



# APPENDICES

Every WLUSA/OSSTF Member has a responsibility to help WLUSA succeed in its aims and objectives and to follow the policies outlined in these appendices. This means that for the Association to operate in a fair and efficient manner, Members at every level of the Association must not only understand and follow policy documents, but, above all, strive to work together conscientiously in the spirit of those policies.

The application of policy, including internal controls on spending and the reliability of financial reporting, assures the accountability of the Executive Board and all Members engaged in the work of the Association. More than that, it is integral to the prudent use and sound stewardship of WLUSA/OSSTF resources.

## OSSTF/FEESO

### **Anti-Harassment Statement**

*Let us not take thought for our separate interests, but let us help one another.*

A member of OSSTF has the right to a workplace and union environment free from harassment and bullying.

Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual well-being, and union solidarity. Such actions are always unacceptable.

As members of OSSTF, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion.

OSSTF is committed to strengthening member solidarity and takes seriously its own responsibility to ensure that members are treated with respect and dignity at all provincially sponsored OSSTF events and meetings.

Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF Policies and Bylaws and the Resolution and Complaint Procedure, as approved by AMPA.

# Appendix A: Financial Responsibilities Policy and Procedures

## 1. Methods of Payment for the Association

- 1.1. WLU P-Card: The University provides the Administrative Assistant with a credit card for purchasing supplies as required, securing reservations for hotels, and covering travel expenses for members attending University-sanctioned conferences or meetings.
- 1.2. Association Credit Card: The Association provides the President with a credit card to pay for Association expenses generally incurred at conferences, meetings, or similar events attended by the President and, if applicable, other Association Members.
- 1.3. WLUSA Debit Card: The Association will keep up to date a bank Debit Card for the sole purpose of providing the Association the ability to review its account through the bank's secure site. This card will be stored in a secure area and should never be used.
- 1.4. Cheque Registry: The Association uses cheques to pay invoices and to reimburse Members who have paid for Association related activities out of their own pocket. All cheques require two (2) signatures. Executive Board Officers with signing authority may not sign any cheques written to them for any purpose.
- 1.5. Banking Information: Requests to the bank for transfers from the savings account to the chequing account must be submitted

on letterhead with two (2) signatures authorizing the amount to be transferred. For any changes made to our banking accounts at the BMO, the Association's Bank Designate Account Representative can be reached at 519-885-3716 (Fax: 519-885-6328).

## 2. Monthly Review

1. The Administrative Assistant will, on a weekly basis, complete financial postings in Simply Accounting, accurately detailing each transaction. Transactions will be combined into monthly files ordered according to the fiscal year, and such files will collectively contain all of the transactions of the Association. In order to ensure that all transactions are properly reconciled, the Treasurer will each month review the previous month's file, along with the credit card statements, the bank statement, and the Banner report.
2. All expenses submitted to the Administrative Assistant for reimbursement must be accompanied with a receipt.
3. If the credit card is misplaced, lost, or stolen, the person discovering the loss must immediately report the incident to the credit card company, the Treasurer, and the Administrative Assistant. The card will immediately be cancelled and statements

will be requested from the bank or viewed on-line for any compromised activity. All statements that have been verified will be signed and dated by the Treasurer as an indication of review completion.

4. The Treasurer will oversee the completion of and personally review 6-month, 9-month, and 12-month (fiscal year-end) reports, including a trial balance and an income statement. These reports will be submitted to OSSTF District 35 as required.

### **3. Disputes**

1. If any transaction does not appear to be related to Association business or does not

come with a clear explanation of its purpose, the Treasurer will report this to the President or alternate Executive Board Officer. The matter may be investigated according to the rules specified in the Internal Controls Policy and Procedures.

### **4. Approval**

1. All travel and conference expenditures must have prior Executive Board approval before any bookings or registrations are made.

## **Appendix B: Events and Conferences Policy and Procedures**

### **1. OSSTF-Sponsored Events and Conferences**

1. Without exception, all meetings, events, and conferences that are hosted, sponsored, or funded by OSSTF will be subject to the Federation Activity Allowable Expenditure Guidelines as defined in the OSSTF Financial Handbook.
2. All such expenditures will be subject to the reimbursement policies and form submissions as provided for by OSSTF and are the responsibility of the delegate attending. WLUSA/OSSTF will not provide cash advances for OSSTF-sponsored events and conferences.
3. OSSTF District 35 meetings, events, or related conference expenditures will be subject to prior approval from the District 35 President and district presidents. Reimbursement will be submitted via the D35 Expense Voucher and processed through the District Treasury.
4. Delegates are responsible for all additional expenses incurred for their invited guests, and these expenses must be separated from the expenses of the delegate on any receipts submitted for reimbursement.
5. Examples of OSSTF-sponsored events may include, but are not limited to, AMPA, ESS, Collective Bargaining Committee meetings, Provincial Council, Leadership, Special OSSTF/MAC Committees.

### **2. Travel and Transportation Policy for Non-OSSTF Events**

1. In order to minimize expenses, all approved delegates are encouraged to travel by bus or train, or to organize car pools with other delegates.

### **3. Reimbursement for Travel by Distance during Non-OSSTF Events**

1. For travel via car, WLUSA/OSSTF will reimburse the delegate for associated travel costs. The cost will be calculated by taking the number of kilometres travelled and multiplying it by the current OSSTF travel rate.
2. For events and conferences held in locations where travel by air may be warranted, Executive Board approval will be required and only the most cost-effective mode of transportation will be considered.
3. For travel via train or bus, WLUSA/OSSTF will purchase the travel ticket using the most economical rate available. If the delegate has already purchased the ticket, WLUSA/OSSTF will reimburse the delegate for the ticket at the most economical rate available.
4. Car rental charges will only be reimbursed if public transportation does not allow members to attend functions, or if the cost of the car rental plus fuel is less than the regular reimbursement for car travel.

5. Car expense claims cannot exceed the lowest rates available at the time of travel for the combination of airfare and ground transportation at either end.
6. Distances may be confirmed by a computerized mapping program.
7. Toll charges, such as for Highway 407, will not be reimbursed.

#### **4. Reimbursement for Travel by Taxi during Non-OSSTF Events**

1. For any travel where a delegate is required to travel by taxi, WLUSA/OSSTF will reimburse the delegate for the full cost of the taxi, including tip, upon submission of receipts. The delegate will be responsible for all costs related to personal travel or personal business at any point during a WLUSA/OSSTF event or conference.

#### **5. Guests of Delegate for Non-OSSTF Events**

1. Delegates are responsible for all additional expenses incurred for their invited guests, and these expenses must be separated from the expenses of the delegate on any receipts submitted for reimbursement.

#### **6. Reimbursement for Meals during Non-OSSTF Events**

1. WLUSA/OSSTF will reimburse delegates for the costs of meals not included in the sanctioned event or conference fee.
2. The costs of each meal are designated as follows:
  - Breakfast: \$13.00 Maximum
  - Lunch: \$20.00 Maximum
  - Dinner: \$47.00 Maximum
3. If a hotel buffet is the only alternative for

breakfast, the cost of the buffet breakfast and an appropriate tip will be reimbursed, even if it exceeds the stated maximum.

4. Delegates must submit receipts for all meal purchases. Computerized receipts must include the date and time. If more than one member's meal is on the same bill the names of each member claimed must be listed on the back of the bill.
5. Gratuities are included in the allowable meal allowances.
6. No claim may be made if "laid-on" meals are part of the related event.
7. Meals may be claimed when members are in lengthy travel to or from sanctioned events.
8. Delegates are responsible for all additional meal expenses incurred for their invited guests, and these expenses must be separated from the expenses of the delegate on any receipts submitted for reimbursement.

#### **7. Accommodations Policy for Non-OSSTF Events**

1. Accommodation for sanctioned meetings and conferences is usually arranged by the Association, and charges for moderate hotel or motel rooms will be reimbursed to a maximum of \$130 per night.
2. Should an event require the delegate to leave their place of residence before 7:00 a.m., the delegate may seek the approval of the Executive Board to travel to the event location on the evening before and stay at a hotel.
3. Should a delegate not be able to return to their place of residence by 10:00 p.m. on

the day that the event concludes, the delegate may seek the approval of the Executive Board to stay at a hotel for that evening and return the next day.

#### **8. Reimbursement for Accommodations during Non-OSSTF Events**

1. WLUSA/OSSTF will be responsible for the reservations of hotel rooms for the delegate. If the delegate has already paid for the accommodations, upon the submission of receipts WLUSA/OSSTF will reimburse the delegate for the cost of the accommodation at the rate of a standard hotel room as outlined above.
2. Delegates may have meals charged to their hotel room. The standard meal rates will apply.
3. Delegates are responsible for all additional expenses incurred for their invited guests, and these expenses must be separated from the expenses of the delegate on any receipts submitted for reimbursement.

#### **9. Internet Service Expenses**

1. Since Internet access is typically available in most hotel lobbies, WLUSA/OSSTF will not cover any charges related to Internet access, except for the Bargaining Unit President.

#### **10. Non-Eligible Expenses**

- airline charges for excess or overweight baggage
- hotel services such as movies, mini-bar items, and laundry
- entertainment
- other expenses that are not normal WLUSA/OSSTF expenses.

#### **11. Invited Guests of Delegates**

1. WLUSA/OSSTF will not prohibit its delegates from bringing guests with them to sanctioned events and conferences.
2. WLUSA/OSSTF will not reimburse any travel, meal, or accommodation expenses incurred by or on behalf of the delegate's invited guests.
3. Should WLUSA/OSSTF find that there are any costs related to the guests of its delegates, either the delegate will immediately reimburse WLUSA/OSSTF for all such costs or else WLUSA/OSSTF may deduct these costs from any reimbursement claims from the delegate.

#### **12. Miscellaneous**

1. Circumstances may arise that result in expenses related to sanctioned conferences or events that do not fit within the guidelines of this Article. Delegates who feel that WLUSA/OSSTF should cover such expenses must appeal to the Executive Board for a decision on the matter.
2. Should any instances arise where this policy is silent or unclear, the matter will be presented to the Executive Board for a decision.
3. WLUSA/OSSTF encourages members to include a gratuity of up to fifteen (15) per cent for services noted above, such as taxi fare, meals, and hotel accommodation. The amount of the gratuity will be reimbursed as long as the total amount of service plus tip is within the limits specified.

## **Appendix C: Cell Phone Usage Policy and Procedures**

### **1. Entitlement:**

1. The President of WLUSA/OSSTF will be entitled to the use of a cellular phone to conduct Bargaining Unit business throughout their elected term.
2. It is recognized that individuals other than the President may be required, on an occasional basis, to use a cellular device to conduct Bargaining Unit business. Those individuals must use their personal cellular device for such occasions and submit documented expenses to WLUSA/OSSTF for reimbursement.
3. Any cell phone contract and monthly payment thereof will be the responsibility of the user. WLUSA/OSSTF will reimburse the user for their cell phone usage upon submission of documented invoices.

(Note: cell phone usage is not normally an OSSTF allowable expense.)

## **Appendix D: Donations Sponsorship Policy**

1. Although WLUSA/OSSTF may support the efforts and cause of any number of charitable agencies or other organizations, our policy is that WLUSA/OSSTF will not make any financial donations from the treasury for these requests.
2. WLUSA/OSSTF may support and at times financially sponsor events that would benefit the bargaining unit as a whole. It is within this policy, for example, for WLUSA/OSSTF to make a contribution to a staff development day.
3. In the event of a labour dispute between another bargaining unit and their employer, WLUSA/OSSTF may offer support of a financial nature to that bargaining unit as the current budget would allow.
4. Sponsorship in the form of endorsement of any activity or event by WLUSA/OSSTF would only be sanctioned if the activity or event would benefit the bargaining unit as a whole.

# Appendix E: Internal Controls Policy and Procedure

1. Internal control refers to the processes and procedures used to provide reasonable assurance regarding the achievement of aims and objectives in the following categories. Internal controls include, but are not limited to, the following:

- safeguarding assets
- ensuring the validity of financial records and reports
- promoting adherence to policies, procedures, constitutions and bylaws
- promoting the effectiveness and efficiency of operations
- accomplishing the established goals for operations.

2. All Members must behave ethically and morally when conducting Association business; doing so benefits the entire Association.

## Internal Controls

1. Duty to Report

- Any Member who suspects that fraud, misuse, or illegal activities are taking place within the Association must report that suspicion to the Association Executive; an investigation will immediately take place. The identity of the reporting Member will be held in confidence.

2. Internal Control Investigation

- Depending on the situation, an internal control investigation may

include making contact with the bank, the credit card company, or the source of the financial transaction or inappropriate activity.

- If an investigation by the Association Executive leads the Association Executive to conclude that improper activity has probably taken place, then the Association Executive shall seek support from OSSTF to launch a formal complaint under OSSTF Bylaw 8: Judicial Procedures.
- Any Member under formal complaint will be relieved of Association-related duties until the judicial review has been completed.
- Where the Judicial Council finds a Member guilty, the Member will be subject to reprimand under OSSTF Bylaw 8.8.5. A Member has the right to appeal the Judicial Council decision.
- Should any Member feel that the Executive Board has not conducted a proper internal control investigation they may file a formal complaint to OSSTF.