



Policy Number	067-M-2023
Policy Group	Membership
Policy Name	Funding: New Local Orientation
Date of Origin	June 2023
Date Amended	05-2024
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.

Orientation to Newly Certified Locals

Newly certified Locals shall be orientated to SUN Local administration by an Employment Relations Officer, a Network Lead, and a Network Representative or designate.

Two (2) Local members shall be paid salary as applicable:

- Salary continuance shall be paid for a scheduled shift up to twelve (12) hours (Paid Union leave) for approved provincial union business.
- Any member who is on approved provincial union business on a day off shall be compensated for eight (8) hours at the current salary step.

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