



Policy Number	031-B-2023
Policy Group	Board of Directors
Policy Name	Funding: General work of Board of Directors
Date of Origin	06-2023
Date Amended	05-2024
Date Reviewed	

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

SCOPE Board of Directors

POLICY STATEMENT SUN recognizes its financial responsibility of remuneration to board 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.

Salary – Scheduled Board Meetings

Salary continuance shall be paid for a scheduled shift up to twelve (12) hours.

A board member who is on a day off shall be compensated for eight (8) hours at their current salary step.

Salary – Scheduled Member Meetings

Salary continuance shall be paid for a scheduled shift up to twelve (12) hours.

A board member who is attending a scheduled member meeting shall be compensated a minimum of four (4) hours. For any event longer than four (4) hours, they shall be compensated for eight (8) hours of pay.



Other Than Scheduled Meetings

If required to attend other than scheduled meetings, a board member shall be paid for each hour or portion thereof worked or for a minimum of thirty (30) minutes at regular rates of pay.

Time in Lieu

A board member may choose to take time in lieu for conducting approved union business 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.

Time in lieu, when taken, shall be equal to eight (8) hours and/or travel time not covered by income continuance.

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.

Other Approved Provincial Union Business

When a board member conducts approved provincial union business on a day off, at more than one separately budgeted event on that same day, they may apply for reimbursement at their current salary step for the actual hours they attended at each event. Time in lieu cannot be accessed in this case.

In recognition of working prolonged work days, a board member authorized by the Board of Directors to conduct membership informational or ratification meetings shall be entitled to take either:

- One shift of income continuance, if scheduled to work on the day immediately following the meetings; or
- Reimbursement for eight (8) hours at the board member's current salary step.

Illness or Pressing Necessity

Board 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, board members on a paid union leave are required to submit the appropriate leave with their employer.



Stat Pay

Stat pay (1½ times rate of pay) shall be paid to board members on approved union business in accordance with this policy. This does not include travel time.

Travel/Mileage

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, for approved union business.

Board members on approved union business will be reimbursed upon submission of receipts for reasonable expenses incurred for taxi, air or bus, and parking. Alternate or varied travel arrangements may occur taking into consideration efficiency (safety, time, distance, and location) and cost. Decisions will be made in consultation with the First Vice-President or designate.

Board members shall be paid travel time for round trip travel in excess of fifty (50) kilometres one-way or, inclusive of flight time over one hour, at their regular hourly rate for board meetings.

Travel time as per above shall be paid for board members traveling on their day off. Travel time may be taken as equivalent time in lieu. Travel time would not be paid for full time elected board members.

When a board member is compensated through salary continuance, travel time shall not be paid except for that time which is in excess of the total number of hours paid out in salary continuance.

Example:

8.0	hours meeting
<u>+5.0</u>	hours travel
13.0	hours
<u>-11.78</u>	hours salary continuance
1.22	hours travel time

Hotels

The Board of Directors may be provided a hotel room, booked by SUN, for approved union business.

If board member books own room, then reimbursement, if applicable, shall be based on standard accommodations, as determined in budget.

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 funding for all meal per diems except for meals included in the event.

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.

APPROVED