

# POLICY MANUAL



CANADIAN UNION OF PUBLIC EMPLOYEES  
DELTA SCHOOL SUPPORT STAFF UNION  
LOCAL 1091  
(Delta School District #37)

**Implemented: December 1997**  
**Amended: December 1999**  
January 2001  
October 2002  
February 2003  
April 2005  
April 2010  
2017  
May 2018

**CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 1091**

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# **POLICY MANUAL CUPE LOCAL 1091**

## **GENERAL**

CUPE Local 1091 has deemed it necessary to provide a series of policies to guide the Executive and members in the administration of the Local. To that end the following policies have been adopted by the membership of Local 1091. (amended January 2014)

### **NEW POLICIES AND CHANGES TO CURRENT POLICIES**

All policies adopted by Local 1091 must state the intention and sufficient detail to allow for a clear and precise interpretation of the policies.

No change in these Policies shall be valid and take effect until approved by the National President.

All changes to policies and proposals for new policies must be presented to one membership meeting as a Notice of Motion. The proposed changes or new policy shall then be published for the members' information prior to the meeting at which the members' approval will be sought.

All policies require a majority of those voting to approve or amend policies, except as specifically spelled out in individual policies.

**POLICY 1**  
**UNION DUES/FEES AND**  
**ASSESSMENTS**

**1:01      UNION DUES**

- a)      The dues shall be 2% of the members' gross salary.
- b)      Changes in the Dues can be effected only by following the procedure for amendment of these policies, with the additional provision that the vote must be by secret ballot. Any proposed change in Union dues must include the effective date.

**1:02      ASSESSMENTS**

- a)      No assessment of any kind can be made by Local 1091 unless voted by a majority of the members present at a regular general meeting, following appropriate notice to all members of the proposed assessment, or at a special general meeting, called for that purpose and of which all members have received adequate notice, which shall not be less than seven (7) days, or by a majority voting in referendum of all members present. The vote shall be by secret ballot.
- b)      An assessment can be levied only for a specific purpose and for a specific period, and a continuing assessment, unless adopted by referendum, must be reviewed at a general meeting at least every six months.

**1:03      INITIATION FEES**

- a)      Each application for membership in the Local shall be directed to the Local's office for processing. A one-time Initiation Fee of Ten dollars (\$10.00) shall be paid in addition to monthly dues. (amended 2017)
- b)      The new member shall be initiated at a duly authorized meeting of the Local and shall be issued a union card.

## **POLICY 2 EXECUTIVE AND OTHER EXPENSES**

### **2:01 MILEAGE/PARKING** (amended 2017)

- a) Mileage as prescribed in the current Collective Agreement and as amended from time to time translated into cents/KM shall be paid. (amended Jan 2014)
- b) Mileage shall be paid to members using their own personal vehicle to attend to union business. The member will keep track and record all mileage and shall submit an expense voucher showing the details of why the mileage is being claimed and the distance each way.
- c) All claims for mileage shall be reviewed by the Secretary-Treasurer.
- d) If a member on Union business has to pay for parking, the member shall submit a receipt for parking and shall be reimbursed full cost.

### **2:02 WAGE LOSS**

- a) All members who are required to do Union business on School Board time shall do so without loss of wages or benefits.
- b) Wage loss shall include premiums normally paid (i.e. shift premium).

### **2:03 LEAVES OF ABSENCE FOR UNION BUSINESS**

- a) All leaves of absence must be authorized by the President or designate whenever the cost is to be charged to Local 1091.
- b) Leaves of absence paid for by the employer must be made through the Union office for processing.
- c) In all cases of requests by a member for leaves of absence for Union business the reason must be given.
- d) Leaves for committee work must be arranged at least 72 hours prior to the leave.

- e) The President shall circulate a report each month for the information of the members. A motion to receive and file shall be made at the membership meeting.
- f) Leaves of absence shall be paid from the various accounts for which it is requested. (i.e. Negotiations, Executive Board).
- g) The Executive Board shall have the power to authorize a leave in cases where the President has made a decision not to authorize the leave.
- h) The Office Assistant shall monitor the leaves and shall prepare the monthly report for the President. (amended 2017)

## **2:04 PER DIEM EXPENSES**

- a) Member(s) on authorized Union business shall be entitled to a daily per diem of Twenty Dollars (\$20.00) if their time loss is not being paid by the union (amended 2017)
- b) In addition, if a member(s) on authorized Union business need meal(s) during the day or evening, the member(s) shall be reimbursed expenses for the meal(s) as per the current CUPE BC Expense Policy. Alcoholic beverages are not to be reimbursed. (amended October 2002)

## **2:05 CONVENTIONS and/or CONFERENCES** (amended 2017)

### **a) Delegates to Conventions**

- (i) Except in special circumstances, Local 1091 will send full delegations to the following conventions:
  - CUPE BC
  - CUPE National
  - BC Federation of Labour
  - Canadian Labour Congress
- (ii) Delegates to these conventions shall be elected at the regular membership meeting in January of each year (as appropriate). (amended 2017)

**b) Delegates to Conferences**

Delegates to conferences shall be elected through the Motion process at a regular general membership meeting (added 2017)

c) There shall be a separate election for each convention and/or conference. Alternates shall, if the delegate is unable to attend, be sent in the elected delegate's place.

d) Alternates will either be those with the next highest number of votes after each election or, in the event the number of members running to be a delegate equals the number of delegates, the Executive shall appoint alternates if necessary.

e) Delegates to conventions and/or conferences shall be given a CUPE 1091 golf shirt or similar priced item of logo'd apparel. (added April 2003) (amended January 2014)

**f) Less Than Full Delegation**

If the membership at a regular membership meeting of Local 1091 by motion decide not to send a full delegation to a specific convention and/or conference, then only the number of delegates allowed by the motion will be elected. (amended January 2014)

**g) In Town Conventions and/or Conferences**

**(Within the Greater Vancouver Metro/Fraser Valley District)**

(i) All delegates to conventions and/or conferences shall be given a per diem as per the CUPE BC rate for daily expenses incurred while attending conventions and/or conferences. Delegates will be given the per diem prior to leaving for the convention and/or conference in sufficient time to allow for the cashing of the per diem cheque.

(amended January 2014)

(ii) In the event there is an unusual expense the member may submit that expense and the reason. The Executive shall have the authority to authorize such an unusual expense up to a cost of an additional one hundred dollars (\$100.00) per day. (amended October 2002)

(iii) Hotel Expenses - If a convention and/or conference is in town the delegate shall be offered the option of a hotel room based on single (non-shared) accommodation, paid by the Local. Additional costs for a spouse or partner are the responsibility of the delegate. (amended January 2014)

- (iv) The method of transportation to the convention and/or conference should be the most economical possible; that is, when available delegates are encouraged to carpool and/or use public transit.  
(amended October 2002)

**h) Out of Town Conventions and/or Conferences**

- (i) All delegates to out of town conventions and/or conferences shall be given a per diem as per the CUPE BC rate for daily expenses incurred while attending conventions and/or conferences. Delegates will be given the per diem prior to leaving for the convention in sufficient time to allow for the cashing of the per diem cheque. (amended January 2014)
- (ii) In the event there is an unusual expense the member may submit that expense and the reason. The Executive shall have the authority to authorize such an unusual expense up to a cost of an additional One Hundred Dollars (\$100.00) per day.
- (iii) Hotel Expenses - If a convention and/or conference is out of town the delegate shall be entitled to a hotel room based on single (non-shared) accommodation paid by the local. Additional costs for a spouse or partner are the responsibility of the delegate. (amended January 2014)

**i) Delegates Responsibility**

- (i) It is expected that all delegates will act in a responsible and honourable manner as representatives of CUPE Local 1091. A copy of CUPE's "Code of Conduct" and Equality Statement shall be provided to the delegate and it is expected that the code shall be observed. (amended January 2017)
- (ii) Delegates may be asked to submit an oral or written report at the first General Membership Meeting following the convention and/or conference. (amended January 2014)



**j) Transportation**

- (i) Transportation to and from the point of departure (if traveling by air) and to and from the point of arrival shall be reimbursed upon submission of appropriate receipts (taxi, bus, or limo) and a completed expense voucher.
- (ii) The method of transportation and the length of the stay shall be determined by the Executive Board taking into consideration the cost of transportation, leaves of absence, per diem and hotel costs to ensure the most reasonable costs as appropriate.
- (iii) The cost of spouses or partners traveling with delegates is the responsibility of the delegates.

**k) Telephone Calls**

- (i) Phone calls of a personal nature shall not be paid for by the Local Union except for calls home. Calls home shall be limited to two over the period of the convention and/or conference and shall be limited to a value of Twenty Dollars (\$20.00).
- (ii) Telephone calls on behalf of the Union shall be reimbursed upon submission of a properly completed expense voucher with receipts. The expense voucher must indicate the reason for the call and who the call was placed to.

**POLICY 3  
HONORARIUMS**

**3:01 EXECUTIVE MEMBERS**

Honorariums shall be paid to those listed below upon the completion of each month's service. (amended January 2017)

Secretary-Treasurer ..... Two Hundred Dollars (\$200.00) per month  
(amended May 2018)

Recording Secretary ..... One Hundred and Twenty Dollars  
(\$120.00) per month (amended May 2018)

First Vice-President..... One Hundred and Twenty Dollars  
(\$120.00) per month (amended May 2018)

Second Vice-President..... One Hundred and Twenty Dollars  
(\$120.00) per month (amended May 2018)

Third Vice-President..... One Hundred and Twenty Dollars  
(\$120.00) per month (amended May 2018)

No Member may receive more than one Executive Honorarium. (amended May 2018)

Any Officer of the Local who is on a full time release will not be eligible to receive an Honorarium. (added May 2018)

### **3:02 NON EXECUTIVE POSTIONS**

Honorariums shall be paid to those listed below upon the completion of each month's service. (amended May 2018)

Chief Shop Steward..... One Hundred and Sixty Dollars (\$160.00)  
per month (amended May 2018)

Communications Officer..... One Hundred and Forty Dollars (\$140.00)  
per month (added Apr 2005) (amended May 2018)

## **POLICY 4 EXPENSES AND BILLS**

### **a) Regular Expenses and Bills**

Except for ordinary expenses and bills approved at membership meetings, no sum over One Hundred Dollars (\$100.00) shall be voted for the purpose of a grant or contribution to a member or any cause outside CUPE, except by a Notice of Motion given in writing and dealt with at the following membership meeting.

### **b) Unusual Expenses**

The executive must give notice and the members must approve all unusual expenses of more than One Thousand Dollars (\$1000.00). This includes such matters as the purchase of new equipment. (amended January 2014)

### **c) Technological Expenses/Upgrades**

For the purpose of remaining current with technological advances on home equipment used for union business, an amount up to and including \$500.00 per calendar year will be made available to the current President, Secretary-Treasurer and Chief Shop Steward. (amended May 2018)

## **POLICY 5 ATTENDANCE AT RETIREMENT PLANNING OR SIMILAR SEMINARS**

The purpose of this policy is to lay out general guidelines to the Executive or member responsible to assist them in determining who should attend.

- 5:01** Upon reaching the age of forty-five (45), every member will be eligible to attend a Retirement Planning Seminar and they should consider attending at least one of the sessions at least three years before retirement. (amended October 2002)
- 5:02** The Executive Board will determine those to attend at the union's cost on the following basis:
- a) Those applying to go will be chosen in the reverse order according to their retirement date (i.e. those closest to retirement go first)
  - b) If chosen to attend at union cost, the member would be expected to pay their own transportation and food costs. The member's wages for the period of the seminar would be covered by the Local. (amended October 2002).
  - c) The registration fee for a one time attendance at a retirement planning seminar will be paid by the Local for both the member and the member's partner.
  - 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.
  - e) Where the Local sponsors the seminar, the Local may provide snacks and lunch. (amended April 2010)

## **POLICY 6 RETIREMENT GIFT/RECOGNITION**

- 6:01 Retirement Gift**
- a) Retirement means leaving the service of the employer at an age where the member will be eligible to receive pension benefits. This includes part-time and full-time members who have reached minimum retirement age or who, because of disability, are forced to retire.
  - b) All members who retire and apply shall be given a non-monetary gift with a total value, including taxes, not to exceed \$500.00 (amended November 2015).

## **6:02 Recognition Gifts**

### **a) President**

CUPE Local 1091's President, after having served one term, shall be given a non-monetary appreciation gift with a total value, including taxes, of \$250.00 acknowledging the hard work and countless hours spent on behalf of the membership. This gift shall be given at the earliest possible opportunity from the close of the term. This shall be a one-time only gift.

(amended November 2015)

### **b) Negotiating Committee**

#### **i) In recognition of the Negotiating Committee**

Each Negotiating Committee member shall be given two CUPE 1091 golf shirts to be worn at the Negotiation meetings. (amended April 2003)

#### **ii) Each Negotiating Committee member, upon conclusion of his/her duties; be given an appreciation/acknowledgment gift equivalent to one hundred dollars (\$100.00).**

## **POLICY 7 CUPE SCHOLARSHIPS**

**7:01** Local 1091 shall provide one scholarship of five hundred dollars (\$500.00) to each of the Delta Public Secondary Schools. Children or grandchildren of members of Local 1091, who are going on to post secondary education, will be eligible to apply for this scholarship. The scholarship committee of each school shall choose the recipient. (amended April 2010)

### **7:02 Emmy Bennett Scholarship**

Local 1091 shall provide the Emmy Bennett Memorial Scholarship in the amount of one thousand dollars (\$1000.00) to be awarded annually. This scholarship will be moved each year through the Delta Public Secondary Schools in an alphabetic rotation. Criteria for the awarding of the scholarship is to be at each school's discretion. (added April 2010)

### **7:03 Out of District Scholarships**

**a)** CUPE Local 1091 shall provide three (3) scholarships of Five Hundred Dollars (\$500.00) each for children or grandchildren of members of Local 1091 who attend a BC Public School outside of the Delta School District and who are going on to post secondary education and have made application to the Local. (amended May 2018)

**b)** Awarding of the scholarships shall be based on grades.

**c)** Application for a scholarship must include a letter of acceptance to a post secondary institution.

- d) Maximal award per student is one (1) scholarship.
- e) The Trustees of the Local shall form the scholarship committee. (adopted January 2014) (amended May 2018)

## **POLICY 8 EDUCATION**

### **8:01 Selection and Course Qualification**

Based on the needs of the Local (Schedule A), Executive recommendations, and with membership approval by majority vote. If time does not permit a membership vote, the Executive can authorize education expenses. (amended January 2014)

### **8:02 Course Eligibility**

Two day courses, where applicable or available, should be attended before week long courses may be attended (amended 2017)

### **8:03 Per Diem in Town**

All delegates to education courses shall be given a per diem as per the CUPE BC rate for daily expenses incurred while attending the education course. Delegates will be given the per diem prior to leaving for the education course in sufficient time to allow for the cashing of the per diem cheque. (amended 2017)

### **8:04 Per Diem Out of Town**

All delegates to education courses shall be given a per diem as per the CUPE BC rate for daily expenses incurred while attending the education course. Delegates will be given the per diem prior to leaving for the education course in sufficient time to allow for the cashing of the per diem cheque. (amended 2017)

### **8:05 Wage Loss**

Members on courses shall do so without loss of wages or benefits. Wage loss shall include premiums normally paid (i.e. shift premium)

### **8:06 Transportation**

- a) To and from the point of departure (air) and to and from the point of arrival shall be reimbursed upon submission of appropriate receipts (taxi, bus, limo) and a completed expense voucher.
- b) The method of transportation and the length of stay shall be determined by the Executive Board taking into consideration the cost of transportation, leaves of absence, per diem and hotel costs to ensure the most reasonable costs as appropriate.

- c) The cost of spouses or partners traveling with students is the responsibility of the student.

**8:07 Mileage**

Will be paid at the current rate per kilometer as prescribed in the Collective Agreement to members using their personal vehicle while traveling to and from course(s).

**8:08 Responsibility of Students**

It is expected that all students attending courses will act in a responsible and honourable manner. A copy of CUPE’s **“Code of Conduct”** and **Equality Statement** shall be provided to students and it is expected that the code shall be observed. (amended 2017)

**SCHEDULE “A”**

<b>COURSE NAME</b>	<b>Total Members Trained at all Times</b>
Collective Bargaining-Preparing for Bargaining	5
Collective Bargaining-Bargaining Skills	5
Collective Bargaining-Weeklong Workshop	5
Stewarding-Introduction to Stewarding	20
Steward Learning Series	20
Effective Leadership	5
Job Evaluation Rating Workshop	8
Arbitration	2
Specialized Courses	As Required

(Implemented January 2001) (amended January 2014)

**POLICY 9  
WORKSAFE BC AND/OR LONG TERM DISABILITY**

- 9:01** Where recommended by our Worksafe BC and/or Long Term Disability staff rep, the Local pay the cost of a doctor’s report to support a member’s appeal and that the member sign a form stating that any monies reimbursed to them by Worksafe BC and/or Long Term Disability for expenses incurred by the Local be returned to the Local (amended January 2014).

## **POLICY 10 TRUSTEES**

**10:01**The Local's Executive, in consultation with the Local's Trustees, will be empowered to bring forward to the membership recommendations to dispose of the Local's surplus assets. (added April 2005) (amended 2017)

## **POLICY 11 BARGAINING UNITS**

**11:01**Each Unit shall be entitled to One Hundred and Fifty Dollars (\$150.00) upon submission of receipts for refreshments for unit meetings each year. Alcoholic beverages will not be reimbursed. (added April 2005) (amended January 2014).