

Expense Policy

1-Overall General Policy:

Members seeking payments or reimbursements from the Local for expenses should obtain prior approval from the majority of the Table Officers before commencing their activities. Expenses can be disallowed depending on the nature of the activities, the financial capabilities of the Local or whether the activities fall under the Local's responsibility.

Nature of activities paid by the Local involve activities where the members or executive officers are representing the Local, labour educational and training and any other activity deemed necessary for the general welfare of the Local.

A member applying for payments or reimbursements of expenses from the Local shall provide an itemized estimate of the cost involved. The approval of expenses will be based on the estimated cost whereas any additional expenses not pre-approved might not be reimbursed for the same reasons stated in the first paragraph.

It's the Treasurer's responsibility to keep the Executive members informed of the expenses being incurred and to seek the Executive's approval of any expense that is not already contained in the approved budget of all expenses.

2-Loss of Salary and Benefits:

Members of a bargaining committee whose collective agreement does not provide for leave with pay for the bargaining process and authorized delegates to conventions, conferences, seminars, labour schools, etc., shall be reimbursed for any regular salary and benefits lost due to time spent during regular working hours. Payment shall not be made for any time spent which is outside of a member's regular scheduled hours of work.

Reimbursement shall be made either to the employer upon receipt of an invoice or to a member upon receipt of an appropriate statement, including proof of deductions. Letters to employers requesting time off shall be copied to the Treasurer.

3-Out of Pocket Expenses for Union Business:

3.1 Per Diem:

The cost of per diem is to cover the cost of meals and incidental expenses, and is paid at the rate as stipulated in the COPE National Expense Policy. It is understood that prior approval by the majority of the Table Officers must be obtained.

3.2 Travel:

Every effort to travel by the most economical means possible is expected and the Local reserves the right to limit reimbursement if the travel costs are deemed excessive. It is understood that prior approval by the majority of the Table Officers must be obtained.

- a) **Mileage:** The mileage allowance is paid in accordance with and at the rate as stipulated in the COPE National Expense policy. It is understood that mileage to and from the airport, train or bus station will also be covered at the same rate.
- b) **Air:** Members may travel by air, economy class, if the authorized activities are being held in a location more than 250 kilometres from their home.
- c) **Train or Bus:** The cost of travel by bus or train will be reimbursed with receipts.
- d) **Parking and Ground Transportation:** The cost of parking, cab fares, limo and/or hotel shuttles, etc. to and from the airport, hotel and/or meeting locations will be reimbursed with receipts.

3.3 Hotel/Accommodations:

Members authorized to participate in union activities requiring overnight accommodation will be reimbursed the cost of their hotel room, plus appropriate taxes. Members shall make every effort to find reasonably-priced, unionized hotel accommodation. In the instance where a member is staying with comrades or relatives, a hosting allowance will be reimbursed at the rate as stipulated in the COPE National Expense policy. It is understood that prior approval by the majority of the Table Officers must be obtained.

3.4 Dependent Care Expenses:

Dependent Care Expenses incurred as a result of attendance at collective bargaining meetings, conventions, conferences, seminars, labour schools, etc., scheduled outside of a member's regular hours of work shall be reimbursed upon presentation of receipts. The maximum allowable expenses are as stipulated in the COPE National Expense policy. It is understood that prior approval by the majority of the Table Officers must be obtained.

4-Miscellaneous Expenditures:

4.1 Photocopying and Postage:

The cost of photocopying collective agreement proposals, local minutes, etc., will be reimbursed upon receipt of the proper vouchers. Postage for the mailing of proposals, minutes or other Local business will also be reimbursed with proper vouchers.

4.2 Meeting Room Rental:

It may be necessary, from time to time, for a unit to meet outside the Employer's premises. Prior approval from the Local is required to obtain reimbursement of the meeting room rentals.

4.3 Unit Negotiation Expenses:

The maximum allowance for unit negotiating expenses is \$200.00 with receipts for each unit for negotiating costs towards translations, leafleting, mailing, etc. Additional expenses need to be approved by the majority of the Table Officers.

4.4 Other Expenses:

Transportation costs and lost wages for regional representation at committees for CUPW, CEIU and CLC will be covered to a maximum of \$1,000 per year per unit not including contract negotiations expenses. Prior approval from the majority of the Table Officers must be obtained.

Expenses related to union business communications between steward and a member such as long distance phone calls or postage shall be paid with appropriate receipts. Prior approval from the majority of the Table Officers should be obtained.

5-Local 225 Executive Board Members:

5.1 Expenses:

Local Executive Members required to attend collective bargaining, grievance hearings, conciliations, arbitrations, meetings with bargaining units and/or the employer shall be reimbursed for lost salary and benefits, parking, taxis and day care, as well as a per diem as set out above. All such attendances, however, must have the prior approval of the majority of the Table Officers.

5.2 Honorariums:

Honorariums for Table Officers:

Monthly honorariums are paid to the Table Officers to compensate these members for substantial personal time used to accomplish their tasks. The President receives \$300.00 a month, the Treasurer receives \$250.00 a month, the Recording/Corresponding Secretary receives \$250.00 a month, the 1st Vice-President receives \$125.00 a month.

Honorariums for Executive Officers:

Honorariums are paid to the Executive Officers, excluding Table Officers, to compensate these members for substantial personal time used to accomplish their tasks. The honorariums shall be paid in December of each year in the amount of \$600.00 (\$50 per month).

Amended: May 30, 2023 (COPE 225 General Membership Meeting)