

APPENDIX 'C'

CUPE LOCAL 391 FINANCIAL POLICY

APPROVED BY CUPE NATIONAL

June 4th, 2017 (In force June 22nd, 2017)

CUPE 391's Financial Policy is based on the following governing documents:

- CUPE National Constitution
- CUPE Local 391 By-laws
- CUPE National Financial Officers Handbook

CUPE 391 funds can only be spent for valid purposes, under the following circumstances:

- When the expenditure is authorized by a budget approved by a majority of members present and voting at a general membership meeting;
- When CUPE 391 bylaws approve the expenditure; or
- Through a vote of the majority of members present and voting at an executive, general or special membership meeting, excluding unit special meetings.

CREDIT CARDS

CUPE 391 shall maintain one (1) credit card account for the authorized expenditures listed below. The CUPE 391 President or their designated signing officer shall be the cardholder.

Authorized Credit Card Expenditures

- Travel
- Accommodation
- Meals
- Registration for education, conferences and conventions
- Purchases and/or subscriptions where payment by cheque is not possible

All credit card expenditures shall be supported by receipts and/or invoices. Any credit card expenditures not supported by receipts and/or invoices shall be the responsibility of the cardholder.

Any accruals under a credit card rewards program are the property of CUPE 391 and can only be used for the benefit of CUPE 391.

The credit card is not to be used for incidental expenses that are normally covered by an expense claim.

Cash advances on the CUPE 391 credit card are not authorized. The cardholder will be responsible for repaying CUPE 391 for any cash advances, including any service charges and interest.

SYMPATHY GIFTS

The Union shall send flowers or a gift basket, or make a charitable donation not to exceed eighty dollars (\$80.00) on the following occasions:

- i. As an expression of sympathy to Union members who are confined by serious illness to the hospital or to their home for periods exceeding two (2) weeks).
- ii. As an expression of sympathy in the case of bereavement in the immediate family of a Union member (Immediate family as defined in the Collective Agreement with Vancouver Public Library under "Compassionate Leave.")

RECOGNITION OF SERVICE

When the Union is informed, members of the Union who are retiring or leaving the service of the employer shall receive a gift, the value of which shall be calculated on the following basis:

- i. For six (6) to ten (10) years of service as a Union member: fifty dollars (\$50.00) plus an additional ten dollars (\$10.00) for each year above six (6);
- ii. For eleven (11) years of service to retirement as a Union member: one hundred dollars (\$100.00) plus an additional ten dollars (\$10.00) for each year above eleven (11) to a maximum of two hundred and fifty dollars (\$250.00).
- iii. Gift cards and certificates are not acceptable gifts as they are considered cash by the Canada Revenue Agency and are subject to taxation.

The Union shall contribute seventy-five dollars (\$75.00) to a party for members of the Union who are retiring or leaving the service of the employer after eleven (11) years or more of service, who express a desire for such a party. The party shall be organized by members. The seventy-five dollars (\$75.00) can be used to cover costs for the party, excluding any costs for alcoholic beverages.

DEATH OF A UNION MEMBER

In the event of the death of an active member:

- i. The Union shall spend up to two hundred dollars (\$200.00) to send flowers and/or make a charitable donation according to the preference of the member's family.
- ii. The Union will make a donation of one hundred dollars (\$100.00) towards the purchase of materials for the Library collection, to be acknowledged with a bookplate. The selection of the material in which the plate will go will be made in consultation with the member's colleagues.

MEMBER EXPENSES

i. **Wages**

Lost wages for scheduled hours of work for members on Union leave of absence pre-authorized by the Executive shall be repaid at cost directly to the employer only. Wage loss shall not be paid directly to individuals.

ii. **Per Diems and Accommodation**

Delegates attending conventions and / or conferences held at locations that are fifty (50) or more kilometers from their home address, and / or delegates traveling from Gibsons or Sechelt to the Lower Mainland for conventions, conferences and educationals shall receive a per diem allowance of sixty dollars (\$60.00) plus accommodation. Where possible accommodation shall be at a unionized hotel.

Delegates attending conventions and/or conferences whose home address is less than fifty (50) kilometers away from the convention/conference location shall receive a per diem of forty-five dollars (\$45.00).

Members attending Union authorized events who are not eligible to receive per diems, shall be reimbursed for meals upon presentation of receipts. Meal reimbursement shall not include alcohol. Meal reimbursement shall not exceed the amounts listed below.

Breakfast	Fifteen dollars (\$15.00)
Lunch	Twenty dollars (\$20.00)
Supper	Twenty-five dollars (\$25.00)

The per diem rate shall be reduced to ten dollars (\$10.00) for delegates attending educationals where all meals are provided.

iii. Dependant Care

If required, dependant care shall be paid outside of regular working hours. Upon proof of payment a maximum rate of twenty dollars (\$20.00) per hour to a maximum of three hundred twenty dollars (\$320.00) per day (which includes travel time) shall be reimbursed. All dependant care expenses must have prior approval of the Executive. Claims will not be paid for a spouse, partner or family member who normally provides care without charge.

iv. Mileage & Parking

The rate for mileage is the same as for Vancouver Public Library. Parking is paid for when supported by a receipt.

Mileage and parking are paid:

To Executive Committee members for attending executive meetings on their day off

To Executive Committee members who attend Executive meetings after work

To union members who must travel between two (2) or more sites to do union business

To union members attending educationals, conferences, conventions and committee meetings of affiliated organizations

Other Expenses

Members may receive a per diem or submit for reimbursement of their expenses for other events where Union leave is authorized by the Executive or for expenses incurred in the service of the Local.

For reimbursement of these expenses, members shall be required to submit receipts with an expense voucher to the Secretary-Treasurer.

All expenses must be submitted for reimbursement within two (2) months of having occurred. Expenses submitted after two (2) months will be paid at the discretion of the Executive.

PRESIDENT'S SALARY AND EXPENSES

Book-Off

The President will be a full-time, paid Officer of CUPE Local 391, booked off their job for the term of office either at their regular rate of pay, or the Librarian 1, Step 5 rate, whichever is higher.

President's Per Diem

For each working day, the President may claim a ten dollar (\$10.00) per diem to cover incidental expenses.

DONATIONS

The Union shall, at a general meeting each year, allocate an amount to be used for donations. The Executive shall vote on individual donations to organizations following the criteria below. Amounts not disbursed in one (1) year shall not be carried over to the next.

Charitable Organizations Fund

This fund shall be made available to all local, regional, provincial and national service organizations offering a broad range of services to the disadvantaged. Recipient organizations shall be well established and shall have a reputation for cost-effectiveness. No organization shall receive donations more than once during a calendar year.

Labour Organizations Fund

This fund shall be made available to Unions requesting donations to their strike funds. No Union local shall receive donations more than once during a calendar year. Disbursements shall be made only to Union locals in Canada. Priority shall be given to CUPE locals. The Executive shall not attempt to judge the merits of any Union local's strike, but shall disburse amounts consistent with the size of the Union local.

International Relief Fund

This fund shall be made available to all international organizations offering relief to disadvantaged populations. Recipient organizations shall be well established and shall have a reputation for cost effectiveness. No organization shall receive donations more than once during a calendar year.

(Article B.4.4)