

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

BOARD OF DIRECTORS MEETING DATE	CARRIED MOTION	POLICY
June 16-17, 2022	Moved and seconded that ITSP and the Finance Committees work together to develop a policy to ensure that all IT assets be purchased, distributed and tracked by the Institute. A minimum of one asset will be attributed to Constituent Bodies and Consultations Team Presidents. There will be one asset per member. There will be flexibility for exceptions, based on individual needs and a business case.	Policy on Accessing PIPSC IT Equipment (Effective date: September 1, 2022)
	Moved and seconded that the Policy on Constituent Body Allocations be approved as follows: <i>All constituent bodies and PIPSC members who include a gratuity as part of payment for services rendered shall be limited to a gratuity based upon the amount as determined annually by the Board of Directors (BOD) at their first meeting of the year. If a member or constituent body provides a gratuity more than the limit as determined by the BOD they shall not be reimbursed for the excess amount unless prior authorization is provided by the BOD.</i> <i>Members can pay a gratuity amount of a minimum of \$5, up to a maximum of 20% of the tax included amount for services rendered.</i>	Policy on Constituent Body Allocations

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	Moved and seconded that the Policy on the Board of Directors be amended to include the following wording: <i>Paragraph 12 - Cell phone</i> <i>A Director of the Board who uses or is provided with a cell phone plan to perform their duties shall be provided with a maximum monthly allowance as determined annually by the Board of Directors at their first meeting of the year.</i> <i>The allowance will not exceed the amount as determined by the Board unless the excess is authorized by the Board.</i> The Board will establish a maximum monthly cell phone allowance of the lesser of the cost of the cell phone plan (tax included) or \$85 (tax included) for 2022.	Policy on the Board of Directors
	Moved and seconded that the Policy on the Board of Directors be amended to include the following wording: <u>Paragraph 13 - Internet</u> A Director of the Board who uses or is provided with an internet plan in performance of their duties shall be provided with a maximum monthly allowance as determined annually by the Board of Directors at their first meeting of the year.	Policy on the Board of Directors

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	The allowance will not exceed the amount as determined by the Board unless the excess is authorized by the Board. The BOD establishes a maximum monthly internet limit of the lesser of 50% of the actual cost (tax included) or \$75 (tax included) for 2022.	
	Move and seconded that the Policy on Financial Support for Member Participation should be amended as follows; <u>Paragraph 2 - Definitions</u> Travel status occurs when a member is travelling away from their workplace on authorized Institute business, including local travel. Travel status is defined as beginning the first scheduled day of the authorized event and ending the last scheduled day of the event. Where under the travel policy the member is entitled to the day prior to or subsequent to the event, then travel status is expanded to include those days notwithstanding any prior reference. <u>Paragraph 4 - Travel arrangements</u> Travel in advance of an authorized event is not allowed under the policy. Where a member travels in advance of an authorized event that is considered personal travel. Any additional travel costs associated with travel in advance are the responsibility of the member and they are not entitled to any reimbursements under the policy for the prior days.	Policy on Financial Support for Member Participation

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	When a member extends their stay beyond the last day of travel status, they must obtain authorization in advance by the Institute. The additional days shall be considered personal travel. Any additional travel costs associated with the extended stay are the responsibility of the member and they are not entitled to any reimbursements under the policy for the subsequent days.	
	Move and seconded that the Policy on Financial Support for Member Participation should be amended as follows; <u>Paragraph 8 - Meals</u> On the day of return, members would ordinarily be entitled to breakfast if they return after 8:00 a.m., to lunch if they return after noon and to dinner if they return after 6:00 p.m. On the day of return, members would ordinarily be entitled to breakfast, to lunch if their normal travel time is three (3) hours or longer, and to dinner if their normal travel time is seven (7) hours or longer.	Policy on Financial Support for Member Participation

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	Moved and seconded that the policy be amended to include the following, including the attached Appendix “B” Appeals Should a member disagree with reimbursement based on the interpretation of this policy, an appeal shall first be addressed to the Finance Committee. Any further appeal would then be to the Board of Directors. The procedure for the appeal process is as outlined in Appendix “B”.	Policy on Financial Support for Member Participation
	Appendix B to the Policy on Financial Support for Member Participation: Appeal process Appeals under ¶16 of the Policy on Financial Support for Member Participation is a three-stage process. The first stage is an appeal to the PIPSC Finance Section. The second stage is an appeal to the Finance Committee of the Board. The final stage is an appeal to the PIPSC Board of Directors. At each stage of the appeal process, the decisions shall be notwithstanding of any previous decision(s). Pursuant to ¶16 of the policy, when a member has been notified that their claim has been adjusted by PIPSC Finance Section and they are not in agreement, the affected member will notify the Manager of Finance Section they wish to object to the decision and have their submission reviewed. Such notification shall be submitted	

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	within thirty (30) days of when they became aware of the adjustment. To not inflict financial hardship, Finance Section will make the reimbursement for the amount approved within their next scheduled cheque run. Finance Section upon becoming aware of the member concerns will strive to provide the member a forum to discuss their claim within two (2) weeks of receipt of notice of objection. For clarity, an email to the Manager of Finance will suffice as notice of objection. The member may submit additional representations as needed with clarifying statements. Upon review of additional documentation, the Manager of Finance or their designate shall schedule a meeting with the member to review the submission. There shall be no reimbursement of salary or other costs to the member in accordance with the meeting, but every effort will be made to schedule the meeting at a suitable time for the member. After a review of the member objection, Finance Section will provide a decision to the member. If a resolution has been reached, the member shall be provided any additional funds within the next schedule cheque run. If the member is not satisfied with the Finance Section decision, the member may notify the Chair of the Finance committee of their intent to appeal the decision of the Finance Section. Such notification can be made by email to the Chair of the Finance committee along with additional supporting documentation within two (2) weeks of notification. Finance Committee shall place the member's appeal on the agenda of the next Finance Committee meeting. Where a regular meeting will not be within two weeks of receipt of the member appeal, the Chair of Finance will	
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POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	endeavor to hold a virtual meeting within two (2) weeks as to not inflict undue financial hardship. The Finance committee will review supporting documents supplied by the Finance Section. The member shall be afforded the same opportunity to a present additional documentation and participate in the Finance Committee meeting. There shall be no reimbursement of salary or any other costs to the member in accordance with the meeting. The Finance Committee after receiving all information and having an opportunity to query both parties will recess in camera to debate the issue. The Chair of Finance Committee shall communicate the committee decision within two days. If the member confirms they are in agreement with the decision of the committee, the appeal will be satisfied. The Chair shall provide instruction to the Finance Section to issue additional funds as the case may be to the member on their next regular cheque run. The member may appeal the decision of the Finance Committee to the Board of Directors. Notice of such appeal shall be filed with the Chair of the Finance Committee within one week and the Chair will have it placed on the next agenda of a regularly scheduled meeting of the Board of Directors. At the aforementioned meeting, the member, Finance Section representative and Chair of Finance committee shall be afforded the opportunity to present evidence to support their position. There shall be no reimbursement of salary or any other costs to the member in accordance with the meeting. The Board of Directors shall debate the member appeal in closed session. The decision of the Board shall be final and binding. That decision	
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POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	shall be communicated to the member within five (5) days and if there are additional funds to be reimbursed the Board shall instruct the Finance Section to pay any amounts applicable on their next regular cheque run.	
July 27-28, 2022		

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	Moved and seconded that the BOD approves that the following modification be made to the Institute Policy on President and Vice-President; and that the following modification be made to the Service Agreements for Part-Time Vice-Presidents, effective January 1, 2022. 1.3 The Part-Time Vice-President will receive fifty percent (50%) of the salary of a Full-Time Vice-President. 1.4 The President and Vice-Presidents are not entitled to overtime payments or other special compensation for hours worked.	Policy on President and Vice-Presidents Terms and Conditions
	Moved and seconded to accept that exceptions to the above policy will be considered on a case by case basis through the member appeal process.	Policy of Financial Support for Member Participation
	Moved and seconded that the Board approves the following amendment to the policy; that the policy take effect as of January 1, 2023, and that sufficient notice and interpretation be provided to all Constituent Bodies and Consultation Teams: <u>Paragraph 9 - Cell phone</u> A PIPSC Member who uses or is provided with a cell phone plan from a Constituent Body or Consultation Team in performance of their duties shall be provided with a maximum monthly reimbursement as determined annually by the Board of Directors at their first meeting of the year.	Policy of Financial Support for Member Participation

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	The reimbursement will not exceed the amount as determined by the Board from all sources unless the excess is authorized by the Board. <u>Paragraph 9 - Internet</u> A PIPSC Member who uses or is provided with an internet plan from a Constituent Body or Consultation Team in performance of their duties shall be provided with a maximum monthly reimbursement as determined annually by the Board of Directors at their first meeting of the year. The reimbursement will not exceed the amount as determined by the Board from all sources unless the excess is authorized by the Board.	
	Moved and seconded that the Board approves the following amendment to Policy on Constituent Body Allocations - Paragraph 2 on Roles and Responsibilities; that the policy take effect as of January 1, 2023, and that sufficient notice and interpretation be provided to all Constituent Bodies and Consultation Teams <u>Constituent Bodies</u> Maintain accurate record of payments to members for cell phone and internet and submit quarterly reports to the Finance Committee.	Policy on Constituent Body Allocations
	Maximum Allowed for Driving (Round Trip) to PIPSC Meetings	Policy on Financial Support for Member Participation – Appendix A

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	Moved and seconded to change the maximum allowed for driving (Round Trip) to PIPSC Meetings be increased from \$700 to \$900 effective immediately.	
September 14 -15, 2022		Policy on Financial Support for Member Participation

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	Moved and seconded that the Policy on Financial Support for Member Participation (Section 8) be amended as follows: <i>“For a meeting in which travel or salary replacement has been authorized and meeting identifier has been created, that are in excess of 90 minutes total in length, a member participating virtually can claim the maximum of the lunch per diem rate as specified in the Travel Policy (Schedule “A”) for a maximum of one submission per 24-hour period.”</i>	
	Moved and seconded that the proposed change to the Policy on Balancing Union Activity and Family Life as outlined in the following 2022 AGM resolution be approved in principle. Whereas the PIPSC Policy on Balancing Union Activity and Family Life excludes Group AGMs; the PIPSC AGM; Regional Councils; Steward Councils from Part 3 (Compensation for Meetings on Days of Rest - 2 Consecutive Days); and Whereas these meetings have the same impact on balancing union activity and family life as other meetings included in Part 3 (Compensation for Meetings on Days of Rest - 2 Consecutive Days), Be it resolved that the PIPSC Policy on Balancing Union Activity and Family Life, Part 3 (Compensation for Meetings on Days of Rest - 2 Consecutive Days), be amended to include:	Policy on Balancing Union Activity and Family Life

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	Group AGMs; the PIPSC AGM; Regional Councils; Steward Councils. This has been approved in principle, therefore, the initial 2022 AGM Resolution has been withdrawn.	
	Moved and seconded that the proposed process as outlined in the following 2022 AGM Resolution be approved in principle. Whereas PIPSC Policy on Balancing Union Activity and Family Life provides opportunities for members to receive a compensatory day of rest for various union activities; and Whereas PIPSC members are frequently unaware of their entitlement to compensatory days of rest under the Policy on Balancing Union Activity and Family Life; and Whereas a member's entitlement to compensatory days of rest in the Policy on Balancing Union Activity and Family Life varies according to the clause under which they qualify, Be it resolved that members be notified quarterly when they qualify for a compensatory day of rest under the PIPSC Policy on Balancing Union Activity and Family Life, and the clause under which they qualify.	Policy on Balancing Union Activity and Family Life

POLICY CHANGES FROM NOVEMBER 6, 2021 TO OCTOBER 3, 2022

	This has been approved in principle, therefore, the initial 2022 AGM Resolution has been withdrawn.	
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