



<b>Policy Number</b>	064-M-2023
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Funding: External Education
<b>Date of Origin</b>	June 2023
<b>Date Amended</b>	
<b>Date Reviewed</b>	

**PURPOSE** To encourage and support SUN approved external educational opportunities.

**SCOPE** Members

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

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

SUN approved external education opportunities will be determined by the Board of Directors, taking into account the strategic goals for education in each of the targeted groups identified.

Funding, as per the budget, shall be allocated within the target group identified by random draw.

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

Funding for special education events and other meetings may be provided by stipend reimbursement as determined by the board of directors.

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

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



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

Salary

Funding for SUN approved external education opportunities shall be up to a maximum of 40 hours.

Travel time is not compensated.

Travel

Mileage shall be paid for round trip travel in excess of fifty (50) kilometres one-way, from home city/town to city/town of event/meeting.

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.

Hotel Accommodations

Should accommodations be required, members approved for provincial funding may be provided a hotel room, dependent upon travel distance of greater than fifty (50) kilometres one-way.

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

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

Hotel accommodations may be included in the registration fee, and may be based on shared accommodation.

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.

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



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.

**Northern Locals**

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 and is confirmed with the First Vice-President in advance.

**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.

**NOTE:**

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.