To receive funding under this policy, potential candidates for any of the positions outlined above must inform the Local Treasurer and provide a budget for Finance Committee consideration and recommendation, at least two weeks prior to the September Council meeting before Convention.
  - b) Funds will be reimbursed following submission of an expense claim to the Local Treasurer.
7. Candidates who accept a nomination from the Convention floor for any of the above positions are not eligible to receive funding under this policy.

## **APPENDIX**

### **A1 - REIMBURSEMENT OF SALARY**

#### **AUPE POLICY - 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.

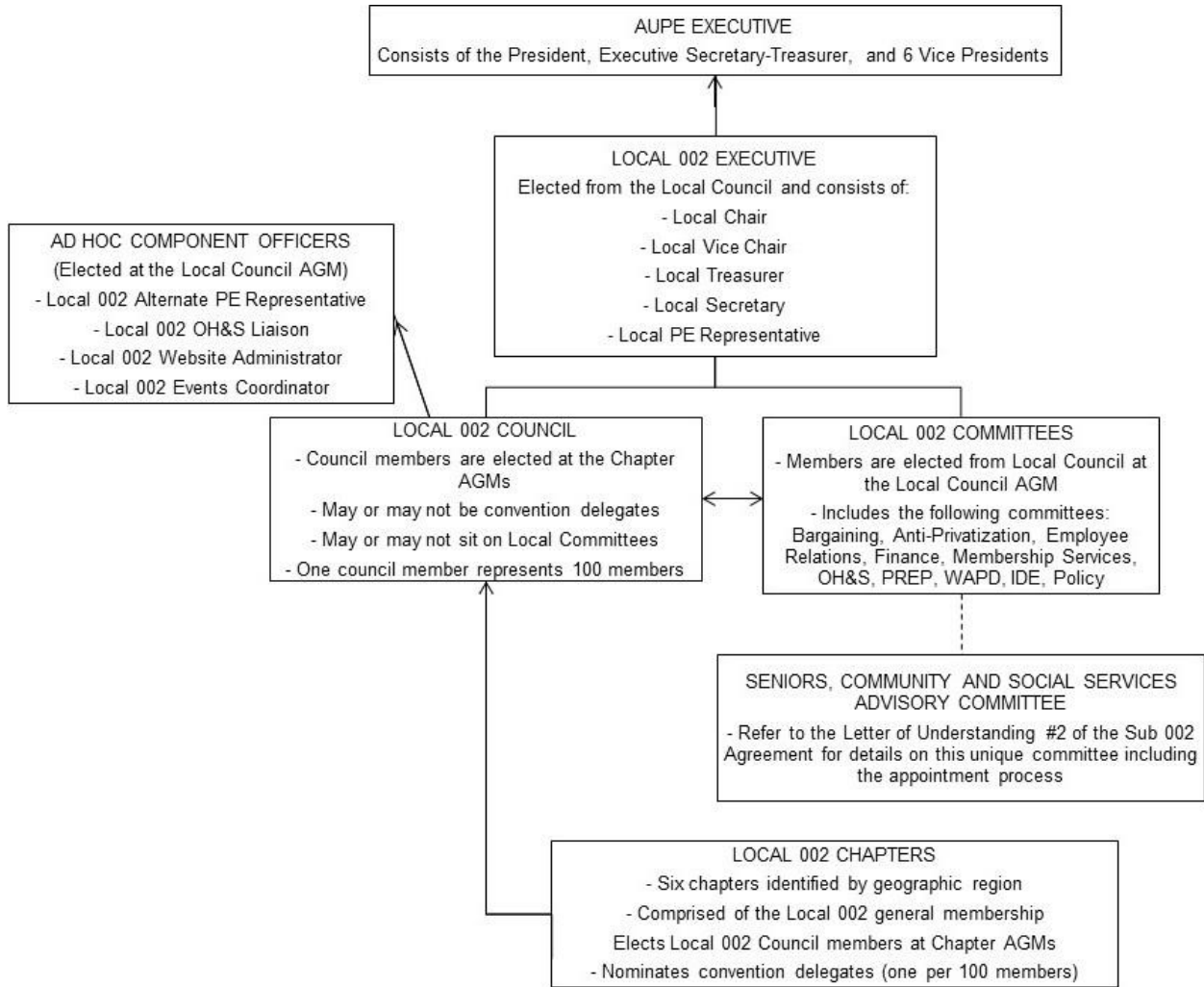
Should a member require clarification on this policy, contact the administrative assistant from the appropriate section or office that is administering the time off request.

## **A2- JOB DESCRIPTION - COUNCIL REPRESENTATIVE**

1. Attend all Chapter and all Chapter Executive meetings.
2. Understand the structure of the Local, including the reporting process and encouraged to take Union offered trainings.
3. Responsible for carrying out the business of the Local.
4. Obtain a copy of the current AUPE Constitution, Local Policies, and any other relevant information in order to effectively carry out the role of a Local 002 Council Member.
5. Utilize and promote the Local 002 website (<https://www.local002aupe.ca>) as much as possible. Feedback for changes or updates to the website is welcomed and should be sent to the Website Administrator.
6. Responsible for reading emails and other information sent out from the Local Executive and stay informed of the issues facing the Local membership and Local Council.
7. Respond to emails that require a response in a reasonable and timely manner, or by the date indicated.
8. Ensure that your Time-Off Requests (TOR's) for meetings are done through the Local 002 website as soon as possible. TOR are approved by Local Vice Chair at [vicechairlocal002@aupe.ca](mailto:vicechairlocal002@aupe.ca). If your TOR has been approved and you find at a later date that you cannot make the meeting, you must immediately notify the Local Secretary at [secretarylocal002@aupe.ca](mailto:secretarylocal002@aupe.ca) (who will find an alternate to attend in your place), and the Local Treasurer who will cancel your TOR.
9. If applicable, Expense Claims for Local Council meetings must be submitted to the Local Treasurer at [treasurerlocal002@aupe.ca](mailto:treasurerlocal002@aupe.ca) no later than thirty (30) days after the last date of the meeting.
10. As per Article 18.02(g) of the AUPE Constitution, Local council representatives shall:
  - a. Represent the interests of the members of their Chapter at the Local Council;
  - b. Attend the meetings of the Local Council (January, May and September);
  - c. Report on the functions of Local Council at the Chapter meetings and in writing at the Chapter AGM; and
  - d. Be worksite contacts.
11. Understand the mandates for the Local 002 committees

12. Foster discussions with all members about issues, trends and other information that could affect Local 002 members
13. Be prepared to debate issues and motions in an educated and productive manner.
14. Always understand and practice good governance.
15. Conduct yourself in a manner reflective of the AUPE Statement of Equality.

### A3- ORGANIZATIONAL CHART FOR COUNCIL REPRESENTATIVES



Updated: May 2023