

# EXPENSE AND LOST-TIME POLICIES AND PROCEDURES FOR AFSCME LOCAL 4001

## General Policies:

1. Local 4001 will reimburse union members for expenses and lost-time incurred in the course of conducting official union business only in accordance with the policies and procedures set forth herein. The Executive Board has the authority to approve changes or make exceptions when deemed necessary.
2. Reimbursement of expenses and payment of lost-time will be for meetings and other business which the member has been authorized to attend by the Local 4001 Executive Board or by action of the membership at a General Membership Meeting.
3. Expense and lost-time forms provided by Local 4001 must be completed and signed by the union member claiming reimbursement or payment of lost-time. Original receipts must be attached to the expense form, except as noted below. Expenses and lost-time forms shall be reviewed by the Treasurer or their designee. If all information requested is not furnished in a form that allows the Treasurer to properly designate the purpose of the expense the reimbursement of expense or lost-time will be denied until sufficient information is received by the Treasurer. When expenses are expected to exceed \$50.00, however, an advance on expenses, not to exceed the amount of total expenses anticipated, may be granted upon the approval of the Local 4001 President or Treasurer. Receipts for such expenses must be submitted as soon as possible.

Expense reports are to be submitted promptly. Any reimbursements for expense reports submitted more than sixty (60) calendar days following the end of the week in question shall be denied.

If a member in receipt of an expense check loses the check, the bank fee for stopping payment on the lost check will be deducted from the replacement check. The request for a new check must be received within sixty (60) calendar days of the original check. This does not apply to checks lost or damaged through the postal service.

4. In no instance will expense reimbursement or lost-time payments be paid, to any member of Local 4001, under the policies and procedures specified herein, where said member is being reimbursed under any other expense policy (such as, by Council 5, policy committee, national union, central body, or employer). Notwithstanding the above, a member may claim lost-time if they are receiving vacation pay, sick leave pay, comp time pay, or holiday pay from the employer.

## Lost-Time and Expense Authorization:

Local members shall be entitled to claim lost-time payment, at the individual's actual hourly rate of pay, which would have been received had the member been working, for all actual regularly scheduled hours taken off from work (not to exceed the member's scheduled work day) and expense reimbursement under the following condition:

When in attendance at an official Local 4001 General Membership meeting, President's/Treasurer's meeting, Executive Board meeting, or as a delegate to a Council 5 convention or the SEPC Conference or other workshop/convention authorized by the Executive Board. Lost-time shall not exceed the number of days of the scheduled meeting. Lost time will include reasonable travel time.

In addition to these policies, members will have lost-time and expenses denied if they fail to attend all required meetings for which they are submitting unless excused by the Local President or their designee.

Any member of Local 4001, including Local 4001 Executive Board members, shall be entitled to claim lost-time payment, at the individual's actual hourly rate of pay, including which would have been received had the member been working, for all actual regularly scheduled hours taken off from work (not to exceed the member's scheduled work day), or whenever the member is on layoff or on an unpaid leave of absence, and expense reimbursement when acting in an official capacity on behalf of the Local, with prior authorization by the Executive Board or by members at a General Membership meeting, or as a member of standing or special committees, Negotiation Committees or Assemblies.

Lost time will not be paid to any member for the purpose of voting in a Special or General Election or voting on the collective bargaining agreement between the State of Minnesota and AFSCME Council 5.

All requests for lost-time allowances are to be submitted on reporting forms as provided by Local 4001.

No lost-time will be paid under any circumstances for an employee's regular day of rest. Lost-time shall not be paid for missed overtime opportunities or for lost wages from employment other than employment with an employer with whom you qualify for membership in Local 4001.

**Registration/meeting fees:**

Registration and meeting fees paid by Local 4001 will be billed back to the member if they fail to attend the meeting unless they have contacted a Chair Officer and been excused in a timely manner.

**Officer allowances:**

Local 4001 Chair Officers, in addition to lost-time and expenses, shall receive a monthly Officer Allowance to perform the duties of their office in the following amounts: President: \$275; Co-Vice-Presidents - \$225; Secretary - \$275; and Treasurer - \$275.

Board Members in addition to lost-time and expenses shall receive a monthly allowance of \$125.

Chief Stewards in addition to lost-time and expenses shall receive a monthly allowance of \$175.

Trustees performing an audit of the Local's finances shall be paid an allowance of \$75 each per audit in addition to lost-time and expenses.

**Director allowances:**

Communication Director shall be paid an allowance of \$125 per month to perform duties.

Internal Organizing Director shall be paid an allowance of \$125 per month to perform duties.

Political Action Director shall be paid an allowance of \$125 per month to perform duties.

Safety Director shall be paid an allowance of \$125 per month to perform duties.

**Meals:**

Local 4001 will reimburse union members who are required/authorized by the executive board to be on union business in the State of Minnesota during normal meal periods tied to overnight travel. Union members will be entitled to a per diem payment of \$50 per day. Travel days (first day & last day) will be paid at 75% (\$37.50) per IRS rules. Members entitled to per diem must fill out an expense form to be paid.

Meals must be tied to overnight travel and are non-taxable.

No per diem payment will be made for any meal when a meal is provided at the function the member is attending. Claims may be denied if in the judgment of the Local 4001 President or Treasurer, the member should not have needed to be in travel status or should have completed or not yet started union business during the normal meal period.

While conducting Union business, "group meals" will be reimbursed, in accordance with IRS rules. The term "Group meals" also applies to refreshments for AFSCME meetings. Contact the Treasurer for pertinent information. **"Group meals" must be pre-approved by the executive board or a chair officer. Receipts and a list of those attending must accompany the expense form.**

**Travel:**

Local 4001 will reimburse union members on authorized union business for actual miles spent traveling to and from meetings at the current IRS rate. Members shall use the most direct route possible and car pooling is encouraged. For travel to out of state meetings, the Local will reimburse the lesser of the actual miles traveled to and from meetings at the current IRS rate or round-trip advance purchase airline tickets. If there is doubt as to the accuracy of the mileage claimed, the member may be required to submit such additional documentation as needed to verify the claim.

When it is necessary for a member to use air travel to conduct union business, travel will be by fourteen (14) day advance purchase tickets, with a Saturday overnight whenever possible. The Local will allow a Saturday overnight when the cost of the extra lodging and lost-time, if any, is less than the difference in air tickets. The Local will reimburse for ground transportation when on official union business only. No additional or sightseeing transportation will be reimbursed.

**Per Diem:**

When a member is elected or appointed to represent AFSCME Local 4001 outside the State of Minnesota, that member will receive, in advance, the IRS approved per diem for incidental expenses and meals for that locale.

**Parking:**

Local 4001 will reimburse union members on authorized union business for actual parking ramp, parking lot, or meter expenses (receipts required when available), including airport parking, while at official conventions or meetings.

**Lodging:**

Local 4001 will reimburse union members on authorized union business for the negotiated /government room rate cost of lodging at conventions and/or meetings. All lodging requests must be pre-authorized and submitted

to the Local 4001 Second Vice President/Event Coordinator, except in the case of an emergency. All reimbursement requests for lodging must be accompanied by a receipt. Roommates are encouraged.

Lodging will be authorized for the night prior to a meeting only if the member would have to leave home prior to 7 AM to attend the meeting. Lodging will be authorized for the night following a meeting only if the member would not be able to return home until after 10 PM. Lodging will also be approved for an overnight when the cost of the lodging would be equal to or less than the cost of mileage for the separate drives. When meetings will be held on successive days, overnight will be authorized when a member would have to commute more than one hour each way to and from the meeting location. *Lodging will be authorized for nights that fall within the time lines of conventions for elected delegates. Nights preceding or following will follow normal policy.*

#### **Telephone:**

Local 4001 will reimburse union members for the actual cost of necessary phone calls made for official Local 4001 business. If the member's phone bill exceeds \$40.00, it must be presented to the Executive Board to approve the reimbursement.

Local 4001 Executive Board Members, Directors and Chief Stewards will receive a \$50 monthly phone allowance for cell phone expenses to conduct union business. If the cell phone bill exceeds \$50.00 for official union business, it must be presented to the Executive Board for approval for reimbursement

#### **Good and Welfare:**

Upon request, the Local will donate a \$50 memorial or flowers upon the death of a member or the death of a retired member within one year of retirement. In event of the death of a member's family member, the Campus may conduct a "pass-the-hat" for the member.

Upon notification of an Executive Board member, the Local will send a card for a member's significant events.

Donations will be made up to the amount of \$100 to special groups when deemed appropriate by the Executive Board. The Executive Board in special circumstances may approve larger donations.

#### **Other:**

All other expenses and lost-time allowances not covered by these guidelines must be approved, in advance, by the Local 4001 Executive Board. Expenses not incurred in conformance with this policy or that exceed the amounts specified in this policy shall be disapproved. Any member whose expense is disapproved shall have the right to bring the matter in person, in writing or by proxy to the next meeting of the Executive Board.

Any executive board motions, involving the continued payment of lost-time, officer/director allowances, or expenses, made prior to the date of adoption of revisions to this expense policy that are not included in the revised document terminate at the time of adoption. Revisions to the expense policy must be presented and voted on at the next General Membership meeting of the local. Any revisions to this expense policy shall be recommended by a committee appointed by the Executive Board and approved by the Executive Board or by action of the General Membership.

#### **Effective Date:**

The above policies and procedures on the payment of expenses and lost-time are effective May 20, 2023 by action of the Local 4001 General Membership.