

**Alberta Union of Provincial Employees
Local 012
Technical, General, and Field Services**

Local 012 Policies

The purpose of these policies is to assist members of Local 012 while conducting Union business at Local expense or as a representative of Local 012. These policies have been created to supplement existing union policy as described in the A.U.P.E. Policy and Procedures manual.

Any revision or amendment to these policies shall be submitted in writing to the Chair of the Local Ad Hoc Committee for review. This committee shall review all submissions and refer any comments and/or recommendations to the Local Executive as information. The Local Executive shall bring forth and place before the Local Council any revision or amendment in policy that has been submitted by the policy committee. The policy committee may forward proposed amendments with or without recommendations. An amendment or revision requires a two-thirds (2/3) majority vote by the Local Council to become effective.

A current copy of the Local 012 policies and a current list of the Local Council Executive shall be posted on the Local's web site and distributed to newly elected Local Council members.

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1.0 General

- 1.1 No member of Local Council shall hold more than one (1) executive position at any one time. These positions include:
- a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
 - e. Provincial Executive Representative (PE Rep)
- 1.2 At the Annual General Meeting (AGM) of an election year, Local 012 Council shall elect the following committees and Standing Committee Liaisons
- a. Finance
 - b. Policy
 - c. Education
 - d. Bargaining Committee
 - e. Anti-Privatization
 - f. OH&S
 - g. Young Activist Committee Liaison
 - h. Women's Committee Liaison
 - i. Inclusion, Diversity & Equity (IDE) Liaison
 - h. Ad Hoc Committees as required
- 1.2.1. Local 12 committees have the following responsibilities:
- a. Finance Committee: description pending
 - b. Policy Committee will review and maintain the Local 12 policies and propose changes to reflect the current and future needs of the membership.
 - c. Education Committee is committed to supporting its members and dependents who apply and qualify, through scholarships and bursaries to further their education.
 - d. Bargaining Committee will represent Local 12 members at the Government Services Bargaining Table and participate with other Government Services Locals to achieve a Collective Agreement.
 - e. Anti-privatization Committee will Identify and work on key issues on the work site(s)/in Chapter/Local. Issues identified will be shared with Local members and the Standing Committee.

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- f. Occupational Health and Safety Committee: description pending
 - g. Young Activist Liaison: description pending
 - h. Women's Committee Liaison; description pending
 - i. Inclusion, Diversity & Equity (IDE) Liaison: description pending
- 1.3 Committee Chairpersons:
- The Chairperson of all Local Committees shall be a Council Representative.
 - The Chairperson of the Finance Committee shall be the Local Treasurer.
 - The Local 012 Council Executive and the Chair of the Local's Government Services Bargaining Committee (GSBC) shall act as the employee representatives on the Employee Relations Committee (ERC).
 - The Chairperson of the Policy Committee shall be the Local 12 Secretary.
 - The Chairperson of the OH&S Committee shall be the OH&S Liaison.
- 1.4 There shall be a minimum of three (3) and a maximum of five (5) members on any committee. Where possible, committees shall be composed of an odd number of members.
- 1.5 The committee Chair or a committee member shall report back to the Council, regarding all committee meetings, at the next meeting of the Local Council.
- 1.6 Council shall elect or appoint members to the committees as identified in 1.2 as per the following criteria:
- a. Shall be a Local 012 member.
 - b. Have knowledge of or a willingness to learn the subject matter
 - c. Ability and willingness to work on the committee
- 1.7 Any member of a Local committee who fails to attend two (2) consecutive meetings of the committee without notifying the committee Chair or having just cause, shall be deemed to have abandoned his/her position.
- 1.8 The committee Chairperson, or designate, is responsible to ensure that the Council's decisions are implemented.
- 1.9 Local 012 does not support requests for advertising.

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- 1.10 Retirement awards shall be awarded to members based on \$10 per year of service, on the recommendation of the Chapter through the Local Chair. Local 012 will support all recommendations for retirement plaques.
- 1.11 At Local expense, the Chair, the Secretary, Treasurer, Provincial Executive Rep, OHS Liaison and the Web Master shall be provided, at their request and with council's approval, computer hardware and software for use while carrying out Local business.
- 1.12 The Local shall maintain an Internet web site. Local 012 Council shall elect a web master at each Local AGM of an election year. The web master shall be empowered to make postings and updates to the web site as required.
- 1.13 The Local web master shall provide all Local 012 chapters and/or committees with space on the web to post any appropriate chapter or committee specific information.
- 1.14 Local 012 Council Meeting Attendance:
 - a. All elected Local Council Representatives are expected to attend all meetings as per AUPE Constitution Article 22.
 - b. Where an elected Local Council Representative cannot attend, their Alternate Council Representative shall attend, in their place, with full voice and vote, at Local 012 expense.
 - c. Alternate Council Representatives may attend one (1) regular meeting each year along with the regular council rep, with voice, but no vote, at Local 012 expense. This is encouraged to keep Alternates informed and ready to act with voice if needed. Council Representatives should keep their Alternates informed of regular meetings. The Local 12 Chair must be informed two (2) weeks in advance of a meeting where the Alternate Council Representative intends to attend as a guest.
 - d. Any Local 012 member may attend any Local 012 Council meeting at their own expense. No voice, no vote.
- 1.15 If an active Local 12 member, in good standing, who has been in their position for a minimum of 3 years, has their position abolished, and upon the recommendation of the chapter chair, a gift of \$100.00 (cheque) shall be awarded from the local to the individual. Short term contract terminations/conclusion, layoff and other such short-term terminations shall not apply.

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- 1.16 Local 12 will not provide or pay for any alcohol or alcoholic based beverages at any AUPE, Local 12 or Chapter functions.

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2.0 Finances, Travel and Subsistence

- 2.1 Advances are to be held to eighty percent (80%) of the estimated cost of the function for which the advance is required. Any advance request shall be submitted on the advance claim form no sooner than fifteen (15) working days ahead of the scheduled expenditure date.
- 2.2 An expense claim for events or functions shall be submitted within sixty (60) calendar days of the function. Expense claims for the reimbursement of other expenses must be submitted before September 30, after the fiscal year end for which they were incurred. (The fiscal year end is June 30 of each year.)
- 2.3 Local 012 members attending meetings and functions on behalf of the Local, and with prior authorization of the Local executive, shall be reimbursed for travel (from primary residence) and subsistence expenses at the rate as approved by Local 012. In the event that no Local 012 policy exists, standard A.U.P.E. policies apply.
- 2.4 Each member attending the Annual General Meeting of their Chapter shall be reimbursed as per Clause 2.8. Where dinner has not been provided at Local expense the member can claim the dinner allowance that is in effect at the time. No expenses shall be paid unless the Local Treasurer has been provided with a copy of the meeting minutes, Chapter budget, and "sign-in" sheet. A Chapter may submit a receipted group claim; however, in this case no members will be paid the dinner allowance. If quorum is not reached on the first meeting and the member attends a subsequent meeting they may again claim the meal allowance and travel expenses.
- 2.5 For all other meetings not requiring meals called for chapters, expenses for snacks and beverages shall not exceed five dollars (\$5.00) per member attending. Also any cost directly incurred by a Chapter to rent a meeting room shall be reimbursed from the Local.
- 2.6 Each Chapter Treasurer is to ensure that all chapter activity costs are properly submitted and verified.
- 2.7 The subsistence rates paid to Local 012 members while on Local business shall typically be set by Union Headquarters. The mileage and subsistence rate paid by the Local shall be reviewed annually at the annual general meeting of the Local. The Local may adjust the Local's travel and/or subsistence rates paid with a 2/3 majority vote of council. The rate paid shall not be less than the union headquarters rate.

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Where a member is being reimbursed for travel by Union Headquarters and is being reimbursed at a rate lower than the approved Local rate, the member can submit a claim to the Local for the difference. Where this supplementary claim is being made, the member will be required to provide the Local 012 Treasurer with the details of the function being attended as well as a copy of the expense claim that was submitted to AUPE headquarters.

- 2.8 Local 012 members who are required to travel to attend any approved Local 012 business shall be reimbursed for their expenses as follows:
- a. i. Members shall be reimbursed for mileage (from their primary residence) and meals.
 - ii. Members living more than one hundred and fifty kilometers (150 km away from the meeting location shall be reimbursed for mileage and one (1) night accommodation for each day of the activity.
 - iii. Members living more than three hundred and fifty kilometers (350 km) shall be reimbursed for one additional night accommodation.
 - iv. Under extenuating circumstances, Council Executive may approve payment of the expenses that are ineligible under Clauses i, ii, and iii.
 - b. i. For the Local 012 AGM, expenses, including accommodation, shall be paid to Local members who live closer than one hundred and fifty kilometres (150 km) to a meeting site.
 - ii. In election years Outgoing Local Council members are welcome to attend the AGM with voice and no vote. Accommodations and attendance to the social function, including a guest will be reimbursed at subsistence rates as per Local 12 policy
- 2.9 No compensation or honorarium, other than expenses, shall be paid to a member of the Local 012 Council unless authorized by Council with a 2/3 - majority vote.
- 2.10 Where possible members should share one vehicle when traveling long distances however, car-pooling is not mandatory, but is encouraged.
- 2.11 Local 012 members shall be entitled to single accommodations when on Union business. Where a Local member is attending a function, where headquarters will be reimbursing expenses, the member is entitled to single accommodation with the cost being shared 50/50 by headquarters and the Local.
- 2.12 The Executive Committee is empowered to make decisions on the following monetary issues to a maximum of \$500.00 or as indicated below.

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All decisions regarding these expenditures shall be reported at the next Local Council meeting.

- a. When requested by a Local 012 member, the Executive committee may send bereavement gifts (max \$250.00) to any Local 012 member or their family in the following situations:
 - i. Death of a Local 012 member
 - ii. Death of a member's spouse, common-law partner or child (Child includes adopted and foster children).
 - b. Charitable donations, subject to clause 2.13
 - c. Union Activity Service Awards up to a maximum of \$10/year of service
 - d. Support of union activities outside of our Local
 - e. Labour school or labour courses, subject to Article 7
- 2.13 Donations will be considered only to charitable organizations and/or AUPE sponsored initiatives. The donation amount will be decided and voted on by Local 12 Council.
- 2.14 Members of the Local 012 Executive Committee, Webmaster, Education Committee Chair and the OHS Liaison, shall be entitled to reimbursement of:
- a. Monthly internet/email access charges.
 - b. Call manager services costs (not including voicemail), where members subscribe to a dial-up service provider.
 - c. Internet installation costs.
 - d. Internet security and firewall services to a maximum of \$120/year on Local owned computers.
- 2.15 All Local Council Members shall be entitled to reimbursement of 50% of monthly home internet. Local Council Members must attend at least 50% of the regularly scheduled Council meetings to qualify for the reimbursement.
- 2.16 Between council meetings, if it becomes necessary or beneficial to the local to transfer money, the treasurer may conduct a transfer as appropriate after the approval of a majority of the members of the finance committee and the local chair. Such transfers shall not incur additional expenditure of monies without the approval of the local council
- 2.17 Authorized Signatories
- a. All cheques for the Local shall require 2 signatures.
 - b. The signatories authorized to sign cheques shall be:
 - Primary: Chair and Treasurer,
 - Secondary: Vice-Chair and Secretary

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- c. The Primary signatories shall be used when they are available.
- d. If the Primary signatories are unavailable or no longer with the Local, one of the Secondary signatories shall be used.
- e. No signatory should sign their own cheque and an alternate signature should be used.

2.18 Chapter Finances:

- a. Chapters shall not be required to pass a budget at the Chapter AGM. In lieu of a budget the following motion should be passed:
“I move that Local 012 Chapter (*insert chapter number*) allocate all chapter funds for (*insert current fiscal year*) meetings and social events, as per Local 12 policies and procedures.”
- b. Where a budget is passed at a Chapter AGM, it shall be presented to the Local Treasurer to be accepted at the Local 12 AGM
- c. Any Chapter expenses beyond regular meetings or detailed in a Chapter budget shall require approval of Local 12 Executive.
- d. Local 12 will incur the cost to mail member notices for regular chapter and AGM meetings without prior approval.

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3.0 Time Off for Union Business

- 3.1 The Secretary shall be allowed a maximum of one (1) day off, at Local expense, following each Local Annual General Meeting, to properly attend to the Local's business during regular working hours.
- 3.2 In each fiscal year the Treasurer shall be allowed time off at Local expense as follows:
- a. A maximum of two (2) days off annually, at Local expense, to properly attend to the Local's business during regular working hours.
 - b. A maximum of one (1) day off. At Local expense to process expense claims related to Chapter AGMs and the preparation of the Local's annual budget.
- 3.3 Time off shall be paid for Local 012 members for travel to and from while attending any Union business on behalf of the Local, as approved by Council or the Local Executive.
- 3.4 Where a member lives less than one hundred and fifty (150 km) away from the meeting site and the meeting is set to commence at 12:00 noon or later, then time off on the day before the meeting will not be paid for unless the member is scheduled to work between 4:30 pm the day before the meeting and 9:00 am the day of the meeting.
- 3.5 Where a member lives more than one hundred and fifty kilometers (150 km) but less than three hundred fifty kilometers (350 km) away from the meeting site and the meeting is set to commence at 12:00 noon or later, then time off on the day before the meeting will be paid for a maximum of one half (1/2) day. If the member is scheduled to work between 4:30 pm the day before the meeting and 9:00 am the day of the meeting a full day will be paid.
- 3.6 Where a member lives over three hundred fifty kilometers (350 km) away from the meeting site the member will be allowed one (1) full travel day.
- 3.7 Members are responsible for booking their time off for Local business through the Local 12 chair.

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4.0 Minutes and Reports

- 4.1 Any Council representative of Local 012 wishing to have a copy of the Provincial Executive minutes, and any Chapter Chairperson wishing to have a copy of the Local Council minutes, shall receive the same at Local expense upon receipt of a written request from that person to the Local 012 Secretary.
- 4.2 The alternate Council representative, to the Provincial Executive, shall receive the copy of the Provincial Executive minutes, at the Local's expense.
- 4.3 The minutes of the Local 012 meetings are to be sent to the Local Executive as soon as possible after the meeting and be made available to Council members at the next Council meeting.
- 4.4 Reports of the Local 012 Chair, Treasurer, and committees, etc. may be written (max. two pages) or a verbal (max. 10 minutes) report. Budget and Financial statements will be printed for distribution.
- 4.5 The Council Secretary shall keep a copy of all minutes for a period of three years. This includes:
 - a. any correspondence that required action,
 - b. reports, and
 - c. election sheetsAny correspondence circulated for information may be disposed of at the end of each calendar year.
- 4.6 After Chapter Annual General Meetings, the minutes, budget and attendance sheets are to be sent to the Local 012 Secretary, Local 012 Treasurer and A.U.P.E. Headquarters within ten (10) days of the meeting. Expense claims for Chapter AGMs will not be paid unless accompanied by meeting minutes and attendance sheets.
- 4.7 All Local financial records must be submitted to AUPE headquarters for archiving.

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5.0 Meetings

- 5.1 Any Local 012 Council Representative or elected alternate who is not able to attend the Annual General Meeting of the Local, may send a member of their Chapter to the Annual General Meeting of the Local as an observer, with the approval of the Chapter Executive.
- 5.2 The Provincial Executive member may vote according to their conscience on any issue that may arise unless directed otherwise by a 2/3 majority of the Local Council or Local Executive.
- 5.3 Any Local Council representative who has missed more than two (2) consecutive meetings without notification to the Local Chair shall be deemed to have abandoned his/her position. The Local Council Secretary shall inform the appropriate Chapter and request a new representative be elected.
- 5.4 The Local Executive may address issues that arise between council meetings through the use of e-mail or conference calls. All motions and voting results shall be captured by the Local Secretary and reported to the Executive Committee and Council at the next meeting. A motion will be considered ratified by at least 3 members of the Local 12 Executive.
- 5.5 The Local Executive shall make every attempt possible to use private email addresses for communications related to Local business. The use of government email for union business is discouraged.

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6.0 A.U.P.E. Convention, Delegate Selection

- 6.1 Chapters Chairs will inform members of convention delegate commitments before elections at the Annual General Meeting. Experienced convention delegates are encouraged to assist inexperienced convention delegates in understanding the roles and responsibilities.
- 6.2 All potential delegates must be elected from the members at a Chapter Meeting and a copy of the nominees and alternates must be available at the Local 012 Annual General Meeting
- 6.3 When a sufficient number of credentials are available, each Chapter submitting nominees is entitled to one delegate regardless of Chapter size, thereafter each Chapter with more than 150 members, shall be entitled to one additional delegate with the final delegates going to the Chapter with the greatest number of members.
- 6.4 The Local Executive in office at the time of convention shall be given first preference as delegates to the A.U.P.E. convention as a right, provided any Chapter has duly elected them as delegates. The Chapters represented by these Local Executive members are not permitted to have their delegate entitlement increased by this selection unless there are vacant credentials.
- 6.5 The Local Secretary will prepare a list of nominated delegates from the submitted Chapter minutes and present this list to the Local Executive for approval. Local Executive will compile a list of approved delegates based on the candidates past performance as a delegate and Union involvement. This list will be presented to Council for final approval.
- 6.6 New delegates shall view the Pre-Convention video, to be better informed on Convention Procedure.
- 6.7 At convention, the Local Executive shall appoint one or more Convention Captains to check attendance each morning and afternoon for all Convention sessions. The Captains shall be made known to the Local delegates. Expenses may not be covered for delegates who fail to attend to Convention business.
- 6.8 Local Council shall appoint a Convention committee of up to five (5) members. The committee will be responsible for:
 - a. Arranging meals not provided by Convention
 - b. Arranging for caucus meetings as required,
 - c. Maintaining the hospitality suite if so designated
 - d. Maintaining political neutrality in the hospitality suite

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- e. Closing the hospitality suite while Convention is in session
- 6.9 Where there is organized seating, delegates shall occupy the allotted space.
- 6.10 Local Council will maintain a caucus room for convention
- 6.11 The Local Council will determine prior to Convention:
 - a. If the Local caucus room will be maintained as a room or a hospitality suite
 - b. Set an expenditure limit on the hospitality suite.
- 6.12 In the event that a caucus meeting is called and the meeting room is being utilized as a hospitality suite, the hospitality suite will be closed until the meeting is concluded.

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7.0 Courses and Affiliate Schools at Local Expense

- 7.1 To be considered for attendance at any labour school, or for labour courses, the nominee must:
 - a. Be union member
 - b. Submit a resume to the Local Secretary for information at the next Local Council indicating the following:
 - i. Reasons for desiring to go
 - ii. Course outline
 - iii. Benefits to the individual and other union members
- 7.2 The Local Executive Committee will compile a list of recommended names to present to Council. Priority will be given to those qualified nominees who have never attended previously.
- 7.3 The Local Secretary will keep a record of those who have attended schools and courses.

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8.0 Life Membership

- 8.1 Any member of A.U.P.E. or any member of the nominee's immediate family may submit a request for Life Membership through Local 012 Council for the Council's consideration.
- 8.2 All Life Membership requests will be reviewed at the next meeting of the Local Council following receipt of the nomination.
- 8.3 The following criteria shall be used for consideration of Life Membership in Local 012:
- a. The nominee must have been a member of A.U.P.E. for a period of not less than ten (10) years unless exceptional circumstances exist to waive the requirement.
 - b. The nominee must have provided special contributions to A.U.P.E. at the workplace or merited service to Local 012.
- 8.4 All known living Local 012 Life Members and their spouses shall be invited to participate in such functions as approved by the Local 012 Council. Expenses paid will be limited to cost of meal, and social function. Mileage and accommodations are excluded unless the purpose of the function is to bestow the life membership.

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Policy Updates:

January 18, 2020

- 2.2, 2.8, 2.14, 2.15, 3.4, 3.5,

January 16, 2021

- 1.15, 2.12,

January 26, 2022

- 1.12, 2.17

May 14, 2022

- 1.3, 2.17, 2.18

September 17, 2023

- 1.10

February , 2024

- 1.2, 1.2.1., 1.11, 1.16, 2.8, 2.12, 2.14, 2.18, 5.2