

Policy Number	026-M-2007
Policy Group	Membership
Policy Name	Reimbursement for Educational Events
Date of Origin	June 2007
Date Amended	June 2018, September 2014, May 2010
Date Reviewed	October 2015, November 2016, November 2017, November 2018

PURPOSE To encourage and support educational opportunities for SUN members.

SCOPE Membership

POLICY STATEMENT SUN recognizes the importance of labour education for a strong and healthy Union and will provide support for such education.

PROCEDURE Internal Education
 Funding for SUN Internal Education opportunities will be determined in the budget each year, taking into account the strategic goals for education in each of the targeted groups identified. Selection shall be by random draw.

Members attending education programs that have been approved in the budget shall be paid income continuance up to twelve (12) hours or receive eight (8) hours pay if attending program on a day off. Reimbursement shall be for the actual day(s) of the event. Travel time is not included.

Travel shall be paid as follows:

- Mileage, as determined annually by the Board of Directors in the budget, shall be paid for round trip travel in excess of fifty (50) kilometres one-way.
- Members will be reimbursed upon submission of receipts for reasonable expenses incurred for taxi, or bus, or parking.
- Car pooling is encouraged.



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

Funding for accommodation shall be on a basis of two members sharing a room.

Members requesting single occupancy shall be responsible for one-half ($1/2$) the cost of the room. Booking and payment for accommodations shall be the responsibility of the member. Receipts are required.

Funding for meals shall be determined in the budget. Where per diems are budgeted they shall not include meals covered in the event.

Members from Northern Locals (above the 54th parallel) with approved Provincial funding shall be able to access up to two times (2x) the amount normally allocated for these events, if such funding is required.

If additional funding is approved by the Board of Directors, the allocation of the additional funding shall be by random selection.

External Education

Funding for SUN approved External Education opportunities will be determined in the budget each year, taking into account the strategic goals for education in each of the targeted groups identified. Selection shall be by random draw.

Funding for SUN approved External Education opportunities shall be up to a maximum of 40 hours. Travel time is not included.

Travel shall be paid as follows:

- Mileage, as determined annually by the Board of Directors in the budget, shall be paid for round trip travel in excess of fifty (50) kilometres one-way for approved union business.

- Members will be reimbursed upon submission of receipts for reasonable expenses incurred for taxi, air or bus, or parking.
- Car pooling is encouraged.
- Alternate or varied travel arrangements may occur taking into consideration efficiency (safety, time, distance, and location) and cost. Decisions will be made in advance of the event in consultation with the First Vice-President or designate.

Funding for accommodation shall be on a basis of two members sharing a room.

Members requesting single occupancy shall be responsible for one-half ($1/2$) the cost of the room. Booking and payment for accommodations shall be the responsibility of the member. Receipts are required.

Funding for meals shall be determined in the budget. Where per diems are budgeted they shall not include meals covered in the event.

Members from the Northern Locals (above the 54th parallel) with approved Provincial funding shall be able to access up to two times (2x) the amount normally allocated for these events, if such funding is required.

If additional funding is approved by the Board of Directors, the allocation of additional funding shall be by random selection.

SUN Provincial will cover the cost of early bird registration fees for approved members.

Arrangements for exceptions to the above must be confirmed with the First Vice-President in advance of the event.

Advanced Labour Education

Members, who are interested in attending the Labour College of Canada, shall make application to the First Vice-President in advance. The First Vice-President shall bring the application to the Board of Directors, who will determine eligibility and potential funding.

