

Worksite 97 Financial Policies

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

The president and or treasurer will submit approved expenses with receipts attached through the MNU portal site for all members requiring reimbursement in a timely fashion ie salary, transportation, meals etc

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

Expense forms to be submitted to treasurer each month.

3 signing authorities are needed at the financial institution.

- 2) **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 0.4 secondment days for all union business

- 3) **Accommodation:**

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

- 4) **Meal Allowance:**

As per MNU guideline—meals will be provided at executive meetings-

Snacks will be provided at General meetings

- 5) **General membership approval** shall be sought whenever possible prior to any expenditure greater than \$500.00.

However, executive may tentatively approve expenditure up to \$500.00. Approval MUST be sought at the next general meeting of the worksite.

- 6) **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.

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

Worksite 97 to provide a computer for the secretary and treasurer for union business only

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

If the worksite president desires, they 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 a straight amount for their internet costs as follows:

President - \$1500

VP- \$1050

Sec- \$600

Treas - \$1300

Area Reps- \$600

- 7) **0.4 EFT secondment President:** Paid as a Nurse 2 top of salary scale.

The President will make aware to the executive, the employer, the provincial office the schedule of 0.4 EFT days

The treasurer will email every second week on Thursday, the approved 0.4 EFT days of the President. The employer will then submit an invoice to the Worksite 97's treasurer every month.

MNU will make 2 (two) deposits (June + December) annually which will be the equivalent allotted president's days classification into the financial institute of Worksite 97 to supplement the 0.5 EFT secondment.

8) Education Fund: \$250.00/per member/year

\$10,000.00 set aside each year for education

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

Executive members will apply for additional funding for CFNU, CLC, Prairie Labour School and other union/labour courses they attend.

Donations—as directed by the worksite—

Honorariums: there will be no honorariums paid with the exception of the president

President -\$650

- Should an executive member hold 2 positions(ie: Secretary and area rep they shall be paid only one communication reimbursement allotment; it shall be the greater of the two)

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 IDM or email to the treasurer

Executive members will receive their communication reimbursement cheques from the worksite annually in April.

The president's honorarium will be submitted by the Treasurer through the MNU portal annually in April.

Treasurer will submit a written report at each monthly executive meeting. Upon written request, any Worksite 97 member can review Worksite 97 financial records.

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

July 9, 2019

