

LOCAL 002 POLICIES

February, 2020



Local 002

Table of Contents

POLICY 1 – GENERAL FINANCIAL POLICIES OF LOCAL 002	3
POLICY 2 - REIMBURSEMENT OF MEMBER EXPENSES	4
POLICY 3 - TIME OFF and EXPENSES FOR LOCAL BUSINESS	5
POLICY 5 - COMPENSATION FOR INTERNET ACCESS AND CELLULAR USE	7
POLICY 6 - HONORARIA	8
POLICY 7 - DONATIONS TO LOCAL MEMBERS ANNOUNCING THEIR CANDIDACY FOR ELECTED POSITIONS IN AUPE	9
Criteria to Receive Funding Under Policy #7	10
POLICY 8 - LOCAL 002 ASSETS	10
POLICY 9 - CHAPTER FINANCING	11
POLICY 10 – BURSARIES, GIFTS, AWARDS & PRESENTATIONS	12
AUPE Life Membership	12
Local 002 Life Membership Policy	12
Eligibility	13
Meritorious Service Award	13
POLICY 11 - OBSERVERS AT AUPE CONVENTION	14
POLICY 12 - LOCAL 002 WEBSITE CONTENT	15
POLICY 13: COUNCIL MEETING ATTENDANCE	16
APPENDIX	17
A-1 – REIMBURSEMENT OF SALARY	18
FINANCES 5-15	18
OCCUPATIONAL HEALTH AND SAFETY (OH&S) STATEMENT	19
TRAVEL SAFETY	19
COUNCIL MEMBER JOB DESCRIPTION	20

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.

POLICY 1 – 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 back-up information 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 Council business.
3. Contracts and agreements (catering, room rental, etc.) for Local Council shall be reviewed and signed by the Local Treasurer and/or Local Events Coordinator. Insurance requirements would be determined at that time.
4. Any pre-payment 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 may arrange for a dinner after/at the Local 002 Annual General Meeting. Dinner will be supplied for council members only, which will include one (1) alcoholic beverage per council member.
7. Unusual and other expenses not yet authorized or budgeted would go to the Finance Committee for recommendation to Council or to the Executive Committee for emergency situations between Council meetings.
8. 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 Council at the next regularly scheduled meeting of Local 002 Council.
9. 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.
10. Local 002 may contribute funding to the AUPE Hospitality Suite at the AUPE Annual Convention. The amount of the contribution shall be ratified at the annual Local 002 Council AGM.

(updated by Finance Committee –Carried-February 1, 2020)

POLICY 2 - REIMBURSEMENT OF MEMBER EXPENSES

1. A member is entitled to reimbursement for authorized expenses incurred in connection with his/her official activities while on approved business on behalf of the Local 002, subject to current AUPE policy and the approval of the Local 002 Treasurer and/or Local 002 Executive.
2. The 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 council meetings, convention, educational courses and committee meetings will only have their full expenses reimbursed for full attendance at the function unless the Chair, Treasurer or Committee Chair has been notified and provided approval in advance of any early departure unless extraordinary or emergent extenuating circumstances prevent advance notification or approval.
4. All expense Cheques issued by the Local shall be cashed within ninety (90) days of receipt of the Cheque, in accordance with AUPE Policy 5.16. The treasurer will cancel Cheques that are stale dated (any Cheques that are 6 months or older and not cashed). A member may request a replacement Cheque in writing, returning original Cheque if possible.
5. All claims for reimbursement for expenses incurred shall be submitted on the appropriate claim form provided by the Local. The expense claim form must bear the claimants signature and be accompanied by receipts and voucher/invoices. Claims shall contain all substantiating information including dates, details of expenses incurred, purpose/reason for expense, etc. A member shall not claim an expense when the Local or AUPE Headquarters has already covered the cost (e.g. group meals, accommodations) unless authorized by the Local Chair, Treasurer or Committee Chair. Electronic submissions will be accepted and if originals are required, the Treasurer will contact the member directly.
6. Claims submitted to the Local for convention expenses will be adjusted based on expenses paid by AUPE Headquarters.
7. Wherever, possible e-transfer be the preferred method to reimburse expense claims.
8. Any motion 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.
9. Expense claims should be submitted within 15 days of date expense incurred for reimbursement. Incomplete or erroneous claim forms will delay the processing of the reimbursement Cheque.
10. Members attending council meetings, convention, educational courses 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.

11. A member may request an advance up to 80% of the estimated expense by submitting the request, on the appropriate form to the Treasurer, at least two weeks in advance of the event. The member must submit their claim within 30 days after the expenses have been incurred.
12. All claims for reimbursement for expenses incurred shall be submitted on the appropriate claim form provided by the Local. The expense claim form must bear the claimant's signature and be accompanied by itemized receipts and voucher/invoices. Claims shall contain all substantiating information including dates, details of expenses incurred, and purpose/reason for expense. A member shall not claim an expense when the Local or AUPE Headquarters has already covered the cost (e.g. group meals, accommodations).
13. Any claims for an extraordinary or unusual expense not otherwise provided for must be receipted and accompanied by a full explanation and substantiating details. Where possible, such expenses must receive the prior authorization of the Treasurer before being incurred. Where no prior authorization was received reimbursement for such expenses is subject to the approval of the Local 002 Finance Committee.
14. Local 002 will pay expenses, as per Local 002 policy, 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. Local 002 will not pay expenses for any subsequent Conventions unless the honoree is invited to attend by Council. Local 002 honorees who live more than 50km outside of city limits shall have their expenses paid as per AUPE Policy #7.

POLICY 3 - TIME OFF and EXPENSES FOR LOCAL BUSINESS

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. 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.

b) 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 A-1 attached)

c) If, a member lives 150 km, or less, from the location of a scheduled event, no time off for travel purposes will be provided.

d) Local Executive shall give consideration to extenuating circumstances.

2. Expenses

a) Members are encouraged to use the online expense form.

b) Expense claims must be submitted by the next regular council meeting for reimbursement. Incomplete or erroneous claim forms will delay the processing of the reimbursement Cheque.

c) The Chair 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, educational courses 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.

AUPE Local 002 Policies – amended May 2019 Page 4

e) A member may request an advance up to 80% of the estimated expense by submitting the request, on the appropriate form to the 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 Treasurer has been otherwise notified. The 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 appropriate claim form provided by the Local. The expense claim form must bear the claimants signature and be accompanied by receipts and voucher/invoices.

Claims shall contain all substantiating information including dates, details of expenses incurred, and purpose/reason for expense. A member shall not claim an expense when the Local or AUPE Headquarters has already covered the cost (e.g. group meals, accommodations).

g) All expense Cheques issued by the Local shall be cashed within ninety (90) days of receipt of the Cheque, in accordance with AUPE Policy 5.16. The treasurer will cancel Cheques that are stale dated (any Cheques that are 6 months or older and not cashed). A member may request a replacement Cheque in writing, returning original Cheque if possible

h) Any claims for an extraordinary or unusual expense not otherwise provided for must be receipted and accompanied by a full explanation and substantiating details. Where possible, such expenses must receive the prior authorization of the Treasurer before being incurred. Where no prior authorization was received reimbursement for such expenses is subject to the approval of the Local 002 Finance Committee.

i) Local 002 will pay expenses, as per Local 002 policy, 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. Local 002 will not pay expenses for any subsequent Conventions unless the honoree is invited to attend by Council. Local 002 honorees who live more than 50km outside of city limits shall have their expenses paid as per AUPE Policy #7.

POLICY 4 – TRAVEL AND ACCOMMODATIONS

1. Accommodations

a) It is the policy of AUPE Local 002 that members of the Local 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 Headquarters is funding shared accommodation, the Local will pay the additional costs of single accommodation.

b) Local 002 Council may pay accommodations for any Local 002 member:

- Who travels more than 150 KMs one way to a function, or
- Who, because of medical reasons or safety issues, chooses to stay overnight, or
- On any other occasions approved by Council or by Local Executive through the Local Finance Committee.
- If in doubt, contact the Committee Chair or Treasurer for clarification.

2. Travel Costs

- a) It is the policy of AUPE Local 002 that members of the Local who attend conventions, affiliate conventions, or other functions in or out of province on behalf of Local 002, take advantage of advance booking discounts on air travel and compare discounts of regional airlines. If a private vehicle is used, re-imbursement at the lower rate will apply.
- b) 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.

POLICY 5 - COMPENSATION FOR INTERNET ACCESS AND CELLULAR USE

1. Local 002 will provide a monthly allowance of \$25 per month to any individual elected to a position noted below who uses their own internet access for AUPE Local business.
2. The following positions are eligible for subsidy as outlined in Paragraph 2:
 - a) Chairperson
 - b) Vice-chairperson
 - c) Secretary
 - d) Treasurer
 - e) Provincial Executive Representative
 - f) Occupational Health & Safety Liaison
 - g) Bargaining Committee Chair
 - h) Event Coordinator
 - i) Chapter Chairs
 - j) In Chapters larger than 250 members, Chapter Secretary
 - k) Any other positions with the approval of Local Council
3. The Local 002 Webmaster, being a unique position, will be reimbursed 100% of actual cost of Internet access based on invoices submitted.
4. Local 002 will reimburse Local Executive positions (Chair, Vice Chair, Secretary, Treasurer, and Provincial Executive Representative) and Bargaining Chair's monthly cell phone expenses for \$40.00 per month.

4. As part of its annual business, the Finance Committee shall bring forward a motion regarding honoraria for the consideration of Council at the Annual General Meeting each year. Each member offered an honorarium will have the option to refuse the honorarium.
 - a) The motion shall name each individual involved and the specific honorarium recommended to be offered to each individual.
 - b) The Finance Committee shall consider part-time service, or multiple individuals in the same position within their motion.
 - c) If a person holds more than one position listed in #1, they are eligible to be considered for the payment for each of the positions as listed in #2.

5. Honoraria for Chapter Table Officers

As part of the Chapter's annual budget request, the Chapter may request funds in their budget for honoraria. Chapter Chairs to be paid honoraria equal to committee chairs, of \$250 a year, or \$0.10 per member; or whichever is higher. The count used to calculate the budget amount will be based on member count as of December 31 of the prior year. Chapter Table Officers will receive \$100 a year, beginning July 1, 2019.

At the AGM, the Chapter must include the honoraria amounts as part of the proposed budget to be voted on. The Chapter must also present a motion to pay the honoraria. This motion must list the position, name of person in the position, and amount.

Any motion passed at the AGM must be forwarded to the Local Treasurer for processing. Any amounts paid as honoraria are subject to CRA rules.

This policy shall be reviewed by the Finance Committee as required and recommendations for amendment presented to Local Council for ratification. (updated by Finance Committee – carried, Feb 1, 2020)

POLICY 7 - DONATIONS TO LOCAL MEMBERS ANNOUNCING THEIR CANDIDACY FOR ELECTED POSITIONS IN AUPE

1. Local 002 supports current Local 002 members prepared to serve in the elected AUPE positions of President, Executive Secretary-Treasurer and Vice-President.
2. If a current Local member is nominated and runs for an elected position as noted in paragraph 1, the Local may donate up to \$2,000 to that member to assist them with expenses incurred during their election campaign.
3. 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.
4. If three or more candidates run, the Local may support up to \$4,000 to be split equally amongst the members running.
5. These donations are conditional upon there being sufficient funds available for these donations.
6. To ensure that the financial amounts in this policy remain current, this policy shall be reviewed by the finance committee.

Criteria to Receive Funding Under Policy #7

To receive funding under this policy, potential candidates for any of the positions outlined in point 2, 3, or 4 of this Policy, must inform the treasurer and provide a budget for Finance Committee consideration and recommendation, at least 2 weeks prior to the September Council meeting before Convention. Funds will be reimbursed following submission of an expense claim to the Local Treasurer.

Candidates who accept a nomination from the Convention floor for any of the above positions are not eligible to receive funding under this Policy.

(Updated by Finance Committee – Motion carried May 2019)

POLICY 8 - LOCAL 002 ASSETS

1. Local 002 has two types of assets:
 - a) Depreciated assets – any individual asset over \$1,000.00 will be straight-line depreciated over a three-year period.
 - b) Undepreciated assets, which would include hardware, software and any other office equipment.
2. It is recognized that software devalues very rapidly and may need to be upgraded or replaced more frequently than hardware to remain viable to the user and may have no value when the associated hardware is repaired or replaced.
3. Council, through the recommendation of the Finance Committee, may authorize all new assets over \$750.
4. An asset user will report any problems with the asset to the treasurer and will provide an estimated cost of repair. The Treasurer will have the authority to approve the cost of an estimate or a reasonable repair, as determined by the Treasurer, to a hardware asset.
5. If the 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 on the new asset once approval to purchase has been authorized by Council.
 - b) In the event of an emergency, the 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 Treasurer.
 - d) The Treasurer will compile all relevant information about the used asset and notify all Council members that an asset is available and that bids to purchase by Local 002 Council members would be entertained.
 - e) If there is still depreciable value to the asset, then this value would be the minimum amount the Treasurer could accept as a bid for the asset. The Treasurer will notify Council members if there is still depreciable value to the asset.
 - f) If there is no depreciable value to the asset all Council members 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 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 Treasurer can dispose of the asset to non-profit organization or through AUPE finance, with recommendations accepted by members of Council.
- j) Local Executive will ensure that all electronic assets are wiped clean before the asset is awarded or disposed of.

POLICY 9 - CHAPTER FINANCING

1. In Local 002, the fiduciary responsibility of the Local Treasurer 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. Local 002 recognizes that Chapters will incur expenses for the operation of the Chapter.
3. Each year the Local shall include in their operating budget funds to cover operations of chapters in the amount of a maximum of up to \$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.
4. A detailed rationale must be provided if a chapter budget request exceeds the \$12.00 per member allocation. The finance committee shall review the budget requests prior to the AGM while preparing the Local 002 budget. The treasurer and chapter chair will work closely together to monitor the chapter finances.
5. Funds budgeted using the formula in #3 that are not spent during the fiscal year shall not carry forward to the following fiscal year.
6. The Local Treasurer shall incorporate any Chapter expenses into the appropriate accounting categories as required by the current accounting system but shall also keep an annual running total of expenses incurred by Chapters.
7. Where an event has safety concerns or risks, and/or the potential for a negative perception of AUPE or Local 002, discussion is required with Local Executive. This discussion must occur prior to any payments being made or contracts/agreements being entered into (i.e. catering, room rental) by Chapter Executive, Insurance requirements would be determined at that time.
8. 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. 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 days of the event.
9. To ensure that the amounts listed in #3 remain current, this policy shall be reviewed by the Finance Committee as required and recommendations for amendments presented to Local Council for ratification.

(Updated by Finance Committee – Motion carried May 2019)

POLICY 10 – BURSARIES, GIFTS, AWARDS & PRESENTATIONS

1. 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 WAPD Committee Terms of Reference.(motion carried Sept 21, 2019)
2. Local 002 Chapters are authorized to make use of promotional items, up to \$300 with no one item to exceed \$50.00 each in cost to the Chapter, to increase members' participation in Chapter AGM's. Such funds are in addition to the allocation for Chapter financing as outlined in Policy #7. Gift cards and movie tickets with a monetary value may be deemed by Canada Revenue Agency (CRA) to be a taxable benefit and must be signed for by the member receiving the gift card or movie tickets.
3. The Treasurer is authorized to donate up to \$100 to the family or a charity of the family's choice, or purchase a gift for:
 - a) A Council member who is hospitalized
 - b) A Council member who is bereaved by loss of a family member (as defined by the Collective Agreement), including foster parent relationships of 5 years or more
 - c) The deceased's family in the event of the death of a Local 002 member
4. Chapters are authorized to spend up to \$100 to recognize members for service at the Chapter level.

AUPE Life Membership

AUPE Constitution (2017) - Article 4.0

- 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.

Local 002 Life Membership Policy

Granting of Local 002 Life Membership is the highest honor our Local can bestow on a former member.

1. Nomination Process
 - a) Nominations for Local 002 Life Membership must be ratified by a majority of the Council members who are present and entitled to vote at a Council meeting.
 - b) Nominations shall be accompanied by a written summation of each nominee's past union involvement shall be forwarded through the Chair of Local 002. The Local Executive shall review the applications.

2. Observers are expected to commit to attend the full session.
3. 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 provide 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 on the Local 002 website.

POLICY 12 - LOCAL 002 WEBSITE CONTENT

The following items shall be placed on the Local 002 website at local002.aupe.ca

Local 002 Policies

Names of the Local Executive

Names of Council members and their chapter affiliation

Contact information for union stewards

Terms of Reference for all Local 002-funded Committees

Notices of meetings and minutes of the Local Council (draft minutes to be sent within a month of council meeting; approved minutes to be sent within a month of council approval)

Dates of meetings of the Local Executive meeting dates to be sent a least one month before the meeting whenever possible)

Position descriptions for executive positions

Contact information for Union Stewards shall be posted on the Local 002 Website. Stewards to provide their preferred contact information

Other items that the Local Executive or Local Council determines should be placed on the website

Each committee of Local 002 shall provide to the Webmaster the following items for inclusion on the Local 002 website:

DNames of the committee members, including the committee Executive

E Meeting dates for calendar

F Reports to Council to be posted for five years

G Position description for committee chair

H Other items the committee determines should be placed on the website

Each chapter of Local 002 shall provide to the Webmaster the following items for inclusion on the Local 002 website:

D Names of the Chapter Executive;

E Meeting notices;

F Council representative reports from Chapter annual general meetings; and

- d) Other items the Chapter determines should be placed on the website
13. Photographs of members may be included on the website.
 14. A member's name will be removed from the website upon a written request to the Webmaster.
 15. All documents that have been submitted to the Webmaster will be posted to the website within 14 days.
 16. That all content that is to be updated/required to be updated; will be provided to the Webmaster within 2 months of timelines. (Updated by Webmaster – Motion carried Feb 1, 2020)

POLICY 13: COUNCIL MEETING ATTENDANCE

To be considered a Council Member in good attendance standing- all elected council members are expected to attend all Council meetings for the entire duration of scheduled meeting,

A list of council members' attendees will be maintained, by Local 002 Secretary, the list will be included as part of each Local 002 Council Meeting, meeting information package.

The attendance record of all Chapter council reps 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."

Council Representative are expected to provide RSVP form notification to confirm attendance as soon as possible. If unable to attend the entire duration of the scheduled meeting, just cause needs to be included on the RSVP form. If response indicates limited availability for attendance, Executive, reserves the right to decide if an alternate will be contacted who is able to attend the entire scheduled meeting. If there are no more alternates available, Executive will consider partial attendance on a case-by-case situation.

- Added February 2020

APPENDIX

A-1 – REIMBURSEMENT OF SALARY

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.

OCCUPATIONAL HEALTH AND SAFETY (OH&S) STATEMENT

TRAVEL SAFETY

- As travelling occurs to attend meetings, and as safety of our members is a priority when travelling it is therefore recommended:

- For members to ensure when travelling they have a safe travel practice; a check in/check out process of having a contact person who knows of their time of departure and arrival.
- To travel in daylight hours where possible and not to be fatigued, nor distracted
- To follow the recommendations of safety advisories and road conditions (511, road reports etc.),
- Take rest breaks as needed (best practice is 15-20 min. every 2 hours)
- Winter tires are recommended for driving in the winter (as per RCMP Investigation Findings) and ensure vehicle has regular maintenance
- A 72 hour emergency preparedness bag should also be kept in vehicle (first aid kit, blanket, candle and matches, etc.)
- Perform a vehicle walk around inspection prior to take off
- Minimize or remove any loose items in vehicle when driving and where possible store in truck, especially heavy items. If have an open trunk space Investigate the possibility of installing a barrier to prevent objects from flying forward from the back.

- Added February 2020



Local 002

JOB DESCRIPTION - Council Member

- Attend Chapter and Chapter Executive meetings;
- Have an understanding of the structure of the Local, including the reporting process;
- Responsible for carrying out the business of the Local;
- Obtain a current copy of the AUPE Constitution, Local Policies, and any other relevant information in order to effectively carry out the role of a Local 002 Council Member;
- Utilize and promote the Local 002 website as much as possible. Feedback for changes or updates to the website is welcomed and should be sent to the webmistress;
- Ensure that your Time Off Requests (TOR's) for meetings are done through the Local 002 website as soon as possible. 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 (who will find an alternate to attend in your place), and the Local Treasurer who will cancel your TOR;
- If applicable, submit any expense claims for Local Council meetings to the Local Treasurer no later than thirty (30) days after the last date of the meeting (Local 002 policy #7.2);
- As per article 18.02(g) of the AUPE Constitution, Local council representatives shall:
 - i. Represent the interests of the members of their Chapter at the Local Council;
 - ii. Attend the meetings of the Local Council; *
 - iii. Report on the function of Local Council to the meetings of the Chapter and in writing to the AGM of the Chapter; and
 - iv. Be worksite contacts.

* Typically, three (3) Local council meetings are held during the year; September, January, and the AGM in May. There is a pre-convention council meeting for Convention delegates before the start of Convention in October.
- Take responsibility 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;
- Have an understanding of the mandates for the Local 002 committees;
- Respond in a reasonable and timely manner, or by the date indicated, to all emails that require a response;
- Foster discussions with all members about issues, trends and other information that could affect Local 002 members;
- Be prepared to debate issues and motions in an educated and productive manner;
- Understand and practice good governance at all times; and
- Conduct yourself in a manner reflective of the AUPE Statement of Equality.



Local 002

Organizational Chart for Council Members

