



Policy Number	062-M-2023
Policy Group	Membership
Policy Name	Funding: General work of Provincial Committees
Date of Origin	06-2023
Date Amended	
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.

Salary - Scheduled Committee Meetings
Salary continuance shall be paid for a scheduled shift up to twelve (12) hours.

A committee member who is on a day off shall be compensated for eight (8) hours at their current salary step.

Salary - Other Than Scheduled Meetings
If required to attend other than scheduled meetings, member shall be paid for each hour or portion thereof worked or for a minimum of thirty (30) minutes at regular rates of pay.



Time in Lieu

A committee member may choose to take time in lieu for conducting approved union business on a day off. Time in lieu shall be taken seven (7) days following the date of the approved union business or can be taken in advance only on the day immediately preceding the event.

Time in lieu, when taken, shall be equal to eight (8) hours and/or travel time not covered by income continuance.

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.

Other Approved Provincial Union Business

When a committee member conducts approved provincial union business on a day off, at more than one separately budgeted event on that same day, they may apply for reimbursement at their current salary step for the actual hours they attended at each event. Time in lieu cannot be accessed in this case.

Illness or Pressing Necessity

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.

Stat Pay

Stat pay (1½ times rate of pay) shall be paid to members on approved union business in accordance with this policy. This does not include travel time.

Travel/Mileage

Mileage shall be paid for round trip travel in excess of fifty (50) kilometres one-way, from home city/town to city/town of event/meeting, for approved provincial union business.

Members on approved provincial union business will be reimbursed upon submission of receipts for reasonable expenses incurred for taxi, air or bus, and parking.



Alternate or varied travel arrangements may occur taking into consideration efficiency (safety, time, distance, and location) and cost. Decisions will be made in consultation with the First Vice-President or designate

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 committee meetings.

Travel time shall be paid for committee members traveling on their day off. Travel time may be taken as equivalent time in lieu.

When a 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
	<u>+5.0</u>	hours travel
	13.0	hours
	<u>-11.78</u>	hours salary continuance
	1.22	hours travel time

Members from the North participating on SUN committees shall be funded for additional expenses as required to accommodate travel circumstances such as those listed below:

- o Access to transportation limited;
- o Duration of meetings and travel time extend the member's day beyond 14 hours;
- o Weather or other conditions create unsafe travel situations;
- o Funding for additional expenses shall include accommodations, meals and income continuance in excess of travel time for shifts lost due to such travel if required.

Hotels

Committee members may be provided a hotel room, dependent upon travel distance of greater than fifty (50) kilometres one-way, for approved union business.-



If member books own room, then reimbursement, if applicable, shall be based on standard accommodations, as determined in budget.

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.

Meals

Members on approved provincial union business will be eligible for meal per diems as determined in budget.

Where per diems are budgeted, they shall not include meals covered 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.