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CANADIAN UNION OF PUBLIC EMPLOYEES - MANITOBA

POLICIES ESTABLISHED BY CUPE MANITOBA

1. CUPE Manitoba encourages the exchange of fraternal delegates across Canada, and in particular, within the Prairie Provinces; by encouraging attendance to any CUPE Manitoba conventions, conferences and meetings with any organization or Labour body that holds progressive mutual interests. CUPE Manitoba extends the same invitation to other progressive bodies and Unions with the same response.

2. **Small Local Support**

The Executive shall consider all applications for assistance to attend CUPE Manitoba's convention to locals with a membership of fifty (50) or less, by contributing mileage allowance equal to that paid to the Executive or Committee members to defray travel costs. The request must be in writing to the CUPE Manitoba Executive. The Executive will consider all requests, and they will consult with the Regional Director and the appropriate National Representative.

3. **CUPE Manitoba Conventions**

CUPE Manitoba will endeavour to rotate convention sites to as many areas in Manitoba that have the facilities, which will endeavour to minimize the travelling hardships for locals in the Province.

4. **CUPE Manitoba Standing Committees**

- a) **Terms of Reference**

Each Committee shall establish terms of reference for approval by the CUPE Manitoba Executive and CUPE National.

- b) **Committee Members**

- i) For regular Committee Meetings, Affiliated Locals are entitled to one Delegate and as many Alternates and Observers as they wish. Delegates and Alternates must be named by the Local President in writing or via email and any changes must be received by the CUPE Manitoba Office, at least one day prior to the meeting.
- ii) Only delegates are entitled to make motions, vote and run for committee officer positions. Alternates and Observers have voice but no vote at

committee meetings. When a locals delegate is not in attendance, the next alternate listed will be the delegate for that meeting.

- iii) There shall be a minimum of 2 officers for each committee. Sector Committees shall be elected by their conference delegates. Issue Committees shall be elected at an annual meeting. All committees will serve a minimum of 30 days notice, through the CUPE Manitoba office, to all Locals of elections.

c) **Conferences**

- i) All issue Committees may only hold biennial conferences (every two (2) years). This includes:
- Aboriginal Committee
 - Contracting out and Political Action Committee (COPAC)
 - Education Committee
 - Equal Rights and Opportunities Committee (EROC)
 - Global Justice Committee
 - Health and Safety Committee (H&S)
 - Human Rights
 - Public Relations Committee (PR)
 - Young Members Committee
- ii) A registration fee will be set by committees for delegates attending conferences of that committee, which must cover the planned costs of the conference. (i.e. committees must break even).
- iii) CUPE Manitoba Executive members and CUPE Regional staff shall be charged a registration fee for attending any committee conferences.

d) **Budget**

- i) All Committees will receive the same budget amount to cover any appropriate donations, and printing, as well as the holding of meetings, education, or courses.
- ii) CUPE Manitoba shall only cover per diem, lost time, and travel for 2-3 officers of each committee. Other members must be funded by their local.
- iii) All Committees are eligible to put forward work-plans/campaigns and budgets for consideration at the quarterly Executive meetings. Additional expenses may be authorized out of a Strategic Directions Fund.

- iv) At the Committee's request, the CUPE Manitoba Executive will consider covering and/or sharing the costs of sending Committee Officers to appropriate training and/or conferences. Such requests must be submitted in a timely manner for the next quarterly Executive meeting.
- v) All committees shall submit an action plan by the end of the calendar year for CUPE Manitoba Executive to review. This shall be one of the two reports as required by section 13 of the constitution.
- e) **CUPE Manitoba Convention**
 - i) Every Committee shall submit a report 30 days prior to the Annual Provincial Convention.
 - ii) Chairpersons/Designate should attend CUPE Manitoba Conventions as an Accredited Delegate or Observer sent by their local. CUPE Manitoba will not be responsible for any expenses to send Chairpersons/Designate to CUPE Manitoba Conventions. Chairpersons/Designate who are not accredited delegates or observers may attend convention as a guest, at their own expense.
- f) **Committee Profile**

The following will clarify the role of committees in terms of speaking publicly on union and other issues.

- i) The CUPE Manitoba Executive encourages committees to review areas of concern and recommend actions to move our union's agenda forward. This can include speaking at Local Union meetings, conferences and conventions. It could also include making presentations to the public through the media or to the Federal Government, Provincial Government, Municipalities, School Boards, or individual employers.
- ii) Where committees wish to take public positions in the media or by way of presentations to the Federal, Provincial and Municipal Governments, School Boards, related agencies or individual employers, these submissions or presentations must be approved through the CUPE Manitoba office. As well, if presentations involve specific Local Unions, there must be full consultation with the Local(s).

- g)
 - i) Correspondence from Committees must be approved and sent through the CUPE Manitoba Office/ Coordinating Committee.
 - ii) The first Wednesday of every month will become the regularly scheduled mail out to; all locals and committees. If committees have minutes or meeting notices they would like sent out, those will be sent out that monthly mail out day. In order to manage the work through the CUPE Manitoba office that means any correspondence from committees must be received in the CUPE Manitoba office the Friday prior to the first Wednesday of the month.
- h) In order to promote maximum participation and accessibility to CUPE Manitoba Committee meetings, all meetings will be held in a CUPE meeting room or public location with a notice being shared in advance.

5. **Executive Members**

- a) Executive members may accept invitations to attend local meetings in their areas to put forth the viewpoint of CUPE Manitoba.
- b) **Expenses for Executive Members**
 - i) *Mailings*: Letterhead and envelopes are available from the CUPE Manitoba Office.
 - ii) *Postage*: will be fully reimbursed with receipts.
 - iii) *Phone Calls*: Long distance charges will be reimbursed upon receipt of phone bills.
 - iv) *Lost Time*: Lost time at straight time wages to attend meetings or events held by Locals in the area an Executive member represents will be covered up to a Maximum of forty (40) hours per year. It is preferred that lost time be submitted through a requested LOA through the Executive member's local. If an Executive member is not requesting a formal LOA they should have their local send a letter indicating the lost time and wages with a copy of the members pay stub.
 - v) *Travel Expenses*: Will be reimbursed according to Section 6(a) of the CUPE Manitoba Policies.
 - vi) *Hotel Expenses*: Will be reimbursed with prior approval of the CUPE Manitoba Secretary - Treasurer.

- c) Executive members of CUPE Manitoba can sit as officers of Standing Committees.
- d) Executive Members are entitled to take the CUPE Leadership Development course at CUPE Manitoba expense.
- e) Executive Members shall successfully complete a CUPE certified Anti-Racism course within six months of election to the CUPE Manitoba Executive with the exception of when:
 - iv) the executive member has already completed the CUPE certified training in Anti-Racism; or
 - v) the CUPE certified Anti-Racism course is not offered during the six month time period. The executive member shall take the training at the next available offering of the course.

6. Expenses

Whenever any member is required, in the interests of CUPE Manitoba, to attend any meetings, conventions or work on any campaigns they shall be compensated (by CUPE Manitoba unless they are already receiving compensation from their local or other Labour body) in the following manner:

- 1) lost wages, as set out under subsection 6(b);
- 2) registration costs;
- 3) per diem allowance, as set out under subsection 6(c);
- 4) travel costs incurred, as set out under subsection 6(a);
- 5) CUPE members who do not reside in the city where a meeting is being held shall receive:
 - Single room accommodation at a hotel arranged by the Executive;
 - Overnight per diem rates as set out under section 6(c);
- 6) Child Care and Special Needs, as set out under subsection 6(d).

a) Transportation/Parking

- i) *Outside of Manitoba:* Reduced fare economy class air transportation or group travel rate. CUPE Air Canada should be used. Where reduced fare economy rates are not available, full fare economy rates shall be arranged. For travel when it is not possible to obtain reduced fare economy or full fare economy rates, first class airfare may be authorized. Members who choose to travel outside Manitoba by car will be reimbursed mileage for the use of their vehicle to the maximum of the cost CUPE Manitoba would have incurred by paying reduced fare economy class rates.

- ii) *Within Manitoba:* Mileage will be paid to delegates whose vehicle is used at the rate of forty (\$0.40) cents per kilometer. Members who travel by bus will be reimbursed upon receipt for bus fare. Expenses for airfare within Manitoba may only be authorized by the CUPE Manitoba Secretary-Treasurer/ Coordinating Committee.
- iii) Delegates will be expected to use the most economical method of transportation available. Delegates shall be reimbursed for all receipted legitimate ground travel expenses related to attendance at the Union function. For greater clarity, this will normally apply only to taxi or airport bus fare from the airport or bus terminal to the hotel where delegates are staying and returning. No transportation allowance will be paid for functions within the greater Winnipeg area.
- iv) When delegates travel out of province, travel arrangements will be structured to take advantage of reduced fare economy air transportation. When this requires extra accommodation of one or two nights, such extra accommodations and per diem are authorized provided there is an overall savings to CUPE Manitoba.
- v) *Parking* – Parking costs for attending any meetings as authorized by CUPE Manitoba, may be submitted for reimbursement on top of any per diems claimed.

b) **Lost Wages**

All lost wages for anyone authorized to perform CUPE Manitoba business, such as meetings, conventions or campaigns, shall only be reimbursed at their normal rate of pay from their CUPE workplace.

c) **Per Diem Rates**

Per diem rates for all CUPE Manitoba business will be paid as follows:

1. Fifteen (\$15.00) dollars for attendance at one half (1/2) day sessions or at evening meetings. Half-day is six (6) hours or less of meeting and travel.
2. In Winnipeg area, twenty-five (\$25.00) for attending a full in province work day meeting where no overnight is required.
3. Fifty-seven (\$57.00) dollars per day for in-province where an overnight stay is required.
4. Fifteen (\$15.00) dollars for any Schools/Events where meals are provided.
5. Seventy-five (\$75.00) dollars per day for out-of-province functions.

d) **Child Care and Special Needs**

i) *Schools, Conventions and Union Functions* – any member elected or appointed by CUPE Manitoba to attend a union function (i.e. schools, conventions, conferences by CUPE Manitoba) on a day where they would not have normally paid child care expenses will be reimbursed for receipted expenses to the following maximums:

1. For children under six years of age – twenty (\$20.00) dollars per half day per household and forty (\$40.00) dollars per full day per household.
2. For children six years of age and up to twelve years of age – twelve (\$12.00) dollars per one half day per household, twenty-four (\$24.00) dollars per full day per household
3. For 24-hour overnight care for children sixteen years and younger fifty (\$50.00) dollars per day per household.

Expenses of special needs persons will be considered on an individual basis, accompanied by a receipt.

All claims must be receipted with signatures of child care provider (not from the same household) and the claimant.

ii) *CUPE Manitoba Convention* – CUPE Manitoba reimburses for childcare costs for CUPE Manitoba conventions only during the times convention is convened (9:00 am – 5:30 pm). We encourage, whenever possible, the use of our Childcare CUPE members.

7. **Eligibility for Expenses**

Eligibility for expenses as outlined above shall be subject to the following:

- a) Any CUPE member on approved business, will, upon two weeks (2) advance notice, requested in writing to the Secretary-Treasurer, be provided with an advance on expenses;
- b) Expense vouchers must be accompanied by receipts to substantiate expenses for hotel, transportation, parking etc. A payment for reimbursement of expenses over the advance will then be made by the Secretary-Treasurer;
- c) Payment of per diem as above will not require receipts for payment.
- d) Anyone volunteering to represent CUPE Manitoba at any function must declare all expenses that they will be claiming, before agreeing to voluntarily represent CUPE Manitoba.

8. Donations/Memberships

Any donations and memberships that are given by CUPE Manitoba should reflect CUPE Manitoba's policies of the rights of workers to belong to the Union of their choice, and a commitment to social justice and equality for all people. All donations and memberships shall be approved by the CUPE Manitoba Executive. Donations that must be dealt with, because of time constraints, between Executive Meetings shall be dealt with by the Coordinating Committee.

- a) Any donations under \$500.00, within the existing budget allocation, can be agreed to by the CUPE Manitoba Coordinating Committee.
- b) Any donation requests over \$500.00 must be referred to the CUPE Manitoba Executive.
- c) A detailed written report of the budgeted donation, gift, promotion and subscription lines and actual expense to date will be provided by the Treasurer at each Executive Meeting.

9. Reimbursement to Locals for Expenses

All CUPE Manitoba affiliates submitting bills for lost time and/or expenses for members who are performing CUPE Manitoba work will only be reimbursed for these expenses if the request is submitted to the Secretary-Treasurer of CUPE Manitoba no more than six (6) months after the date the expense was incurred by the local or individual.

10. Cheque Writing Limit

A \$10,000.00 cheque limit is placed on the Secretary-Treasurer. Any cheque higher must be approved, by letter from the President and Secretary-Treasurer, to the Credit Union after approval from the CUPE Manitoba Executive or the CUPE Manitoba Coordinating Committee.

11. Education Bursary

The CUPE Manitoba Education Committee will offer the bursaries listed below based on the following criteria:

- Priority for all bursaries will be given to applicants who have not received a bursary in the past;
- The amounts of the bursaries will be subject to review by the Education Committee based on budget allocation by the CUPE Manitoba Executive;
- Bursary funds not allocated may be used for Ad-Hoc assistance.

a) **Winter and Week Long Schools**

These bursaries will be made available for the residential schools:

- To help defray expenses of a member of a Local who is attending the Winter School;
- To help defray expenses of a member of a Local who is attending the Weeklong School;
- To be eligible for one of the above bursaries, the local, who must be affiliated with CUPE Manitoba, will apply on behalf of the member who they feel should receive this bursary;
- Applications for the above bursary shall be made on a CUPE Manitoba Education bursary form;
- Recognition may be given to a Local for specific educational needs (e.g. job evaluation, pay equity, technological change, etc.) but, bursaries are awarded on a financial need basis;
- The deadline for submitting bursary applications shall be announced when the notification of the courses offered in each school is published.

b) **Individual/Local Advanced Education Sponsored Bursaries**

- A bursary may be made available to CUPE Manitoba members who are entering an educational program recognized by the CUPE Manitoba Education Committee re: Labour College;
- Applications for the above bursary shall be made on a CUPE Manitoba Education Bursary form, and can be made by either an individual CUPE member or a local on behalf of one of its members;
- The deadline for submitting an application for this bursary will be set by the Education Committee.

12. **Assistance Fund**

Assistance will be made available to CUPE Locals who make their request in writing to the CUPE Manitoba Executive. Such Locals must be affiliated to CUPE Manitoba, or have been recently certified. Locals must not be in arrears with their per capita tax to either the National Office or CUPE Manitoba, except in situations where no dues are being collected. Locals must submit a request to CUPE Manitoba immediately when the situation is known.

The amount of assistance will be at the discretion of the CUPE Manitoba Executive, (who will consult with the Regional Director and the appropriate National representative) depending on the financial state of the Local.

All decisions as to the application of this fund are to be made by the CUPE Manitoba Executive.

Note: This Fund is not intended as a replacement of the National Defence Fund, but merely an interim assistance, if found to be necessary.

13. **Gifts for CUPE Manitoba Executive and Staff**

Table Officers and CUPE Manitoba Staff:

As a token of appreciation in recognition of their commitment to CUPE, retiring Table Officers and CUPE Manitoba Staff will receive a gift in the amount of \$50.00 per year of service. They will also receive a plaque and invitation to the following convention as a guest with expenses paid for one night.

Executive Members:

As a token of appreciation in recognition of their commitment to CUPE, Executive members will receive a plaque and invitation to attend the following convention as a guest with expenses paid for one night.

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Approved by CUPE Manitoba Executive April 2009
Revised April 2009

(APPENDIX I)

STRATEGIC DIRECTIONS FUND

CUPE Manitoba will allocate money for the work of committees, campaigns, or activities that act on the strategic directions our convention has set for CUPE Manitoba to move forward.

Committees may submit requests for additional funds by written submission. Such submissions should provide a detailed cost break down off the request and answer the following questions:

1. Who is the target audience of the activity/campaign?
2. How will this involve CUPE members?
3. How many CUPE Members/locals/workplaces will be affected?
4. How will they be affected?
5. What do we hope to change as a result of the activity/campaign?
6. How does this activity/campaign connect to our strategic directions plan?
7. How does this activity/campaign involve any labour or community partners?
8. What other funding sources have been considered, if any?
9. If this request is denied, how will this affect members?

Submissions may be made any time throughout the year. All submissions received at least two (2) weeks prior to a quarterly Executive meeting will be considered at that Executive meeting.

The CUPE Manitoba Executive will look to allocate funds in a manner that supports the values of CUPE and promotes the Strategic Directions as set by our Convention.

CUPE Manitoba will provide locals with updates regarding how Strategic Directions Funds have been used.

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