

Unifor Local 52A, Unit 1

## **Board of Directors**

# **Policies & Procedures**



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# Unifor Local 52A.01

**Title: Policy # 1**

## **REPRESENTATION ON THE BOARD OF DIRECTORS**

**Approved: June 1999**

**Revised:**

<b>June 2009</b>	<b>January 2016</b>	<b>April 2019</b>

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Representation on the Board of Directors should try to consist of representatives from all classifications as per the collective agreement.

This representation will encourage groups to meet and be knowledgeable of issues within their areas of expertise.

# Unifor Local 52A.01

**Title:** Policy # 2

## **MEMBERSHIP PACKAGES**

**Approved:** June 1999

**Revised:**

<b>June 2003</b>	<b>June 2005</b>	<b>June 2009</b>
<b>January 2016</b>	<b>April 2019</b>	

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A membership package will be issued to each new member and will consist of:

- a) Letter from the President of Unifor Local 52A
- b) List of Board of Directors Committees
- c) Map of Edmonton Catholic Schools
- d) Information about Women's Advocate
- e) Know your Union pamphlet
- f) Other information and documents, as approved by the Executive and Board of Directors
  - Business card – President
  - Unifor pin (until they are gone)
  - Mark's Work warehouse discount card

# Unifor Local 52A.01

**Title: Policy # 3**

**DONATIONS**

**Approved: June 1999**

**Revised:**

<b>June 2003</b>	<b>June 2009</b>	<b>January 2016</b>
<b>April 2019</b>		

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Unifor Local 52A.01 will donate a total of **\$1,500.00** yearly to charitable organizations. These charitable organizations must support children within the Edmonton area.

Other donations may be given, with the approval of the Board of Directors.

# Unifor Local 52A.01

**Title: Policy # 4**

**PROFESSIONAL DEVELOPMENT FUND**

**Approved: June 1999**

**Revised:**

<b>April 2000</b>	<b>June 2003</b>	<b>June 2005</b>
<b>Nov. 2005</b>	<b>Dec. 2005</b>	<b>March 2006</b>
<b>June 2009</b>	<b>March 2010</b>	<b>January 2016</b>
<b>April 2019</b>		

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That a Professional Development Fund be established and given to members under the following guidelines:

***To qualify:***

- a) The applicant must have been a member of the Local (paying dues) for over 12 months.
- b) Approval must be obtained from the Education Bursary Officer ***prior*** to commencement of course.
- c) Course should be career related.
- d) An applicant must give a full description of the course, describing the benefits to his/her career.
- e) After the completion of course, a copy of the receipt must be provided for reimbursement.
- f) Due to the number of people who attend, District sponsored PD activities and the Alberta Special Education Conference will not be considered.
- g) The Local shall pay to a maximum of \$300.00 per member every year.
- h) The member will provide proof that they have fully accessed their PD monies from their site.

The monies allocated to the Professional Development Fund will be determined through the yearly budget process.

In the event of a refusal for funding, a member may appeal to the Executive.

# Unifor Local 52A.01

**Title: Policy # 5**

**FINANCIAL**

**Approved: June 1999**

**Revised:**

<b>Dec. 2000</b>	<b>Feb. 2001</b>	<b>June 2003</b>
<b>Nov. 2004</b>	<b>June 2005</b>	<b>Dec. 2008</b>
<b>June 2009</b>	<b>Jan. 2016</b>	<b>April 2019</b>

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All reimbursements shall be authorized by two of the following: President, Vice-President, Secretary, and Treasurer.

Reimbursement of funds to the Board of Directors and/or committee members shall be as follows:

**A. *Mileage:***

The above mentioned members shall be reimbursed for mileage to attend meetings as a Unifor Local 52A.01 representative. They will be reimbursed at the rate quoted in the Unifor National Constitution. Parking expenses shall also be covered (receipts must be provided). There will be no mileage reimbursement for Board of Director members to attend Board of Directors Meetings. Claims shall be made on the appropriate form and submitted to the Treasurer for approval and payment.

**B. *Expenses:***

The above mentioned members shall not be expected to incur personal expenses to carry out their duties for Unifor Local 52A.01. If any expenses are incurred, receipts shall be submitted to the Treasurer for approval and payment.

**C. *Union Duty Expenses:***

For union related activities and/or professional development, which occurs outside of the Edmonton area or for over 6 hours in one day within Edmonton, the following guidelines shall apply.

- All air/rail/bus and ground transportation, and accommodation expenses will be reimbursed upon submission of receipts to the Treasurer.
- A per diem rate of \$90.00 per day or \$45.00 per half day will be paid. prior to date of departure if possible.
- Arrangements must be made with the Treasurer at least one week in advance.

# Unifor Local 52A.01

**Title: Policy # 6**

**CARING**

**Approved: June 1999**

**Revised:**

<b>June 2003</b>	<b>March 2005</b>	<b>October 2005</b>
<b>June 2009</b>	<b>April 2010</b>	<b>January 2016</b>
<b>January 2019</b>		

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## **Bereavement:**

In the case of the death of a member's father, mother, brother, sister, wife, husband, child, grandchild, legal guardian, grandparent, parent-in-law, brother-in-law, sister-in-law or grandparent-in-law: the following will be sent by the Caring Officer:

A sympathy card, a Mass card, and a donation not exceeding \$60.00 will be sent out.

In the case of the death of a current member, a standard floral tribute, a sympathy card, and a Mass card will be sent to the family and a donation in the amount of \$100.00 will be sent to a charity as specified by the family or a charity chosen by the Board of Directors.

## **Illness:**

In the event a member has been hospitalized or absent from work due to illness for a period of one week, a floral arrangement or gift basket will be sent, the value not to exceed \$60.00 plus delivery.

# Unifor Local 52A.01

**Title: Policy # 7**

## LONG SERVICE AND RETIREE BANQUET

**Approved: June 1999**

**Revised:**

<b>April 2000</b>	<b>February 2001</b>	<b>June 2003</b>
<b>March 2005</b>	<b>June 2005</b>	<b>March 2008</b>
<b>June 2009</b>	<b>January 2016</b>	<b>April 2019</b>

This banquet will be planned by the Social Committee, in consultation with and approval of the Executive, in accordance with the budget approved by the Board of Directors.

***The following guidelines shall apply:***

1. Retirees, regardless of the number of years of service with the District will receive a gift card not exceeding \$150.00
2. Members with 10 years, 15 years, 20 years, 25 years, 30 years or 35 years of service will be acknowledged. The Social Committee Chairperson will send the *thank you card and RSVP for complimentary ticket to members with 10, 15, 20, 25, 30, and 35 years of service.* Members with 35 years of service will receive a gift (*not to exceed \$50.00*).

<b><u>A. Complimentary Tickets</u></b>		
Superintendent		Retiree and Guest
Assistant Superintendent of Human Resource Services		Unifor Local 52A Executive
Manager of Classified Staffing		Unifor Local 52A Social Committee
Manager of Employee Relations		Long Service members
Board of Trustees		Chair of Local 52A.02
Unifor Local 52A Representatives		Vice-Chair of Local 52A.02
CUPE 3550 (President & Vice-President)		
<b><u>B. Member Price \$10.00 per ticket</u></b>		<b><u>C. Non-Member Price \$20.00 per ticket</u></b>
All current Local 52A.01 members & retirees		All other attendees

# Unifor Local 52A.01

**Title: Policy # 8**

## **UNION PROFESSIONAL DEVELOPMENT**

**Approved: January 2001**

**Revised:**

<b>June 2003</b>	<b>June 2009</b>	<b>January 2016</b>
<b>April 2019</b>		

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Professional development for union related activities will be supported for any member of the Executive, Board of Directors, and Committee Members.

The following guidelines shall apply:

- The professional development must be related to the work they do for the Local or committee they represent.
- Approval must be obtained from the Executive prior to any union professional development.
- A written report must be submitted to the Board of Directors upon completion of the professional development.
- Expenses will be covered as per Policy # 5.

# Unifor Local 52A.01

~~Title: Policy # 9~~

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~~CHRISTMAS CARDS~~

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~~Approved: January 2001~~

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~~Revised: =~~

<del>June 2003</del>	<del>March 2008</del>	<del>June 2009</del>
<del>January 2016</del>	<del>April 2019 - cancelled</del>	

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~~It is the responsibility of the Vice President to ensure that Christmas Cards are sent to the following:~~

- ~~➤ Superintendent~~
- ~~➤ Board of Trustees~~
- ~~➤ Assistant Superintendent of all Departments~~
- ~~➤ Chief Financial Officer~~
- ~~➤ Members of the Liaison Committee~~
- ~~➤ Unifor Local 52A Representative~~
- ~~➤ ATA President~~
- ~~➤ AUPE President~~
- ~~➤ OOS Representative~~

# Unifor Local 52A.01

**Title: Policy # 10**

**ELECTIONS**

**Approved: June 2003**

**Revised:**

<b>March 2005</b>	<b>June 2009</b>	<b>January 2016</b>

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A call for nominations will be published on the Unifor Local 52A website each year. This will include a comprehensive list of the duties of the positions that up for election, the expectations and the honorarium assigned to the position.

Only members in good standing will be considered for nominations.

To encourage as many candidates as possible, nominations will be accepted up to 7 days prior to the election date.

# Unifor Local 52A.01

Title: Policy # 11

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~~GENERAL MEETING RAFFLE~~

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Approved: June 2009

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Revised: =

January 2016	April 2019 - cancelled

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~~Two raffles will take place at the end of the General meeting.~~

- ~~1) All members' names will be entered into the draw. The amount will be determined by the number of members present from the previous general meeting and the current number of member attending the meeting, not exceeding \$500.00. The winning member has to be present to win the prize. (Must have quorum)~~
- ~~2) A second raffle will take place for members in attendance. The member must be in attendance to win. (Quorum not necessary)~~

# Unifor Local 52A.01

**Title:** Policy # 12

**SCHOLARSHIPS – MEMBER’S CHILDREN**

**Approved:** May 2010

**Revised:**

<b>January 2016</b>	<b>April 2019</b>	

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That a scholarship fund for children of Unifor Local 52A members be established and given out under the following guidelines.

To qualify:

1. Student must be a child of an active member of Unifor Local 52A who has been a member for more than 12 months.
2. Student must have successfully completed at least their first year of post secondary education
3. Student must have work or volunteer experience dealing with children in the Edmonton area
4. Student must provide proof of registration in a post-secondary educational institution

The monies allocated to the Scholarship Fund will be determined through the yearly budget process. (We will try for 5 (five) \$1000.00 scholarships per year if the budget allows it)  
The scholarship money will be paid directly to the student.

The application form is on Local 52A website. There is no deadline.

# Unifor Local 52A.01

Title: ~~\_\_\_\_\_~~ Policy # 13

~~\_\_\_\_\_~~ SCHOLARSHIP LOTTERY - SPECIAL NEEDS  
CONFERENCE

~~\_\_\_\_\_~~ Approved: May 2010

~~\_\_\_\_\_~~ Revised: \_\_\_\_\_

January 2016	April 2019 - cancelled

~~That a Kananaskis Special Education Conference scholarship lottery fund for Unifor Local 52A members be established and given out under the following guidelines:~~

~~To qualify the member:~~

- ~~1. must be an active member of Unifor Local 52A for more than 12 months.~~
- ~~2. must provide proof of payment for conference registration and accommodations.~~

~~The monies allocated to the Scholarship Fund will be determined through the yearly budget process. (We will try for up to 4 (four) \$500.00 scholarships per year if the budget allows it)~~

~~The fund should be advertised in the May and June Unifor Local 52A newsletters each year with an application deadline in June.~~

~~A draw of up to 4 (four) members will be chosen as winners after the deadline. The winners will be notified by e-mail.~~

~~The scholarship money will be paid directly to the member.~~

~~Winners will not be eligible to enter lottery draw again until after two years (unless there are no other entries).~~

# Unifor Local 52A.01

**Title:** Policy # 14

**WELLNESS COURSES**

**Approved:** May 2010

**Revised:**

<b>January 2016</b>	<b>April 2019</b>	

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That a Wellness Course Bursary be established and given to members under the following guidelines:

To qualify:

- a) The applicant must have been a member of the Local for over 12 months.
- b) Approval must be obtained from the Professional Development Fund Officer prior to commencement of course.
- c) Course should be wellness related.
- d) To receive reimbursement after completion of course the original receipt should be provided to the PD Fund Officer at a Unifor Local 52A.01 Board of Director's meeting. (Dates available from PD Fund Officer)
- e) The local shall pay to a maximum of \$100.00 per member every year while funds are available.

The monies allocated to the Professional Development Fund will be determined through the yearly budget process.

In the event of a refusal for funding, an employee may appeal to the Executive.

# Unifor Local 52A.01

**Title:** Policy # 15

**CHARGES, TRIALS AND APPEALS**

**Approved:** January 2013

**Revised:**

<b>January 2016</b>	<b>April 2019</b>	

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Every member of this union shall be entitled to a just and impartial trial for any offense of which he may be charged, in accordance with Article 18 of the National Constitution.

Excerpt from the:

## **Unifor Constitution**

August 2016

### **C: CHARGES**

1. A member in good standing, a group of members, Local Union or subordinate body may file a charge if they have reasonable cause to believe that another member has violated the procedures and responsibilities established by this Constitution or the Code of Ethics which forms part of this Constitution.
2. No charge shall be considered under this Article if a resort to a court, civil authority or other external body has been commenced prior to exhausting the constitutional procedures and remedies in this Constitution.
3. Any alleged act of personal conduct which constitutes harassment as defined by the National Union Anti-Harassment Policy shall be subject to investigation and resolution as established by the Policy and shall not be the basis of a charge under this Article.
4. A charge must be filed within thirty (30) days of a violation of the Constitution or knowledge of a violation. Only the President can relieve this time limit. It shall be in writing, signed and specific about the alleged violation, and the Article/part of the Constitution or Code of Ethics alleged to have been violated. Charges shall adhere to the procedures set out in the Procedure Policy on Constitution Matters of the National Executive Board.
5. The charge shall be submitted first to the Local Union Executive Board of the person accused which shall make a determination if the charge is proper. If the charge is timely and apparently raises a violation, then it and the full record of the charge shall be forwarded to the Office of the President. If the charge is determined not to be timely, or if it is decided that it fails to raise an apparent case of a violation, then the person(s) laying the charge shall be so informed and he/she may forward the charge to the Office of the President. The Office of the President shall determine if the determinations of the Local Union below are correct, and if so, dismiss the matter.

6. Alternatively the Office of the President shall investigate the charge and determine if a hearing is required. In any event, the accused shall have the right to a hearing if requested. If a hearing is convened, the accused shall have the right to be assisted by an advocate, at the cost of the accused.
7. The Office of the President shall render a decision in writing which may:
  - Dismiss the charge.
  - Find that the charge is warranted and reprimand a member or representative, and, if necessary, order specific remedies considered fair and reasonable in the circumstances.
  - Suspend or expel a member.
  - Suspend or remove from office an elected representative from any position within a Local Union, subordinate body or council of the Union.
8. Within thirty (30) days of a decision by the Office of the President, the person(s) laying the charge or the accused may inform the Office of the President in writing of their request to appeal the matter to the National Executive Board which shall consider the appeal based on the record provided by the Office of the President at the next regular meeting after the filing of the notice of appeal.
9. The National Executive Board shall establish a “National Appeals Committee” which shall hear and decide appeals of decisions of the Office of the President and recommend a decision to the National Executive Board.
10. Upon receiving the recommendation of the National Appeals Committee, the National Executive Board shall render a decision in writing which may:
  - Uphold the decision of the Office of the President.
  - Overturn the decision of the Office of the President if it is unreasonable, and substitute a decision that is appropriate in all the circumstances.
11. Within thirty (30) days of a decision by the National Executive Board, a person laying the charge or the accused may inform the Office of the President in writing of their request to appeal the matter to the Public Review Board.
12. The Public Review Board shall review the full record of the charge. The Public Review Board shall not consider any new information or allegations which were not provided to the National Appeals Committee.
13. Within one hundred and twenty (120) days, the Public Review Board shall render a decision in writing which may:
  - Uphold the decision of the National Executive Board.
  - Overturn the decision if it is unreasonable, and substitute a decision that is appropriate in all the circumstances including a direction that the matter be reheard by a lower body.