

Policy Number	038-M-2007
Policy Group	Membership
Policy Name	Expense Reimbursements
Date of Origin	June 2007
Date Amended	May 2017, June 2015, September 2014, September 2013, August 2012, June 2011, May 2010
Date Reviewed	October 2011, November 2013, October 2015

PURPOSE To ensure members receive compensation for approved work of the Union.

SCOPE Members

POLICY STATEMENT SUN recognizes its financial responsibility of remuneration to SUN members on approved union business.

PROCEDURE Claims for expenses shall be submitted within thirty (30) days of the date expenses were incurred.

Salary

- a) Salary continuance will be paid for leaves of absence on approved union business.
- b) Any member who is on approved union business on a day off shall be reimbursed for a minimum of four (4) hours to a maximum of eight (8) hours at the current salary step.
- c) A SUN member may choose to take time in lieu for conducting approved union business on a day off.
 - Time in lieu shall be taken seven (7) days following the date of the approved union business or can be taken in advance only on the day immediately preceding the event.
 - Time in lieu, when taken, shall be equal to Salary b) and/or travel time not covered by income continuance.



- Expense Claims for time in lieu shall be submitted within thirty (30) days of the event attended and shall indicate the date of the event and the date that such time in lieu was taken.
- d) When a member conducts approved union business on a day off, at more than one separately budgeted event on that same day, they may apply for reimbursement at their current salary step for the actual hours they attended at each event. Time in lieu cannot be accessed in this case.
 - e) Shifts lost due to required travel time or rest periods will be reimbursed by the Union, i.e. evening or night shifts prior to, or subsequent to, meeting days.
 - f) SUN members will be paid in accordance with this policy (see Salary a) and b) if they were in attendance and had to leave a meeting due to illness or pressing necessity while on authorized SUN business.
 - g) In recognition of working prolonged work days, a member authorized by the Board to conduct membership informational or ratification meetings shall be entitled to take either:
 - One shift of income continuance, if scheduled to work on the day immediately following the meetings; or
 - Reimbursement for eight (8) hours at the member's current salary step.

Stat Pay

Stat pay (1½ times rate of pay) shall be paid to members on approved union business in accordance with this policy (see Salary b) and c). This does not include travel time.

Travel

- a) Mileage, as determined annually by the Board of Directors in the budget, shall be paid for round trip travel in excess of fifty (50) kilometers one-way for approved union business.
- b) Members on approved union business will be reimbursed upon submission of receipts for reasonable expenses incurred for taxi, air or bus, hotel expenses and parking.



Alternate or varied travel arrangements may occur taking into consideration efficiency (safety, time, distance, and location) and cost. Decisions will be made in consultation with the First Vice-President or designate.

- c) The Board of Directors, SUN District Council chairpersons or designate and Committee members shall be paid travel time for round trip travel in excess of fifty (50) kilometers one-way or, inclusive of flight time over one hour, at their regular hourly rate for Board and committee meetings, inclusive of the Annual Meeting and Bargaining Conference.
- d) Travel time as per c) above shall be paid for Board of Directors, SUN District Council chairpersons or designate and Committee members traveling on their day off. Travel time may be taken as equivalent time in lieu.
- e) When a Board member, SUN District Council chairpersons or designate or Committee member is compensated through salary continuance, travel time shall not be paid except for that time which is in excess of the total number of hours paid out in salary continuance.
- Example:
- | | |
|---------------|--------------------------|
| 8.0 | hours meeting |
| <u>+5.0</u> | hours travel |
| 13.0 | hours |
| <u>-11.78</u> | hours salary continuance |
| 1.22 | hours travel time |
- f) Members from the North participating on SUN committees shall be funded for additional expenses as required to accommodate travel circumstances such as those listed below:
- Access to transportation limited;
 - Duration of meetings and travel time extend the member's day beyond 14 hours;
 - Weather or other conditions create unsafe travel situations;
 - Funding for additional expenses shall include accommodations, meals and income continuance in excess of travel time for shifts lost due to such travel if required.
- g) "Travel in lieu of hotel" arrangements must be confirmed with the First Vice-President in advance and such reimbursement will be limited up to the cost of the hotel.

Meals

Members shall be paid a per diem meal allowance for each 24 hour period they are away on approved union business and for periods of less than 24 hours members shall be paid the identified rate for each meal required. In province and out of province meal rates shall be determined annually in the budget.

Board and Committee Reimbursements

- a) Board members are authorized pay for three (3) eight (8) hour days per month for union business.
- b) Board members will be funded for expenses and travel time to fulfil their duties in accordance with the bylaws.
- c) The Nominations Committee shall be funded for time spent counting ballots exceeding the 8 hours now funded for meeting time (inclusive of time spent counting mailed-in ballots at the Annual Meeting).
- d) Communication expenses that occur while conducting SUN Provincial business shall be billed to SUN.
- e) Board and Committee members are accountable to the Board of Directors for their absence at authorized meetings of the Union. Failure to supply valid reasons for such absence will result in loss of pay and denial of expense reimbursement.

Arbitration and IAC Reimbursements

- a) Payment in accordance with this policy (see Salary a) and b), and expenses in accordance with Union policies shall be paid to grievor(s), witness(es) or other persons designated by SUN to attend any hearing(s) whether as result of a specific request by the Union, or authorized by the Director of Labour Relations, or as result of a subpoena as initiated by the Union unless covered otherwise in the collective agreement.
- b) Payment in accordance with this policy (see Salary a) and b), and expenses in accordance with Union Policies shall be paid to the President of the Local or designate for attendance at such hearings.

- c) Funding for grievors (non-members) during the arbitration process will be determined on a case-by-case basis by the First Vice President.
- d) Up to eight (8) hours of compensation shall be available for preparation for each NAC and IAC presentation.

Meetings to Implement Agreements

Payment in accordance with this policy (see Salary a) and b) and expenses shall not be paid by the Union for meetings to implement a Collective Agreement at the Local level. In this instance, the Union will provide the assistance of an Employment Relations Officer where such is deemed necessary through discussions between the Local and Employment Relations Officer and with the approval of the Director of Labour Relations.

Orientation to Newly Certified Locals

- a) Newly certified Locals shall be orientated to SUN Local administration by an Employment Relations Officer and a Regional Representative or designate.
- b) The Regional Representative or designate shall be funded in accordance with this policy (see Travel c) d) e) and f).
- c) Two (2) Local members shall be funded in accordance with this policy (see Salary a) and b).

Retroactive Pay

All SUN members shall receive retroactive pay in accordance with each new collective agreement for all hours billed directly to SUN for amounts greater than the cost of processing said payment.

The Board of Directors will determine the cost of processing following the ratification of a collective agreement.

All Other Events

For events that are not provided for in policy, the Board of Directors shall determine funding provisions and will communicate same to Locals.



Provincially Directed Teleconferences

All Board or Committee members shall be paid for each hour or portion thereof worked or for a minimum of thirty minutes at regular rates of pay. The Board will determine payment of any other member teleconferences.

APPROVED