

Welcome to Local 002

Presentation for the newly elected Council Reps.



Prepared by Ron Fernandes



WELCOME TO THE
**Alberta Union of
Provincial Employees**

GOVERNMENT
SERVICES

HEALTH CARE

EDUCATION

BOARDS, AGENCIES &
LOCAL GOVERNMENT

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AREA COUNCILS

AUPE Constitution

As per AUPE Constitution (Article 22.02) every Local is required to call a Council meeting (3) times a year, and one (1) such meeting shall be the Annual General Meeting of the Local Council. The Annual General Meeting of the Local is held not later than the 31st day of May.

Local 002 Council meetings are

Annual General Meeting

**May
(in-person)
Two day meeting
Friday and Saturday**

Council Meeting

**September
(in-person)
a day and half meeting
Friday and Saturday**

Council Meeting

**January
(zoom)
a day and half meeting
Friday and Saturday**

COUNCIL REPRESENTATIVE

Your role as a Council Rep.:

- You are representing 99 members and yourself which makes it 100 members.
- You can debate, agree or disagree on any topic/motions presented during these meetings.
- You can nominate yourself for any vacant position when there is an election at Local AGM for any any vacant position(s).



Elections are held every alternate year, and this is an election year for Chapters, Locals and AUPE as well. AUPE elections are held during Convention (President, Executive Secretary-Treasurer and six (6) Vice Presidents)

LOCAL 002

At the Local 002 AGM, elections are held for the following positions:

- Chair, Vice Chair, Secretary, Treasurer, Provincial Executive (PE) Rep., Events Planner, OH&S Liaison and Webmaster.

Local 002 has 10 Committees. As per Local 002 Policy, each committee has up to six (6) Council Reps. and two (2) Alternates:

Anti-Privatization/ Anti-Contracting Out
(APACO)

Employee Relations

Finance

Inclusion, Diversity and Equity
(IDE)

Membership Services

Occupational Health and Safety
(OH&S)

Policy

Point Rating Evaluation Plan
(PREP)

Wellness & Personal Development
(WAPD)

Bargaining: This Committee continues; and no election takes place until Bargaining is done.

Community & Social Services Advisory: This committee is just reporting back to the Local. No nominations are required. It's done at GoA.

There will be call out for nominations for the nine (9) Committees. Once elected, Committees are required to hold a quick short meeting and elect a Chair, Vice Chair and Secretary. Meetings are held prior to the Council meetings and/or when required. A report is submitted by each Committee at every Council meeting including the AGM.

If you visit the Local 002 website @ <https://www.local002aupe.ca/> Click on “About Us”



- Local Executives
- Chapter Executives
- Local Committees
- FAQ

MEETING NOTIFICATION

Six (6) weeks prior to the Council meeting/AGM, Local Secretary emails Council Reps about the upcoming meeting. The email will have details on how to register for the meeting. Every Council Rep is required to complete the RSVP indicating “YES or NO” attending the meeting. This is so the Local Secretary can contact the Alternates, immediately, if someone cannot attend. That is why there is a deadline for completing the RSVP.

Once you have submitted the RSVP, next step is to complete your Time off Request (TOR)

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TIME OFF REQUEST (TOR)

This document is located on the Local 002 website

<https://www.local002aupe.ca/>

If you are required to attend a meeting during work hours, you will need to fill out a [Time-Off Request Form](#)

Once you submit the completed Time-Off Request form

The Local Vice Chair approves, if all the information is correct

Otherwise, it can be rejected

AUPE will send your TOR to your personal email which is signed by your Supervisor/Manager or the delegation of approving authority in your area.



Request for Time-Off for Union Business

Use this form to request time-off to attend Local 002 meetings and events.

Personal Information

Name *

First Name

Last Name

Email *

Please enter your personal, non-GoA email address.

Membership number *

If you don't know your number, contact the member resource centre at 1-800-232-7284.

Chapter *

What is your hourly rate of pay (\$)??*

This information is required by AUPE.

Council Meeting Documents

[About Us](#) [News and Updates](#) [Documents and Forms](#) [Council Rep Login](#) [Contact](#)

- ❑ **Agenda**
- ❑ **Previous AGM minutes (draft)**
- ❑ **Table Officer's Report**
- ❑ **Committee Reports**
- ❑ **Budget**
- ❑ **Motions**

Member Expense Claim Form

For this any Council meetings/ AGM, members are allowed to claim the following:

- Out of town members: Mileage from residence to Hotel and vice versa (google map)
- In Town members: Mileage from residence to venue and vice versa (google map)
- Morning snacks and lunch is provided by the Local
- Out of town members: if staying over night or travelled a day before the meeting, please see below.

Breakfast - \$12.00 (if departure is earlier or time of return is later than 7:30 am)

Lunch - \$18.00 (if departure is earlier or time of return is later than 1:00 pm)

Dinner - \$25.00 (if departure is earlier or time of return is later than 6:30 pm)

- If a Social Event (Dinner) is hosted by your Local during the AGM. No mileage claim is allowed as its considered as social event.
- Please read the information provided on the back of the Expense Claim form which will give you a better understanding what you can and cannot claim.

VERY IMPORTANT

Council Reps. who are not in full attendance for meetings, will have their TOR cancelled and any related expense claims will be denied.

HOTEL ROOM BOOKING

You should receive a link to book your room

Or you can use the AUPE listed hotels located on the Local 002 website
To get AUPE preferred rates.

You can pay for the room and submit the invoice along with your Member
Claim Form for reimbursement of expenses.

If you have any issues at the hotel, please call or txt Local 002 Events Planner.

If you choose valet parking, that cost will be on you.



Q&A