Worksite 97 Financial Policies Draft

1. Expense Forms (includes Provincial and Worksite)—receipts MUST be attached to the expense form ie parking, meals, accommodations.

Individual situations shall be examined by the Worksite ie child care etc

All expense forms shall be forwarded to the Treasurer, who shall approve them prior submitting them to MNU for reimbursement (if salary replacement)

Expense forms MUST be signed by an executive member other than themselves. This includes worksite and provincial expense forms.

Worksite Expense forms must be $50.00 or more before submitting

3 signing authorities are needed at the financial institution

1. Transportation Allowance

As per MNU handbook

The most practical and economical mode of travel to be used—car pooling is encouraged

Mileage as per Provincial rates

Mileage to be paid to and from executive meetings –destination shall be specified on expense forms

President will be paid mileage on .4 secondment days for all union business

1. Accommodation

Paid only when absolutely necessary. Members are to consider cost and convenience in selecting accommodation.

1. Meal Allowance

As per MNU guidelines-- for attending labour /MNU workshops

Meals will be provided at Executive meetings

Snacks will be provided at General meetings

1. Executive Spending

General membership approval shall be sought whenever possible prior to any expenditure

However, executive may tentatively approve expenditure up to $500.00. Approval MUST be

sought at the next general meeting of the worksite.

Executive members will apply for additional funding for CFNU, CLC, Prairie Labour School and other union/labour courses they attend. Funding info is available on the website www.mnulocal97.ca

1. Cell phone/Internet/Fax

The President shall have a cell phone provided by the worksite- this phone SHALL be used for union business only and not to be used as a personal phone. The members will use this phone for emergencies only. The employer and MNU will use this phone to contact the president. An “invisible” land line will be used by the members to contact the worksite.

The worksite president will have a laptop computer for union business only.

A second computer will be used by the treasurer.

Executive members shall be paid for office supplies. Examples printer cartridges, paper. Receipts are required.

The worksite president will have a fax line in their home at the expense of the worksite. The worksite will access provincial funds when needed to purchase or repair fax machine

All executive members will be reimbursed for their internet costs as follows---

President - 50% of internet costs- on expense form monthly-with receipt

VP, Sec, Treas, Area reps—25% of internet costs- on expense form monthly –with receipt

1. .4 President –paid as a Nurse 2 top of scale.

The President will make aware to the executive , the employer , the provincial office the schedule of .4 days.

The president will submit their expense and salary continuence form monthly to the provincial office via fax. The Treasurer and or Secretary MUST sign before submitted to Provincial for payment. The treasurer will keep a copy of the President expense forms to reconcile when invoiced.

The President will use Provincial Presidents days for Board meetings, Education day @AGM, CFNU, Educational opportunities. The President may choose to assign Presidents days to other members of the executive as per MNU policy. These also MUST be signed by the one of the signing authorities. When using Provincial President days, the president will be reimbursed as their classification and placement on the wage scale. The president will report to the executive monthly on the status of the Provincial President days.

1. Education Fund— $5000.00 budgeted yearly

$250.00/per member/per year.

Interest from investments will be deposited into account yearly

Members are encouraged to use alternate funding ie WRHA fund, Keith Lambert Fund, Article 2407.

Forms and info are on the website www.mnulocal97.ca

Donations—as directed by the worksite—

The worksite will fund a small long term care local/worksite to attend Labour school yearly.

Honoriums

President ---$1500.00

Vice-President- $1000.00/year

Secretary-$500.00/year

Treasurer- $750.00/year

Area Reps—$300.00/year

All executive members will have the opportunity with full wage replacement to attend Board meetings and other union functions.

Upon retirement or resignation from an executive position all expense forms MUST be submitted within 30 days. This can be done via fax or IDM to the treasurer

Executive members will receive their honorarium cheques with the appropriate deductions from Provincial MNU.

COPY OF WORKSITE 97’S FINANCIAL POLICIES AND PROCEDURES WILL BE KEPT ON FILE AT PROVINCIAL MNU.

 October/2011