



<b>Policy Number</b>	060-M-2023
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Funding: Annual Meeting Planning Committee
<b>Date of Origin</b>	06-2023
<b>Date Amended</b>	05-2024
<b>Date Reviewed</b>	

**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 funding for the Annual Meeting Planning Committee shall be applied to each day in attendance of the event.

Planning & Preparation

Six (6) members chosen from the network hosting the Annual Meeting shall be appointed by Board of Directors.

Each appointed committee member shall receive up to thirty-two (32) hours of pay for work done on the committee.

If there are more than six (6) members on the committee, then the total funding allocation of 192 hours (32 hours x 6 members) may be divided amongst those members.



#### 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.

#### Time in Lieu

Time in lieu may be taken for the 8 hours if attending on a day off.

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.

#### Meals

Members on approved union business will be eligible for funding for all meal per diems except for meals included in the event.

#### Parking

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

#### **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.