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| <b>Policy Number</b>  | 039-M-2017  |
| <b>Policy Group</b>   | Membership  |
| <b>Policy Name</b>    | Annual Meeting & Bargaining Conference Funding            |
| <b>Date of Origin</b> | May 2017  |
| <b>Date Amended</b>   |   |
| <b>Date Reviewed</b>  | November 2017, November 2018, December 2019, October 2020 |

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

**SCOPE** Members

**POLICY STATEMENT** SUN recognizes its financial responsibility of remuneration to SUN members attending the Annual Meeting or Bargaining Conference.

**PROCEDURE** The designated meetings of the Union shall mean the Annual Meeting and the Bargaining Conference.

Claims for expenses shall be submitted within thirty (30) days of the event.

**Board and Committees**

All Board of Directors, standing Committee members, Position Evaluation Committee, Negotiations Committees, Provincial Returning Officer and SUN members on SFL/CLC committees shall be funded to attend the Annual Meeting and Bargaining Conference. 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.
- Time in lieu may be taken for the actual hours paid on a day off, and/or travel time not covered by income continuance.

- 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.
- 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.
- 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.
- Travel time will be compensated for.
- Travel in lieu of hotel arrangements must be confirmed with the First Vice-President in advance and such reimbursement shall be limited to the cost of the hotel.
- Funding for accommodation shall be on the basis of two members sharing a room. Members requesting single occupancy shall be responsible for one-half ( $\frac{1}{2}$ ) of the cost of the room. Funding for accommodation will consider gender and members accompanied by young children.
- The President and First Vice-President will have individual accommodation, and at the Bargaining Conference the Second Vice-President will also have individual accommodation.

### **Annual Meeting Planning Committee**

The Annual Meeting Planning Committee is budgeted for six (6) members who shall be funded to attend the Annual Meeting:

- 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.
- Time in lieu may be taken for the actual hours paid 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.
- 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.

- Parking, if required, shall be reimbursed for reasonable parking expenses, receipts required.
- Committee members shall receive up to thirty-two (32) hours of pay for work done on the committee. The Regional Representative shall be the board liaison to this committee. If there are more than six (6) members on the committee, then the funding allocation of thirty-two (32) hours may be divided amongst those members.

**SDC Chairpersons or Designate**

All SDC Chairpersons, or designate, shall be funded to attend the Annual Meeting and Bargaining Conference. 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.
- Time in lieu may be taken for the actual hours paid on a day off, and/or travel time not covered by income continuance.
- 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.
- 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.
- 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.
- Travel time will be compensated for.
- Travel in lieu of hotel arrangements must be confirmed with the First Vice-President in advance and such reimbursement shall be limited to the cost of the hotel.
- Funding for accommodation shall be on the basis of two members sharing a room. Members requesting single occupancy shall be responsible for one-half (½) of the cost of the room. Funding for accommodation will consider gender and members accompanied by young children.

**SDC Representatives or Alternate**

Funding shall be available for one (1) SUN District Council representative or alternate from each facility/agency (determined by local or sub-local numbers in SUN's database) for attendance at the Annual Meeting and the Bargaining Conference. 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.
- 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.
- Funding for accommodation shall be on the basis of two members sharing a room, members requesting single occupancy shall be responsible for one-half ( $\frac{1}{2}$ ) of the cost of the room. Funding for accommodation will consider gender and members accompanied by young children.
- Travel in lieu of hotel arrangements must be confirmed with the First Vice-President in advance and such reimbursement shall be limited to the cost of the hotel (one-half ( $\frac{1}{2}$ ) the cost of the room).
- Parking, if required, shall be reimbursed for reasonable parking expenses, receipts required.

**Northern Locals**

Provincial funding for members from the northern Locals to attend the Annual Meeting and Bargaining Conference may be up to two times (2x) the amount normally allocated for these events, if such funding is required.

**Youth Representatives**

Funding shall be available for one (1) youth representative (up to age 30 at time of event) from each SUN region to attend the Annual Meeting and Bargaining Conference in those applicable years.

- Youth representatives shall apply for funding prior to the early bird registration deadline.
- Should there be more than one application per SUN region; selection shall be made by random draw.
- Funding shall be as per SUN District Council Representative or alternate funding.