

NABET-CWA LOCAL 31 POLICIES

Updated December 2023

PRESIDENT'S SALARY

The Local President shall be a full-time position within the Local and shall be paid a salary of One Hundred Fifty Thousand Dollars (\$150,000.00) per year, increasing to One Hundred Seventy-Five Thousand Dollars (\$175,000.00) per year, effective October 1, 2024.

Vacation allowance will be based on the NABET-CWA contract that the President had been working under as a staff employee before taking office. If the individual was not a staff employee, (i.e., a daily hire employee), then the amount of vacation will be four (4) weeks. This vacation allowance will apply within each one (1) year period from October 1 to September 30, and no more than one (1) unused week of such vacation may be carried into the following year or paid out at the end of the President's term of office.

The President shall be allotted fifteen (15) sick days and six (6) personal days per year, plus the same holidays per year as in the OPEIU contract.

If the President must take a leave of absence and an officer is put on union leave to assume their duties, the President's salary will be reduced by the amount paid for the officer's union leave. The Local will not pay more than one (1) full-time Officer at any one time.

Benefits: The Local will reimburse the President for their monthly out of pocket medical premiums (primary plans only) once the bill is submitted to the Local office for payment. The invoice must be submitted to the office within thirty (30) days. The President will be offered the CWA 401(k) plan, and the Local will match contributions up to ten percent (10%) on their behalf.

PRESIDENT AND TREASURER AUTHORIZED EXPENDITURE LIMIT

MOTION 2020-02-04: To increase the Officer's Authorized expenditure amount to \$2000.

MAKER: Judy Washington **SECOND:** Richard Guastadisegni **APPROVED**

Anything over \$500.00 should be reported to the Executive Board at the following meeting.

COMPENSATION FOR OTHER OFFICERS, EXECUTIVE BOARD MEMBERS, AND ASSISTANTS TO THE PRESIDENT *(Effective concurrent with the effective date of the updated Local 31 By-Laws)*

1. The Local Vice-President shall be allowed a stipend of \$275.00 (increasing to \$300.00) each month, or \$20 (increasing to \$25) per hour when working for the Local 31 office, whichever is higher for the previous month. The Local Secretary shall be allowed a stipend of \$225.00 (increasing to \$250.00) each month, or \$20 (increasing to \$25) per hour when working for the Local 31 office, whichever is higher for the previous month. The Local Treasurer shall be allowed a stipend of \$275.00 (increasing to \$350.00) per month, or \$20 (increasing to \$25) per hour when working for the Local 31 office, whichever is higher for the previous month. If the office is combined, the Local Secretary/Treasurer shall be allowed a stipend of \$350.00 (increasing to \$450.00) per month, or \$100.00 plus \$20 (increasing to \$25) per hour while working for the Local 31 office on official matters, whichever is higher. The previous month's total hours worked will determine which amount is higher. Hours worked when an officer is on union leave will not count toward the hourly calculations in this paragraph. All requests for hourly payments must be submitted to the President and the Treasurer and accompanied by an itemized record of the work the officer performed during those hours. The increased amounts in this paragraph will take effect October 1, 2024.
2. The Assistant-to-the-President for each location shall be allowed a stipend of \$200 each month. These monies are allowed to them for the purpose of conducting the routine affairs of the Union in their contract unit as representatives of the Local Union. Payment of these stipends to the Assistant to the President will require either an email or regular monthly report to be submitted to the Local President on the activities, or lack of activities, in their contract unit. Failure to submit a report by 3:00 pm on the last business day of the month will cause a forfeit of payment for that month.
3. Each Executive Board Member, or in their absence, the duly elected Alternate Executive Board Member, shall be credited with a stipend of fifty dollars (\$50) for each Executive Board Meeting attended, except when on union leave. Executive Board stipends shall be paid twice yearly.
4. Any stipend herein may be temporarily reduced or suspended by the Executive Board when it is deemed to be fiscally necessary.

UNION LEAVE

Whenever a member or officer (besides the Local President) is placed on union leave to carry out business for the Union, that member will be compensated according to the following:

1. If the member is currently working under a NABET-CWA contract and is placed on union leave for days when they are scheduled to work under that contract, the member will receive a payment equal to their base pay plus any payment in lieu of benefits they would have received under that contract for any days of work missed while conducting Union business. If union leave is paid through the employer, the Local will reimburse the employer for such pay and will not reimburse the member directly.
2. If the member has worked under a NABET-CWA contract within the preceding six (6) months and is placed on union leave for days when they are not otherwise scheduled to work under that contract, the member will receive a payment equal to their base pay plus any payment in lieu of benefits normally received under that contract for each day of work performed in service of the Union.
3. If the member has not worked under a NABET-CWA contract within the preceding six (6) months, the member will receive a payment of Three Hundred Dollars (\$300.00) per day for each day of work performed in service of the Union.
4. A member will not receive reimbursement for more than five (5) days in that member's regular workweek. Any days paid by the employer during such workweek will count towards this day count. If the member does not have a regular workweek, such workweek will be considered Saturday to Friday.
5. A voucher for reimbursement of union leave must include a written detailed report. All vouchers must be submitted to the Union's office no later than thirty (30) days after the day on which the leave took place.
6. When any officer other than the Local President is placed on union leave, the time worked on any such day of union leave will not count toward the calculation of their regular monthly stipend.
7. The Local President will not receive any additional payments for union leaves above and beyond the President's salary.
8. All union leave must be approved in advance by the Local President.

NEGOTIATORS

NABET-CWA Local 31 Policies Governing Contract Negotiator(s)
January 9, 2014

Expenses: As a matter of fiduciary responsibility, no expense incurred under this policy will be paid without the prior knowledge and approval of both the Local President and Local Treasurer and will be properly documented.

Any expense incurred by the negotiating team as a whole must have the contemporaneous knowledge and approval of the Executive Board.

MOTION 2023-12-04: To amend the Local Policies to add a section titled "Unit Negotiator Elections" which will read as follows: "A petition for nomination for unit negotiator shall require the signatures of no fewer than 5% of the active members in good standing in the unit being represented. Only members in good standing are eligible to nominate, be nominated for, or to vote for unit negotiator. Except in the case of negotiations for an initial agreement, a daily hire member must have worked at least 20 days in the preceding 14 months under the agreement being negotiated to be eligible to nominate, be nominated for, or to vote for the negotiator for that unit.

MAKER: Alex Staherski

SECOND: Jay Czys

APPROVED

TRAVEL EXPENSES

When traveling while conducting Union business, officers, employees, and representatives of this Union will be reimbursed for certain expenses associated with that travel:

- All travel accommodations must be approved by the Local 31 Treasurer and/or President.
- Union hotels, airlines, and taxis should be chosen whenever possible and practical.
- When submitting an expense voucher, it must include a detailed explanation of the Union business activity and all itemized receipts.
- Mileage driven using a personal vehicle while conducting Union business away from the office or normal work location will be reimbursed at the IRS standard business mileage rate. This mileage reimbursement will be based on the most direct routes possible for the travel. A voucher with a detailed listing of the mileage and starting and ending points of travel must be submitted within thirty (30) days of the date of travel.
- The full amount of any plane, train, taxi, or bus fare will be reimbursed with the following limitations:

- The individual will use the most economical and practical mode of transportation available. This includes walking, public transit, and/or ride sharing whenever possible.
- The Union will not pay for any travel upgrades. All tickets will be coach. Upgrades to first class, business class select, or seats with more legroom must be paid by the individual or covered by their points system.
- Airfare shall be booked as soon as possible for best fares. The individual will consider alternative travel times or airlines to minimize cost. Last minute flights (booked within one week of departure) must be approved by the Treasurer.
- An itemized receipt must be provided within thirty (30) days of the date of travel.
- The Local will reimburse the cost of checked baggage when a supporting receipt is provided within thirty (30) days of the date of travel.
- Full lodging expenses will be reimbursed. Hotels may be booked by the individual or by the office, but any reservations made by the office are final. Hotels with reasonable rates will be chosen whenever possible. Reimbursement for any incidental expenses (e.g., laundry, room service) will be considered part of the M&IE reimbursement and will not be reimbursed individually. Itemized receipts must be provided within thirty (30) days of the conclusion of the stay.
- The Local will reimburse the full cost of any rental cars required while traveling for Union business. Rental car reimbursement will not be authorized if alternative transportation (e.g., public transit, taxi) is practical and readily available at the destination location. Itemized receipts must be provided within thirty (30) days of the return of the rental car.
- The full cost of any parking fees incurred while conducting Union business will be reimbursed when a receipt is provided within thirty (30) days of such expense being incurred.
- Meals and Incidental Expense Reimbursement
 - Meals and incidental expenses will be reimbursed at fixed per diem rates. No itemized receipts are required for M&IE, but a voucher for the per diem listing the date and location in which it applies must be submitted within thirty (30) days.
 - Out-of-town reimbursement for M&IE applies on days in which the travel obligation reasonably requires an overnight stay away from home (e.g., at a hotel). M&IE for overnight stays will be reimbursed based on the locality-specific rates described in the M&IE table established by the General Services Administration, which can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. First and last day of travel will be reimbursed at seventy-five percent (75%) of the listed rate.

- The M&IE reimbursement for in-town travel (i.e., no overnight stay) is Twenty-Eight Dollars (\$28.00) per day when conducting Union business away from the office or normal work location for five (5) hours or more, unless a meal is otherwise provided.

PRESIDENTIAL APPOINTEES

Whenever the Local President appoints a member to an assignment, such appointment must be approved by a majority of the Executive Board present and voting.

TRAINING

Training opportunities will be open to all members in good standing within NABET-CWA Local 31.

LOCAL 31 CREDIT CARD

The President shall submit the monthly credit card report with supporting documents. The NABET Local 31 credit card shall be used for Union business only.

MEMBER RELIEF FUND

Many years ago, Local 31 established the Sick Member Fund. The purpose of this fund was to aid members in financial distress caused by illness. More recently we have been receiving requests outside of illness. Therefore, the Executive Board voted to change the name and policy of the fund. The new name shall be the Member Relief Fund, to reflect the fund's purpose of helping members experiencing financial hardship regardless of cause. These funds have been supported and collected through awards from grievances and arbitrations. They have never come from the members' dues.

Policy of the Member Relief Fund:

1. A member (or family on behalf of a member) may request assistance from the Member Relief Fund of up to \$500.00 twice in a calendar year.
2. The member must be a member in good standing at the time of the request.
3. The request must be put in writing, submitted to the NABET Local 31 office, addressed to the Executive Board.
4. The person requesting the financial assistance shall include details as to why the assistance is needed and if any other assistance is being received.
5. A second written letter or email must be submitted to receive the second disbursement within the year, if necessary.

6. These funds are not an automatic disbursement, and each request shall be discussed and considered on its own merits.
7. All requests shall be brought to the Executive Board which will approve or deny the request at the next scheduled Executive Board meeting.
8. Special notice: no union officials shall assist in the crafting of the request.