



LOCAL 005

NATURAL RESOURCES CONSERVATION  
SERVICES

**POLICIES**

ALBERTA UNION OF PROVINCIAL EMPLOYEES

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## **POLICIES**

### **LOCAL 005**

#### **NATURAL RESOURCES CONSERVATION SERVICES**

#### **ALBERTA UNION OF PROVINCIAL EMPLOYEES**

### **PREAMBLE**

#### **AUPE Constitution (2002) – Article 22.07**

**The Local Council shall formulate policy for the guidance of the members of the Local and shall exercise executive and administrative control over the affairs of the Local.**

**In response to the above Constitutional Article, Local 5 Executive will bring forth Policies and procedures on issues, concerns and motions directly relating to Local 5. All Policies developed for Local 5 must be forwarded to Council when creating, dissolving or amending policies and must be done so in accordance with Policy 1.**

### **POLICY 1: POLICY CREATION/DISSOLUTION/AMENDMENT PROCESS**

#### **1.1 Creating Policy**

- 1.1.1** New policies must be tabled at a Council Meeting.
- 1.1.2** The Local Executive will be responsible for the format and publishing of the adopted policy.
- 1.1.3** All policies must be adopted at Council by majority vote of those in attendance.
- 1.1.4** If a policy exists in the Provincial Policies, a referral to that policy will be included in the Local 5 Policy.

#### **1.2 Dissolving/Amending Policies**

- 1.2.1** Any motion to amend and/or dissolve a policy of Local 5 will be tabled at the meeting at which it is raised. It will be placed on the agenda for the next scheduled Council Meeting at which time it will be debated. The motion to amend or dissolve the Policy will then be decided by a majority vote of those in attendance.

**POLICY 1: POLICY CREATION/DISSOLUTION/AMENDMENTS PROCESS (con't)****1.3 Policy Review**

Policies will be reviewed, amended and/or added by the Local Executive on a yearly basis to ensure they are constitutionally correct.

**1.4 Distribution of Policies**

**1.4.1** Local 5 Policies will be distributed electronically to the following:

1. Local 5 Council Representatives.
2. Local 5 Chapter Executives
3. AUPE Staff Representatives/Membership Services Officer
4. AUPE Headquarters
5. Local 005 Website

**1.4.2** Local 5 Policies will be distributed electronically when revised and timestamped to ensure the latest version is in use.

## **POLICY 2: COUNCIL MEETINGS**

### **2.1 Location**

Council Meetings will be held at Edmonton Headquarters, unless otherwise decided by the Local 5 Executive. This is the most central location as this is a province-wide Local with Chapters.

### **2.2 Attendance**

Council Representatives are expected to attend all Council Meetings. In the event of absence, it is the individual Council Representative's responsibility to notify the Chair of the Council.

- 2.2.1** When two (2) consecutive meetings have been missed by the Council Representative and no notice has been given, the Secretary of the Local will write a letter to the Representative. He/She will inform the Representative, should the next meeting be missed without notice, the Representative will have vacated their Council seat.
- 2.2.2** Council Representatives are expected to remain for the duration of the regular or special meeting called by Local 5 with the exception of extenuating circumstances.
- 2.2.3** At the Annual General Meeting of the Local in election years, the incoming Chapter Chair shall be invited to attend, to familiarize themselves with the members of Local Council, its functions, committees and roles.

### **2.3 Alternates**

It is the responsibility of the Council Representative to contact their Alternate to replace the Representative when expected to be absent. Notice to be given at least forty-eight (48) hours prior to meeting date.

- 2.3.1** The Council Representative is responsible to contact the Local's AUPE staff Secretary to get a time off for travel and the meeting.

### **2.4 Removal from Council**

When a Council Representative has missed three (3) consecutive meetings and has failed to notify the Chair of the Local of intended absences, the Representative will be considered to have vacated their respective seat on Council.

- 2.4.1** In the event that a Council seat has been considered to have been vacated, the Secretary of the Local Council will notify, in writing, the Chair of the respective Chapter which seat has been vacated. The Chapter Chair will notify Council of the New Representative and their Alternate.

## **POLICY 2: COUNCIL MEETINGS (con't)**

### **2.5 Minutes Distribution**

The Secretary of the Local Council will distribute the minutes of Council Meetings to all Council Representatives as well as the MSO or AUPE staff representative who is the Union's representative to the Local by email within two (2) weeks of the meeting. The Local Webmaster will post a copy of the minutes to the Local 5 website ASAP after the meeting. Council Members are to distribute a copy of the minutes to their Chapter executives within two (2) weeks of receiving the minutes.

### **2.6 Agenda**

The agenda is to be distributed to all Council Members no later than one (1) week in advance of the Council Meeting.

#### **2.6.1** Agenda items and requests for the attendance of a guest should be sent to the Chair and Secretary at least two (2) weeks in advance of the Council Meeting.

## **POLICY 3: COMMITTEES**

### **3.1 Committees**

- 3.1.1 Local Council will establish Committees as necessary.
- 3.1.2 Committee meetings may be in person or by electronic means.
- 3.1.2 The Committees will submit a report to the Council at the following meeting.
- 3.1.3 The General Service Bargaining Committee will draft a communications plan within thirty (30) days of the date of the formation of the Committee as per Policy 10.
- 3.1.4 A date for the Committees to have their first meeting must be decided before proceeding with any further Local business at the meeting at which the Committee was formed.
- 3.1.5 Funding for Committees will be dealt with under normal procedures as established by the Finance Committee, except as directed by Council.
- 3.1.6 The Chair will be on all committees established for Local 5 according to Constitution. Article 18.01 (a)

### **3.2 Provincial Executive Representative**

The Provincial Executive Representative and his/her Alternate shall be elected from within the Local Council.

The Provincial Executive Representative will inform the Alternate in advance if he/she is required to attend on their behalf. Expense for Provincial Executive Representative is covered by Headquarters.



## **POLICY 4: CONVENTION /SCHOOL DELEGATES**

### **4.1 Attendance**

- 4.1.1 It is the responsibility of delegates to attend all Convention business. Any forthcoming corrective action as a result of non-attendance will be the responsibility of the Local. (Provincial Executive Policy 2-21 See Appendix)
- 4.1.2. In the case where corrective action is taken against a Local member, the member involved will not be allowed to attend Convention/School/Conferences at Local Expense.

### **4.2 Convention Caucus**

- 4.2.1 There will be at least one (1) Local 5 Caucus Meeting per day at the AUPE Convention called by the Local Chair.
- 4.2.2 All Delegates and Observers are expected to attend this meeting.

### **4.3 Accommodations**

- 4.3.1 Accommodations will be billed in accordance with Local 005 Policy 7.5.4.
- 4.3.2 Incidentals are not to be included in room charges.

### **4.4 Delegates**

- 4.4.1 Local 5 Delegates to Convention, Schools and Conferences must meet required criteria.
- 4.4.2 Delegates/Observers for convention who live within fifty (50) km. shall have accommodations paid for by the Local. (Provincial Executive Policy 2-20 See Appendix)

### **4.5 Observers**

Local 5 will sponsor Observers at the AUPE Convention. Up to three (3) Observers are allowed to attend. (Provincial Executive Policy 2-12 See Appendix)

### **4.6 Convention Committees**

- 4.6.1 Chapters are encouraged to have at least three (3) Alternates nominated for Convention so the Local has members to fill the allotted seats.
- 4.6.2 All Local 5 Delegates who are unable to attend Convention due to restriction of numbers are encouraged to apply in writing to the President of the AUPE to sit on a Convention Committee.

**POLICY 4: CONVENTION /SCHOOL DELEGATES (con't)****4.7 Hospitality Room**

- 4.7.1** Local 5 Executive can approve up to one thousand two hundred dollars (\$1,200.00) for the support of a Hospitality Room.

**4.8 Life Members**

- 4.8.1** Local 5 will pay for AUPE Life Members from Local 5 (who are in good standing) for the costs up to a maximum of five hundred dollars (\$500.00), per member for meals, mileage and accommodations which Headquarters does not cover for Convention. (Provincial Executive Policy 7-2 See Appendix)

**4.9 Travel**

- 4.9.1** The AUPE Headquarters provides bus service from designated communities. Delegates are encouraged to use the busses. The AUPE Headquarters will, upon submission of a supplementary expense claim, pay for mileage from the Delegate's home community to the nearest bus pick up location. Local 5 may pay private vehicle mileage for attendance at Convention and other Union related business with prior approval of the Local Executive.

## **POLICY 5: WRITTEN REPORT/VERBAL REPORT**

### **5.1 Written/Verbal Reports**

- 5.1.1** Any local Council Members attending any event at Local expense, are expected to submit a written report or present a verbal report at the next Local Council Meeting following the event. Non Council Members must submit a written report through their Council Member.

**POLICY 6: STRIKE PAY****6.1 Strike Pay**

- 6.1.1** Pending availability of funds, strike pay will be paid at the rate of twenty-five dollars (\$25.00) per day, commencing with the tenth (10<sup>th</sup>) day of the strike.
- 6.1.2** Strike pay referred to in 6.1.1. above will only be paid after a member completes a minimum of four (4) hours of picket duty per day.
- 6.1.3** Monies are in addition to the Provincial Executive Policies and Procedures Policy 20-1 Pg.8 (See Appendix)

## **POLICY 7: FINANCIAL**

**Note:** All references to Chair, Vice-Chair, Treasurer, Secretary, Finance Committee, Executive Committee, Convention Committee or Council refer specifically to Local 5 unless otherwise indicated.

### **7.1 Local Funds**

#### **7.1.1 Deposit**

All Local funds shall, within five (5) days of receipt, be deposited to the credit of Local 5 into an approved financial institution in the Province of Alberta. Approval of the financial institution shall be decided by the Local Council.

A yearly review of the type of chequing accounts, saving accounts, term deposits, etc., shall be decided by the Finance Committee and any changes to such shall be brought forward and approved by Local Council.

#### **7.1.2 Signatories**

All funds of the Local shall be disbursed by cheque. All such cheques drawn on the account of the Local, maintained by the Treasurer, shall be signed and countersigned by the Treasurer, Chair, or the Vice-Chair or any two (2) of the aforementioned executive members.

All savings accounts shall also have the Treasurer, Chair, or the Vice-Chair as signatories. Funds from these accounts shall only be removed by a transfer to another Local 5 saving or chequing account with the recommendation of the Local Finance Committee. Such changes must have prior approval by Local Council.

#### **7.1.3 Bonding**

The Treasurer or Secretary/Treasurer of the Local and of the Chapters shall be bonded in accordance with policy as adopted by the Provincial Executive. (Policy 5-5 See Appendix)

#### **7.1.4 Donations**

All requests for financial support from organizations and/or individuals, including those not identified as being related to the labour movement in any way, shall be presented to the Council for approval.

- (a) All funds collected from any donation/charity sales sponsored by Local 005 at an Annual Convention and shall be donated to the cause or causes decided by Local 5 Delegates at the same Annual Convention.
- (b) A maximum of five hundred dollars (\$500.00) per cause, for a total of one thousand five hundred dollars (\$1500.00) of Local funds shall be made available for financial support from organizations and/or individuals, including those not identified as being related to the labour movement in any way and shall be decided by the Local 5 Council at the Local Annual General Meeting.

## **POLICY 7: FINANCIAL (con't)**

**7.1.5** A maximum of twenty-five hundred (\$2500) of Local funds shall be made available for product items to be sold at the Annual Convention for donation. The product items and amount of funds and shall be decided by the Local 5 Council at the Local Annual General Meeting.

### **7.1.5 Grants-In-Aid**

All requests for Grants-In-Aid from other Locals or Unions, forwarded by the Provincial AUPE Treasurer, shall be perused by the Finance Committee and then presented to the Council with a recommendation.

## **7.2 Local Trustees**

### **7.2.1 Financial and Accounting Records**

The Treasurer/ Chair shall act as trustees for all funds of the Local and of all other assets of the Local. He/she shall administer them in accordance with the direction of the Local Council and be responsible for all accounting and financial records of the Local.

**All financial records requiring disposal are to be submitted to Headquarters on an annual basis for ultimate disposal as appropriate as per Provincial Executive Policy 5-9. (See Appendix)**

## **7.3 Membership**

### **7.3.1 Finance Committee**

- (a) The Finance Committee shall be chaired by the Treasurer. The members of a Finance Committee shall be comprised of the Local 005 Executive and one elected council member.
- (b) Quorum for any such meeting shall be three (3).

## **7.4 Audits and Financial Reports**

### **7.4.1 Annual Review**

When the Treasurer is advised by the Union Headquarters of the annual review for the Local books, he/she or his/her designee shall ensure delivery of the requested information as expeditiously as possible. (Provincial Executive Policy 5-11 See Appendix)

**The Treasurer will advise the Local Chair when audit is complete.**

### **7.4.2 Fiscal Year**

The fiscal year shall begin on July 1st and end on June 30<sup>th</sup> of each year.

## **POLICY 7: FINANCIAL (con't)**

### **7.4.3 Financial Reports**

A financial report shall be presented by the Treasurer or his/her designee at all regularly scheduled Council Meetings.

### **7.4.4 Budget**

- (a) The Finance Committee shall prepare an annual budget for presentation and adoption at the Annual General Meeting of the Local. This adopted budget may be revised at any time before the last day of October, with Council's agreement. The original adopted budget shall be promptly forwarded to the Executive Secretary/Treasurer of the Union no later than August 1<sup>st</sup>. Any revisions shall also be promptly forwarded after acceptance by Council.
- (b) A Chapter budget shall be approved at the Annual General Meeting of the Chapter and shall be forwarded to the Finance Committee of the Local for approval as per Appendix 1.
  - (i) Chapters will have an account that will have a budget of \$7.00 per member based on the Average Yearly Delegate Count provided by AUPE Headquarters based on the October 31<sup>st</sup> count, plus an additional \$200 to conduct yearly business, including the Chapter Annual General Meeting. If yearly business exceeds the allotted amount, the Chapter Executive may submit a supplemental funding request to the Finance Committee for consideration prior to any activities.
  - (ii) Chapters will have an account that will have a budget of \$2.00 per member based on the Average Yearly Delegate Count provided by AUPE Headquarters on October 31<sup>st</sup> to conduct mobilization and engagement activities with its members. If yearly mobilization and engagement activities exceeds the allotted amount, the Chapter Executive may submit a supplemental funding request to the Finance Committee for consideration prior to any activities.
  - (iii) Door prizes are to be included in the chapter budgets and can not exceed a maximum of \$100 per event. Recipients of a gift card/voucher must sign and complete the appropriate AUPE form to be submitted to the Local Treasurer. (gift card/voucher recipient form) See Section 7.6.4 for Promotional Products.
- (c) Meeting room costs, travel expenses and other related expenses will be forwarded to Local Treasurer with appropriate receipts.

## **7.5 Financial Obligations For Travel and Subsistence**

### **7.5.1 Expense Claims**

- (a) The expense claim form shall bear the claimant's signature and be accompanied by receipts and vouchers. Claims shall contain all substantiating information including membership number with dates, details of expenses incurred, etc.
- (b) All expense claims shall be submitted directly to the Treasurer on the appropriate expense claim forms provided.
- (c) All expense claims shall be submitted to the Treasurer within thirty (30) days of the expense being incurred.

### **7.5.2 Travel and Subsistence Claims**

- (a) The Local shall be responsible for all travel and subsistence claims that are not the responsibility of the Chapter or HQ for any member going to a Convention, Seminar or other meeting approved by Council. Members must reside 50 kilometers or more away from the event location in order to qualify for reimbursement of mileage expenses unless approved by the finance committee.
- (b) All expenses will be reimbursed in accordance with AUPE Provincial Policies and Procedures 5-17, 5-18 and 5-19. (See Appendix)

### **7.5.3 Reimbursements of Salaries**

- (a) A member who is on authorized absence in order to carry out Local business shall have his/her salary reimbursed in accordance with the applicable Collective Agreement.
- (b) Where a member receives authorization for a leave of absence, a copy of the time-off form shall be forwarded to the Local AUPE office by the member concerned.

### **7.5.4 Accommodations**

- (a) All members shall have the option of single accommodations (where possible) for all Union Business. If the AUPE Headquarters is booking the rooms for shared accommodations, indicate that Local 5 will pay the difference. (Provincial Executive Policy 3-9-1 See Appendix)
- (b) For Convention and Negotiation purposes, the Local will pay for accommodations for members who live within fifty (50) kilometers of the venue.
- (c) Direct billing of accommodations shall only be allowed when the Chair has made special arrangements with the hotel before the event.
- (d) All other accommodation expenses shall be paid by the member and claimed on the appropriate expense form. If this causes hardship, members can apply for a



travel advance. (Local 5 Policy 7.5.11 or Provincial Executive Policy 5-14 See Appendix)

- (e) Members are encouraged to stay in hotels/motels recommended by the Union.
- (f) Local 5 Council Members who travel more than two (2) hours, may, upon request, be allotted one (1) extra night accommodation. E.g. Due to inclement weather, driving conditions, meeting goes late. etc. when attending AUPE functions in accordance with the AUPE Policy and Procedure Manual.

**Note: Annual Convention and negotiation expenses are reimbursed by the AUPE Headquarters and as such may fall under different guidelines. Please check with Headquarters if you have any questions.**

#### **7.5.5 Meal Allowances While Travelling On Union Business**

- (a) Where a member/representative is away from his/her home location, he/she is entitled to reimbursements for the costs incurred for meals as per current member expense claim regulations. Individual meals cannot exceed forty-five (\$45) dollars to a daily maximum of ninety dollars (\$90). Any claim over the AUPE meal policy amounts must be receipted. As per AUPE Policy 5-19.
- (b) Meals/expenses are not to be claimed in those cases where the meal is already provided at Union expense or when the member/representative is in his/her home location except under special circumstances which must be fully explained and approved by the Local Chair or Finance Committee.

#### **7.5.6 Authorized Travel Expenses**

- (a) All travel on Union Business that is reimbursed by the Local shall be authorized by the Treasurer or Finance Committee
- (b) No reimbursement shall be made for any expenses incurred where the appropriate authorization has not been obtained unless approved by the Executive Committee.
- (c) A member representative shall be reimbursed for the actual cost incurred for travel by public transportation (i.e. taxi, bus). Receipts must be attached to the expense claim form.
- (d) Where a member uses his/her private vehicle for travelling on Union Business, he/she may claim for such travel as per 7.5.2 (a) of the Local policy. The total mileage and destination points are to be indicated on the expense claim form. **Members travelling together by one vehicle may only submit one (1) claim for mileage.**
- (e) Any inquiries as to expense claims shall be directed to the Treasurer.
- (f) Any disputes as to expense claims shall be directed to the Chair/Finance Committee.

## **POLICY 7: FINANCIAL (con't)**

### **7.5.7 Child Care**

Childcare expenses will be reimbursed when the AUPE members are attending a Union meeting in accordance with Provincial Executive Policy 5-20. (See Appendix)

### **7.5.8 Extraordinary Expenses**

Any claim for extraordinary or unusual expenses not otherwise provided for must be receipted and accompanied by full explanation and substantiating details. Such expenses must receive the prior authorization of the Finance Committee before being incurred. (Provincial Executive Policy 5-22 See Appendix)

### **7.5.9 Personal Effects**

No reimbursement shall be made for the loss or damage to personal effects or for other personal expenses unless approved by Council. (Provincial Executive Policy 5-23 See Appendix)

### **7.5.10 Expense Cheques**

- (a) All expense cheques issued by the Local shall be cashed within sixty (60) days of receipt.
- (b) No stale dated cheques will be reissued (Cheques older than 6 months)
- (c) Where applicable, the Treasurer will issue cheques to members at the meetings or functions of Local 5.

### **7.5.11 Advancement of Money**

If a member requires an advancement to attend a Local 5 function, it must be submitted on the appropriate form to the Local Chair/ Finance Committee at least two (2) weeks prior to the date required. Local Chair/Finance Committee will approve and have the Treasurer issue the cheque to the member. (Provincial Executive Policy 5-14 See Appendix)

### **7.5.12 Honorariums**

- a) The Executive Members of the Local 5 Council (Chair, Vice-Chair, Secretary, Treasurer, P.E. Rep and Webmaster) will be paid honorariums of one thousand (\$1000) per annum, payable once a year at the Local AGM.
- b) The Council Representatives of Local 5 (excluding executives as outlined in (a)) will be paid honorariums of one hundred (\$100) per annum, payable once a year at the Local AGM.

**POLICY 7: FINANCIAL (con't)**

**7.6 Financial Obligations for Local Expenses**

**7.6.1 Capital Expenditures**

- (a) All capital expenditures must be approved by the Finance Committee. Expenditures above five hundred dollars (\$500.00) must be brought to Council for prior approval.
- (b) All expenses incurred by the Treasurer will be signed off by the Local Chair. Any dispute will be brought to the Executive/Finance Committee.
- (c) Membership expenses incurred at Chapter level must be signed off by Chapter Chair/designate.

**7.6.2 Stationary and Supplies**

The costs shall be reimbursed upon production of receipts.

**7.6.3 Local 5 Property (Computer, Cell Phone, etc)**

- (a) All Local 5 property (binders, briefcases, information, etc.) shall be forwarded to the new Chapter/Local Executive Member after each election.
- (b) Items purchased by Local 5 will remain with the Chair/Executive until such time as there is no need for it. Items that are no longer in use will then be disposed of as per Local Council decision. It will no longer be the property or the responsibility of Local 5.

**7.6.4 Promotional Products**

- (a) All Promotional product expenditures must be approved by the Finance Committee. Expenditures above five hundred dollars (\$500.00) must be brought to Council for prior approval.
- (b) Any Chapter requests for AUPE promotional products and/or door prizes are to be sent to the Promotional Products Committee. Requests will be fill based on supply and demand.

**7.6.4 Chapter A.G.M.**

- (a) The Local Chair with written request, will attend Chapter A.G.M. and/or meetings when possible at Local expense pending availability of funds. All expenses will be paid according to Local 5 policies.
- (c) A Vice Chair or Executive Designate will be asked to attend if Chair is unable to attend.

**POLICY 8: GUESTS****8.1 Guests to Council Meetings**

- 8.1.1** All guests to Council, who will be making a request for financial or other support from the Council, will have the nature of their request published on the agenda, except in cases of extreme emergency.
- 8.1.2** Provincial Executive Representatives or other staff from the AUPE who want to attend Local 5 Council meetings or other functions, must be invited or request to attend. A specific topic will be addressed. The guest will be given a time for presenting and then asked to leave while Local business is dealt with.
- 8.1.3** The AUPE President, Vice-President(s), Executive Secretary-Treasurer or Manager are welcome at all times and will be given appropriate time to discuss Union Business.

## **POLICY 9: NATIONAL POLICE AND PEACE OFFICER AND FALLEN FIREFIGHTER MEMORIAL ATTENDANCE**

**9.1** Local 5 may send up to two (2) officers to National Peace Officer Memorial in Ottawa or the Alberta Peace Officer Memorial in Edmonton each September. Where there is interest in both, Ottawa shall have priority.

**9.2** Local 5 may send up to two (2) firefighters or selected persons to the National Fallen Firefighter Memorial in Ottawa each September.

**9.3** Members will be reimbursed or expenses based on Policy 7.5 Financial Obligations for Travel and subsistence for up to four (4) nights.

**9.4** Time off for Union business may be up to three (3) days if the Employer withdraws support for the program.

**9.5** Applications for attendance will be accepted up to but no later than August 1<sup>st</sup> each year.

**9.6** Applications must be submitted to a Local Council Member.

**9.7** Chapters may nominate candidates if they so choose.

**9.8** Final selection of two (2) attendees for each the Police and Peace officer memorial and the Fallen Firefighter Memorial service will be by majority of Council.

**9.9** Selection of approved candidates will be based on the following criteria: working relationship with fallen member, familiar relationship with fallen member (close friend) and preference will be given to Local 5 Members in good standing within the AUPE. Participation level will be determined by Local 005 council.

**9.10** Attendees can wear dress uniform (if such exists) or in lieu, appropriate attire with a local 5 pin. Union members in the Fallen Firefighter Memorial may be expected to wear Nomex and March in the parade with the other Alberta Government representatives.

**9.11** Attendee must submit written report to Council as per Policy 5 Written Report/Verbal Report.

**9.12** Local 5 may support attendance by family members where they are not covered by any other program.

## **POLICY 10: Communications**

### **10.1 General Service Bargaining**

**10.1.1** Local 5 Council will establish a standing General Service Bargaining Committee (GSBC). Members of committee must be consistent with existing AUPE Policy.

- (a) Principal Goals during bargaining include but are not limited to the following:
  - i. Obtain a pay raise equal to or greater than the rate of inflation;
  - ii. In the Master Agreement improve language in the collective agreement regarding overtime, disciplinary action, benefits, grievance procedure, and other miscellaneous articles;
  - iii. In the Local 5 Agreement (subsidiary) improve and/or create language regarding forced days of rest, protective clothing, simplified tower occupancy LOU, and other miscellaneous articles.
- (b) Prior to active bargaining, the GSBC will solicit feedback from Local 5 membership to identify specific issues that may be addressed, as they change over time.

**10.1.2** Key functions of the GSBC include but are not limited to the following:

- (a) Actively participate in the collective bargaining process;
- (b) Obtain input from our members regarding issues they consider important;
- (c) Participate with AUPE in an approved format for informing the media, public, etc. of Local 5 and the status of negotiations.
- (d) Have regular and timely meetings with the Local 5 bargaining committee;
- (e) Report back regularly to the Local 5 Council on the progress of negotiations;
- (f) Inform the general membership of Local 5 on regular basis of the status of negotiations;
- (g) At the conclusion of bargaining, advise members on a recommendation to vote either “for” or “against” a proposed settlement.

**10.1.3** Recipients of relevant communication in order of priority are:

- (a) Local 5 GSBC members, as elected from time to time;
- (b) Local 5 Council members as elected from time to time;
- (c) Local 5 general membership;
- (d) Other AUPE general service Locals;

- (e) Media;
- (f) General Public;
- (g) Employer.

**10.1.4** Communication activities that Local 5 GSBC will use in order to reach the target audiences include:

- (a) Local 5 GSBC Members and Council; personal contact, phone calls and emails;
- (b) Local 5 general membership; personal contact, updates on AUPE and Local 5 website forums; use of posters and flyers left on lunchroom tables or posted on the Union board; blanket emails;
- (c) Other AUPE general service GSBC members; personal contact, Phone calls, emails;
- (d) General Public: through the media, noon hour information pickets, 'word of mouth';
- (e) Employer: personal contact, emails, phone calls, flyers and posters Placed on the Union board or left on lunch tables, through the media.

**10.1.5** Communication Techniques to be employed for information dissemination on bargaining:

- (a) Local 5 GSBC representative(s) will use a 'fan-out' approach to spreading information. Communication is first with the other members of the Local 5 GSBC in order to provide updates as well as soliciting input and/or advice. From here the council members will be informed of progress, which in turn are responsible for informing their chapter membership.
- (b) Local 5 GSBC representative will update the Local 5 forum on a regular basis as well as using this forum to solicit input from the members.
- (c) Discretion will have to be used in the use of government email service. The use of personal emails would be preferable and/or perhaps copies of important messages posted to the Union board in the respective work sites.

## **POLICY 10: Communications (con't)**

### **10.1.6 Timing of Activities**

- (a) Local 5 GSBC representative is responsible for initiating communications coming from negotiations. Representative will commit to the following:
  - i. Communicating with Local 5 GSBC: 2 working days;
  - ii. Communicating with Local 5 Council members: 3 working days;
  - iii. Communicating with Local 5 general membership: 5 working days;
  - iv. Updating the negotiations forum on the Local 5 website; 2 working days, daily if possible;
  - v. Communication with other AUPE Local GSBC's and AUPE in general will be as needed depending on circumstances.

### **10.2 Annual Reporting**

**10.2.1** Council representatives shall report to Local 5 Council on an annual basis any union related activities and communications at their respective Chapters. Reports should address the following, but can contain any other relevant Union business:

- (a) Chapter activities that supported the objectives of the Union and meet the mission statement;
- (b) Chapter activities that educated your members on current and ongoing issues impacting AUPE;
- (c) Chapter activities that encouraged member participation in AUPE education programs;
- (d) Ways that your Chapter utilized approved budget funds;
- (e) Summaries of key issues facing your Chapter;
  - i. Plans/strategies as a Chapter to address these issues;



## **POLICY 11: LIFE MEMBERSHIP**








### **11.1 Life Membership**

Life Membership may be granted to Local 5 Members who have provided outstanding contribution to the support and betterment of Local 5, it's membership and it's goals. Nominees must meet the criteria on the attached page. Nominators shall complete the application form and submit it to the Local 5 Council for approval.

#### **Policy on Local 005 Life Membership**

**Rationale:** to provide recognition to Local 005 Members who have provided outstanding contribution to the support and betterment of Local 005, it's members and it's goals.

#### **Procedures:**

- a) Individuals who meet the following criteria may be nominated for Local 005 Life Membership
  - i) AUPE member for at least ten (10) years;
  - ii) Local 005 Member for at least five (5) years. Consideration will be given to past membership and activity in other Locals
  - iii) Nominees must have provided contribution to Local 005 on a Chapter, Local or Provincial basis in four (4) or more of the following areas:
    -  Served as an Executive Officer of the Chapter, Local or Area Council,
    -  Served as a Member of an AUPE Executive Committee,
    -  Served on an AUPE Standing Committee,
    -  Attended an AUPE Convention on more than one occasion,
    -  Served as a member of the Local 005 Bargaining Committee or the General Services Bargaining Committee,
    -  Served as a worksite contact or actively encouraged other Members to attend Union Meetings,
    -  Served as an active Union Steward.
- b) Nominations may be presented in writing to a Local Council Member by a Member in good standing of Local 005.

**POLICY 11: Life Membership (con't)**

- c) Nominations must contain all required information and rationale for the recommendation.
- d) The Local Council Member receiving the nomination shall forward it to the Local Executive for inclusion on the agenda of the next Local Council Meeting.
- e) Nominations shall be addressed at the earliest possible Local Council Meeting.
- f) Local 005 Life members shall be notified by the Local Executive, in writing where possible, when they have been granted Local 005 life membership.
- g) Local 005 shall formally recognize and grant official Life membership in Local 005 by inviting recipients to attend, with their significant other, the Local 005 Council AGM or other specified Union function, at Local 005 expense.
- h) Local 005 Life Members shall have the privilege of attending the Local 005 Council AGM or AUPE Convention, at their own expense. They will be required to notify the Local Chairperson in advance of their attendance.

**Appendix 1**

**Local 5 Life Membership Application**

Nominee: \_\_\_\_\_, Nominator: \_\_\_\_\_

AUPE Member from: \_\_\_\_\_ to \_\_\_\_\_

Local 5 Member from: \_\_\_\_\_ to \_\_\_\_\_

**Provide contibution in at least four (4) of the following areas:**

- ⑦ Served as an Executive Officer of the Chapter, Local or Area Council  
Date: \_\_\_\_\_
- ⑦ Served as a Member of an AUPE Executive Committee  
Date: \_\_\_\_\_
- ⑦ Served on an AUPE Standing Committee  
Date: \_\_\_\_\_
- ⑦ Attended an AUPE Convention on more than one occasion  
Date: \_\_\_\_\_
- ⑦ Served as a member of the Local 005 Bargaining Committee or the General Services Bargaining Committee  
Date: \_\_\_\_\_
- ⑦ Served as a worksite contact or actively encouraged other Members to attend Union Meetings,  
Date: \_\_\_\_\_
- ⑦ Served as an active Union Steward.  
Date: \_\_\_\_\_

**Rational for recommendation:**

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Appendix 2

Application to Attend Fallen Firefighter/Peace Officer Memorial Ceremony

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Work Position Title: \_\_\_\_\_

**Please Circle Preferred Location below:**

Fallen Firefighter Memorial Ottawa **OR** Peace Officer Memorial Ceremony Edmonton **OR** Ottawa

\*Requirements are attached as per Local 005 Policy\*

The selected applicants may be required to pay for the costs associated with this trip and be reimbursed by Local 005 after an expense claim form has been submitted.

A Travel budget must be included and contain the following information

| Travel Expenses   | Estimated | Actual   |
|-------------------|-----------|----------|
| Airfare           | \$ _____  | \$ _____ |
| Airport Parking   | \$ _____  | \$ _____ |
| Car Rental        | \$ _____  | \$ _____ |
| Parking           | \$ _____  | \$ _____ |
| Fuel              | \$ _____  | \$ _____ |
| Accommodations    | \$ _____  | \$ _____ |
| Overnight Expense | \$ _____  | \$ _____ |
| Meals             | \$ _____  | \$ _____ |
| Child Care        | \$ _____  | \$ _____ |
| Salary            | \$ _____  | \$ _____ |
| Other             | \$ _____  | \$ _____ |

Please write a short paragraph about why you'd like to attend.

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