

**Alberta Union of Provincial Employees
Local 12
Technical and Field Support Services**

Local 12 Policies

The purpose of these policies is to assist members of Local 012, while conducting Union business at Local expense or as a representative of Local 012. These policies have been created to supplement existing union policy as described in the A.U.P.E. Policy and Procedures manual.

Any revision or amendment to these policies shall be submitted in writing to the Chair of the Local Ad Hoc Committee for review. This committee shall review all submissions and refer any comments and/or recommendations to the Local Executive as information. The Local Executive shall bring forth and place before the Local Council any revision or amendment in policy that has been submitted by the policy committee. The policy committee may forward proposed amendments with or without recommendations. An amendment or revision requires a two-thirds (2/3) majority vote by the Local Council to become effective.

A current copy of the Local 012 policies and a current list of the Local Council Executive shall be posted on the Local's web site and distributed to newly elected Local Council members.

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1.0 General

- 1.1 No member of Local Council shall hold more than one (1) executive position at any one time. These positions include:
- a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
 - e. Provincial Executive Representative (PE Rep)
- 1.2 At the AGM of an election year, Local 012 Council shall elect the following committees:
- a. Finance
 - b. Policy
 - c. Education
 - d. Bargaining Committee
 - e. Ad Hoc Committees as required
- 1.3 The Chairperson of all Local committees shall be a Council Representative. The Chairperson of the Finance Committee shall be the Local Treasurer. The Local 012 Council Executive shall also act as the employee representative on the Joint Employee Relations Committee (J.E.R.C.).
- 1.4 There shall be a minimum of three (3) and a maximum of five (5) members on any committee. Where possible, committees shall be composed of an odd number of members.
- 1.5 The committee Chair or a committee member shall report back to the Council, regarding all committee meetings, at the next meeting of the Local Council.
- 1.6 Council shall elect or appoint members to the committees as identified in 1.2 as per the following criteria:
- a. Shall be a Local 012 member.
 - b. Have knowledge of or a willingness to learn the subject matter
 - c. Ability and willingness to work on the committee
- 1.7 Any member of a Local committee who fails to attend two (2) consecutive meetings of the committee without notifying the committee Chair or having just cause, shall be deemed to have abandoned his/her position.
- 1.8 The committee Chairperson, or designate, is responsible to ensure that the Council's decisions are implemented.
- 1.9 Local 012 does not support requests for advertising.

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- 1.10 Retirement awards of \$100.00 (cheque) shall be awarded on the recommendation of the Chapter through the Local Chair. Local 012 will support all requests for retirement plaques.
- 1.11 At Local expense, the Secretary, Treasurer, Provincial Executive Rep, and the Web Master shall be provided, at their request, with council approved computer hardware and software for use while carrying out Local business.
- 1.12 The Local shall maintain an Internet web site. Local 012 Council shall elect a web master at each Local AGM of an election year. The web master shall be empowered to make postings and updates to the web site as required.
- 1.13 The Local web master shall provide all Local 012 chapters and/or committees with space on the web to post any appropriate chapter or committee specific information.
- 1.14 Local 12 will recognize those members with 45 year and 50 year service with a plaque and a \$100 cheque.
- 1.15 Donations will be considered only to charitable organizations and/or AUPE sponsored initiatives. The donations amount will be decided and voted on by Local 12 Council

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2.0 Finances, Travel and Subsistence

- 2.1 Advances are to be held to eighty percent (80%) of the estimated cost of the function for which the advance is required. Any advance request shall be submitted on the advance claim form no sooner than fifteen (15) working days ahead of the scheduled expenditure date.
- 2.2 An expense claim for events or functions shall be submitted within sixty (60) calendar days. Expense claims for the reimbursement of "out-of-pocket" expenses must be made within four (4) months of the original expenditure. All claims must be submitted prior to the end of the fiscal year for which they were incurred.
- 2.3 Local 012 members attending meetings and functions on behalf of the Local, and with prior authorization of the Local executive, shall be reimbursed for travel (from primary residence) and subsistence expenses at the rate as approved by Local 012. In the event that no Local 012 policy exists, standard A.U.P.E. policies apply.
- 2.4 Each member attending the Annual General Meeting of their chapter shall be reimbursed for mileage from primary residence and provided with dinner. Where dinner has not been provided the member can claim the dinner allowance that is in effect at the time. No expenses shall be paid unless the Local Treasurer has been provided with a copy of the meeting minutes, Chapter budget, and "sign-in" sheet. A Chapter may submit a receipted group claim, however in this case no members will be paid the dinner allowance. If quorum is not reached on the first meeting and the member attends a subsequent meeting they may again claim the meal allowance and travel expenses.
- 2.5 For all other meetings not requiring meals called for chapters, expenses for snacks and beverages shall not exceed five dollars (\$5.00) per member attending. Also any cost directly incurred by a Chapter to rent a meeting room shall be reimbursed from the Local. .
- 2.6 Each Chapter Treasurer is to ensure that all chapter activity costs are properly submitted and verified.
- 2.7 The subsistence rates paid to Local 012 members while on Local business shall typically be set by Union Headquarters. The mileage and subsistence rate paid by the Local shall be reviewed annually at the annual general meeting of the Local. The Local may adjust the Local's travel and/or subsistence rates paid with a 2/3majority vote of council. The rate paid shall not be less than the union headquarters rate.

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- Where a member is being reimbursed for travel by Union Headquarters and is being reimbursed at a rate lower than the approved Local rate, the member can submit a claim to the Local for the difference. Where this supplementary claim is being made, the member will be required to provide the Local 012 Treasurer with the details of the function being attended as well as a copy of the expense claim that was submitted the headquarters.
- 2.8 Local 012 members who are required to travel to attend any approved Local 12 business shall be reimbursed for their expenses as follows:
- a.
 - i. Members living less than 150 km shall be reimbursed for mileage (from their primary residence) and meals.
 - ii. Members living more than 150 km but less than 350 km away from the meeting location shall be reimbursed for mileage and a maximum of one (1) night accommodation and meals.
 - iii. Members living more than 350 kms shall be reimbursed for a maximum of two (2) nights' accommodations and meals.
 - iv. Under extenuating circumstances, Council Executive may approve payment of the expenses that are ineligible under Clauses i, ii, and iii.
 - b. For the Local 012 AGM, expenses, including a room, shall be paid to Local members who live closer than one hundred and fifty kilometres (150 km) to a meeting site.
- 2.9 No compensation or honorarium, other than expenses, shall be paid to a member of the Local 012 Council unless authorized by Council with a 2/3 - majority vote.
- 2.10 Where possible members should share one vehicle when travelling long distances however, car-pooling is not mandatory.
- 2.11 Local 012 members shall be entitled to single accommodations when on Union business. Where a Local member is attending a function, where headquarters will be reimbursing expenses, the member is entitled to single accommodation with the cost being shared 50/50 by headquarters and the Local.
- 2.12 Executive Committee is empowered to make decisions on the following monetary issues to a maximum of \$500.00 or as indicated below. All decisions regarding these expenditures shall be reported at the next Local Council meeting.
- a. When requested by a Local 012 member, the Executive committee may send bereavement gifts (max \$100.00) to any Local 012 member or their family in the following situations:

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- i. Death of a Local 012 member
 - ii. Death of a member's spouse, common-law partner or child (including adoptive/foster children).
 - b. Charitable donations
 - c. Union Activity Service Awards to a maximum of \$100.00
 - d. Support of union activities outside of our Local
 - e. Labour school or labour courses

- 2.13 Members of the Local 012 Executive Committee, web master and one person from the education committee shall be entitled to reimbursement of:
 - a. Monthly internet/e-mail access charges.
 - b. Call manager services costs (not including voicemail), where members subscribe to a dial-up service provider.
 - c. Internet installation costs.
 - d. Internet security and firewall services to a maximum of \$ 120/year on Local owned computers.

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- 3.0 Time Off for Union Business
- 3.1 The Secretary shall be allowed a maximum of one (1) day off, at Local expense, following each Local Annual General Meeting to properly attend to the Local's business during regular working hours.
- 3.2 In each fiscal year the Treasurer shall be allowed time off at Local expense as follows:
- a. A maximum of two days off annually, at Local expense, to properly attend to the Local's business during regular working hours.
 - b. A maximum of one (1) day off. At Local expense to process expense claims related to Chapter AGMs and the preparation of the Local's annual budget.
- 3.3 Time off shall be paid for Local 012 members for travel to, from and while attending to any Union business on behalf of the Local, as approved by Council or the Local Executive.
- 3.4 Where a member lives less than two hundred kilometres (200 km) away from the meeting site and the meeting is set to commence at 12:00 noon or later, then time off on the day before the meeting will not be paid for unless the member is scheduled to work between 4:30 pm the day before the meeting and 9:00 am the day of the meeting.
- 3.5 Where a member lives more than two hundred kilometres (200 km) but less than four hundred kilometres (400 km) away from the meeting site and the meeting is set to commence at 12:00 noon or later, then time off on the day before the meeting will be paid for a maximum of one half (1/2) day. If the member is scheduled to work between 4:30 pm the day before the meeting and 9:00 am the day of the meeting a full day will be paid.
- 3.6 Where a member lives over four hundred kilometers (400 km) away from the meeting site the member will be allowed one (1) full travel day.
- 3.7 Members are responsible for booking their own time off for Local business.

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4.0 Minutes and Reports

- 4.1 Any Council representative of Local 012 wishing to have a copy of the Provincial Executive minutes, and any Chapter Chairperson wishing to have a copy of the Local Council minutes, shall receive same at Local expense upon receipt of a written request from that person to the Local 012 Secretary.
- 4.2 The alternate Council representative to the Provincial Executive shall receive a copy of the Provincial Executive minutes at the Locals expense.
- 4.3 The minutes of the Local 012 meetings are to be sent to the Local Executive as soon as possible after the meeting and be made available to Council members at the next Council meeting.
- 4.4 Reports of the Local 012 Chair, Treasurer, and committees etc may be written (max. two pages) or short verbal (max. 10 minutes) reports. Budget and Financial statements will be printed for distribution.
- 4.5 The Council Secretary shall keep a copy of all minutes for a period of three (3) years. This includes:
- a. any correspondence that required action,
 - b. reports and
 - c. election sheets.
- Any correspondence circulated for information may be disposed of at the end of each calendar year.
- 4.6 After Chapter Annual General Meetings, the minutes, budget and attendance sheets are to be sent to the Local 012 Secretary, Local 012 Treasurer and A.U.P.E. Headquarters within ten (10) days of the meeting. Expense claims for Chapter AGMs will not be paid unless accompanied by meeting minutes and attendance sheets.
- 4.7 All Local financial records must be submitted to Central Office for archiving.

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5.0 Meetings

- 5.1 Any Local 012 Council Representative or elected alternate who is not able to attend the Annual General Meeting of the Local, may send a member of their Chapter to the Annual General Meeting of the Local as an observer, with the approval of the Chapter Executive.
- 5.2 The Provincial Executive member may vote according to their conscience on any issue that may arise unless directed otherwise by a 2/3 majority of the Local Council or Local Executive.
- 5.3 Any Local Council representative who has missed more than two (2) consecutive meetings **without notification** to the Local Chair shall be deemed to have abandoned his/her position. The Local Council Secretary shall inform the appropriate Chapter and request a new representative be elected.
- 5.4 The Local Executive may address issues that arise between council meetings through the use of e-mail or conference calls. All motions and voting results shall be captured by the Local Secretary and reported to Executive Committee and Council at the next meeting. A motion will be considered ratified by at least 3 members of the Executive Committee.
- 5.5 The Local Executive shall make every attempt possible to use private email addresses for communications related to Local business. The use of government email for union business is discouraged.

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6.0 A.U.P.E. Convention, Delegate Selection.

- 6.1 All potential delegates must be elected from the members at a Chapter Meeting and a copy of the nominees and alternates must be available at the Local 012 Annual General Meeting
- 6.2 When a sufficient number of credentials are available, each Chapter submitting nominees is entitled to one delegate regardless of Chapter size, thereafter each Chapter with more than 150 members, shall be entitled to one additional delegate with the final delegates going to the Chapter with the greatest number of members.
- 6.3 The Local Executive in office at the time of convention shall be given first preference as delegates to the A.U.P.E. convention as a right provided their Chapter has duly elected them as delegates. The Chapters represented by these Local Executive members are not permitted to have their delegate entitlement increased by this selection unless there are vacant credentials
- 6.4 The Local Secretary will prepare a list of nominated delegates from the submitted Chapter minutes and present this list to the Local Executive for approval. Local Executive will compile a list of approved delegates based on the candidates past performance as a delegate and Union involvement. This list will be presented to Council for final approval.
- 6.5 New delegates shall attend the Pre-Convention seminar, to be better informed on Convention Procedure.
- 6.6 At convention, the Local Executive shall appoint one or more Convention Captains to check attendance each morning and afternoon for all Convention sessions. The Captains shall be made known to the Local delegates. Expenses may not be covered for delegates who fail to attend to Convention business.
- 6.7 Local Council shall appoint a Convention committee of up to five (5) members. The committee will be responsible for:
 - a. Arranging meals not provided by Convention
 - b. Arranging for caucus meetings as required,
 - c. Maintaining the hospitality suite if so designated
 - d. Maintaining political neutrality in the hospitality suite
 - e. Closing the hospitality suite while Convention is in session
- 6.8 Where there is organized seating, delegates shall occupy the allotted space.
- 6.9 Local Council will maintain a caucus room for convention

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- 6.10 The Local Council will determine prior to Convention:
 - a. If the Local caucus room will be maintained as a room or a hospitality suite
 - b. Set an expenditure limit on the hospitality suite if so designated in 6.10a.

- 6.11 In the event that a caucus meeting is called and the meeting room is being utilized as a hospitality suite, the hospitality suite will be closed until the meeting is concluded.

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7.0 Courses and Affiliate Schools at Local Expense

- 7.1 To be considered for attendance at any labour school, or for labour courses, the nominee must:
- a. Be union member
 - b. Submit a resume to the Local Secretary for information at the next Local Council indicating the following:
 - i. Reason for desiring to go
 - ii. Course outline
 - iii. Benefits to the individual and other union members
 - iv. Past union involvement
- 7.2 The Local Executive Committee will compile a list of recommended names to present to Council. Priority will be given to those qualified nominees whom have never attended previously.
- 7.3 The Local Secretary will keep a record of those who have attended schools and courses.
- 7.4 A maximum of two (2) individuals per year will be authorized to attend labour school.

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8.0 Life Memberships

- 8.1 Any member of A.U.P.E. or any member of the nominee's immediate family, may submit a request for Life Membership through Local 012 Council for the Council's consideration.
- 8.2 All Life Membership requests will be reviewed at the next meeting of the Local Council following receipt of the nomination.
- 8.3 The following criteria shall be used for consideration of Life Membership in Local 012:
- a. The nominee must have been a member of A.U.P.E. for a period of not less than ten (10) years unless exceptional circumstances exist to waive the requirement.
 - b. The nominee must have provided special contributions to A.U.P.E. at the work place or merited service to Local 012.
- 8.4 All known living Local 012 Life Members and their spouses shall be invited to participate in such functions as approved by the Local 012 Council. Expenses paid will be limited to cost of meal and social function. Mileage and accommodations are excluded unless the purpose of the function is to bestow the life membership.