



Policy Number	015-M-2007
Policy Group	Membership
Policy Name	Reimbursement for Attendance at Affiliate Organizations
Date of Origin	06-2007
Date Amended	05-2024, 10-2022, 09-2014
Date Reviewed	10-2024, 10-2023, 11-2022

PURPOSE	To ensure approved delegates receive reimbursement for attendance at affiliate organization events.
SCOPE	Members
POLICY STATEMENT	SUN acknowledges the value of participating with other trade union organizations and recognizes its financial responsibility of remuneration to delegates.
PROCEDURE	<p><u>Saskatchewan Federation of Labour (SFL) Convention</u></p> <p>Funding for approved members (in accordance with 017-B-2007) to the SFL Convention shall be for meeting days as per the following:</p> <p>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.</p> <p>If attending on a day off, SUN Provincial will pay you directly for eight (8) hours per day of attendance.</p> <p>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.</p>



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.

The Board of Directors, SUN Network Council chairpersons or designate and Committee 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 and committee meetings.

Travel time as per b) above shall be paid for Board of Directors, SUN Network Council chairpersons or designate and Committee 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 and Network Leads.

When a Board member, SUN Network Council chairperson or designate, or Committee 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
+5.0	hours travel
<u>13.0</u>	hours
-11.78	hours salary continuance
<u>1.22</u>	hours travel time

Hotel Accommodations

Funding for accommodation shall be on the basis of two members sharing a room.

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.

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



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.

Parking

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

Meals

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

Canadian Federation of Nurses Unions (CFNU) Biennium and Canadian Labour Congress (CLC) Triennium

Funding for approved members to the CFNU Biennium or to the CLC Triennium shall be up to a maximum of 40 hours inclusive of travel time at the members’ rate of pay and shall also include shared accommodation hotel costs, taking gender and members with young children into consideration and transportation in the most cost-effective manner, which will be determined in budget development, taking location into consideration. Alternate travel arrangements shall be determined in accordance with 052-M-2012.

Funding for all meals shall be provided except for meals covered by convention registration.

Other Affiliation Events

Members, who are invited to participate in approved external committees, interest group events, or course facilitation at labour affiliation schools, may make application to the First Vice-President for funding, which will be determined annually in the budget.

Applicants for funding to facilitate a labour affiliation school shall have previous recognized individual participation at the labour affiliation school.