

[Company Name]

Compensation Policy

Approval Date	Effective Date	Last Review Date
Pending	Pending	April

Policy Number:	
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Approved by:	xx Executive Board
Responsibility:	xx Business Manager
Applies to:	All Employees of [Company Name] including affiliates (Executive Board, Stewards, Union Committee Persons, Bargaining Unit Members, Business Affiliates, Clients)

1. PURPOSE

- a. The purpose of this policy is to define the permissions, restrictions, and possible penalties associated with authorized or unauthorized billing of fees [promissory or otherwise] for expenses (internal or external, professional or personal) and/or Union Employee, Member/Employee, Business Affiliates, and Client's wages charged to the Local Union.
- b. This policy defines the ladder of responsibility and/or authority with respect to authorization of payment for all expenses to the Local Union.

2. APPLICATION OF THE POLICY

- a. This policy applies to all Employees, Executive Board Members, Stewards, Committee Members, Affiliates, Contractors, and Bargaining Unit Members.

3. DEFINITIONS

- a. [Company Name] Employees

- i. Persons hired or appointed by the Business Manager or Authorized Designate to perform work specifically related to servicing the membership and who receive remuneration in the form of a payroll check from the Local Union.
- b. Executive Board Members
 - i. Those elected by the membership or otherwise appointed to the Board as may be permitted by the International Constitution or By-Laws of the Local Union.
- c. Stewards
 - i. Any person elected or appointed to the volunteer position or appointment as Steward to the membership insofar as the description in Article 9 of the Collective Agreement, Constitution, and related Union policies, where they exist, defines them.
- d. Affiliates and Contractors
 - i. Any person, agency, or group, whether conjoined or individual, hired by the Local Union; or outside agency, including other person(s) required to be on-site whether contracted by the Local Union or other employer.
- e. Committee Persons
 - i. Any person elected to or appointed to any committee for or on behalf of the Local Union.
- f. Bargaining Unit Member
 - i. Any person who, either by default or design, is named in and represented by the Local Union via the Collective Agreement between the Local Union and the Employer, including those who may for any reason have no current Employer/Employee relationship with the Employer, but who have an active/outstanding grievance filed for re-establishing that relationship, save and except those who have been intentionally removed from the membership roster by the Local Union.
- g. Authorized Designate

- i. Any person given authority in writing by the Business Manager to act on his/her behalf for a defined period; or in the case of a permanent absence of a Business Manager, the President of the Executive Board; or in a permanent absence of either of the aforementioned the Vice President of the Executive Board unless no other person has been properly appointed.

4. RESPONSIBILITIES and AUTHORITY

a. Authority

- i. Authority to approve payments for wage reimbursement to the employer, personal expense claims (mileage, meals, lodging, other purchases, etc.), and/or committee expenses lies solely with the Business Manager or Authorized Designate.

b. Responsibility

- i. Employees, Executive Board Members, Stewards, Committee Members, Bargaining Unit Members, Affiliates, and Contractors shall report to the Business Manager or authorized designate all known or suspected infractions of this policy, whether accidental or intentional.

5. PROCEDURE

a. For time off requests

- i. As early as possible, prior to the dates affected, the Bargaining Unit Members must inform the Business Manager of their requirement to be absent from the workplace (time off) for a shift or period that he/she would have normally worked in order to be present at an approved Union function: ex: Steward training, Committee Meeting(s), Bargaining Committee, etc.
- ii. Time off requests will only be considered for normally scheduled shifts.

6. COMPENSATION

a. Per diems

- i. For periods during which the Bargaining Unit Member is authorized to act in their role for [Company Name]; and is either in attendance, at lodging, or en route between 06:00 and 21:00 hours, the following shall apply:
 1. Meals
 - A. Breakfast (\$18.00)
 - B. Lunch (\$28.00)
 - C. Dinner (\$42.00)
 - D. Cash per diems is given to each applicable member if food is not provided already to them.
 - E. Receipts are not required to receive per diems.
 2. Mileage
 - A. Distance from your place of residence to the meeting location and return.
 - B. \$0.42 per kilometre when utilizing your personal vehicle for business.
 3. Wage Reimbursement
 - A. [Company Name] Collective Agreement – Article 9
 - B. Bargaining Unit Members will receive their regular compensation from EMC.
 4. Stipends
 - A. On days when you are not scheduled to work and are involved in business, you will receive a stipend in the form of a check or e-transfer from [Company Name].
 - B. Stipend is \$100.00.
 5. Child Care
 - A. If a Bargaining Unit Member requires child care on days that would not otherwise be required, the Business Manager can be contacted for possible cost assistance.

7. INVESTIGATION PROCEDURE

- a. It shall be the Duty of the Business Manager to support this policy and, where required, investigate reports of infractions thereof.
- b. Investigation details shall be kept private.
- c. Those involved (whether the reporting party, witness, or accused) shall not divulge any information about participation in an investigation or interview process except to the Business Manager or other Authorized Person(s).
- d. The Business Manager shall, insofar as possible, practice progressive discipline, save and except that he/she shall reserve the right to make decisions related to discipline based on the severity or impact of the infraction.

8. RIGHT TO MANAGE

- a. Nothing in this policy restricts the right of the Business Manager or Authorized Designate to manage.
- b. Infractions of this policy may lead to discipline, up to and including dismissal in the case of an employee. In the case of non-employee committee members and or stewards, any person or group of persons may, at the Business Manager's or authorized designate's discretion, be reprimanded, including being ejected from any and all committees, and in the case of Stewardship, be removed from his/her stewardship role.
- c. Nothing in this policy saves any person from being charged under the International Constitution, Local Union By-laws, Federal or Provincial Laws, Standards or Statutes.

SIGN-OFF ([Company Name]– Compensation Policy)

Employee / Executive Board Member
(Please Print)

Employee / Executive Board Member
(Signature)

Witness

Date