



<b>Policy Number</b>	065-M-2023
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Funding: Internal Education
<b>Date of Origin</b>	06-2023
<b>Date Amended</b>	05-2024
<b>Date Reviewed</b>	

**PURPOSE** To encourage and support SUN internal 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.

Internal 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.

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.



### Salary

Members attending in person education programs that have been approved in the budget shall be paid income continuance up to twelve (12) hours or receive eight (8) hours pay, if attending program on a day off.

Members attending virtual education programs that have been approved in the budget shall be paid income continuance up to twelve (12) hours. Members shall be paid a minimum of four (4) hours and for any event longer than four (4) hours, shall receive eight (8) hours pay, if attending program on a day off.

Compensation shall be for the actual day(s) of the event.

Travel time is not included.

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.

### 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.

Carpooling is strongly encouraged.

Members who are scheduled to work the day before the following events, and have greater than 3 hours of travel time, or have 200 kilometres or greater to travel, shall be eligible to claim for travel time. Hours of work and travel time shall not exceed 12 hours.

### 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.



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

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.

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.

Members requiring long distance travel greater than 12 hours inclusive of the event, may have access to hotel accommodation the night prior to the event, if such funding is required and is confirmed with the First Vice-President in advance.

#### 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.

#### **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.

APPROVED