

POLICY 4 – Financial Policy

Definitions

- 4.01** (a) Collective Agreement refers to the TWU, USW LOCAL 1944-TELUS Collective Agreement. R
Mar 07
- (b) Top Communications Technician rate refers to the negotiated wage rate in the current TWU, USW Local 1944-TELUS Collective Agreement. R
Mar 07
- (c) Upper Fraser Valley refers to Abbotsford, Agassiz, Aldergrove, Chilliwack, Rosedale, Sardis, Yarrow, Hope, Whonnock and Mission.
- (d) Transportation refers to airfares, airport fees, coach lines, ferry fares, road tolls, parking fees, mileage, shuttle and taxi fares to and from airports and ferries. R
Mar 07
- 4.02** (a) Expenses for Officers, Delegates and members on Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 sanctioned business:
- (b) The determination of out-of-town status shall be beyond 15 miles (24 km.) travelling distance, R
Mar 07
by the most direct route, from the meeting site to either the lesser of the two:
- (i) Their residence, or
(ii) Their work headquarters.
- (c) Any Delegate returning to his residence shall only be entitled to in-town expenses. All daily per diem rates to be rounded out to the nearest dollar. Daily per diem rates cover a 24-hour period. Exceptional expenses shall require the prior approval of the Secretary-Treasurer. R
Mar 07
- (d) Any Officer, Delegate or committee member whose residence is beyond 15 miles (24 km) travelling distance, attending a CLC, Federation of Labour or Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Annual Delegated Meeting, or Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Committee meeting, will have the choice of having a hotel and given out-of-town expenses for the duration of the Local Annual Delegated Meeting or committee meeting(s). R
May 14
- (e) Any Officer, Delegate or committee member whose residence is beyond 15 miles (24 km) travelling distance, attending a USW Convention, Conference, seminar or meeting will have the choice of having a hotel and given out-of-town expenses for the duration of the event. R
May 16
- (f) Any member on in-town union business extending through supper hours shall be paid an additional **\$11** at the discretion of the Secretary-Treasurer. R
May17

Local Annual Delegated Meetings

- 4.03** (a) Expenses for out-of-town members requiring overnight accommodations will be approved hotel rate plus **\$57** plus transportation. Hotel rate to be established by the Secretary-Treasurer. R
May 17
- (b) Expenses for in-town members will be **\$11**, plus parking fees. For late sittings, the in-town daily per diem will be double at the discretion of the Secretary-Treasurer. R
May 17

**Committees (Local Annual Delegated Meeting
and the National Executive Council appointed)**

- 4.04 (a) Expenses for members not requiring overnight accommodations will be **\$11**. R
May 17
- (b) Expenses for out-of-town members requiring overnight accommodations will be approved hotel rate plus **\$57** plus transportation. Hotel rate to be established by the Secretary-Treasurer. R
May 17

Grievance/Arbitration Process

(The following does not apply to the normal grievance procedure)

- 4.05 (a) Members not requiring overnight expenses will be provided with their meals either by credit card or by receiving **\$11** per meal, plus transportation. R
May 17
- (b) Expenses for out-of-town members requiring overnight accommodation will be approved hotel rate plus **\$57** plus transportation. Hotel rate to be established by the Secretary-Treasurer. R
May 17
- 4.06 Out-of-town members requiring overnight accommodation while on Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 sanctioned business shall receive one-half day time off for travelling on their own time to and from such business, plus transportation. Out-of-town members requiring overnight accommodation residing in Upper Fraser Valley claim two (2) hours travel time for travelling on their own time to and from such business, plus transportation. All other members receive no travel time, i.e. Lower Fraser Valley and Greater Vancouver. Any exceptional travel time shall require the approval of the Secretary-Treasurer. R
Jan 92
- 4.07 That members on official Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 sanctioned business, Unit general or executive meetings or to attend Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 approved labour courses, be reimbursed for additional costs incurred for child care. The additional costs shall be determined by the differences between normal working day costs and the actual costs incurred. Any exceptional child care expenses shall require prior approval of the Secretary-Treasurer. R
Jun 91
- 4.08 (a) Mileage will be paid to Regional Executive Officers, Trustees, Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Delegates, Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Committees, the National Executive Council appointed Committees, members attending Unit meetings, or elected, appointed or requested to attend Unit Labour Council meetings shall be paid at the following mileage rate when travelling by automobile to and from the Union sanctioned meeting closest to their normal work reporting location and the total round trip mileage exceeds 40 kilometres. All mileage after 40 kilometres will be paid for at the discretion of the Secretary-Treasurer or Unit executive at the rate as set by the Canada Revenue Agency, plus 3 cents per kilometre per passenger kilometre. R
May 14
- (b) Extraordinary travel expenses incurred over or under 40 kilometres may be paid for at the discretion of the Secretary-Treasurer or Unit Executive. R
Jan 01
- 4.09 Secretary-Treasurers' course to be held on an as needed basis. R
Jun 88
- 4.10 Members of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall be paid hotel room plus **\$57** with prior authorization of the National Executive Council while attending Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 approved labour courses when held at a distance which precludes their return home each night. Members unable to return home due to weather conditions may be paid such expenses subject to approval of the Unit Executive. R
May 17

4.11 (a) Members of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall be paid an allowance of 10% of top Communications Technician rate per half day, evening or full day to cover out-of-pocket expenses, when elected, appointed or requested to attend union-approved Education Courses, Labour Council regular meetings, or Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Unit Executive meetings. This allowance may be paid to members who are elected, appointed or requested to attend meetings other than those specifically mentioned, at the discretion of the Unit Executive. R
Mar 07

(b) Any member who qualifies for out-of-town expenses may request an advance of 50% of the per diem which will be paid on the first day of attendance of the Local Union approved function. R
May 12

4.12 Unit Executive members not able to return home from Executive or General Meetings because of travel arrangements or weather conditions shall be reimbursed through the Local Union for limited time off of up to four (4) hours the next day, as well as the actual hotel and meal expenses incurred in the overnight stay. R
Jun 85

4.13 That the salaries for Officers & Local Union Representatives be as follows:

	<u>July 1, 2015</u>	<u>July 1, 2019</u>	<u>July 1, 2020</u>	
President	\$98,141.75	\$100,104.59	\$102,106.68	R Mar 08
Vice-Pres. & Sec.-Treasurer	\$91,373.36	\$93,200.83	\$95,064.84	
Local Union Representatives	\$84,604.96	\$86,297.06	\$88,023.00	

4.14 The benefits gained by the master section of the TELUS-TWU-STT Collective Agreement and Letters and Memoranda of Agreement that apply to the master section shall apply to the paid officers.

4.15 (a) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall sponsor three (3) seven hundred and fifty dollars (\$750.00) scholarships and four (4) one thousand dollar (\$1,000.00) scholarships. R
May 14

(b) The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 shall sponsor a Wally Alexander Memorial one thousand dollar (\$1,000.00) scholarship to a Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 student of the Labour College of Canada Residential Program. R
May 14

4.16 Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Vehicle Allowance R
May 14

Full time National Executive Council members and Local Union Representatives that require a vehicle for official Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 sanctioned business may elect (1) mileage or (2) a monthly car allowance plus a fuel card for use of purchasing fuel. Regardless of the option selected, either choice shall be the sole compensation paid in relation to vehicle related expenses with the exception of parking, tolls and ferry fares.

(a) If the following criteria are met then a monthly vehicle allowance and gas cards will be given.

- (i) Proper use and liability insurance.
- (ii) Four (4) or more door vehicle.
- (iii) Not older than 10 years.
- (iv) Good working order and presents well.

(v) Parking fines, traffic infringements are the responsibility of the owner and will not be reimbursed by the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944.

(vi) This allowance shall be in the amount of \$900.00.

(b) Mileage will be paid at the rate in accordance of Financial Policy 5.08.

- 4.17** In order to prevent extreme financial hardship to our members honouring picket lines, a payment of 70% of gross wages will commence on the third day of picketing. R
Jun 83
- 4.18** That if, in the opinion of the National Executive Council, a group of members on a job action are to be held off the job then a payment of up to seventy percent (70%) of a day's gross wages may be given. R
Jan 84
- 4.19** All Units shall establish an account in a chartered financial institution and shall deposit all its revenues therein. Credit Unions shall be given first consideration.
- 4.20** Unit Secretaries' remuneration shall be **\$100** rate per month plus **\$11** per Unit General or Special Meeting. R
May 17
- 4.21** All purchases of assets by a Unit above one hundred dollars (\$100.00) or leases and rentals that exceed this amount per year must be approved by the Secretary-Treasurer of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 or the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Finance Committee.
- 4.22** Each Unit that wishes to have TELUS calling Cards will be responsible for all calls charged against the card. Executives of the Unit will be responsible to verify all charges.
- 4.23** Sick Committees are empowered to spend up to thirty dollars (\$30.00) per sick member. A member must be absent over ten (10) working days. One time only per sickness. R
Jan 91
- 4.24** No Unit may make a donation exceeding the sum of fifty dollars (\$50.00). No further donation may be made to the same cause by the Unit within the calendar year without the approval of the National Executive Council of the Local Union. That Units limit donations to requests within their Unit area only. R
Jun 87
- 4.25** Monthly the Secretary-Treasurer of each Unit shall send an itemized statement to the Secretary-Treasurer of the Local Union showing the amount expended from the Unit expense account during the previous month. R
Jan 92
- 4.26** The Secretary-Treasurer of the Local Union shall upon a receipt of the itemized statement of the Secretary-Treasurer of the Unit reimburse the Unit for its expenses.
- 4.27** In an emergency, a Unit Executive may request the Secretary-Treasurer of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 for additional monies to cover extraordinary expenditures subject to approval of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 National Executive Council.
- 4.28** The Local Union will allow one Executive member or Shop Steward off per work location and 4 others per Unit, scheduled to work, union paid time off the job as necessary to attend Unit union meetings, Executive meetings, or a specially-called meeting. An additional person will be allowed paid time off in Units over 200 members at a ratio of 1 person per 100 members. It will be the responsibility of the Unit's Secretary-Treasurer to advise the Telecommunications Workers Union R
Feb 10

(TWU), United Steelworkers Local Union 1944's Secretary-Treasurer the names of members being booked off. In all cases, the Unit will endeavour to give a minimum of two weeks' notice.

- 4.29** That the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 and its officers should purchase or lease communications and office equipment from companies employing Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 Bargaining Unit members when the security and privacy of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 is not put at risk. If in any cases where particular equipment is not available, then purchases or leases should utilize union suppliers when possible. R
May 09
- 4.30** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 National Executive Council and Local Annual Delegated Meeting donations will be collectively restricted to a maximum of \$10,000 per fiscal year, unless exceptional circumstances prevail as decided by the National Executive Council or Local Annual Delegated Meeting. Exceptional circumstances shall not include donations to political parties. R
Jan 95
- 4.31** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 will establish a Political Action Fund. This fund will be financed by the transfer of two dollars (\$2.00) per member per fiscal year from the Administrative Account. Disbursement of monies from the Political Action Fund will be at the discretion of the National Executive Council or Local Annual Delegated Meeting. R
Jan 89
- 4.32** All committees shall submit a detailed budget to include all anticipated expenses for the following year's program. All committees reporting to Local Annual Delegated Meeting shall include a brief financial statement for the fiscal period between Local Annual Delegated Meetings. R
Jan 98
- 4.33** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 will allow one elected or appointed Labour Council Delegate per Unit, scheduled to work, Union paid time off the job as necessary to attend a regular, committee, or executive Unit Labour Council meeting. It will be the responsibility of the Unit's Secretary-Treasurer to advise the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944's Secretary-Treasurer the name of the member being booked off. In all cases, the Unit will endeavour to give a minimum of two weeks' notice. R
May 09
- 4.34** All banked A.F. up to and including February 28, 1992, to be grandfathered in a separate account. R
Jan 92
- 4.35** (a) The Finance Committee shall present a balanced or surplus operating budget to Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944. R
Jan 94
- (b) A budget covering surplus funds may be presented by the Finance Committee to Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 when surplus funds are available. R
Jan 94
- (c) Surplus funds to be defined as those monies over and above a minimum of six (6) months operating expenses in the Administration Account and no other outstanding unfunded liabilities. R
Feb 00
- 4.36** Effective January 1, 1995, all In Lieu time accumulated will be banked at the rate of pay in effect at the time of banking. If this time is cashed in for any reason, the payout will be at the rate at which it was banked. R
Jan 94
- 4.37** All expenses submitted by a Unit or one of its members must be accompanied by a copy of any receipt(s) received. R
Jan 01

- 4.38** When a receipt is required by the Local to substantiate expenses, the receipt must be remitted within 90 days unless extraordinary circumstances exist causing a delay. R
May 17
- 4.39** That all members submit AF IN LIEU vouchers to the Secretary-Treasurer within 60 days of when such time was earned. If a member presents a valid reason as to why their AF IN LIEU was not submitted within the stipulated timeframe, the Secretary-Treasurer will have the discretion to approve any reasonable request. R
Mar 07
- 4.40** Any member or Officer of the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944, travelling on Local Union business, fly economy class whenever possible. R
Mar 07
- 4.41** Rank and File Bargaining Committee members negotiating first Collective Agreements be eligible for expenses. R
Mar 08
- 4.42** The Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 will fund negotiations to a minimum of \$200,000 per year. Any unused amount will be kept in reserves and show as a "Fund for Negotiations". R
May 16
- 4.43** No monetary loans interest free or otherwise, will be provided by the Telecommunications Workers Union (TWU), United Steelworkers Local Union 1944 to any member. R
May 13

Regional Executive Officers and Trustees

- 4.44** (a) Expenses for out-of-town members requiring overnight accommodations will be approved hotel rate plus \$57 plus transportation. Hotel rate to be established by the Secretary-Treasurer. R
May 17
- (b) Expenses for in-town members will be \$11, plus parking fees. For late sittings, the in-town daily per diem will be double at the discretion of the Secretary-Treasurer. R
May 17