

EXECUTIVE ALLOWANCES

This document is intended to outline rules applicable to various policies which apply to members of the CUPEU executive.

DEFINITION: EXECUTIVE SENIORITY

An executive member's seniority date shall be the 1st of the month following their election by the general assembly. The seniority date of a person who has been serving as an interim executive member and is subsequently confirmed in the position by election of the general assembly, shall be the 1st of the month following the date they began serving as an interim member. A person who was previously on the executive, but who has not remained in continuous service will have the same seniority as any other newly elected member. Should an executive member be elected to a different position than the one previously held, but remain in continuous service on the executive, their seniority shall continue as if they had remained in the same position.

The Treasurer shall track the seniority dates of all executive members in order to ensure the correct application of the various executive programs.

EXECUTIVE INTERNET & CELL PHONE

This policy is intended to provide a subsidy to executive members who use their private internet connection and/or private cell phone for union business.

An executive member who maintains a home internet connection and uses it for union purposes is entitled to a \$20 rebate per month to help defray the cost of the internet service. The rebate begins with the month containing the member's seniority date. The rebate must be claimed and must be accompanied by a copy of the member's internet bill, proving they have internet service. The rebate may be claimed for several months at a time, but not in advance. A member who leaves the executive may claim for the month containing their departure date.

The President and/or the VP Grievance who agrees to receive calls regarding union business on a private cell phone is entitled to a \$20 rebate per month to help defray the cost of the cell phone. The rebate begins with the month containing the member's seniority date. The rebate must be claimed and must be accompanied by a copy of the member's cell phone bill, proving they have cell phone service. The rebate may be claimed for several months at a time, but not in advance. A member who leaves the executive may claim for the month containing their departure date. This rebate is not available to any other executive members and is provided recognizing the potentially urgent need to reach these two particular individuals.

EXECUTIVE COMPUTER PROGRAM

An executive member with a proven track record of service who has served on the executive for at least one year and who requires computer equipment, including peripherals, to better carry out their executive duties may submit to the executive a proposal to participate in the executive computer program. The proposal should specify why the member feels they need the equipment, the exact equipment required and the anticipated cost. If any software is required, this should be included in the cost. The executive, in discussion with the requesting member, may modify the particulars of the equipment requested. A final motion specifying the equipment to be purchased and a maximum budget must be voted on by the executive and recorded in the minutes. The requesting member does not vote. A majority vote permits the member to purchase the equipment, which then becomes part of the executive computer program.

In extraordinary circumstances, where an executive member cannot carry out their duties without a computer (example: Treasury), and where no suitable spare union computer is available, a member may submit a proposal to the executive to purchase computer equipment before having completed one year of service. If the executive votes to approve the purchase, this equipment does not become part of the executive computer program and must be returned to the union when the member leaves the executive. If the member serves on the executive for at least one year, the equipment and accumulated depreciation are transferred into the executive computer program on the one year anniversary of the member's seniority date and the rules applicable to the executive computer program then apply to this equipment.

Depreciation of equipment in the executive computer program is taken at the same rate as all other electronic equipment owned by the union. The depreciation rate may change depending on generally accepted financial principles and/or taxation law. The current rate may be obtained from the Treasurer. Depreciation begins with the calendar month following the purchase. At the end of the fiscal year, the treasurer prepares a chart showing the annual depreciation and the current value of each piece of equipment. This list is circulated to the executive and placed in the permanent annual financial records of the union.

When a member in possession of equipment which is in the executive computer program leaves the executive, they have 2 choices: return the equipment to the union or pay the cost of the equipment less accumulated depreciation and keep the equipment. If the equipment is fully depreciated (has no book value), the member may keep the equipment without charge. If the member chooses to keep equipment which is not fully depreciated, the Treasurer will calculate the current value of the equipment by subtracting from the depreciated cost a pro-rated amount for the months of depreciation which have occurred since the end of the last fiscal year. This depreciation will include the month of the member's departure.

This policy is intended to benefit both the executive members and the union. As software requires ever more disk space and processing power, and computers become cheaper, the union may be better served by recovering a portion of the money spent on the computer than by having an ever-growing supply of obsolete machines that are no longer powerful enough to run newer software.

LEAVING THE EXECUTIVE

This policy is intended to provide a guideline as to the approximate value of gifts given to departing executive members. It is intended to remedy uneven practices in the past where long-serving executive members sometimes received nothing, and those who had served a comparatively shorter time were given nice gifts.

Normally, a departing executive member is offered a farewell gift unless their period of service has been extremely short. The value of the gift should not exceed \$50 for every full year of executive service beginning with the seniority date, plus a pro-rated amount for the number of months from the seniority date up to and including the month containing the departure date. This is not to be considered an entitlement, but a guideline. Under no circumstances shall the departing executive member be given the amount in cash. The gift shall not consist of forgiveness in part or in full of any amount owed under the executive computer program.

EXECUTIVE DEVELOPMENT

The purpose of this program is to provide a benefit to executive members above and beyond what is available to regular union members, in recognition of the significant amount of personal time a member of the executive gives to the union in the performance of their duties. As such, it does not hinder the executive member in any way from applying for and receiving a benefit under any program available to all members, such as professional development.

A member with at least one year of executive seniority is entitled to executive development. A member is entitled to \$1900 per fiscal year. The amount may be carried forward for one year for a maximum amount of \$3800. Any amount from the first year not used by the end of the second is lost. At the start of each fiscal year, the annual amount is increased according to the change in the Consumer Price Index of Montreal, as published by Statistics Canada.

If the one year anniversary of a member's seniority date occurs during the fiscal year, they are allowed 1/12 of the allowance for each month from the month containing their seniority date until December. However, under no circumstances may they spend any money until after the one year anniversary of their seniority date.

At the start of a new fiscal year, the Treasurer will prepare a statement for the executive committee showing the current year's allowance, the previous year's carry forward, and the total allowance available to each member. The statement will also include the seniority date of all executive members and the expenditures of the previous year. A copy of the statement will be placed in the permanent annual financial records of the union. During the year, upon request, the Treasurer will provide a member with the amount of executive development funds still available.

Items requested under executive development must fall under one of 2 categories:

1. Items intended to develop the member in their role on the union executive and
2. Items intended to develop the member in their job at Concordia (or any job at Concordia the member may reasonably aspire to).

Items permitted under executive development include conferences and seminars, courses (other than those eligible for tuition waiver), association memberships, learning materials, books and journal subscriptions. Where a conference, seminar or course is not offered in Montréal, travel expenses conforming to the university travel policy may be included. The purchase of equipment, such as computers, is not permitted.

A member who has executive development money available and who wishes to use it must place before the executive a proposal to use all or part of the available money. The member may make more than one proposal during a given year providing they have executive development funds still available. The proposal must include the purpose of the expenditure and an outline of the expected costs. The cost may exceed the amount available to the member under the executive development program. However, the member is responsible for the excess cost. Under no circumstances will the amount reimbursed exceed the member's total allowance available, less any money already spent. The executive, in discussion with the requesting member, may modify the particulars of the request. A final motion detailing the items to be purchased and the maximum budget must be voted on and recorded in the minutes. The requesting member does not vote.

The member may combine this allowance with professional development if an award has been received under this program. However, each expense may be claimed under one program or the other, but not both. In this case, the member is required to attach a photocopy of the professional development expense claim to verify that no duplication of claims has occurred.

In the case of any item requiring time off work, such as conferences or courses, the member is responsible for coming to an agreement with their supervisor or for using their vacation time. Union release time is not granted for executive development.

When a member leaves the executive, any executive development allowance still unspent is lost.