

AFSCME LOCAL 189 POLICIES

I. Ratification of Policies

Policies regarding the conduct of the business of the Local, not otherwise mandated by the Constitution, shall be adopted by vote at the General Membership meeting.

To ensure adequate notice, proposed policies will be posted electronically two weeks in advance of the General Membership meeting.

II. Union Paid Functions

Approved Events: Member attendance at Union functions approved by the Local E-board or General Membership with Local monies supporting attendance, lost time, tuition, etc.

Failure to Attend: If a member is scheduled to attend an approved Union event and either cancels or fails to show with less notice than required by the vendor for said event; he/she will be required to reimburse the Local for unrecoverable expenses. If the member does not repay the Local, he/she will be excluded from Local compensation for attendance at Union events for one year.

If lost time was approved for attendance and the member did not attend the function, the Local will not reimburse the City for lost time. The member will be responsible for arranging alternative leave with the City.

Attendance Agreements: Members who will attend approved Union events at the expense of the Local will be required to sign a copy of this policy and all cancelation deadlines for said event. A signed copy of receipt of rules will be kept in a file by the Local. A copy will be made available to the member if so desired.

Appeal Process: Should the member have legitimate extenuating circumstances, he/she may appeal to the Executive board in writing with seven (7) days of the close of the event. If there is no appeal within said time, the Local will consider the issue closed.

III. Stipends

Any Union member, with a monetary balance due to the Union that is receiving Stipend money for doing business of the Local, will have their Stipend withheld and applied to the balance owed until their account is paid in full.

IV. Attendance

As outlined in the Local 189 Constitution, allowances of Officers and Executive board members and continuance in office shall be subject to the following limitations:

1. Excused absences normally require notification of the AFSCME Local 189 President prior to the meeting and normally would be limited to: health, family or work emergencies, scheduled vacations or shift work, or other circumstances normally considered reasonable cause for absence from work.

2. It is each Executive board member's responsibility to attend all meetings (membership, executive board, and special). Any Officer who misses both the scheduled executive board and membership meeting in the same month will automatically have the month's allowance withheld. Any Officer who misses three consecutive unexcused meetings shall automatically be removed from office.

V. Cell Phones

The Union shall provide cell phones for Union business only. On request, Executive board members and Officers will be provided cell phones. Smart phones are not part of this agreement and as such, requests for smart phones must be addressed to the Executive board. Any excess fees incurred that are not Union business will be repaid to the Local.

Cell phones will be maintained in good working order and will be updated as allowed by the cell phone contract. The Local carries insurance on all cell phones. If a cell phone is damaged and needs to be repaired or replaced, the first phone will be paid by the Local. Any future damage to phones, replacement, or repair will be at the member's expense.

If an Officer chooses to use their personal cell phone, a \$10.00 monthly reimbursement will be made to them upon receipt of a copy of their personal cell phone bill.

VI. Mileage

Mileage will be paid for attendance at Union related events when approved by the Executive board and will be paid for, at the expense of the Local, when the location of the event is fifty (50) miles or greater from the Union hall. Mileage will be computed from the member's residence or place of work as applicable.

Mileage policy, as stated here, does not include special agreements for mileage reimbursements as related to bargaining.