CUPE 391 Financial Guidelines

The underlining principle of the CUPE 391 Financial Guidelines is that we are fiscally responsible with the membership's money. Our members donate a great deal of time to their union. There should not be a financial cost for extra participation in union activates.

The sources for the following information include: the CUPE 391 constitution, the CUPE BC Expense Policy, motions from general meetings and executive meetings as well as past practice.

Credit Cards

Office Depot – This company card is used for buying office supplies. There is not a name on the card so it can be passed freely from one president to the next. The president and secretary-treasurer can use this card.

VISA – This company card is used for purchasing hotel accommodation, plane tickets and purchases that would be more than three hundred dollars ($300). Hotel and travel expenses are considered authorized by motions to send delegates to Conventions, Conferences or Educational Courses. Purchases of items over three hundred dollars ($300) requires a specific motion. The VISA credit card has the name of the president on it so signing authority must change with every term in office.

The VISA card is also used for purchases that can only be made on-line (ie Norton Anti-Virus protection)

The VISA card is also used to purchase fruit baskets from Safeway by members of the flower committee.

Mileage

The rate for mileage is the same as for VPL.
Mileage is given to the members of the Executive Committee for attending executive meetings on their day off.
Mileage is given to union members who must travel between 2 or more sites to do union business.
Return trip mileage – In the event that a member is driven to a union activity by a third party
A) the union does not pay return mileage
or B) the union pays half the VPL rate for return mileage
or C) the union pays for return mileage

Union members should always strive for environmental and economical transportation. Walking, cycling, bussing and carpooling should be considered where appropriate and possible.

Parking

Parking is covered by the union for union activities. Receipts are attached to a completed expense voucher and submitted to the union office.

President's Parking Float

The president is advanced $100 at the start of their term in office to cover parking expenses. When $100 worth of receipts has accumulated, the president submits these with a completed expenses voucher and is issued another float. At the end of the president's term, the balance of the parking float, with the accumulated receipts is submitted.

Bus Pass

Due to the amount of travel between work sites, the president is issued a one-zone bus pass if they choose not to drive. The union should consider the City's discount buss pass if selecting this option for transportation.

Per Diems

Standard – In town and Out of town per diems are outlined in the Constitution.

President – The president receives a ten dollar per diem for each day they are in office. This is an acknowledgement that many of the president's meetings are over coffee or meals. It is expected that the president will "treat" when appropriate. The president is out of town on union business, they do not receive the ten dollar per diem, but rather, the out-of-town per diem rate.

Special case – when a member attends a course, conference or convention where meals are provided, they receive a ten dollar per diem. This is to cover costs for coffee and snacks.

Book-Off

The President is booked off for their term(s) in office. If the President's VPL salary is below Librarian I step 5, then the Union salary is based on Librarian I, for scope of duties, and paid at step 5, in keeping with the union's position on pay equity.

Members are expected to donate their time to participate in committees and to attend conferences and conventions. When schedules require, members will be booked off from their worksite to attend to union business. Full replacement is available to their worksite.