



Policies & Procedures Guide

**Canadian Office & Professional
Employees' Union Local 343**

Revised as per the 2009 Convention

INDEX

STANDING BOARD AGENDA	3
RULES OF PROCEDURE	4
POLICY ON HARASSMENT	6
CONFLICT RESOLUTION PROCEDURE	8
TRAVEL POLICY	9
STANDING DONATION POLICY	11
EDUCATIONAL PRACTICE.....	12
DUES STRUCTURE POLICY.....	14
PROCESS AND COMMITTEES.....	15
OPERATIONAL GUIDELINES FOR STRIKES	16

STANDING BOARD AGENDA

1. Roll Call of Officers
2. Review of Correspondence
3. Approval of Minutes
4. Business Arising from Last Meeting
5. Financial Reports:
 - a. Treasurer's Report
 - b. Trustees' Report
6. Committee Reports:
 - a. Personnel
 - b. Education
 - c. Constitution and General Council/Convention
 - d. Newsletter
 - e. Political Action
7. Business Representatives' Reports
8. New Members
9. Other Business
10. Next Meeting Date

RULES OF PROCEDURE

1. The Chair, in addition to answering questions, shall be permitted to speak once upon each subject before the General Council without relinquishing the chair.
2. The Chair gives the floor to the delegates according to the speakers list. Invited by the Chair to take the floor, the delegate identifies herself/himself and the unit she/he represents.
3. The delegate's speech will be pertinent to the subject under discussion and will be a maximum of five (5) minutes in length.
4. A delegate may not speak a second time on the same subject before other delegates wishing to speak for the first time have had the opportunity to do so.
5. It is not permitted to interrupt a delegate's speech, except to point out an infraction in the procedural rules.
6. If a delegate is called to order, she/he is to stop her/his speech until the Chair has decided on the presumed infraction and has given her/him the right to speak again.
7. When the assembly is presented with a motion, the Chair asks if there is any discussion. At the end of the discussion (or if there is no discussion), the motion is put to a vote.
8. Questions will be decided by a show of hands.
9. When a delegate moves to put the question, all discussion ceases immediately. If the motion to put the question is carried, the motion under debate is then voted upon. If the motion to put the question is defeated, the debate on the motion being discussed continues.

10. Late resolutions, except emergency resolutions, should be submitted in writing before adjournment on the first day of business and accepted by a majority vote of the delegates.
11. A delegate may not propose the referral of a motion after taking part in the debate on the motion.
12. A motion to refer is not subject to discussion and is immediately put to a vote. However, a member of the Committee may, before the vote, explain the position of the Committee.
13. No motion, other than referral, or putting the question, or adjournment, is permissible during debate on a motion.
14. In all cases not covered by these procedural rules, Bourinot's Rules of order is the authority.

POLICY ON HARASSMENT

Preamble

It is the policy of the COPE Local 343 to declare our absolute opposition to any discrimination or harassment on the basis of race, colour, sex, religious or political affiliation, national or ethnic origin, age, mental or physical disability, sexual orientation, gender identity/expression, citizenship, creed, record of offenses, marital or family status or other grounds prohibited by applicable human rights laws. To ignore discrimination or harassment is to condone the acts of the harasser and further penalize the victim.

Union solidarity is based on the principle that we are all brothers and sisters, that we are equal. Discrimination and harassment erodes that principle because it assumes that some Union members are inferior.

Harassment is defined as any unwelcome action, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. It is no joke. Such acts may be subtle or overt, but they are always offensive and demeaning. Unwelcome means any action that the harasser knows or ought reasonably to know is not desired by the victim.

Discrimination and harassment are expressions of power or perceived power and superiority. It is intended that this policy sends a clear message to harassers that their actions will not be tolerated and to empower victims with the support of their union brothers and sisters.

At the commencement of every COPE Local 343 function or sponsored event, the COPE Local 343 policy on harassment must be brought to the attention of every participant by the highest COPE Local 343 official at the function such that it is understood by all that harassment will not be tolerated. Wherever possible, copies of the harassment policy will be distributed.

PROCEDURE

- 1) Confidentiality will be respected throughout.
- 2) If a participant believes they are being harassed at the function and wants help then:
 - a) The victim, accompanied by a supportive sister or brother (if they choose) shall approach the highest COPE Local 343 official at the function.
 - b) The COPE Local 343 official may take action necessary to stop the harassment, up to and including removal of the harasser from the function.
 - c) Function is defined as any COPE Local 343 Convention, General Council Meeting, Unit Meeting, Executive Board Meeting, Educational or Social.

CONFLICT RESOLUTION PROCEDURE

In the event that a member has concerns regarding a representative of COPE Local 343, either in the performance of their duties and/or in the representation of a unit, the following procedure has been established:

1. The issues of concern, along with all relevant facts, are to be sent to the President of Local 343, in writing.
2. The President, upon receipt of the information, will schedule a meeting with the Personnel Committee.
3. The Personnel Committee will compile a list of information required from the staff person, in order to thoroughly investigate the matter.
4. The Personnel Committee will meet with the staff person and address the issues of concern.
5. Once the investigation is complete, the Personnel Committee will make a recommendation to the Executive Board in order to determine what action is to be taken.
6. The Personnel Committee will again meet with the staff person to advise of the outcome of the investigation and proceed with agreed upon action.
7. The Personnel Committee will correspond with the complainant, in writing, as to its findings as a result of the investigation and what action, if any, will be or has been taken.

TRAVEL POLICY

For those members driving to attend any Local 343 General Council, Convention, Executive Board meetings, unit proposal and/or ratification meetings, negotiations, grievances and/or arbitration meetings or any special meetings approved by the Executive Board; the following travel and per diem will be applicable:

Mileage - 50 kilometres and over: *(based on round trip)*
(Total limit not to exceed the cost of air fare)

.35¢/km

All parking will be covered for the above meetings upon presentation of a receipt.

Per Diem is paid as follows:

In town	\$23.00
Out-of-town	\$50.00 (requires an over night stay in a hotel)
Conventions	\$75.00 (COPE National, COPE Ontario, OFL, CLC)

When meals are provided at any function, per diem will be reduced or waived to offset the cost of the meal.

For those members attending Standing Committee meetings after working hours, they will receive a meal subsidy of \$15.00 and parking provided a receipt is presented for such meetings.

At meetings or functions outlined above that require accommodation, members are encouraged to share hotel accommodations. The Local will pay the cost of shared accommodation. If a member wants single accommodation, the Local will pay an amount equal to the cost of half (1/2) of the double occupancy rate and the member will pay the balance of the cost. In all circumstances, the Local will pay an equal amount per person for any accommodation. Special accommodation requirements may be requested but need prior approval from the Local 343 office (example: sleep disorders etc.). The only exception to this policy will be for Executive Board members.

The Local will book the airline tickets so that it can be changed if necessary, however the Local will only pay for one change. Where possible, airline travel bookings will be arranged and all due consideration will be given to the member for whom the arrangements are being made.

For any other expense, prior approval must be obtained from the Executive Board.

STANDING DONATION POLICY

Local 343 has a standing practice of contributing \$25.00 to strike or support requests received from the CLC or the OFL. This amount can vary at the Board's discretion or from the floor of the Local General Council or convention, providing it comes in the form of a motion.

The Local does not contribute to private, for profit organizations, organizations currently under boycott by the CLC or the OFL.

The Local will support candidates in municipal, provincial and federal elections who seek our support. They must provide proof of endorsements by a local labour council and/or an NDP Riding Association. The Local will provide them with a donation of \$100.00. Final approval for support must come from the Executive Board.

The Local will create a donation fund of \$2500.00 to be divided amongst Local 343 members only, who have identified as candidate for a municipal, provincial and federal election. The Local 343 member must submit a written request in order to receive a donation from this fund. The member(s) seeking election must be an endorsed candidate, submit proof of endorsement from a local labour council and/or NDP Riding Association.

EDUCATIONAL PRACTICE

Local 343 encourages members to participate in educationals held by the Local. Expenses are covered.

- Local labour council weekend schools are automatically approved. Members have to participate and pay and then request reimbursement from the local.
- Labour Studies courses that are offered through the Regional Labour Councils are automatically approved; however, participants have to register and attend, then bill the Local upon completion.
- Week-long Schools (CLC/OFL, etc.): \$3,000.00 maximum has been allotted per occasion, depending on the cost per member (registration, lost wages, travel and per diem). The Education Committee will determine how many members will be approved per occasion.
- All regional scholarships received, will be referred to the Education Committee to advertise, based on identified prerequisites. The committee will refer to the Regional 2 Vice President's office their recommended applicant. When the committee has two or more applicants deemed eligible, then the committee will select by the draw process.
- The Doris Archer Bursary has to be advertised early every year for a deadline of April 15. The Education Committee will select, based on the practice for all scholarships.

- All other educational that require lost wages, travel, accommodation and registration fee shall obtain approval first.

- When the Education Committee is approving educational expenses, the course cannot be to the advantage of the employer (job related).

DUES STRUCTURE POLICY

The following is the dues structure as it stands:

1. Initiation fee \$10.00.
2. Part-time Rate:
Dues for those members working up to and including twenty-four (24) hour per week, shall be 1.5% of gross monthly earnings, or minimum dues of \$13.00 per month, whichever is greater.
3. Full-time Rate:
Dues for those members working in excess of twenty-four (24) hours per week shall be 1.5% of gross monthly earnings, or minimum dues of \$20.00 per month, whichever is greater.

Gross monthly earnings are defined as:

All hours worked
Overtime
Retroactive Pay
Incentive or performance remuneration
Commissions
Award pertaining to pay won through Grievances or
Arbitrations (relating to salary compensation)
Vacations
Paid Sick Leave
Top up of SUB Plan
Bonuses

Benefits such as Pensions, RRSP's, Health Care and Taxable benefits, are excluded from the dues structure.

PROCESS AND COMMITTEES

The Executive Board decided that the Board should take a more active role on all committees. A Board member will be the Chair of the standing committees as per the Constitution.

Process

- Chairs will call all meetings;

- When items are received or submissions received in the office, the chairs are notified and copies placed in the appropriate committee file;

- All articles, documents etc. to be distributed to the membership, will be decided upon by consensus of the Committee.

OPERATIONAL GUIDELINES FOR STRIKES

1. Members of bargaining units on strike shall be entitled to receive strike donations. However, at the conclusion of the strike action, those accumulated contributions that have not been disbursed, shall be held in escrow for a period of 90 days to ensure that all strike obligations have been met. All members who have been on strike must submit all their expense receipts to Local 343 within 60 days of the conclusion of the strike.
2. The following limits shall apply to strike expense authorization for bargaining units. Wherever necessary, business representatives may authorize expenditures up to \$100. Expenditures between \$101 and \$250 shall be subject to authorization by the Finance Committee. All other expenditures must be approved in advance by the Executive Board.
3. Bargaining units must obtain pre-authorization from the Executive Board prior to any use of cell phones as a means of communication during strikes.

