

# Local 003

## Policies and Procedures

### PREAMBLE

AUPE Constitution (2017) – Article 22.09:

“The Local Council shall formulate policy for the guidance of the members of the Local and shall exercise executive and administrative control over the affairs of the Local.”

Although Local 003 policies and procedures are in place, in the event of any discrepancy, the AUPE Constitution and AUPE policies and procedures shall prevail.

### FINANCES

#### **a) Local Financial Responsibilities**

All Local Council sub committees formed by the Local and other related expenses should be based on AUPE Finance Policy 5-1.

Pulling from investment accounts must be an 85 percent majority of council reps in attendance and 85 percent must be in favour.

#### **b) AUPE Annual Convention**

All expenses attributable to the AUPE Annual Convention, including the three (3) observers elected at the Annual General Meeting of the Local will be based on AUPE Finance Policy 5-28.

#### **c) Chapter Financing**

Each Chapter will be provided a budget in the amount of \$200.00. Payment will be in the form of a cheque made payable to the Treasurer of the Chapter. The purpose of the funding is to provide refreshments at the Chapter Annual General meeting. Chapter funding will be distributed to the respective Council member at the September Local Council meeting each year.

If during the course of the year, a Chapter requires additional funding for the purpose of holding additional Chapter meetings, the following process shall apply:

A proposal providing rationale for funding shall be submitted by the Chapter to the Local Treasurer not less than seven (7) days prior to the Chapter meeting. The Local Executive will review the request and shall have authority to approve additional funding to a maximum of \$200.00.

**d) Gifts and Donations**

All requests for gifts and donation must receive the approval of the Local Council. Proposals for funding will be made in writing to the Local Executive thirty (30) days prior to the Local Council meeting.

Where extenuating circumstances exist and timeliness of the request is such that a decision on the matter needs to be made prior to the next Local Council meeting, the Local Executive will have the authority to approve an expense up to a maximum of \$800.00.

**e) Computers**

For the purpose of conducting Local Union business the Local Executive members shall be provided a laptop to a maximum of \$800.00 each four (4) years.

Additional memory can be addressed through purchase of either an external hard drive or USB stick to a maximum of \$100.00.

Each Council Representative, upon request to the Local Treasurer, will be provided a USB memory stick to a maximum of two (2) gigabytes for use during their term on Council.

Any and all electronics purchased by AUPE Local 003 remains the property of AUPE Local 003, unless purchased by the member after use on an agreed upon price.

**f) Cell Phones**

The Chair of the Local shall be reimbursed for the purchase and use of Internet service. In addition, the Local Chair shall be reimbursed for the purchase and use of a cell phone exclusively for the purpose of conducting Local Union business. Revenue Canada regulations shall apply.

Remaining Local Executive members shall be reimbursed for cell phone and Internet charges to a maximum of \$100.00 per month. (2001/09/16)

Any and all electronics purchased by AUPE Local 003 remains the property of AUPE Local 003, unless purchased by the member after use on an agreed upon price.

**g) 30 and 40 Year Long Service Plaques**

The Local Executive has commissioned the making of plaques by the inmates at the Fort Saskatchewan Correctional Centre. However; the same criteria shall apply as that of AUPE Policy 10-2 Membership Recognition Pins/Certificates including the following:

-Members attaining 30 and 40 years of membership in AUPE shall receive a Plaque commemorating this event at the Chapter AGM.

-Members must be present at the Chapter AGM to receive their plaque.

-A plaque shall only be produced upon the written request from the Chapter Chair to the Local Treasurer not less than six (6) weeks in advance of the Chapter AGM.

-If a member believes they were overlooked and missed receiving a membership plaque, it shall be the Chapter Chair's responsibility to forward a written request to the Local Treasurer. Only written requests shall be responded to.

-The appropriate Local Executive member assigned to attend the Chapter meeting shall deliver the plaques.

**h) Retirement Plaques**

The Local Executive has commissioned the making of plaques by the inmates at the Fort Saskatchewan Correctional Center.

-A plaque shall only be produced upon the written request from the Chapter Chair to the Local Treasurer not less than six (6) weeks in advance of the member's date of retirement.

-If a member believes they were overlooked and missed receiving a retirement plaque, it shall be the responsibility to forward a written request to the Local Treasurer. Only written requests shall be responded to.

**i) AUPE Calendars**

Each year the Local will provide an AUPE calendar for distribution amongst the members. Distribution of the calendars will take place at the AUPE Convention to either the Chapter Chair or Council Representative attending Convention. It will be their responsibility to ensure the calendars are distributed throughout their respective workplace.

By May 17 of each year, the Chapter Chair of each Chapter must notify the Local how many calendars they wish to order.

**j) Local 003 Representation at AUPE Sponsored Events**

The Executive will represent the Local at AUPE sponsored events (ie. Curling, Golf etc.). In the event an Executive member is unable to attend, a member(s) will be selected from Local Council members by Local Executive to fill the position(s).

In addition, the Local will pay for one additional team for each event. Time off will not be covered, however, the Local will pay for travel, accommodation and other related expenses.

**k) Local 003 Attendance at Peace Officer Memorial**

When the financial position of the Local 003 is adequate, Local 003 Executive will allow for attendance of Local 003 members at the Peace Officer Memorial Celebration in Ottawa.

The following guidelines will apply:

-Local 003 Treasurer will update the Local Executive of Local finances at the Executive meeting prior to the January Council Meeting.

-The Local Executive will discuss and recommend to the Local 003 Council at the January Council meeting if the financial position of the Local can support sending Local members to the Peace Officer Memorial in Ottawa. Local 003 Executive will also recommend the number of members the financial position supports. The position of the Local Executive will be to send five (5) members, unless the Local financial position dictates otherwise. The intent is that the five (5) members will be made up as follows: 1 CSW, 1 CPO, 1 CVEB, 1 Sheriff and 1 Local Executive member.

-Before the end of January and after the January Council meeting, the application will be posted on the Local 003 website. The application will be required to filled in online. The application will be available until two (2) weeks before the Local Annual General Meeting.

-Applications will be brought before Council for discussion. Council Representatives will voice their support for who they would like to attend.

-Applicants will be required to have attended the Alberta Peace Officer Memorial in Edmonton to be selected to attend the Peace Officer Memorial in Ottawa.

- Applicants must demonstrate previous or current active union involvement to be considered to attend.

-Local 003 Executive will have the final decision on applicants. (In case of cancellation, failure to get time off approval or other tribulation).

**l) Grassroots campaigns**

Grassroots campaigns where chapters are requesting financial support from the Local, including but not limited to the participation and assistance of the Local Executive, will require a vote of the affected membership according to the below stipulations in order to ensure the grassroots campaign has sufficient support to be successful and the Local is spending members' money responsibly.

- 1) All wage, temporary, and permanent Local 3 members who would be affected by the proposed change sought by the grassroots campaign would be entitled and expected to vote on the proposal.
- 2) A high participation rate of at least 85% would be needed. Members on long term leaves (WCB, LTD, & GI) would be included in the 15% allowable non-participation.
- 3) The vote would be conducted over a defined period (i.e. 24 to 48 hours) and would be supervised and run by members of the Local Executive. The chapter executive, the employer, and AUPE will be invited to have scrutineers supervise the voting and the counting of ballots if they so choose.
- 4) Ideally the vote would be held on-site and, in worksites that are a continuous operation, will be scheduled over one shift's Day 6 and another shift's Day 1.
- 5) A high majority of at least 85% in-favour would be required.
- 6) As long as each participating member has been given an opportunity to vote and offered a ballot, neither an abstention nor a spoilt ballot shall be counted in the number used to determine the 85% majority.
- 7) If the vote is successful, the Local Executive will have authority to approve expenditures up to \$800 to support the grassroots campaign. Any further expenditures towards the grassroots campaign shall be submitted to Local Council within the timelines for consideration at the next Council meeting. Expenditures must be substantiated by the submission of receipts and other expense paperwork in compliance with AUPE and Local 003 policy.

**m) Investment Account**

Local 3 shall maintain investments with AUPE Headquarters with a balance of no less than the outstanding time-off owed to the employer.

**LOCAL COUNCIL MEETINGS**

All Local 003 Council meetings will be at the call of the Chair, as per article 22.02 of the AUPE Constitution which states: "The Chair shall call meetings of the Local Council at least three (3) times per year and one such meeting shall be the Annual General Meeting (AGM) of the Council. The AGM shall be held no later than the 31<sup>st</sup> of May."

The first Council meeting of the year (usually January) will be held via Video Conference.

All Council meetings will be held at the AUPE Headquarters in Edmonton starting at 9:00am.

All Local 003 Council Representatives are expected to remain for the duration of the meeting except under extenuating circumstances.

Where a Council Representative is unable to attend a Council meeting, they shall immediately confirm the attendance of their Council alternate with the Local Secretary.

It is the responsibility of the Council Representative to provide to their alternate all necessary documents (ie. Minutes) for the Local Council meeting.

Attendance sheets will be attached to the meeting minutes. Late arrivals and early departures will also be recorded.

As per Article 18.01(g) of the AUPE Constitution, Local 003 Council Representatives shall submit to the Local Council AGM a written report from the Chapter regarding Chapter activities which include successes, types of grievances, social events, etc.

It is the responsibility of the Local Executive to submit a written report for presentation at each Local Council meeting. This report is to include an activity report outlining descriptions of the activity, travel, expenses, time offs and date.

In accordance with Article 18.01(h)(iii), it is the responsibility of the Provincial Executive (PE) member and PE Alternate to report in writing at least three (3) times yearly to the members of the Local Council on the execution of their duties.

All members are welcome to attend Local Council meetings with prior approval from the Local Chair. Attendance is at their own expense; however, attendees will be included in the organized meals provided during the Council meeting.

The Local Treasurer shall book all accommodation and required changes. Council Representatives are required to advise the Local Treasurer of their accommodation requirements not less than thirty (30) days prior to the Council meeting. No changes will be made to accommodation with less than forty-eight (48) hours notice.

All requests for time off shall be forwarded to the Local Secretary not less than thirty (30) days prior to the Council meeting.

All Council Representatives are responsible for ensuring time off requests are sent to their respective Management in a timely fashion.

At the Annual General Meeting in each election year, at least two (2) representatives must be voted in to sit on the Correctional Services Division Uniform Committee.

## **CHAPTER MEETINGS**

As per 23.09 of the AUPE Constitution, the Chapter Chair shall, not later than the 30<sup>th</sup> of April in each year, convene an Annual General meeting of the members. Where a Chapter

does not in an election year before April 30<sup>th</sup>, it ceases to have representation on the Local Council until it holds an Annual General Meeting to elect officers.

The Chapter Chair shall contact the Local Chair prior to confirming their Annual General meeting to ensure a member of the Local Executive is able to attend. The Chapter Chair must advise the Local Executive of this date on or before January 31.

Presentation of Membership Recognition Pins/Certificates shall be provided in accordance with AUPE policy 10.2 as follows:

a) Membership Recognition Pins and Certificates shall be awarded at the Annual General Meeting (AGM) of the Chapter. The agenda for the AGM shall reflect these presentations. All meeting notices shall include the wording “except in extenuating circumstances, members must be present to receive their Recognition Pins/Certificates”.

b) The cut off date for membership milestones shall be June 1 of every year. Members attaining a milestone after that date will be recognized in the following year.

c) A recipient list of all long service awards can be requested through their respective Member Services Officer (MSO) or Regional Office Secretary at least six (6) weeks in advance of the AGM.

d) The Chapter shall be responsible for contacting each member who is due to receive an award to inform the member of this honour and to confirm their attendance at the AGM.

#### **UNION MANAGEMENT COMMITTEE MEETINGS; CORRECTIONAL SERVICES DIVISION and PUBLIC SECURITY DIVISION**

The Local shall pay for all expenses for Union Management Committee meetings; however, time off shall be in accordance with the Collective Agreement.

#### **OCCUPATIONAL HEALTH AND SAFETY (OH &S) LIASON**

The Local 003 Occupational Health and Safety (OH &S) Liason is to have Voice and Vote with regards to decisions within the Executive. This is to be re-visited and voted on by Council at every Annual General Meeting that falls within an election year prior to elections being held.

#### **LOCAL EXECUTIVE**

At the discretion of the Local 003 Executive, Alternate Provincial Executive (PE) Representatives will be sent to PE meetings (as an observer) for training purposes.

Outgoing Executive members shall leave any electronic or paper information pertaining to Local 003 intact.

The Local Treasurer will be entitled to take up to twelve paid union days-off a year to catch-up on the books and in compensation for travel and business of the Local done on days-of-rest. The other Local Executive members will be entitled to up to six paid union days-off a year in compensation for travel and business of the Local done on days-of-rest. Unused days that are not taken during the year may not be carried-over or paid-out.



## **Local 003 OHS Subcommittee**

### **Terms of Reference** (approved May 2017)

#### **PURPOSE**

The Local 003 OHS Subcommittee was created to support and advise the Local 003 OHS Liaison and the Local 003 representatives on the Justice and Solicitor General Department Health and Safety Committee (JSG Dept H&S Committee) and to assist them in the performance of their duties.

#### **COMMITTEE RESPONSIBILITIES**

- Provide assistance and support to the Local 003 OHS Liaison; including:
  - Providing input on the annual report to the AUPE OH&S Standing Committee on the health and safety concerns of the local
  - Maintaining communication with Local 003's OH&S worksite contacts, advocates and worksite committees
  - Reviewing the meeting minutes of worksite committees to identify common trends and high-priority issues
  - Providing advice, support, and education to Local 003 members on the GoA OHS Program and the Issue Resolution Process
  - Circulating information, posters, and brochures to Local 003 worksites on OH&S issues and AUPE-sponsored OH&S courses / seminars / conferences / events
- Provide assistance and support to the Local 003 representatives on the JSG Dept H&S Committee; including:
  - Identifying hazardous activities or conditions that affect employee health and safety across Justice and Solicitor General's business operations
  - Identifying opportunities for improvement in the implementation and operation of the Government of the Alberta OH&S Program within Justice and Solicitor General
  - Identify, research, and provide recommendations on health safety issues and concerns affecting Local 003 worksites
- Identify prospective future OH&S worksite contacts and OH&S committee members
- Promote safe and healthy employees within Local 003 workplaces
- Plan and coordinate events
- Report and make recommendations to Local Council on the activities and mandate of the subcommittee, on current health and safety concerns of the local, and on current trends and issues related to OH&S

#### **COMMITTEE MEMBERSHIP**

Local Council will determine the number of subcommittee members needed to effectively represent the occupational make-up within Local 003.

The following individuals will automatically be members of the subcommittee:

- Local 003's OHS Liaison (*elected by Local Council every two years*)
- The representative for Correctional Services Division on the JSG Dept H&S Committee (*appointed by AUPE*)
- The representative for Public Security Division on the JSG Dept H&S Committee (*appointed by AUPE*)

The other representatives of the subcommittee will come from the following occupational groups:

- 2 representatives from Adult Corrections
- 1 representative from Community Corrections

- 1 representative from Youth Corrections
- 1 representative from Sheriffs
- 1 representative from Commercial Vehicle Enforcement

Positions on the subcommittee from the above occupational groups will be filled according to the following process:

- Nominations and elections will occur from amongst Local Council members in election years during the Local AGM.
- If a position goes unfilled from because of a lack of interested and qualified volunteers on Local Council from the relevant occupational group, a subcommittee representative for that occupational group shall then be recruited from amongst members of the Work-site Health and Safety Committees representing that occupational group.
- Appointments to the subcommittee of non-Local Council members shall be confirmed either by a vote of Local Council or by a vote of the Local Executive (if between Council meetings).
- If a position is vacated, the replacement member shall come from the same occupational group that was represented by the departing member.

The chair of the subcommittee shall be the Local OHS Liaison. The responsibilities of the chair include:

- Scheduling meetings and notifying committee members
- Inviting guests to attend meetings
- Arranging for meeting agendas
- Leading meetings according to agenda and time
- Ensuring all discussion items end with decision, action or definite outcome
- Reviewing and approving draft minutes before distribution
- Providing regular reports to Local Council and to the Local Executive on the activities of the subcommittee, the current health and safety concerns of the local, and on current trends and issues

A vice-chair will be selected by the subcommittee from its membership. The vice-chair shall assist the chair in the execution of the chair's responsibilities. The vice-chair shall chair meetings and assume the other responsibilities of the chair when the chair is unavailable.

A secretary will be selected by the subcommittee from its membership. The responsibilities of the subcommittee secretary include:

- Preparing agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comments are attached to the agenda
- Distributing the agenda one week prior to the meeting
- Taking notes of proceedings and preparing minutes of the meeting
- Distributing the minutes to all subcommittee members
- Ensuring that meeting minutes are checked by all subcommittee members and accepted as a true and accurate record at the commencement of the next meeting
- Maintaining subcommittee records and meeting minutes for a period of at least 3 years

AUPE Health and Safety Representatives shall have a standing invitation to attend all meetings of the subcommittee as guests and resource persons.

The chair of AUPE's OH&S Standing Committee shall have a standing invitation to attend all meetings of the subcommittee as a guest and resource person.

Guests shall have voice but no vote and may be asked to leave the meeting at anytime deemed appropriate by the chair.

## **MEMBERSHIP TRAINING**

All subcommittee members shall take the AUPE *Introduction to OH&S* course within one year of appointment to the subcommittee or will have taken the previous *OH&S Advocate Level 1 & Level 2* courses.

Committee members are encouraged to complete the AUPE *OH&S for Stewards* course and to complete the Government of Alberta's OH&S Certificate Program.

## **COMMITTEE MEETINGS**

Meetings shall be held a minimum of three times per year. Meetings may be held in-person or by video conference. In order to minimize costs and travel, meetings shall generally be held in conjunction with the Local Council meetings in September and January; with the January subcommittee meeting being conducted by video conference.

A quorum of members must be present in order to vote on issues. Quorum shall be defined as 50% plus one of the current subcommittee membership.

Subcommittee members shall endeavor to attend all meetings but in the event that a meeting cannot be attended, the member shall notify the chair or the subcommittee secretary. The chair will have a discussion with subcommittee members who are absent, or who are anticipating being absent, from consecutive meetings regarding their ability and commitment to attend meetings going forward. Subcommittee members may be replaced if they miss three or more consecutive meetings.

Travel and time-off costs to attend meetings are paid by the Local. Time-off requests will be submitted through: <http://local003.aupe.ca/>. Travel costs and allowances will be according to AUPE and Local 003 policy. Members with questions about their travel and expense entitlements shall direct their questions to the subcommittee chair. Extraordinary costs or special arrangements must be preapproved by Local Council or by the Local Executive.

Meetings will be conducted in accordance with the AUPE Constitution; including the Statement of Equality and the Article 31 - Rules of Order. If a question arises as to the interpretation of the Constitution as it relates to the affairs of the subcommittee, the chair shall give an interpretation which shall be final and binding on all affected parties unless and until reversed by Local Council. Any member may appeal an interpretation of the Chair to Local Council, who shall make a decision at its next meeting.

## **AMENDMENTS**

The Terms of Reference shall be reviewed and revised when changes occur affecting the occupational make-up of the local or, at least, every two years in AUPE election years prior to the Local AGM.

The Terms of Reference shall be superseded and, to the extent that they are inconsistent, be amended by the AUPE Constitution, by AUPE policy, and by Local 003 policy.

The Terms of Reference, and amendments to it, shall be approved by a vote of Local Council.

## **SIGNATURES**

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Local 003 Chair

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Date

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Subcommittee Chair / Local OHS Liaison

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Date