

LOCAL 3550 Expense Reimbursement Policy

Members attending conferences, conventions, seminars, workshops, or other approved activities shall be paid in accordance with CUPE Local 3550 Expense Reimbursement Policy. CUPE Local 3550 expense claim forms must be completed outlining the expense, the reason for the expense and with supporting receipt(s) attached and submitted to Treasurer.

1. Members attending documented meetings, held to conduct the business of the Local, which occur outside of normal working hours on personal time will be paid the in town per diem rate of \$20.00 for each ½ day meeting or consecutive meetings not to exceed 3.5 hours. This will include all Local 3550 committees and those stewards required to meet with member(s) to resolve member issues. General or special meetings are excluded from this.
2. Executive members who attend documented meetings, not including all Membership, Executive, and or Special Meetings and as chair of a committee held to conduct business of the Local which occur outside normal working hours on personal time will be paid the in town per diem rate of \$20.00 for each ½ day meeting or consecutive meetings not to exceed 3.5 hours. This will include all Local 3550 committees and those stewards required to meet with member(s) to resolve member issues. General or special meetings are excluded from this.
3. All members (including Executive members) who attend a documented meeting held to conduct business of the Local outside of the city of Edmonton, Alberta will be paid the out-of-town per diem rate in accordance with CUPE National.
4. Trustees will receive the in town per diem rate when attending the majority of the monthly General Meeting.
5. Members (excluding full time officers) required to use their personal vehicle to meet with a member, for the purpose of member representation will be reimbursed in accordance with CUPE National Expense Reimbursement Policy.
6. Full time Officers will receive an amount equivalent to Edmonton Public Schools Vehicle Allowance instead of mileage for Edmonton area travel.
7. All Officers of the Local as outlined in Section 6 will receive \$194.30 (September 2019) per month to cover basic out-of-pocket expenses. Increases will be consistent with the date and amount of adjustments to the salary grid in accordance with the CUPE Local 3550 Collective Agreement.
8. Executive members on personal vacation or sick leave in excess of thirty (30) calendar days shall not receive out-of-pocket.

This policy shall not be amended, added to, or suspended except upon fifty percent (50%) majority vote of those present and voting at a regular or special membership meeting following seven days notice at a previous meeting or at least sixty (60) days written notice.

- 9.** Executive Board members attending the Local 3550 Retirement Banquet shall have their tickets paid by the Local.
- 10.** Delegates attending CUPE Convention banquet(s) shall have the cost of ticket(s) paid by the Local.
- 11.** Members that are seconded to fill a leave as a Full-Time officer after 2 weeks will have pay protection for each day worked for higher rate of pay by board or top up by the Local (back paid to the first day).

This policy shall not be amended, added to, or suspended except upon fifty percent (50%) majority vote of those present and voting at a regular or special membership meeting following seven days notice at a previous meeting or at least sixty (60) days written notice.