

**Policies and Procedures
for
CUPE Local 3260
Committees**

Revised May 10th, 2022

Policy and Procedures

General Information for All Committees

Role & Responsibility of Executive Liaison on Committee

- Each Committee will have an Executive Liaison. The role of the Executive Liaison is to be the link between the Executive and the Committee. As well, ensure that each committee has updated information.
- The Executive Liaison should take a report to the next Executive meeting.
- The Executive Liaison will bring all spending, financials decisions and draft agendas to the Executive for approval.
- The Executive Liaison will send an email to the Treasurer after each meeting with the following information: date of meeting, start and end time, place, who attended, if member arrived late or left early, if a substitute was required and who should cover the cost.
- The Executive Liaison will see that the committee is achieving goals on target.
- The Executive Liaison will see that each committee member is following through on assigned responsibilities.
- The Executive Liaison has not been elected by the membership, they are there to guide not perform the duties of the committee that the committee has been elected to perform.
- The Executive Liaison will help fill out expense forms correctly and collect the forms.
- The Executive Liaison to call the first meeting.
- The Executive Liaison to assist with skill building: how to set an agenda, take minutes, make motions etc.
- The Executive Liaison will ensure meetings are being held.
- The Executive Liaison will field questions from the Executive meeting: text, emails or phone calls
- Review this Policy and Procedures document at the first meeting at commencement of new term.
- Provide a virtual option if committee member cannot attend in person.

Role & Responsibilities of Committee member

- Each Committee shall have a chairperson and a recording secretary chosen at the committee level, excluding the Executive Liaison, at the first meeting of a new term.
- Each Committee member's expenses shall be covered as explained in the general information provided.
- Term of position is as stated in the Bylaws, if term of position is not stated in the Bylaws, it will be stated in the Policies and Procedures Manual.
- As a Committee member, you represent all Educational Assistants, Youth Service Workers, Student Attendants, Work Place Assistants and Substitutes in the French Language School Board and Public Schools Branch in your respective areas (alternative work sites).
- CONFIDENTIALITY is a role of all members sitting on any committee.
- Committees shall keep minutes of each meeting.
- A report be prepared after each meeting by the committee, for the Executive.
- Each Committee member shall follow Bylaws; there is a section for most committees in the Bylaws.
- Each Committee member will be responsible to be familiar with the Policies and Procedures Manual.
- Each Committee member will keep the members in their area informed and updated on a regular basis.
- Each Committee must provide an annual report for the business meeting and must be prepared to answer any questions pertaining to the Committee at the Annual General Meeting.
- Each Committee shall have a committee binder which the minutes and any relevant information and forms pertaining to that committee will be kept and updated for future references. Each binder should have a copy of the Policies and Procedures Manual for CUPE Local 3260 Committees and a copy of the must up to date CUPE Local 3260 Bylaws.
- Everything should be backed up on USB.
- Committees shall utilize Web Page and E-mail as much as possible.
- Include the President in all committee group email correspondence.
- Read Equality statement at the start of each committee meeting
- Review these guidelines each year.
- Set tentative dates for the year.
- If you cannot attend meeting in person then virtual attendances is highly recommended.
- Full attendance is expected but to receive recognition at the Annual General Meeting there must be at least a 90% attendance.

Executive Committee Guidelines, Role & Responsibilities

- As per Bylaws
- Have a copy of Bylaws, Collective Agreement, Group Insurance Trust booklet, Pension information for members
- Meet at least every two months, a minimum of eight times a year
- Additional meetings will be scheduled if necessary to carry out the affairs of the Local
- A simple majority of the Executive constitutes a quorum
- One general summary (newsletter) should be sent to the membership following each Executive meeting
- Work to the best of their ability as a team player and as effectively as possible.
- Arrange for representation of the Local at any appropriate and available educational seminar or conference, and submit recommendations accordingly to the Executive;
- Instruct delegates in the preparation of reports to the membership on seminars and conferences and maintain a reference file of reports.
- Refer to and follow guidelines and policies set out in the following areas: Gifts and Donations Policy and Education Policy.
- Each policy will be revised and updated yearly by the Executive Committee as needed. Changes to policies will be shared each year at the Annual General Day
- Be responsible for CUPE Local 3260 Bursary activities
- Be available via email, telephone and 1:1 meetings with the member
- Plan and organize Annual General Meeting starting in January of each year
- Policies and Procedures Guidelines posted on web site should be updated at the beginning of every school year
- Have 'New Member's Kits' compiled at the beginning of school year.
- Ensure contributions or donations to any charities that are directed by the membership are taken care of
- Update web page on a regular basis
- Sit on additional committees as an Executive Liaison
- Follow the monthly time-line
- Collect new committee member's contact information at Annual General Meeting
- Area VPs to meet with each new permanent member to go over 'New Member's Kit', sign union card. Meeting could be for coffee, supper, or quick meet after school or during a PD session.

The President Shall:

- enforce the CUPE Constitution and the CUPE Local 3260 Bylaws;
- preside at Special, Annual and Executive meetings and preserve order;
- decide all points of order and procedure (subject always to appeal from the membership);
- have a vote on all matters (except appeals against their rulings)
- inspect and record all property and assets of CUPE Local 3260 once a year,
- in the case of a tie vote; the motion is lost or the Executive may refer it to a membership meeting;
- ensure that all officers perform their assigned duties;
- fill committee vacancies where elections are not provided for;
- introduce new members and conduct them through the initiation ceremony;
- sit on the Labour Management Committee;
- have first preference as a delegate to the CUPE National Convention;
- have the option to attend any convention/conference to which the Executive decides to send delegate(s);
- on termination of office, surrender all books, records and other properties of the Local to their successor.
- keep the lines of communication open for the entire membership
- support all Executive members
- communicate with union affiliates as needed
- request PD Fund and Joint Fund amounts from PSB and CSLF at the end of each school year.
- ensure that members receive assignment list and seniority list
- update area assignment list on regular bases and share with Area Vice President
- keep members contact information up to date,
- attend Annual and Semi Annual Home and School meeting
- attend Annual Retirement supper in May and present to our members.
- attend HR meetings
- attend Education Sector meetings
- attend Education Presidents meetings
- make labels for Area VPs contact cards to be given out each September to all permanent members.
- review all expense forms before signing cheques
- on termination of office, surrender all books, records and other properties of the Local to their successor;

The First Vice-President Shall:

- if the President is absent or incapacitated, perform all duties of the President; if the office of the President falls vacant, they shall be the Acting President until a new President is elected;
- render assistance to any member of the Executive as directed by the Executive;
- on termination of office, surrender all books, records and other properties of the Local to their successor.

The Area Vice Presidents Shall:

- hold membership meetings at least every four (4) months per school year;
- hold additional meetings when needed;
- attend executive meetings regularly to report on their membership meetings;
- send out Area updates to members when needed;
- voice the wishes and concerns of their membership to the Executive;
- represent their membership with the Employer;
- sit on the Labour Management Committee;
- attend Employer Board of Directors / or Trustees meetings in their respective area,
- keep a record of membership attendance for all meetings
- keep contact information of members up to date: emails and phone numbers
- ensure the collective agreement is being followed
- when issues arise contact the president of the local, CUPE staff representative and other executive members as needed
- maintain open communication with Employer, members, executive members, committee members and CUPE National Staff Representative.
- on termination of office, surrender all books, records and other properties of the Local to their successor;

The Recording Secretary Shall:

- keep full, accurate and impartial accounts of the proceedings of all Regular or Special Membership and Executive Meetings and the Annual General Meeting. These records must also include a copy of the full financial report and the written financial report presented by the Secretary-Treasurer. The record will also include Trustees reports.
- send approved minutes to the President, Secretary-Treasurer and Trustees after each Executive Meeting,
- inspect and record all property and assets of the CUPE Local 3260 once a year,
- send membership approved bylaws to CUPE PEI Administrative Assistant,
- answer correspondence and fulfill other secretarial duties as directed by the Executive;
- provide a report on correspondence to the Executive;
- file a copy of all letters sent out and keep on file all communications;
- have all records ready on reasonable notice for auditors and/or Trustees;
- preside over Special Membership and Executive Meetings in the absence of both the President and First Vice-President;
- be empowered, with the approval of membership, to employ necessary clerical assistance to be paid out of the Local's funds;
- on termination of office, surrender all books, records and other properties of the Local to his/her successor.
- keep files for seven years
- review all expense forms before signing cheques
- on termination of office, surrender all books, records and other properties of the Local to their successor;

The Secretary Treasurer Shall:

- provide a monthly financial report at each Executive meeting;
- receive all revenue, initiation fees, dues, and assessments, keeping a record of each member's payments and deposit promptly all monies with a bank or credit union;
- inspect and record all property and asset of the CUPE Local 3260 once a year,
- prepare all CUPE National per capita tax forms and remit payment no later than the 15th day of each month;
- record all financial transactions in a manner acceptable to the Executive and in accordance with good accounting practices;
- make all books available for inspection by the Auditors and/or Trustees on reasonable notice and have the books audited annually;
- provide the Trustees with any information they may need to complete the audit report forms supplied by CUPE;
- must maintain and organize all financial records including all documents, authorizations, invoices, and vouchers for all payments made
- be removed from office immediately and a new replacement be elected, if the Secretary-Treasurer does not qualify for bond.
- respond in writing and within a reasonable time to any concerns or recommendations in the written report made by the Trustees as set out in Article B.3.12(a) of the CUPE Constitution.
- on termination of office, surrender all books, records and other properties of the Local to their successor;
- the ex-officio will be present at the first six (6) month audit for the Trustees.
- sign all cheques and ensure that the Local Union's funds are used only as authorized or directed by the CUPE Constitution, Local Union Bylaws or vote of the membership. In consultation with the Executive Board, designate a signing officer during prolonged absences;
- be responsible for maintaining, organizing safeguarding and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to CUPE National, as well as records and supporting documents for all income received by the Local Union.
- make a written financial report to each Annual General meeting, detailing all income and expenditures for the period.
- During a year of a National Convention the Treasurer should received in July, credentials for the delegates. They need to be filled in and money sent to National.
- Make sure the yearly Audit report is sent to National and the CUPE Servings Rep.
- Maintain a log book of all motions by Executive
- review all expense forms before signing cheques
- inspect CUPE 3260 technology on annual basis

Trustees

- act as an Auditing Committee on behalf of the members and audit the books and accounts for the fiscal year of the Secretary Treasurer, the Recording Secretary and the committees at least three times per year;
- report their findings in writing to the Annual General Meeting meeting following the completion of the audit;
- use audit forms supplied by the National Office and send a copy of each yearly audit to the National Secretary-Treasurer in accordance with the provisions of the CUPE Constitution; a copy must be sent to the National Servicing Representative
- ensure that monies are not paid out without proper Constitution or membership authorization;
- ensure that proper financial reports are made to the membership;
- audit the record of attendance;
- be responsible for Credentials at the Annual General Meeting and any other meetings as requested by the Executive.
- ensure that the Secretary-Treasurer meets the requirements of Articles B.3.6 and B.3.7 of the CUPE Constitution
- make a written report of recommendations or concerns regarding how the Secretary-Treasurer keeps the financial records, funds and accounts of the Local Union. The report will be sent to the President and Secretary-Treasurer.

Membership Engagement Committee

- This will be a standing Committee that will consist of one (1) member from each of the Education Sector Local Executives. This member will be selected by the Executive of the Local for a one (1) year term and will be added to the time line events in September.
- The goal of the Committee is to engage members, build participation, communicate effectively, continue to improve communications with members, strengthen our Union,
- The Executive, Membership Engagement Committee and communicators will have a joint meeting to debrief the previous year, discuss and prepare an action plan for the following year.
- The Executive must have this Committee on the agenda for Annual General Meeting and Executive meetings.
- This Membership Engagement Committee member shall have all committee/event expenses covered by the Local.
- Plan and hold three (3) annual events per year and events coordinated will be cost shared by the PEI Education Sector Locals.
- Each Local may spend a maximum amount of two hundred (\$200) dollars per event. Anything above this amount has to be taken back for Executive approval.

Negotiation Committee Guidelines

- This shall be a Special Ad Hoc Committee established at least six (6) months prior to the expiry of the Local's Collective Agreement and automatically disbanded when a new Collective Agreement has been signed.
- The function of the Committee is to prepare collective bargaining proposals and to negotiate a Collective Agreement.
- The Committee shall consist of seven members, the President and a representative from each area, all elected at a regular membership meeting, and a Youth Service Worker elected (among the Youth Service Workers) to represent all PEI Youth Service Workers.
- The CUPE Representative assigned to the Local shall be a non-voting member of the Committee and shall be consulted at all stages from formulating proposals, through negotiations, to contract ratification by the membership.
- The Negotiating Committee shall request proposals from its' members to be submitted toward the bargaining process. All proposals received from the members shall be compiled by the Negotiating Committee to be shared with the members at the area meeting called for that purpose.
- Prepare for collective bargaining
- Negotiate collective agreement
- Keep members updated on a regular basis
- Be available for long periods of time, three to five days, morning until night
- Holding meetings with area membership prior to preparation days for negotiations to go through present collective agreement and make changes you would like to as a group, have a clear understanding of what is wanted
- Responsible for area membership to receive all correspondence regarding negotiations and any meetings that are being held
- When collective agreement is signed and copies are received, all members should receive an electron copy
- Executive Liaison will let committee know when the Employer will cover the cost of substitutes. Mileage to and from meetings, meals, hotel cost, childcare and substitute cost will be covered by Local 3260

Group Insurance Trust Guidelines

- One person representing the East and one representing the West but members are free to take issues to either representative.
- Elections will take place at the Annual General Meeting every five years. Electing the East Area during even numbered years and the electing the West during odd numbered years.
- Are required to be familiar with all aspects of the Trust through education and related conferences.
- Attend Group Trust meetings
- Provide a written report to the Local 3260 Executive Liaison following each meeting
- Direct members who have questions to the appropriate personnel
- Ensure that all questions and concerns received by the membership are addressed at the next Group Insurance Trust meeting. Any questions or concerns must be forwarded to the Group Insurance Trustees in writing in advance of each Group Insurance Trust meeting.
- Do not have the authority to add new products to the benefits package. If they result in an additional cost to the membership. New benefits that result in additional costs will be part of the negotiation process.
- Provide an Annual report on the status of the insurance plan at the Annual General Meeting.
- If at any time the Group Insurance Trustees feel that they should attend an Executive meeting due to an important issue, they will notify the Executive Liaison. A time will be set aside for them to present.
- Local 3260 Executive Liaison to the Group Insurance Trust:
 - Are appointed by the Executive following each Annual General Meeting
 - Forward the Group Insurance Trustees' report to the Executive
 - Forward the Group Insurance Trustees' report to the members
 - Forward the Group Insurance Trustees' report to the local's webpage
 - Notify Group Insurance Trustees the dates of Executive meetings
 - Shall not attend the Group Insurance meetings
- Expenses:
 - Substitute cost is covered by the Employer
 - Mileage to and from meeting is covered by The Trust
 - Meals while attending Trust meeting is covered by The Trust
 - Child Care Cost is covered by The Trust
 - If the Executive or Education Sector require a meeting with the two Group Insurance Trustees then all expenses are covered by Local 3260.

Bylaw And Resolution Committee Guidelines

- The position on this committee is a two year term
- Shall consist of one (1) elected member from each of the five (5) areas, plus an Executive Liaison.
- In October the Executive Liaison will notify committee members by email to set up initial meeting
- At the initial meeting:
 - A chairperson is chosen
 - Draft a memo calling for Area meetings in November to review bylaw and to submit any changes or resolutions that members bring forth. Once memo is approved it will be sent out via email to the membership
 - Decide on a final date for the bylaw and resolutions to be submitted to the committee. All proposals should be submitted no later than mid-January to allow time for the committee to meet and have changes prepared to submit to Executive.
- The Area Bylaws committee member will hold the meeting in their area and be responsible to bring all recommendations back to next committee meeting.
- Consider all proposed amendments to the bylaws and shall submit its report and recommendations to the Executive by the middle of February each year.
- Recommend such additional rules, as it deems necessary for the conduct of the Local. The Executive shall submit all proposed amendments to the membership.
- Bylaws sent to membership 60 days prior to Annual General Meeting.
- Quorum of the membership at Area meetings to submit bylaw changes is not mandatory because no voting is taking place on the bylaws until the Annual General Meeting.
- Determine who will be reading what bylaw and resolutions at the Annual General meeting as well who will seconded, etc.
- Meet with Recording Secretary to review changes to bylaws post Annual General Meeting.
- After the Annual General Meeting in May, changes are to be emailed to the CUPE Office in Charlottetown by the Recording Secretary of CUPE Local 3260, to be sent to National for approval. There is a copy of these kept on file at the CUPE Office.
- When the bylaws have been approved by National (a letter is sent to the President and CUPE National Staff Representative) and changes made by the Administrative Assistant at the CUPE Office, electronic copies will be given to the Executive. The President will see that an electronic copy is given to all members and that an up to date copy is placed on the webpage.
- Mileage to and from meeting, meals while at meetings and childcare cost while at meeting should be submitted to Local 3260.

Health And Safety Committee Guidelines

- Shall consist of one (1) elected member from each of the five (5) areas, plus an Executive Liaison.
- The term of office shall be two (2) years.
- The Health and Safety Committee's Mandate is:
 - To promote health and safety by advocating for the prevention of hazards within the workplace.
- The Health and Safety Committee's Objectives are:
 - To ensure accessibility and inclusions on occupational health and safety matters
 - To recommend and promote health and safety training to members of Local 3260
 - To promote and raise awareness of health and safety within Local 3260
 - To provide tools and resources for health and safety to Local 3260
 - To report and make recommendations to the Local 3260 Executive to help ensure a safe and healthy workplace for all members.
- Promote health and safety issues at Local 3260's Annual General Meeting by submitting an annual report.
- Meet a minimum of two times per year and report back to Executive after each meeting.
- Support local, provincial and national health and safety campaigns.
- Encourage members to attend Health and Safety workshops.
- Act as a resource to Local members.
- Mileage to and from meeting, meals while at meetings and childcare cost while at meeting should be submitted to Local 3260.

Making a Difference Award

- Elections will take place at the Annual General Meeting (AGM), every two (2) years. There shall be one (1) member elected from the East/Central East Area during even numbered years, one (1) member from West/Central West Area and one (1) member from La Commission scolaire de langue française (CSLF) shall be elected during the odd number years.
- send the nomination application to membership;
- review all nominations and select the successful recipient;
- engrave big plaque with successful nominee names and year;
- Order a smaller plaque with successful nominee names and year engraved (to a value of \$30 dollars)
- present the successful recipient with plaques (a small one they keep and a big one that is displayed in their school for the year), flowers(to the value of \$30) and gift(to the value of \$200) and a certificate (order from National) on the day of the Annual General Meeting (AGM);
- contact the successful recipient's principal to explain their employee is the winner of this year's Making a Difference Award and there is a big plaque that is displayed for one year at their school. When would be a convenient time to deliver this plaque?
- deliver the big plaque to the successful recipient's workplace;
- retrieve the big plaque from the previous recipient's workplace;
- submit a write-up to local newspapers, Local 3260's website, and all other media.
- Mileage to and from meeting, meals while at meetings and child care cost while at meeting should be submitted to Local 3260.
- Mileage would be paid for committee member delivering and retrieval plaque to school.

Education Committee Guidelines

- Provide the Executive with a draft Agenda for approval,
- In conjunction with the Executive, decide the location of the Professional Development Days. Numbers will be calculated based on membership. The number of Substitutes will be calculated when they indicate attendance by replying to an email.
- Plan and organize the events to be held during the Professional Development Days;
- The Committee shall comprise of six (6) area members, one (1) Executive Liaison, one (1) from each Public Schools Branch area, one (1) from La Commission scolaire de langue française and shall appoint its Recording Secretary and Chairperson from among its members, excluding the Executive Liaison and Employer.
- Start planning fall CUPE Local 3260 Annual Convention in January.
- Newly elected Committee members will assume their position after the Annual General Meeting.
- A transition meeting will be held prior to the end of the school year. Vacating committee members will attend this transition meeting post Annual General Meeting.
- Budget for CUPE Local 3260 Convention to go to Executive for approval by June
- Locate place for CUPE Local 3260 Convention: price hotels, number of rooms for sessions, number of people to be accommodated, equipment needed. Set up of tables, nutrition break, room rates for speakers and members.
- Keep agenda and cost from year to year on file for reference
- Items to send to speakers, write up about our members, letter to confirm, sheet for speaker to return with information and equipment needed
- Thank you note cards
- Committee will contact Public Schools Branch and La Commission scolaire de langue française after the Annual General Meeting in May and begin planning the joint PD days for the following school year.
- This initial meeting will include:
 - Dates of Joint PD Days
 - Location: this can be held at any Family of Schools.
 - Topics
 - Speakers: names, cost, who will make contact
 - Budget: speakers, equipment, nutrition break
 - How much money is in the Joint PD fund.
- Each School year \$3000 is provided by the Department of Education as per the Collective Agreement's Schedule 'B' Memorandum of Understanding to be used in conjunction with professional development activities jointly arranged between CUPE Local 3260 and the Employer pursuant to Article 25.3 (b) (ii) of the Collective Agreement. All unused funding will be carried over to the following school year.
- Committee will contact location site for joint PD day to verify that all needs and supports can be met. If other equipment is required check with Public Schools Branch, La Commission scolaire de langue française and Department to see if we have access to it. If

it cannot be provided then try another school as an alternate site. If materials are to be provided outside sources costs will be covered by the Employer.

- Agenda for jointly planned PD days will be emailed out to members by the Employer
- Nutrition Break for joint PD days is covered by the Employer
- For all joint planned PD days the following applies:
 - Substitute cost if required to be covered by the Employer
 - Mileage to and from planning meetings covered by the Employer
 - Meals while on planning committee covered by Local 3260
 - Child care costs covered by Local 3260
 - Accommodations if applicable covered by Local 3260

Expenses

- Members performing business on behalf of the membership, and conducted on PEI, shall be paid the following:
 - Meal allowance:
 - Breakfast **\$20.00** (7am - 10am)
 - Lunch **\$25.00** (11am – 1pm)
 - Supper **\$35.00** (4pm – 6pm)
 - Child care:
 - minimum wage allowable above and beyond the normal hours of work until 11pm (with receipts), for any child under a member's care and when care is not available by the member's partner.
 - A flat rate of \$50 for overnight care from 11pm-6 am, for a child under the member's care and when care is not available by the member's partner.
 - Travel allowance shall be based on CUPE National rates
 - Internet/data fee of \$15/day for virtual meetings up to \$100/day
 - If attending a virtual meeting of more than 4 hours then claim the corresponding meal allowance
 - Registration, if applicable
 - Wage replacement, if applicable
 - All other applicable costs (with receipts)
 - Accommodations
- Out of Province
 - As per CUPE National
 - Per diem \$90.00 per day
 - Childcare as per CUPE Local 3260

**CUPE 3260 COMMITTEE
MEMBER'S INFORMATION FORM**

Thank you so much putting your name forward to volunteer on one of CUPE 3260 committees. These committees cannot run properly without dedicated volunteers. We look forward to working with you and listening to your ideas and opinions. Without you there would be no committees.

Your name: _____

Name of the committee: _____

Name of your school: _____

Name of your Area VP: _____

Your home email address: _____

Your preferred phone number: _____

Your home mailing address: (include street, box number and postal code:

**CUPE LOCAL 3260
ONE EXPENSE CLAIM FORM PER MEETING**



Name: _____ Telephone: _____

Street Address: _____ Postal Box # _____ City: _____

Postal Code: _____ Email: _____

Committee/Expense: _____ Date: _____

Place: _____ Time: _____

Further Details: _____

NOTE: YOU HAVE ONLY 6 WEEKS FROM THE MEETING/EVENT TO SUBMIT YOUR CLAIM FORM AS PER SECTION 9(a)(ii).

EXPENSES

Mileage: Traveled from _____ to _____ to _____

_____ Kilometers @ \$0.58/km \$ _____

Local Trip @ \$6.00 \$ _____

Meals: For in person meeting.

Breakfast - (7am – 10am) @ \$20.00 \$ _____

Lunch – (11am – 1pm) @ \$25.00 \$ _____

Dinner – (4pm – 6pm) @ \$35.00 \$ _____

Virtual Meeting: Internet/Data Coverage @15.00/day to a max of \$100/month \$ _____

Other: List and Attach Receipts

_____ \$ _____

_____ \$ _____

Total Claim Submitted \$ _____

I certify that the above expenses were incurred by me on behalf of CUPE 3260.

Signature: _____

Treasurer's Use Only

Mail To:
Andrea Garlick
3668 Grant Rd, Rte 304
Gowanbrae, PE
COA 2B0

Date of Cheque _____ Cheque Number _____

Signed by President/Treasurer/Secretary _____

Signed by Trustee _____

Notes:

CUPE Local 3260 Gifts and Donations Policy

(revised May 6, 2022)

If a member of CUPE Local 3260 passes away flowers donation will be sent to a maximum of one hundred (\$100) dollars. If flowers are not permitted the one hundred (\$100) dollars will go towards a donation.

When a member has suffered a loss in their immediate family or presently assigned student a donation or flowers will be sent to a maximum fifty (\$50) dollars. Immediate family consists of spouse, child or parent.

If a retired member of CUPE Local 3260 passes away a donation will be made of \$50 for a retired member.

There will be representation from the Executive of CUPE Local 3260 at the wake or funeral (expenses will be covered).

Donations

When a request is put forth excluding yearly events already approved (i.e. Special Olympics, Global Justice Fund) donations may be approved to the following groups:

- strikers – amount determined at Executive level depending upon financial status
- relief funds – amount determined by Executive depending on financial status
- benefits/fundraising request determined by Executive depending upon financial status
- Christmas donations – amount to be determined by the Executive depending upon financial status.

All monies collected through 50/50 activities shall be donated to the CUPE Local 3260 Bursaries.

Local 3260 – Member Education Policy

(revised May 5, 2022)

Members interested in taking CUPE, Federation of Labour or Canadian Labour Congress educational courses, must submit their name to their Area Vice President by the Local's deadline. The Area Vice President will then submit their name to the Executive Committee for approval based on the following:

The CUPE Local 3260 President and Secretary/Treasurer will meet to determine an educational budget for each year based on the past years' experience, need and funds available. This budget will be shared for approval with the Executive, then reported to the members at the Annual General Meeting.

Members will be selected based on the following criteria:

- names submitted to the Area Vice President before the deadline;
- past education attendance;
- committee activism within the Local;
- dynamics of individual situations;
- the maximum to attend an educational will be five (5) members. In addition, Executive members will be considered for an educational based on need;
- pending Employer Approval.

Area Vice Presidents will contact members from their area who have been approved to go to the education. President will submit names from Vice Presidents for approval from Human Resources.

It is the responsibility of the members when approved, to attend the entire education.

In cases of school cancellations, by the Public Schools Branch or La Commission scolaire de la langue française, the educational will be cancelled.

In cases of delays by the Public Schools Branch or La Commission scolaire de la langue française,, the educational will be delayed. Participants are expected to arrive when safe to do so.

If there are numerous applicants for a certain educational, Local 3260 will look at planning an additional educational for members in an effort to meet the needs of those who submitted application to attend.

Expenses Covered:

- substitute cost for time away from work as needed (if members can return to work or leave work to attend a school, based on the time of the educational, this is an expectation).
- mileage – As per Section 9 as per the bylaws.
- lunch – meal as per Section 9 as per the bylaws.
- Virtual allowance as per Section 9 of the bylaws
- registration – fees (if applicable) will be paid by the Treasurer when selected participants are registered.

CUPE Local 3260 - Technology Policy

(revised May 6, 2022)

Data Protection and Security

- All users must submit their email, Apple ID and password. President, Recording Secretary or Secretary Treasurer should have access to the passwords in the event of the holder becomes incapacitated or passes away.
- Do not use your personal Apple ID on this device.
- Use only business applications
- Back up your CUPE device and its' contents on a regular basis. Items deleted from your CUPE device cannot be recovered.
- You must not jailbreak your device, or otherwise hack, or tamper with it.
- Upon completion of term equipment will be restored to factory mode for the next use.

User Responsibility

- Your CUPE device must be in a protective case at all times.
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Only approved cleaning materials can be used to clean your device, such as laptop or tablet sprays and cloths.
- Do not keep, or leave your CUPE device unattended in public.
- Keep your CUPE device safe and secure at all times. You should know where your CUPE device is at all times.
- Your CUPE device is not to be loaned.

Lost, Damaged, or Stolen Devices

- If your device becomes lost or stolen, report it to your Executive as a matter of urgency.
- If your device has become damaged, report it to your Executive as a matter of urgency.
- You must not carry out repairs on any device without Executive approval.

Safeguarding, E-Safety and Personal Use

- Do not take photographs of others without their permission.
- All CUPE devices are strictly forbidden to be used for creating, storing, accessing, viewing, downloading, distributing, sending, and uploading inappropriate content or materials.

- You are forbidden from utilizing your CUPE device to partake in illegal activities of any kind.
- Your CUPE device and any content are subject to routine and ad-hoc monitoring by your Executive. You must hand over your device upon request by the President, Recording Secretary or Secretary Treasurer.

Personal Use

- Your CUPE device is provided for union-related use.
- Computer files provided by the Executive are to be used for business purposes only.
- All computer passwords and codes must be available to the President, Recording Secretary or Secretary Treasurer.
- After each Annual General Meeting an inspection of CUPE device will be done. The following will be examined: password use, good working order (i.e) damage, use of appropriate applications, use of approved cleaning materials and chargers.
 - Local 3260 will maintain appropriate amount of insurance to fully cover equipment.

A member will sign off on responsibility for a Local's device, its' whereabouts until returned with the understanding that normal wear and tear is understood. By signing they may be liable for its' repair or replacement if found negligent in its' use.

CUPE LOCAL 3260 LINES OF COMMUNICATION

- If a member has an issue, they are to address it at the school or board (PSB/CSLF) level first.
- If the member is uncomfortable contacting the board then seek assistance from their Area VP.
- If the member would like to discuss the issue afterwards with their Area VP then they are welcomed to do so.

THE FLOW OF COMMUNICATION

A member contacts Area VP → Area VP contacts President → President contacts CUPE Servicing Representative

A member contacts President → President will respond to member including Area VP.
→ President will inquire if member addressed issue with Area VP.

A member contacts CUPE Servicing Representative
→ CUPE Servicing Representative will respond to member and include Area VP, inquiring if member contacted their Area VP first.
→ If communication already exists between the parties then CUPE Servicing Representative will respond to member including the Area VP or President.

A member contacts Area VP → Area VP contacts PSB or CSLF, including President in email.
If it is a phone call or in person conversation then a follow up email will be sent recapping the discussion and the President will be included.

- If Area VP requires additional support, they will seek the advice of the President to discuss the issue, receive advice on the Collective Agreement articles or interpretation of the articles.
- If more information is required, the CUPE Servicing Representative will be then included in the discussion.
- There is also a possibility the member may need to be included in the discussion depending on the issue.

- All area issues will be reported at the regular executive meetings and plans will be developed to address issues.

This document was last updated on August 19, 2020 by the CUPE Local 3260 Executive

CUPE LOCAL 3260 BURSARY

(revised May 6, 2022)

Terms of the Bursary:

- CUPE Local 3260 has established this Bursary Fund.
- The value of the bursary will be a maximum of \$500.
- 10 bursaries shall be awarded island-wide annually.
- Individuals can apply yearly, however bursaries will be awarded to a successful applicant "only once."
- The selection is to be made by the Local 3260 Executive by a random draw to be held at the Annual Business Day in May of each year.
- Non-winning ballots will be kept in the event a recipient does not meet all the qualifications to be awarded the Bursary.
- Alternate name(s) shall be drawn at random by CUPE Local 3260 Executive
- Cheques will be issued after the successful bursary winner provides Proof of Enrollment from the Registrar's Office.

Role of Local 3260 Executive and Members:

- The Application forms, guidelines etc. shall be reviewed and edited as needed annually with any changes approved by the CUPE Local 3260 Executive.
- CUPE Local 3260 Vice Presidents will notify each applicant to confirm that the application was received prior to the deadline and completed satisfactorily.
- CUPE Local 3260 Executive shall meet prior to the Annual General Meeting to verify the application forms and prepare the ballots for the draw. Ballots shall be sealed and initialed in a secure envelope by the Executive.
- CUPE Local 3260 President will contact each member who had application drawn at Annual General Meeting to see if their child is graduating from a high school. The Graduate's high school guidance counselor will receive a letter to acknowledge the Graduate being the successful winner. Bursary winner will be acknowledge the night of high school graduation.
- The Bursary Winner must provide the Local 3260 Area Vice President with Proof of Enrollment from the Registrar's Office before the established deadline.
- CUPE Local 3260 Executive shall meet following the established deadline to verify proof of enrollment letters. Cheques will be written and distributed following the deadline.
- CUPE Local 3260 Executive is responsible for retaining application forms and proof of enrollment letters from year to year. They shall be the property of CUPE Local 3260 and held in the strictest confidence.

Qualifications of the Recipient:

- An applicant must be a Permanent member in good standing of CUPE Local 3260. A member's probation period must be successfully completed by the application deadline.
- An applicant could also be the spouse or child (natural, adopted, stepchildren or child under legal guardianship).
- An applicant must be enrolled in an academic or vocational education program (anywhere and not limited to PEI institutions).
- The successful applicant must provide Proof of Enrollment from a recognized academic or vocational university or college.
- Completed application forms and proof of enrollment must be submitted by email or in person to Area Vice President.

**CUPE LOCAL 3260 BURSARY TERMS AND APPLICATION FORM
2021-2022**



Name of Applicant: _____

Home Address: _____

Postal Code: _____ Telephone Number: _____

Are you currently attending High School? _____

Name of Program enrolled in: _____

Place of Study: _____

Number of years to complete: _____ If currently enrolled, what year are you in? _____

Signature of Applicant: _____

If the applicant is NOT a CUPE Local 3260 member then complete the section below.

Relationship to the CUPE Local 3260 Member: _____

Name of **PERMANENT** CUPE Local 3260 Member: _____

CUPE Local 3260 Member's Telephone Number: _____

CUPE Local 3260 Member's Personal email: _____

Signature of CUPE Local 3260 Member: _____

Application deadline **April 1st, 2022.**