

CUPE 204

Health Care Workers Union
Canadian Union of Public Employees

POLICIES

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CUPE 204 POLICIES

SCHOOLS, CONVENTIONS, UNION FUNCTIONS

1. Who is eligible to attend Education

- (a) A member must be in good standing at the time selections are made for attendance at conferences, schools, or seminars.
- (b) To qualify for attendance at CUPE schools, a member must have completed the prerequisite courses required by CUPE Union Development.
- (c) Members elected as officers or executive shall be registered to attend training courses specific to their elected positions without prior approval. Newly elected **Secretary** Treasurer and Trustee(s) shall attend Financial Officers Training. The Recording Secretary shall attend Recording Secretary training. Unit Vice-Presidents shall attend the Steward Learning Series.
- (d) President and Table Officers have first consideration.
- (e) A member can only take the same course once; however, they can put in an appeal to the Table Officers to retake the course.

Attendance requirements:

- Introduction to Stewarding/Welcome to CUPE:
No attendance requirement;
 - Steward Learning Series/Day Schools:
Must have a 25% attendance at General Membership meetings for the previous 12 months;
 - Week-Long School:
Must have a 50% attendance at General Membership meetings for the previous 12 months;
 - Outside CUPE Education:
Must have a **75%** attendance at General Membership meetings for the previous 12 months.
- (f) Number of members sent is contingent on budget.

2. Conventions/Conferences

- (a) (i) **Table Officers and Executive members must attend a minimum of 75% of Executive meetings in the previous 12 months.**
 - (ii) **Lead Shop Stewards must attend a minimum of 75% of General Membership meetings in the previous 12 months.**
 - (iii) President and Table Officers have first consideration.
 - (vi) Remaining delegate statuses after the Table Officers and President slots have been filled, shall be shared amongst the Executive Board on a rotating basis. **Where vacancies occur, Table Officers shall have the final decision.**
 - (v) Number of members sent is contingent on budget.
- (b) CUPE Manitoba Convention/CUPE National Convention/Other Labour Conferences/Conventions

Eligibility to attend in order of priority:

1. **President**
2. **Table Officers**
3. **Union Representatives (UVP and LSS) on a rotating basis**
4. **Union Support Officers (50% on rotating basis)**
5. **Contingent on budget**

3. Attendance at Functions

- (a) The Table Officers shall appoint a Warden from within the duly elected delegates to convention and conferences.
- (b) (i) Delegates/observers/representatives are expected to attend all sessions.
- (ii) If authorization to be absent is not received, the delegates/observers/representatives shall be required to reimburse the Local for all appropriate expense money received or billed.
- (iii) In addition, they will be expected to sit in close proximity to each other at conventions.

- (iv) Where this is not possible, they shall notify the Warden or designate as to where they can be reached in case delegates need to give alternates their badges.
- (c) The Warden shall report to the Table Officers on any behavioral and attendance problems.

4. Caucus Procedure

- (a) The President/designate or fifty percent (50%) of the delegates in attendance shall be authorized to call caucus meetings with mandatory attendance of convention delegates and observers. Caucus shall consist of delegates and observers (who shall have voice, but no vote). There shall be at least one caucus prior to the commencement of convention.
- (b) Caucus shall support the Local's pre-convention position on issues but will have the latitude to deal with said issues if the convention presents amended positions.
- (c) Resolutions, policy statements or any current matters that might be the subject of controversy at convention, shall be dealt with in caucus.
- (d) All delegates and observers shall be expected to follow caucus decisions unless they advise the caucus of their inability to do so because of their religious, cultural, or moral reasons.
- (e) All caucus positions arrived at shall be by a majority vote of delegates.

5. Expenses and Reimbursement

- (a) Local 204 shall pay transportation to and from authorized functions on the following basis:
 - (i) Outside of Manitoba reduced fare economy class air or ground transportation or group travel rate using a unionized airline. Where reduced fare economy rates are not available, full fare economy rates shall be arranged. For travel when it is not possible to obtain reduced fare economy or full fare economy rates, business airfare may be authorized. Members who choose to travel outside Manitoba by car will be reimbursed mileage for the use of their vehicle to the maximum cost the Local would have incurred by paying reduced fare economy class rates.
 - (ii) Within Manitoba mileage will be paid to delegates as per Local 204 bylaws using Google maps from the member's residence. Members who travel by bus will be reimbursed upon receipt for bus fare.

Expenses for airfare within Manitoba shall only be authorized by the Table Officers.

- (iii) Within Winnipeg: Members who do not reside within Winnipeg shall receive mileage from **their home** to the perimeter and return. Mileage is not to be claimed when attending General Membership and/or Executive meetings. Exceptional circumstances shall be dealt with on a case-by-case basis by the Executive Board.
- (iv) Delegates will be expected to use the most economical method of transportation available. Delegates shall be reimbursed for all receipted legitimate ground travel expenses related to their attendance at Union functions, including mileage (to and from once) to the airport, *Park'N Fly* and taxi fare.
- (b) Accommodations: Members shall be provided single room accommodation when travelling for Local 204 business.
- (c) Per diems: Members must attend a minimum of five (5) hours per day to receive the daily per diem at any union function within Winnipeg.
- (d) Travel insurance arrangements will be made and paid for by Local 204 for representatives traveling to and from conventions, conferences and schools for members who do not have travel insurance.
- (e) Local 204 will pay all registration fees.
- (f) Lost wages shall be reimbursed to the Employer by Local 204 and shall include only actual wages lost by the member with no provision for lost overtime.
- (g) Shift premiums for regularly scheduled shifts shall be reimbursed.
- (h) If a member chooses to attend Local 204 business and also work their regular shift, they shall not be paid lost wages.
- (i) Paid leaves of absence for shift workers shall be arranged in such a manner as to provide members with reasonable and adequate time off work to participate in the function. For example, on a weekend school, participants should be off on the previous night or evening shift and participants at a weeklong school should be off on the Sunday day shift.
- (j) Should a member be booked off on union leave but becomes ill and unable to attend, the member must contact their employer and get the union leave converted to sick leave.

EXPENSES FOR MEMBERS ON AUTHORIZED EXTENDED LEAVE OF ABSENCE FOR UNION BUSINESS

1. Extended leave of absence is any period of time longer than one (1) day but does not include leave of absence for meetings, schools, conferences, conventions, and seminars.
2. When an Executive member fills in for the President, **Secretary-Treasurer**, or a Union Support Officer, they will receive **three dollars (\$3.00)** per hour responsibility pay.
3. Expense statements shall be submitted on Local 204 expense forms as required, or at the conclusion of the leave of absence, to the **Secretary-Treasurer** for reimbursement for expenses such as responsibility pay, mileage and/or parking for meetings outside of the office.
4. Members on an authorized leave of absence shall be under the direction of the President or their designate.

EXECUTIVE AND SHOP STEWARD EXPENSES

Table Officers

- Eighty dollars (\$80) per month to cover cell phone costs upon provision of receipt;
- Parking will be reimbursed to attend meetings to represent members of Local 204 (not including Table Officer, Executive Board or General Membership meetings);
- Mileage.

Executive (Unit/Group Vice-Presidents and Diversity Vice-Presidents)

- Sixty dollars (\$60) per month to cover cell phone costs upon provision of receipt;
- **The cell phone number for the above-mentioned expense must be made available to members and the Local 204 office;**
- Parking will be reimbursed to attend meetings to represent members of Local 204 (not including Table Officer, Executive Board or General Membership meetings);
- Mileage;
- Any other expenses deemed reasonable that they incurred while performing duties of their office.

Lead Shop Stewards

- **Lead Shop Stewards shall receive thirty dollars (\$30) per month to cover cell phone costs upon provision of receipt;**
- **At sites where there is no Unit Vice-President, the Lead Shop Stewards shall receive sixty dollars (\$60) per month to cover cell phone costs upon provision of receipt;**
- **The cell phone number must be made available to members and the Local 204 office;**
- Parking will be reimbursed to attend meetings to represent members of Local 204 (not including Table Officer, Executive Board or General Membership meetings);
- Mileage;
- Any other expenses deemed reasonable that they incurred while performing duties of their office.

UNIT FUNDS

The 2% allocation will cease. The existing unit funds will remain until such time as the fund is depleted.

MISCELLANEOUS

1. That authorization be given to the President, with the concurrence of the Table Officers, to take any Local 204 member off work for up to five (5) days for Union business or to replace the President when they are on vacation or leave of absence. Whenever possible, the 1st Vice-President shall be taken off work to replace the President.
2. That Local 204 purchase service contracts on all office equipment.
3. That all the signing officers of Local 204 be bonded.
4. That any member of Local 204 who is elected to or accepts any appointment to any labour organization or related organization shall notify Local 204 and shall seek the endorsement of the Local.

SALARIED FULL-TIME BOOK OFFS

1. President: **\$99,000**/per year;

Union Support Officer (USO): **\$81,476.525**/per year
 - (a) Car allowance: \$400/per month;
 - (b) Daily per diem: if they are out of the office for three (3) hours or more, shall receive a \$19/day per diem.
 - (c) **Eighty dollars (\$80) per month to cover cell phone costs upon provision of receipt.**
2. **Secretary-Treasurer: 15% top up of salary.**
3. **The hourly rate for the full-time book off positions shall be based on 2015 hours per year. This hourly rate will be increased by the negotiated wage increases in the CUPE Local 204 Collective Agreements.**
4. **Terms and Working Conditions – all the full-time booked off positions for Local 204 shall be in accordance with the CUPE Local 204 Collective Agreements.**
5. **Should any of the full-time booked off positions be entitled to the long service steps (15, 20 and 25 years), it will be separate from the base salary and applicable wage increases.**

ELECTIONS POLICY

1. Campaigning Guidelines

- (a) **Candidates may campaign within the facilities; however, they must do so only in public areas. Candidates are not to enter work areas for the purpose of campaigning but may drop off literature for posting.**

Candidates shall make themselves aware of site-specific employer policies related to Union postings and “public areas”.

Candidates may not contact members through work emails or by work phones. Further, candidates may not campaign on work time. Candidates may campaign before or after work, or on breaks. Incumbent full-time elected officers may not campaign on work time. Candidates may campaign on vacation days or time off.

- (b) The Local will allow candidates to have their campaign literature posted on the CUPE bulletin boards. Any candidate who wishes to have the Unit Vice-President/Lead Shop Steward post any literature shall have this literature to the Local office seven (7) days after nomination, this includes printed copies of their material and electronic versions. The Local will print candidate materials for all CUPE bulletin boards. Postings for the CUPE bulletin boards shall not be larger than 8.5” by 11” inches; or smaller depending on the number of candidates.

2. Election Committee Responsibilities

- (a) Ensure names on the ballot are positioned randomly.
- (b) The length of the election, the dates, and the time of day the voting period will end.
- (c) Direct the Secretary-Treasurer/President (whoever is not running for office) to ensure the voter list is updated.
- (d) The following is the timeline for communication to the membership:
- after the Nomination meeting, send an email and text blast announcing the dates and times of the election, the names of the candidates, details on how to register to vote;
 - once the candidate posters are received at the Local Office, the posters will be sent to the members via email and text blast, posted on the electronic and social media platforms used by Local 204, and physical copies will be sent to each Unit Vice-President and Lead Shop Steward to post on the Union Bulletin Boards located at their site;
 - reminders of the election will be sent at the end of each week of the campaigning period, the day before the election, and each day of the Election Day via email and text blast. The communication will include the dates and times of the election, the posters of the candidates, details on how to register to vote, advising of the ability to physically vote electronically at the Local Office.

The Elections Committee will finalize the timing of the Member Communication plan based on which days of the week the Election is being held.

POLICY DOCUMENT REVISIONS

As this process will be evolving, the Local can adjust the Policy document separate from the Bylaws.

Any/all changes to the Policy Document must be brought to the Executive for approval and recommendation to the General Membership Meeting. Notice of motion will be served at a General Membership Meeting for the vote to occur at the subsequent General Membership meeting.

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