



Policies

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CANADIAN UNION OF PUBLIC EMPLOYEES - MANITOBA

POLICIES

- 1.** CUPE Manitoba encourages the exchange of fraternal delegates across Canada, and in particular, within the Prairie Provinces; by encouraging attendance to any CUPE Manitoba conventions, conferences and meetings with any organization or Labour body that holds progressive mutual interests. CUPE Manitoba extends the same invitation to other progressive bodies and Unions with the same response.

2. CUPE Manitoba Conventions

Location

CUPE Manitoba will endeavour to rotate convention sites to as many areas in Manitoba that have the facilities, which will endeavour to minimize the travelling hardships for locals in the Province.

3. CUPE Manitoba Committees

a.) Terms of Reference

Each Committee shall establish terms of reference for approval by the CUPE Manitoba Executive and CUPE National.

b.) Committee Members

- i. For regular committee meetings, CUPE Manitoba affiliated locals are entitled to one delegate and as many alternates as they wish. Delegates and alternates must be named by the local President in writing or via email and any changes must be received by the CUPE Manitoba office, at least one day prior to the meeting.
- ii. Only delegates are entitled to make motions, vote and run for committee officer positions. Alternates and Observers have voice but no vote at committee meetings. When a local's delegate is not in attendance, the next alternate listed will be the delegate for that meeting.
- iii. There shall be a minimum of 2 officers for each committee. Sector Committees shall be elected by their conference delegates. Issue-based Committees shall be elected at an annual meeting. All committees will serve a minimum of 30 days notice, through the

CUPE Manitoba office, to notify all CUPE Manitoba affiliated Locals of elections.

c.) Conferences

All issue committees may only hold conferences once every two years. This includes:

- Aboriginal Committee
 - Contracting out and Political Action Committee (COPAC)
 - Women's Committee
 - Global Justice Committee
 - Health and Safety Committee (H&S)
 - Human Rights Committee
 - Young Members Committee
- i. A registration fee will be set by committees for delegates attending conferences of that committee, which must cover the planned costs of the conference. Conferences must be cost-neutral.
 - ii. Registration refunds will be provided only up to two weeks prior to any CUPE Manitoba conference. Requests for refunds within the two week period will be considered only for extenuating circumstances, and examined on a case by case basis.

d.) Committee Finances

- i. All costs associated with printing and room rentals for meeting space will be covered by CUPE Manitoba.
- ii. CUPE Manitoba shall cover per diem, lost time, and travel for 2-3 officers of each committee. Other committee members' expenses must be funded by their local.
- iii. All committees are eligible to put forward work-plans/campaigns and budgets for consideration by the CUPE Manitoba Executive. Additional expenses may be authorized out of the Donations, Cost-Shares and/or Strategic Directions Fund budget lines of CUPE Manitoba.
- iv. At the committee's request, the CUPE Manitoba Executive will consider covering and/or sharing the costs of sending Committee Officers to appropriate training and/or conferences. Such requests

must be submitted two weeks in advance of the next scheduled CUPE Manitoba Executive meeting.

- v. All committees shall submit an action plan by the end of the calendar year for CUPE Manitoba Executive to review.

e.) Convention Reports

- i. Every committee shall submit a report 30 days prior to the annual division convention.
- ii. CUPE Manitoba encourages all committees to submit resolutions to the CUPE Manitoba Executive for consideration to be brought forward to convention. The deadline for committees to submit resolutions is 45 days prior to the start of convention.

f.) Committee Profile

The following will clarify the role of committees in terms of speaking publicly on union and other issues:

- i. The CUPE Manitoba Executive encourages committees to review areas of concern and recommend actions to move our union's agenda forward. This can include speaking at Local Union meetings, conferences and conventions.
- ii. Correspondence from committees must be approved and sent through the CUPE Manitoba office.
- iii. CUPE Manitoba endeavours to complete mail outs 1-2 times per month.
- iv. The CUPE Manitoba office requires all election notices be submitted a minimum of 45 days prior to the proposed election date, and regular mail a minimum of two weeks prior to the intended mail out date.
- v. In order to promote maximum participation and accessibility to CUPE Manitoba committee meetings, all meetings will be held in a meeting board room at a CUPE regional office in Manitoba, or public location with a notice being shared in advance.

4. Executive Members

- a.) Executive members may accept invitations to attend local meetings in their areas to put forth the viewpoint of CUPE Manitoba. Invitations and all associated costs must be approved in advance by the CUPE Manitoba President.
- b.) Expenses for Executive Members
- i. Phone Calls: Long distance charges will be reimbursed upon receipt of phone bills.
 - ii. Lost Time: Lost time at straight time wages to attend meetings or events held by Locals in the area an Executive member represents will be covered up to a Maximum of forty (40) hours per year. It is preferred that lost time be submitted through a requested LOA through the Executive member's local. If an Executive member is not requesting a formal LOA they should have their local send a letter indicating the lost time and wages with a copy of the members pay stub.
 - iii. Travel Expenses: Will be reimbursed as per Section 5(a) of the CUPE Manitoba Policies.
 - iv. Hotel Expenses: Will be reimbursed with prior approval as per Section 4(a) of the CUPE Manitoba Policies.
- c.) Executive members of CUPE Manitoba cannot sit as Chairpersons of standing committees.
- d.) CUPE Manitoba Executive members are encouraged to strengthen their union education through two day Union Development courses. Up to two (2) courses per year will be paid for by CUPE Manitoba, upon approval of President.

5. Expenses

Whenever any member is required, in the interests of CUPE Manitoba, to attend any meetings, conventions or work on any campaigns they shall be compensated (by CUPE Manitoba unless they are already receiving compensation from their local or other Labour body) in the following manner:

- lost wages, as set out under subsection 5(b)

- registration costs;
- per diem allowance, as set out under subsection 5(c);
- travel costs incurred, as set out under subsection 5(a);
- Child Care and Special Needs, as set out under subsection 5(d).
- CUPE members who do not reside in the city where a meeting is being held shall receive:
 - Single room accommodation at a hotel arranged by the Administrative Assistant;
 - Overnight per diem rates as set out under section 5(c);

a.) Transportation/Parking

- Outside of Manitoba: Air Canada is CUPE's airline of choice, and will be used to book all flights for CUPE Manitoba business. Members who travel outside Manitoba by car will be reimbursed mileage for the use of their vehicle to the maximum of the cost CUPE Manitoba would have incurred by paying reduced fare economy class rates.
- Within Manitoba: Mileage will be paid to members at fifty one (\$0.51) (as per CUPE National) cents per kilometer. Members who travel by bus will be reimbursed upon receipt for bus fare. Expenses for airfare within Manitoba may only be authorized by the CUPE Manitoba Secretary-Treasurer/Table Officers.
- Members will be expected to use the most economical method of transportation available. Members shall be reimbursed for all receipted legitimate ground travel expenses related to attendance at the Union function.
- Parking costs for attending any meetings as authorized by CUPE Manitoba, may be submitted for reimbursement on top of any per diems claimed.

b.) Wage Replacement

All lost wages for anyone authorized to perform CUPE Manitoba business, such as meetings, conventions or campaigns, shall only be reimbursed at their normal rate of pay from their CUPE workplace.

c.) Per Diem Rates

Per Diem rates for all CUPE Manitoba business will be paid as follows:

Travel Day:

6 hours or less - \$35.00

Over 6 hours - \$75.00

Meeting or event (no overnight) - \$35.00

Meeting or event (overnight required):

6 hours or less - \$35.00

More than 6 hours - \$75.00

Meeting or event (out of province) - \$86.00/day (as per CUPE National)

d.) Child Care and Special Needs

Schools, Conventions and Union Functions – any member elected or appointed by CUPE Manitoba to attend a union function (i.e. schools, conventions, conferences by CUPE Manitoba) on a day where they would not have normally paid child care expenses will be reimbursed for receipted expenses to the following maximums:

- For children under six years of age – thirty (\$30.00) dollars per half day per household and sixty (\$60.00) dollars per full day per household.
- For children six years of age and up to twelve years of age – fifteen (\$15.00) dollars per one half day per household, thirty (\$30.00) dollars per full day per household.
- For 24-hour overnight care for children sixteen years and younger sixty (\$60.00) dollars per day per household.

Expenses of special needs persons will be considered on an individual basis, accompanied by a receipt.

All claims must be receipted with signatures of child care provider (not from the same household) and the claimant.

CUPE Manitoba Convention – CUPE Manitoba reimburses for childcare costs for CUPE Manitoba conventions only during the times convention is convened (9:00 am – 5:30 pm). We encourage, whenever possible, the use of our Childcare CUPE members.

e.) Advances

- i. An advance on expenses may be provided to CUPE members who will be on approved union business, provided that the request has been made in writing to the Secretary-Treasurer a minimum of two weeks prior to the event.

- ii. Expense vouchers must be accompanied by receipts to substantiate expenses for hotel, transportation, parking etc. A payment for reimbursement of expenses over the advance will then be made by the Secretary-Treasurer.

6. CUPE Manitoba President Policy

- i. Wages – The starting wage, based on the CUPE Manitoba budget is \$90 000.00. The average hours per week will be based on a 40 hour work week. Economic increases will occur on April 1st of each year and will be a percentage equal to that negotiated between CUPE Manitoba and COPE 342, as per the COPE 342 Collective Agreement for the CUPE Manitoba Administrative Assistant.
- ii. Pension and Benefits – Wherever possible, CUPE Manitoba will pay to continue a benefit plan in which the President is already enrolled through his/her public job. If this is not possible, the President will receive the same benefits plan as the COPE 342 staff of CUPE Manitoba as per the COPE 342 Collective Agreement.

Wherever possible CUPE Manitoba will pay to continue the pension plan in which the President is already enrolled through his/her public job. If this is not possible, the President will receive the same RRSP contribution/pension plan contribution as the COPE 342 staff of CUPE Manitoba as per the COPE 342 Collective Agreement.

- iii. Vacation/Statutory Holidays
The vacation day accrual the President had through his or her public employment will be continued. The Statutory holidays that are recognized by the COPE 342 Collective Agreement will be recognized as the statutory holiday entitlement for the President.
- iv. Vehicle Allowance
The monthly vehicle allowance for the CUPE Manitoba President shall be two hundred (\$200.00) dollars per month. If the President is required to use his/her vehicle for a CUPE related meeting/event, the President will be reimbursed mileage as per Section 5. a.) of the CUPE Manitoba Policies.
- v. CUPE Manitoba shall cover the cost of a parking pass for the President.
- vi. Accommodations
Twelve thousand (\$12 000.00) dollars will be placed in an "Accommodation" budget line annually to assist the President with associated dwelling costs should the President reside further than 100 kilometres outside of the city of Winnipeg.

- vii. Per Diem
When attending a meeting on behalf of CUPE Manitoba, a per diem will be paid to the President as per Section 5. c.) of the CUPE Manitoba Policies.
- viii. Out of Pocket Expenses
The CUPE Manitoba President will receive a seventeen (\$17.00) per day per diem for only days worked, not including vacation/sick days. This out of pocket expense will only be paid for days where there was no other per diem expenses claimed.
- ix. COPE 342 Collective Agreement
For all matters not dealt with by the President's public job Collective Agreement if they are on leave, the President shall follow the COPE 342 Collective Agreement for the CUPE Manitoba office staff
- x. Any changes to the CUPE Manitoba Policies for President
Changes to the CUPE Manitoba Policies Section 6 may only be amended by the CUPE Manitoba Convention, as brought forth by the CUPE Manitoba Personnel Committee.

7. Donations/Memberships

Any donations and memberships that are given by CUPE Manitoba should reflect CUPE Manitoba's commitment to social justice and equality for all people. All donations and memberships shall be approved by the CUPE Manitoba Executive. Donations that must be dealt with, because of time constraints, between Executive Meetings shall be dealt with by the officers of CUPE Manitoba.

- i. Any donations under \$500.00, within the existing budget allocation, can be agreed to by the table officers of CUPE Manitoba.
- ii. Any donation requests over \$500.00 must be approved by the CUPE Manitoba Executive.
- iii. A detailed written report of the budgeted donation, gift, promotion and subscription lines and actual expense to date will be provided by the Secretary-Treasurer.

8. Reimbursement to Locals for Expenses

All CUPE Manitoba affiliates submitting bills for lost time and/or expenses for members who are performing CUPE Manitoba work will only be reimbursed for

these expenses if the request is submitted to the Secretary-Treasurer of CUPE Manitoba no more than six (6) months after the date the expense was incurred by the local or individual.

9. Cheque Writing Limit

A \$10,000.00 cheque limit is placed on the Secretary-Treasurer. Any cheque higher must be approved, by letter from the President and Secretary-Treasurer, to the Credit Union after approval from the CUPE Manitoba Executive or the table officers.

10. Assistance Fund

Assistance will be made available to CUPE Locals who make their request in writing to the CUPE Manitoba Executive. Such Locals must be affiliated to CUPE Manitoba, or have been recently certified. Locals must not be in arrears with their per capita tax to either the National Office or CUPE Manitoba, except in situations where no dues are being collected. Locals must submit a request to CUPE Manitoba immediately when the situation is known.

The amount of assistance will be at the discretion of the CUPE Manitoba Executive, (who will consult with the Regional Director and the appropriate National representative) depending on the financial state of the Local.

All decisions as to the application of this fund are to be made by the CUPE Manitoba Executive.

Note: This Fund is not intended as a replacement of the National Defence Fund, but merely an interim assistance, if found to be necessary.

11. Gifts for CUPE Manitoba Executive and Staff

Table Officers:

As a token of appreciation in recognition of their commitment to CUPE, retiring Table Officers will receive a gift in the amount of \$50.00 per year of service. They will also receive a plaque and invitation to the following convention as a guest with expenses paid for one night.

Executive Members and CUPE Manitoba Staff:

As a token of appreciation in recognition of their commitment to CUPE, Executive members and CUPE Manitoba Staff will receive a plaque and invitation to attend the following convention as a guest with expenses paid for one night.

(APPENDIX I)

STRATEGIC DIRECTIONS FUND

CUPE Manitoba will allocate money for the work of committees, campaigns, or activities that act on the strategic directions our convention has set for CUPE Manitoba to move forward.

Committees may submit requests for additional funds by written submission. Such submissions should provide a detailed cost break down off the request and answer the following questions:

1. Who is the target audience of the activity/campaign?
2. How will this involve CUPE members?
3. How many CUPE Members/locals/workplaces will be affected?
4. How will they be affected?
5. What do we hope to change as a result of the activity/campaign?
6. How does this activity/campaign connect to our strategic directions plan?
7. How does this activity/campaign involve any labour or community partners?
8. What other funding sources have been considered, if any?
9. If this request is denied, how will this affect members?

Submissions may be made any time throughout the year. All submissions received at least two (2) weeks prior to a quarterly Executive meeting will be considered at that Executive meeting.

The CUPE Manitoba Executive will look to allocate funds in a manner that supports the values of CUPE and promotes the Strategic Directions as set by our Convention.

CUPE Manitoba will provide locals with updates regarding how Strategic Directions Funds have been used.