

# UNIFOR LOCAL 594

## POLICIES

### Table of Contents

Preamble .....	2
Policy 1: Expenditures for Union Business .....	2
Policy 2: Local Union Dues .....	3
Policy 3: Donations .....	4
Policy 4: Reimbursing Members .....	5
Policy 5: Union/Local Promotion .....	5
Policy 6: Expenditures for Union/Committee Work .....	7
Policy 7: Strike Fund and Pay Procedures .....	8
Policy 8: Affiliations .....	9
Policy 9: Meetings .....	9
Policy 10: Information Technology .....	9
Policy 11: Amendments .....	12
Record of Changes: .....	13

## Preamble

The following policies are in accordance with the Unifor Local 594 Local By-Laws. The Policies will establish the protocol for the proper operation of the Local Union. It will also establish accountability with regards to the expenditures of Union's money.

### Policy 1: Expenditures for Union Business

#### 1.01.01

This Policy is in accordance with 8.04.01 of the Local By-Laws.

#### 1.02.01

It is recognized that there are expenditures that occur in doing the business of the Union. This Policy will set out some guidelines in dealing with the expenditures for everyday operation of the Union Hall.

#### 1.03.01

The Union requires the payment of bills in keeping the Union Hall. Bills such as, but not limited to, are utility bills, phone bills, yard care, etc. Authorizations for payments are in accordance with this provision.

#### 1.04.01

The Union owns laptops and computers and requires software to protect and maintain these computers. Expenses for the maintenance of the computers are covered under this provision.

#### 1.05.01

Office supplies are required to properly perform union duties. The purchase of office supplies on an ongoing basis will be covered under this provision.

#### 1.06.01

The Union will issue keys for the Union Hall to the President, Vice-Presidents, Recording Secretary, Trustees, Secretary-Treasurer, and others as needed, as determined by the Secretary-Treasurer and the President.

#### 1.07.01

The Local will reimburse the Executive Officers, as defined in Bylaw 11.02.1, \$40 of their cell phone bill. Reimbursement will be in conjunction with annual Honorarium. One cell phone bill will need to be provided to the Finance Committee to prove cell phone ownership.

#### 1.08.01

The Local has refreshments for the meetings that take place at the Union Hall. The yearly budget that is adopted by the Membership will set out an estimation of how much is spent on

refreshments. The purchase of refreshments is on an as needed basis and must be approved by the Secretary-Treasurer prior to purchase.

#### 1.09.01

Expenditures for the Union Hall that are not for the normal operation of the Hall, such as, but not limited to tables, chairs, upgrades, or major expenditures will require approval of the Membership.

#### 1.10.01

With the adoption of this Policy by the Membership, expenditures under this Policy will not exceed \$750.00 for each item, without the approval of the Membership.

#### 1.11.01

The union has affiliations with various labour organizations. Any required affiliation fees will be provided for under this provision and are not subject to 1.10.01.

#### 1.12.01

Unifor Local 594 will subscribe to the magazine "Brierpatch" on an annual basis.

#### 1.13.01

Unifor Local 594 will subscribe to a Canadian Case Law Database, as chosen by the Law Committee, which is at a cost acceptable to the Finance Committee.

## Policy 2: Local Union Dues

#### 2.01.01

This Policy is in accordance with 7.02.01 of the Local By-Laws.

#### 2.02.01

This Policy will establish how the Local Dues are calculated.

#### 2.03.01

Total Local Dues are 1.4 hours per pay period. The Membership has approved that 1.25 hours is directed into general revenue and 0.15 hours is directed into the Local Strike Fund. National Dues are paid out of general revenue.

#### 2.04.01

In accordance with 7.01.01, any increase to the National Dues will automatically require Local dues to go up in direct proportion to the National dues increase. This is to ensure that the Local is not in a position where a National Dues increase causes the Local to have reduced funds to conduct union business.

#### 2.05.01

Union Membership will not be subject to any initiation fee.

## 2.06.01

The Union will deduct additional dues of \$10 per week from each member to be put into our Local Strike Fund.

## 2.06.02

These contributions will end at the discretion of the Strike and Finance Committees.

## Policy 3: Donations

## 3.01.01

This Policy is in accordance with 8.04.01 of the Local By-Laws.

## 3.02.01

This Policy sets the criteria for dealing with motions on the floor at General Meetings in regards to donations of money or merchandise.

## 3.03.01

Requests for money or merchandise must be submitted to the Finance Committee, in writing, two weeks before the Executive Meeting.

## 3.03.02

Requests for money will be directed to the Finance Committee. The request will then follow the following criteria:

- a) Requests for money under \$300.00 must first pass the approval of the Finance Committee. If they approve the donation, it must be presented for approval at a General Meeting.
- b) The Secretary-Treasurer can donate up to \$300.00, if there is a special circumstance that requires a donation and cannot wait until a General Meeting. The Secretary-Treasurer will report these special donations and the circumstances at the next General Meeting.
- c) Requests for money over \$300.00 must first pass the approval of the Finance Committee. If they approve the donation, it must be presented at an Executive Meeting to be brought forward for approval at a General Meeting.

## 3.03.03

Requests for Merchandise will be approved by the Secretary-Treasurer and/or the Finance Committee, using the following criteria:

- a) Request must be from a Unifor Local 594 member.
- b) Items requested are for a fundraiser project for members' children or themselves. Priority will be given to children.
- c) All other requests must be pre-approved by the Finance Committee, before being brought forward for approval at a General Meeting

3.04.01

Unifor Local 594 will sponsor the Regina and District Labour Council Christmas Dinner each year.

## Policy 4: Reimbursing Members

4.01.01

This Policy is in accordance with Article 8 of the Local By-Laws.

4.02.01

An Expense form must be properly filled out, including all applicable details and receipts, for a member to be reimbursed.

4.03.01

Members may be reimbursed for such things as, but not limited to, lost time, lost wages, meals, per diem, money spent for union activities, etc.

4.04.01

Members will be reimbursed for any expense that is approved by the Membership.

## Policy 5: Union/Local Promotion

5.01.01

This Policy is in accordance with 8.04.01 of the Local By-Laws.

5.02.01

It is very important to promote unionism and solidarity within our Local and in the community.

5.02.02

Rules at union events:

- All union social functions where alcohol is served will have an alcohol cut off time, predetermined by the Executive Board, with no exceptions.
- After the alcohol cut off time, the alcohol will be secured.
- Any member exhibiting irresponsible or inappropriate behavior during union events, may be banned from future union events, for a period of time as determined by the Executive Board.
- Individuals serving alcohol are prohibited from consuming alcohol before or during their shift. It is preferred to hire bartenders for social functions.
- Bartenders will have the authority to deny service.
- If applicable, reimbursement of taxi rides will be explained on the event poster.

## 5.03.01

The Local will attempt to have a Christmas Party every year.

- a) Union Service awards will be handed out to members who have achieved Service Milestones, starting at 5 years of service continuing in 5 year increments after that.
- b) A member must be present at the event to receive their award.
- c) The Local will buy Local 594 merchandise and apparel for the Service Milestone awards.
- d) Food and non-alcoholic beverages will be provided by the Local.
- e) The event will be for members and their partners.
- f) The Local will reimburse members for Taxi rides to and from this function, as per Policy 4.02.01.

## 5.04.01

The Local will give every member that retires a Retirement Gift.

## 5.05.01

The Union will purchase merchandise with the Unifor Logo on it to promote our Union. These items such as, but not limited to, cards, flags, stickers, etc. will be given out to the members to help promote and build solidarity.

## 5.06.01

There are occasions in our members' lives that may require acknowledgement. The Secretary Treasurer and/or the Finance Committee (or their designate) from time to time will purchase a card or a gift basket for a member or their family. It is also important to ensure that all our members are treated equally.

## 5.07.01

Solidarity within our Local is important. Solidarity within our movement is equally important. The Local will make every effort to buy Union and locally made products whenever possible.

## 5.08.01

The Local will have a Scholarship Program.

## 5.08.02

Notices for scholarship program will be posted annually at the start of September. The deadline for applications will be the first Friday in November.

## 5.08.03

Up to four scholarships will be awarded. One of the scholarships will be in Memory of Shirley Reynolds for \$1000.00. The remaining three scholarships will be for \$750.00 each.

## 5.08.04

The Finance Committee administers the scholarship program.

## 5.09.01

Unifor Local 594 will sponsor two children to attend the Saskatchewan Federation of Labour's Summer Camp.

## 5.09.02

Campers must be children of Unifor Local 594 members. Campers will be chosen by lottery from those names submitted, who have not been sponsored in previous years. Camper's names will be submitted to the recording secretary and the recording secretary will chose the campers by lottery.

## Policy 6: Expenditures for Union/Committee Work

## 6.01.01

This Policy is in accordance with 8.04.01 in the Local By-Laws.

## 6.02.01

Local By-Laws Article 15 defines the Committee's that draw pay.

## 6.03.01

Any new committee approved by the Membership will draw pay. The drawing of pay will be consistent with the provisions regarding lost time, outlined in By-Laws 8.05.01 and 8.05.03.

## 6.04.01

If a committee needs to spend money to accomplish their committee work, they must present a budget to the Membership for approval. The budget is not intended for lost time or per diems.

## 6.05.01

If a person performing Union/Committee work is not collecting a per diem as per 8.06.02 of the Local By-Laws, then the Union will reimburse the member for meals that occurred while performing the work.

## 6.06.01

There are times when National Executives, Regional Officers or National Reps will come to town. It is important to keep a close relationship with these people. A working meal with these people will be reimbursed by the Local.

## 6.07.01

Upon Ratification and the conclusion of Bargaining, the Local will pay to take the Bargaining Committee and their partners out for supper. This is in recognition of the time away from their partners and the sacrifices the partners make.

## 6.08.01

Article 8 in the Local By-Laws provides the authority to pay for time lost doing Union Business.

## 6.09.01

The Local will reimburse members for lost time for events related to Unifor Area Council, Saskatchewan Federation Unions, District Labour Counsels, and Saskatchewan Federation of Labour, committee work, etc.

## 6.10.01

## Social Committee

The Local will have a Social Committee consisting of up to 6 members. It is the job of this committee to build solidarity within our Local, through Union Only Social Functions. The Social Committee is subject to Policy 4.02.01 for reimbursement of expenses. It is the responsibility of this Committee to be transparent in all expenditures.

## 6.11.01

## Journeyman Operator Progression Review Panel

As per the CBA, the Local will participate in a JOP Review Committee consisting of the Negotiating Chair, Process Vice-President and any applicable shop stewards, as depending on issues to be dealt with in regards to Process Section Progression.

## 6.12.01

## Communications Committee

The Local will have a Communications Committee consisting of up to 3 members. The Chair of this committee is the Information Officer. This committee will be responsible for creating and distributing our newsletter, the "Conciliator", managing the Local's website, managing the Local's Twitter and Facebook accounts and administering our website's email accounts.

## 6.13.01

## Law Committee

The Local will have a Law committee consisting of up to 8 members. The Chair of the Law Committee will be the Chief Shop Steward. The Law Committee shall research and investigation our grievances and how case law applies to them. This committee shall research workplace issues and company policies to ensure they are within the Legal confines of the applicable legislation.

## 6.14.01

## Guide

The Guide is paid by the company to teach orientation to new members on the 4<sup>th</sup> Tuesday of every month that new members are enrolled. If an additional committee member is needed to help with the orientation, they shall receive pay from the union for time at the orientation course.

## Policy 7: Strike Fund and Pay Procedures

## 7.01.01

There are three potential sources of funds in case of a Strike: National Strike Fund, Supplementary Defense Fund, and the Local Strike Fund.



## 7.02.01

In the event of an authorized strike, Strike Pay shall be as mandated by Article 17 of the Constitution.

## 7.03.01

In the event of a strike or lockout, the Strike Committee will have authority to establish a budget for the uses of Local Strike Fund monies. The Local Strike Fund is administered by the Finance Committee.

## 7.03.02

The Local Strike Fund is intended to pay for expenditures necessary to organize and operate job action, to continue with benefits while strike or lockout is ongoing, and help members in their financial obligations. Payment of the Local Strike Fund to the members is determined by the Strike and Finance Committees, and will be paid out as an equal amount to each member.

## 7.04.01

Payments into the Local Strike Fund are set out in Policy 2.

## Policy 8: Affiliations

## 8.01.01

Local 594 will be an affiliate of the Saskatchewan Federation of Labor, Unifor Area Council, and Regina District Labor Council, and other organizations as approved by the Membership.

## 8.02.01

Local 594 shall be a founding member of Saskatchewan Federation of Unions.

## Policy 9: Meetings

## 9.01.01

As per Local By-Laws, Article 9 (General) and Article 11 (Executive), meetings are held monthly and are the official business sittings of the Local.

## 9.02.01

Consumption of alcoholic beverages before or during the General and Executive Meetings is prohibited.

## Policy 10: Information Technology

## 10.01.01

Unifor 594 invests substantially in electronic technology systems that enhance communications and information in the service of our membership and for conducting local business. We recognize that electronic communication systems, social media and the Internet play an essential

role in the representation of our members and the goals of the trade union movement in general. Technology changes and improves all the time, we must constantly be aware of its impact on our activities as a union and the role it plays in the service we provide to our members.

#### 10.01.02

Computer hardware, software, documents, spreadsheets, presentations, databases, e-mail system, internet access, social media access, cellphones, voicemail, etc. are Unifor 594 assets and critical components of our electronic communication systems. They are provided to the Unifor 594 Executive and Committee Chairs in order to facilitate the performance of work on behalf of the local and our members. They are tools which can be used equally by all without regard to jurisdictional constraints. The information contained within is the property of Unifor 594.

#### 10.01.03

Unifor 594 will abide by all relevant legislation in force governing the use and monitoring of electronic communications systems and the Internet. This includes the relevant privacy legislation in Saskatchewan and the Federal jurisdictions.

#### 10.01.04

This policy is designed to help all Unifor 594 Executive and Committee Chairs to understand our expectations for the use of our information technology systems and resources.

#### 10.02.01

##### Acceptable Use

Unifor 594 Executive and Committee Chairs may use electronic technology systems provided by Unifor 594 for:

1. Information and support for the work of the union when the union has specifically authorized the individual to use Unifor 594 information technology systems.
2. Any purpose related to the work of Unifor 594.
3. Trade union communication i.e.: internal and external communications.
4. Reasonable and responsible personal use of the computers, internet, email, social media, printer/copy machines, and voicemail.
5. Sending and receiving personal electronic messages, provided that it is clear to the recipient that such communications are personal.
6. Utilizing any other electronic system, internet service or protocol for personal purposes, provided that it is clear that such use is not as a representative of Unifor 594.

#### 10.02.02

Unifor 594 recognizes that restricting personal use to personal time is not always practical. Such personal use, however, must not interfere with or conflict with the needs of Unifor 594, must be moderate in time, must not incur costs for Unifor 594 and must not interfere in any manner with the work of the union or obligations to the membership and the roles in which members were elected.

## 10.02.03

## Not Acceptable Use

Unifor 594's electronic technology systems may NOT be utilized for:

1. Distributing confidential information of Unifor 594 beyond the intended recipient.
2. Distributing personal contact information or other information of Unifor 594 members, officers or partners to third parties without their consent.
3. Personal commercial purposes or for the establishment of personal businesses (this does not include individual "for sale" notices) or to initiate or forward chain letters.
4. Discrediting Unifor 594 officers, or members; or any affiliates.
5. Creating or circulating petitions that have not been endorsed by Unifor 594 Executive Officers.
6. Circulating media files (i.e.: jokes, music, videos, etc.) that have not been endorsed by Unifor 594.
7. Accessing copyrighted information in a manner which violates the copyright.
8. Any illegal or unlawful purpose including any communication of a harassing nature, which violates human rights legislation and/or Unifor 594's harassment policy or causes any other person to view content which could render Unifor 594 liable.
9. Downloading information that the employee should reasonably believe will cause interference with or disruption to any network information service, equipment or user thereof.
10. Accessing websites or the distribution of material that is discriminatory, defamatory, harassing, insulting, offensive, pornographic or obscene or anything which may be deemed to fit into one or more of the categories identified.

## 10.02.04

Unacceptable use of Unifor 594's electronic technology systems is a serious offence and can result in a loss of access, removal from the Unifor 594 Executive or Chair position, or contacting the proper authorities to conduct a criminal investigation.

## 10.03.01

Unifor 594 expects the users of Unifor 594's electronic technology systems to:

1. Use good judgment when utilizing Unifor 594's electronic technology systems. Inappropriate statements or language, or content offensive to Unifor 594's policies which are disseminated using Unifor 594's information technology systems are a violation of this policy regardless of whether the user considers these statements to be private.
2. Identify electronic business on behalf of the Union by using the Unifor 594 email (@unifor594.com). Shop Stewards, Union Executive, or Union Committee members not provided with an @unifor594.com email address are permitted to use their personal email addresses, provided:
  - That all Union communications are kept separate from personal business;
  - That all Union related communications are transferred over to successor when abdicating Union position.
3. Creating forwarding rules or sending of all incoming and outgoing electronic messages that are part of Unifor 594 business is not allowed.
4. Always keep in mind that the equipment, software and technology in use is Unifor 594's property and inappropriate use could impact on Unifor 594's reputation.

5. Utilize the software and applications on Unifor 594's electronic technology equipment by following the standard approved by Unifor 594. Any variation, including for hardware, must be approved and authorized by the Executive Officers.
6. Ensure proper protection of the equipment assigned to you i.e.: do not leave computers, mobile devices, etc. unlocked and unprotected. Overnight or prolonged storage of Unifor 594 equipment or information in a vehicle is not permitted.
7. Keep all passwords, for technology equipment, programs, or applications that have been distributed by Unifor 594, confidential.
8. Any passwords created for the purpose of conducting Unifor 594 business or on equipment purchased on behalf of the Unifor 594 must be registered with Unifor 594 Recording Secretary.

#### 10.04.01

##### Monitoring and Privacy

Unifor 594 respects the privacy and security of all users of its electronic technology systems and it will maintain the highest standard possible of protection against invasions of privacy, virus attacks or other threats.

#### 10.04.02

Generally speaking, the activity of users on Unifor 594's electronic technology systems is regarded as confidential. Unifor 594 does not monitor the electronic technology systems. We do, however, reserve the right to access the contents for legitimate reasons. By using these systems, the user acknowledges that the systems are not the private domain of the individual user and consents to give access to Unifor 594 for legitimate reasons.

#### 10.05.01

##### Security Breach Protocol

In the event of a computer virus, malware breach or email hack, the Unifor 594 steward, officer or committee member should inform the Information Officer, or designate, by secure communications (ie. call or text) as soon as reasonably possible. The extent of damage will be assessed, and computer or email account will be shut down until a safe repair path forward can be determined.

#### 10.05.02

In the event of a breach of our members contact information, the affected members will be notified within 24 hours of the breach. The computer or email account the breach originated from will be shutdown until a safe repair path forward can be determined.

## Policy 11: Amendments

#### 10.01.01

Amendments to these Policies must be made with a motion at a General Meeting, posted for 21 days and then voted on at the next General Meeting.

#### 10.01.02

Amendments are approved by simple majority by the Membership at a General Meeting.

10.01.03

In the event of conflict between these Policies and the Constitution or By-Laws, the provision of the latter shall apply.

### Record of Changes:

**Motion to pass these policies was made by: Dan Devers**

**Seconded by: Garth Wendel**

**Passed by majority: Nov 22/2011 General Meeting**

**Motion to pass revisions of these policies was made by: Daryl Schwartz**

**Seconded by: Scott Hill**

**Passed by majority: Nov 25, 2014 General Meeting**

**Motion to pass revisions of these policies was made by: Carla McCrie**

**Seconded by: Daryl Schwartz**

**Passed by majority: May 23, 2017 General Meeting**

**Local Strike Fund Policy Addition Motion by: Daryl Watch**

**Seconded by: Jim Milton**

**Passed by majority: May 23, 2017 General Meeting**

**Information Technology Policy Addition motion by: Carla McCrie**

**Seconded by: Daryl Nylen**

**Passed by majority: March 26, 2019 General Meeting**