

## SECTION 14 – OUT-OF-POCKET EXPENSES

### 1. Lost wages and benefits, accommodation, and transportation expenses

(a) Any member who is on authorised Local 3912 business **outside of the municipality of their residence** shall be entitled to reimbursement for lost wages and benefits, accommodation (with receipt), and transportation expenses (at economy, tourist, or coach rates) or kilometrage at the **current** CUPE National rate plus receipted parking and toll fare expenses. **Any increases to National's mileage would automatically increase this Local's mileage rates too.**

#### Accommodation

Members are encouraged to share accommodation with others; expenses will be reimbursed for hotel or other commercial lodging charges upon presentation of receipts from the relevant accommodation provider(s). Members are encouraged to book accommodations as early as possible prior to the event. Members making private arrangements for accommodation (for example, staying with friends, relatives, colleagues) can claim an allowance of \$50.00 per night and receipts are not required for this claim.

#### Travel arrangements and transportation

i) **Flights:** Members are encouraged to make their travel arrangements through W.E. Travel (1800-4345087 or 613-237-1590). Members are expected to finalise flight arrangements as early as possible to take advantage of reduced fares.

ii) **Train, bus and taxis:** Receipted train or bus fares are reimbursable provided they do not exceed the lowest return flight cost available through W.E. Travel twenty-one (21) days prior to the meeting date. Taxis from and to the airport are also reimbursable upon submission of receipts. Taxis should be shared when possible. When available, members are encouraged to take public transit or shuttles to and from the airport to the event/hotel location.

iii) **Rental cars:** In some cases, the rental of a car may be the most economical way to travel on local business (for example: multiple people travel to the same event and renting a car once arriving, traveling from city-to-city, etc.). Please indicate your intent to rent a car on your travel authorization if known at that time. Arrangement of a rental car can be done with the help of the Secretary-Treasurer or the Office Manager once those attending the event/conference/workshop have been determined.

iv) **Your own car:** The drive to the event should normally not exceed 450 kms one way. If more than one delegate travels in the same vehicle, the mileage will only be paid to the

owner of the vehicle and not to the rest of the delegates. The current CUPE National rate is \$0.62 cents per kilometer.

For events held in the municipality of their residence, members shall also have paid transportation expenses. Mileage or transportation claims of less than 15 kms are the responsibility of the member. Mileage does not apply for attendance at Executive Board Meetings, General and Special Membership Meetings, or worksite meetings. Carpooling and the use of public transportation is encouraged wherever possible. When that's not an option, taxi to and from the meeting place upon submission of receipts shall be reimbursed. Taxis should be shared when possible.

Executive officers and stewards attending conventions, conferences, and educationals held in the municipality of their residence shall have no transportation or hotel allowance.

## **2. Per diem**

For events outside of the municipality of their residence:

(b) Any member who is on authorised Local 3912 business outside of the municipality of their residence shall receive a per diem allowance at the current CUPE National rate to cover meals and incidentals as follows (no receipts shall be required):

- time and travel less than four (4) hours – **fifty dollars (\$50.00)**
- time and travel greater than four (4) hours – **one hundred dollars (\$100.00)**

No per diem will be provided for those meals which are included with the cost of the registration fee(s).

For those meals which are not included the following meal per diem will apply:

- **breakfast: \$20**
- **lunch: \$30**
- **dinner \$50**

For Executive Officers and Stewards, the full amount of \$100 dollars only applies where the members' travel day was through all the three meal periods. When that's not the case, appropriate reimbursement will be broken down as above.

For events in the municipality of their residence:

**Per diem for members attending a full day (more than 4 hrs) pre-authorized union conference, convention, or educational on behalf of Local 3912 in the the municipality of their residence shall be \$50.00 (fifty dollars), and for half day (3 to 4 hrs) \$30 (thirty dollars.)**

**No per diem will be provided to Executive Officers and Stewards attending an event or meeting in the municipality of their residence, unless the conference, convention, or educational lasts over four (4) hours and meals are not provided. In that case, they can claim per diem in accordance with the above per diem (meal) breakdown.**

**No per diem will be provided to any member attending an event or meeting online.**

#### **Lost wages**

**c) Lost wages for regularly scheduled hours of work under a CUPE 3912 collective agreement shall be repaid at cost directly to the employer. Wage loss will not be paid directly to individuals. In all instances, the invoice or statement from the employer must indicate the applicable dates and include a breakdown of the daily or hourly salary and benefits, if applicable**

#### **Expense Form**

**d) A CUPE expense form showing the date of the meeting or event must be completed and signed by the member and submitted with receipts to substantiate all eligible expenditures (except per diem). Expenses, for which receipts are required, will not be reimbursed until the receipts have been provided. Expense forms must be submitted within 3 months of when the expense(s) were incurred.**

## SECTION 16 – DELEGATES TO CONFERENCES, CONVENTIONS AND EDUCATIONALS

**CUPE 3912 will advocate such that accessible online/virtual or hybrid options will be requested of conference organizers. CUPE 3912 will give priority to participate in conferences that have an accessible option (at minimum permitting hybrid attendance).**

### **Selection criteria and obligations:**

(a) **All Delegates are expected to apply their knowledge to the benefit of CUPE 3912.** Except for the President's option [Section 9 (a)], all delegates to conventions, conferences, and educationals shall be chosen by election at membership meetings. Preference will be given to Executive Officers **and Stewards** wishing to attend an event on issues relevant to their activity in the Local.

**Any member who holds a position for an affiliate of this Local, shall automatically be appointed as a full delegate of this Local to attend the conference or convention of the affiliate.**

**Members in good standing who have been actively involved in the union over the past year and who have not been elected as delegates in the last 12 months, will take priority over other nominees.**

Local 3912 encourages the participation of women and all equity-seeking groups in its delegation to conventions, conferences, and educationals.

**Prospective delegates to conferences will be required to present, in no more than two minutes: where they will be departing from, their involvement in the union, what they will be contributing to the conference, and what knowledge they hope to bring back to the Local.**

(i) Total number of delegates shall be contingent upon the budget approved by the membership at the General Meeting. **The Executive Committee will give notice as to the number of delegates the Local Union has budgeted to send to represent the Union at such Conventions and Conferences. The Membership will nominate and elect the required number of delegates within the approved budgeted amount.**

(ii) **All delegates will be chosen by election at membership meetings. However, if time is of the essence, the Executive Committee may appoint them.** Only members of the bargaining unit shall participate in the election of their delegates for said bargaining unit.

(iii) All delegates to conventions and conferences must submit a written report no less more than thirty (30) days after the last day of their delegation and present it at the next Regular Membership Meeting. The report must be emailed to the Recording-Secretary of the Local and to the VP of their Bargaining Unit. **This requirement must be met in order to receive their reimbursement and any financial support for future conferences.**

#### **Conventions, Conferences, and Councils:**

(b) Delegates to **CUPE National Convention, CUPE NS Convention, CUPE Women's Convention,** the Halifax-Dartmouth District Labour Council and to CAUT council, forums, conferences, and conventions shall be elected annually.

##### **i) CUPE Conventions**

**If financially feasible, CUPE Local 3912 will send up to three (3) officers including the President plus up to two (2) members to attend the Annual CUPE Nova Scotia Division Convention when the Convention takes place in the HRM. For this event, preference will be given to members who live locally.**

**If financially feasible, CUPE Local 3912 will send up to two (2) officers including the president plus up to one (1) member to attend the Annual CUPE Conventions when the Convention takes place outside of the HRM.**

##### **ii) Halifax-Dartmouth District Labour Council meetings**

**CUPE Local 3912 will send up to two (2) officers members including the President plus up to two (2) regular members to attend the Halifax-Dartmouth District Labour Council.**

##### **iii) CAUT Councils, Conferences, Forums**

**If financially feasible, CUPE Local 3912 will send one (1) member including the president to attend CAUT events. An alternate will also be elected and will register to attend the event online. If there is an occurrence of a vacancy within reasonable timelines to the registration deadline, the alternate can make arrangements to attend in person.**

##### **iv) Other Conferences, Conventions, or events**

**If financially feasible, recommendations for the number of delegates attending other Conferences or Conventions (e.g. ANSUT, COCAL) will be forthcoming from the Executive Committee.**

#### **Educationals:**

**(c) CUPE Weeklong Schools shall be open to members in good standing who have not done the course within the last 3 years. If financially feasible, CUPE 3912 will send up to two (2) officer members including the president plus up to one (1) regular member in good standing.**

**Financial support:**

**d) Delegates to conventions, conferences, and educationals shall be eligible for reimbursement for lost wages and benefits, expenses and per diems in accordance with Sections 14 and 15. If receipts are not provided, the individual member will incur the cost.**

(d) Local 3912 will provide members with their per diem allowance prior to their attending the convention, conference, or educational **provided that members submit the expense claim form at least two weeks prior to the event to give enough time for processing the request.**

~~(e) Local 3912 encourages the participation of women and all equity-seeking groups in its delegation to conventions, conferences, and educationals.~~