



AUPE Local 45 Policies

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LOCAL 045 COMMITTEE'S

1. Prior to the establishment of any Local 045 committee a committee description shall be developed outlining the following:
 - 1) Terms of Reference
 - 2) Definition of Committee
 - 3) Role of each member of the Committee
 - 4) Responsibility of the Committee
 - 5) Frequency of meetings
 - 6) Communication and recommendations to the Local Executive/Council
 - 7) Other pertinent information that would allow for better understanding of the committee
2. The following pertains to any elected committee established by Local 045:
 - 1) Members of all Local 045 committees shall be elected or be volunteers from Local Council representatives at the Annual General Meeting (AGM) of the Local in an election year
 - 2) The term of office shall be two (2) years
 - 3) ALL committee members must be aware that the majority of their time spent on committees is on a volunteer basis
 - 4) Local 045 Standing Committees are:
 - 5) Bridge to Youth
 - 6) Social
 - 7) Mobilization and Anti-Privatization
 - 8) Inclusion, Diversity & Equity (IDE)
3. The following pertains to these AD HOC committees:
 - a) Occupational Health and Safety
 - i. Members of Local 045 Occupational Health and Safety Committee will have one (1) member from each Chapter represented on this Committee. The members from this committee do not have to be a member on Local 045 Council.
 - b) Finance/Policy
 - i. Members of Local 045 Finance/Policy Committee will have one (1) member from each chapter represented on this committee, the member must be a member of Local 45 Council
4. Prior to calling a meeting, the committee Chair shall ensure the following criteria are met:
 - a) the Chair and the Treasurer of Local 045 are informed
 - b) quorum is available, Committee Chair is counted for quorum
 - c) fiscal considerations are taken into account when setting the time, date and location of the meeting.

- d) requests for time-offs to attend these meetings will be submitted to the Time off coordinator, via the online form on the Local 45 webpage, a sign off sheet, then will be submitted to the Time Off Coordinator to verify attendance.
- 6. The committee shall ensure that minutes are properly recorded for each meeting.
- 7. ALL committees will submit an annual budget to Local 045 Finance/Policy Committee
- 8. Reimbursement for expenses to attend these committee meetings shall be submitted to the Local Treasurer in a timely manner.
- 9. At the end of the committee term, all materials shall be turned over to the Local to be forwarded to the next Committee Chair
- 10. All appointed committees of Local 045 stand intact until such time as there is a resignation of committee member, committee becomes redundant or appointed member is proved to be not fulfilling the mandate of the committee

COUNCIL MEETINGS

1. All motions and amendments made at Council Meetings are to be submitted in writing to the Local Secretary, at the time they are brought to the floor.
2. All observers must obtain prior approval from the Chair to attend a Council meeting.
 - a) The Local Chair will advise the Chapter Chair that the observer is attending from their chapter.
3. All reports and handouts at Local 045 Council meetings bear a date.
4. All Local 045 executive/committee reports shall be in writing and an electronic copy will be made available to the Secretary for inclusion in the minutes; and to the Web coordinator for inclusion on the Web page.

Bridge to Youth Committee

TERMS OF REFERENCE

A successful committee is reliant on individual members operating in the interest of the committee as a group and consequently the organization as a whole. All members of the committee share responsibility in building group cohesiveness and while respecting confidentiality also promote openness and awareness of committee operations to the internal and external community of Local 045.

DEFINITION OF COMMITTEE

To promote the principles and values of organized labor to the public particularly youth through sponsorship and advertising.

RESPONSIBILITY OF COMMITTEE

1. Actively seek out associations that support youth activities
2. To review applications that will promote unionism through the strategic sponsorship of youth based on activities within the boundaries of Local 045
3. Determine that all criteria have been met
4. Work side by side with successful applications to establish a rapport and working relationship that ultimately promotes the youth and the union
5. Shall prepare a annual budget to be presented at the Annual General Meeting to be voted on by the Local Council
6. Report to the Local Council as necessary
7. Shall keep minutes to be presented at the Local Council Meeting

FREQUENCY OF MEETINGS

1. Shall meet a minimum of once per year with a Maximum of three meeting per year, with an option to meet on the call of the chair.
2. If a committee decides to associate with a committee from another Local, they will assign a liaison member to attend and bring info\minutes back to their committee.

COMMUNICATION

1. The committee must report to the Finance/Policy Committee & Local Council, with recommendations to obtain approval of all expenditures.
2. Must submit an annual budget and/or projected expenses to the Local 045 Finance Committee.

COMMITTEE MEMBERS

- 1) Will be comprised of one Local Executive member & four members from the Local Council.
- 2) A Chair shall be elected at the onset of the committee term.

Finance/Policy Committee

TERMS OF REFERENCE

A successful committee is reliant on individual members operating in the interest of the committee as a group and consequently the organization as a whole. All members of the committee share responsibility in building group cohesiveness and while respecting confidentiality also promote openness and awareness of committee operations to the internal and external community of Local 045.

DEFINITION OF COMMITTEE

To review the finances & policies of the Local on an ongoing basis, and present changes to the Local Council for approval.

RESPONSIBILITY OF COMMITTEE

1. Shall meet to discuss matters relating to the finances of the Local
2. To review chapter budgets on a ongoing basis
3. To review the finances & policies of the Local yearly
4. Prepare new policies as directed by the Local Chair or Local Council to be presented at Local Council Meetings or the Annual General Meeting for ratification vote
5. Shall prepare a Local annual budget to be presented at the Annual General Meeting to be voted on by the Local Council
6. Report to the Local Council as necessary
7. Shall keep minutes to be presented at the Local Council Meeting

FREQUENCY OF MEETINGS

Shall meet minimum of once per year with a maximum of three meetings per year, with an option to meet on the call of the Chair.

COMMUNICATION

The committee must report to the Local Council, by the means of a written report of expense's and/or changes to the annual budget with recommendations. Must submit an annual budget and/or projected expenses.

COMMITTEE MEMBERS

1. Be comprised of one Council Representative from each Chapter including the Local Chair, Treasurer
2. The Local Treasurer shall be the chair for this committee

LOCAL FINANCIAL OPERATIONS

1. Expense claims for Union activities at Local expense shall be submitted directly to Local Treasurer.
2. All expenditures budgeted for and do not exceed the budget amount, is not necessary to take to the Finance Committee or Local for approval.
3. All expenditures not budgeted for, the Local Executive may approve expenditures up to five hundred dollars (\$500) without prior approval of the Finance Committee, expenditures between five hundred dollars (\$500) and two thousand dollars (\$2000) shall be approved by a phone, email or a meeting vote to the Finance Committee, all expenditures above two thousand dollars (\$2000) shall go to Local council for a vote.
4. The Local Treasurer makes available the Local financial expenditures for review prior to each executive meeting. The Finance/Policy Committee will be responsible to do an audit on the financial expenditures to ensure that cheques issued have supporting documentation. For the purposes of documentation, the Local 045 Audit Expense Form will be used and placed in the expense form binder.
5. Exception: Donations are covered under the Donations Policy II-11 which deals specifically with donations

GUIDELINES FOR FINANCE COMMITTEE

1. There always be a written financial statement and reports from the treasurer at every council meeting.
2. Written financial statements include the financial status in relation to Local 045's budget.
3. Signatories on Local 045 Chapter bank accounts shall consist of at least three (3) signatories. Two signatories must sign all cheques, one of whom must be the Treasurer.
4. Signatories for Local 045 bank accounts shall have all Executive Members as signatories. Two signatories must sign all cheques, one of whom must be the Treasurer.

Social Committee

TERMS OF REFERENCE

A successful committee is reliant on individual members operating in the interest of the committee as a group and consequently the organization as a whole. All members of the committee share responsibility in building group cohesiveness and while respecting confidentiality also promote openness and awareness of committee operations to the internal and external community of Local 045.

DEFINITION OF COMMITTEE

The Social Committee is to investigate methods to promote the general wellbeing of the membership, through social activities.

RESPONSIBILITY OF COMMITTEE

1. Plan & promote activities that best meet the needs of the general membership
2. Work together with other Local's on activities that are of common interest
3. Shall prepare a annual budget to be presented at the Annual General Meeting to be voted on by the Local Council
4. Report to the Local Council as necessary
5. Shall keep minutes to be presented at the Local Council Meeting.
6. Shall submit expenses to the Treasurer for compensation. Committee members may be advanced funds, with detailed conditions for the use of the funds. The committee may be advanced a percentage of funds, not exceed a maximum of 25% of the total Budget. These funds will be used to offset the use of personal funds.
7. The Social Committee shall have a yearly budget to plan events for the members of Local 45. The budget is set as per motions passed and adopted by Local 45 Council.

FREQUENCY OF MEETINGS

1. May meet a minimum of two meetings per year, with an option to meet on the call of the chair.
2. If a committee decides to associate with a committee from another Local, they will assign a liaison member to attend and bring info/minutes back to their committee.

COMMUNICATION

Must submit an annual budget to the Local 045 Finance committee.

COMMITTEE MEMBERS

1. Shall be comprised of one Local Executive member & six members from the Local Council.
2. Chair will be elected at the onset of the term

Anti-Privatization & Mobilization Committee

TERMS OF REFERENCE

A successful committee is reliant on individual members operating in the interest of the committee as a group and consequently the organization as a whole. All members of the committee share the responsibility in building group cohesiveness and while respecting confidentiality also promote openness and awareness of committee operations to the internal and external community of Local 45. Her he

DEFINITION OF COMMITTEE

To meet and discuss issues of privatization and mobilization.

RESPONSIBILITY OF COMMITTEE

1. Promote the education of our members and public as it relates to matters of privatization and contracting out.
2. Shall meet to discuss matters relating to the Anti- privatization and Mobilization of the Local
3. Shall prepare an annual budget to be presented at the Annual General Meeting to be voted on by Local Council.
4. Report to Local Council as necessary
5. Shall keep minutes to be presented at Local Council Meetings.

FREQUENCY OF MEETINGS

Will meet a minimum of once per year, but can meet more frequently if necessary or if need arises on the call of the chair.

If the committee decides to associate with a committee from another Local, they will assign a liaison member to attend and bring info/minutes back to their committee.

COMMUNICATION

The committee must report to Local Council, by the means of a written report of issues of privatization that they are aware of within our Local or Local's within our geographic location.
Must submit an annual budget and projected expenses.

COMMITTEE MEMBERS

1. Be comprised of one Local Executive member and 4 members from Local Council.
2. A Chair will be elected at the onset of a committee term.

Occupational Health and Safety Committee

TERMS OF REFERENCE

A successful committee is reliant on individual members operating in the interest of the committee as a group and consequently the organization as a whole. All members of the committee share responsibility in building group cohesiveness and while respecting confidentiality also promote openness and awareness of committee operations to the internal and external community of Local 045.

DEFINITION OF COMMITTEE

Review the practices and procedures relating to the Occupational Health and Safety of the members of the Union

RESPONSIBILITY OF COMMITTEE

1. Promote the Occupational Health and Safety education of the union members;
2. Ensure that the membership is informed of all relevant information on Occupational Health and Safety; and
3. Promote any policy on Occupational Health and Safety as adopted by Convention.
4. Shall meet to discuss matters relating to the Occupational Health & Safety of the Local
5. Shall prepare an annual budget to be presented at the Annual General Meeting to be voted on by the Local Council
6. Report to the Local Council as necessary
7. Shall keep minutes to be presented at the Local Council Meeting

FREQUENCY OF MEETINGS

1. Shall meet a minimum of one meeting per year, with an option to meet up to a maximum of three times per year.
2. If a committee decides to associate with a committee from another Local, they will assign a liaison member to attend and bring info/minutes back to their committee.

COMMUNICATION

The committee must report to the Local Council, by the means of a written report of issues of Occupational Health and Safety that they are aware of, within our Local or Local's within our geographic location that would affect our members.

COMMITTEE MEMBERS

1. Will be comprised of the elected OHS Liaison from Local Council who shall be the representative from the chapter that they represent & one member from each of the remaining Chapters from the Local, totaling 11 members.
2. The OHS Liaison shall be the chair for this committee.

Inclusion, Diversity and Equity Committee

TERMS OF REFERENCE

A successful committee is reliant on individual members operating in the interest of the committee as a group and consequently the organization as a whole. All members of the committee share responsibility in building group cohesiveness and while respecting confidentiality also promote openness and awareness of committee operations to the internal and external community of Local 045.

Definition of Committee

The Local AUPE Inclusion, Diversity, and Equity Committee (LIDEC) will commit to supporting efforts to advance inclusion, as well as seek solutions to replace racism and other forms of discrimination with solidarity.

LIDEC will strive to educate and inspire members with historical and contemporary examples of heroism and brilliance that boost cross-racial respect and admiration, because without respect and admiration the best that can be achieved is tolerance, but no genuine solidarity.

Responsibility of Committee

AUPE must seek to better understand the barriers to participation and engagement that exist for members. Local IDECs will work together to identify and overcome the barriers to diversity, inclusion, and equity within the local and will provide recommendations, advice, and information to the Local Council in the following areas:

- a. Adopting best practices within the local, as well as in the workplace that encourage diversity, equity, and inclusion in mentorship, training, and leadership.
- b. Reviewing Local policies to improve all forms of diversity, foster greater equity and inclusion to meet the needs of the AUPE membership, and function to replace racism with solidarity.
- c. Committing to building personal awareness by attending and participating in, where practicable, workshops and training sessions focused on, but not limited to; unconscious bias, tone policing, micro-aggression, having difficult conversations, as well as any AUPE organized training and LIDEC orientation for committee members.
- d. Developing actions and initiatives that are concrete and focused on improving diversity, inclusion, and equity for all local members.
- e. Inviting individuals from underrepresented groups within AUPE to share with LIDEC to assist in creating awareness around issues and help identify possible solutions.
- f. Facilitating discussions with external people and groups who also seek to replace racism with solidarity, to promote broader understanding and engagement among AUPE members of diverse backgrounds, and where appropriate, arranging for presentations to local council.

FREQUENCY OF MEETINGS

May meet a maximum of three meetings per year, with an option to meet on the call of the chair.
Must submit an annual budget to the Local 45 finance committee.

COMMITTEE MEMBERS

1. Shall be comprised of one Local Executive member and four members from the Local Council
2. A Chair shall be elected at the onset of the Local IDE Committee.
3. Where practical, the Committee composition should reflect a racialized and gender balance of individuals from, but not limited to, the following underrepresented groups:
 - a. Indigenous peoples
 - b. Racialized people
 - c. LGBTQ+ people
 - d. Racialized persons whose origin is outside of Canada
 - e. Persons with disabilities
 - f. Women
 - g. Seniors

Local Negotiations Team

TERMS OF REFERENCE

A successful team is reliant on individual members operating in the interest of the group and consequently the organization as a whole. All members of the team share responsibility in building group cohesiveness and while respecting confidentiality also promote openness and awareness of team operations to the internal and external community of Local 045.

DEFINITION

Prepare the membership, with information relating to a negotiating a new collective agreement.

RESPONSIBILITY OF THE TEAM

1. Prepare a bargaining survey, compile the results and report back to Local Council.
2. Keep the Local Council & Chapter contacts up to date with negotiations as they evolve.
3. Shall meet to discuss matters relating to the Negotiations of our contract for the Local.
4. Shall prepare a budget in the year when negotiations are to start, to be presented at the Annual General Meeting to be voted on by the Local Council.
5. Report to the Local Council & General Membership on an ongoing basis.
6. Shall keep minutes to be presented at the Local Council Meeting.

FREQUENCY OF MEETINGS

Will meet as necessary in a bargaining year, to fulfill the mandate of the committee to keep members up to date on negotiations.

COMMUNICATION

The Team must report to the Local Chair, Local Council and the general membership as a whole, by the means of a written report of how negotiations are progressing in a timely manner.

COMMITTEE MEMBERS

Be comprised of a Chapter representative, who does not have to be a Local Council Representative; one member from each chapter elected or volunteer.

- a. The Representative to the Negotiations Team shall be the chair for this committee

Al Scott Education Fund

Eligibility Criteria:

1. To upgrade your nursing skills within our Collective Bargaining Unit
2. Must be a Local 045 member
3. Must have taken Intro to the Union

Eligible Programs for Members:

1. Single events (workshops, conferences, etc.) - registration fees ONLY or
2. Diploma education programs and specialty certification programs- registration, tuition and/or exam fees ONLY

The fund will not provide resources for additional costs such as books, travel, meals or lodging.

Application Process:

1. **All avenues of other funding, through professional grants and bursaries, must be exhausted prior to applying to the Local.**
2. Applications must be made using the approved form and be legible
3. Send the original, complete application form along with supporting documents to a member of the Local 045 Executive.
4. Include photocopied receipts and proof of completion with your application form
5. Incomplete or late applications will not be considered
6. Course/event/workshop/program must be completed and applied for in the same calendar year.
7. Deadline for submission is December 31st of each year. Application will be reviewed at the following Finance and Policy meeting.
8. The Finance Committee will review all eligible applications and award the funds based on the completeness and merits of the application.
9. Maximum bursary per member per year not to exceed \$499.00.
10. Submission of an application does not guarantee a bursary

NEGOTIATIONS

Communication:

1. AUPE will generate an online bargaining survey for the bargaining unit.
2. The negotiations survey results will be compiled by the Local Negotiations Team of the Local and a copy circulated back to the members so they are aware of what is to go from the Local to the Primary Negotiating Team. This should be done in a timely manner
3. The elected Local Negotiations Team member shall inform the Local Chair & Executive, and the Local 045 Negotiations Team, within three (3) days of returning from the Primary Negotiating Team. It will then be the job of the Local Negotiations Team to forward information to the members in a timely manner
4. The format for reporting shall be in written form at all times. Local Negotiations Team Members report should include anything that the Primary Negotiations Team conveys as changed; even if there is nothing to report, a report still must be submitted to the Team members

Reimbursement for Expenses:

1. It should be noted that the Local Negotiations members are in a volunteer position therefore will only be reimbursed for actual scheduled shifts missed for negotiations as per AUPE Policy. Such expenses must have documentation to support the expense.
2. It should further be noted, that the 2nd Alternate Negotiation Members from time to time, may have to take over at the Primary Negotiations Team member or the 1st Alternate member, therefore, they should attend some meetings during the course of Negotiations, including planning sessions, with no loss of out-of-pocket expenses. It will be at the discretion of the Negotiations Team Member with consultation with the Local Chair/Executive which meetings they should attend.

TRAVEL REIMBURSEMENTS

1. When a member is required to use his/her own vehicle for approved Local business, a claim for mileage at the rate of fifty-two (0.52) cents per kilometer, may be submitted.
2. Local Executive & members are strongly encouraged to use the least expensive mode of transportation, car pool whenever possible, when business insurance is required when carpooling, incurred costs for the time period of the function will be reimbursed when a receipt is provided, mileage will be paid for the member to drive from her/his place of residence to the pick-up point of the carpool. A carpool will be deemed to be two (2) or more members as deemed by the Local Executive.
3. When a member is required to travel by air related to weather conditions, economy airfare will be paid. Prior approval must be obtained from the Local Executive and/or Finance Committee of Local 045.
4. Where Local members travel by air, transportation to and from airports:
 - a parking if automobile is parked at the airport is reimbursed
 - b if renting a automobile - car rental & expenses will be reimbursed
5. A receipt must accompany all claims for taxi fares.
6. Parking cost will be reimbursed upon presentation of receipt. Whenever possible parking at hotels will be submitted by the hotel on the accommodation bill.

REIMBURSEMENT FOR CHILD CARE EXPENSES

The Local reserves the right to examine any and all claims with respect to this guideline.

(AUPE Policy 5-20)

Reimbursement for Child Care Expenses The intent of this policy is to assist members with direct childcare expenses incurred as a result of conducting union business.

1. AUPE members may be reimbursed for eligible direct child care expenses when attending union functions.
 - a) For unlicensed care givers: at the rate of up to \$10 per hour to a maximum of \$100 per day for all children.
 - b) For licensed child care providers: at the rate of up to \$15 per hour to a maximum of \$195 per day for the first child and up to \$3 per hour for each additional child to a maximum of \$39 per day, per child.
2. All claims for reimbursement under this policy must be accompanied by a signed AUPE Child Care Receipt Form AND the following documents:
 - a) For licensed child care center/daycare – official receipt
 - b) For licensed child care provider - early childhood education certificate.
3. Reimbursement will not be made for:
 - a) Child care expenses that are regularly scheduled or pre-determined as a result of a member's normal work shift/day (i.e. monthly daycare fee, before/after school care);
 - b) Child care expenses during normal school or daycare hours;
 - c) Child care provided by a family member;
 - d) Child care provided by a person residing in the same household;
 - e) Where union business has concluded and the attending member resides within 150 km of the event;
 - f) Once the child turns 13 years of age;
 - g) Additional expenses not listed in the policy, including but not limited to mileage, meals, and accommodations.
4. Where extenuating circumstances exist, exceptions may be made with the prior approval of the Executive Secretary-Treasurer, when expenses are paid by Headquarters or when expenses are paid by the Local, the Local Treasurer or Local Executive.
5. AUPE accepts no legal responsibility as to the arrangements made or unintended consequences by the parents or guardians. The Union reserves the right to examine any and all claims with respect to this

REIMBURSEMENT FOR ELDER CARE

Elder care/Special needs provisions will be made if you are the primary caregiver of the dependent. The dependent must reside in the Claimants home. Where the claimant incurs expenses ie.to attend a meeting for official Local 45 business, **prior authorization** must be received from the Local Chair. Rates will be reimbursed for actual expenses for care, accompanied by an original receipt from the service provider and must contain the following:

1. Name of Claimant
2. Name of Dependent
3. Date and time-Hours of required care
4. Name of Provider
5. Hourly rate

HOTEL ACCOMMODATIONS

1. When Local 045 is responsible for payment, members are encouraged to stay in mid-range hotel. A justification for expenses in excess of these amounts will be required on the claim.
 - Members are encouraged to inquire with facility for corporate discounts
 - Members may be asked to produce proof of membership with AUPE
2. Rooms paid for at Local 045 expense will be booked on a shared basis; Local Treasurer and Local Chair will consider requests for single room for medical reasons.
3. All convention delegates (no Executive) will be in shared accommodations wherever possible.
4. If a member chooses to stay in a room by themselves, as a personal preference, Local 045 will only be responsible for payment of on half (1/2) the cost of the room and taxes. The member will be responsible to pay for the room up front and shall be reimbursed upon submission on the personal expense form.
5. Wherever a member is away from their regular domicile:
 - a) Makes arrangements other than hotel accommodations, they may claim fifty dollars (\$50) per night.
 - b) Members may claim ten dollars (\$10) per overnight, for miscellaneous expense.
 - c) Except for Convention accommodations, unless previously approve by HQs or Local, members must reside 150 kms or more away from the event location in order to qualify for reimbursement of accommodation expenses.
 - d) Exemptions are made if there is a two-day meeting, conference, members living over 100 kms can stay in a hotel.
6. The Executive of Local 045 will have private accommodations booked for meetings, as to protect the FOIP issues, and extra work that is involved in their positions required after hours.

MEAL ALLOWANCE

1. Where a member is away from home location, they are entitled to reimbursement without production of receipts for the costs incurred for meals at following rates, which includes gratuity.
 - I **Breakfast \$12.00**
 - II **Lunch \$18.00**
 - III **Dinner \$25.00**
2. For Conventions/Seminars/Conferences where member is away from his/her home location, he/she is entitled to reimbursement without producing receipts for the costs incurred for meals at following rates, which includes gratuity, while at Conventions/Seminars/Conferences that are being held in the downtown core of larger cities.
 - I **Breakfast \$25.00**
 - II **Lunch \$25.00**
 - III **Dinner \$25.00**
3. Meal expenses are NOT to be claimed in those cases, where the meal is already provided by the Union, expenses except under special circumstances which must be fully explained.

REIMBURSEMENT FOR EXPENSES

1. A member is entitled to reimbursements for authorized expenses incurred in connection with his/her official activities while on business or on behalf of the Local.
2. Any member of the Local 045 Executive, and any two (2) members of Local Council with prior approval of the Executive, who wants to attend the Provincial Executive Meeting, when held in Calgary, may claim mileage at Local Expense.
3. Events at the Chapter level where the Chapter Executive is required to attend for maximum exposure to the membership, time off shall be reimbursed by the Local, to the maximum of three (3) social events per chapter per year, with approval from the Local Chair. When Chapters combine events, the Chapters will be limited to three (3) Chapter Executive per event, to be reimbursed for time off from the Local. Additional time off for mobilization and engagement must be approved at the discretion of the Local Chair.
4. In the event of a death of a relative (as per article 27.07 (a) (i) of our Collective Agreement) of a Local Council Representative member, the Local will, when made aware, forward a card, flowers or similar. The amount not to exceed \$75.00.
5. All claims for reimbursement for expenses incurred shall be submitted on the appropriate expense claim form provided by the treasurer.
6. Completed expense forms must be filed in a timely manner.
7. All expense cheques issued by Local 045 should be cashed within sixty (60) days of receipt. Stale dated cheques will **NOT** be replaced.

REIMBURSEMENT OF SALARY

1. A member who is on approved leave of absence in order to carry out authorized Local 045 business shall have his/her salary reimbursed in accordance with his/her collective agreement to include shift & weekend premium.
2. Union Headquarters will issue T-4's annually.
3. All Local/Chapter Executives must provide AUPE with their SIN. Honorariums will not be provided until SIN is received by AUPE.
4. Wherever possible members may submit a "Time Off for Union Business" directly to their employer who will pay their normal wages and bill the time back to the Union. The head office will then bill back the Local for the cost of this time off and this amount will be deducted from the monthly revenue rebate cheques. Notice should be given to the Local Treasurer of when members submit this form to their employers to facilitate validating the expenses.
5. Chapter Executive members should try to plan their Annual General meeting for a time where they are not scheduled to work. If it becomes necessary, the Chapter Executive may request time-off for the First and second Call of their chapter Annual General Meeting. The request must have the approval of the Local Chair and will apply to the shift where the member would actually be working. Further, documentation may be required, i.e., rotation form.
6. Members of Chapter executive shall not be paid for time off to attend regular Chapter Meetings.

AUPE CONVENTION

Process to go to convention:

1. Local 045 Executive nominated at the Chapter level for convention, will as of right, attend AUPE Convention as a delegate for Local 045.
2. Every effort will be made to have every Chapter represented at Convention
3. The delegate list will be formulated from the Chapter AGM's according how they were nominated. A record will be kept of how many each Chapter send to Convention so that in a following year the allotted numbers could be adjusted fairly.
4. A motion at the Local Council AGM will be put forth to be voted on for the Delegates to attend Convention.
5. If a Chapter delegate is unable to attend Convention, the alternate(s), from that Chapter will attend in his/her place, in order of nomination. If no one from that Chapter's Alternate list is able to attend, then the delegate credential will be given to the largest Chapter, then continue to the next largest Chapter until all Local alternates have been exhausted.
6. Observers will be given according to the comparison list kept from year to year to make effort to give each Chapter the opportunity to send an observer. The observer will be chosen from the alternate list.
7. Each year the Local Executive will have the opportunity to vote on a piece of clothing or item to help promote visibility of our members, at Convention.
8. AUPE Locals yearly have a Hospitality Suite for members to attend at convention
Local 045 will donate each year no more than \$50.00/member to this event.

Pre-convention Meeting:

1. Approximately ten (10) days prior to convention a meeting will be scheduled to go over resolutions and new policies being presented on the convention floor from the AUPE Convention package.
2. The local will present the convention Delegate with a cheque for all meal expenses not covered by AUPE, for convention.
3. When the delegate arrives, and registers, they will be presented with a cheque which covers all applicable expenses i.e.: meals, hotel, transportation. The member will be provided with a list of banks where they may cash the cheque.
4. It will be the responsibility of the Local or AUPE, to pay for the hotel accommodations, but the delegate is still responsible for all incidentals incurred on the room.

Code of conduct for Convention:

1. Be aware that, as a delegate, you are at convention representing **“100 of your colleagues and members”** back at home.
2. Be on time for sessions.
3. Once you are in the convention hall stay until planned break.
 - a) smoke breaks are permitted within reason in session time
 - b) please limit cell phone use until breaks, may have on but please keep them silent and do not **“PLAY”** on them during sessions.
 - c) members are discouraged from going to vender fair during session time
 - d) bathroom breaks are permitted within reason
 - e) hotel check out should be done prior to morning session on the last day, as to not miss any business of the convention

EXTRAORDINARY EXPENSES

1. Honorariums will be pro-rated for Local Executive, Chapter Executive, Webmaster, Negotiations members, in the event that the member leaves their position prior to the time frame from AGM to AGM. A Chapter may withhold a honorarium from any Chapter Executive by a motion drafted and carried at the Chapter AGM.
2. Honorariums will be paid to the Local Executives on or about April 1.
 - Chair \$2500.00
 - Vice-Chair \$2000.00
 - Secretary \$2000.00
 - Treasurer \$2000.00
 - PE Member \$2000.00
3. Honorarium to be paid to the Local 045 Alternate Provincial Member of \$50.00/Provincial Executive Meeting attended, when replacing the Local Provincial Executive Member.
4. Honorarium to be paid to the Local 45 Occupational Health and Safety Liaison as follows:
500.00
5. Honorariums will be paid to the Chapter Executives at their Chapter AGM. The amounts will be paid as follows:

The first column would pertain to three- & four-member Executive's; the second column pertains to two member executives:

• First 150 members	Chair	\$350.00	Chair/Vice	\$450.00
	Vice Chair	\$200.00		
			Sec/Treas	\$300.00
	Secretary	\$200.00		
	Treasurer	\$200.00		
• 151 to 450 members	Chair	\$450.00	Chair/Vice	\$550.00
	Vice Chair	\$250.00		
			Sec/Treas	\$400.00
	Secretary	\$250.00		
	Treasurer	\$250.00		

• 451 to 749 members	Chair	\$650.00	Chair/Vice	\$750.00
	Vice Chair	\$350.00		
			Sec/Treas	\$600.00
	Secretary	\$350.00		
	Treasurer	\$350.00		
• 750 Plus members	Chair	\$750.00	Chair/Vice	\$850.00
	Vice Chair	\$450.00		
			Sec/Treas	\$700.00
	Secretary	\$450.00		
	Treasurer	\$450.00		

If duties are carried out by another executive member, then the honorarium will be divided by the member/members doing the work of the position.

6. Honorariums will be paid for the Webmaster as follows:
 - Webpage Coordinator \$500.00/year
7. Honorariums will be paid for the Negotiations as follows:
 - a. Primary Team member and first alternate \$500.00/year.
 - b. Alternate team members who attend the Negotiations in place of the Primary Team member or the 1st Alternate shall be compensated an additional \$50 per meeting up to the maximum of \$500.00 when combined with the amount below.
8. Honorariums of 150.00 will be paid to Local Council Members at the Chapter AGM.
9. All honorariums are to be included in the annual budget of Local 45 and to be reviewed annually by the Policy and Finance Committee.

DONATIONS

1. Donations should be made by a way of a motion at the Local Council Meeting or to the Local Executive.
2. Donations made from Local 045 funds for more than \$200.00 must be approved by majority vote of the Local Council. A Local Council vote may take place by phone, fax or email. Donations under \$200.00 may be approved by a majority vote of Local 045 Executive.
3. Donations may be made to the following:
 - a. Registered charities where a AUPE member is involved
 - b. AUPE events where a silent auction or donation is required (maximum to spend is \$200.00), whenever possible use of Local 045 memorabilia should be considered
 - c. Rallies/Strike lines of AUPE membership (up to \$500.00)
 - d. Rallies/Strikes to non AUPE memberships must be voted on by the Local Council (max to spend \$100.00)
4. Exceptions to this policy is:
 - a. A set amount of \$100.00 per chapter represented, up to the total of all chapters can be pledged at convention for donating to various organizations, without prior approval of the Local Council. A vote will be taken by the convention Delegates.
 - b. Donation money budgeted in the Bridge to Youth Committee to support youth programs.

FINANCIAL AGREEMENT

1. No member or elected representative of the Local may lend, borrow or enter into a financial agreement with the Local.
2. This **DOES NOT** include advances for approved expenses.

PERSONAL EFFECTS/EXPENSES

- 1 There shall be **NO** reimbursement made for the loss of or damage to personal effects or for other personal expense.

CHAPTER FUNDING

1. The funds and property of the Chapter are for the benefit of its members and shall not be divided in any manner among the members
2. All funds in the hands of Chapters shall be, and remain the property of Local 045 and shall be used solely for the purpose of the Chapter, in accordance with Local 045 policies.
3. No chapter executive officers(s) or members of Chapters who have signing authority for, or access to funds and assets shall disburse funds, re-arrange bank accounts, open alternate accounts, change location of accounts without prior approval by majority vote of the Chapter members at a duly called and convened meeting.
4. Chapter will prepare a budget annually which shall be presented at the Chapter AGM for approval and to be submitted to the Local Treasurer, a month prior to the Local AGM.
5. Items to request in your budget:
 - a. Supplies i.e.: stationary, ledgers, binders, staples, paper, cartridges for fax machines
 - b. Hall rentals, phone
 - c. Notices & postage
 - d. Refreshments & food items for meetings
 - e. Mileage
 - f. Social events i.e.: BBQ, Nurses Week, Christmas Tea (small scale)
 - g. Flowers, cards
 - h. Door prizes should be kept to a minimum (only at special meetings)
6. Items not to request in your budget:
 - a. Donations (the Local has a budget for this)
 - b. Discourage the use of gift cards
 - c. Large social events (area council will plan these kinds of events)
 - d. No paying for advertising, promotions, thank-you in local media & newspapers
7. Gift Cards must be purchased and distributed in the same fiscal year (as per AUPE policy)
8. Local has the right to amend a Chapter Budget to meet the requirements of the Local Budget.
9. Chapters will submit to the Local Treasurer a chapter profile of bank information.

OBSERVER STATUS

1. The requirement to obtain observer status is: the member must make a request to attend a meeting from the Chair of the Local, and this request may be made via email, phone call, and may go through a Council member. Submission to be provided to the Chair no later than two weeks prior to the meeting.
2. Observers are there only to observe and will have no voice or vote, unless, they are recognized by the Chair.
3. Observers will be required to sit in an area designated, in the room, as to allow the council reps to conduct business of the Local, but to also allow the observing member the ability to hear and see the business of the Local.

POLICY ON WEARING OF SCENTED PRODUCTS

To facilitate all Local Members being comfortable at a Local Sponsored Function, the following guidelines be incorporated.

1. All Local members should be considerate about their use of fragrance;
2. Members should be encouraged to limit their use of scent to their personal “scent circle” (about an arm’s length away from their body);
3. The Local, when sponsoring a function should make every effort that the facility being used has good ventilation; and
4. The Local include the following sentence in all meeting notices and courses/seminars/conference announcements: Moderation when wearing scented products should be exercised by all members attending.

Examples include: hand lotions, essential oils, perfumes, colognes, etc.

POLICY ON EQUIPMENT:

COMPUTERS:

1. Each Local Executive Member shall be required to have a computer to conduct the work of the Local
2. When purchasing a computer for the Local, the sum is not to exceed one thousand dollars (\$1000.00), with the understanding that the Local is the sole owner of the computer & will be turned over to the Local when the executive member no longer holds a position in office. If the executive member wishes to purchase the computer from the Local, she/he will not be unreasonably denied.
3. Local 045 will depreciate computer & Printer equipment by fifty percent (50%) for the first two (2) years, and when the computer, printer is four (4) years old it will be deemed not worthy of cash value and given to the Exec member.
4. Local/Chapter funds will not be used to purchase computers at the Chapter level.

PRINTER

1. A printer will be supplied to each Local Executive member, the sum not to exceed three hundred dollars (\$300.00) with the understanding that the Local is the sole owner of the printer & will be turned over to the Local when the Executive member no longer holds a position in office. If the Executive member wishes to purchase the printer from the Local, she/he will not be unreasonably denied.

MINOR EQUIPMENT:

All minor equipment with short life expectancies will be purchased by the Executive Member/Chapter Chair and reimbursed from the Local. i.e.: staplers, tape dispensers, staple removers, paper shredders, etc.

Chapter Finance Records

1. Chapter Finance Records shall be reviewed on an annual basis:
 - the financial year for the chapter shall be July 1 to June 30 of each year
 - the Local treasurer shall request the chapter financial records to be brought to the Finance\ Policy Committee for review each year when requested
 - failure to provide Chapter finance records shall result in cessation of chapter funding until the books have been reviewed
 - in the event where there are large discrepancies the Local Chair has the option of having AUPE audit the Chapter finance records
2. Chapter Funding shall be accordance with AUPE Policy 5-33

FINANCES – AUPE Policy

Provincial Executive – June 19, 2004

Amended – Provincial Executive – December 02, 2006

(5-33 Chapter Funding)

This policy is not intended to limit funds available for chapters to conduct business.

When a chapter has a bank account and/or investments, the following funding formula shall be utilized:

First 500 Members up to a maximum of	\$ 1,499.00 at any given time.
501 to 1000 Members to a maximum of	\$1,999.00 at any given time.
1001 to 1500 Members to a maximum of	\$2,999.00 at any given time.
1501 to 2000 Members to a maximum of	\$3,999.00 at any given time.
Over 2000 Members to a maximum of	\$4,999.00 at any given time.

1. Funds in excess to these amounts shall be remitted to and maintained by the Locals. All expenses must be receipted.
2. Expenses exceeding these amounts shall be reimbursed by the Locals. All expenses must be receipted.
3. Should a Local not supply sufficient funds for the operation of a Chapter, then Article 10 of the Constitution, Right of Appeal, shall apply.
4. This policy shall not be overridden by any Local or Chapter policy.

FUNDING FOR EDUCATION CONFERENCES

1. Local 045 will fund on an ongoing situation for education conferences or seminars for its members
2. Prerequisites:
 - a. Must be a member in good standing.
 - b. Funding for members will be considered based on past attendance, and priority will be given to those members who have not received funding from the Local in the past. Lists of past attendees shall be kept by the Education Coordinator and will be referred to when choosing applicants for any conference.
 - c. The Local Executive has a right of refusal re: funding a member for a conference.

Funding:

1. An application form must accompany any request for any member sponsored by the Local to attend a conference (see list of conference below). A completed form will be sent to the Local Chair. Application deadlines are outlined under the sub-categories of the conference being applied for. Late applications will not be considered. Incomplete forms will be returned to the sender to be completed.
2. The attendance numbers established by AUPE for any of their conferences will be honored and the Local will strive to send the most as allowed by each conference. Where possible, the Local will strive to send more applicants at Local expense when room in the conference can allow. Where there is a deadline established by AUPE or the OHS Conference (which are external to our Local), those deadlines will be honored by the Local.
3. No funding will be paid until after the conference, when an expense form with all accompanying receipts has been received by the Treasurer.
4. The Local will only pay the registration, meals, travel (car pool), hotel on a shared basis, & incidentals i.e.; parking, passes.

Health Sector Conference

1. The local will fund for the maximum number of members allotted by the Health Sector Conference Planning Committee.
2. If there are extra spaces for members to attend, the Local Executive by way of a motion can send up to five (5) additional members from the local waitlist.

3. The Local will only pay the registration, meals, travel (car pool), hotel on a shared basis, & incidentals i.e.; parking, passes.

College of Licensed Practical Nurses of Alberta Conference

1. The Local will fund for only eight (8) members to attend this conference
2. The Local will only pay the registration that is not covered by the Frederickson-McGregor Education Foundation Grant, the expectation of the members is to apply to Frederickson-McGregor Education Foundation Grant for grants to assist with the registration.
3. The Local will also reimburse for meals, travel (car pool), hotel on a shared basis, & incidentals i.e.: parking, passes.
4. Applications must be received no later than Feb. 1

Healthcare Aid Conference

1. The Local will fund for only eight (8) members to attend this conference, and early registration is encouraged to assure a place in the conference.
2. The Local will only pay the registration, meals, travel (car pool), hotel on a shared basis, & incidentals i.e.: parking, gate passes.
3. Applications must be received no later than July 1.

FUNDING FOR AUPE EVENTS

1. Local 045 will fund on an ongoing situation for AUPE events (i.e.: curling, baseball & golf tournaments) for its members in good standing.
2. Prerequisite:
 - d. must be a member in good standing
 - e. the chapter chair will be contacted in regards to the member involvement prior to approval acceptance to attend
 - f. the Local Executive has a right of refusal re: funding a member for a conference
3. Funding
 5. Local 045 will fund for AUPE events based on exposure for our Local, subject to the consensus of Local 045 Council
 6. Funding will be paid based on the requirements of the event, registration, meals, travel (car pool), hotel on a shared basis. A report from the event will be forwarded to the Local Council, for the next scheduled meeting
 7. Registrations will be paid directly to the event, no funding will be paid to the member until after the event, when a expense form has been received by the treasurer
 8. Every opportunity will be given to the general membership, one executive member or designate of the Local, will be in attendance at all events. Member names will be forwarded to Local Chair and the Local Executive will make the selection from the members names received
 9. The Local Executive has a right of refusal re: funding a member for an event

TIME OFF PROCESS

In order to easily facilitate requests for time-off when the time off is at Local 45 expense, the following will be the policy that will be followed:

1. The Designate of the Local will forward to the AUPE Staff Secretary in the Calgary Office who will process the request.
2. When the AUPE Staff Secretary does the time-off forms, the process will be to forward to the Local member, via email.
3. An Email containing the following must be forwarded to the Local 45 Secretary. The email must contain union number, the event, numbers of hours each shift, rate of Pay, shift differential, dietary restrictions.
4. With the current management profile of AHS, the time-off form should be submitted at least fourteen (14) days prior to the event. Late submission of this form may delay the processing and may, in turn, delay the form getting back to the member in a timely fashion.
4. Local Executive members will receive their time off forms via email, unless other arrangements have been made with the Time-Off Coordinator.

BRIDGE TO YOUTH FUND APPLICATION PROCESS

Eligibility Criteria:

1. Youth groups within Zone #2, Nanton in the south, Didsbury in the north, Strathmore in the east and Canmore in the west
2. Eligible groups must be willing to assist in promoting unionism in Alberta

Eligible Programs for Members:

- Youth programs that operate within Local 045 boundaries

Application Process:

1. Applications must be done on the approved Local 045 form and be legible
2. Email or mail the complete application form along with supporting documents if required to, the Local 045 Committee Chair.
3. There is no deadline submission, our financial fiscal year is July 1 to June 30
4. The Bridge to Youth Committee will review all eligible applications and award the funds based on the completeness and merits of the application
5. Submission of an application does not guarantee funding

Expectation to Receive Funds:

1. Alberta Union of Provincial Employees & Local 045 Logo will be displayed on clothing apparel (sample to be supplied)
2. Web pages & program leaflets related to the youth group acknowledge AUPE donation
3. Allow AUPE members speak with the group in regards to the importance of unions in Alberta

FUNDING FOR CHAPTER EVENTS

1. Local 045 & Chapters of Local 045 will only fund for events at the Chapter level where the general membership is informed of the event at least two (2) weeks in advance.
2. Chapters may plan social events for the members to participate in (i.e.: BBQ's, Christmas events, Nurse's Week events).
3. When planning these kinds of events, they are to be planned at a neutral location, preferably at the worksite, hall, outside venue, not at a member's home.
4. When planning these kinds of events, they are for the members only to attend.
5. When family events are planned, where members' families will be in attendance there should be a charge for them to attend. These types of events must be passed by the Local Chair and/or the Local Executive.
6. Local 045 retains the right to suspend funding for these kinds of events if Local 045 policy is not followed.

ABSENCE/NO SHOW

1. Any member that has registered to attend or is attending an AUPE event, seminar, conference or AUPE Convention and has to cancel or leave, must give notification to the appropriate event coordinator & Local Chair.
2. If you are a no show for an AUPE event, seminar, conference or AUPE Convention the appropriate Chapter will be notified.
3. If you are in attendance at an AUPE event, seminar, conference or AUPE Convention and leave prematurely, without giving notice or explanation of your absence, the appropriate Chapter will be notified.
4. Should this situation arise, all members involved will be consulted by a member of the Local Executive. The Local Executive will be the body to decide.
5. Consideration will be given to extenuating circumstances.
6. If the Local Executive decision is that this was not excusable in nature the following action will be taken:
 - a. When applying to attend an event, seminar or conference the member would get less consideration to attend in the future
 - b. During your chapter AGM information will be given to the members if the member were to be nominated for convention
7. As per AUPE constitution 20-7

TIME OFF REQUIREMENTS FOR MEETINGS

Members that are scheduled to be working an Evening shift 1500 to 2300 or a night shift 2300 s to 0700 or 1900 to 0700 prior to a meeting may have that shift off paid by the Local with approval from the Time Off Coordinator

1. Local 045 Executive may require time off prior/following meetings for preparation time or completing the business of the Local.
2. The Local will give an additional day off with pay if their regular scheduled shift is before or after. There will be no payment if the member is on a scheduled day off already.
3. The following members of Local Executive may receive the day off prior to a meeting or after the meeting:
 - Local Chair
4. The following members of Executive may receive the day off prior to a meeting with approval of the Local Chair:
 - Local Vice Chair
 - PE Representative
5. The following members of Executive may receive the day off before or the day off following a meeting with approval of the Local Chair:
 - Local Secretary
 - Local Treasurer

Recommendation to this 4,5,6. The local executive may receive the day off before or after a local council meeting to complete any work as each position requires.

LOCAL 045 LIFE MEMBERSHIP

1. To recognize members of our Local who have contributed to support the Local, its membership and its goals.
2. Members who meet the following criteria may be nominated for Life Membership in Local 045:
 - a. A member who has retired from the workforce but may remain part of the workforce but not working more than 15.5 hrs. per week
 - b. They must have been or still are a member of Local 045
 - c. Have been a AUPE member for a minimum of twelve (12) years
 - d. Have been Local 045 member for at least eight (8) years
 - e. An active Union Steward for at least 5 years
 - f. Was an observer or delegate to AUPE's Annual Convention on at least 5 occasions
 - g. At least four (4) of the six (6) main boxes must be checked on the application form in order to qualify
3. The application process is:
 - a. A nomination form shall be submitted to the Chapter Executive
 - b. The Chapter Executive will review & then submit application to the Local Chair
 - c. Nominations must be submitted to the Local Chair by Feb 28th
 - d. The Local Executive will review nominations
 - e. By way of a motion the Local Executive shall forward nominations to Local Council for final consideration

Local 045 Life Member:

1. Local shall formally recognize and grant Official Life Membership by inviting recipients to attend, with significant other, to the Local Annual General Meeting, at Local expense
2. The Life Member shall be presented with an official plaque recognizing them as Local 045 Life member
3. The Life Member shall be granted the privilege of attending any Local 045 meeting or function, at their own expense. They will be required to provide notice of attendance to the Local Chairperson.

CANDIDATE DONATION

Criteria:

1. First Time Candidate only
2. Local 45 will donate up to \$1000.00 to a first-time candidate running for President, Executive Secretary Treasurer or Vice President for AUPE at Convention.
3. If more than 1 candidate is running for the first time in the election, Local 45 will donate up to \$500.00 for each member for promotional items with receipts.
4. The member must be in good standing with Local 45.
 4. In order for the candidate to receive funding from Local 45 they must be a declared candidate prior to convention

Retirement Gift

a) Local 45 shall provide a retirement gift (gift card) up to \$100.00 per Local 45 retiring member(s). Members must have a minimum of twenty (20) years of membership within the current year of retirement.

b) Upon receiving the completed Retiring Member's Notification form in person or by email from the Chapter Chair to the Local Chair, 4 weeks prior to the next scheduled local council meeting stating the following:

- ☐ Members first and last name
- ☐ Member number
- ☐ Chapter
- ☐ AUPE start date of membership
- ☐ Personal email address
- ☐ Telephone number

Retirement Policy to be reviewed by F& P committee annually before AGM

COMMITTEE CHAIR

1. The committee Chair shall be the Executive Member, or the elected committee member as per the committee policy.
2. Local 045 Committee Chairs shall be responsible for all aspects of the committee they have been assigned to.
3. Will submit a point form report to the Local Chair following the committee meeting within 5 (five) days.
4. Will inform the Time-Off Coordinator of the date & time of the meeting. Committee members' time off must be submitted as per Local Policy as soon as possible after the notification of the meeting. The attendance must be submitted to the Time-Off Coordinator, as soon as possible, after the meeting has ended.
5. Will forward all expense forms to the Local Treasurer in a timely manner.
6. Will assure that, if an event was sponsored through your committee that the Committee Chair, or one of the members of the committee attend.
7. Will cc all correspondence to the Local Executive.

LOCAL CHAIR

1. The Chair will call and chair all meetings of the Local and Local Executive.
2. The Chair may sit as an ex officio member of all Local committees.
3. The chair will act as chief spokesperson for the Local and shall receive and direct a reply to all correspondence on behalf of the Local and take on the role of the Communication Coordinator for the Local.
4. The Chair may delegate duties to the Local Executive as necessary.
5. Will attend convention as a delegate of right.

Further:

1. The Local Chair will also be a member of the Policy/Finance Committee as of right and shall assist in developing new policies and the annual budget for the Local.
2. Receives all correspondence and relays relevant information to the Chapter Chairs.
3. Shall Coordinate Convention, including but not limited to; delegate credentials, hotel room booking (with HQ), time offs, and pre-convention meeting.
4. Shall be informed of changes to the local website.
5. Works within the Local Policies and AUPE Constitution.
6. Provides orientation for new members of Local Executive & Local Council.
7. Will submit all reports to the secretary for all committee's & positions that they are assigned to within ten (10) days prior to next Council meeting
8. Forwards all Local records to the successor, ensuring records are up to date and accurate.

LOCAL VICE-CHAIR

1. The Local Vice-Chair will assist the Local Chair in execution of his/her duties, carry out duties delegated to them by the Local Chair and may act in the Local Chair's stead in the event of incapacity or absence.
2. The Local Vice-Chair will also take on the position of a Coordinator reporting directly to the Local Chair.

Further:

1. In the absence of the Local Chair, could assume the duties of the Local Chair as outlined and such duties assigned to him/her by the Local.
2. Responds to other related duties assigned by the Local Chair
3. Will submit a point form report to the Local Chair following committee meetings within ten (10) days
4. Will submit all reports to the secretary for all committee's & positions that they are assigned to within ten (10) days prior to next Council meeting

LOCAL SECRETARY

1. The Local Secretary shall receive and reply to correspondence as directed by the Local Chair on behalf of the Local.
2. The Local Secretary shall give due notice of all Local meetings to the Local Council and the Local Executive.
3. The Local Secretary shall keep accurate minutes of the business transacted, motions, resolutions passed and elections held at each meeting of the Local.
4. The Local Secretary shall provide all Local meetings with an agenda, minutes, correspondence and other records pertinent to the business of the meeting.
5. The Local Secretary shall send a copy of the minutes within 21 (twenty-one) days of the Local meeting to the Local Chair. Also, will forward a copy on to AUPE for their records.

The Local Secretary will also take on the position of a Coordinator reporting directly to the Local Chair.

Further:

1. In the absence of the Local Chair, could assume the duties of the Local Chair as outlined and such duties assigned to him/her by the Local.
2. Presents the minutes at the Local meetings.
3. Maintains the Local records (the previous seven years of records must be retained for audit purposes)
4. Forwards all Local records to their successor, ensuring that all records are current and up to date
5. Maintains a listing of the Chapter Profile's and forwards on to the Local Chair
6. In the absence of the Local Chair, may assume the duties of the Local Chair as outlined and such duties assigned to him/her by the Local.
7. Responds to other related duties assigned by the Local Chair.
8. Will submit a report to the Local Chair following committee meetings within 10 days
9. Will submit all reports for committees and positions they are assigned to within 10 days prior to the next Council meeting.

LOCAL TREASURER

1. The Local Treasurer will keep a true, accurate and up to date account of all financial transactions of monies received and paid out on behalf of the Local.
2. The Treasurer will maintain an account in the name of AUPE Local 045 at a bank, credit union, or a trust company as directed by the Local Executive and ensure that all funds received by the Local or on its behalf are promptly deposited into that account.

NOTE:

Whenever possible the services of the Alberta Treasury Branch should be considered.

3. The Treasurer will make all of the Local accounts and financial records available for inspection on request by the Local Executive or Local Council, auditing committee or any other member of the Local.
4. All records of the Local will be turned over to the next duly elected Local Treasurer when they take office.
5. The Treasurer will prepare a financial report for each Local Council Meeting and prepare an annual report to be submitted to the Local Council Meeting following year end.
6. The Local Treasurer will also take on the position of a Coordinator reporting directly to the Local Chair.
7. The Local Treasurer is the Chair for the Policy/Finance Committee and shall be the sole keeper of the financial records.
8. Claim forms that are incomplete, incorrect, unsigned or unauthorized will be returned for completion. Properly completed claim forms, accepted by Finance, will be processed for Payment within 7-10 business days.
9. The Local Treasurer may also take 1 extra day a month to do the Treasurer work for the Local.

Further:

1. In the absence of the Local Chair, could assume the duties of the Local Chair as outlined and such duties assigned to him/her by the Local.
2. The Local Treasurer participates in developing new policies and the Local budget.
3. Obtains signing authority at a bank with the other duly elected signatories. Two elected members must sign all cheques. One of whom shall be the treasurer. It is Local 045 policy that all Local 045 Executive have signing authority over the accounts however only two need to sign at any one time. No cheques should be pre-signed.
4. Will submit a point form report to the Local Chair following committee meetings within ten (10) days

5. Will submit all reports for all committee's that they are assigned to, within ten (10) days prior to next Council meeting
6. Submit annually the records to AUPE upon request.
7. Assists in audits of the Chapter books annually & reports any misuse of funds
8. Maintains the Local financial records (the previous seven years must be maintained for audit purposes)

PROVINCIAL EXECUTIVE MEMBER

1. The Provincial Executive Member shall attend meetings of the Provincial Executive of the Union.
2. The Provincial Executive Member shall report at least once a year to the President & Provincial Executive the concerns of the Local or on an ad hoc basis.
3. The Provincial Executive Member will attend union convention as a delegate as of right.
4. The Provincial Executive Member will also take on the position of a Coordinator reporting directly to the Local Chair.

Further:

1. In the absence of the Local Chair, could assume the duties of the Local Chair as outlined and such duties assigned to him/her by the Local.
2. Responds to other related duties assigned by the Local Chair
3. Will submit a point form report to the Local Chair and Local Council Members following Provincial Executive meetings within ten (10) days
4. Will submit all reports to the secretary for all committee's & positions that they are assigned to within ten (10) days prior to next Council meeting
5. Will report to Local Council.

ALTERNATE PROVINCIAL EXECUTIVE MEMBER

1. The Alternate Provincial Executive Member shall attend meetings of the Provincial Executive of the Union when the Provincial Executive member is unable.
2. The Alternate Provincial Executive Member may attend meetings of the Provincial Executive of the Union when meetings are held within the boundaries of Local 045 as an observer with permission of the President of AUPE.
3. The Alternate Provincial Executive Member may attend union convention as a delegate as of right in the absence of the Provincial Executive Member. (as per the AUPE constitution)
4. The Alternate Provincial Executive Member will also report to the Local Provincial Executive Member.

Further:

1. Alternate Provincial Executive Member give a report to the Provincial Executive Member of Local 045 and that all information and copies given from the meeting then be forwarded to the Provincial Executive Member Rep.
2. Alternate Provincial Executive Member will report to the Local Council for all meetings he/she attends.

LOCAL COUNCIL REPRESENTATIVE

1. The Local Council Representative shall represent the best interest of their members from their Chapters at Local Council.
2. The Local Council Representative as of right, attend all meetings of the Local Council.
3. The Local Council Representative shall be a worksite contact or steward at the Chapter level.
4. Local Council Expectations:
 - a) arrive on time for meetings
 - b) read over any hand/minutes/agenda sent to prior to the meeting
 - c) to be at the entire meeting or have the time coded differently with the employer (vacation, medical appointment, etc.) if you requested a time off you are paid from Local for the whole shift
 - d) if you carpool only the owner of the vehicle claims mileage.
 - e) to be listening and participating and not visiting with your neighbor
 - f) to take relevant information back to your members
 - g) to help in Chapter/Local events as required
 - h) to know your collective agreement & Constitution
5. As per AUPE constitution 20.07. Any Council Representative of a component who fails to attend three consecutive meetings of the Local Council without just cause shall be deemed to have resigned.

OCCUPATIONAL HEALTH AND SAFETY LIAISON

1. The OH&S Liaison must have education in OH&S. Minimum requirement is AUPE's Intro to OH&S course.
2. They shall attend the meetings of the Local OH&S Committee.
3. They shall Chair the Local OH&S Committee and will be elected from the members of Local Council. They will represent the Chapter from which they originate, on the Local OH&S Committee, with full voice and vote.
4. Shall report in writing to Local Council on the execution of their duties.
5. Shall report at least once per year to the OH&S Standing committee, the health and safety concerns of the Local.
6. Identify Worksite Health and Safety Committee members and maintain communication.
7. Communicate OH&S educational opportunities/brochures/posters to the membership to promote education
8. Represent the interests of all members of the union
9. Be a Worksite Contact

Coordinator Positions

Communications/Education Coordinator:

1. Shall be responsible for all communication with Chapters through email and/or phone.
2. Seminars & Conferences Process:
 - a. When the Coordinator receives info on conferences, it will be forwarded to all Chapter Chair's with a covering letter to guidelines and deadline dates for the event, when not done by AUPE.
 - b. The Chapter Chair will then post it and forward it back to the coordinator by specified dates.
 - c. The coordinator will fill out paper work for submission to AUPE or the Local.
 - d. May discuss with Local 045 Executive/Council the applications for approval, then submit time off requests to Time off Coordinator
 - e. Will keep track of who has attended courses

Meeting/ Events Coordinator:

- a. Shall arrange catering for all meetings in conjunction with the Local Chair.
- b. Steward night planning in conjunction with the Local Chair

Time off Coordinator

- a. Committee Chairs are asked to inform the coordinator of the date and time of the meeting
- b. Committee members' time off requests must be completed and sent to the Time Off Coordinator.
- c. Committee Chairs will submit a sign in sheet for proof of attendance.
- d. The Time off Coordinator shall sign off members time off forms when confirmation of attendance has been verified
- e. Will keep records of all time offs for the Local

Merchandise Coordinator

- a. Will purchase door prizes for meetings as directed by Executive\Local Council.
- b. Will purchase Local/AUPE memorabilia, convention apparel in conjunction with the Local Chair.
- c. Will try to have items that are union made.

Activities Coordinator

- a. Will coordinate AUPE activities and set up for members to attend events planned by AUPE i.e.: curling, golf, baseball tournament
- b. Will purchase any merchandise to be used as a donation for a door prize.
- c. Will follow Local 045 policies in regards to activities
- d. Will be the Local Contact for Area Council and keep in touch with the Chapter Area Council Contacts.

Webpage Coordinator

- a. The Local Chair may update the webpage.
- b. Will maintain the webpage to assure only the most current data is available to the members.



AL SCOTT EDUCATION FUND APPLICATION FORM

Eligibility Criteria:

- To upgrade your nursing skills within our Collective Bargaining Unit
- Must be a Local 045 member
- Must have taken the AUPE course “Intro to the Union”

Eligible Programs for Members:

- Single events (workshops, conferences, etc.) - registration fees ONLY or
- Diploma education programs and specialty certification programs- registration, tuition and/or exam fees ONLY

The fund will not provide resources for additional costs such as books, travel, meals or lodging.

Application Process:

- Applications must be made using the approved form and be legible
- Send the original, complete application form along with supporting documents to a member of the Local 045 Executive.
- Include photocopied receipts and proof of completion with your application form
- Incomplete or late applications will not be considered
- Course/event/workshop/program must be completed before applying for this fund and must be submitted in the same fiscal year.
- Deadline submission is 31st of March and 30th of September, of each year
- The Finance Committee will review all eligible applications and award the funds based on the completeness and merits of the application
- Maximum bursary per member per fiscal year (July 1 to June 30) not to exceed \$500.00
- Submission of an application does not guarantee a bursary



AL SCOTT EDUCATION FUND APPLICATION FORM

Name:	Home Address:
Phone #:	Email:
Intro to the Union course date:	

Employment setting:

Job Title:	Location/Site:
Program/Unit:	Status: (required) <input type="radio"/> Full time <input type="radio"/> Part Time <input type="radio"/> Casual

I am applying to the Al Scott Education Fund to help support the following program/activity. Must have occurred within the same calendar year.

The fund will not provide resources for additional costs such as book, travel, meals or lodging.

Name of program/activity: _____
 Location of program/activity: _____
 Date of program/activity: _____
 Completion date of program/activity: _____

I have attached the following documents:

- ☐ Description of course or event including dates **(required)**
- ☐ Cost of registration, tuition or exam **(required)**
- ☐ Certificate or proof of program/activity completion **(required)**

On a separate piece of paper indicate the following in essay form: (required)

- 1 How did you hear of this fund?
- 2 What is your reason for requesting funding?
- 3 How does taking this course/program apply to your job now?



Bridge to Youth Committee Application Form

NAME: _____

ADDRESS: _____

MAIN CONTACT INFO: PH: _____

Email: _____

DESCRIPTION OF ASSOCIATION:

SEASON: Start _____ End _____

AGE GROUP: _____

FUNDING REQUESTED:

Have read & comply with Local 045 requirements:

DATE: _____ SIGNATURE: _____

PROPOSED CHAPTER BUDGET

YEAR _____ LOCAL _____ CHAPTER _____

SUPPLIES: \$ _____
(stationary, ledgers, binders, staples, paper, cartridges for fax machine, etc.)

MEETINGS (other than AGM)
approximate number of meetings to be held during the year) _____

Hall Rentals \$ _____

Notices & Postage \$ _____

Refreshments \$ _____

Dinner Meetings \$ _____

Mileage \$ _____

Honorariums \$ _____

Chair \$ _____

Vice Chair \$ _____

Secretary \$ _____

Treasurer \$ _____

Other expenses \$ _____

Annual General Meeting \$ _____

TOTAL EXPENSES \$ _____

The balance forward from last year was \$ _____

TOTAL BUDGET AMOUNT REQUIRED \$ _____

This budget was approved by Chapter ____ at its meeting held on _____ by a motion duly made, seconded and carried.

Chairperson

Date

Secretary/Treasurer

Date

**ALBERTA UNION OF PROVINCIAL EMPLOYEES
LOCAL 045**

CHAPTER PROFILE

CHAPTER: _____

CHAIR: _____

ADDRESS: _____

CITY/PROVINCE: _____

PHONE: _____

EMAIL: _____

VICE-CHAIR: _____

ADDRESS: _____

CITY/PROVINCE: _____

PHONE: _____

EMAIL: _____

SECRETARY: _____

ADDRESS: _____

CITY/PROVINCE: _____

PHONE: _____

EMAIL: _____

TREASURER: _____

ADDRESS: _____

CITY/PROVINCE: _____

PHONE: _____

EMAIL: _____

NOTE:

Please submit new information to Local 045 Secretary, annually or whenever your Executive changes

Date: _____

Event: _____

To whom it may concern:

I _____ hereby by accept receipt of
this gift card.

Signed: _____

LOCAL 045 LIFE MEMBERSHIP FORM

As per the Local 045 Policy 2-26

Nominee Information:

Name: _____ Chapter: _____

Address: _____

City/Town: _____ Postal Code: _____

Commencement Date: _____

Date Retired or left AUPE Bargaining Unit: _____

Nominator Information:

Name: _____

Signature: _____

Chapter: _____

Home Phone: _____ Work Phone: _____ Email: _____

Office held by Nominator, if any: _____

Approved by:

Chapter Component: _____ Signature of Chair: _____

and

Local Component: _____ Signature of Chair: _____

(Once this Nomination form is approved and signed by a component, it must be sent to the Local Chair no later than February 28)

Please check applicable boxes.

Must have:

- ☐ Retired from workforce, but may work 15.5 hours per work, amt. of hours working _____
- ☐ Have been or still are a member of Local 045
- ☐ Member of AUPE for not less than twelve (12) years.
- ☐ Member of Local 045 for at least eight (8) years.
- ☐ Member was an active Union Steward for at least five (5) years.

- Member was an observer or delegate to AUPE's Annual Convention on at least 5 occasions.

<p><u>Worksite:</u></p> <ul style="list-style-type: none"> ○ Worksite contact ○ Attended chapter meetings ○ Handled worksite complaints ○ Union Steward ○ Represented members on grievances 	<p><u>Chapter:</u></p> <ul style="list-style-type: none"> ○ Chair ○ Vice Chair ○ Secretary ○ Treasurer ○ Council Rep ○ Health and Safety
<p><u>Local:</u></p> <ul style="list-style-type: none"> ○ Chair ○ Vice Chair ○ Secretary ○ Treasurer ○ Provincial Executive ○ Convention Observer ○ Convention Delegate 	<p><u>AUPE:</u></p> <ul style="list-style-type: none"> ○ President ○ Executive Secretary Treasurer ○ Vice Presidents
<p><u>Participated in:</u></p> <ul style="list-style-type: none"> ○ Information Pickets ○ A Strike ○ In AUPE Campaigns ○ AUPE Education Courses 	<p><u>Committees:</u></p> <ul style="list-style-type: none"> ○ AUPE Standing Committees ○ Health and Safety Committees ○ Ad Hoc Committees ○ Union/Management Committee

*At least four (4) of the six (6) main boxes must be checked in order to qualify for Local Long Service.

REASONS FOR NOMINATION: Must include dates for criteria noted in 8 (c).

If more space is needed, attach a separate sheet.

Nominations must be forwarded to the Local Chair no later than Feb 28

FOR OFFICE USE ONLY:

APPLICATION RECEIVED: _____

RECOMMENDATION: _____

Alberta Union of Provincial Employees

Local 045

MOTION FORM

MOVED BY: _____

SECONDED BY: _____

I MOVE:

In favor _____	Opposed _____	Abstained _____
Carried _____	Defeated _____	Withdrawn _____

Chairs Signature: _____

Date _____

Motion #: _____



RETIRING MEMBERS NOTIFICATION FORM

Submit to: Local Executive Rep for Chapter

Members Name: _____ Signature _____

Personal Email: _____ Phone Number: _____

Chapter(s): 1 2 3 4 5 6 7 8 9
 10 11

AUPE Membership Start Date: _____

AUPE Membership End Date: _____

Membership Number: _____

Please circle your choice of Gift Card

Superstore Winners/Home Sense/Marshall's Ultimate dining card

For Local 45 Executive only;

Date Gift Purchased: _____

Does Member have 20 or more years of service for a Local 045 Retirement Gift:

Yes No