

POLICY MANUAL

OF

CUPE LOCAL 389

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CUPE LOCAL 389

1. POLICY ON COLLECTION AND EXPENDITURE OF MONEY

“All motions dealing with the collection or expenditure of money, not already provided for in existing policy must be presented to the Executive Board for study. The Board shall report its finding and recommendations to the next regular membership meeting.” In the absence of a Quorum the Executive Board is empowered to implement those recommendations.

Adopted by General Membership
January 30, 1967

Approved by General Membership
January 27, 2019

CUPE LOCAL 389

2. CONDOLENCES/CONGRATULATIONS

- A) Flowers or donations in lieu of, not exceeding \$100.00, will be sent in the event of deaths of members, their spouse, ~~or~~ children or parents. Cards of sympathy will be sent for other deaths in members' families * or expanded to the discretion of the President or Designate.
- B) Cards expressing congratulations will be sent for births or notable achievements as brought forth for the Executive Board's attention and deemed appropriate.

Amended by Membership
January 27, 2019

CUPE LOCAL 389

3. POLICY ON DELEGATES

That the delegates for the Metropolitan District Council be elected at the Annual General Meeting, and that the delegates to the Metropolitan District Council be the delegates to Vancouver and District Labour Council, CUPE B.C. Division and National conventions, B.C. Federation of Labour and Canadian Labour Congress Conventions.

If a delegate misses three meetings in a row without reasonable cause or explanation, then the Executive Board shall declare his/her position vacant and fill it by election at the next regular membership meeting.

CUPE Local 389 will endeavour to participate in all WorkSafe BC and Occupational Health and Safety Courses and conferences/seminars.

Delegates shall participate in the order of votes obtained.

The President shall always be designated the number one delegate. The top five delegates will be officers in order with the remaining five delegates elected from the floor.

Adopted by Membership
January 26, 2014

CUPE LOCAL 389

4. POLICY ON DELEGATE EXPENSE

To tie our Locals Per Diem and Travel Expenses as per CUPE BC Policy – and replace all previous motions pertaining to expense reimbursements and Per Diems.

Approved by Membership
February 24, 2024

In cases where the Secretary-Treasurer or President has confirmed that meals are not included with registration (convention, conference, education, and workshops), per diems will be issued as part of the event package.

When a delegate has requested to bring a family member or guest(s) to Conferences, Conventions, or Educational Courses in which pre-registration for meals, accommodation or travel may be involved; the delegate will re-imburse the local for each guest no later than 7 days prior to the date of the event.

Delegates dinner- In honour of the long-standing tradition of solidarity, team building, and gratitude towards delegates at convention/conferences; the President or designate will take the group of delegates out for dinner paid for by the local. As this dinner occurs outside of the full workday per diem requirements, it does not affect the per diem entitlement for that day.

When delegates are attending a convention/conference out of town, an extra day will be given to use.

Amended by Membership
October 7, 2024

When a delegate has requested to bring a family member or guest(s) to Conferences, Conventions, or Educational Courses in which pre-registration for meals, accommodation or travel may be involved; the delegate will reimburse the local for each guest no later than 7 days prior to the date of the event.

Amended by Membership
October 26, 2024

All expenses incurred by a delegate on behalf of Local 389 must be submitted via a detailed expense claim form, no later than 90 days after the date the expense occurred. In the case where an expense occurs at the end of the fiscal year, it must be submitted by the end of January, in order to close the books on the fiscal year.

Amended by Membership
November 18, 2024

CUPE LOCAL 389

5. POLICY ON DONATIONS AND MEMBERSHIPS

Strikes in progress (appeals)

CUPE Metro and CUPE B.C. Division	1000.00
CUPE National (Outside of B.C.)	1000.00
Vancouver and District Labour Council and BC Federation of Labour affiliates (Other than CUPE)	500.00
Canadian Labour Congress affiliates	500.00

Education Projects

e.g. Canadian Labour College, Capilano University Labour Studies Program, Special projects Needing assistance, proposed scholarships, etc.	250.00
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Memberships (without set dues)

Within B.C. - e.g. Camp Jubilee, Co-Op Radio, Council of Canadians, Powell Street Festival BCCLA.	250.00
National organizations - e.g. NAC, Canadian Peace Alliance, LEAF	250.00

Local Groups needing assistance - e.g. Food Bank, End Legislated Poverty, Friends of Rape Relief - as decided by Executive and Membership as past practice

International Solidarity groups needing assistance sponsored by -

CUPE B.C. and CUPE Metro	250.00
CUPE National	250.00
B.C. Federation of Labour and Canadian Labour Congress affiliates	250.00

Special One Time Appeals - e.g. Westray Mine Disaster, Nicaragua Earthquake - as decided by Executive and Membership

Political Action - e.g. Federal, Provincial and Municipal Campaigns Participation and support as decided, when necessary, by the Executive and Membership

Approved by Membership – January 27, 2019

CUPE LOCAL 389

6. POLICY ON ELECTION CAMPAIGN MATERIALS AT CUPE LOCAL 389 **MEETINGS WHERE ELECTIONS TAKE PLACE**

Candidates running for any position on the Executive of CUPE Local 389 Executive Board, or as a Trustee or any other election be limited to; one poster or pamphlet no larger than an 8 ½ x 11 sheet of paper and one button.

Slates of candidates for any election of slate of officers or slate of delegates are also limited to one 8 ½ x 11 sheet per slate. (Example, one slate for officers, one slate for delegates to a total of two slate pamphlets or sheets or a combined sheet with officers and delegates).

Distribution of pamphlets and or slate sheets can be distributed outside the meeting hall and inside the meeting hall, but pamphlets and slates are not to be posted on the walls inside the hall.

The above policy does not apply to candidates from lobbying worksites or members prior to the date of the election meeting. This policy is for the distribution or posting of materials at the election meeting.

CUPE LOCAL 389

7. POLICY ON FRUIT, FLOWERS AND GIFTS FOR MEMBERS ON SICK LIST

It is the policy of CUPE Local 389 to offer moral support to members who are ill or injured and away from the job as a result.

To clarify our procedures in this connection the Executive Board recommends the following:

1. Members who may from time to time serve on the good and welfare committee are expected to inform the Union office about members who are absent from work due to illness or injury, and to provide some detail about the condition of the member, whether s/he is in hospital or at home, his/her preferences for a gift etc.
2. All gifts must be authorized by the Secretary-Treasurer or designate (President).
3. All orders for gifts shall be made through the Union office.
4. The cost of gifts is not to exceed the amount set by the Membership. Present maximum shall be \$150.00.
5.
 - a) In cases of illness or injury involving an absence of at least five (5) working days, an appropriate card will be mailed.
 - b) In cases of illness or injury where a member is hospitalized or in cases where their absence is of ten (10) working days or more; fruit, flowers, reading material, or some other appropriate gift may be sent. Once the Union is notified with a request for a member that will be off for at least 10 working days, that we arrange for a basket to be sent to their place of recovery within the first 5 days.
 - c) In cases of extended absence the procedures in 5 (a)/(b) may be repeated at the discretion of the Secretary-Treasurer, but not before the member has been absent from the job for 30 working days or more.
6. A record of information on gifts made under this policy shall be kept by the Secretary-Treasurer.

Approved by Membership – January 27, 2019
Amended by Membership – October 7, 2024
Amended by Membership – September 29, 2025

CUPE LOCAL 389

8. POLICY ON JOB SHARING

All job sharing requests must be initiated by interested members, not by the Employer.

The Local 389 Executive Board will consider each request on its own merits.

If accepted, the job sharing arrangement must recognize the Union's desire to maintain and preserve job positions; therefore, any arrangement will be based on CUPE B.C.'s policy (see attached) and the following criteria:

1. Job sharing can be done for full-time positions and the (non incumbent) job share position shall be posted (If applicable).
2. The job sharing request is subject to Employer approval. A Letter of Understanding between the parties will be made for each accepted request.
3. If the request is approved by the Employer, there shall be no reduction in the number of full-time positions, and a posting for one incumbent's vacant position will occur immediately (If applicable).
4. There shall be no set time period to which a job sharing arrangement shall be limited. The arrangement may be reviewed by the Union Executive Board annually at which time the arrangement may be either extended or terminated.
5. The position shall be shared in any manner, however, the work schedule for the shared position shall remain the same as if the position were not shared.
6. The incumbents shall be entitled to all benefits as provided in the Collective Agreement to regular full-time employees, including U.I., Canada Pension and Superannuation, on a pro-rated basis. The salary base for pension calculations will continue to be the full-time salary of the position.
7. Participants will not be eligible to jointly apply for promotions to a higher rated position.
8. Should either incumbent abandon the arrangement, the position will revert to regular full-time and be filled by remaining incumbent.
9. When the job sharing term expires, the incumbents will be entitled to similar regular full-time positions within the workplace.

When any appeal regarding job share is to be brought forward to the membership, notification must be given to the Union membership in writing prior to the monthly meeting and the notification must list the job title and job location.

Amended by Membership – January 27, 2019

CUPE LOCAL 389

9. POLICY ON KIDS TO CAMP **Inner City Schools**

That CUPE Local 389 sponsor annually three underprivileged children to attend Camp Jubilee (up to three children or grandchildren of a CUPE member, and if we do not receive three applications then remainder to be designated by the organization)

That CUPE Local 389 sponsor annually one underprivileged child to the Artists for Kids Camp from an inner-city school.

That CUPE Local 389 annually support Teens at Risk for the North Shore Neighbourhood House Summer Day Camp Program at an annual cost of \$1,500.00

That CUPE Local 389 donate annually \$1,000.00 to each of the **six** inner city schools from our School District (Norgate, Westview, Queen Mary, Ridgeway, Lynnmour and Mountainside).

January 27, 2019 – Approved by Membership

CUPE LOCAL 389

10. POLICY ON LABOUR COOPERATION

- A) That in the event of a Trade Union strike the Executive Board of the Local Union be empowered to immediately consult with the CUPE B.C. Division, the Vancouver and District Labour Council and the B.C. Federation of Labour, with a view to implementing ways and means of rallying the support of this Local behind the strikers, such support to consist of:
1. Ensuring that picket lines (real or ghost) are honoured;
 2. Encouraging the membership to lend personal, moral and financial assistance to the strikers;
 3. Ensuring that any goods or services declared “hot” by the BC Federation of Labour are not used or handled by any member of this organization;
 4. If in the opinion of the Executive Board the situation warrants it, the Board be empowered to direct a communication to Management informing them that continued use of a declared “hot” product or service may result in the Union directing its membership to refuse to handle;
 5. Should the Executive Board consider any situation so serious as to effect the well-being of the membership – a special membership meeting shall be called to deal with the issue.

Adopted by General Meeting
May 25, 1970

- B)
1. A representative of CUPE Local 389 may find it necessary to assist, on behalf of, or just attend an arbitration on behalf of another CUPE Local at their request.
 2. In such circumstances, the President shall authorize the leave of absence (if necessary) and payment of the appropriate per diem.
 3. It is agreed that this part of the policy is done in recognition of the fact that the CUPE Local making the request for the 389 representative to attend will return the favour on the same conditions that CUPE Local 389 agrees to their request.

Adopted by the Membership
October 30, 1989

CUPE LOCAL 389

11. POLICY ON LABOUR EDUCATION

Education for Union members means courses, workshops, seminars, week-long schools, and conferences. Some are predictable and others usually give several months' notice.

CUPE Education -

1. The Local - should be responsible for training new Executive Board members and shop stewards.
 - this can be done by attendance at CUPE courses, one on one sessions, or organizing one day workshops, seminars, or weekend retreats (“think tank”).
2. Metro District Council - courses are conducted in the spring and fall - according to the needs of the affiliates (also puts on *Retirement Planning Seminars in the spring and fall).
 - CUPE Local 389 to send up to 10 members to each course offered, according to the needs of the Local, interested reps first, and then stewards and members will be added to the list for availability – phone the Union office to get your name on the waiting list.
3. CUPE B.C. Division - conferences conducted as needed; e.g. Bargaining conference, Women’s conference, Multicultural conference, etc.
 - CUPE Local 389 to send all necessary to the conferences; e.g. Bargaining committees to the Bargaining conference - upon verbal application from those able to attend.
4. CUPE National - conducts conferences nationally and co-sponsors week-long schools with the Division.
 - CUPE Local 389 to send at least two to each National Conference - upon verbal application from those able to attend - and according to the needs of the Local.
 - CUPE Local 389 to send up to five to the week-long Spring/Fall schools upon written application by those wanting to attend and approval of the Executive Board and Membership, mindful of the needs of the Local. The courses taken should not be available at any other level of education within the year.
 - Adopt a Local - that CUPE Local 389 may annually sponsor a delegate from a small or distant Local to attend Weeklong Spring/Fall School or a Conference or Convention by request of the Adopt a Local. Any Adopt a Local request must be brought forward for approval by the Executive Committee and Membership

POLICY ON LABOUR EDUCATION continued.....

CLC Education - all Unions.

1. Vancouver and District Labour Council - conducts conferences and seminars as well as co-sponsors weekend schools with the C.L.C.
 - CUPE Local 389 to send up to 20 members to all conferences, weekend schools, and seminars put on by the VDLC - upon verbal application by members and according to the needs of the Local.
2. The B. C. Federation of Labour - conducts conferences and longer seminars as necessary
 - CUPE Local 389 to send up to five members to the B.C. Federation of Labour conferences upon verbal application and approval of the Executive Board and Membership, according to the needs of the Local and the costs of the event.
3. The Canadian Labour Congress - conducts National Conferences and week-long schools as well as runs the Labour College.
 - CUPE Local 389 to send up to two members to CLC national conferences, if necessary, for the needs of the Local.
 - CUPE Local 389 to send up to five members to CLC Winter School upon written application by those wanting to attend and approval of the Executive Board and Membership, mindful of the needs of the Local. The courses taken should not be available at any other level of education within the year.

* Policy on attendance at Retirement Planning Seminars - conducted by CUPE Education and Metro District Council -

1. First come - first served - within ten years of retirement.
2. Union office secretary to keep waiting lists - phone Union office to get your name on the waiting list.
3. CUPE Local 389 to send up to ten members, ~~including spouses~~, per seminar, if only two sessions are offered in the spring and fall.
4. CUPE Local 389 to send up to seven members, if three or more sessions are offered in the spring or fall. The Local, when able, will hold retirement courses in the office. If hosted in house a maximum of fifteen per course.
5. A member of CUPE Local 389 gets only one chance at Union expense - the office to keep records of who has attended.

Amended by Membership – May 25, 2024

CUPE LOCAL 389

12. POLICY ON MEETINGS

“No committee or any delegation for any purpose composed of less than two duly appointed members appear before management regarding any matter in connection with the Union.”

Amended by General Meeting
September 28, 1970

CUPE LOCAL 389

13. OUT OF POCKET EXPENSES - EXECUTIVE MEMBERS

May 20, 1969 - Adopted by Executive

The outgoing officers be paid for the month of the Annual General Meeting and the newly elected officers be paid for the following month, when the Annual General Meeting is at the end of the month.

January 30, 1978 - Adopted by Membership

Office of Secretary-Treasurer be made a full-time paid position. The salary for the position would include compensation for extra hours for meetings; executive, negotiations and any other of this nature. Appropriate Collective Agreement to apply for wage increases.

Out of Pocket Expenses - Executive Members

President	\$ 60.00 a month
Recording Secretary	\$ 50.00 a month
All other Executive Board Members	\$ 20.00 a month

January 26, 1990 - Adopted by Membership

Office of President be made a full-time paid position. The salary for the position would include compensation for extra hour for meetings; executive, negotiations and any other of this nature. Appropriate Collective Agreement to apply for wage increases. The President's wage rate to be at par with the top (occupied step) pay rate in the Collective Agreements in our Local.

Out of Pocket Expense - Executive Members

Secretary-Treasurer	\$ 60.00 a month
Recording Secretary	\$ 50.00 a month
All other Executive Board members	\$ 20.00 a month

*Amended January 2008 – Adopted by the Membership

November 15, 2005 – Adopted by Executive – Approved by Membership January 30, 2005

President's Cellular Phone

That CUPE Local 389 provide a cellular telephone to the President and pay the cellular telephone bills.

OUT OF POCKET EXPENSES - EXECUTIVE MEMBERS Continued.....

January 29, 2006 – Approved by Membership

1st Vice-President's Cellular Phone (as 1st Vice-President back fills in absence of President)

That CUPE Local 389 provide a cellular telephone to the 1st Vice-President and pay the cellular telephone bills.

March 20, 2006 – Adopted by Executive – Approved by Membership – September 25, 2006

The President shall be provided with an annual vehicle allowance of \$1,800.00 effective January 1, 2006. Effective January 1, 2016 increased to \$2,250.00.

January 20, 2016 – Adopted by Executive – Approved by Membership – January 26, 2014

CUPE Local 389 to provide a cell phone to the Secretary-Treasurer and cover the cost of the cellular bill to be able to conduct business at the cost of the local office.

Approved by Membership – September 26, 2022

January 25, 2009 – Adopted by Membership

Out of Pocket Expenses – Executive Members

1 st Vice-President	\$250.00 a month
2 nd Vice-President	\$250.00 a month
Secretary-Treasurer	\$250.00 a month
Recording Secretary	\$250.00 a month
All other Executive Board members	\$200.00 a month
*Trustees	\$86.00 per audit plus expenses

January 27, 2019 – Amended by Membership

*As per the February 24, 2024 Membership Meeting Vote to tie our Locals Per Diem and Travel Expenses as per CUPE BC Policy, the Trustees will be considered under the CUPE BC Expense Policy moving forward. Updated on June 25, 2024 by TS.

CUPE LOCAL 389

14. POLICY ON SCHOLARSHIPS

1. Up to ten scholarships, of \$1,000.00 each, will be offered annually for the advancement in any branch of higher learning of any child graduating from Grade 12, whose parent or guardian is a member of The Canadian Union of Public Employees Local 389; or of any child graduating from Grade 12, who is a member of CUPE Local 389.
2. These scholarships will be known as *The Canadian Union of Public Employees, Local 389, North Vancouver, scholarships*.
3. Applications for these scholarships must be made before April 30th, in each year. Each successful applicant will be presented with a Letter of Intent which will expire on the 30th day of September of the following year.
4. Applications must be accompanied by a letter stating to what use the writer would put the scholarship if successful. Additionally, the application must be supported by two letters of recommendation, one of which must be from a teacher of the school the applicant is attending and include, for adjudication purposes, the most recent table of marking, and one non-school reference.

Each applicant will submit a 250 word statement responding to the question, “WHAT DOES TRADE UNIONISM MEAN TO YOU?”
5. In the event that there should be more than ten applicants in any one year, the applications will be submitted to an impartial Committee for decision. The recommendations of this Committee are binding on all applicants.
6. The decisions as to what constitutes a School of Higher Learning shall rest entirely with the members of the Executive Board of Local 389.
7. If there are ten or less recommended candidates in any one year, their names will be announced at the May general meeting.
8. The award will be paid to the Bursar or other recognized officer of a school of higher learning on production, to the Secretary-Treasurer of CUPE Local 389, of a certificate of acceptance of that student by that school of higher learning. The payment will be accompanied by a letter stating on whose behalf the payment is made and for what purpose.
9. Announcements of the winners would be made in the Local’s newsletter, and through press release and/or photo to North Shore News.

Amended by Membership - January 30, 2005

CUPE LOCAL 389

15. POLICY ON SCHOLARSHIP FOR HIGHER LEARNING

1. Five scholarships, of \$1,000.00 each, will be offered annually for the advancement of higher learning for members of CUPE Local 389.
2. These scholarships will be known as *The Canadian Union of Public Employees, Local 389, North Vancouver, higher learning scholarships*.
3. Applications for these scholarships must be made before April 30th, in each year. The successful applicants will be presented with a Letter of Intent which will expire on the 30th day of September of the following year.
4. Applications must be accompanied by a letter stating to what use the writer would put the scholarship if successful. Additionally, the applications must be supported by two letters of recommendation.

Each applicant will submit a 250 word statement responding to the question, “WHAT DOES TRADE UNIONISM MEAN TO YOU?”

5. The applications will be submitted to an impartial Committee for decision. The recommendations of this Committee are binding on all applicants.
6. The decisions as to what constitutes a School of Higher learning shall rest entirely with the members of the Executive Board of Local 389.
7. The names of the successful applicants will be announced at the May general meeting.
8. Each award will be paid to the Bursar or other recognized officer of a school of higher learning on production, to the Secretary-Treasurer of Local 389, of a certificate of acceptance of that student by that school of higher learning. The payment will be accompanied by a letter stating on whose behalf the payment is made and for what purpose.
9. Announcements of the winners will be made in the Local’s newsletter, and through press release and/or photo to North Shore News.

Amended by Membership – January 28, 2018

CUPE LOCAL 389

16. REVISION AND UPDATING OF POLICY BOOK

That the Policy Book be reviewed at least once annually by the outgoing Executive Board and Trustees in Committee.

Adopted by the Membership
January 31, 2000

CUPE LOCAL 389

17. POLICY ON WREATHS

REMEMBRANCE DAY WREATH

A wreath be purchased from the Canadian Legion Poppy Fund on a yearly basis.

Reviewed and Amended by Executive
1983

CUPE LOCAL 389

18. POLICY ON RETIREMENT

Upon receiving confirmation from an Employer, a member shall receive a congratulatory card and a one-time payment of \$100.00 to honour their service.

Adopted by the Membership
May 25, 2024

CUPE LOCAL 389

19. POLICY ON DAY IN LIEU

When a delegate or rank-and-file member is requested by the President or designate to perform work for CUPE 389 on a day that they are not scheduled to work; they will be booked off a day in lieu, to be used within 90 days of the day worked and must fall within the same calendar year.

Adopted by the Membership
October 26, 2024

CUPE LOCAL 389

20. POLICY ON COMMITTEE

Members interested in joining CUPE 389 committees will add their name to an expression of interest list. Committees will be for a 2-year term to allow for continuity. The expression list will be reviewed by the Executive Committee to ensure that each Committee has diverse representation. If at any time a Committee is not at full capacity, the President can appoint a person to join the Committee to allow full functionality. Each Committee will be chaired by the President and/or designate.

Adopted by the Membership
October 26, 2024

CUPE LOCAL 389

21. POLICY ON EXECUTIVE COMMITTEE BOOK-OFF

Executive members that are scheduled to work during Executive or Membership Meetings will be booked off at the expense of CUPE Local 389.

Adopted by the Membership
October 7, 2024

22. POLICY ON UNION PAID BENEFIT PREMIUMS

The Benefits Committee moves to establish the following criteria for union benefit premium reimbursement. Moving forward, to qualify for union benefit premium reimbursement, members must:

- no longer be covered by Employer paid benefits;
- have used all available banked time prior to accessing union benefit premium reimbursement;
- not receive or have access to alternative paid benefit premiums;
- reside in British Columbia;
- apply for union benefit premium reimbursement by completing a Benefits Administration Committee questionnaire; and

Members will have access to union benefit premium reimbursement to a maximum of 2-years from time of qualification and will have access only as long as they continue to meet the established criteria.

In addition, existing recipients of union benefit premium reimbursement who have received reimbursement for 18-months or more will receive a notice that their benefit premium reimbursement will end in 6-months, and at which time they may have the option to pay for their own benefit premiums.

Adopted by the Membership
January 26, 2025

CUPE LOCAL 389

23. FOR ACTING AS PRESIDENT OF CUPE 389

According to Article 7.2 of the Local's Bylaws, Vice Presidents in order of seniority shall perform the duties of the President in the absence of the President ("Acting President").

An Acting President may be called to perform the duties of the President for the President's vacation, sick time, jury duty, any other approved leave, or if the President is incapacitated.

The Pay for Acting in the President's absence will be at par with the first step of the top pay rate of all Collective Agreements in our Local ("Acting President Rate"). For reference, the highest rated pay rate in the Local as of February 2025 is Pay Grade 33 of the District of North Vancouver.

The Acting President Rate will increase with each negotiated Collective Agreement increase but will not be subject to retroactivity and there will not be retroactive payments.

The Acting President shall submit a Union Leave form for time served as Acting President.

The Acting President shall submit an Expense Claim for the difference between their regular pay and the Acting President Rate for hours served as Acting President.

The Acting President may claim the Acting President Rate after serving in the role as Acting President for five consecutive days.

The Acting President Rate shall be for 8 hours per day for the equivalent of 40 hours per week. No additional compensation will be paid, banked, or otherwise calculated for hours worked in excess of 40 hours per week. The President's role sometimes requires work on evenings and weekends but there will be no additional pay for time worked on evenings or weekend.

Adopted by the Membership
April 26, 2025