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Centrale des syndicats
du Québec



Fédération du personnel
de soutien scolaire (CSQ)

FINANCIAL POLICY

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Table of Contents

- 1. Field of Jurisdiction**
- 2. Union Responsibilities**
 - 2.1 Allocations – Executive Committee**
 - 2.2 Absences from the Executive Committee**
 - 2.3 Time Bank**
- 3. Reimbursement of Expenses**
 - 3.1 Functional Expenses**
 - 3.2 Reimbursement Amounts**
 - 3.3 Claims Form**
 - 3.4 Reimbursement Procedure**
- 4. Protection for Members of the Executive Committee**
 - 4.1 Liability Insurance**
 - 4.2 CSST**
- 5. Donations Policy**
- 6. Recognition Policy**
 - 6.1. Meeting with an advisor, a member or a group of members**
 - 6.2. Committees**
- 7. Capital Purchases Policy**
- 8. Coming into Force**
- 9. Activism**
- 10. General Assemblies**
- 11. Business Telephones**
- 12. Responsibility for the Financial Policy**
- 13. Contracts with External Suppliers**
- 14. Management of the Salary Differential and Production of Financial Statements**

1. Field of Jurisdiction

This policy applies to members elected to the Executive Committee and to members who participate in regional or provincial union activities.

2.0 Union Responsibilities

2.1 *Reference Salary for Union Responsibility – Executive Committee*

The salary is intended to provide fair compensation to members of the Executive Committee regardless of their job category or original work schedule.

Considering that normal working hours are often exceeded each week including into weekends;

Considering that members of the Executive Committee do not have access to an employer's payroll system that would allow them to be paid overtime or granted compensatory time;

Given that union responsibilities do not always allow members of the Executive Committee on full-time release to work a normal schedule of 35 hours per week;

The reference salary retained by the General Assembly is that of the highest salary step of a special education technician.

In cases where the original salary is higher, this higher salary shall apply.

The salary difference for union activities is added to the regular salary of the person elected to the Executive Committee and/or released to perform union duties. This salary difference for union activities is paid when the person performs their union duties and receives a salary or benefit from the School Board.

In the case of a part-time work schedule, salary is based on hours actually worked with a maximum of 7 hours per day.

Salary is paid monthly with taxes and fringe benefit deductions applied. The TRUSS-CSQ shall issue annual tax slips for this income.

The salary is subject to RREGOP deductions.

The person must submit a time sheet to claim the applicable salary difference. The person is responsible for notifying the Union of any change

in their original remuneration.

The person must be a member in good standing of the TRUSS-CSQ.

2.2 Absences from the Executive Committee

During a disability absence * the member of the Executive Committee receives disability benefits that cover the allocation for union responsibilities, as provided for in the SSQ short-term insurance contract, for the duration of the disability and for the number of hours in their union schedule.

* When their bank of redeemable days is exhausted.

2.3 Time Bank

The member (s) of the Executive Committee on **full-time** union release benefit from a time bank equivalent to one day per month. (From September to June, maximum of 10 days).

3.0 Reimbursement of Expenses

3.1 Function-related Expenses

Function-related expenses are all expenses incurred within the framework of performing union activities or representations and must be authorized by the Executive Committee **before** the participation.

All reimbursements must be justified on the form provided for this purpose.

For out-of-town meetings, a "claims" form must be completed for a check in accordance with article 3.1 to be issued in advance to the person participating in the union activity. Upon return, a supplemental form can be completed to cover any additional expenses. Supporting documents are required in all cases.

Members of the Executive Committee are encouraged to use the Union's credit card.

Each year, members of the Executive Committee must sign the liability form related to the use of the credit card.

3.2 Reimbursement Amounts

Lodging expenses

For a meeting more than 200 kilometres (one way) from the office according to Google Maps, or less than 200 km. with pre-authorization in exceptional situations.

Rooms must be reserved by the Executive Committee in order to benefit from CSQ or FPSS-CSQ preferential rates if possible. Reimbursement is based on actual costs.

To be entitled to accommodations the night before an event, the following factor must be taken into account: it would be impossible to be present when the meeting convenes if you left the office at 8:00 a.m.

Child care expenses

Child care expenses are reimbursable to enable parents to participate in union activities outside their regular working hours.

This activity must be authorized beforehand, and the duration must be estimated.

The expenses cover children under 16 years of age or disabled, non-autonomous persons who require care. No reimbursement is permitted if the care is provided by the child's second parent. The \$5.00 per hour reimbursement covers all costs. A maximum of \$30.00 per day can be claimed. For an absence involving one or more overnight stays, a maximum of \$30.00 per day may be claimed. Duly completed and signed receipts are required.

Meals*

Breakfast:	\$16.00
Lunch:	\$25.00
Supper:	\$32.00

At general assemblies, supper is reimbursed for members of the Executive Committee as well as for invited resource people, when applicable, who participate in the preparation of the assembly.

People on full-time release may not claim meal expenses during their working hours within the territory covered by their school board, except for meetings with members, representatives of the CSQ or the FPSS-CSQ or meetings with service providers.

The claim must provide sufficient details in order to be reimbursed.

***On January 1st of each year, the rate is adjusted with the Centrale (CSQ)**

Transportation

Personal car	51 cents/km*
Rental car	The actual cost of the rental with receipt.
Parking	The actual cost with receipt
Train or bus	Economy fare with receipt
Taxi	The actual cost incurred with receipt

The point of departure is the union office. To save money and to minimize the emission of greenhouse gases, for meetings held more than 200 km. (one-way) from the office, only one participant may claim transportation costs unless authorization is granted in exceptional situations.

Important note: For situations not covered by this financial policy, the Executive Committee will need to be consulted and will need to authorize the expense beforehand.

In no case may a journey from the place of residence of a member on full-time release to the union office or from the union office to the place of residence be claimed. (Taxable benefit)

3.3 Claims Form (Appendix A)

For any reimbursement, the claims form (Appendix A) must be completed and signed, with supporting documents attached.

3.4 Reimbursement Procedure

A check will be issued as payment.

*** On January 1st of each year, the rate is adjusted with the Centrale (CSQ)**

4.0 Protection for Union Responsibilities

4.1 *Liability Insurance*

Union administrators are covered by liability insurance.

4.2 *CSST*

The Executive Committee is covered, in the exercise of its functions, by the CSST in accordance with the regulations of the CSST.

The union assumes the costs of liability insurance and CSST coverage during the exercise of union activities.

5.0 Donations Policy

An amount of \$500 per year is allocated for donations. The Executive Committee shall examine the requests and, depending on the case, award an amount.

6.0 Recognition Policy

6.1 *Meeting with an Advisor, a Member or a group of Members*

During a day or half-day of working with an external resource, a member, or group of members (other than a committee), meal costs are covered by the union.

6.2 *Committees*

To honor the participation of members in union activities such as committees, once a year the Executive Committee may organize a happy hour dinner or cocktail party for them.

7.0 Capital Purchases Policy

If the Executive Committee is required to make a purchase in excess of \$2,500.00, it must acquire three (3) bids before making a decision and it must consult the Finance Committee.

8.0 Coming into Force

The Financial Policy shall come into force on the day it is adopted by the General Assembly and replaces any other previous policy, practice or draft document.

9.0 Activism

As a labour organization at the service of its members, partially funded by union dues, the members of the Executive Committee acknowledge that some of the work to be done is related to activism. There can be no compensation in excess of that provided for in this policy.

10.0 General Assemblies

As is the case for all other members of the union, no additional remuneration shall be paid to Executive Committee members for their attendance at general assemblies.

11.0 Business Telephones

The TRUSS-CSQ shall contract a business package for members of the TRUSS-CSQ Executive Committee. If a person uses this package on their personal device, they can claim the cost difference by submitting a receipt each month. It is understood that members should contact Executive Committees during regular office hours, except for emergencies.

12.0 Responsibility for the Financial Policy

The Financial Policy is the responsibility of the Executive Committee. Amendments other than indexation formulas already provided for shall be submitted to the General Assembly for adoption.

13.0 Contracts with External Suppliers

Contracts with external suppliers must be limited to services that the FPSS-CSQ or CSQ are either unable to provide for free or only at obviously higher costs.

14.0 Management of the Salary Differential and Production of Financial Statements

- a) The TRUSS-CSQ shall entrust the processing and payment of the salary differential, after approving the required supporting documents, to a recognized and registered accounting service (bank or accounting firm) to ensure that tax and benefits deductions are applied in accordance with the tax regulations in force. This service shall also issue the appropriate tax slips.

- b)** The person in charge of the union's treasury shall collaborate with the professional retained to provide the documentation required to produce the financial statements that will be presented to the General Assembly. The Executive Committee may decide to invite representatives of the accounting firm to present the financial statements to the General Assembly. In this case, they shall only be in attendance for this point on the agenda.

15.0 Translation

This financial policy is issued in French and English. Due to certain nuances related to translation, for the purpose of interpretation, the French version takes precedence.

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