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# ADMINISTRATIVE POLICY MANUAL

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CUPE Local 454



JANUARY 4, 2024  
CUPE LOCAL 454  
360 – 6165 Highway 17A, Delta BC V4K 1B8

# CUPE LOCAL 454 - ADMINISTRATIVE POLICY MANUAL

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## CUPE LOCAL 454 - ADMINISTRATIVE POLICY MANUAL

**Sec. 1**      **Administrative Policy Manual to become effective January 18, 1979.**  
Amended: Housekeeping December 2022

**Sec. 2**      **Treasurer** Amended October 18, 2017

- Receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments, and deposit promptly all money with a bank or credit union.
- Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences.
- Ensure that per capita tax is paid by direct remittance, or where per capita is not paid by direct remittance, prepare all CUPE National per capita forms and remit payment, including \$1.00 of each initiation fee on all members admitted, no later than the last day of the following month.
- Be responsible for maintaining, organizing, safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- Record all financial transactions in a manner acceptable to the Executive Board and in accordance with good accounting practices.
- Make a full financial report to meetings of the Local Union's Executive Board.
- Make a written financial report to each regular membership meeting, detailing all income and expenditures for the period.
- Be bonded through the master bond held by CUPE National. Any Treasurer who cannot qualify for the bond shall be disqualified from office.
- Pay no money unless supported by a cheque requisition or expense form or request for payment duly signed by the President and one other member of the Executive Board as determined by the Executive Board. No request shall be required for payment of per capita fees to any organization to which the Local Union is affiliated.
- Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any

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recommendations and concerns raised by the Trustees.

- Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.
- Where required, not later than February 28<sup>th</sup> each year, furnish each member, on the forms supplied by CUPE National, with a statement showing the net amount of tax-deductible dues paid by him during the preceding calendar year.
- Be empowered, with the approval of the membership, to employ necessary administrative assistance to be paid for out of the Local Union's funds.
- Notify all members who are one month in arrears and report to the Executive Board all members two or more months in arrears in the payment of union dues.

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### **Sec. 3**      **Executive Board** Amended October 18, 2017

- a) The Executive Board shall authorize such expenditures to a limit of EIGHT HUNDRED DOLLARS (\$800.00) as it deems necessary and advisable for the proper functioning of the Local.
- b) The Executive Board shall authorize the hiring of legal advice consultants, arbitration board members and will report the same to the membership in the Executive Board report.
- c) The Executive Board shall recommend purchasing of any additional supplies of equipment that is not budgeted for. Seven (7) days of notice of motion shall be given before presentation to the membership at a regular meeting.

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### **Sec. 4**      **Secretary** Amended October 18, 2017

- The Secretary shall be responsible for keeping an adequate supply of stationery and office supplies on hand for the Local's use and is authorized to purchase up to Two Hundred Fifty Dollars (\$250.00) per month from suppliers for that purpose. Expenses over \$250.00 must be approved by the Executive Board. Actual purchase may be made by the Office Assistant.
- Keep full, accurate, and impartial account of the proceedings of all regular or special membership and Executive Board meetings. These records must also include a copy of the full financial report (Executive Board meetings) and the written financial report (membership meetings) presented by the Treasurer. The record will also include Trustee's reports.
- Record all amendments and/or additions in the bylaws and make certain that these are sent to the National President for approval prior to implementing.
- Answer correspondence and fulfil other administrative duties as directed by the Executive Board.
- Keep a record of all correspondence received and sent out.
- Prepare and distribute all notices to members.
- Have all records ready on reasonable notice for the Trustees or auditors.
- Preside over membership and Executive Board meetings in the absence of both the President and Vice-President.
- Be empowered, with the approval of the membership, to employ administrative assistance to be paid for out of the Local Union's funds.
- Performs other duties required by the Local Union, its bylaws, or the National Constitution.



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### **Sec. 5**      **President** Amended October 18, 2017

- Enforce the CUPE National Constitution, these Local Union bylaws and the Equality Statement.
- Interpret these bylaws as required.
- Preside at all membership and Executive Board meetings and preserve order.
- Decide all points of order and procedure (subject always to appeal to the membership).
- Have the same right to vote as other members. In the case of a tie vote, the President may cast another vote, or the President may refrain from casting an additional vote, in which case the motion is defeated.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Introduce new members and conduct them through the initiation ceremony. Sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the President or any Officers for expenses incurred on behalf of the Local Union. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- Have first preference as a delegate to the CUPE National Convention.
- The President shall authorize all leave of absence which are felt necessary by the President. The President shall report all leave of absence and the reason for the leave to the Executive Board which shall report to the membership.

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### Sec. 6      **The Vice-President** Added October 18, 2017

- If the President is absent or not eligible, perform all duties of the President.
- Preside over membership and Executive Board meetings in the absence of the President.
- If the office of the President falls vacant, be Acting President until a new President is elected through a by-election.
- Render assistance to any member of the Executive as directed by the Executive Board.

### Sec. 7      **General**

- a) In the case of expenditures from a budget account, e.g. newsletter, office supplies, etc. the Chairperson of the appropriate committee shall give monthly report to the Executive Board.
- b) In the event of a motion from the floor would mean an expenditure of funds in excess of \$250.00, the motion shall be referred to the Executive who shall report back no later than the next regular membership meeting with a recommendation on the matter. The President, Secretary and Treasurer shall be bonded for the sum of not less than Five Thousand Dollars (\$5000.00).

### Sec. 8      **Honorariums** (Amended December 13, 2023)

- a) The following honorariums shall be paid to the officers of the Local as listed below: -
  - i.      Treasurer                      \$ 500 monthly
  - ii.     Secretary                         \$ 400 monthly

T-4 slips shall be issued for all honorariums

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### Sec. 9 Expenses

In general, all expenses will be reimbursed upon submission of a properly completed expense voucher and appropriate receipts.

Mileage to be paid when a member uses his/her vehicle to attend a Union business as per the Collective Agreement.

In the event a member decides to drive when alternate transportation would be less costly, the cost of the alternate transportation will be paid as the only mileage reimbursement.

e.g. Naramata – flight cost	\$157.25
Approx. mileage 800km - \$0.41	\$328.00
Payment will be	\$157.25

- Car pooling must be considered whenever practical, as a condition of reimbursement.
- When a member uses his/her vehicle for Union business on a day in which he/she is booked off work, the usual mileage incurred to transport to and from work for that individual shall be deducted from the total amount.
- Reasonableness shall be exercised at all times.

Meals, Refreshments, etc. reasonable expenses for meals or refreshments will be reimbursed upon receipt of a completed expense voucher where this expense has not otherwise been provided for.

#### Conventions, Out of Town Seminars, Meetings, etc.

- i. Delegates to conventions, out of town seminars, or meetings, where overnight accommodation is required, and where expenses have not been paid by the Union, shall be paid as per the current CUPE BC expense policy. (Amended September 21, 2022)
- ii. Delegates to out-of-town seminars or meetings where room and board are paid by the Union shall not receive a per diem but shall be eligible for reimbursement of reasonable expenses as per i. above.

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### Executive Meetings

- i. Mileage will be paid for meetings where Executive members attend one hour or longer.
- ii. Mileage will not be paid for meetings where the Executive member attends for less than one hour or if leaving the meeting results in the loss of quorum.
- iii. If the meeting is immediately preceding or immediately following work, then mileage as per the Collective Agreement shall be paid.
- iv. If the meeting requires a special trip from home, then mileage shall be paid.
- v. An Executive member can opt to either have a meal provided (maximum value of \$15) or accept mileage when attending monthly Executive meeting. Added November 16, 2011

### Job Steward Meetings Added November 16, 2011

- i. Mileage will be paid for meetings where Job Stewards attend one hour or longer.
- ii. Mileage will not be paid for meetings where the Job Steward attends for less than one hour or if leaving the meeting results in the loss of quorum.
- iii. If the meeting is immediately preceding or immediately following work, then mileage as per the Collective Agreement shall be paid.
- iv. If the meeting requires a special trip from home, then mileage shall be paid.
- v. A Job Steward can opt to either have a meal provided (maximum value of \$15) or accept mileage when attending monthly Job Steward meeting.

### Day Meetings

- i. Full Day Meetings – will require attendance for a minimum of five hours before expenses and mileage will be accepted.
- ii. Part Day or Evening Meetings – Full attendance will be required (this includes delegates to Labour Council, Metro

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Council, etc.), before expenses will be considered. Amended  
November 16, 2011

### Travel

All travel shall be arranged by the Union. Arrangements shall be by the quickest method possible at the most reasonable fares available taking into consideration such things as length of stay, hotel accommodations (if necessary), other transportation, lost time, etc. Amended November 16, 2011

The Local shall pay full costs of a rental vehicle, for delegates attending Union business, subject to the criteria set forth above regarding cost efficiency and reasonableness.

Executive Board shall determine if accommodation is necessary for delegate.

All Expenses shall be submitted to the Executive for authorization. The Executive shall report in the financial report a listing of all expenses incurred and approved for payment. A motion to formalize payment by the members must be made.

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### Sec. 10 Trade Union Education

1. General

Trade Union Education shall be considered where a member or members take part in an organized class/seminar sponsored by the Canadian Labour Congress, the B.C. Federation of Labour, Canadian Union of Public Employees (National, Division, Metro Council), the Vancouver & District Labour Council, a recognized Labour Studies Centre or as authorized by Local 454. Capilano College and the SFU Labour Studies Programs are recognized centers.

2. Attendance

Members sent to an education course/seminar are undertaking to attend all sessions of the program and to represent the local appropriately.

3. Selection

There are various methods in which a member can be chosen or choose to attend an approved course/seminar.

Executive has the authority to choose and send delegates where there is not sufficient time to have the members meet and determine the delegates.

The Executive has the authority to choose and send delegates where monies for the specified course/seminar has been budgeted for and approved, e.g. Naramata – Job Stewards, Collective Bargaining.

Members can upon learning of a particular course apply for funding to attend. The Executive shall have the authority to approve payment.

Membership Meetings when approval at a meeting has been given, elections for delegates may be held.

Members who wish to attend any educational program will be chosen on the basis of their interest and/or participation in the subject or in Union affairs.

4. Funding

Funding shall be limited by the overall Trade Union Education budget or as it may be amended by membership vote. Funding shall be available on the basis of the priorities set by the Executive in drawing up the Annual budget.

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For example, if part of the budget was earmarked for Naramata delegates, that money could not be used for something else unless the Executive recommends and the members accept the changed priority.

In all cases of education whether sent by the Local or if a member asks for funding, the funding shall include the following, where applicable:

- a) Cost of registration
- b) Cost of the course and course materials
- c) Cost of transportation including mileage
- d) Cost of meals and out of pocket expenses
- e) Cost of hotel or lodging
- f) Cost of wage loss

### 5. Transportation

Transportation shall be in the most economical manner taking into consideration such things as:

- a) Cost of leave
- b) Cost of meals en route
- c) Total cost to Local
- d) Member's desire
- e) Medical requirements, as declared by the member

Added November 16, 2011

e.g. Naramata course – In the event a member decides to drive when alternate transportation would be less costly, the cost of the

alternate transportation would be paid as the only mileage reimbursement.

Naramata flight cost	\$99.25
Approx. Mileage 500 km x \$0.40	\$200.00
Payment would be	\$99.25

In most cases registration, course and material fees will be paid directly by the Union office. In no case will reimbursement be made for fees unless the member's participation has been approved by the Executive or the members prior to the member's attendance.

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### Sec. 11 Attendance at Retirement Planning or Similar Seminars

#### Background

From time to time various organizations offer retirement planning sessions, most members in their last ten years of working life are interested in attending. Our policy has been relatively loose in past years where the Executive or President decided on those to attend. In particular, we have tried to make arrangements for those retiring in the current year. The purpose of this policy is to layout general guidelines to the Executive or member responsible to assist them in determining who should attend.

1. Members will be notified that retirement planning advice is available from time to time and will be advised that they should consider attending at least one of the sessions at least five years before retirement. Members aged forty (40) and over are eligible to attend per #2 below. Amended November 16, 2011
2. The Executive or member assigned will determine those to attend at the Union's cost on the following basis:
  - a) those applying to go will be chosen in the reverse order according to their retirement date, i.e. those closest to retirement go first.
  - b) if chosen to attend at Union cost, the member would be expected to pay their own transportation and food costs.
  - c) a member will be sent to a retirement planning seminar at full cost to the Union once.
  - d) a member who wants to attend a second retirement planning seminar will only have the registration fee paid for them. Wages and other costs are the member's responsibilities.



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### **Sec. 12 Sports Sponsorship**

There are three purposes to the CUPE 454 Sports Sponsorship Fund Policy. The fund is set each year at the budget meeting but can be amended from time to time by vote of the members. Such a vote would require 2/3 of those present approving the changes.

The Sports Sponsorship Fund is there to:

1. Promote physical and social activities of the members.
2. Promote physical, social and mental development through organized sports of children in the community of Delta.
3. Promote Local 454 in the public's eye as having concern for the welfare and well-being on not only the members, but the community at large.

The rules for awarding grants or sponsorships are as follows:

#### **For the Members Benefit**

- a) at least ten members must be involved and must make up the majority of the team or function requesting assistance.
- b) recognition of Local 454 either on their uniforms, caps or in some manner must be given.
- c) cost of registration, league fees, entertainment, food or drinks will not be borne by Local 454.
- d) monies can be used for rental of facilities/field, cost of referees, uniforms or some other cost acceptable to the Executive.
- e) maximum donation will be \$100 per annum per request.
- f) use of Union banner is mandatory and must be displayed in a prominent manner.

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### **For Community Teams**

- a) sponsorship of teams will be considered individually from year to year and as requested by the team.
- b) maximum donation for sponsorship per team shall be \$250
- c) each team seeking sponsorship will agree to promote through identification on the uniform/caps or in the media that CUPE Local 454 sponsors the team.
- d) consideration for sponsorships will be looked at on the basis of need and cooperation with Local 454.
- e) if donations for travel to a tournament, jamboree or meet are made, the cost of the donation will come out of the general
- f) accounts of the Local under "Donations" if approved by the members.

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### **Sec. 13 Retirement Gifts/Presents** Amended November 17, 2021

Members who retire shall be given a suitable gift from the members of Local 454. All retiring members shall receive a cheque for \$10.00 per year of service in addition to the gift upon their retirement.

Retirement means leaving the service of the employer at an age where the member will be eligible to receive pension benefits. This includes part-time and full-time members who have reached minimum retirement age or who because of disability are forced to retire.

Retiree Goodwill - CUPE 454 retirees may be entitled to goodwill donations as are current member, at the discretion of the President and/or Executive.

CUPE 454 retirees will be presented with an honorary Lifetime membership card.

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### Sec. 14 Long Term Disability

1. Effective March 15, 2011, CUPE Local 454 maintains a self-funded Long-Term Disability (LTD) Plan to be available to all eligible members.
2. The plan is open to all Regular Full Time, Regular Part Time and Temporary Full-Time members.
3. The plan is voluntary for all members of CUPE Local 454 who were members of the Local prior to March 15, 2011.

Existing members of the Local prior to March 15, 2011, who did not join the plan prior to March 15, 2011, are able to apply for inclusion in the plan at any time in the future, subject to plan requirements.

4. The plan is mandatory for all eligible members as per Sec. (b) above, and the Long-Term Disability (LTD) Plan wording, who have been hired after March 15, 2011.

Such members will be eligible for the plan upon completion of 120 calendar days of employment.

Plan premiums shall begin to be deducted from the new member's payroll in the month prior to the completion of 120 calendar days of employment.

If a member does not successfully complete their probationary period, then any deductions that have been made shall be returned by the union to the member.

5. Plan premiums are to be deducted monthly by each respective employer and submitted to the union who will remit payment to the Insurer.

In the event that the union and the employers agree by Letter of Understanding, the employers may remit payments directly to the Insurer.

6. Any cancellation of the Long Term Disability (LTD) Plan by the Local shall be done by a majority *mail in vote of all members* (50% +1) that shall take place after a Special Membership Meeting called for the specific purpose of providing information regarding cancelling the Long Term Disability Plan.

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### Sec. 15 Arbitration General

#### Assistance to other Unions

- a) A member of Local 454 may find it necessary to assist, on behalf of or just attend an arbitration on behalf of another Union at their request.
- b) In such circumstances, the President shall authorize the leave of absence necessary, the reimbursement for meals and transportation costs.
- c) It is agreed that this part of the policy is done in recognition of the fact that the Union making the request for the 454 member to attend will return the favour on the same conditions that Local 454 agrees to their request.

#### Arbitration Costs

##### a) For Grievor

Once arbitration has been approved by the Executive or the members, then all costs listed will be paid by Local 454.

- i. Leave of absence of grievor to attend meetings before the arbitration hearing, during hearing time as well as any time deemed necessary by the President.
- ii. Leaves of absence of witnesses needed by the Union to process the arbitration.
- iii. Leave of absence of Job Steward and for Union representative to attend meetings and/or hearings.
- iv. Cost of meals while at hearing for those involved in hearing on the Union's side.
- v. Cost of legal, technical, or expert advice.
- vi. Cost of Union nominee, arbitrator, or expert advice.
- vii. Transportation costs, if applicable.

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### b) Other

Sometimes, other members of the Union may be affected and their rights must be recognized.

In cases where a senior member is grieving a junior member's promotion over the senior member or in similar situations, it is recognized that the junior employee has the right to be present at an arbitration, to be heard and to have counsel. In such cases, Local 454's responsibility will be limited to the following:

- i. Notification at all stages of the grievance as to what is happening with respect to the grievance.
- ii. Notification of the day, time, location of the arbitration in sufficient time to allow the junior member to seek legal advice and counsel.
- iii. Notification that Local 454 recognizes the member's right to have counsel present.
- iv. Cost of junior member's leave of absence to attend the arbitration hearing only.

In no case will additional costs be accepted as the Union's responsibility. It is the junior member's responsibility to make any and all financial arrangements with their counsel, for meals and transportation, etc.

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### Sec. 16 Leaves of Absence for Union Business

1. All leaves of absence must be authorized by the President or his designate whenever the time is to be charged to Local 454.
2. Leaves of absence paid for by management must be made through the Union office for processing.
3. In all cases of request by a member for leaves of absence for Union business the reason must be given.
4. Leaves for committee work must be arranged at least 72 hours prior to the leave.

*Examples: OH&S  
Technological Change  
Computer Committee*

4. The President will circulate a report each month for the information of the members. A motion to note & file shall be made to receive the report at the membership meeting. Leaves of absence shall be paid from one account with subsidiary accounts debited for budgeting purposes.

*Examples: Office  
Grievance, arbitration  
Job Evaluation  
OH&S  
Technological change  
Negotiations*

5. The Executive shall have the power to authorize a leave in cases where the President has made a decision not to approve the leave.
6. The Office Assistant shall monitor the leaves and cost of leaves and shall prepare a breakdown quarterly to the President.

March                  June                  October                  December

7. The budget for leaves cannot be overspent without the authorization of the members. However, the Treasurer may make recommendations to transfer funds within the leaves of absence to the Executive. The Executive has authority to authorize such transfers as long as the net result is no increase in the total leaves budget approved by the members.
8. No member shall suffer loss of earnings while on Union leave, e.g. Shift differential.

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## Sec. 17 Delegates to Convention

### 1. Delegate and Convention Selection

- a) Except in special circumstances, Local 454 will send delegate entitlement to the following conventions (if affiliated):
  - CUPE B.C. Convention
  - CUPE National
  - B.C. Federation of Labour
  - Canadian Labour Congress
- b) Delegates to these conventions shall be elected as per the Constitution of Local 454.
- c) There shall be a separate election for each convention.
- d) Alternates shall be sent to convention along with the regular delegates and shall take the place of the regular delegate should they fall ill or be unable to attend for some reason. Alternates shall be entitled to all rights under this policy the same as regular delegates. Amended November 13, 2013
- e) Alternates shall be either those with the next highest number of votes after each election for delegates or in the event the number of members running to be a delegate equals the number of delegates, then the Executive shall appoint alternates only if necessary.
- f) If the membership at a regular meeting of Local 454 by motion decide not to send a full delegation to a specific convention, then only the number allowed by the motion will be elected or if the election has already occurred, then the member gathering the least votes shall be dropped until the delegate size has been trimmed to the required number.

### 2. Per Diems & Other Convention Expenses

- a) Delegates to convention shall be given a per diem to cover expenses while at the convention such as food, entertainment, and transportation while at convention, per Section 8. Amended November 16, 2011
- b) Delegates will be given their per diem prior to leaving for the convention in sufficient time to allow for cashing of the cheque.



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- c) Transportation to and from the point of departure (if traveling by air) and to and from the point of arrival shall be reimbursed upon receipt of appropriate receipts (taxi, bus, or limo) and a completed expense voucher. Amended November 16, 2011
- d) The method of transportation, the need for a hotel room (and reservations), and the length of stay shall be determined by the Executive in each case as circumstances dictate.
- e) The cost of spouses traveling is the responsibility of the delegate.
- f) The extra cost of the spouse's accommodation shall be picked up by the Union. Amended November 16, 2011
- g) Phone calls of a personal nature shall be the responsibility of the delegate. Amended November 16, 2011
- h) Phone calls on behalf of the Union shall be reimbursed by or charged to the Union upon the delegate submitting a completed expense voucher. Amended November 16, 2011
- i) In unusual circumstances, where the delegate in order to take part fully in functions directly attributable to the convention would be required to put out an unusually large amount of their per diem, consideration shall be given to reimbursing the delegate for that amount.
- j) The amount of the per diem shall be as per the Administrative Policy Manual.

### 3. Delegates' Responsibilities

- a) It is expected that all delegates will act in a responsible, honourable manner as representatives of Local 454 as per the code of conduct.
- b) All delegates shall submit a written report not more than 30 calendar days after the convention has closed. This report could be submitted by the delegates as a whole.
- c) Delegates are expected to attend all regular sessions of the convention.

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### **Sec. 18 Compensation for Union Work: Statutory Holidays, Days Off or Weekends**

1. Members attending conventions, conferences, seminars, etc. on behalf of Local 454 which fall on the regularly scheduled days off of a member shall not be entitled to compensating time off in lieu except where there is a significant number of days off worked. In cases where such work, e.g. bargaining, is significant, the Executive shall review and recommend compensation to be given in lieu to the next regularly scheduled membership meeting. Amended November 16, 2011
2. Members attending conventions, conferences, seminars, etc., on their 9-day fortnight or 4-day work weekday off shall be given another day in lieu for each day worked. Such compensation SHALL be taken within 90 days, unless approved by the Union. Amended November 16, 2011
3. Members attending conventions, conferences, seminars, etc. on a Statutory Holiday shall be given compensating time off in lieu.

### **Sec. 19 Communication Policy** Amended April 12, 2019

Each Executive Member (excluding President) is expected to be reasonably accessible via cell phone and email at all times while in elected office.

Each member shall fill out an expense voucher for reimbursement of expenses which shall be presented at the next Executive meeting for approval, with a copy of their plan invoice. Under no circumstances will the local pay for long distance charges of a personal nature.

Cell phone plans will be paid up to a monthly maximum (monthly) of \$75.00, including taxes.

This policy shall be reviewed on an annual basis.

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### Sec. 20 Education Committee – Terms of Reference

#### 1. Candidate Selection:

The Executive will consider the following criteria when considering applications to access Union Education opportunities.

- a) length of Union involvement in Local 454
- b) current needs of Local 454 as a whole, then the standing committees (i.e., Grievance), Stewards and other committees.

2. Courses sponsored by Local 454 will be open to the General Membership. For example, Steward Training would be available to anyone who is interested in becoming involved in the Local. The Local will cover lost wages. However, if the seminar falls on the regular day off of the member, the member is expected to donate that day to the Union. Members are encouraged to take a weekend course prior to applying to attend a weeklong school. *Amended 2011*
3. CUPE Metro Vancouver District Council weekend seminars will be open to the General Membership with first priority being for current activists, Executive and/or Committee Members, General Membership. The Local will cover lost wages and registration fees. However, if the seminar falls on the regular day off of the member, the member is expected to donate that day to the Union, unless the course occurs on a scheduled work day, then the leave of absence shall be paid. *Amended November 16, 2011*
4. CLC/SFU Weekend seminars will be open to the General Membership. Members are expected to participate on their own time. The Union will cover registration costs. If members cannot attend and do not cancel their registration, they will be responsible for reimbursing the Local for the registration fee.
5. CUPE Weeklong school – Naramata, Powell River will be open to members who have had involvement in the local and who commit to continued involvement and are prepared to share what they have learned with other members. The Union will cover lost wages for scheduled workdays, registration fee and all other applicable costs according to the by-laws, per Section 17. *Amended November 16, 2011*
6. CLC Weeklong School – Will be open to members who have involvement in the local and who commit to continued involvement and are prepared to share what they have learned with other members. The Union will cover lost wages for scheduled workdays, registration fee and all other applicable costs according to the by-laws, per Section 17. *Amended November 16, 2011*

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### Sec. 21 Good and Welfare – Terms of Reference

The main contact person will be the **Office Assistant in the Union Office (604.943.4526)**. All requests for recognition of an individual by CUPE Local 454 shall be based on the following:

- Definitions:
- a) Member shall be defined as a member in good standing, or a retired member.
  - b) Immediate Family shall be defined as a member's spouse, children, grandchildren, brother, sister, parent, or grandparent, \*Amended March 16, 1994, to include stepchildren and stepparents.
  - c) Family shall be defined as a member's in-law parents, in-law brother, in-law sister, in-law grandparents, nephew, niece, cousin, aunt, or uncle.
  - d) Common law & Same sex shall be recognized and applied as it relates to a through c.

- Recognition:
- a) Death:
    - i) Member – flowers or donation not to exceed \$50.00 (total).
    - ii) Immediate Family – same as for members.
    - iii) Family – Card of regret.
  - b) Births:
    - i) Member – card of congratulations.
  - c) Accident or Illness:
    - i) Member – if time to exceed 4 weeks – fruit basket.
    - ii) Immediate Family – if time to exceed 6 weeks – get well card.
  - d) Accident or Illness – Terminal or Permanently Disabling
    - i) Member – appropriate card and small flower arrangement, not to exceed \$50.00 (total).
    - ii) Spouse or children – same as for member.
    - iii) Other Immediate Family – appropriate card
  - e) Marriage of Member
    - i) Member – card of congratulations.
  - f) Return from Maternity Leave Amended November 17, 2021
    - i) Upon notification of a member returning from maternity leave, the Local will provide that

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member with a \$10 gift card to a local coffee shop and a welcome back greeting card.

All Expenditures shall be handled through the union office and shall be based on the above. Any other recognition desired, which is not contained in these terms, will be done "out of pocket" request for reimbursement of such an expense may be made at the following membership meeting, and shall be subject to membership approval.

### **Sec. 22 Heartship Fund**

Purpose: To provide guidance to Executive and Membership on dealing with member requests to access the Heartship fund.

Policy:

The CUPE Local 454 Heartship Fund is to assist Local 454 members or their immediate dependents who are in good standing as covered by the collective agreement.

There shall be a maximum donation or equivalent fund of \$250.

Coverage will be limited to medical hardship not covered by extended health benefits; and/or economic hardship caused by a major illness/condition. These include illnesses such as cancer, heart disease, HIV/AIDS, or other major illness.

Elective surgery, such as cosmetic surgery, shall not be covered under the Heartship policy.

Any requests shall be made by written application to the Executive or by motion. Any motion to donate SHALL be referred to the Executive to deal with at their next meeting.

Executive shall make the report to membership.

Confidentiality will be respected.

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### Sec. 23 Scholarship Terms of Reference

1. Definitions: Amended November 16, 2011
  - a) Member shall be defined as a member of CUPE Local 454 in good standing.
  - b) Family Member shall be defined as a member's spouse, children, grandchildren, or ward/guardian.  
\*Amended March 16, 1994, to include stepchildren and stepparents.
  - c) Common law & same sex shall be recognized and applied as it relates to a & b.
  - d) Institute of Higher Learning shall be defined as a post-secondary course of studies leading to a profession or trade.
  
2. Committee:
  - a) The Scholarship Committee will consist of three (3) members as determined by the Executive of the Local.
  
3. Scholarships: Amended November 21, 2018
  - a) One Scholarship of \$500 will be available annually to students entering first year in a full course of study at a recognized institute of higher learning. The Scholarships will be awarded to any Member or Family Member of a Member.
  - b) One Scholarship of \$500 will be available annually to students entering second year in a full course of study at a recognized institute of higher learning. The Scholarships will be awarded to any Member or Family Member of a Member.
  - c) One Scholarship of \$500 will be available annually to students entering third year in a full course of study at a recognized institute of higher learning. The Scholarships will be awarded to any Member or Family Member of a Member.
  - d) One Scholarship of \$500 will be available annually to students entering fourth year in a full course of study at a recognized institute of higher learning. The Scholarships will be awarded to any Member or Family Member of a Member.
  - e) One Scholarship of \$500 will be available annually to students entering a full course of study at a recognized trades school. The Scholarships will be awarded to any Member or Family Member of a Member.
  - f) Murray Cameron Memorial Scholarship.  
Preference will be given to students entering the law enforcement field, but if no preference is indicated, or no student is entering that field, then the Murray Cameron

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Memorial Scholarship will be awarded as per the normal qualifications and criteria.

The value of the scholarship is to be equivalent to the regular scholarships.

### 4. Qualifications:

- a) Completion of attached application for scholarship;
- b) A transcript of marks from Grade 12 year and/or the last successful year completed. Applicants must have a minimum 65% academic standing;
- c) Complete resume itemizing education, community service work, clubs and organizations;
- d) Confirmation of acceptance from a Registrar of recognized institute of higher learning.

### 5. Selection:

- a) The successful candidates will be selected by the Scholarship Committee and ratified by the Executive Committee on the basis of scholastic standing, character, and interest in education and community affairs.
- b) The Scholarships will be awarded in late August of any given year.

### 6. General:

- a) The purpose of each scholarship is to assist a student to pay fees, be it for the first, second, third or fourth year of full-time attendance in a recognized institute of higher learning.
- b) The value of each scholarship will be made payable to and will be forwarded directly to the recognized institute of higher learning.
- c) If excess funds are in the Scholarship account, the Executive Committee reserves the right to determine more funds be awarded towards additional scholarships.
- d) If no student applies in any of the years, then the scholarship committee shall award that years' scholarship to another student based on the qualifications and criteria in the terms of reference.

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### **Sec. 24      Protection of "Personal Information" and "Employee Personal Information"**

#### **Introduction**

This policy applies to CUPE Local 454 (CUPE) and has been adopted pursuant to the Personal Information Protection Act - (BC) -

CUPE as a union is responsible under the Protection of Personal Information Act (BC) (PIPA) to protect what is defined in PIPA as "personal information" and "employee personal information".

Not all information about all individuals is affected by PIPA. Much of the information CUPE collects and uses about individuals is defined in PIPA as "work product information" about its members, collected and used by CUPE as a collective organization, for purposes connected to promoting the welfare of the group. This information is not subject to PIPA.

Other information collected and used by CUPE is subject to PIPA. That information includes personal information about its employees and non-member volunteers, as well as information about others in the community who are not CUPE members.

CUPE protects the information of its members by ensuring that it is not disclosed to nonmembers except as necessary to further the interests of the membership as a whole.

Members who are concerned about the disclosure of information about them are encouraged to raise those issues with CUPE officials, with final decisions to be made democratically according to CUPE's Constitution and Bylaws.

This policy is designed to cover what is defined in PIPA as "personal information" and "employee personal information", which is included in "personal information".

Where applicable, the principles of privacy protection contained in this policy should also be followed with respect to member information as well as the information covered under PIPA. Members are encouraged to use the democratic processes of the union to ensure that privacy is appropriately protected within CUPE and by CUPE.

CUPE as an organization is responsible for the protection of "personal information" and the proper handling of it at all times, throughout CUPE and in dealings with outside parties. We recognize that our proper handling of "personal information" is both essential to the individuals concerned and to our reputation as a union.



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CUPE subscribes to the following principles for the protection of "personal information" and "employee personal information".

1. Accountability
2. Identifying
3. Consent
4. Limiting collection
5. Limiting use, disclosure, and retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual access
10. Challenging compliance

### **1. Accountability**

CUPE Local 454 has a Privacy Coordinator to look after the protection of information under PIPA. Individuals who are concerned about information CUPE possesses, and how it is stored, used and disclosed are encouraged to contact our Privacy Coordinator through the union office.

Our Privacy Coordinator is responsible for handling questions and requests for information from the public and our employees, as well as making recommendations to the Executive Board for the handling and protection of information. CUPE welcomes suggestions made to the Privacy Coordinator on how we can improve and maintain our protection of privacy.

The Privacy Coordinator will also work with other Privacy Coordinators and resource people within both CUPE BC and CUPE National to ensure that our privacy protection measures are appropriate and effective.

### **2. Identifying the purpose of collection, use and disclosure**

Where PIPA requires it, CUPE will identify the reasons for collecting "personal information" or "employee personal information" before or at the time we collect it. As required, we will document those reasons and inform the individual from whom it is to be collected. Any further use of the information will be subject to a new consent where

PIPA requires it.

### **3. Obtaining consent for collection, use and disclosure**

It is our policy to obtain consent for the collection, use and disclosure of "personal information" as required by PIPA. Before any "personal information" is handled by any member or employee of CUPE, they will receive instruction on the requirements to be

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met under the legislation by the Privacy Coordinator or another person designated by them.

### **4. Limiting collection**

In general, it is our policy to avoid the unnecessary collection of information. Where "personal information" under PIPA is involved, or may be involved, we will require consultation with the Privacy Coordinator or reference to the written directions of the Privacy Coordinator.

### **5. Limiting use, disclosure and retention**

"Personal information" should only be used for the purpose for which it was collected and should not be retained after its purpose is finished according to PIPA. There are uses for which the purpose may only seem to be completed, however. Members and employees must refer to the Privacy Coordinator for direction before destruction of "personal information" pursuant to PIPA to ensure that destruction is appropriate. Instead of destruction, the information may sometimes be altered to remove identifying information if appropriate.

The Privacy Coordinator will coordinate regular reviews to ensure that "personal information" is not retained unnecessarily.

### **6. Maintaining accuracy**

CUPE will take every reasonable step to ensure that information used in decision-making or disclosed to third parties is accurate and complete. Before making such decisions or disclosures, "personal information" must be checked.

### **7. Using appropriate safeguards**

"Personal information" under PIPA must be protected from theft or unwarranted disclosure. All members and employees of CUPE will be advised of this requirement.

The Privacy Coordinator is responsible for ensuring that CUPE maintains adequate safeguards against theft or unauthorized access, use or disclosure. These measures will be reasonably strict depending on the sensitivity of the information involved and will

be reviewed on a regular basis by the Privacy Coordinator.

### **8. Openness**

CUPE will make all reasonable efforts to inform the public, its members and its employees of this policy and any subsequent policy with respect to "personal information" under PIPA. To that end, a copy of the current policy will be available on

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request at our offices.

It is our intention to protect "personal information" as defined in PIPA, and to be as open to suggestion, criticism, complaint and inquiry as we can. The Policy Coordinator will be responsible for dealing as quickly as possible with the public, members and employees who have concerns they wish to raise, and with the Privacy Commissioner under PIPA.

Complaints and requests under PIPA will be handled by the Privacy Coordinator, who will be happy to assist in drafting them.

### **9. Giving individuals access**

Under PIPA, individuals have rights to access their "personal information", with some exceptions. Requests for access should be made to the Privacy Coordinator, who will respond to them as quickly and effectively as possible subject to PIPA's requirements.

If correction of the "personal information" is appropriate, the Privacy Coordinator will receive and act on a request for correction according to PIPA's requirements. If there is a disagreement about accuracy of the "personal information", PIPA requires CUPE to make a note of the requested correction attached to the document where the disputed information appears.

Fees may be charged under PIPA for access to "personal information", and may include the costs to CUPE of finding and copying such information. We will keep any such fees to a minimum, covering only our costs. Before doing the work, an estimate of any fees to be charged will be given.

### **10. Appeals**

Any decision of the Privacy Coordinator may be appealed to the Executive Board or its delegate(s). CUPE will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under PIPA.

Adopted by the Executive Board, February 4, 2004

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### **Sec. 25 Job Sharing**

All job-sharing requests must be initiated by interested members holding full time positions, through the Union office, not by the Employer.

The Local 454 Executive Board will consider each request on its own merits and develop a protocol for job share requests. Each job share request is subject to membership approval. Job sharing requests will be considered only on an accommodation basis: i.e. care of dependents. Nothing in this policy and/or any further letter of understanding shall be construed as altering the existing obligations of either party under the collective agreement. If accepted, the job-sharing arrangement must recognize the Union's desire to maintain and preserve job positions; therefore, any arrangement will be based on CUPE BC's policy (see attached) and the following criteria:

1. Job sharing can be done for full-time positions and the (non-incumbent) job share position shall be immediately posted and filled. This will keep the process open.
2. The job-sharing request is subject to Employer approval. A Letter of Understanding between the parties will be made for each accepted request.
3. If the request is approved by the Employer, there shall be no reduction in the number of full-time positions; and a posting for one incumbent's vacant position will occur immediately. The vacated position shall be posted temporary to definite.
4. There shall be a five-year maximum time period to which each job-sharing agreement shall be limited. The arrangement may be reviewed by the Union Executive semi-annually at which time the arrangement may be extended, amended or terminated.
5. The position shall be shared on a 50-50 basis, the position can be split in a manner agreeable to the two job-share partners, their supervisor and the department manager. The work schedule for the shared position shall remain the same as if the position were not shared.
6. The incumbents shall be entitled to all benefits as provided in the Collective Agreement to regular full-time employees, including E.I., Canada Pension and Superannuation, on a pro-rated basis. The salary base for pension calculations will continue to be the full-time salary of the position if the Pension Plan allows this. Currently the pension amount shall be calculated on the actual amounts earned.
7. Participants will not be eligible to jointly apply for promotions to a higher-rated position.
8. Should the incumbent abandon the arrangement, the position will revert to regular full-time and be filled by the posting process as per the Collective Agreement.

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9. When the mutually agreed to job sharing term expires, the incumbents will be entitled to return to their regular full-time positions within the workplace.
10. Incremental pay levels will still be based as per Collective Agreement
11. All job share agreements will be non-precedent setting.

When any appeal regarding job share is to be brought forward to the membership, notification must be given to the Union membership in writing prior to the monthly meeting, as per local bylaws, and the notification must list the job title and job location.

Reviewed & Revised on September 20, 2000.

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### **Sec. 26 Conflict of Interest** Added November 16, 2011

#### **Purpose:**

To provide clarity and guidance to the Executive and Membership where there may be a perceived conflict of interest.

#### **Policy:**

No Executive member or Job Steward, or a member of their family, shall provide a service to CUPE Local 454 that will require compensation of any kind, unless there is membership approval for the arrangement to take place.

Any existing arrangements (at the time of adoption of the policy) shall be referred to the membership for approval.

No new arrangement shall be entered into until membership approval has been obtained for such arrangement.

### **Sec. 27 Letters of Understanding** Added November 16, 2011

#### **Purpose:**

To provide clarity and guidance to the Executive and Membership on the approval process for signing Letters of Understanding affecting the general membership.

#### **Policy:**

No Letter of Understanding that will vary the Collective Agreement or have an impact on the broad general membership shall be signed by a Union Official until the Letter of Understanding has been approved at a general membership meeting.

This policy shall not apply in individual situations such as Duty to Accommodate, or resolutions of individual grievances.

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### Sec. 28 Election Process Amended October 18, 2017 replaces the November 16, 2011 policy

#### **Purpose:**

To provide clarity and guidance to the Executive and Membership on procedural processes during Union elections.

All aspects of this policy shall be interpreted and applied in accordance with **Article 7.1 Election of Executive Board of the** Constitution & Bylaws of CUPE Local 454

#### Election Committee

- Five members appointed by the executive
- Committee members shall not be eligible to run for any office nor can they currently hold an Executive Board or Trustee position

#### Chief Returning Officer

- One member of the Election Committee to be designated as the Chief Returning Officer

#### Nominations

- Nominations for Officers and Trustees must be received at least thirty (30) calendar days prior to the Annual General Meeting.

#### Voting Process

Electronic voting via a third-party firm selected by the Executive Board to conduct electronic voting.

- The Election Committee shall arrange for one or more electronic voting stations, including one at the Union Office.
- Electronic voting will be open seven days prior to the Annual General Meeting
- Notice to the membership with all pertinent information shall be distributed seven (7) days prior to the election

#### Election Results

Election results will be delivered in the membership in the following ways:

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- Announced at the Annual General Membership Meeting
- Posted on the local's website
- Sent to members via email
- The candidate receiving the most votes will be declared elected

### Election Process Irregularities

As per Sec.(i) of Article 7.1 Election of Executive Board of the Constitution & Bylaws of CUPE Local 454



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### Sec. 29      **Dependent Care for Union Business**      Adopted by Membership April 20, 2005

The purpose of this policy is to provide guidance to the Executive on the issue of dependent care costs. This policy is intended to cover members, Executive members and Job Stewards who are attending to union business, and as a result, incur dependent care costs.

#### Definitions:

- a) Member shall be defined as a member in good standing.
- b) Dependent shall be defined as a member of the member's immediate family as defined below who reside with, and are in the regular care of the member, Executive member or Steward.
- c) Immediate Family shall be defined as a member's spouse, children, grandchildren, brother, sister, parent, parent in-laws, grandparent, stepchildren and stepparents.
- d) Union Business shall be defined as Executive meetings, committee meetings, conventions, conferences, trade union education or other business approved by the Executive.

#### Expense Coverage:

This policy will cover dependent care costs for members who are attending to union business as defined above.

Payment for expenses as a result of the member being a delegate to either a trade union education session, or convention, shall be paid automatically, provided that an expense voucher and receipts are submitted.

Any expenses incurred that do not fit the definitions listed above, shall be subject to Executive debate and approval prior to payment.

#### Process:

All expenses are subject to Executive approval as per Section 3 of the CUPE Local 454 Administrative Policy.

If a member is going to incur dependent care costs in order to attend to union business, they must notify the Executive in advance, where possible.

An expense voucher must be completed along with receipts and submitted to the Treasurer, who will ensure payment is made for eligible expenses, after Executive approval. The President may approve expenses in cases where a delay in reimbursement may be a financial hardship to the member, provided all vouchers and receipts are submitted.

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### Sec. 30 Duties of Executive Board

Each Executive Board member of Local 454 is encouraged to participate in CUPE educational courses to enhance their leadership skills and expand their knowledge and expertise.

All Executive Board members must give all properties, assets, funds and all records of the Local Union to their successors at the end of their term of Office.

All signing Officers of Local 454 shall be bonded through the master bond held by CUPE National. Any Officer who cannot qualify for the bond shall be disqualified from having signing authority.

### Sec. 31 Use of Local 454 Credit Card April 26, 2016

#### Purpose:

To provide clarity and guidance to the President and Treasurer on use of Local 454 authorized credit cards while holding the position of President and Treasurer.

Expenditures can only be spent for the valid purposes of the Local and as permitted in the bylaws of the Local.

All aspects of this policy shall be interpreted and applied in accordance with the Constitution and Bylaws of CUPE Local 454.

#### Policy:

That both the President and the Treasurer are issued with a Mastercard in their name, for the purpose of conducting union business. At no time shall the Mastercard be used for any personal expenses nor any expenses related to personal travel. Any expense found to be of a personal nature shall be reimbursed as soon as possible.

For each use of the credit card, a voucher is required to verify the details and indicate the reason for using the credit card.

The monthly credit card statements will be made available to both officers and the President is expected to review the Treasurer's credit card statement and the Treasurer is expected to review the President's credit card statement.

Any use of the Local's credit card for personal use will be brought to the attention of the executive and/or membership.

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### **Sec. 32 Job Steward Terms of Reference**

1. Job steward meetings shall occur September to June.
2. Election of an Executive Job Steward will occur as per Article 7.1 of the CUPE Local 454 Constitution and Bylaws.
3. To have quorum, 2 members must be in attendance at any job steward meeting. Any recommendations from the job steward committee are made to the executive, by way of the Executive Job Steward. The rules of order governing the executive shall also govern the Job Steward Committee.
4. Order of business shall be:
  - a. Roll call
  - b. Concurrence of previous minutes
  - c. Area reports
  - d. New business
5. Job Stewards shall not be entitled to be executive members, except for the Executive Job Steward.