

Local 3580/3580-1 Policy Manual

Adopted June 2011

Preamble

The intent of this manual is to set forth guidelines and rules for officers and members of this Local that are not addressed in this Local's Constitution.

Section 1 Expenditures

- A. The Executive Board shall have the authority to obligate the Local in the amounts up to ONE HUNDRED FIFTY AND NO/100TH DOLLARS (\$150.00) per transaction. Any amount in excess of \$150.00 per transaction must receive approval by quorum of the Local membership except as noted in Section 1. B., C., D. and Section 4 Donations.
- B. The Executive Board shall have the authority to obligate the Local and approve arbitration expenses in any amount as a part of the grievance process. The Executive Board shall report to the membership the following:
 - a. Merits of the arbitration
 - b. Results of the arbitration
 - c. Lessons learned based on the arbitration
- C. The Executive Board shall have the authority to obligate the Local and approve expenses up to TWO THOUSAND FIVE HUNDRED AND NO/100TH DOLLARS (\$2,500.00) in the hiring of professional services.
- D. The Executive Board shall have the authority to obligate the Local and approve training and travel expenses in any amount for officers and members.
- E. Any violation of this policy shall be brought to the Executive Board and/or the membership immediately.

Section 2 Stipends

- A. The intent of this policy is to compensate officers for the personal time spent conducting the Local's business and performing duties assigned and/or representing the Local.
- B. Officers representing the Local who attend all required meetings and accept duties as assigned shall be provided with a monthly stipend as follows:

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|-----------------|----------|
| President | \$150.00 |
| Vice President | \$100.00 |
| Chief Steward | \$100.00 |
| Secretary | \$ 75.00 |
| Treasurer | \$ 75.00 |
| Executive Board | \$ 50.00 |
- C. A stipend shall not be paid for any month in which an officer has an unexcused absence. Any officer may have 1 (one) unexcused absence per calendar year. Excused absences require notification of any officer of the Local at least 2 (two) hours before the meeting. Excused absences include:
 - 1. Illness/death of a family member
 - 2. Personal emergency
 - 3. Military duty
 - 4. Jury duty
 - 5. Vacation
 - 6. Employment/shift work
 - 7. Other circumstances normally considered reasonable cause for absence of work.
- D. No stipend shall be paid in advance.
- E. Checks in the amount due less employment taxes shall be issued the quarter following the quarter in which the services were rendered.

Section 3 Reimbursement of Training and Travel Related Expenses

- A. The intent of this policy is to establish guidelines for reimbursing members for expenses incurred while attending training, conferences, workshops, and conventions.
- B. The Local shall reimburse the following expenses: lodging, registration fees, meals not provided, mileage to and from the event, and airfare and ground transportation when appropriate.
 - 1. Travel expenses shall be reimbursed as follows:
 - a. Travel within a normal workday and no overnight stay: The member is eligible for reimbursement of mileage expenses to and from their domicile or place of work and location of union work.
 - b. In-state and out-of-state overnight travel with receipts shall be reimbursed in an amount not to exceed the per diem rates as indicated by the US General Services Administration.
 - c. Mileage shall be reimbursed at the current rate allowed by the Internal Revenue Service.
 - d. Phone expenses shall be reimbursed provided that a copy of the phone bill is presented and clearly marked, citing to whom the calls were made and for what purpose.
 - e. Child care shall be reimbursed at the maximum rate of \$3 per hour per child with receipts.
 - f. Reimbursement for the use of commercial air transportation shall require that said air travel be arranged by Council 75 staff whenever possible.
- C. The Treasurer shall submit the receipts for one member's expenses to the Treasurer of AFSCME Council 75 for reimbursement to this Local for all events approved by Council 75, as per Council 75's Constitution and Policy Manual.

Section 4 Donations

- A. The intent of this policy is to establish guidelines for donations to organizations.
- B. The Local shall make donation to organizations that directly relate to the support of union members.
- C. Donations are limited to \$500 or less per occurrence.
- D. Donations shall be voted on by the Local membership regardless of the dollar amount.

Section 5 Good & Welfare

- A. The intent of this policy is to establish guidelines for Good & Welfare issues.
- B. Good & Welfare guidelines are as follows:
 - 1. Death of Member: Remembrance of TWENTY FIVE AND NO/100TH DOLLARS (\$25.00) in that person's name to designated organization.
 - 2. Death of Member's Family Member: Sympathy card to member
 - 3. Birth/Adoption: Congratulations card to member
 - 4. Serious Illness/Accident: Card to member; contact member to see if Local can provide support.
 - 5. Service on Executive Board: Thank you card and certificate of appreciation to member.

Section 6 Purchases of Products

- A. The intent of this policy is to establish guidelines for purchasing of products.
- B. All products shall be purchased from a union shop and display the "bug" if available and when practical.