



## **EXECUTIVE ALLOWANCES POLICIES & PROCEDURES**

### **PURPOSE:**

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

- The executive internet subsidy.
- The cell phone subsidy for the President and the VP Grievance.
- The executive computer and peripheral program.
- The executive development program.
- Parting gifts when leaving the Executive.

### **SCOPE:**

This policy applies to persons serving on the CUPEU Executive Committee. Normally, the executive has been elected at a General Assembly, but this policy also applies to those executives who have been appointed on an interim basis and will stand for election at the next General Assembly. Some of the programs have length of service requirements, meaning that not all programs are available to new executives immediately.

### **DEFINITION: EXECUTIVE SENIORITY**

An executive member's seniority date shall be the 1<sup>st</sup> 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 1<sup>st</sup> 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 of the Executive.

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 VP Finance shall track the seniority of all executive members in order to ensure the correct application of the various executive programs.

## **POLICY:**

### **Executive Internet Subsidy**

An executive member who maintains a private home internet connection and uses it for union purposes is entitled to a \$25 subsidy per month to help defray the cost of the internet service. If the member's actual cost of service for any month is less than the subsidy, the subsidy for that month shall be reduced to the actual cost of the service. If the member can demonstrate that they have data "overages" which exceed the subsidy, and which can be directly attributed to union business, they may claim any amount which exceeds the subsidy separately on a CUPEU Expenses Claim form.

The subsidy begins with the month containing the member's seniority date. A member who leaves the Executive may claim for the month containing their departure date.

The subsidy must be claimed on a CUPEU Expenses Claim form. It should be claimed 4 months at a time, at the end of each fiscal third, for the 4 months just past. A copy of the member's internet bill for each month claimed, proving they had internet service during that month, must accompany the claim form. The billing date should be used, as opposed to the due date or the period of service date.

The amount of the subsidy will be periodically reviewed by the Executive. Should the Executive vote to increase the subsidy, it must be approved by the Union Council before taking effect.

### **Cell Phone Subsidy for President /VP Grievance**

The President and/or the VP Grievance who agrees to use their private cell phone for union business is entitled to a \$25 subsidy per month to help defray the cost of the cell phone. If the member's actual cost of service for any month is less than the subsidy, the subsidy for that month shall be reduced to the actual cost of the service. If the member can demonstrate that they have time or data "overages" which exceed the subsidy, and which can be directly attributed to union business, they may claim any amount which exceeds the subsidy separately on a CUPEU Expenses Claim form.

The subsidy begins with the month containing the member's seniority date. A member who leaves the Executive may claim for the month containing their departure date.

The subsidy must be claimed on a CUPEU Expenses Claim form. It should be claimed 4 months at a time, at the end of each fiscal third, for the 4 months just past. A copy of the member's cell phone bill for each month claimed, proving they had cell phone service during that month, must accompany the claim form. The billing date should be used, as opposed to the due date or the period of service date.

This subsidy is provided to the President and the VP Grievance because of the potentially urgent need to reach these two particular individuals. Other members of the Executive may not claim this subsidy.

The amount of the subsidy will be periodically reviewed by the Executive. Should the Executive vote to increase the subsidy, it must be approved by the Union Council before taking effect.

### **Executive Computer and Peripheral Program**

An executive member with a proven track record of service, who has served on the Executive for at least one year from their seniority date, and who requires computer equipment, including peripherals, to better carry out their executive duties may submit 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. The type of equipment requested must be justified in relation to the specific roles and responsibilities of the member concerned. For example, someone engaged in intensive graphic work with high-resolution images and complex software may require a more powerful computer than someone that primarily uses basic applications, such as word processing or spreadsheets, which require less computing power. A quote from a web site or store should accompany the request. If the equipment will cost more than \$2500, and where more than one supplier can provide the required equipment, a second quote should be provided to show that the chosen quote provides the most value for the money. If the chosen quote is not the least expensive, justification for the choice must be given. The amount above which a second quote is required will be periodically reviewed by the Executive to keep pace with increases in the cost of electronic equipment. Should the Executive vote to increase this amount, it must be approved by the Union Council before taking effect.

If any software is required at the same time, this should be included in the cost.

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 in favor permits the member to purchase the equipment, which then becomes part of the executive computer program. The member must claim the amount spent on a CUPEU Expenses Claim form, accompanied by the invoice and proof that it has been paid.

In extraordinary circumstances, where an executive member cannot carry out their duties without a computer (example: VP Finance), and where no suitable spare union computer is available, a member may submit a proposal, as outlined above, 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 immediately 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 VP Finance. Depreciation begins with the calendar month following the purchase. At the end of the fiscal year, the VP Finance prepares a chart showing the annual depreciation and the value of each piece of equipment at the end of the fiscal year. 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 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. 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.

If the member chooses to keep equipment which is not fully depreciated, the VP Finance will calculate the current value of the equipment by subtracting from the last 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. The VP Finance will inform the member in writing of the current value of the equipment. The member must send a cheque for the full amount, payable to CUPEU, to the VP Finance within 30 days of receiving the notice of the equipment's value. If the member does not pay for the equipment within the specified deadline, it must be returned to the union immediately.

In exceptional circumstances, at the discretion of the Executive, a former executive who chooses not to keep equipment which is not fully depreciated may be allowed to use the equipment for a brief period after they have left the Executive, provided they are still conducting union business. An example of this would be a former VP Negotiations who is completing the final details of a collective agreement. Once the task is completed, the equipment must be returned to the union.

### **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. The amount for the 2024 fiscal year is \$2598.18. Any unused portion may be carried forward for a maximum of 1 year. Any amount carried forward which remains unused by the end of the second fiscal year 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.

For members with less than one year's executive seniority, the VP Finance calculates a pro-rated amount for the year beginning with the month following their seniority date until December. This amount is then rolled forward to the next year. Under no circumstances may a member spend any money until after the one year anniversary of their seniority date.

At the start of a new fiscal year, the VP Finance will prepare a statement for the Executive 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 VP Finance will provide a member with the amount of executive development funds still available to them.

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

- Items intended to develop the member in their role on the union Executive.
- 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, journal subscriptions and other materials required to complete a course. Where a conference, seminar or course is not offered in Montreal, travel conforming to the CUPEU 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 all or part of it, must submit to the Executive a proposal using the CUPEU Executive Development Request form. The member may make more than one proposal during a given year provided they have executive development funds still available. The proposal must include the purpose of the expenditure, an outline of the expected costs and supporting documents, such as conference or course outlines and quotes. While it is acceptable to send electronic documents to members of the executive for advance study, the final proposal must be printed. Screen shots of relevant websites must be included. Links are not acceptable as they may have expired when they need to be reviewed. 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 budget amount approved exceed the member's remaining allowance available.

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 will not be reimbursed for any expenses incurred before the budget was approved. While some minor variation in the line items may be permitted, under no circumstances will the amount reimbursed exceed the approved budget. The approved budget is valid for a maximum of 1 year, after which the request must be resubmitted. An approved budget may roll forward into a new fiscal year, however the expenses will be applied against the allowance for the new fiscal year. The expenses must be claimed on the CUPEU Expenses Claim form and must be accompanied by all

required receipts. Members who are traveling should consult the CUPEU Travel Policy to be sure they are provided the proper supporting documentation.

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 prove 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, even if the member has an outstanding approved budget.

### **Parting Gifts**

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 given a farewell gift unless their period of service has been less than a year. 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.