



<b>Policy Number</b>	063-M-2023
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Funding: Arbitrations
<b>Date of Origin</b>	06-2023
<b>Date Amended</b>	05-2024
<b>Date Reviewed</b>	10-2024

**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.

Members who are attending an arbitration as the grievor, a witness or another person designated by SUN Provincial to attend, are eligible for income continuance up to twelve (12) hours or eight (8) hours pay if attending on a day off, unless covered otherwise in the collective agreement.

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

Members may be requested to attend as a specific request by SUN Provincial, or be authorized to attend by the Director of Labour Relations, or attend as a result of a subpoena as initiated by the Union

Travel time is not included.

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



Funding for grievors (non-members) during the arbitration process will be determined on a case-by-case basis by the First Vice-President.

Authorization for expenses will be determined by the First Vice-President prior to the event and may include parking, travel, meals, and/or accommodations.

**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