



Policy Number	057-M-2023
Policy Group	Membership
Policy Name	Funding: Annual Meeting and Bargaining Conference – Provincial Committees
Date of Origin	June 2023
Date Amended	
Date Reviewed	

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

SCOPE Members

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

PROCEDURE

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

If event is presented virtually, compensation will be limited to salary.

Annual Meeting or Bargaining Conference funding for the following Provincial standing committees shall be applied to each day in attendance of the event.

- Community Connections Committee
- Constitution, Bylaws, and Resolutions Committee
- Finance Committee
- Nominations Committee
- Negotiations Committee

Salary

For a scheduled shift (paid provincial union leave), SUN Provincial will reimburse your Employer for one shift per day of the event you are attending.



If attending on a day off, SUN Provincial will pay you directly for 8 hours per day of attendance.

Members on a day off, will be paid in accordance with this policy if they were in attendance and had to leave a meeting due to illness or pressing necessity while on authorized SUN business. In such instances, members on a paid union leave are required to submit the appropriate leave with their employer.

Time in Lieu

Standing committee members, may take time in lieu for the 8 hours if attending 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 attending the event 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.

Travel

Roundtrip kilometrage shall be paid to members (drivers only) who must travel in excess of 50 kms (one-way).

Kilometrage shall be defined as the distance between (direct route) the member's home town/city and the city/town hosting the event.

Travel time will be compensated for Committee members.

Carpooling is strongly encouraged.

Hotel Accommodations

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

Reimbursement shall be based on standard accommodations, as determined in budget.

Members requesting single occupancy shall be responsible for one-half (1/2) the cost of the room.

Funding for accommodation will consider gender and members accompanied by young children.



Booking and payment for accommodations shall be the responsibility of the member. Receipts are required.

Any in-room charges must be reconciled upon check out.

“Travel in lieu of hotel” arrangements must be confirmed with the First Vice-President in advance; such reimbursement shall be limited to the member’s share of the hotel costs and one (1) round trip for mileage.

Meals

Members on approved union business will be eligible for meal per diems as determined in budget.

Where per diems are budgeted, they shall not include meals covered in the event.

Parking

If required, shall be reimbursed for reasonable parking expenses, receipts required.

All Other Events

Funding for other provincially funded events that are not provided for in policy, the Board of Directors shall determine funding provisions and will communicate same to members.

Non-Reimbursement

All members are accountable to SUN for their absence at authorized meetings and/or events of the Union. Failure to supply valid reasons for such absence will result in loss of pay and denial of expense reimbursement.

Retroactive Pay

All 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.