

# Policies & Procedures Manual

# Funding

FUNDING

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# **RATES TO BE USED WHEN FILLING IN EXPENSE CLAIMS**

## **SALARY REPLACEMENT**

**Effective April 1, 2011**

<b>Hourly Rate</b>	<b>\$49.40</b>
7.75 hours	\$382.85
9.75 hours	\$481.65
10.45 hours	\$516.23
11.08 hours	\$547.35
11.63 hours	\$574.52

## **HOTEL**

The cost of hotel accommodations is limited to \$130.00 plus tax except for delegate meetings and out of province meetings.

## **MILEAGE**

50¢ per km

## **MEAL REPLACEMENT**

\$45.00 per day broken down as follows:

Breakfast -	\$10.00
Lunch -	\$14.00
Supper -	\$21.00

**AFFILIATE EVENTS**

**REFERENCE:** Executive Board Meeting – November 2002

Board Members and Members at Large who are authorized by the Executive Board to represent UNA at affiliate events may claim for those expenses so authorized by the Executive Board, which may include registration fees, salary replacement, travel, meals, hotel accommodations, and Dependant Care costs. Allowable expenses so authorized will be identified by the Executive Board when attendance at the event is authorized.

**ATTENDANCE AT ARBITRATIONS/HEARINGS**

**REFERENCE:** Executive Board Meeting - August 1992

**ATTENDANCE AT ARBITRATION APPEALS AND GRIEVANCE APPEALS**

Provincial funding is not available for attendance at Arbitration and Grievance Appeal Hearings heard by the Arbitration Appeal Board. If the Appeal Board requires the appellant to travel, the cost of the appellant's travel will be paid by UNA (the appellant will be required to travel by the most cost-effective manner).

*(Executive Board Meeting - May 1993)*

Provincial funding is available for attendance at Professional Disciplinary Hearings, WCB/Insurance Appeals, Grievance Arbitrations and Grievance Mediation as follows:

**1. Professional Disciplinary Hearings**

UNA will provide counsel for the defendant.

Provincial Funding will be provided for the witnesses as required by UNA counsel provided an LOA is required. Prior approval for funding for attendance at Discipline Hearings must be obtained from the Secretary/Treasurer. Funding for expenses will be in accordance with UNA policy.

*(Executive Board Meeting - August 1996)*

**2. WCB/Insurance Appeals**

UNA will provide counsel for the appellant. The appellant will be funded for travel and accommodation if funding is not available from other sources.

**3. Grievance Arbitration, Alternate Disputes Resolution/Mediation**

Grievors and witnesses will receive salary replacement only when an LOA is required for arbitration/mediation preparation and attendance at the hearing.

No Provincial funding will be provided for attendance for Local members who are not grievors, witnesses or otherwise required by counsel to attend. Prior approval for funding for attendance must be obtained from the Secretary/Treasurer. Funding for expenses will be in accordance with UNA policy.

*(Executive Board Meeting - August 1997)*

**4. Labour Relations Board Hearings**

Provincial funding will be provided for members required to attend LRB hearings, with prior approval from the Executive Officers in consultation with the Director of Labour Relations.

*(Executive Board Meeting - February 1997)*

**BANK TRANSACTIONS**

**REFERENCE:** Executive Board Meeting - June 1983/August 1987/June 1988  
Executive Board Meeting - August 1989  
Executive Board Meeting – June 2008

Any two of individuals holding the position of President, Vice-President, Secretary/Treasurer, Executive Secretary or Director of Finance and Administrative Services of the United Nurses of Alberta are authorized in the name of, the United Nurses of Alberta to conduct transactions with the Royal Bank of Canada.

**COLLECTIVE BARGAINING FUND****COLLECTIVE BARGAINING FUND**

A Collective Bargaining Fund shall be maintained by United Nurses of Alberta.

Contributions to the Collective Bargaining Fund shall be allocated from dues revenue and determined on an annual basis by the Executive Board. Funds will be determined through annual budget planning and will be allocated to cover anticipated costs for negotiating cycles.

In addition, prior to the commencement of Provincial group bargaining United Nurses of Alberta shall endeavor to have a minimum of three million dollars in the Collective Bargaining Fund.

Purpose of the fund shall be to cover all expenses incurred due to collective bargaining and shall include:

1. Negotiating committee salary replacement and expenses.
2. Delegate meeting expenses
3. Meeting room expenses related to negotiations
4. Media campaigns related to the bargaining process
5. Any legal costs associated with action directly related to negotiations authorized by UNA.
6. Grants to Locals and Districts for strike prep, strike action or lockout. (Refer to Neg policy 1.3 “Monies during a Strike or Lockout”)
7. Strike or lockout pay (Refer to Negs policy 1.3 “Strike Pay/Lockout Pay”)
8. Donations to other trade unions and allied organizations (Refer to Funding policy 7 – “Donations”)
9. Interest Free loans to other trade unions (Refer to Funding policy 11 “Interest Free Loans”)

*(Annual General Meeting - November 2000)*

**EXPENDITURE OF COLLECTIVE BARGAINING FUND**

Except when UNA or the Executive Board of UNA is meeting, the Executive Officers shall be authorized to approve the expenditures of funds from the Collective Bargaining Fund for the purpose of convening meetings or rallies during a strike, when such meetings or rallies are recommended by a Multi-Health Authority Negotiating Committee.

**DISTRICT GRANTS****DISTRICT GRANTS**

District grants shall be \$2,000 per District per year.

*(Annual General Meeting- 2001)*

**DISTRICT GRANT UTILIZATION**

District grants shall be utilized to uphold the Bylaws of the District in accordance with Appendix C of the UNA Constitution and:

- a) to support the objectives and activities of the United Nurses of Alberta;
- b) to promote effective communication between and amongst the UNA, the District and its Locals;
- c) to co-ordinate the activities of the District;
- d) to promote within its jurisdiction relations between the members, the Locals and the labour community;
- e) to participate within its jurisdiction in activities promoting collective bargaining, and
- f) to promote political action within the District.

District income may be used to fund education that promotes union activities and Union related issues within the District.

*(Executive Board Meeting – September 2008)*

**DONATIONS**

**REFERENCE:** Executive Board Meeting - March 1983

**1. Canadian Nursing Unions**

Donations of up to \$20,000 may be made by the Executive Officers on behalf of UNA members in the event of a strike or lockout of a Canadian Nursing Union. Additional donations may be made pending a positive response to an Executive Board polling.

*(Executive Board - May 1991/ Annual General Meeting - Nov. 1991)*

**2. Trade Unions and Organizations**

- a. Donations to other Trade Unions may be made with the approval of the Executive Board or pursuant to the direction of the membership at an Annual or Special Meeting of the UNA. Donations will be up to a maximum of \$20,000. Donations shall be made from Program 30 Group 6 Political Action/Special Projects.
- b. Subsequent donations to the same Trade Union, inclusive of nursing unions, may be made from the Collective Bargaining Fund to a maximum of \$20,000 dollars. In order for a subsequent donation to be considered, there must be an exceptional situation for the Trade Union.
- c. Donations may be made to allied organizations with the approval of the Executive Board or pursuant to the direction of the membership at an Annual or Special Meeting of the UNA. In order for a donation to be considered by the Executive Board, the organization must be considered to share the objective of advancing the social, economic and general welfare of nurses and other allied personnel. The donations will be to a maximum of \$50,000. Donations shall be made from Program 30 Group 6 Political Action/Special Projects.

*(Executive Board - February/March 1990 - December 1990/November 1997/September 2001  
June 2004)*

**3. Charitable**

UNA shall not make charitable donations except in lieu of a fee for a service rendered to UNA, or in the case of a bereavement, a donation in lieu of flowers. UNA Locals and Districts shall decide their own policies regarding charitable donations.

In order for a donation to be considered, it must be approved by Board Polling except that the Executive Officers do not need approval of the Executive Board to make donations of \$500.00 or less.

*(Executive Board Meeting, March 1992/November 1997/November 2006)*

**DONATIONS CONT.****4. Recognition of Deceased Members**

When a Local submits, to the Executive Officers, a deceased member's name for recognition by UNA, and where the deceased member was a member in good standing; UNA shall provide and install a plaque or a commemorative alternative in the Provincial Office or the SARO office, whichever is appropriate.

**5. Humanitarian Donations**

Donations may be made to organizations in instances of human tragedy with the approval of the Executive Board or pursuant to the direction of the membership at an Annual or Special Meeting of the UNA. In order for a donation to be considered by the Executive Board, the tragedy must be exceptional and far reaching. Donations will be to a maximum of \$10,000. The donations shall be made from Program 30 Group 6 Political Action/Special Projects.

*(Executive Board Meeting, September 2001)*

**DUES CESSATION**

**REFERENCE:** Executive Board Meeting – February 1999

**DUES CESSATION**

In the event of cessation of dues collection by the Employer it is expected that all duespayers shall pay their dues directly to the UNA Local. The Local Executive shall be responsible for coordinating the collection of dues and all applicable levies. The Local Treasurer shall forward the applicable dues and provincial levies to UNA Provincial Office with duespayer lists.

Locals are encouraged to use ward rep systems in the collection of these dues.

UNA Provincial Office will provide a dues collection kit to assist Treasurers and Local Executive.

**EXECUTIVE OFFICER FUNDING**

**REFERENCE:** Annual General Meeting - October 1998  
Annual General Meeting - October 2001

**EXECUTIVE OFFICER FUNDING**

The Executive Officers shall be considered on Union LOA from their Nursing Employers and are entitled to maintain their current status of Employment and are entitled to all rights as stated covering Union LOA in their current collective agreements. The length of such LOA shall be consistent with the term of her elected position.

*(Annual General Meeting – November 2000)*

If the Executive Officers should elect to have her Nursing Employer continue paying her regular salary for periods of leaves of absence due to union business, UNA shall reimburse the Employer including any applicable administrative costs.

**SALARY REPLACEMENT (REMUNERATION)**

The President's remuneration shall be at the highest level of the Head Nurses and Instructor rate of the current HBAS facilities agreement plus an additional 20%. The President shall be funded 5/5.

The Vice-Presidents and Secretary/Treasurer remuneration shall be at the highest level of the Head Nurse and Instructor rate of the current HBAS facilities agreement. The Vice-Presidents and Secretary/Treasurer shall be funded 5/5.

The Vice-Presidents and Secretary/Treasurer shall be paid an additional 6% in recognition of the demands of the position(s).

*(Annual General Meeting – October 1999/November 2000/October 2001/June 2008)*

If the Executive Officers choose to have their nursing Employer continue paying their regular salary, the Executive Officers salary shall be topped up from their basic rate of pay up to their applicable rate under this policy.

All Executive Officers shall be paid for each day worked on the same basis as a full-time Employee under the facilities agreement with the following exceptions:

1. No overtime shall be paid for hours worked beyond 7 3/4 hours per day and an average of 38.75 hours per week. No overtime shall be paid for schedule changes, meal breaks, callback, etc.
2. No premiums are paid for shift work, weekends, in-charge, on call, etc.
3. Payment for 7 3/4 hours, at the applicable rate shall be payment for all hours worked in a day.

**EXECUTIVE OFFICER FUNDING CONT'D****VACATION**

The President shall be entitled to:

- (a) five (5) weeks vacation, **or**
- (b) the vacation entitlement she would receive from her nursing Employer (whichever is greater);

plus two (2) additional weeks.

The Vice-Presidents and Secretary/Treasurer shall be entitled to a minimum of five (5) weeks vacation or the vacation entitlement she would receive from her nursing Employer whichever is greater.

**HEALTH CARE BENEFITS/PENSION**

Executive Officers are entitled to the same benefits provided to full-time Employees under the facilities collective agreement.

UNA shall make arrangements with the nursing Employers to pre-pay applicable portions of pension and benefits for the period of union LOA.

In the event that an Executive Officer is not eligible for these benefits from her Nursing Employer, then the Executive Officer may opt into UNA's Employee benefits package.

**SICK LEAVE**

The Executive Officers are covered by the same policy as all UNA members doing Union business.

**EXPENSES**

The Executive Officers are entitled to claim for expenses on the same basis as UNA members with the following additions:

1. When the Executive Officers are required to do UNA business through meal periods, she may claim her expenses and the expenses of any guests of UNA's.
2. Accommodation costs shall be covered based on Executive Board policy. The decision to relocate shall be left to the Executive officers discretion.

The salary, benefits, and expenses budgeted for the Executive Officers shall be for all days worked and claimed for UNA business, including attendance at Annual and delegate meetings, Board meetings, Committees of the Board and negotiations.

**PROFESSIONAL FEE REIMBURSEMENT**

All Executive Officers who, because of Union duties, are unable to work for their Employer at least 0.4 FTE, shall receive one hundred dollars (\$100.00) per year toward the payment of Professional Registration Fees.

**EXPENSES**

**REFERENCE:** Annual General Meeting - October 1988

**IDENTIFICATION OF AUTHORIZED EXPENSE**

Executive Board Members and Provincial Negotiating Committee Members may claim for all salary replacement, travel, meals, hotel accommodation, and child care costs incurred when going to and from the Annual Meeting, Board Meetings, Special Meetings, and Committee Meetings when such attendance is required for Executive Board business.

*(Executive Board, December 1983/August 2000)*

Board Members may claim, as an authorized expense, postage charges incurred when doing Executive Board business. Actual receipts are not necessary for these expenses but an itemized breakdown of each expense is necessary.

**CREDIT CARDS FOR UNA BUSINESS**

Credit Cards for UNA business are available for Executive Board Members and Provincial Negotiating Committee Members upon application to the Director of Finance and Administrative Services.

Credit Cards for UNA business are to be returned to Provincial Office at the end of the Board Member's term of office.

Executive Board Members, Provincial Negotiating Committee Members and Staff must submit credit card receipts with their expense claim forms as a method of double checking the invoices.

*Members And Staff Are Not Allowed To Use Credit Cards Supplied By UNA For Personal Use.*

*(Executive Board, August 2000)*

**OUTSTANDING DEBTS**

Any member or staff who possesses a credit card supplied by UNA and incurs an outstanding debt to UNA on that credit card will have the card revoked. They may, three (3) months from the date that the outstanding debt is paid, reapply to the Finance Committee for return of the card(s). Any further outstanding debts will result in the card(s) being revoked permanently.

For any debt to UNA by a member or staff, payment is due in full upon receipt of the first invoice. Any debt not paid in full within 30 days of the date of the invoice will be reported at the next Executive Board Meeting.

**CALLING CARDS**

Calling Cards are available for Executive Board Members and Provincial Negotiating Committee Members upon application to the Director of Finance and Administrative Services.

Only persons who are issued Calling Cards supplied by UNA shall have access to the calling card number.

*(Executive Board Meeting - May 1993/August 2000)*

**EXPENSES CONT'D****ACCOMMODATION(S)**

1. Hotel Expenses, substantiated with receipts, incurred by members and staff while doing authorized UNA business, shall be paid by the UNA.

*(Executive Board Meeting - March 1992)*

2. Any expenses incurred other than basic room charges and/or the applicable tax and parking, shall not be considered as an allowable expense under Section #1 - Accommodation(s).
3. Except for delegate meetings and out-of-province meetings, UNA shall fund hotel rooms to a maximum of \$130.00 per night plus tax.
4. A provincially funded member who would otherwise be eligible for hotel accommodation and who chooses to stay at a private residence, may claim up to \$50.00 per day.

*(Executive Board, August 2000/June 2007)*

5. Executive Board members have the choice of staying at the hotel during the Executive Board Meetings.

*(Executive Board Meeting – November 2006)*

**MEALS**

A meal(s) which is catered, included in a hotel accommodation rate, or in any other way supplied by UNA is not an allowed expense. For members traveling the day prior to a provincially funded event, the supper meal allowance on the day prior shall be funded when accommodation is required.

*(Executive Board Meeting - May 1994/November 2001/June 2007)*

**TELEPHONE CHARGES**

Telephone charges for UNA business and for calls to home while away on UNA business are allowable expenses providing receipts are presented.

*(Executive Board Meeting - May 1994)*

**DEPENDANT CARE**

Dependant care expenses over and above those normally incurred by the Member, up to a maximum of one hundred dollars (\$100.00) per day may be claimed by Executive Board Members and Negotiating Committee Members when they are doing authorized UNA business, and by provincially funded delegates attending delegate meetings and Provincially funded Presidents, or designate, for attendance to District Meetings of UNA. Proof of payment is required.

*(Executive Board Meeting - March 1992/May 1993/June 2002/September 2002/November 2002)*

## EXPENSES CONT'D

### PARKING

Parking charges (not tickets) incurred while doing authorized UNA business will be paid by UNA (receipts required). Parking may be direct billed to UNA where possible.

*(Executive Board Meeting - March 1992)*

### TRAVEL EXPENSES

When traveling on UNA business, members are expected to use the most expedient and cost effective method available.

*(Executive Board - August 1992/May 1994)*

1. Full plane, train, bus, or taxi fare will be reimbursed. (receipts required) Mileage will be compensated at the rate of fifty cents (50¢) per kilometer. Taxi's for social events are not an allowable expense.

*(Executive Board, February 1981/March 1992) (1993 Annual General Meeting)*

2. Car Rentals - Prior approval for car rental must be obtained from the Secretary/Treasurer or the Director of Finance and Administrative Services. Approval will only be given in extraordinary circumstances.
3. If travel for a Provincially Funded event has been arranged by the District or Provincial Office, members seeking reimbursement for individual travel costs, must receive prior approval from the Provincial Secretary/Treasurer.

*(Executive Board Meeting – November 2006)*

4. In the event of unforeseen circumstances, (e.g. workshops, conference, meeting cancellation) those members who have purchased tickets for travel who are not able to refund the ticket or otherwise use the ticket will not incur any costs for the ticket. Any refunds or reimbursements shall be used for future UNA travel.
5. Where travel arrangements to or from UNA authorized meetings are disrupted due to unforeseen circumstances members shall contact the Secretary/Treasurer for authorization of payment for additional expenses.

*(Executive Board, December 1983/Dec. 1990/March 92/February 1994 Bd. Mtg.  
/Exec Bd. August 2000/November 2001) (1990 AGM/1993 AGM)*

### PAYMENT OF EXPENSE CLAIMS

Payment of expenses will be mailed from Provincial Office within 2 weeks of receipt of the Expense Claim form in Provincial Office.

All Expense Claims for an event shall be submitted to Provincial Office within sixty (60) calendar days of the event.

*(Executive Board - February 1986/May 1993/May 1995)*

**EXPENSES CONT'D****PAYMENT OF SALARY REPLACEMENT FOR EXECUTIVE BOARD MEETINGS, EXECUTIVE BOARD COMMITTEE MEETINGS**

Expense claim forms for all anticipated salary replacement for the above meetings that are received in Provincial Office by noon on the first day of the Executive Board Meeting or Committee Meeting will be paid the last day of the meeting, if such payment is made by cheque. For individuals subscribing to direct deposit, payment will be made by Friday of the week in which the meeting is adjourned.

*(Executive Board Meeting - February 1994-November 2002)*

**LOANS**

**REFERENCE:** Annual General Meeting - November 1980  
Executive Board Meeting - August 1988  
Annual General Meeting - October 1988  
Annual General Meeting - October 1994

**PERSONAL**

UNA grants no personal loans.

*(Executive Board Meeting - March 1992)*

**INTEREST FREE (TRADE UNIONS)**

Any request for an interest free loan shall be assessed using the following criteria:

1. Must be a Trade Union or an Affiliated organization.
2. Must be as a result of a strike or lockout or undue financial hardship.
3. Must be in writing. In the event of undue financial hardship not related to strike or lockout, the organization must submit a plan for financial reorganization/stability.
4. Terms and conditions, including repayment shall be established by the Executive Board.
5. Any interest free loan as a result of strike or lockout may be approved by the Executive Officers and taken from the Collective Bargaining Fund.
6. Any other loans must be approved by the Executive Board.
7. For each \$50,000 dollars loaned, the Collective Bargaining Fund must have a remaining balance of \$500,000.

*(Annual General Meeting – October 2004)*

**LOCAL CRISIS FUND**

**REFERENCE:** Annual General Meeting - November 1993

**CRITERIA FOR APPROVAL OF REQUESTS FOR FUNDING**

1. A written request for funding shall be submitted to the assigned District Representative. This request shall include the following information:
  - a. A copy of the Local Meeting minutes containing the motion for the request for crisis funding;
  - b. Full disclosure of all Local funds and accounts;
  - c. A description of the “Crisis” and an explanation of the Local’s need for funding.
2. The District Representative shall evaluate the Local’s request, and make a recommendation to the Executive Officers, regarding approval or denial of this request.
3. The Executive Officers shall be authorized to proceed with the grant based on the District Representative’s recommendations.
4. The Secretary/Treasurer shall report on the Fund and the grants approved, at each Executive Board Meeting and the Annual General Meeting.
5. If the District Representative does not recommend the Local’s request for funding, the Local may submit a written appeal of this decision to the Executive Board at their next regular meeting.

## LOCAL MEMBER FUNDING

**REFERENCE:** Executive Board Meeting – June 2002  
Executive Board Meeting – March 2009

### OBJECTIVES FOR PROVIDING MEMBER FUNDING

UNA recognizes that Members of Locals:

1. Have a commitment to their Employer and thus cannot abuse Employer time, and
2. Have a commitment to their Local Members and thus need time to function in the role of Executive or committees and
3. Local Members may wish to participate as an observer at UNA delegate meetings.

Member funding will not compensate for all hours put in on behalf of the Local, but it is intended to decrease the burden of excessive hours by the Members if they were to maintain all hours at the Nursing Employer and carry out Union responsibilities.

Members doing authorized UNA business should suffer no loss of wages because of time spent on UNA business. UNA believes in the necessity of Members having their designated days of rest off and believes that no one should exceed the equivalent of full-time employment hours. When due to necessity, a Member of UNA does UNA business on her designated day of rest, she has the option of taking an LOA on an alternate day when possible. It is recommended that nurses holding full-time positions take alternate LOA's.

Locals are encouraged to divide the funding and delegate duties to different Executive Members and Members at large.

Where possible, Local Executive/Members are encouraged to attend all meetings with the Employer on Employer premises and on Employer time.

The grievance article in the collective agreements provides grievance meeting time at no loss of pay for the participants.

### GENERAL RULES CRITERIA FOR MAINTENANCE

All Locals will have a Local Annual General Meeting by December 31st of each year as outlined in the Constitution. A copy of the minutes of that meeting and the approved budget for the next fiscal year that was passed at the meeting will be forwarded to the Provincial Secretary/Treasurer by January 31<sup>st</sup> of the following year.

Should the minutes and approved budget not be forwarded as outlined, the Local Member Funding will not continue past February 28<sup>th</sup>. Funding will be reinstated, but will not be retroactive, when the minutes and budget are received by the Secretary/Treasurer.

If the approved Local Budget is submitted vis DMS, a copy of the minutes is not required.

*(Executive Board Meeting – November 2010)*

**LOCAL MEMBER FUNDING CONT.****DUESPAYER CALCULATIONS**

Every January and July Provincial Office will check duespayer numbers for the previous six (6) months. The following six (6) months of funding will be based on the average number of duespayers in that previous six (6) months.

The Local has the right to appeal the number of duespayers calculated. The appeal may be done by writing a letter to the Provincial Secretary/Treasurer requesting a change in the number of duespayers and a change to the funding rate based on the new calculation.

**FUNDING FORMULA**

- (a) For Locals with forty-nine (49) duespayers or fewer, the Member funding shall be based on eleven point two five (11.25) hours per month.
- (b) For Locals with fifty (50) to seventy-four (74) duespayers, the funding shall be based on eleven point two five (11.25) hours per month for the first forty-nine (49) duespayers, and nine (9) minutes per duespayer per month for all remaining duespayers.
- (c) For Locals with seventy-five (75) to one hundred and ninety-nine (199) duespayers, the funding shall be based on eighteen (18) hours per month for the first seventy-four (74) duespayers, and nine (9) minutes per duespayer per month for all remaining duespayers.
- (d) For Locals with two hundred (200) or more duespayers, the funding shall be based on thirty-four point six (34.6) hours per month for the first two hundred (200) duespayers, and nine (9) minutes per duespayer per month for all remaining duespayers.

*(Executive Board Meeting – November 2002/June 2003)*

**(e) Multi-Employer Locals**

Multi-Bargaining Unit Locals that administer more than one Collective Agreement are entitled to an additional 4.25 hours per month, for each additional separate Employer Agreement.

*(Executive Board Meeting – June 2008)*

Funding shall be based on the current UNA salary replacement rate.

**LOCAL MEMBER FUNDING CONT'D**

**REFERENCE:** Executive Board Meeting – June 2002

**METHOD OF APPLICATION**

Any time there is a change in the Local Executive or a change in the distribution of Member Funding, the Local must send a written request for funding to Centralized Accounting. The request must include the following information:

1. The number of funded hours being requested and which Executive/Member positions are to be funded, the names of the Members in these positions, their addresses and their Social Insurance Numbers. Where the funding is being split among the Members, the nature of the split must also be indicated (i.e. President - 62 hours per month; Secretary - 31 hours per month).
2. The request for funding must include a copy of the Local meeting minutes where the funding was approved.
3. Where the Local is requesting a change other than a simple change in Executive/Member, (e.g. the President was receiving all the funding and now the Local wishes it split with the Grievance Officer), a copy of the Local minutes requesting the change is also required.
4. Eligibility for Local Member Funding levels shall be based on the average number of duespayers for the Local.

**FOLLOW-UP BY PROVINCIAL OFFICE**

Following receipt of required documentation, the funded Local Executive/Member(s) shall receive from Provincial Office:

1. A letter requesting further information, about the particular Local Executive/Member(s), i.e. current employment status, social insurance number, hourly rate where applicable.
2. Information regarding UNA salary replacement policy and payroll procedures.
3. The Employment Tax Deduction Return form which must be filled out by the Local Executive/Member(s) and returned to Provincial Office.

**LOCAL MEMBER FUNDING CONT.****SICK TIME**

1. Where a Local Executive/Member who is in receipt of Member Funding is unable to carry out the duties of the position, the Local Executive shall appoint a replacement. If the leave is greater than thirty (30) days, a Local meeting shall be called to determine the reallocation of duties and funding. The Local Executive shall notify Centralized Accounting of UNA as soon as possible with changes in funding allocation.

**L.O.A.'S FROM UNA BUSINESS**

Local shall notify Centralized Accounting of intent of the Local Executive Member(s) to take an LOA without pay from the funded position. Where such LOA without pay is for a minimum of one (1) month the Local may designate a Member who shall receive the funding in her absence providing that the Member complies with the existing policy. Such LOA could be for vacation, education, etc.

Note: Local Executive/Member(s) shall send the names of their replacements during absences to Centralized Accounting. Individuals shall give two (2) weeks notice to Provincial Office prior to leave.

**PROCESS OF DISTRIBUTION OF MEMBER FUNDING**

1. On a monthly basis, UNA Provincial Office shall deposit a sum of money equivalent to the applicable number of Member Funding hours for the Local into the Local Centralized Account.
2. Upon notification by the Local, Member Funding will be paid in accordance with the Method of Application and Provincial Office payroll procedures.
3. Where a Local elects to utilize less than their monthly allotment of Member Funding hours, funds equivalent to the unused hours shall remain in the Local Centralized Account for use at a later time.
4. The hours may be used to fund Local Executive or Members for carrying out the work of the Local, attendance at UNA meetings, or it may be used for other Local activities.
5. Any expenditures that are not salary replacement must be reflected in the Local budget and/or passed at a Local meeting.

**LOCAL INCOME UTILIZATION**

**REFERENCE:** Executive Board Meeting – August 1998  
Executive Board Meeting – September 2006

Local income includes all funding received through Local member funding, rebates and Local dues levies. Local funding/rebates are provided to the Locals to uphold their primary obligations in Collective Agreement administration. In addition, Local funding shall be utilized to uphold the objectives of Chartered Locals in accordance with Appendix A, Bylaw 2 of the UNA Constitution:

- a) to support the objectives and activities of the United Nurses of Alberta;
- b) to promote effective communication between and amongst the UNA, the Chartered Local, it's members and Employer;
- c) to advance within its jurisdiction the social, economic and general welfare of nurses and other allied personnel;
- d) to regulate within its jurisdiction, relations between nurses and other allied personnel and their Employer;
- e) to co-ordinate the activities of the Chartered Local; and
- f) to participate within its jurisdiction in collective bargaining.

Local income may be used to fund education that promotes union activities and Union related issues.

Union Dues are not intended to fund education, that more appropriately, can be funded by the employer or professional body.

*(Executive Board Meeting - March 2011)*

**LOCAL START-UP GRANTS**

**REFERENCE:** Executive Board Meeting - May 1986  
Executive Board Meeting - August 1991  
Executive Board Meeting - March 1992  
Executive Board Meeting - February 1997  
Executive Board Meeting - November 1997  
Executive Board Meeting – November 2006

All organized Locals may apply to the Secretary/Treasurer for a one-time start-up grant of up to \$1,000.00.

**MISCELLANEOUS MEETINGS**

**REFERENCE:** Executive Board Meeting - June 2005

The Executive Officers may approve funding for meetings which are deemed necessary, but for which no other funding is available.

**OBSERVER FUNDING AGM/DSM****OBSERVER FUNDING****ANNUAL GENERAL MEETING/DEMAND SETTING MEETING**

Locals with seventy-five (75) members or less as per Annual General Meeting delegate timelines shall be eligible for one Provincially Funded Observer to attend an Annual General Meeting and Demand Setting Meeting. (Effective 2009 budget year).”

*(Annual General Meeting – October 2009)*

**OUTSTANDING LOCAL DEBTS**

**REFERENCE:** Executive Board Meeting - February 1998

For the purpose of this policy, a debt will be considered to be outstanding if not paid within 3 months of notification of such debt:

All Provincial Funding for the Local shall cease until such time as:

- (a) the debt has been repaid in full, or
- (b) the Local has made arrangements to repay the debt, such repayment plan will be subject to approval by the Secretary/Treasurer of UNA.

**NOTE:** Payment of Local rebates as required by the UNA Constitution will not be affected by this policy.”

**PENSIONS LIABILITY**

**REFERENCE:** Executive Board Meeting - August/September 1993

**POSITION**

UNA recognizes that members who take LOA's for Union business may be penalized by having their pensionable service adjusted by the length of their LOA's and further penalized by not being eligible to buy back this service.

Therefore effective January 1, 1994, UNA shall provide assistance in the purchasing of pensionable service in the LAPP, Public Service Pension Plan or applicable plan and this assistance will take the following form:

1. For those members whose LOA's do not exceed the five (5) year limit under the plans, UNA shall pay the Employer's portion for years two, three, four and five of LOA taken for union business.
2. For those members who take LOA's for union business and who exceed the five (5) year limit, UNA shall pay into an RRSP, an amount equal to what the Employer's portion would be if the member were eligible to buy back the lost pensionable service.

*(Executive Board - May 1998)*

To qualify for 1 and 2 above the member must:

- a. Take LOA's for Union business.
- b. Apply yearly to the Secretary/Treasurer by June 30 of the following year.
- c. Provide proof of participation in the applicable plan.
- d. Provide proof of application for the buy back.
- e. Where applicable provide RRSP information.
- f. Provide proof of the calculation of the "Employer's portion".

**PHONE FANOUTS**

**REFERENCE:** Executive Board Meeting - December 1984  
Executive Board Meeting - May/June 1990

**REIMBURSEMENT FOR PHONE FANOUTS AND FAX COSTS**

Locals may submit an expense claim form for reimbursement of the cost of doing provincially authorized phone fanouts (receipts required). This also includes faxed documents if deemed most expedient.

*(Executive Board Meeting - December 1984/May/June 1990/March 1992)*

**PROGRAM 90 DAYS**

**REFERENCE:** Executive Board Meeting - November 2010

**PROGRAM 90 DAYS**

The approval for use of Program 90 Days, may be granted by the Executive Board or the Secretary/Treasurer. The use of these days is documented in the Program 90 Days list in the monthly financial statements.

District Representatives will apply to the Secretary/Treasurer, or her designate, to access Local Visit Day, Affiliate Day or Miscellaneous Day.

District Representatives shall submit an electronic expense claim form via DMS to access the monthly District Representative Funding as allocated in the Budget.

Program 90 Days that are allotted in the Budget to District Chairpersons are to be used at the Chairpersons' discretion, up to the number of days allotted.

The Finance Committee shall make recommendations to the Executive Board regarding any changes in the distribution of Program 90 days set out in the Budget.

*(Executive Board Meeting - December 1983)*

## SALARY REPLACEMENT

The UNA supports the negotiation of salary continuance with the Employer, for all union LOA's. Members doing authorized UNA business should suffer no loss of wages because of time spent on UNA business. UNA believe in the necessity of everyone having their designated days of rest off and believes that no one should exceed the equivalent of full-time employment hours. When due to necessity, a member of UNA does UNA business on her designated day of rest she has the option of taking an LOA on an alternate day when possible.

It is recommended that members holding full-time positions take appropriate corresponding LOA's. With the exception of members engaged in prolonged Union activities for a specific time period who then schedule LOA's after the Union activity is completed (eg. Negotiations), no member shall receive more than one hundred and sixty-eight (168) hours per month from all UNA funding sources. One hundred and sixty-eight (168) hours is equivalent to five-fifths (5/5) funding, fifty-two (52) weeks a year.

*(Executive Board Meeting - March 1992/May 1994/June 2001)*

### INTRODUCTION

1. The term "Salary Replacement" shall mean any of the following:

Director's Fee	Meeting Fee
Delegate's Fee	Witness Fee

Such fees shall be subject to the deduction of Union dues as per the current UNA Constitution.

2. Elected Representatives who are required to attend the following meetings shall be paid salary replacement for each day of attendance at those meetings.

- Annual Meeting
- Demand Setting Meetings (Negotiations)
- Reporting Meetings (Negotiations)
- Negotiating Committee Meetings
- Executive Board Meetings
- Executive Board Committee Meetings/Hearings
- Trial Committee Meetings/Hearings
- District Meetings (up to four per year)

*(Executive Board Meeting - May 1993)*

3. The UNA Salary replacement rate shall be based on the top level, Head Nurse Rate, plus LSI in the HBAS Collective Agreement. Any negotiated wage increase shall be applied retroactively where applicable.

*(Executive Board Meeting – June 2007/June 2008)*

Individuals who are financially compromised when taking an LOA for provincially funded Union business, can apply to be compensated for the difference between the UNA salary replacement rate and their basic rate of pay, inclusive of educational allowances.

*(Executive Board Meeting – August 1995)*

### SALARY REPLACEMENT CONT'D

4. For Provincially authorized LOA's that exceed one (1) month's duration (eg. compressed negotiations), UNA shall make arrangements with the nursing Employers to pre-pay applicable portions of benefits for the period of the LOA.  
*(Executive Board Meeting - June 2001)*

#### ABUTTING SHIFTS

Where the Elected Representative is scheduled to work the night shift that commences the night of the meeting and the member takes an LOA for part or all of that shift she shall be paid salary replacement for the length of the LOA.  
*(Executive Board Meeting - May 1994)*

If the length of time between the end of a member's scheduled evening shift at her health care Employer and the time she has to leave home to attend a provincially funded meeting is less than ten (10) hours, the member shall be entitled to salary replacement for the preceding shift, if an LOA has been taken. Approval must be obtained from the Secretary/Treasurer.  
*(Executive Board Meeting - May 1996/February 1997/February 2000/June 2002)*

Where the elected representative is required to take a leave of absence for a shift or part of a shift, to accommodate district or provincially arranged group travel to an approved provincially funded function, she shall be paid salary replacement for the length of the LOA. Approval must be obtained from the Secretary/Treasurer.

For any other situation, where an LOA is required for travel purposes to provincially funded functions contact the Secretary/Treasurer for direction and approval.

*(Executive Board Meeting - February 2000)*

#### SALARY REPLACEMENT WHILE ON WCB, STDI AND LTDI

Any member who is entitled to Salary Replacement and is receiving WCB, STDI or LTDI shall be topped up to 100% of the appropriate salary replacement (providing the insurance plan allows for top up) for work done on the days she is receiving such payment. In the case of STDI and LTDI the member must provide written authorization of the top-up. She shall be entitled to claim up to 7.75 hours of salary replacement for work done on a scheduled day of rest.

Any member who is entitled to provincial funding, and who has had their LTDI/STDI claim discontinued by the insurance company, and is formally disputing this discontinuation, shall be entitled to full salary replacement on condition that she reimburse the UNA the full salary replacement amount if her claim is reinstated for the period in which the salary replacement was claimed.

*(Executive Board Meeting - November 1992)*

#### THE ABOVE IS ALL SUBJECT TO RECEIPT OF AUTHORIZATION

A member who is part-time shall be able to claim up to 7.75 hours of salary replacement for work done on what would have been a blank day on her schedule.

*(Executive Board Meeting - June 1985/August 1991/March 1992)*

**SALARY REPLACEMENT CONT'D****SALARY REPLACEMENT WHILE ON 100% PAID SICK LEAVE**

A member is not entitled to claim salary replacement for work done on days that she is receiving 100% sick leave. She is however entitled to claim up to 7.75 hours of salary replacement for work done on a scheduled day of rest.

In the case of a member who works part-time she is entitled to claim up to 7.75 hours of salary replacement for work done on what would have been a blank day on her schedule.

*(Executive Board Meeting - March 1992)*

**CANCELED MEETINGS**

If a meeting is canceled and the member is unable to cancel her LOA she shall receive salary replacement as though she had attended the meeting.

*(Executive Board Meeting - August 1990/March 1992)*

**OVERTIME**

There shall be no overtime provision for doing UNA business. Nor shall there be any reduction in salary replacement when a meeting is adjourned early.

*(Executive Board Meeting - June 1985/March 1992)*

**NAMED HOLIDAYS**

UNA members doing authorized UNA business on a Named Holiday shall receive salary replacement at the applicable premium rate in the current UNA HBAS Collective Agreement.

*(Executive Board Meeting - December 1983/March 1992)*

**ABSENCES FROM MEETINGS/PROVINCIAALLY FUNDED FUNCTIONS**

1. A provincially funded member shall not be able to claim for full salary replacement if she arrives late or leaves a meeting before the scheduled adjournment time or the end of the meeting whichever is earlier. The reduction shall be based on the UNA hourly rate.

*(Executive Board Meeting - Dec. 1983/June 1985/Dec. 1990/May 1992/May 1994)*

2. A provincially funded member who has taken an LOA and is unable to attend a meeting by reason of illness or disability or essential health appointment that cannot be rescheduled, and is unable to obtain reimbursement from her Employer, shall be reimbursed as if she had been in attendance at the meeting. A letter indicating the reason for such absence must be submitted to the Secretary/Treasurer of UNA.

*(Executive Board Meeting - 1984/May 1993)*

**TRAVEL GRANTS**

**REFERENCE:** Executive Board Meeting – June 2009  
Special Executive Board Meeting – October 28, 2009

**TRAVEL GRANTS**

Locals with three or more sites may apply to the Provincial Secretary/Treasurer for a travel grant of one hundred and fifty dollars (\$150.00) per month. In order to be eligible for the grant, the distance between one or more sites shall be 50 kilometers or more.

The request for the travel must be included with a Local's annual budget and minutes. A motion requesting the grant must be presented and approved at the Local Annual General Meeting.

**Criteria for maintenance:**

To keep and maintain a yearly travel log. Submit the travel log annually with the Local's annual Local budget and minutes.