

**Policy and Procedures
Manuals
CUPE Local 3260
Committees**

Revised June 08, 2009

Policy And Procedures
General Information For All Committees

- └ Each committee will have an executive rep. The role of the executive rep. is to be the liaison between the executive and the committee. As well insure that each committee has updated information.
- └ Each committee shall have a chair person, the chair person will be chosen at the committee level (excluding the executive rep.)
- └ Each committee member expenses shall be covered as explained in the general information provided
- └ Term of position is as stated in the By-Laws, if term of the position is not stated in By-Laws it will be stated in the policy and procedures manuals on the web page
- └ As a committee member you must remember that you represent all Educational Assistants and Youth Service Workers in the French School Board, Eastern School District, and Western School Board 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, the minutes should be taken to the following executive meeting by the executive rep
- └ Each committee member shall follow By-Laws, there is a section for most committees in the By-Laws, a copy of the By-Laws are provided on the web page
- └ Each committee member will be responsible to be familiar with the Policy and Procedures Manual provided on the web page
- └ All spending and any financial decisions must be brought to executive before being finalized
- └ Each rep 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 on the Annual Business Meeting

- └ Each Committee shall have a committee binder which the minutes and any relevant information or forms pertaining to that committee will be kept and updated for future references
- └ Committees shall utilize Web Page and E-mail as much as possible

**Expense Claim Form
CUPE Local 3260**

Name: _____
 Address: _____
 Telephone #: _____
 Date of Meeting: _____
 Committee/Expense: _____

Expenses:

Travel:	Number of Kilometers _____ @	\$ _____
	(Fill out bottom of page)	
	Local Trip @ \$6.00 _____	\$ _____
Meal Allowance:	Breakfast @ \$10.00 _____	\$ _____
	Lunch @ \$12.00 _____	\$ _____
	Dinner @ 15.00 _____	\$ _____

Other Expenses:

	Telephone _____	\$ _____
	Postage _____	\$ _____
Please attach all receipts and bills for these	Misc _____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Total Claim Submitted \$ _____

SIGNATURE _____

DATE _____

EXPENSE CLAIM SHOULD NOT EXCEED \$100.00 AND MUST BE SUBMITTED NOT MORE THAN 90 DAYS AFTER INCURRED EXPENSE.

Mileage Claim

LOCATION FROM	LOCATION TO	# OF KILOS (RETURN)	TOTAL AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please forward any and all claims with attached receipts to;

Linda Jones, Treasurer
Alberton RR#2
PEI C0B 1B0
Tel 853-3113

Paid by Treasurer on _____

Cheque # _____

Signed by Trustees on _____

EXECUTIVE COMMITTEE GUIDELINES

- └ As per By-Laws
- └ Have a copy of By-Laws, Collective Agreement, Group Trust Insurance Information, Pension Booklet for member information
- └ Be available via email, telephone, etc. to the member
- └ Plan and organize Annual Business Meeting starting in January of each year
- └ Every September request date of Floating Holiday to all three School Boards
- └ Every September request members personal information from the Department of Education
- └ Policy and Procedures Guidelines posted on web site should be updated at the beginning of every 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 rep
- └ Plan an all committees meeting prior to Annual every year
- └ **President shall**
 - As per By-Laws
 - Keep all lines of communication open for the entire membership
 - Support all executive members
 - Communicate with union affiliates as needed
- └ **First Vice- President shall**
 - As per By-Laws

↪ **Recording Secretary Shall**

-As per By-Laws

- Ensure By-Law changes are taken to CUPE office after Annual Business Day to be sent to National for approval

- Have edited minutes posted on web site in the form of a newsletter

↪ **Secretary- Treasurer shall**

-As per By-laws

↪ **Unit VP shall**

-As per By-Laws

- Give contact information to members if requested

- 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 school board staff, members, executive members, committee members and CUPE staff rep.

- Insure that members receive assignment list

NEGOTIATION COMMITTEE GUIDELINES

↪ As per By-Laws

↪ Prepare for collective bargaining

↪ Negotiate Collective Agreement

↪ Keep members updated on a regular basis

↪ Be available for long periods of time, 3 to 5 days, morning until night

↪ Hold a meeting with Unit membership prior to preparation days for negotiations to go through present Collective Agreement and make changes you would like to

see as a group, have a clear understanding of what is wanted

- └ Responsible for Unit 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 a copy from their respective School Board.

PENSION COMMITTEE GUIDELINES

- └ As per By-Laws
- └ Attend meetings, if cannot attend give alternate representative time to prepare to attend meeting
- └ Provide update to executive and alternate rep after every pension committee meeting
- └ Be prepared to answer any questions pertaining to the pension plan if contacted to do so

PROVINCIAL EDUCATION COMMITTEE GUIDELINES

- └ As per By-Laws
 - └ Elected at Unit levels, even numbered Units elected even years, and odd numbered units elected odd years
 - └ Start planning October PD Days right after wrap up meeting in November
 - └ Budget for Convention to go to executive for approval by June
 - └ Locate place for Convention - price hotels, number of rooms for sessions, number of people can be accommodated, equipment needed (VCR, TV, overheads, power points, etc.). Set up tables , nutrition break, room rates for speaker and members
 - └ Keep agenda and cost from year to year on file for reference
 - └ Items to send to speakers, write up about out members, letter to confirm, sheet for speaker to return with information and equipment needed

- └ Thank you note cards

EASTERN SCHOOL DISTRICT GUIDELINES EDUCATION COMMITTEE

- └ Committee will contact ESD after the Annual Meeting in May and jointly plan November PD Days as per By-Laws

This initial meeting will include:

Location - This can alternate between Unit 3 and 4 at Committee's discretion
Speakers - Names and related costs
Budget - Speakers, Equipment, Nutrition Break

- └ Speakers should be contacted in June to set up presentation and gather info for equipment and tech support required. Committee member making the initial contact should do all the follow through: set up, meet and greet, introduce, thank you etc.... have a copy of all relevant information for other committee member in case of unforeseen circumstances
- └ Committee to contact location site to verify that all needs and supports can be met. If other equipment is required check with the Board and Department to see if we have access to it. If school or department cannot provide, try another school as an alternate site. If materials are to be provided outside sources costs will be covered by the Eastern School District
- └ Nutrition Break, if location has the service to provide a coffee break please set up on site with personnel. If outside catering is required , contact in September for approximate number and costs. Confirm the set up and number at a date closer to the day of the event. Costs are to be covered by the Eastern School District as per previously discussed at initial meeting.
- └ Agenda, upon approval from ESD committee will create agenda with all relevant information, forward to ESD along with School Contact List. ESD will do printing and mailout.
- └ Committee Expenses:

Substitute costs if required to be covered by ESD
Mileage to and from planning meetings covered by ESD
Meals while on planning committee covered by Local 3260
Child Care Costs covered by Local 3260

WESTERN SCHOOL BOARD GUIDELINES FOR EDUCATION COMMITTEE

- ↪ Committee will contact Western School Board after the annual meeting and jointly plan the November PD Day

GROUP TRUST INSURANCE COMMITTEE GUIDELINES

- ↪ As per By-Laws
- ↪ One person representing the East and one representing the West but members are free to take issues to either rep.
- ↪ Elections will take place at The Annual Business Meeting every Five years.
- ↪ Executive rep on the committee will be chosen by the executive after Annual Business Meeting.
- ↪ Executive rep will notify Insurance Committee of Executive Meetings and will take information given by the rep to the meeting. If at any time the Insurance reps feel that they should attend the meeting due to important issue they will notify the Executive rep that they would like to attend. A time will be set aside for them to present. When the meeting is in Summerside the West rep could attend and the East rep could attend when the meeting is in Charlottetown.
- ↪ It is the responsibility of the committee to answer any questions members may have and if unable to provide an answer contact the appropriate people for the information.
- ↪ Take any questions, concerns or changes that members present to meetings. These must be done in writing before committee meetings so that they can be forwarded

to other members on the Group Insurance Trust.

- ↪ In January of each year request information for Tax purposes and see that members receive this before time to file income tax.
- ↪ Prepare minutes and reports to be sent to Executive rep and Executive. Once approved the Executive rep will forward to web page and notify committee that the minutes have been approved and sent to webpage. Minutes and reports will then be sent to members.
- ↪ All information and memos must be approved by Executive and all Local 3260 members receive the same memos and information.
- ↪ An annual report and financial statement will be done in November as this is when the other 3 Locals have their Annual Business Meeting. The same report will be used for Local 3260 at the Annual Business Meeting..

BY-LAWS AND RESOLUTION COMMITTEE

- ↪ As per By-Laws
- ↪ This committee shall consider all proposed amendments to the By-Laws and shall submit its report and recommendations to the Executive by the middle of March of each year.
- ↪ This committees is a standing committee, please refer to By-Laws
- ↪ The position on this committee is a two year term
- ↪ There shall be one member from each former unit, plus an executive rep
- ↪ In January the Executive Rep will notify committee members by email to:
 - 1) To choose a chairperson
 - 2) Decide on a date for the By-Laws and Resolutions to be submitted to the unit rep. (All proposals should be submitted to Unit Rep by the end of February to allow enough time for the committee to meet and have changes prepared to be submitted to Executive to be printed and included in the Annual Business Day Booklet
 - 3) Chairperson and Executive will draft a memo that will be approved by all committee members
 - 4) Unit Rep will send out memo to members calling an area meeting to review By-Laws and to submit any changes or resolutions that members bring forth (can call

meeting using inter school mail/e-mail/web page)

5) Set date for committee meeting with CUPE rep this meeting should be held before March of each year, correspond date with Annual Business Day dates (dates reports are due, dates booklets are being made, etc.)

6) Committee should meet after changes have been typed for booklets to go over the material to assure that it is correct before submitting to printers

- ↪ Each Unit Rep will hold a Unit meeting to discuss any changes that the Unit would like to submit. The Unit Rep could inform the Unit VP of this meeting in case the Unit VP has some issues/info to bring forward to members
- ↪ After Annual Business Day in April or May, changes are to be taken into the CUPE Office in Charlottetown by the secretary of Local 3260 to be sent to National for approval. There is a copy of these kept on file at the CUPE Office. Approved By-Laws will be dated as approved by National
- ↪ When the By-Laws are returned, the Executive Rep on the committee will give each Rep a copy. The Unit Rep are to be sure each school in their area receives a copy and any other alternate work sites. The executive will have the By-Laws and Resolutions posted on the web page
- ↪ Determine who will be reading what resolutions at the Annual Business Day as well as who will seconded, etc.
- ↪ Only former Units, Executive and By-Laws Committee can submit changes not individuals
- ↪ Quorum of the membership at Area Meetings to submit By-Laws changes is not mandatory because no voting is taking place on the By-Laws until the AGM

BURSARY COMMITTEE GUIDELINES

- ↪ Not listed in By-Laws
- ↪ When bursary money is exhausted the committee shall be exhausted
- ↪ Committee shall consists of one person per each former unit, plus one executive rep
- ↪ Two year term, odd numbered Unit members to be elected on odd years and even numbered Unit members elected on even years at the Unit level

- ↪ Committee shall meet following the April 15th deadline and prior to the Annual Business Meeting to compile the list of names for each Unit and prepare ballots to be drawn at the Annual Business Meeting
- ↪ In the event of a winning applicant not attending university or college, an alternate name will be drawn from that Unit from those names previously submitted by the executive
- ↪ Committee will notify applicants to confirm that their application was received and completed satisfactorily. All notice forms will be kept in duplicates and the duplicates will be kept with applications on file
- ↪ The Executive rep. is responsible for retaining applications and ballots from year to year
- ↪ Bursary committee will submit report at Annual Business meeting

LABOR MANAGEMENT GUIDELINES

- ↪ Not listed in By-Laws
- ↪ Shall consists of each VP
- ↪ Take any concern from members to management after discussing with executive
- ↪ Meet on a regular basis with employers
- ↪ Provide minutes to the executive to be put on web page

TRUSTEE COMMITTEE GUIDELINES

- ↪ As per By-Laws
- ↪ Provide any recommendations

SERGEANT AT ARMS GUIDELINES

- └ As per By-Laws

POLICIES AND GUIDELINES FOR EXPENSES

- └ Meals

- Breakfast.....\$10.00
- Lunch.....\$12.00
- Supper.....\$15.00

- └ Out of Province Per Diem Rate.....\$75.00

- └ Mileage

-The Treasurer of CUPE Local 3260 will contact the Treasury Board at the first of each month to obtain the rates. Car-pooling is required of members. Alternate vehicles where possible. If unforeseen circumstances occur that members cannot car-pool, the individual's claims shall be decided upon at the next Executive Meeting.

- └ Overnight Accommodations

- Are covered when rooms are booked for committees, one day's mileage will be covered. If unforeseen circumstances occur the individual's claim shall be decided upon at the next Executive Meeting.

- └ Telephone

- All calls related to union business will be reimbursed upon receiving the receipt of the telephone bill.

- └ Child Care

- \$5.00 per hour. Rate only to be paid when child is being taken care of by someone other than spouse during usual times.

- Maximum \$50.00 daily or overnight.

→ **Office Supplies**

- President/Treasurer/Secretary will purchase any supplies needed or that is requested. Any large office equipment that may need to be purchased has to be approved by the Executive Committee.

- When forwarding your expense claims please make sure that all the information requested is given. Expense claims are forwarded to the Local 3260 Treasurer.