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| <b>Policy Number</b>  | 035-M-2022                  |
| <b>Policy Group</b>   | Membership                  |
| <b>Policy Name</b>    | SUN Network Council Funding |
| <b>Date of Origin</b> | 10-2022                     |
| <b>Date Amended</b>   |                             |
| <b>Date Reviewed</b>  |                             |

**PURPOSE** To provide SUN Network Councils with annual operational funds.

**SCOPE** SUN Network Councils

**POLICY STATEMENT** SUN recognizes its financial responsibility to SUN Network Councils in undertaking activities to support the Union's goals and objectives.

**PROCEDURE**

- a) SUN Network Councils may apply to receive an annual grant as determined by the Union.
- b) The amount of grant funding provided to SUN Network Councils annually, shall be up to as follows:
- NW SUN Network Council – \$35,000
  - NE SUN Network Council – \$35,000
  - SW SUN Network Council – \$35,000
  - SE SUN Network Council – \$35,000
  - Regina SUN Network Council – \$15,000
  - Saskatoon SUN Network Council – \$15,000

Eligible grant amounts shall be reduced by the amount of equity of the SUN Network Council that exceeds \$5,000 for Regina or Saskatoon and \$10,000 for all others.

- c) Eligibility to receive an annual grant is contingent on:
- 1) Submission of a budget for the year
  - 2) Submission of a union activities plan

- 3) Submission of a treasurer's report
  - 4) Submission of minutes from current year's annual meeting
  - 5) Submission of September bank statements and bank reconciliation
  - 6) Current approved SUN Network Council Bylaws
- d) SUN Network Councils may apply for up to \$15,000 of additional funding for union education or other union membership development activities that support the goals and objectives of SUN (Healthy Members, Healthy Union, Healthy Communities).

Additional SUN Network Council funding shall be applied for in advance by submitting a request to the First Vice-President. The request must include an activity proposal with a short description of the event including location, date, topic and expected expenditures.

#### SUN Network Council Chairperson Reimbursements

- a) SUN Network Council chairpersons shall have access of up to three (3) eight (8) hour days per month to fulfil their role. These hours shall be provincially funded.
  - Additional funding requirements may be supported by the SUN Network Council or the locals within that network.
- b) SUN Network Council chairpersons or alternate shall be funded to attend meetings with the Board of Directors.

Funding shall be limited to:

- Salary continuance shall be paid for a scheduled shift up to twelve (12) hours (Paid Union leave) for one shift per day of the event.
- If attending on a day off SUN Provincial pays you directly for a minimum of four (4) hours to a maximum of eight (8) hours at the current salary step.
- Meal per diems will be issued for each day of the event as determined in budget development. Reimbursement will not be provided for meals included in the event.
- Parking, if required, shall be reimbursed for reasonable parking expenses, receipts required.



- Roundtrip kilometrage shall be paid for travel in excess of 50 kms (one-way) at a rate determined annually by the Board of Directors in the budget.
  - Accommodations as determined in budget preparation.
- b) SUN Network Council chairpersons are accountable to the Board of Directors for their absence at meetings of the Union as required. Failure to supply valid reason for such absence will result in loss of pay and denial of expense reimbursement.

APPROVED