ALBERTA UNION OF PROVINCIAL EMPLOYEES

LOCAL 044

POLICY AND PROCEDURE MANUAL

Revised May 14, 2024

**Statement of Equality**

Equality and equity are core union values, and as such AUPE is committed to ensuring that individuals can meaningfully participate and contribute to union activities. Participants are expected to challenge and debate issues and not individuals, as well as engage in behaviors that protect and celebrate our diversity.

AUPE will neither condone or tolerate behavior that undermines the dignity or self-esteem of an individual or create an intimidating, hostile, or unsafe environment that interferes with the ability of others to participate in union activities. These behaviors prevent us from working together to strengthen our union.

We encourage individuals to acknowledge discrimination and harassment by challenging or

reporting inappropriate behavior in doing so we promote our own solidarity and equality.

If you feel your rights, or the rights of others are being violated, and you are not able to address it, please seek assistance from an AUPE staff member or officer.

**Land Acknowledgment**

We would like to take this opportunity to acknowledge that the land we are working and attending this meeting on is on Treaty 6, 7 and 8 territories in this area we now call Alberta, traditional home and meeting ground for many First nations, Metis, and Inuit peoples.

This acknowledgement is not just something we should say or read, it is something we need to work to understand, and believe in and act upon- acknowledging that we are all on shared lands and that in the spirit of reconciliation and solidarity, it is important for us to share our cultures and our traditions. IT is also important to realize that all humans no matter race, color, gender must be treated equally and with respect.

To acknowledge the traditional territory is to recognize its long history, reaching beyond colonization, as well as its significance for the Indigenous Peoples who lived and continue to live upon this territory.

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1. **Creating/Dissolving/Amending**

**1.1 Terms of Reference**

Purpose: All committees shall review and update Local 044 Policies each year following the AGM of the Local and thereafter as required.

Composition and Appointments:

1. Committee membership will be drawn from the Executive and the Local Council membership as determined by the Council.
2. Membership will consist of no more than five (5) members.  Quorum will be three (3) members. Secretary shall be appointed by the membership of the committee.
3. The Chair of each Committee be a person from the Executive. (2012-08-03 #3)

Budget:

1. Local operational budget shall be set every year and forwarded to Council for approval.

**1.1.1 Chapter Executive**

1. Chapter executive members should have the Introduction to the Union Course or to obtain the course within the year following the election. (2015-18-03 #3) (Revised 2023Aug23).
2. Following election, new chapter executive will be paid mileage and time off to attend their first executive meeting.

**Local Council Members**

Any elected member of Local 044 should have their “Introduction to the Union” course completed within one (1) year of being elected. (2017-03-17-#7)

**1.2. Policy Making**

1. Local 044 reaffirm and make a commitment to its membership to follow the constitution and Policies and Procedures of the Alberta Union of Provincial Employees and that all Policies and Procedures continue herein are in addition to and not in conflict of the same. The Executive Committee of Local 044, which herein after may be referred to as The Executive, given the authority of the administration of the Local, assume the duty of ensuring that policy in relations to the operational management of the Local is developed as needed and reviewed every two years or earlier as required.

**Procedure**

* + - * 1. At the Annual General Meeting, on an election year, the Council will elect members to review current policies.
        2. A Policy Committee will be formed and will:

1. Establish a term of references for the committee and set guidelines as to the completion of the review.
2. At the direction of the Committee, make recommendations to the Council regarding policy creation and development.
3. Review existing policy and make recommendations to the Council for any changes it believes necessary to encourage better practice or reflect current AUPE practice in accordance with relevant policies and procedures.
   * + - 1. New or revised policy and procedure will be circulated among council members. (2019-12-11)
         2. The Executive will consider the recommendations from the Policy Committee and the policy will be passed or rejected by motion and majority vote, at Council.
4. **Meetings**

**2.1 Meetings**

As per Section VII Administration under the AUPE Constitution, Local 044 is a component of the Union and will abide by all such stated Articles contained therein. The meeting of Local 044 will be conducted under the governance of Article 22 pertaining to Locals with Chapters and shall hold/call meeting as deemed under these guidelines.

* + - * 1. Expenses for Council meetings must fall under budgetary allowances and are subject to the same guidelines and procedures as stated in Finance Policy.
        2. Meeting packages/emails will be mailed at least six (6) weeks in advance, or two (2) weeks by email**,** by Local Secretary and will contain meeting notice, agenda, minutes of the previous meeting inclusive of executive, and council, appropriate maps and other additional information as deemed necessary. Attendance sheets of the previous meeting will not be included in the package but will be available for viewing upon request.
        3. Members may come as observers to Local meeting in March or September. Observers time off will be considered by local executive. Observers are encouraged to travel with local council member from their chapter. They are to contact their Chapter Chair, then chapter chair will getLocal Chair approval. Observes will have no voice or vote.Observers will fund their own expenses except for the meal provided by the Local. Only one member per Chapter per meeting. (2013-21-05 #01) Revised 2023Aug23.
        4. All observers, including general membership, other locals and union staff, must obtain prior approval from the Local chair. The Local chair shall request that all individual in attendance without prior approval be dismissed and asked to leave the meeting. (2013-14-03 #1)
        5. If a council representative cannot attend a council meeting, they must contact an alternate at least two (2) weeks prior to meeting to go in their place, extenuating circumstances exempt.
        6. The Local Chairperson shall notify the affected Chapter Executive, in the event that their Council Representative fails to attend a Council meeting without the proper notification to the applicable Chapter Chair.
        7. All members of Local Council and its Executive will govern themselves in accordance with Article 18 of the AUPE Constitution and shall also abide by the following guidelines:

1. Provincial Executive Member shall file a written report to Council.
2. Local Chair shall ensure that all documentation to be submitted to AUPE Headquarters, are done so within 30 days of receipt.
3. Local Chair report to include a breakdown of expenses that would include travel expenses and time off requirements.
4. Local 044 will keep minutes for five (5) years as per 2017 CORK (Component officer Resource Kit) and financial records for seven (7) years as per AUPE policy. (2011-05-05#4)
   * + - 1. Meetings:
5. Time off will be granted for N/D/E shifts. Members scheduled to work the night or evening shiftprior and day of council will be granted that shift off. (27Sept2017 #2)
6. Time off will be granted for, extended work days,any scheduled hours after 1500 for travel for members greater than 100km. (27Sept2017 #3)

iv. Any additional time off requirements must be approved by the local chair and one other executive member.

1. **Committees**
   1. **Policy Statement**

The Executive will establish Standing Committees. The Executive will also establish Ad Hoc committees as it deems necessary.

* 1. **Committee Structure**

The Local Chair shall oversee but not sit on finance and/or policy committees. (27Sept2017 #6)

1. Policy/Finance committees will meet prior to council and as necessary.
2. After each committee meeting, the committee will file a written report including necessary communication, recommendations and all other pertinent information to be presented to the next council meeting.
3. The Committee Chair shall ensure the following criteria are met prior to the meeting of the committee.
4. Local Chairperson and Treasurer are informed of the meeting.
5. Quorum will be met.
6. Financial considerations in accordance with budget are taken into account in relation to time, date, and location of the meeting.
7. Members attending sub-committees and ad-hoc sub-committees must sign an attendance sheet that must be forwarded to local chair and MSO by the attending chair.
8. The chair of a sub-committee must submit a written report to the secretary within two (2) weeks.

**3.3 Local Committees**

1. Finance Committee

In accordance with Article 15.07 and 18.02(d) of the Constitution, the Finance Committee shall:

* + - * 1. Ensure that a proper and complete record of the financial affairs of the Local is accurately maintained at all times.
        2. Ensure that expenditures are lawfully made.
        3. Present a proposed annual budget of the Local to the Executive.
        4. Review the locals proposed annual budget and may amend or modify the budget
        5. Present the proposed annual budget to the Localcouncil, as approved by Executive and AUPE Executive Secretary Treasurer. Make recommendations for the proper administration of the finances of the Local.
        6. Recommend to the Executive with the respect to the funding of the Chapters.

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* + - * 1. Accept applications for expense reimbursement and recommend approval or denial of such application to the Executive.
        2. Make recommendations to the Executive in respect of financing and investment of the Local funds.
        3. Finance Committee will consist of five (5) council members. The elected Treasurer will chair the committee and the elected Vice-Chair will be appointed to the Finance Committee. Three (3) members will be elected by council to the finance committee. (#2-2017-5-17)
        4. Quorum will be three (3) members. Secretary will be appointed by the committee.

1. Policy Committee
2. Purpose: The Policy committee shall review and update Local 044 Policies each year following the AGM of the Local. The committee shall meet prior to each Council meeting to review motions from the previous Council meeting to ensure there is no conflict with existing policies. Revised 2023Aug23
3. Policy Committee will consist of five (5) council members. The elected Secretary will chair the committee and the elected PE will be appointed to the Policy Committee. Three (3) council members will be elected to the Policy Committee. (#1-2017-5-17)
4. Quorum will be three (3) members. Secretary shall be appointed by the committee.
5. Policy committee submit a copy of minutes to the next council meeting.

**3.4 Sub Committees**

Should the elected member miss two (2) consecutive meetings without cause, that member will be removed and the first alternate moved into the role.

a) OH&S Committee

1. Purpose: The committee will follow the directives as set out by AUPE. They will on request assess the individual chapters participation in OH&S, and assess site specific and mutual concerns, arising from the worksites within Local 044.
2. The committee will prepare a report for HQ, detailing their findings
3. Membership will consist of at least three (3) members and no more than five (5) members. Quorum will be 2/3 of the membership of the committee. The elected OH&S Liaison will chair the committee.
4. The committee will meet before each AGM annually and thereafter as required.
5. The committee will report to Local Council in a written form
6. Local 44 will elect an OH&S Liaison from Council Reps who will be in regular communication with the HQ’s Standing Occupational and Health Committee as per Constitution Article 15.07 e viii

b) Anti-Privatization Committee

1. Purpose: The committee will follow directives as set out by AUPE. The committee is to be aware of any movements with the Local to replace public sector jobs with private sector jobs and or facilities

1. The committee will meet before each AGM annually and thereafter as required.
2. Membership will consist of at least three (3) and no more than five (5) one of which is an executive member.
3. The committee will report to Council in a written form.

c) Bargaining

i. The bargaining lead should attend Chapter AGM’s when invited

by the Chapter Chair. Cost to be covered by the Local (2016-12

-13 #2)

ii. If the bargaining committee has important updates that need to

be brought forward to the chapters (e.g.) tentative agreements,

mediators report, they be paid time off and travel

(2016-09-16-#9)

**3.5 Ad Hoc Sub Committees**

In the event an Ad Hoc Sub Committee is created for mobilization, it shall follow the AUPE Mission statement, as established by the Provincial Executive. “To represent and support AUPE members through solidarity and mobilization.”

The objectives of AUPE, as stated in Article 3 of the Constitution, should also guide us in our understanding of the principle and practice of “mobilization” as it relates to the overall goals and objectives of the Union.

AUPE definition of mobilization:” Specific strategies to bring about change and desired effect to defend the common good, influence decision makers, provide sense of common purpose and preparedness.”

**3.6 Election of Bargaining Committee**

New bargaining teams shall be elected nine (9) months prior to the expire date of the contract to be negotiated and shall continue to bargain until that agreement is ratified by the membership. An election will be held and the top three (3) elected shall be on the committee ranked by number of votes. (Change to mirror Article 16.08 in the Constitution.)

1. Local 044 will send the 1st bargaining alternate to the bargaining table at local expense. (2011-02-12 #7)
2. Members of the Bargaining Committee shall have the Contract Interpretation Course (2015-12-17-#4)
3. **Convention/School/Course/Conference Delegates**

**4.1 Convention Delegates**

Convention delegates, for Local 044 will be elected using the following formula:

* + - * 1. Chapter count as per AUPE headquarters as per constitution article 6.05.
        2. The remaining delegate’s seats will be filled with the highest last second number of their members counts and so on down until the seats filled.
        3. Local chair to be responsible for handing out the credentials at convention and the local chair be reimbursed for mileage and parking. (2022Oct01)
        4. Local 044 will send 3 observers to the AUPE convention. These observers will double as alternates if needed at Convention. They must be a convention nominee. Local will cover expenses. (2013-05-09 #7)
        5. Local 044 will hold a convention delegate seminar no more than three (3) weeks prior to convention. Observers will also attend. (2012-05-10-#5)

* + - * 1. Applicants for Convention shall have their “Introduction to the Union” course by September. (2017-03-17-#6).
        2. In accordance with AUPE Policy 5-18 and 5-42**,** any member who requires a private room must provide a copy of their medical note, from a physician. Members must send the original doctor’s letters to Headquarters. It is the responsibility of the member to ensure the medical note is up to date. Medical notes expire two (2) years from issue date.
        3. In accordance to AUPE policy 5-42, should a member be required to use their own car due to health reasons, a separate note (from the one listed for hotel accommodations if both are needed) from a physician will be required.

**4.2 Conferences**

1. Local 044 members that live within 150km of a conference site can have their expenses covered by Local 044. (2013-09-12 #1)
2. If a member is a no show for conferences, labor school, etc., they will not be allowed to attend any future ones for two (2) calendar years (under extenuating circumstances). (2016-09-16 #2)
3. In accordance to AUPE policy 3-5 c)e), any member approved to attend at Headquarters expense and who fail to show or fail to give three (3) weeks’ notice of cancellation shall have the expenses incurred by headquarters billed back to the local, except in extenuating circumstances. If the local is billed back, the local will reclaim expenses from honorariums if applicable.
4. Should there be more members interested in attending conferences or seminars than available funding for members allowed, an alternate list will be created to cover the seat. Should a selected member be unable to attend, the Chair will select a member from the list. The list to be comprised of those people who expressed desire to attend initially. (2014-17-09 #5)

**4.3 Interim Approval by Executive**

1. Local executive has the authority to send up to two people at Local’s expense to educational training offered by like-minded organizations that support AUPE’s vision, decided upon either by e-mail or phone vote by the Local executive, if deadlines must be met prior to the next council meeting. (2011-14-09 #9)
2. Local executive can match the number of delegates that HQ’s sends to AUPE conferences, education or training if the deadline falls between Council meetings. (2012-07-12 #3)
3. Council will be provided the list of all applicants and successful candidate for all seminars and conferences. (27Sept2017 #9)
4. The local executive to review all applications and jointly make recommendations for all seminars and conferences. (27Sept2017 #10)
5. The majority decision of the executive for a member to attend a conference/seminar shall be disclosed at the next council meeting. (27Sept2017 #11)
6. **Written Reports/Verbal Reports**

**5.1 Written Reports**

1. When a member of local 044 attends a function representing Local 044 at a workshop, Labour School or other function, a written report is to be presented at the next Council meeting. These reports should be a brief summary of the event and may include recommendations. (2008-12-12 #4)
2. Failure to provide a written dated and signed report from seminar and conferences will result in suspension from future seminars/conferences until written report is received. (27Sept2017 #13)
3. All reports be copied once and given to the secretary after it is verbally given to Council. Reports may be photocopied and given to Council per request with the exception of the Finance report which will be handed out to Council (2014-05-03 #3)
4. All committees, policy, OH&S liaison, PE, local chair, multi, chief steward, with the exception of bargaining, provide a written report within two (2) weeks to secretary to be distributed to all council members.
5. When an alternate attends a meeting with the elected member, the written report shall be prepared collaboratively with attending members.
6. When the secretary is unable to make a council meeting, the acting secretary will prepare and present the minutes for the next meeting. (Oct 01 2019)
7. **Financial**

**6.1 Preamble**

Under the provisions of the AUPE Constitution we must meet the standards of the AUPE Policy and Procedures as set forth. As a Local and a Component of AUPE we have the ability to propose changes to such policy at the Annual Convention.

Local 044 Council may set forth procedures in relation to policy in order to be an effective organization. In addition, the Finance Committee of the Local can make recommendations to enhance the existing financial policies at AUPE as they fall within the budgetary allowances. The Financial policies of AUPE as they pertain to Local responsibilities are located under Section 5, of the AUPE Policy and Procedures.

The procedure of Local 044 in relation to policy will be strictly adhered to. Any enhanced monetary policies will be paid only when an individual is on pre-approved Local 044 business. Any other Union business or that which falls under Headquarters responsibly will be reimbursed according to the amounts indicated in the AUPE Policy and Procedure manual.

Local treasurer will be responsible for the tracking system of expenses incurred by the Local council members and Chapters.

**6.2 Financial Expenses Responsibility**

* 1. .1 Local Financial Responsibilities
     + 1. Local Council meetings and related expenses.
       2. Local Executive meeting expense
       3. Local committee expenses
       4. Observers to AUPE Annual Convention
       5. Any expenses or purchases of the Local, which are paid by Headquarters on behalf of the Local.
       6. All chapter financing
       7. All financial motions presented at local council are voted on by roll call vote.
       8. Local 044 will pay up to $6.00 for parking without a receipt) (Updated 2020)
       9. As many members of the Local executive as possible attend Chapter AGMs with mileage, accommodations and time off covered. (2016-03-10-#5) Expenses must be approved by majority of Local Executive.
       10. Communication between Chapter Chair and Local Chair to visit a site requesting support with their chapters. Local to cover cost of time off and mileage for one Local Executive and one Chapter executive. (#4-2017-5-17)
       11. Local treasurer may take one (1) day a month with pay (to a total of 12 paid days a year) to maintain entries. (2012-05-10 #1)
       12. Local secretary may take one (1) day a month with pay (to a total of 12 days per year) to maintain entries. (27Sept2017 #22)
       13. The Local Chair be allowed one (1) paid day a month to tend to Local business. (2012-07-12 #07)
       14. Within one (1) month following Local AGM, the executive will have banksigning authority changed. Included will be the Chair, Vice-Chair, Treasurer, Secretary and P.E. (27Sept2017 #15)
       15. All executive expense claims must be independently checked and initialed by all finance committee member. All other expense claims; time offs and bill backs must be independently checked by two (2) committee members who are not the bearer of the cheques. (27Sept2017 #16)
       16. Members from the same chapter/town will be encouraged to car pool. Driver to write one expense form that they car pooled and with whom. Only driver to claim mileage. (27Sept2017 #17)
       17. When local 044 executive members are invited to a chapter function, Local 044 will pay mileage only. No time off.
       18. Treasurer makes a call to Hua Zhang about interest rates in each account then a decision with Local 44 to decide where the interest rebate is deposited as needed.

6.2.2 Chapter Financial Responsibilities

* + - 1. Food costs as they relate to all events of the Chapter except AGM’s
      2. Photocopying costs for information as it pertains to the Chapter and its business
      3. Postage, stationary, mail outs and supplies
      4. All other Chapter expenses as approved by the Local executive within the budgetary allowance of the Chapter and in accordance with AUPE policies and Local 044 policies
      5. Up to one executive from the Chapter may take four (4) hours, on a rotating basis, to hold a Chapter meeting, if needed. (2015-12-17 #7)
      6. Time off for Chapter AGM’s, include Chapter Chair, Vice Chairs, Secretary and Treasurer and council reps, to be paid by the local. (Dec 11 2019)
      7. The treasurer of a chapter must submit the following for chapter top up.

1. bank statements
2. original receipts
3. account reconciliation (blue)
4. motion to support expenditures outside of your budget. (Dec 11 2019)
   * + 1. The head count for chapter AGM expenses will be the average of the previous year from November 1 – October 31.
       2. Within one (1) month following Chapter AGM, chapter executivesto meet at your bank and change signing authorities if necessary. Aminimum of 3 authorized signatures and maximumof 4 signatures, one must be the elected treasurer. (27Sept2017 #19)
       3. Chapter executives will be reimbursed for mileage, only for chapters with multiple sites for the executive to rotate meeting places. Mileage will be paid for 1 vehicle to travel to each site once per fiscal year at Local expense. Google map mileage applies (27Sept2017 #21)

6.2.3 Chapter Funding

1. As per AUPE Policy 5-33. It will not be overridden by any other Local or Chapter policy.
2. As per Article 22 and Article 23 of the AUPE constitution as it is related to Locals with Chapters and the scope of Chapters within the Local.

This policy is not intended to limit funds available for the Chapter to conduct business.

1. $10.00 /per member per fiscal year.
2. Funds to be given out to a maximum bank balance of$750.00 (plus the interest earned).
3. All expenses must have originalreceipts.
4. Should a Local not supply sufficient funds for the operation of a Chapter, then Article 10 of the Constitution, Right of Appeal, shall apply.
5. In the event that a Chapter decides to have a mail out for any meeting (other than AGM), the Chapter will be responsible for the cost.
6. Mailouts or emails will be done for all chapter AGMs at Local expense.
7. Local 044 will pay for Chapter AGM costs to a maximum of $5.00 per member, based onChapter membership, for venue and meal costs. When choosing to hold your AGM/meeting in a restaurant, each meal shall not exceed AUPE meal expense guidelines. Monies in excess of $5.00 per member to come out of Chapter funding.
8. Ensure an 18% gratuity is included with the cost of the meal.
9. Each Chapter receives an additional funding of $1.00 per member to go towards gifts for worksite members to be dispersed at the Chapter AGM. (2009-26-03 #3)

**6.3 Remuneration to Component Officer (Honorariums)**

As per AUPE Policy 5-13

Procedure: Disbursement of Local 044 honorarium will be per fiscal year

as follows:

1. and will be paid by the last regular meeting of Council based on the activity of each Executive member
2. Local Executive will receive two thousand two hundred and fifty ($2250.00) per year.
3. Local Council Members will receive an honorarium of five hundred ($500.00) per year.
4. Honorariums will be prorated to the number of council meetings attended per year. Extenuating circumstances will be considered by the Executive Committee (Dec 11 2019)
5. Council members on policy, finance or OH&S committees receive an additional one hundred ($100) per year providing they attend at least 75% of meetings. (2012-12-08 #1)

**6.4 Travel Advance**

1. Requests for travel advances with less than two weeks’ notice will be processed with the consideration of the necessity for two signatories on all Local 044 cheques.

**6.5 Reimbursement for Expenses**

As per AUPE Policy 5-16

Procedure:

1. All claims for reimbursement will only be processed when the claimant was on pre-approved Local 044 business. Approval can only be obtained through the Chair on advice of the Treasurer and must fall within budgetary allowance.
2. All expense claims for Local Council will be reviewed by the Local Financial Committee prior to the Council meeting and reimbursement paid at that time. If the expense claim is adjusted, the claimant will be notified at that time. (2017-03-21-#5)
3. All Local cheques must be cashed with ninety (90) days of receipt, all stale dated cheques will not be reissued.

**6.6 Reimbursement for Transportation Expenses**

As per AUPE Policy 5-17

1. Mileage rates per kilometer will be paid as per AUPE Policy 5-17 based on google map mileage.

**6.7 Hotel Accommodations**

As per AUPE policy 5-18 with additions of:

1. Rooms paid for at Local 044 expenses will be done so on a shared accommodation basis. Single occupancy requests, for medical reasons only, will be considered by the Chair and Treasurer. Those members who chose single occupancy accommodation for anything other than medical reasons shall be reimbursed for half (50%) of the cost of the room, including taxes and must submit the expense on the appropriate expense claim.
2. Members living closer than one hundred and fifty (150) kilometers, one way, from the location of Local business will not qualify for hotel accommodations. Hotel accommodations will be provided in inclement weather.
3. Members living between 100 – 150km will be granted hotel accommodations to attend consecutive days of meetings.
4. Accommodations will be booked for council members when special events are attached to council meetings.
5. The Executive members of the Local council will receive single occupancy accommodations on the basis of confidentiality issues and extended work hours involved in their positions, for all Union activities, that involve the Local.
6. Room bookings for council or any local activity, the local treasurer will book rooms at the hotel with confirmation from the member being two (2) weeks prior to meeting.
7. Once a contract is established with a hotel, members are welcome to stay at other hotel/motels of your choice, but will only be reimbursed the contracted amount. (Oct 01 2019)
8. Members who qualify for overnight accommodations for council will be reimbursed according to policy. Any member who chooses to claim mileage for multiple trips must have prior approval by majority consensus of the executive. Exceptions will require explanations.
9. Once per term current hotel accommodations will be reviewed at council. If deemed necessary, three (3) quotes for accommodations will be obtained by the Treasurer from reputable hotels within appropriate distance from the site of Local business. These quotes to be presented to Council.
10. Whenever possible, the Treasurer will make arrangements to direct bill for the accommodations.
11. Local Council members and Observers must give forty-eight hours (48) notice to the Local Chair or Treasurer for cancellation of accommodations. Cancellation with less than forty-eight (48) hours’ notice due to exceptional circumstances will be reviewed. Cancellation with less than forty-eight (48) hours’ notice with no reasoning will result in the member being charged for the room(s).
12. When staying in Edmonton for union business, the Hyatt will direct bill the union.

**6.8 Meal Allowance**

As per AUPE Policy 5-19

**6.9 Reimbursement for Child Care Expenses**

As per AUPE 5-20

**6.10 Reimbursement for Elder Care**

As per AUPE 5-32

**6.11 Incidental Expenses**

As per AUPE 5-21

**6.12 Christmas Gifts**

The Treasurer or designate purchase Christmas gifts for Red Deer/Camrose/Calgary offices to approximately $125 for Red Deer, approximately $50 for Camrose and Calgary to reflect the number of Chapters they represent/support. (2016-12-13-#3) (Updated 2022-01-28)

**6.13 Gift Certificates/Cards**

As per AUPE policy 5-36.

1. Gift certificates shall not exceed $100 per member per event.
2. All gift cards purchased for an event must be awarded at that event.
3. All gift cards/certificates from that event must be documented on one sheet and submitted to the treasurer accompanied by all receipts.

**6.14 Technology and Equipment**

1. Bring AUPE computers, paperwork, binders, etc. to the AGM in the event of the individuals not be re-elected to a position for immediate handover. Honorariums will be withheld until all local equipment is returned intact. (Oct 01 2019) Revised 2023Aug23
2. Any member provided a computer to fulfill their duties is responsible for the removal of personal information if you choose to use it for personal use. (Oct 01 019)
3. Executive to assess their equipment on election years and advise council of replacement if necessary.
4. All equipment purchases over fifty ($50.00) by the Local will be tracked by the Local Vice Chair and those items are to be returned to the Local within seven (7) days in the event the individual no longer holds a duly elected executive or standing committee position. Refer to Local 044 policy 2.1 g iii).
5. Capital assets of the Local that become no longer required shall be made available for purchase by the individual that has been the sole user of such equipment. Should that individual not wish to purchase said equipment, then the Local will decide on method of dispersing.

1. **Provincial Executive**
2. Each Local Council member with the AUPE’s President and Local Chair permission is allowed to attend one (1) P.E. meeting in a two (2) year term, as an observer at Local expense.
3. When an observer cancels their intention to attend PE one (1) week prior to PE, a member who has attended within the previous two (2) years may go in place of that observer.
4. The alternate for the Provincial Executive will be elected at the Local AGM.
5. Local 044 will send the alternate to PE meetings at Local Expense to include food, mileage, parking and accommodations. (2019-10-01-#13)
6. **Chief Steward**

As per AUPE policy 10-19

1. **Donations**
2. Local 044 council does not make donations to organizations or individuals and encourages members in need to make application to funds such as AUPE Members Benefit Committee.
3. Local 044 council may still donate funds to internal AUPE funds such as the Education Fund or Member Benefits Committee.
4. **Appreciation Day**

Members that have voted to attend Appreciation Day paid for by the Local and do not attend will have the cost deducted from their honorarium. Exceptions will be considered on an individual bases. (2013-09-12 #3)

It is the Chapter Chair’s responsibility to contact chapter executive and report to Local Chair and Treasurer who will be attending and who will need travel and accommodation for activities that include chapter executive.

1. **Local Life Membership**

As per AUPE policy 10-17

Statement: Whereas it is understood that Local Life Membership is the greatest honor the Local can bestow on its’ members, it is also understood that the Life Member should be regarded in high esteem by current AUPE members and should continue to be a source of leadership and inspiration to current AUPE members. Local 044 would like to recognize its members who have provided or shown outstanding devotion or leadership in their role as an AUPE member in

1. Must be a current or past member within five years of Local 044
2. Application for Life Membership will be made by a written statement of what the member has done for the workplace, Area Council, chapter or Local, to the executive of the Local 044. The Executive will consider each application on merit. The Secretary will keep application on file.
3. If the council approves the application, then a letter of recognition will be sent to the person and the person will be invited to attend the Appreciation Event of Local 044 at the Local’s expense so that a formal presentation can take place. The nominator will also be informed of the decision of the Council.
4. The person will be allowed to attend all Local AGM meetings but will not have a vote. Notice must be given to Local Chair that they will be attending.

1. The participant will receive a gift certificate of $100 and a bouquet of flowers.
2. **Mobilizing**

A council representative list with phone numbers and email addresses,of those that agree to share their information, to be given to council members**.** (Oct 01 2019) (Updated 2022Jan28)

1. **On Line Community Guidelines**

As perAUPE Policy 25-1 AUPE Facebook Community Guidelines. (Oct 01 2019)

1. **Member Conduct, Complaints and Discipline**

As per AUPE Constitutionarticle ~~#~~29 (2015-03-18 #1)

1. **IDEC Points to Consider**

Points to consider when looking at Organizational Policies through an Inclusion, Diversity, and Equity Lens

Purpose:

* This is a positive step forward that will address systemic barriers and promote inclusion.
* Better solutions are generated when diverse perspectives are incorporated.
* This will ensure that policies are both equitable and accessible.

Terminology to assist the process:

**Diversity**  
A wide range of qualities and attributes within a person, group, or community.

**Assumptions**Something we presuppose or take for granted without questioning it. We accept these beliefs to be true and use them to interpret the world around us.  
  
**Stereotypes**  
Making assumptions about an entire group of people. We generalize all people in a group to be the same, without considering individual differences. We often base stereotypes on misconceptions or incomplete information.

**Bias**  
Showing prejudice in favor of or against a person or group compared with another, usually in a way considered to be unfair. We all have both conscious and unconscious biases that shade our thinking and interactions.

**Inclusion**  
Acknowledging and valuing people’s differences to enrich or shift social planning, decision making, and quality of life for everyone.   
 **Privilege**  
The experience of unearned freedoms, rights, benefits, advantages, access, and/or opportunities afforded to members of a particular dominant group in society or in a specific context.

**Historically Excluded Groups**

There are specific groups or identities who have been historically excluded in society. It is important to remember there is diversity within each of these groups and not all groups are at risk of exclusion in every context. This list is not intended to be all-encompassing. The way a group of people choose to identify themselves can and will expand beyond the groups listed below. People could also identify with more than one group, and it is this intersection that affects how people experience their workplaces, communities, and geographic  
regions they live in.

Native and Indigenous people  
People Living in Poverty  
People of Color  
People with Disabilities  
LGBT2SQIA+ people\*\*  
Immigrants & Refugees  
Minority Religious Groups  
Older Adults  
Women  
Youth  
  
Questions to ask when creating or revising policies:  
  
1. Are their equity and inclusion concerns related to this policy issue? (e.g., accessibility, affordability, safety, culture, gender identity). Does this policy contribute to exclusion?  
  
2. Who are the groups most affected by the policy? Have they been consulted? How can we ensure they are included?

3. Will the policy increase access and opportunity for under-represented communities? If yes, how?  
4. What background information can aid in addressing equity and inclusion?   
  
5. Are there changes that could be made to make the policy more equitable and inclusive?  
  
6. Are there other existing policies and practices that will need to be considered that may inform how we address equity and inclusion during the creation of new policy, and in the revision process?  
  
7. Are additional human and financial resources required to address equity and inclusion in the implementation of this policy? (e.g., partner with community groups, collaborate across branches, additional funds/revenue, etc.)  
  
8. Will the policy have a positive impact on racial/ ethnic equity, inclusion, and full participation of all people?

(2022May25)