Compendium of Policies

Current to 22 April 2021

The policies herein govern the activities of CUPE 3902. To the extent of a conflict between these policies and the Local Bylaws, CUPE Constitution, CUPE3902/1281 Collective Agreement and any applicable statute, the Bylaws, Constitution, Collective Agreement or statute shall prevail to the extent of the conflict.

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Office Management

Computer Replacement Policy

[Finance Committee: 13 February 2008]
[Executive Committee: 13 February 2008]

In order to maintain efficiency and little computer downtime, core computers should be replaced every three years on a rotating basis. Core computers should migrate to desks with less use for an additional year.

The laptop should be replaced when no longer compatible with office software or as needed.
The server should be replaced prior to warranty expiration (every three years) and migrate to the website or listserv server.

Computer System Administration

[Executive Committee 12 March 2002]

CUPE 3902 Executive Committee members shall use the office network in such a way that this use does not interfere with the normal and efficient use of the network by any other bargaining unit member or staff member. Therefore, Executive Committee members and bargaining unit members shall not be granted administrative privileges under normal circumstances.

This means that users shall not have the privilege to install any applications. This includes (but is not limited to): peer-to-peer client software, instant messaging, ICQ, browser integrated software (e.g. E-bay, download accelerator, Realplayer), and games of any sort. Network use shall also exclude: run line access, control panel access, desktop access and write access to all system directories and files.

Software purchased by the union shall not be copied or re-distributed in any way.

All passwords shall be secure passwords.

Office Protocol

[Steward's Council February 10, 2010]

Executive Office Hours

CUPE 3902 Executive Committee members are elected members of the Local who receive an honorarium for the holding of their elected positions and are not salaried or waged workers in any sense. The 'work' performed by these officers in the Local office and in they carrying out of their duties is not recompensed. The rationale for the honorarium is that it pays to 'release' enough time such that the duties required by our offices and mandated by the membership is carried out.

One part of the duties of the executive officers is the keeping of regular office hours in the Local office. This serves many purposes: it keeps executive members in touch with the membership when

members telephone or drop by; and it allows a block of time to complete other duties incumbent upon the office. When it is open, the office shall be staffed by an administrative staff person or an executive officer. If there is no administrative staff person available, the executive officers will attempt to ensure a presence to keep the office open.

Office hours are not, however, sacrosanct. In principle, executive officers should hold office hours for at least three hours per week. These office hours should be posted, and made known to the membership. In practice, however, it may not be possible for all executive officers to hold all of their regular office hours, and some deviation from this policy is acceptable. If executive officers, whether because of the press of union business, the press of academic business, chronic illness or other reasons, cannot make their office hours, they shall try, within reason, to reschedule their hours and post the changes. If there is no union work (including folding and stuffing envelopes) to be done with which they could be assisting, executive officers may complete with own work while in office hours.

Office hours should be used primarily for the following purpose: completing tasks within one's portfolio or other assignments; assisting in ongoing campaigns taken on by the committee as a whole; and assisting in sending out materials.

When taking inquiries from members, the executive officer taking the inquiry shall be responsible for ensuring a speedy and polite response to the member. If an officer is unsure about an answer, it is best to confer with the appropriate staff member or a long-serving executive officer before providing a response. For the purposes of on-going training, the executive officer should later confer with that staff member regarding the reasons for the answer given.

Executive officers should ensure that their own and visitors' dishes are cleaned after use. In any event, the executive officer on duty shall ensure that all dishes are washed by the end of his or her shift.

Office Equipment Use

Local members may use office equipment on a cost-recovery basis, provided that the person makes prior arrangements; provided that union business is not interrupted; and provided it doesn't require staff assistance.

Office Use and Meeting Space

The union office shall be kept safe, clean, and accessible. Members interested in scheduling meetings must check the board on which all union meetings are recorded, and follow-up with the Office Administrator – Finance to confirm that the space is available. Priority for requests to use the office space for meetings will go to committees and groups internal to the union. In the event that a coalition partner or ally requests to use the union office space, the executive officer sponsoring the group is responsible for security and clean-up following the meeting(s). Where possible, requests for use of the office space by groups outside the Local will be brought to the executive committee for approval.

Record Keeping

[Stewards' Council 15 March 2010]
[AGM 7 April 2010]
[Stewards' Council, July 2015]

For meetings of larger committees – including, for instance, the Grievance Committee, Steward's Council, the Bargaining Team, the Strike Committee, Unit meetings, and GMMs – the minutes, having been approved by the body, are to be signed and dated by the chair and secretary of the committee. After the meeting, the chair or secretary will give those minutes to the Communications and Recording Secretary or the designated administrative staff person, who will maintain a file of that committee's minutes. For back-up, electronic copies of those minutes will then be sent to the Communications and Recording Secretary or the designated administrative staff person to be kept on the server.

On non-standing committees – including, for instance, the Liaison Committee, the Finance Committee, and the Women's Committee – one person shall be designated as chair for the purposes of ensuring that the committee's minutes are appropriately signed and filed.

In accordance with the local By-Laws, the Communications and Recording Secretary is ultimately responsible for ensuring that all committee minutes are appropriately signed and filed.

Executive officers are responsible for printing agendas and minutes for meetings of the Executive Committee and its subcommittees. Agendas, documents, and minutes for Stewards' Council and its subcommittees should be sent to one of the Office Administrators the day before for reproduction. For large meetings (including GMMs, the AGM, and normally, Unit meetings), the Executive Committee will produce agendas, minutes, and all related material a week in advance, and will make all of this available on the website or in the office.

Email Correspondence

All executive officers are responsible for keeping anything that constitutes a record. Here, 'record' refers to anything that pertains to the business of the local or to the implementation of the collective agreement, and includes correspondence with the employer and/or with members regarding employment issues. Once each year, any messages older than 24 months should be archived and put on the server for back-up.

Spending and Sourcing

Buying Policy

[Stewards' Council, January 2005]
[AGM, April 2005]

CUPE 3902 is committed to supporting fair and ethical labour practices. The buying practices of the local will reflect this commitment wherever possible.

The local will:

- support local, regional producers,
- support small, co-operative and community businesses rather than large, multinational corporations and their subsidiaries,
- support companies with a unionized labour force and companies that follow fair trade practices as they are defined by Ontario labour law, and
- support organizations with explicit social and environmental commitments.

This policy shall apply in particular to the following category of local purchases:

- office supplies,
- food and beverages, including beer, in accordance with the local's existing refreshments policy, and
- promotional materials, especially any item with the local's name on it, which must be produced according to the highest of ethical standards.

In advance of each January meeting of Stewards' Council, the Chief Steward will extend the opportunity to stewards to identify companies whose operations directly violate this policy. At the January meeting, this list will be adopted as the local's boycott list. This list will be forwarded to the executive and will serve as a list of boycotted companies for one year. This list will not be considered exhaustive and purchasing decisions will remain subject to the remainder of this policy.

BIRT the policy, as amended, by brought to the local's Stewards' Council for approval, as part of the report of the Purchasing Policy Committee.

Distribution of Purchasing Policy for CUPE 3902

BIRT the local's purchasing policy be included under the duties of the Chief Steward upon its adoption by Stewards' Council when next the local's bylaws are reviewed.

BIFRT the Chief Steward be tasked with publicizing this policy, and encouraging similar practices within departments.

BIRT the External Officer be tasked with recommending similar policies to broader labour organizations connected with CUPE 3902.

Ethical Investment Policy

[Exec, 20 Feb 2007; GMM, 29 March 2007; AGM, 27 March 2018]

The financial investment of our funds in any form inevitably implicates the Local in global systems of capital, which we acknowledge to be unethical and politically, socially and environmentally unsustainable. The Local also, however, has a responsibility to ensure financial stability for itself as an organisation in the interests of its membership.

The Local must therefore build its financial investment plan in such a way as to:

1. Respect the ethical values and principles of the membership;
2. Set and pursue balanced objectives for investment return and risk; and
3. Responsibly maintain necessary available funds.

1. Respect the ethical values and principles of the membership

   The Local will pursue an investment plan that observes ethical practices about issues such as labour standards. environmental and social sustainability and human rights. Its aim is to be at the forefront of a growing ethical and sustainable investment movement. In pursuance of this aim, the Local will use an integrated approach to evaluating a variety of issues – including human rights record, diversity, environmental and social practices and labour relations – to achieve a portfolio that on balance best meets both our values and our financial objectives.

   In practical terms, this means that the Local's approach to equity and bond selection begins by screening out companies or underlying assets with significant involvement in:

   - Defense industries including but not limited to the manufacture of armaments and ammunition, defense electronics, combat vehicles, private security services, and defense contractors;
   - Manufacture of tobacco products including cigarettes, cigars, pipe tobacco, and smokeless tobacco:
   - Nuclear power production or the nuclear fuel cycle (e.g. exploration, mining and/or processing or uranium); or
   - Pipelines, carbon intensive fossil fuel production (including coal, oil sands, deep water, and arctic offshore), and deforestation.

   Central sources for establishing up-to-date ethical guidelines will include the UN's Sustainable Development Goals, the United Nations Human Rights Commission, the International Labour Organization, and 350.org, among others. Furthermore, the Local's investment plan will follow the will of the membership as expressed in motions that include investment and divestment initiatives.

2. Set and pursue balanced objectives for investment return and risk

   Supporting the Local's values need not impair the financial quality of an investment plan. The Local is guided by research and academic studies that show that integration of the two E.S.G. pillars (Environmental, Social and Corporate Governance and Environmentally Sustainable

Growth) factors into the selection and management of investments in the age of climate change does provide superior risk-adjusted returns and positive societal impact.

The guiding investment principles as outlined in Paragraph 2 are complemented by investment practices of the Local. Together they constitute the Local's Responsible Investment philosophy. The Local's investment strategy will favour companies that are leaders among their sector peers in managing the two E.S.G. pillars· risks and opportunities, or a combination of both with the goal to achieve comparable and superior performance over the broad market in the medium and long term without additional risk. To further lower the level of risk, the Local's portfolio will strive to diversify and cap its holdings of stocks, bonds, and mutual funds, among others.

3. Responsibly maintain necessary available funds

   Portfolio investment decisions are also guided by the Local's need to readily access funds to cover its fiduciary responsibilities. The Local's financial accounts function in different ways and have different purposes. and must be invested accordingly:

   a) *Operating account*: this covers all day-to-day expenses of the Local, guided by the budget we pass at our AGM each year. Because of the way this account is used, it is virtually impossible for the Local to function if there is a delay in accessing any portion of it; rather than investing these funds, they should remain in a savings account.
   b) *Specific savings funds*: these are funds of the Local established in our bylaws, policies and budgets designed to save for specific purposes. They include the Defence & Strike Fund, the Griever Support Fund, the Staff Contingency Fund and the General Contingency Fund. The expenses these funds cover are initially covered by the operating account and later reimbursed by these funds, so three-months' notice can always be given for withdrawals. Except in times of use, the entirety of these funds can be invested. The Local can accept some risk with these funds, since they are large, there is a structure for rebuilding them, and they are rarely depleted.
   c) *Unit benefit funds*: these are amounts administered by the Local that are funded by the Employer as per our Collective Agreements. The Local disburses these funds on a specific schedule, and outside of those times, the entirety of these funds can be invested. The investments should hold zero risk (e.g. GICs, high-interest savings), since the Local is obligated to have the full amounts available during disbursement times.

Finally, The Local's financial plans must also realistically accommodate the amount of time that can be put toward managing our investments. A responsible investment plan must balance the need to have continual oversight of investments with a reasonable expectation of time spent managing the portfolio.

Expenses

[Exec. Committee 10 July 1995; 30 July 1998; 26 August 1999; 12 March 2002; 6, 13 July 2002]
[Stewards' Council March 15 2010]
[GMM September 9 2019]

Per Diem **payments**

- *Per diem* payments will be paid to members representing the Local at Conventions, Committees, Councils and Schools to which the Local is entitled to and has elected to send representatives.

- *Per diem* payments may, upon authorisation by the Executive Committee, be paid to members involved in any Local business.
- *Per diem* payments made by the Local are intended to cover members' expenses for sustenance only. No receipts are required.
- The *per diem* shall be fifty ($50.00) for meetings within Toronto, and seventy-five ($75.00) for meetings outside Toronto. (Amended 26 August 1999; 12 March 2002). Conferences in the US shall be recompensed at a rate of $75USD (6 and 13 July 2000).

Notwithstanding the foregoing, in instances where some members of the Local delegation receive a *per diem* payment from the hosting organisation, other members of the Local delegation who receive their *per diem* payment from the Local shall be paid an equivalent amount.

Reimbursement

Members representing the Local at Conventions, Committees, Councils and Schools to which the Local is entitled to and has elected to send representatives shall be entitled to reimbursement of legitimate expenses incurred in the conduct of Local business.

Expenses incurred by members involved in any Local business may, upon authorization of the Executive Committee, be reimbursed.

All receipted expenses for approved travel including, but not necessarily restricted to, those involving transportation, parking and accommodation shall be reimbursed as will non-receipted expenses for public transit.

In selecting the mode of transportation, members and staff are expected to utilize the most accessible, environmentally sustainable, and economical means of transportation possible within existing time constraints. Reimbursement will be based upon the most economical and environmentally sustainable means of transportation unless prior approval for alternate means has been obtained.

Vehicle rental, for the transportation of members, must be approved in advance by the Executive Committee, which shall satisfy itself that the vehicle will be operated by a licensed operator and that the Local will not be liable for any personal injury or property damage which may result from the vehicle rental.

Where possible, the prior approval of the Executive Committee or a quorum thereof shall be obtained for other discretionary expenses. Where prior approval is not obtained, requests for reimbursement shall be submitted to the Treasurer for consideration by the Executive Committee. Such reimbursement requests shall be accompanied by a brief report of the nature and purpose of the expense.

If the Local business is Grievance-related, then authorization is pre-approved and will be further approved after the fact via Expense Claim Forms. Childcare expenses of members attending Grievance meetings are also eligible for reimbursements. These Reimbursements will come out of the Grievor Support Fund (p. 27).

Credit Card Policy

[Stewards' Council, July 2015]

The Union requires a credit card for a number of legitimate expenses that normally cannot be paid through internal charge backs, purchase orders, or invoices. These expenses may include the purchase of needed supplies, required reference materials, etc., and to make travel arrangements for conventions, conferences, and/or arbitrations.

The use of a CUPE Local 3902 credit card, as well as restrictions on authorization, will be subject to the following:

1. The Chair, Unit Vice-Chairs, Secretary-Treasurer, Internal Liaison Officer, and External Liaison Officer, plus each member of the Local Staff, shall be authorized to use a CUPE Local 3902 credit card. Each individual so authorized is permitted one credit card.
2. Any person authorized for a credit card may choose to decline its use.
3. During a bargaining year, one member of the unit's Strike Committee may be authorized for an additional Local credit card.
4. The individual(s) responsible for acquiring credit cards on behalf of the Local shall also look into a rewards program that is most beneficial to the Local [e.g. Air Miles], when selecting the type of card [MasterCard, Visa, and so on]. The rewards or points which are collected on the Local's credit cards are the property of the Local and cannot be redeemed for personal purchases.
5. All cards will be held in separate accounts to aid with record keeping, accountability, and transparency.
6. The spending limit on each CUPE Local 3902 credit card, which must be strictly observed, is $5,000, with the exception of the financial staff card, which may have a higher limit of $10,000.
7. Purchases over $500 must be authorized by the Executive and shall be duly recorded in the executive minutes.
8. The use of a CUPE Local 3902 credit card for purchases which are personal in nature, or to obtain cash advances, shall not be permitted.
9. All transactions outlined on the monthly credit card statement must be documented and supported by an original invoice/receipt, and a charge slip must be returned to the Local Staff. The charge slip must include a detailed description of what the charge was for. Receipts should be submitted for all credit card transactions within two weeks of the purchase to ensure there is sufficient time for review by the Secretary-Treasurer and/or Local Staff. All records for each credit card shall be archived for accountability and transparency purposes.
10. Any documented misuse of CUPE Local 3902 credit cards and/or violation of the CUPE Local 3902 credit card policy shall be subject to the following:
    - Any cardholder who misuses a Local credit card to pay for a personal purchase must pay back the amount of the expense to the Local, and is further subject to a fine of the amount of $10. This fine shall be submitted to the Union and deposited in the Local Strike and Defense Fund.
    - Repeated credit card misuse, or misuse of a total amount over $200, will result in the withdrawal of authorization. The cardholder will immediately be required to surrender the credit card to the Secretary-Treasurer. If the violation involves the Secretary-Treasurer, the credit card must be surrendered to the Chair.
11. All credit cards shall be paid in full using an automatic payment method to avoid interest payments, under the oversight of the Local Staff.

Credit cards shall be destroyed when the card holder changes, and will be replaced with new ones, up to the limit established in this policy. Additional cards added during a bargaining/strike year are to be destroyed no later than two months after the ratification of a new collective agreement.

Petty Cash

[Stewards' Council March 15 2010]

For small and incidental expenses for the purposes of conducting Local business, the Office Administrator – Finance or a designate will maintain a petty cash fund, not to exceed $150. The Office Administrator – Finance will make a reasonable effort to attribute purchases from the petty cash fund to the appropriate lines in the union's budget reports. Anyone using the petty cash fund is responsible for collecting receipts or for otherwise accounting for their spending in writing within a reasonable period of time.

Purchases

[Finance Committee: 13 February 2008]
[Executive Committee: 13 February 2008]

The Finance Committee shall review long-standing business relationships with suppliers for service issues, change in labour practices, etc. on a yearly basis. Given that practice, CUPE 3902 can purchase from its suppliers with confidence.

In the event that CUPE 3902 is actively seeking to change suppliers, the executive committee shall solicit 3 quotes, whenever possible. 3 quotes from 1 supplier is acceptable when the supplier sells different brand of the same product. 3 online retail quotes is acceptable.

In addition, quotes are required for purchases where the unit cost in excess of $250 or the total purchase is in excess of $2000, whichever occurs first.

Gift Giving Policy

[13 February 2008, Finance Committee]
[13 February 2008, Executive Committee]

In order to recognize milestone achievements (birth of child, marriage, completion of dissertation, etc.) for executive officers and staff, CUPE 3902 may authorize the expenditure of a gift to commemorate said achievement up to $100. Except under exceptional circumstances, Stewards shall be excluded from this practice.

In order to maintain an equitable workplace, the practice of collecting money in addition to the CUPE 3902 gift, shall be excluded.

In order to recognize CUPE 3902 staff at the holiday season, CUPE 3902 may authorize the expenditure of a $100 holiday gift.

Retroactive Wage Increase Payouts

[Stewards' Council, October 2015]

When wage increases are bargained, an honorarium or book-off's worth may also increase depending on how its value is calculated (e.g. with respect to the SGS II rate). As such, retroactive cheques may be issued for book-offs or honoraria. However, the amount of a wage increase may not be enough to be worth even the cost of mailing it to a member. In light of this, we recommend only retroactive wage increases in excess of $5 be processed as cheques and mailed to members.

Delegation Accommodation

(Hotel Room Policy)

[Stewards' Council January 2011]
[Stewards' Council July 2015]

CUPE 3902 conference delegates shall share hotel accommodations, with the intent of minimizing expenses. Delegates to out of town conferences and meetings will be expected to share a room with another delegate of the same gender. However, to respect the dignity and privacy of our members, each delegate is entitled to a single room upon request. The External Liaison Officer will oversee the assignment of accommodation.

Member delegates may receive reimbursement for their travel and accommodation expenses. Any individual accompanying a delegate shall not receive reimbursement for their expenses unless they have also been elected as a delegate.

3902 delegations shall stay at unionized hotels wherever possible.

Refreshments

[Executive Committee 10 July 1995;15 April 1999, Exec training 2003]
[Stewards' Council March 15 2010]

The Chair or designate shall be responsible for ensuring that an adequate supply of beer and non-alcoholic refreshments are maintained in the Local Office refrigerator. Taking into account the labour and environmental practices of Ontario breweries and the Local's Buying Policy, only local and/or union-brewed beer will be purchased. Water and other non-alcoholic refreshments are to be available at all times.

Political Advocacy

Donations

[Stewards' Council, March 8 2011]

The total amount of money to be donated by the Local in a given fiscal year is determined by the membership in adopting a budget pursuant to the provisions of Local bylaws. Excepting strike support and sustained donations approved by the membership, only one donation per fiscal year will be made to any given organization, group, cause, or campaign. The executive shall maintain a current list of all donations made in the fiscal year.

Spending commitment

The Local commits to spend one percent (1%) of the previous fiscal year's total dues revenue on donations. The Executive Committee may authorize donations up to one-third of this amount, subject to the provisions of this policy. The general membership may allocate the remaining two-thirds of this amount, subject to the provisions of this policy. The Executive committee will make every effort to ensure that all of the money available for donations is distributed every year – up to and including the presentation of an Executive motion at the Annual General Meeting to top-up previous requests or direct the amount remaining to one or more union- or labour-controlled funds.

General criteria for donations

Donations will be considered for organizations, groups, causes, and campaigns that share the Local's goals of social justice, international solidarity, quality public education, and advancing the labour movement. Donations to local, grassroots, volunteer-based efforts will be given priority. Only donations to support secular initiatives will be considered. This does not preclude requests from or on behalf of religious organizations, as long as there is no religious test, requirement, or proselytizing associated with the activity that the donation will be used to support.

Each donation request will be carefully reviewed even if the Local has donated to a particular organization, group, cause, or campaign in the past. Sustained donations, except for publication subscriptions, must be approved by the general membership.

Personal appeals and donations to individuals are discouraged, but will be considered in exceptional circumstances. The Executive Committee will protect the privacy of individuals making direct appeals to the extent necessary and appropriate.

Donation approval

All donation requests will be processed by the Executive Committee, which may:

12. approve a donation of not more than two hundred dollars ($200.00), or
13. reject the donation request, or
14. refer the donation request to the next General Membership Meeting with a recommendation as to whether to donate. If the recommendation is to approve the donation, it shall include a proposed amount.

Between General Membership Meetings, strike support donations will be processed by the Executive Committee, which may:

1. approve a donation of not more than one thousand dollars ($1000), or
2. reject a donation, or
3. refer the donation request to the next General Membership Meeting with a recommendation as to whether to donate. If the recommendation is to approve the donation, it shall include a proposed amount.

Donation requests may be made to the Executive Committee or to the membership by submitting the request to the Secretary-Treasurer. Donation requests made to the Executive Committee may be submitted at any time. Donation requests made directly to the membership must be submitted at least fourteen (14) days in advance of a general membership meeting. The Executive Committee will prepare a standard form for such donation requests and post it on the Local website along with this policy.

Donation requests made or referred to a membership meeting must be sponsored by the Executive Committee or a member in good standing. Notice of the request, including all relevant information about the organization, group, cause, or campaign, and the amount being requested, will be posted on the Local website at least one week prior to the membership meeting. Notice may be waived only for strike support donations.

The Executive Committee may authorize union delegations at conferences, conventions and meetings to make strike support donations of not more than one thousand dollars ($1000) to striking locals if the delegation decides to do so by 2/3 majority.

Reporting

The Executive Committee will report approved donations regularly to the membership. Whenever possible, the Executive Committee shall provide a breakdown of donation recipients' administrative versus program expenses.

Where appropriate, the Executive Committee will ask that the Local's contribution be acknowledged by the recipient in its printed material, and that the recipient submit an article to the Local's newsletter.

Whenever practical, the Executive Committee will publicize the recipient's activities to the membership, and will solicit member involvement.

Micro-Campaigns

Micro-campaigns are member-driven initiatives designed to provide information and services that promote social justice and mobilize their communities. These events should not be incompatible with the Local's commitments to international solidarity, quality public education, and advancing the labour movement – but unlike donations, which might not always directly involve the Local's members, micro-campaigns always do.

Campaigns of this type may be eligible for one-time grants from the Local of up to $500/fiscal year. For the purposes of expediency, the Executive Committee shall be empowered to evaluate applications and decide upon the suitability of proposals for funding and disburse funds accordingly. The Executive Committee shall do so in a manner substantively similar to that outlined in the Donation Approval section of the Local's Donations Policy. . The Executive Committee reserves to right to distinguish a request for donation from a request for support for a micro-campaign, based on the differences set out above.

Nothing in this policy shall preclude the ability of Stewards' Council to recommend that the Executive Committee approve a particular micro-campaign.

Guidelines for Donations Authorised by Executive

[Executive Committee 24 October 2000; 8 July 2008]

General Guidelines

Solicitations from the following organisations will be considered:

- Labour
- Student
- Social Justice/Community
- Other

Within each category, groups working on local issues or local groups building solidarity nationally and internationally, shall be the highest priority.

Only one donation per fiscal year shall be made to any organisation.

Only appeals for donations in aid of a cause or activity of a secular nature will be considered. Appeals from sister CUPE Locals for funds to assist an individual member will not be automatically placed on the agenda of the Executive Committee; however, individual members of the Executive Committee may place such appeals on the agenda.

Donation requests may be loosely grouped in four categories:

1. One-time donations
2. Strike support
3. Support events
4. Other

1. One-time donations
The Local has traditionally supported some organisations whose goals are consistent with those of the Local. However, the Local will not maintain a list of pre-approved donations. Each donation request will be carefully considered even if the Local has donated to a particular organisation or cause in the past because priorities can change from year to year.

2. Strike support
Appeals from striking locals shall be placed on the Agenda of the first available Executive meeting for consideration. In considering the appeal, the Executive shall consider the particulars of the individual case as well as the geographic location.

3. Support events
The Local may purchase tickets for fundraising events meant to support organisations whose goals are consistent with those of the Local. The total number of tickets to be purchased must not exceed the $200 limit. These tickets will be offered to Executive officers, general members or donated back to the organisation.

4. Other
All eligible donation requests received during a quarter will be brought to the Executive Committee at the end of that quarter by the Secretary-Treasurer, divided according to the General Guidelines above (also see 'Presenting donation requests' below). 'Other' donations for that quarter shall not exceed the quarterly allocation, which shall be determined by deducting from the 'Donations' line item in the annual budget the total of 'One-time donations' and 'Support events', dividing the result by four, and deducting from that total the amount donated in the current quarter to 'Strike support'.

Presenting donation requests

1. Information about donation requests will be circulated to the rest of the Executive before meetings in an effort to give enough time to consider requests and make informed decisions. An electronic 'Summary of donation requests' will be compiled by the Secretary-Treasurer and circulated ahead of the meeting using the executive listserv. The same rationale should be applied for General Membership meetings (therefore encouraging members to submit their donation requests to the union before the actual meeting).
2. Such summaries of donations will be presented to the Executive by the Secretary-Treasurer on a quarterly basis and only time-sensitive donations will be presented earlier.
3. The movers of donation requests will provide paperwork to explain the organisation/cause to which they want to make a donation. Such paperwork shall include core information about the organization (name, mission statement or mandate, nature of the work performed). Movers shall also provide a rationale about how it meets the 'General Guidelines' above. This information will be used by the Secretary-Treasurer to write a 100-word summary to be included in the 'Summary of donation requests' and the list of donations posted on the Local's website.
4. A working document is to be maintained by the Secretary-Treasurer and the Office Administrator in which new donations that have been approved either by the Executive Committee or the General Membership will be added without undue delay.
5. Such a list of donations will include the full name of the organisation/cause (not just acronyms), a 100-word explanation (including a link to a website when one is available), the donation category, the body that approved the donation, the date, and the amount of the donation.
6. This list is to posted on the Local's website, which will be updated quarterly by the Secretary-Treasurer with the assistance of the Office Administrator and will clearly differentiate between the four categories outlined above and affiliations. The updated total amount of donations will be indicated at the end of the list.

Disaster-relief Donations

[General Membership 25 October 2012}

WHEREAS there have been numerous instances where the government of Canada establishes Relief Funds and matches contributions made by individuals and organizations in instances of humanitarian crises; and

WHEREAS contribution matching initiatives undertaken by the Government are time-sensitive and often occur months prior to GMMS;

THEREFORE BIRT should a humanitarian disaster occur and the government of Canada establish a mechanism where contributions made by individuals and organizations are matched, the executive be granted the authority to approve donations up to $1000.

BIFRT should a GMM by scheduled prior to the close of any donation window established by the Government the executive will refer such decisions to said GMM.

Strikes

Strike Policy

[Executive Committee 12 November 1998]
[General Membership 24 March 1999; 24 October 2006]
[Stewards' Council 01 December 1998; 20 October 2014]

In the event of a legal strike by the membership of CUPE Local 3902 or a lockout, the following shall govern the conduct of the Local and its members during the period of the strike. In the event of a conflict with Local 3902 Bylaws, the Bylaws shall prevail.

1. Spokespersons

The Chair of the Local, the Unit Vice-Chair and the Chief Spokesperson of the Unit's Bargaining Team shall be the sole spokespersons for the Local in relations with all news media.

2. Strike Headquarters

2.1. A Strike Headquarters shall be established in close proximity to, but outside, University of Toronto property, and shall become the administrative centre of the Union for the duration of the strike.

2.2. Facilities for hosting the media shall be established at Strike Headquarters in order to maintain continuous communication with press, radio, and television.

3. Picket Duties

The duties contained herein are minimum requirements; members will be encouraged to volunteer in excess of the stipulated minimum duties as necessary to wage a successful strike.

3.1. Except for valid medical reasons, or reasons considered by the Executive to be valid, every member shall perform picket-line duties in order to qualify for strike pay. All requests for exemption from picket-line duties shall be presented to the Strike Coordinator(s), noting the basis for the requested exemption. The Executive shall be the final authority in such requests, subject to Local Bylaws and the CUPE Constitution and National Defence Fund Regulations.

3.2. Members who have received an exemption from picket-line duties shall be offered alternate duties in consideration of the basis for the exemption. Alternative duties shall be arranged commensurate with the time, challenge, and rate of remuneration of picket-line duties, and shall be subject to Local Bylaws and the CUPE Constitution and National Defence Fund Regulations.

3.3. All picketers shall refer inquiries from the media to designated Local spokespersons.

4. Strike Pay

4.1 Strike pay shall begin for each member as soon as the member in question has completed her/his picket duty, and shall be paid on a weekly or bi-weekly basis for the duration of the strike.

4.2 Picketers will receive a rate of pay in accordance with CUPE National Strike Fund Regulations: sixty dollars ($60.00) per day of picket or alternate duty up to a

maximum of three hundred dollars ($300.00) per calendar week per hour for picket or alternate duties, with payment not to exceed two hundred dollars ($200.00) per calendar week. Members must work twenty (20) hours in a week to qualify for strike benefits except in approved circumstances as outlined by CUPE National Strike Fund Regulations. Only members who are abstaining from bargaining unit work (or doing only work permitted by the Local in the event of a partial or rotating strike) will be eligible for strike benefits, subject to the other eligibility criteria herein described.

4.3 Members who are paid hourly and whose regular appointments exceed 280 hours, and members who are paid per course and whose appointments exceed one 'Y' course, who have received the maximum amount of strike pay may, upon submission of a written request to the Executive, receive, in the form of an interest free loan, an amount not to exceed the difference between the maximum strike pay and the amount which would normally be received as payment for their contractual obligations to the University of Toronto. No more than twenty per cent (20%) of the Local Defence and Strike Fund shall be requisitioned in such fashion. Loans granted under this provision shall be repaid within six (6) months of the conclusion of the strike.

4.4 Upon commencing strike action, the Local shall cease payment of all honoraria to Executive, Strike Coordinator(s), or other members until such time as the strike is officially concluded, and the bargaining unit is back at work.

5. Child Care

The Local shall reimburse any childcare expenses incurred due to members' performance of picket or alternate duties.

6. Food and Refreshments

From the initial day of the strike, the Local shall provide food and coffee, tea, and/or other non-alcoholic beverages at Strike Headquarters and shall, wherever and whenever possible, deliver by vehicle food and refreshments to picket lines.

7. Toilet Facilities

Access to or provision of toilet facilities shall be arranged prior to the strike wherever picket lines are to be established.

8. Strike support material

Picket signs, banners, posters and any other such material shall be prepared in advance of the strike date. This policy does not prohibit the preparation of such materials after the strike date.

9. Positions and Duties

A. Strike Committee

9.A.1 The Internal and External Liaison Officers shall be *ex officio* members of the Strike Committee.

9.A.2 In the event of a vote in favour of strike action, the Bargaining Support Committee shall, pursuant to Article 12.6 of Local bylaws, become the Strike Committee, joining the Liaison Officers.

9.A.3 The Strike Committee shall, subject to membership and Executive approval, oversee the conduct of the Strike.

B. Strike Benefits Committee

The Strike Benefits Committee, as required by the CUPE National Defence Fund Regulations, shall consist of all members of the Executive Committee and the Strike Co-ordinator and shall be chaired by the Strike Co-ordinator.

C. Picket Captains

Picket captains shall be appointed by the Strike Committee and shall be responsible for:

9.C.1 contacting members and ensuring all members, in their respective picket groups, are reporting for picket-line duties and confirming that such duties are distributed in a fair and equitable manner as agreed to by the Strike Committee,

9.C.2 maintaining accurate daily records of members performing picket-line duties and surrendering such lists to the Strike Co-ordinator(s) and/or Strike Benefits Committee as qualifications for strike pay for members,

9.C.3 maintaining morale on the picket lines and regulating and controlling pickets under their responsibility to ensure no unlawful act or activity occurs,

9.C.4 meeting with the Strike Co-ordinator(s) to discuss strategy and receive instructions, materials, and information for the conduct of daily duties,

9.C.5 referring all requests for interviews to the Chair of the Local or the Chief Spokesperson of the Bargaining Committee,

9.C.6 being the sole authority on her/his picket line responsible for dealing with the police.

D. Information Team

An Information Team of no fewer than four (4) members shall be appointed by the Strike Committee from among its members and, as a subcommittee of the Strike Committee, shall be responsible for all preparation, printing, and distribution of daily information. Without restricting the generality of the foregoing, the Information Team shall be responsible for:

9.D.1 determining, on a daily basis, the content of information bulletins in conjunction with the Local spokespersons and/or the Strike Co-ordinator(s) and/or the Executive,

9.D.2 ensuring the printing and distribution of materials to the Strike Headquarters press room, Strike Co-ordinator(s), picket captains, picket lines, Internal and External Liaison Officers, and the Bargaining Team,

9.D.3 preparing all posters, picket signs, banners, bulletins, leaflets, and pamphlets and ensuring adequate supplies are available at all times.

E. Strike Co-ordinator

9.E.1 A Strike Co-ordinator(s) shall be appointed by the Executive, subject to ratification at a membership meeting,

9.E.2 The Strike Co-ordinator(s) shall direct and co-ordinate the strike in strict accordance with this Strike Policy, Local Bylaws, the CUPE National Constitution, and CUPE National Defence Fund Regulations.

9.E.3 The Strike Co-ordinator(s) shall, upon ratification of her/his (their) selection by the membership, be entitled to a full honorarium as set out in the Local Bylaws, or fraction thereof calculated on the basis of the number of Strike Co-ordinators so appointed.

9.E.4. The Strike Co-ordinator shall chair the Strike Benefits Committee. Where more than one Strike Co-ordinator is appointed, the Committee shall elect one of them as Chair.

9.E.5 The Strike Co-ordinator(s) shall serve in office at the pleasure of the Executive until such time as a contract ratification vote affirms acceptance of a new contract.

9.E.6 The Strike Co-ordinator(s) shall be responsible for:

a. preparing, maintaining, and issuing to the picket captains daily lists of Local members scheduled for picket line and alternate duties,
b. contacting, in conjunction with the picket captains, members for picket-line duties,
c. recording and authorising strike pay for members who have performed their weekly picket-line or alternate duties in accordance with these regulations and in accordance with the CUPE National Defence Fund Regulations,
d. meeting regularly with all picket captains to discuss and coordinate daily activities and to ensure all picket captains are responsible in their attendance and performance of their duties, and are adequately provided with all necessary support material,
e. meeting regularly with the Chair of the Local and appropriate staff to discuss and determine any necessary adjustments to strike strategies,
f. carrying on their person at all times a communication device for communication with Strike Headquarters.

F. Internal Liaison Officer

In the event of a strike, the duties of the Internal Liaison Officer shall include, but not necessarily be restricted to:

9.F.1 maintaining contact with and soliciting support, solidarity pickets and contributions from unions, other related organisations, and student groups on campus,

9.F.2 communicating with these organisations by providing timely bulletins, information, and press releases from the information team,

9.F.3 attending, wherever possible, the meetings of such organisations from whom s/he may receive invitations in order to put forward the Local position as established by the Strike Committee,

9.F.4 maintaining contact with and gaining support from on-campus groups, clubs and councils which may assist in pressuring the University to settle the dispute,

9.F.5 referring all requests for interviews to the Chair of the Local or the Chief Spokesperson of the Local Bargaining Team,

G. External Liaison Officer

In the event of a strike, the duties of the External Liaison Officer shall include, but not necessarily be restricted to:

9.G.1 contacting the CUPE National Office, the CUPE-Ontario Division Office, the CUPE Metro District Council Office, and other CUPE Locals and apprising them of the situation on a regular basis,

9.G.2 maintaining contact with and soliciting support and contributions from unions, Municipal Councils, private groups and other related organisations off campus,

9.G.3 requesting and, in co-operation with the Strike Co-ordinator(s), co-ordinating support pickets from other CUPE Locals and off-campus student groups which may assist in pressuring the University to settle the dispute,

9.G.4 distributing printed information prepared by the Information Team to relevant CUPE Locals and off-campus groups

H. Liaison Officers

In the event of a strike, the Liaison Officers shall share the following duties:

9.G.1 referring all requests for interviews to the Chair of the Local or the Chief Spokesperson of the Local Bargaining Team,

9.G.2 attempting by all legal means to obtain support and solidarity, with the intent of detrimentally affecting any and all services to and from the University, including:

a. supplies to the University
b. university mail at point of pick-up
c. garbage removal
d. any other service or facility which would support the strike

9.G.3 reporting to the Chair of the Local and the Strike Co-ordinator(s) in a timely fashion

10. Communications

10.1 During the course of the strike, the Chair of the Local and the Chief Spokesperson of the Unit Bargaining Team(s) shall carry a communications device at all times to ensure communications and availability to represent the Local to the media.

10.2 Strike Headquarters, all picket captains, and the Strike Co-ordinator(s) shall have a communications device at all times.

10.3 Vehicles shall be available for:

a. flying pickets
b. emergencies
c. performing messages and errands
d. transporting picketers to and from picket lines, and
e. delivering food and refreshment as herein described

11. Amendment

Changes to the strike policy shall only be made in the manner set out for changes to the Local Bylaws in Article 17 thereof (see Local Bylaws Article 14.6).

Local Response to Anti-Labour Legislation

[Stewards' Council, December 2010]

If political protest in the form of job action is called for by any organization to which CUPE Local 3902 is affiliated (e.g. CUPE National, CUPE Ontario, Canadian Labour Congress, CAUT), the question of

Local support may be submitted to a General Membership Meeting. No job action shall be taken without consultation as outlined in this policy. Notice of this item shall be included in the Notice of Meeting. The nature and extent of CUPE 3902's participation in such political protest will be determined by the membership at the General Membership Meeting.

Should circumstances require the commitment of the Local prior to the next General Membership Meeting, all reasonable efforts to ascertain the will of the membership shall be made. This may include:

1. Calling a special members meeting; or
2. ii. Consideration of the issue by the Stewards Council at a time and place widely disseminated to the membership at large; and/or
3. Consideration of the issue by the Executive Committee at a time and place widely disseminated to the membership at large.

In the event of option ii and/or option iii, any actions taken shall be subject to ratification at the next General Membership Meeting. Further, all actions taken under the auspices of options ii and/or iii shall seek to minimize the long term commitments of the Local to the greatest degree possible that does not undermine the substance or solidarity of the response.

Grievances

Grievance Policy

[Executive Committee 30 March 1998]
[Stewards' Council 30 March 1998;
[Stewards' Council 15 March 2010]
[AGM 7 April 2010]

Ability to file grievances

Members of the CUPE 3902 bargaining unit possess the ability to file grievances pursuant to a number of articles of the Collective Agreements, particularly Articles 4 (harassment grievance) and 12/14 (hiring, individual, group, and suspension/discharge grievances). In addition, the Union possesses the right to file Policy grievances according to Article 12/14.

So long as the Collective Agreements are adhered to, discussion and problem solving among employees and their supervisors about working conditions is always encouraged; however, the grievance procedure exists so that employees who need to enlist the support of the Union can do so. A grievance is not a dispute between an employee and his/her supervisor or Chair, but between the Union and the Employer.

Carriage

All grievances shall be filed through the Union and the Union shall not normally refuse to take any grievances. The Union shall not normally withdraw any grievance prior to Step III without the consent of the grievor. The grievor may request at any time that the Union withdraw his or her grievance and the Union shall comply with any such request. Any settlement of a grievance shall require the signature of the Chair, Grievance Officer or Staff Representative.

The Union has carriage of the grievance at all times. The Union, in consultation with the grievor, will make all decisions concerning the presentation of the grievance at all steps including arbitration. In addition, if the Union comes to the reasonable conclusion, after considering all relevant factors and after consultation with the grievor, that the grievance should be settled, the Union may enter into such a settlement with or without the consent of the grievor. The Union shall keep the grievor fully apprised of all aspects of the grievance.

Right to present concerns to the Union

Any member of the bargaining unit has the right to present employment-related concerns to Union officials, including Stewards, Executive Committee members (esp. the Grievance Officer), Grievance Committee members, and the Local Staff Representative. Members should expect their grievances to be considered in a fair and professional manner. Members are encouraged to seek and act on the advice of Union officials at all times throughout the grievance procedure.

Right of representation/Conflict of Interest

Members are normally advised by their Stewards, the Grievance Officer and the Staff Representative. A member has the right, however, to request representation by another member of the Grievance Committee to advise him or her in the place of the Steward.

In instances where a member of the Grievance Committee is in conflict of interest (i.e. a direct or indirect pecuniary advantage accruing to that individual as distinct from his or her general membership in the Union), that Grievance Committee member shall not act for a member in any way, nor shall she or he play any role in the processing of the grievance. She or he shall absent himself or herself from any discussions, debates or votes on the matter throughout the process. In addition, should a Grievance Committee member or Executive Committee member possess a bias against the member, that person shall absent him or herself from all discussions, debates or votes on the matter throughout the process.

Confidentiality

As provided for in the By-laws of the Local, 'Each member of the [Grievance] Committee shall hold in strict confidence all information pertaining to any complaint or grievance. She or he shall reveal such information only to the Chief Steward, the Grievance Officer, the Staff Representative, Local legal counsel, or to Stewards' Council when Council is in session.' (8.7(c))

Arbitration

The Executive Committee of the Union, acting on the advice of the Grievance Committee the Grievance Officer, the Staff Representative and any Stewards/Grievance Committee members involved in the case, shall determine whether grievances shall be sent to Arbitration. If time allows, the Grievance Committee may make a recommendation to the Executive Committee regarding arbitration of grievances. In making its recommendation, the Grievance Committee shall be bound by the same decision-making rules as would the Executive Committee. In making its decisions, the Executive Committee/Grievance Committee shall consider all aspects of the Grievance including the merits of the case, the full implications of proceeding (including costs to the Union), and other matters appropriate to the case. The Executive Committee/Grievance Committee shall not act in an arbitrary or partisan manner, but shall fully and impartially consider each case. Members whose cases are not proceeded with, shall be allowed opportunity to present their case to the Grievance Committee and Executive Committee prior to a final decision as to the disposition of the case.

Use of staff legal counsel

The Local shall normally use Local Staff Representatives to argue Arbitrations, but may use CUPE staff or outside legal counsel with the approval of the Executive Committee. The Grievance Officer and the Staff Representative may be allowed to consult legal counsel in preparing Grievance and Arbitration cases.

Hiring grievances

In hiring grievances, the Grievance Officer shall, prior to Step III, write to all interested parties informing them of the grievance, their rights and how the grievance may affect them.

Right to know

Each member who approaches the Union with a work-related complaint or is interested in filing a grievance shall be given a copy of the grievance pamphlet as soon as possible. In addition, copies of the grievance pamphlet shall be available at Membership Meetings and Stewards' Council meetings and the pamphlet and this policy shall also be posted on the Union website.

A member who files a grievance shall be fully informed of her or his options and has a right to be informed of matters relating to her or his grievance.

Grievor Support Fund

[Steward's Council, December 7, 2009]
[GMM September 9, 2019]

Purpose

The Grievor Support Fund will be used to make interest-free loans to grievors in extreme financial need for whom the Union has filed a grievance that has been denied at Step 1. Extreme financial need will in most cases be viewed as a loss of at least 25% of employment income in the bargaining unit as a result of the matter in dispute.

Administration

The Grievance Officer shall be empowered to request proof of extreme financial need from the members if the need is not readily apparent. The Secretary-Treasurer will set up a separate bank or credit union account to hold the funds in the grievor support fund, to be reviewed by the Grievance Officer and/or the Grievance Committee.

Loans

Upon recommendation of the Grievance Officer, and subject to approval by the Grievance Committee, grievors will be granted an advance on an expected grievance settlement, the total amount normally not to exceed 50% of the total fund or 50% of the expected amount of the settlement, whichever is less. (This amount will be determined by the Grievance Officer in consultation with the Staff Representatives). The loans will be interest-free, and to be repaid within five years. An individual member will not normally receive a loan in excess of $10, 000 per fiscal year. Any loan in excess of $10, 000 must be approved by the Executive in camera.

Repayment

Repayment of the loan will be due upon settlement of the grievance, once payment has been received by the grievor. In the event that the grievance is unsuccessful, or the net settlement received is less than the amount of the loan, the Grievance Officer will present an alternative repayment plan for approval by the Grievance Committee, taking due account of the financial situation of the grievor. As security on the loan, the grievor will sign a promissory note acknowledging the loan, and will provide a postdated cheque in the amount of the loan, dated to the anticipated end-date of the arbitration process.

Also, for Grievance-related travel, accommodation, and per diems, these will come out of the Grievor Support line, as per the "Reimbursement" section (p. 10).

A copy of this policy should be made available to grievors if their case is proceeding to arbitration.

Procedure and Governance

Book-Off Policy

[Steward's Council, December 7, 2009]

A book-off is the practice of reimbursing the employer for the appropriate wage and benefit costs applicable to a CUPE Local 3902 member when the member is seconded from his or her regular duties by CUPE Local 3902 for union activities. The right of the members and the union to seek book-off is outlined in the Union Leave Provisions of the Local's collective agreements;

A book-off shall not contravene the Local's collective agreement with its staff (i.e., book-offs shall not include work covered by the CUPE LOCAL 1281 collective agreement, unless agreed to by CUPE Local 1281);

Book-offs are intended for activities consistent with the objective of the Local as spelled out in Article III of the Local's By-Laws. These include: mobilization, education, outreach, organizing drives, or other campaigns or projects that have been duly approved by the membership or, where appropriate, Stewards Council. Moreover, book-offs should specifically be used for activities that go above and beyond expected volunteer duties, and/or where volunteer turn-out is insufficient to meet core union objectives.

Selection criteria shall be such that no member is disadvantaged by their employment status or job category at the University of Toronto. (Notwithstanding this, a book-off may be restricted to a sub-group of the membership where this is clearly appropriate e.g., seeking a TA to mobilize TAs);

A member who is selected for a book-off may opt instead for an equivalent honorarium;

If a book-off is more than 35 hours, a call for applicants shall posted on the Local's website and circulated to Local members via email at least one week prior to review by the committee that intends to book-off said member(s). The committee, or a duly constituted sub-committee thereof, shall then select the appropriate candidate for book-off by majority vote;

If a book-off is 35 hours or less the committee that intends to book-off said member(s), or a duly constituted sub-committee thereof, shall select the appropriate candidate for book-off by a majority vote;

Book-offs shall be made only with the appropriate budgetary authorization from the Executive committee.

Conflict Of Interest

[Stewards' Council 20 April 2010]

Members of CUPE Local 3902 are expected to conduct themselves with personal integrity, ethics, honesty and diligence in performing their duties for the Local. Members are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Local.

A conflict of interest refers to a situation in which private interests or personal considerations may affect a member's judgement in acting in the best interest of the Local. It includes using one's position, confidential information, Local material, or Local facilities for private gain or advancement or avoidance of loss, or the expectation of private gain or advancement or avoidance of loss. While it is understood that actions or circumstances that benefit a member of one's family, friends or colleagues is often the stated goal of much of what we do as a union, a conflict may occur when an action or circumstance benefits any member of the employee's family, friends, or colleagues and at the same time conflicts with the interests of the Local.

Members who believe they may be in a conflict of interest are expected to report this to the chair of the committee or meeting wherein the conflict arises. The committee or meeting is expected to discuss the conflict in the absence of the member, and decide on a reasonable and responsible way to proceed.

Possible strategies to deal with conflict of interest include:

- The member excuses him or herself from the committee or relevant task or duty during deliberation of the specific issue of interest.
- The member remains, but refrains from exercising voice or vote.
- The committee, being aware of the conflict, decides that no action is necessary.
- In the interests of transparency, the matter is brought to the attention of other bodies of the union – including but not limited to the Executive Committee, Steward's Council, or the general membership – for consultation and resolution.

Each committee and meeting of the Local shall have the autonomy to handle any conflict of interest in the way it deems appropriate.

Delegate Selection And Conference Reporting

[Executive Committee, 21 January 2009]
[General Membership, 14 April, 2009]

The Executive of CUPE 3902 has a practice of encouraging members to attend relevant conventions, conferences, and schools. Whenever possible delegates to conventions and conferences are elected at membership meetings, with the exception of the External Representative, or her/his designate, whose role according to our by-laws is to head the delegation.

When it is not possible to elect delegates, or when sending members to schools, the External Representative will broadcast the decision to send delegates or participants to the membership, encouraging members to volunteer. The External Representative will present a list of those interested in attending to the Executive, who will make the decision about the size of the delegation and who will participate. However, when a conference or school has a specific purpose that falls into the area of responsibility of a member or officer (e.g. health and safety, bargaining) the External Representative can recommend to the Executive that the member be appointed to attend the conference, convention, or school.

Delegates elected or appointed to attend conferences, conventions, or meetings as part of a CUPE 3902 delegation are expected to participate in the program to the fullest extent possible. Delegations

shall produce a written report to the Executive Committee no later than one month after the end of the event. It is the responsibility of the External Representative to ensure such a report is produced.

The delegation's report shall be published in the Local's newsletter in the issue following the presentation to the Executive Committee, space and time permitting. The delegation's report shall also be posted on the Local's website, and filed in the Local's office.

Executive Committee Meeting Procedures

[Stewards' Council, December 2010]

Abstentions

Abstentions in Executive Committee meetings are strongly discouraged. If members do not feel the information presented is sufficient to allow them to make a decision, they should move to postpone the decision until adequate information is made available. If members do not want to vote for other reasons, they should leave the room and the minutes should report the times at which they left and rejoined the meeting. Thus, the number of votes cast and so recorded should always add to the total of members present when the vote is taken.

Chair voting

The Chair will vote on all matters before the Executive Committee and will declare any tied votes lost. The Chair will not vote at Membership Meetings unless it is necessary to break a tie.

Meetings

When a member of CUPE 3902 Executive Committee requests that a motion be divided, the motion shall be divided. This procedural policy shall also apply to all sub-committees of the Executive Committee.

Email Motions

Adopting motions by email is not meant to replace meetings and should only be used when a non-controversial issue requires a decision in a timely manner.

1. The motion is to be sent to the executive listserv by the mover and will already have a seconder wherever possible. The mover will also provide a motivation for this motion. The subject line of the email should indicate —Motion‖ followed by a few words describing its purpose. This subject line needs to be maintained throughout the process.
2. To be adopted, the motion needs to receive 5 votes (which may include the mover and seconder). If fewer than 5 members cast a vote, the motion can be brought at the next meeting. If at least one officer indicates that he/she would like the matter discussed at a meeting and that it should not be decided by electronic vote, the motion shall be brought to the next meeting and not decided by electronic vote.
3. Executive officers will have 48 hours excluding Saturdays, Sundays, and statutory and civic holidays to ask questions, express concerns, share other ideas, and cast their vote.
4. After this 48-hour window or after all executive officers have voted, the Chair will email the listserv to confirm the results.
5. The exchange is then printed out and attached to the minutes of the next executive meeting.

Health and Safety Representative

[Stewards' Council February 2011]

CUPE 3902 has the right under the *Occupational Health & Safety Act* to appoint representatives to the University of Toronto's health & safety committees. There is nothing in the CUPE 3902 bylaws to govern such appointments, and, especially, no requirement that they be elected positions. One factor behind this is that the health & safety committees are to a great extent organized geographically—their jurisdictions are often contained within one department, but just as often are faculty level or greater. In the past, the Executive has recruited volunteers for these positions. When faced with the necessity to choose a rep from among several volunteers, naturally, questions of fairness in our method of selection will arise. The need to be fair is recognized, however, the remuneration involved is not great, and the Local hasn't the resources to put in place the kind of formal process which would be necessary to ensure complete fairness.

Therefore, in making such selections, the Executive will take into account the following factors:

1. Volunteers who are enrolled in a department within the jurisdiction of the Committee for which a representative is sought will be preferred;
2. Volunteers who are already members will be preferred over those who are not (appointees must, of course, apply for membership before they can assume duties);
3. Stewards who wish to take health & safety positions will be preferred candidates;
4. Consideration will be given to indications from the volunteers regarding interest, experience, and/or training in health & safety issues which they already possess;
5. Consideration will be given to indications from the volunteers regarding the expected length of time they will be able to fill the position;
6. Regarding the group of volunteers as a whole, the Local will apply so far as possible principles of affirmative action such that the group of volunteers is reflective of the bargaining unit as a whole — in particular, members of equity-seeking groups of the Local should be encouraged to volunteer.

Hiring Policy

[Stewards' Council 20 April 2010]

In an effort to promote equity and fairness, the union shall strive to proceed transparently in hiring, with due regard to applicants' confidentiality.

Hiring Committees shall be struck by the Executive Committee. Members of any Hiring Committee shall include, at minimum, the Chair (or Chair's designate), a member of the Executive Committee, and an external member chosen by the Executive Committee. The external member will be a Steward, Trustee, or former Trustee (who is still a member of the Local) whenever possible. Staff members may serve on Hiring Committees as voting members at the discretion of the Executive Committee.

Hiring Committees will choose from among their members a chair and a secretary. The chair is responsible for calling meetings and ensuring that all obligations (for postings, notice, etc.) of the staff Collective Agreement are met. If the hiring committee decides that this position should be posted

external to the staff union, the chair will post notice of the hiring process and job description to the membership in a timely fashion. The secretary is responsible for ensuring that minutes and other records of the Committee are properly kept and filed.

All decisions of Hiring Committees must be ratified by the Executive Committee at the meeting subsequent to any recommendation being made.

Membership Drive Hires

During membership drives it is often impractical to strike Hiring Committees for every position needed. In such cases, the drive Coordinator(s) may be empowered by the Executive Committee to appoint organizers for the primary task of card-signing. The Coordinator(s) will be responsible for ensuring that these positions are posted widely to the membership. The Executive Committee will be responsible for ensuring any and all necessary agreements with the staff Union are in place prior to any appointments being made.

Membership/Identification

[Stewards' Council, April 2009]
[Stewards' Council, July 2015]

Application

Membership applications will be circulated to potential members and will be available from Stewards in each Department. Completed applications may be submitted to the Local directly, or through Department Stewards.

Cards

In accordance with the provisions of the Local bylaws, applicants who are eligible for membership will be issued membership cards by the Communications and Recording Secretary. Cards will remain valid as long as the holder is eligible for membership.

Identification

In order to attend meetings of the Local or to cast a vote to which a member is entitled pursuant to any of the provisions of Local bylaws, members may be required to verify their identity by producing a second piece of identification.

Initiation Fees

The CUPE initiation fee for new members will be paid by the Local out of regular dues revenue.

Organizing Drives

All members who **make** application to join the Union under the aegis of **an approved** organizing drive be accepted into membership of the Local.

Eligibility in Multiple Units

Membership eligibility runs until the end of August in the year following the one in which one was most recently employed. Therefore, members of more than one Unit are able to vote in more than one Unit's meetings.

n.b. This policy should be considered a supplement to Article 5 of the CUPE 3902 Bylaws

Election Procedure

[Steward's Council, March 13, 2013]

Maintaining Active List and Training of Poll Clerks

The Chief Returning Officer (CRO) will be responsible for maintaining an active list of members willing to serve as poll clerks. The CRO will be responsible for training all poll clerks according to existing by-laws and accepted practices of CUPE 3902. Further all poll clerks must have received training before they can operate a polling station. The CRO will offer poll clerk training session throughout the year, as necessary to ensure a sufficient number of trained poll clerks for upcoming votes. At each stewards training session attended by at least 5 new stewards, the CRO will offer poll clerk training.

Two Poll Clerks at Each Polling Station for Accountability

In order to promote accountability and transparency in elections, the CRO is responsible for ensuring that all polling stations are operated by at least two poll clerks at any time. If despite the best efforts of the CRO, it is not logistically possible to provide two poll clerks at each polling station, then the CRO may relax this rule with the approval of the Chair. In this case, the CRO must include a detailed explanation of the circumstances that required a relaxation of this rule in their report.

Compensation of Poll Clerks

Prior to each election, the CRO will advise the Secretary-Treasurer on the number of poll clerks and polling stations necessary for the election, and will make a recommendation on the amount and means of compensation necessary to run the election. Based on that recommendation, the Secretary-Treasurer will decide on the appropriate funding for the election. The Secretary-Treasurer will present a budget to the Executive Committee for approval prior to the election.

Eligibility of Poll Clerks

The CRO will make every effort to maintain impartiality, and to ensure fairness and neutrality in the assessment of the eligibility and selection of poll clerks initially and subsequent assignment at each polling station.

In contested elections, insofar as possible, the CRO will not select poll clerks who are also candidates in that election (whether contested or not). If the CRO rules it is necessary to assign candidates as poll clerks, they must explain in their report why no other poll clerks were available to staff that polling station.

In the event of a strike vote and/or ratification vote, insofar as possible, the CRO will not select poll clerks from members of the respective Bargaining Committee(s) or Bargaining Support Committee(s).

n.b. This policy should be considered a supplement to Articles 8 and 15 of the CUPE 3902 Bylaws

Stewards Election Policy

[Steward's Council, December 7, 2009]

Steward Election Policy and Obligations of Stewards

1. By September 30th of each year the outgoing Departmental Steward must contact the Chief Steward or Executive Committee Representative to certify the results of the steward elections within his/her department

2. Where no outgoing steward exists, Divisional Stewards (Mobilizing) shall attempt to convene an election pursuant to bylaw 8.1a

3. Where no election can be held the Division Steward (Mobilizing) will recruit a volunteer to be appointed as Departmental Steward pursuant to bylaw 8.1d

4. All untrained stewards must attend at least one training session. All stewards are encouraged to update and participate in further training regularly.

5. Stewards, or their designate, may only miss 3 Stewards' Council meetings in a year and/or 2 Stewards' Council meetings in a term. If these minimum requirements have not been met, the Chief Steward shall discuss the reasons for the steward's absence with the steward in question. If the steward is still interested in serving as a steward but is unable to attend Stewards' Council meetings, she or he may submit a report on the department's activities to Stewards' Council in her or his absence. If the steward is no longer interested in serving as a steward, the Chief Steward shall suggest that the steward resign the position, and shall begin a search for a new Steward in that Department. Before a new steward is found, the Divisional Steward will be responsible for stewarding activities in the Department now without a representative.

6. A fund will be established for stewards to gain access to for Department/Union events. These funds are only available to stewards who meet their training and attendance obligations. Stewards who do not meet these obligations can still apply to Stewards' Council for access to the fund.

7. In the event of a dispute concerning the process of electing or recalling a Steward in a Department, an appeal in writing setting out the matters in dispute may be made to the Executive Committee. The Executive Committee shall investigate the matter and make a recommendation to Stewards' Council. Stewards' Council shall vote on the Executive Committee recommendation at the earliest regularly scheduled Stewards' Council meeting.

Temporary Vacancies and Pro Tem Appointments to the Executive Committee

[Steward's Council August 3, 2010]

According to the Local's Bylaws (7.15), a position on the Executive Committee may become vacant if one of the Executive Committee members resigns or fails to attend three consecutive meetings of the Committee, or seven total meetings in a year, without acceptable reasons for these absences.

Should a position on the Executive Committee become vacant, the office will be filled by a by-election at the next General Membership Meeting.

Until that General Membership Meeting, the Executive Committee will fill the vacated position in a manner that balances the principles of democracy, transparency, expediency and continuity.

For instance, this effort may include a call to the general membership for a pro tem replacement, with an appointment from among the interested respondents to be confirmed by:

1. A vote at Stewards' Council; or,
2. An online survey of the membership; or,
3. A vote by the Executive Committee.

Whatever the temporary solution, the member(s) appointed to the vacated Executive seat will hold it only until the next General Membership Meeting, at which time they may choose to participate in a by-election to democratically select an official replacement.

Funds Implementation Policy

[Steward's Council, October 2015]

In Unit 1, a Funds Implementation Committee shall be elected to consider any potential changes to funds (new or existing) achieved through collective bargaining that involve the eligibility criteria for the funds, the amount of money allocated to that fund (if not specified in the collective agreement), or the distribution rules/formula for the fund, to propose to the membership.

In all other Units, such changes can be proposed by either a Funds Implementation Committee elected for that purpose, or by the Unit Vice-Chair and the Secretary-Treasurer together (who would count as a Funds Implementation Committee).

For all such changes proposed by a Funds Implementation Committee, the membership of that Unit must vote to approve those proposed changes before applications for that fund can be released to the membership (or before the distribution of the fund if no applications are required for the fund).

If a funds implementation proposal is not approved, a second unit meeting will be called. If two successive unit membership meetings specifically called for the purpose of changes to the distribution of funds (i.e. where it is the first order of business) are inquorate, then the proposed changes will be adopted.

Based on the applications received for each fund, the provision exists for the committee to adjust the amount of money allocated to each fund by +/-10% of the originally stipulated amount without the need for a vote by the membership to revise the proposal. If the committee wishes to reallocate money in excess of this amount, a unit meeting must be called to vote on this proposal.

It is recommended that the committee's initial proposal to the membership specify what will happen to excess money in a fund (if the maximum distribution to all applicants does not exhaust the fund). It is further recommended that the funds won in bargaining be allocated such that all of the money received in a fiscal year is distributed to the membership that fiscal year, where possible.

The Secretary Treasurer shall maintain a document on the Local's servers that includes information about each fund. This document will be updated if any changes to the funds are made, while preserving the record of previous incarnations of the fund. This information shall include (but not necessarily be limited to):

1. the eligibility criteria for the fund
2. the amount of money allocated to that fund
3. the distribution rules/formula for the fund
4. the rationale behind changes made to any of these, and the date of change

Communications

The Guardian

Advertising

[Stewards' Council 27 October 1997]

No advertising in *The Guardian* will be accepted.

Production

[Executive Committee 18 August 1997]
[Local Bylaws s. 7.8(d)]
[Collective Agreement 3902/1281]
[Stewards' Council, July 2015]

The Communications and Recording Secretary shall be the Editor-in-Chief of the Local newsletter.

A Staff Representative shall be the Managing Editor of the Local newsletter.

There shall be an Editorial Board consisting of the Chair or the Chair's designate, the Communications and Recording Secretary, a Staff Representative, and three members at-large.

The Editorial Board will make initial decisions regarding the copy and layout of the newsletter. Editorial decisions with respect to copy will be referred to the Editorial Board for decision.

Submissions

[Executive committee 27 February, 2008]

1. Text submitted for this publication will be reviewed for errors (typos, grammar, spelling, adherence to the conventions of proper English usage, etc.) and checked for factual accuracy (dates, name spellings, titles, etc.). It may also be edited to accommodate the space limits of the edition under preparation. In making these changes, content will remain as close as possible to the original version.

2. Pieces submitted by the deadline date will be returned by e-mail to the writer for final approval or to allow the author to make revisions before publication. Writers may also choose to withdraw work they have submitted.

3. Submissions received after the deadline will also be accommodated in the above manner if possible, but compositions for which space has been reserved that are delivered on the threshold of the printing deadline may be reviewed, adjusted and possibly reduced in length without the prior approval of the writer. In making such changes, the editorial staff will make every attempt to leave the context and content of the article intact.

Equity

Equity Statement

[GMM October 2008]
[GMM MM 2016]

The CUPE 3902 Equity Statement shall replace the CUPE National Equality Statement at all meetings.

CUPE 3902 Equity Statement

The sacred land on which CUPE 3902 operates is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississaugas of the Credit River. The territory was the subject of the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes.

Today, the meeting place of Toronto is still the home to many indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this territory.*

In doing this work, CUPE 3902 is committed to the elimination of discriminatory behaviour, policies or practices that prevent or undermine the full and equal participation of all who wish to join and pursue the mission of the organization.

Practices that prevent or undermine participation include speech or conduct that are colonialist, racist, sexist, transphobic or homophobic or that discriminate on the grounds of ability, age, class, gender presentation, religion, language, national and ethnic origin.

Discrimination can happen overtly, covertly and by omission. Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue or humiliate others. Harassment will not be perceived or treated as frivolous behaviour. The uneasiness and resentment that harassment creates hinder the growth of the union and hamper our capacity to work together.

We are taking proactive steps to ensure that full and equal participation is possible. We are working toward anti-oppression, toward being conscious of our privileges, and toward creating an environment where union members are respected for abilities and potential.

We commit to build a union culture in which equity, diversity and safety are fundamental. This statement serves to remind us all that diversity in our society is a strength, and that we must ensure equality and equity.

*The settled-land language was provided to CUPE 3902 by First Nations House at the University of Toronto

Caregivers

[General Membership Meeting 11 April 1996; 24 October, 2006]

Where a member's role as caregiver is a barrier to participation in Local business beyond the commitment to regularly scheduled office hours, the Local may authorise full reimbursement of the expenses that are necessary to remove the barrier.

Any member involved in Local business including, but not necessarily restricted to, Executive Committee members; Stewards; Committee members; and representatives to Conventions, Councils, Committees or Schools may submit a request for reimbursement of caregiver expenses to the Treasurer for consideration by the Executive Committee.

For the purpose of interpretation of this policy, the term 'Caregiver' shall be understood *not* to exclude care-giving relationships that occur outside traditional extended or nuclear families, and *shall* be interpreted to include care-giving relationships that arise out of choice.

Accessible Childcare Policy

[Stewards' Council, October 2015]

Members' childcare costs incurred when attending a local meeting will be reimbursed. A link to the reimbursement form shall be posted on the union website, and circulated in all notices for union meetings.

The union will commit to provide on-site childcare with licensed (unionized) childcare providers wherever possible, including all meetings that can be booked a month in advance (e.g. unit and general membership meetings, steward's council). For on-site childcare to be provided for a committee or caucus meeting, that group should notify the Internal Liaison Officer at least three weeks in advance to make arrangements. Provided that the meeting/event can be organized with at least three weeks' notice, organizers shall circulate both a childcare request form and the childcare reimbursement form to the membership of the group along with notice for the meeting.

To utilize the on-site childcare opportunity, a member attending the meeting/event must submit a childcare request form within the cited deadline (more than two weeks in advance of the meeting date).

It is understood that some meetings are called without sufficient notice for childcare to be pre-arranged [childcare providers require 2 weeks' notice], and in these cases only external childcare reimbursements will be available.

Food at Local Meetings

[Finance Committee, 26 March 2008; Executive Committee, 4 April 2008]

Each committee of the Local is often given a food budget which shall be used at the discretion of the chair of the committee/committee.

When staff is asked to facilitate food orders for meetings: 24-hours' notice is required for meetings held in the union office and a minimum of 6 business hours is required for the cancellation of a food order; 10-days' notice is required for a meeting held at Victoria University and 2-days' notice is required for the cancellation of food order.

Time-of-day appropriate refreshments shall be served at all membership meetings.

Recommendations of Equity and Diversity Working Group

[GMM, October 2008]

The Working Group examined the current food and drink practices of the Local. The Working Group agreed that it is our goal not to exclude anyone from participation in the union and while breaking bread together. The Working Group recommends to continue some of our current practices on food and alcohol, including providing food at GMs and committee meetings. The Group also recommends the continued practice of not including alcohol at GMs.

The Working Group recommends an increased sensitivity to accommodating a variety of diets. The suggestion is that CUPE 3902 do its best to offer vegetarian-, kosher- and halal-friendly foods at meetings. While we recognize that not all campus catering services can provide or accommodate all food diets, the Local will attempt to accommodate this as best as possible.

Further, the Working Group discussed the presence of alcohol at various Local functions. The Group acknowledges the role that alcohol has played in union culture including in 3902's culture. That said, the Working Group recommends that the Local work to build a more sensitive alcohol etiquette in which members are asked to be considerate of other members. Members might avoid alcohol for health, religious, cultural or other reasons and it should not be assumed that all members will want to participate in the consumption of alcohol. The Group recommends that members make a conscious effort to respect other members non-alcohol spaces.

During a brief report to Stewards Council, it was also recommended at the Local be more cognizant of religious holidays (including, for e.g., the breaking of fast for Ramadan) and schedule meetings during times and days other than these.

Future Equity Work

[GMM, October 2008]

Recommendations of Equity and Diversity Working Group

The Working Group considered a variety of ways in which equity work might continue in the Local. The Working Group, which dissolves as of the October GMM, recommends that equity issues remain central to the Local's work. In order to encourage more direction from the broader union membership, the Working Group suggests creating a caucus structure in which a caucus may be struck to discuss or address any issue a member sees as relevant. This structure will allow the process to be more fluid, ad-hoc and for more specialized interest.

Recommendation to Steward's Council

If a member is seeking resources in the union, and is uncomfortable with everyone in the union, that there be an outside resource available to them. The Equity and Diversity Working Group recommends that Steward's Council publicize in the compendium of policies that in the event that nothing else works that as a last resort, they may approach the CUPE National representative.

Petitions

[Executive Committee, 18 August 1997]

Requests for petitions will be considered by CUPE Local 3902 as we would consider requests for letters of support. The petition will be brought to the Executive and, if the Local is sympathetic to the cause, with the authorization of the Executive a letter of support may be sent in lieu of circulating the petition. If a letter of support is sent, the Chair shall write a letter explaining the Local's policy.

If the relevance or urgency of a particular petition suggests further action, the Executive may, upon satisfying itself that the petition is being handled responsibly and will, in fact, be duly filed, choose to:

- circulate the petition at Local-sponsored functions
- advise members by email of the existence of the petition and the name of a contact person.

Phone Subsidy for CUPE Business

[AGM, 22 April 2021]

Local officers and elected representatives who must consistently engage in regular (e.g., daily or several days per week) union business, or who must use their phones to carry out their duties (e.g., Equity Officer), shall be eligible for a monthly phone subsidy to facilitate their work. Specifically, members of the Executive Committee, the Equity Officer, and the Chief Steward shall be eligible for this subsidy to support costs related to phone usage to facilitate regular email contact, phone meetings, interventions at meetings, etc. as part of their roles. The amount of support available will be approved by the membership each year with the budget and match the amount provided to Staff Representatives of the Local (for reference, the amount [as of the 2020-21 fiscal year] is usually set at up to $60/month). This policy is meant to be retroactive to account for the 2020 pandemic.

Electronic Voting

[AGM, 22 April 2021]

The electronic voting policy will be applied in combination with any elections policies and applicable bylaws.

Steward Elections

These voting procedures apply to departmental/hiring unit Steward elections, Unit Steward elections where there are no departmental representatives (i.e., Units 2, 4, and 6), and Campus and Undergraduate Steward elections. All of these Steward positions for all Units will be filled by election, as per the bylaws and Stewards Election Policy, with nominations (optionally including electronic nominations) closed at a meeting and elections held electronically and in-person by the Local. Where in-person meetings are not feasible (e.g., members are dispersed without existing regular meetings, or during a pandemic), electronic meetings will suffice. Divisional Steward, International Steward, and Chief Steward elections will be held separately at Stewards' Council, voted on by Stewards' Council members, as per the bylaws.

Organizing, scheduling, and running the Steward election electronic voting process will be the responsibility of the Unit Vice Chair in consultation with the Chief Steward and/or Mobilization Committee. Brief candidate statements will be invited. The purpose of the electronic voting system is to facilitate and support Steward elections, and not to hinder existing mobilization and organizing efforts in hiring units and departments. As such, the exact date of elections will be set in consultation with outgoing Stewards, where possible, to find a mutually appropriate election date. As Steward terms end on September 30 of each year, an initial slate of elections will be held in the month before the end of the Steward term (i.e., September). If a Steward resigns from their role early, graduates, or is otherwise unable to continue in the role, the relevant departments or hiring units may request or be informed of a separate election date. For positions that start later in the year or positions that remain vacant, elections will be held in the month before the end of the term, or as soon as possible. The number of positions available will be determined based on the number of members employed in the bargaining unit in the department. Electronic voting will be facilitated through the SimplyVoting Platform.

One week notice will be given to all eligible members for an election, during which time nominations will be collected by the Unit Vice Chair, and/or Chief Steward/Mobilization Committee representative assigned to the election. Access to casting electronic ballots will be made available during a period of at least five business days, to provide voters enough time to make their selection. Outgoing Stewards will be invited to aid with advertisement of the position through their student body societies/course unions (where relevant) using the Local's SimplyVoting election link. After the election is complete, the Chief Steward and successful candidates will be notified of the results.

Electronic voting shall be made available to all members in good standing to vote in Steward elections for which they are eligible to cast votes (i.e., for most members, department of work; in departments or centres where more than 50% of bargaining unit members work outside their department of registration, department of registration). During normal operations (i.e., non-pandemic operations), an option will be made for in-person votes on at least one day of the voting period.

Electronic voting is implemented to provide a more accessible format for elections and votes and is meant to complement in-person voting, when possible. It is not intended to impede Stewards' mobilization or organizing efforts within their hiring unit or department.