

[Please note, changes in green have already been approved at various membership meetings since our last standing rules update, September 2020. Changes in blue have been approved at the September 6th 2023 membership meeting.]

AFSCME Local 2822 Standing Rules

The Treasurer may request documentation for any expenses paid by the Union. *The Treasurer will abide by these standing rules.*

Stipends:

1. The President of the Local shall be paid a stipend of \$260.00 per month.
2. The Vice-president of the Local shall be paid a stipend of \$74.00 per month.
3. The Treasurer of the Local shall be paid a stipend of \$260.00 per month.
4. Chief Stewards of this Local shall be paid a stipend of \$180.00 per month plus the steward's rebate rate of \$74.00 per month. If there is a situation where there is only one chief steward, the stipend will be \$230.00 per month plus the steward's rebate rate.
5. The Membership Secretary shall be paid a stipend of \$95.00 per month.
6. The Recording Secretary shall be paid a stipend of \$95.00 per month.
7. All other Executive Board members shall be paid a stipend of \$74.00 per month.
8. The position designated as the Newsletter Editor/Publisher shall receive \$150.00 per month. If there are two newsletter editors each will receive \$80/month. The Distribution person(s), for the entire county, shall receive \$74.00 per month.
9. The position designated as Website Administrator shall receive \$150.00 per month.
10. A person may only assume one elected position within the Local, but may assume a second elected position on a temporary basis in the event of an unforeseen vacancy. One member may not hold more than three (3) unelected, paid positions.
11. In order to be eligible for reimbursement an officer shall have NO unexcused absences for Executive Board or Membership meetings, both which require in-person attendance. Officer stipends are awarded following no unexcused absences from the previous months Executive Board and Membership meetings. Absences are excused only when communicated at least 24 hours in advance to the President or Vice-President of the Local and they include vacation, illness and work schedules, to be defined as an unexpected scheduling problem at work.
12. Each officer is only allowed a total of three (3) excused absences each year. All absences after will be counted as unexcused.

13. In the event of an extended leave of 2 months or more or absence from work for which a stipend position or officer is unable to perform the duties of the position or office, and upon review of the executive board the stipend may be suspended during the absence until the individual holding that position/office is able to resume their duties. The officer or stipend position person will notify the President of any extended absences. Stewards will notify the Chief Stewards.

Lost Time and Reimbursement:

14. Members attending any meetings of the Local (Executive Board, Membership meeting, Local area training sessions) shall receive reimbursement **if pre-approved for** child care expenses up to \$15.00 per hour (with reasonable travel time included) upon presentation of a receipt to the Treasurer. Amounts exceeding \$15.00 per hour must be approved by the membership. **Total child care expenses must not exceed the amount approved in the current year's budget.**

15. The Local will reimburse members transportation for union business. Reimbursement include: parking with a receipt, mileage at the current IRS expense rate, mass transit receipt or if using a monthly pass, a prorated share of the monthly pass, and other expenses at the Treasurer's discretion, and presentation of receipt to the Treasurer. **When commuting to sites other than the primary work location, reimbursable mileage is calculated by totaling the number of miles driven that day for union business and subtracting the total number of miles you would normally commute between home-work location-home. Fully remote workers will use their home locations. Hybrid workers will use their normal commute for their worksite.**

Example A: If you are an onsite worker who lives 10 miles away from your worksite downtown, your normal commute is 20 miles each day. If you leave your worksite to travel to the union office and back you would claim 3 miles each way, totally 6 miles eligible for reimbursement.

Example B: If you are a hybrid worker who works 15 miles away from your south Minneapolis worksite then your normal commute is 30 miles each day. If you come to the union office for a full day training, which is only 7 miles away from your house, you would not be eligible for reimbursement.

Miles in excess of normal commute.

16. Members **may** be reimbursed for lost time for Local Membership **Meetings** if they are scheduled to work during meeting time. **Members must seek lost time approval in advance. The total number of members eligible for reimbursement each month must not exceed the amount approved in the current year's budget.** Travel time will be included **because in-person attendance will be required to claim lost time.**

17. Members of the Executive Board shall be paid lost time, including travel time, for attendance at **Executive (E-Board)** meetings.

18. **Members claiming lost time for the first time, or after receiving an increase in pay whether from a performance review or COLA adjustment, will need to submit a recent pay stub to the Treasurer to confirm address and current rate of pay.**

Any lost time paid by the Local should be submitted to the Treasurer within **two months** of the occurrence. Timesheet documentation may be requested by the Treasurer.

19. Lost Time submissions will only be accepted after the event has taken place.

20. 70% advance on lost time is only to be used for extenuating circumstances and at the discretion and approval of the treasurer. 70% advance on lost time will not be made after lost time has been submitted to the Council 5 payroll.

21. With membership approval, registration fees for convention, conferences and workshops shall be paid by the Local. Other expenses (such as travel, hotel, per diem and lost time) shall be considered separately pending membership approval. Delegates must submit an expense report. A newsletter article, [or participation at a town hall or membership meeting where speaking in-person or on camera, is required](#) following the convention or workshop by attendees. Attendees must remember that it is a privilege to attend: a commitment has been made that the member will attend once that individual has been selected; the member is expected to use the knowledge/skills gained by attending the activity towards building the union.

22. Negotiation Team members shall be reimbursed for lost time for actual scheduled hours missed during contract negotiations when not paid by the employer. They shall also be allowed up to \$15.00 per meal upon presentation of receipts to the Treasurer.

23. With [approval from an officer](#) of the Executive Board, member(s) may use lost time of up to four hours for Union Business to address situations that require immediate attention [and must include an email to the President and Treasurer for the reason.](#)

Stewards:

24. The Steward rebate shall be [\\$74.00](#) per month.

25. In order to be eligible for reimbursement, a Steward shall have NO unexcused absences for the monthly Steward meetings [which require in-person attendance. Steward stipends are awarded following no unexcused absences from the previous month's Steward meeting.](#) Absences are excused only when a Chief Steward of the Local is notified [24 hours in](#) advance of the meeting, and they include vacation, illness, and work schedules, to be defined as an unexpected scheduling problem at work.

26. Each Steward is only allowed a total of three (3) excused absences each year. All absences after will be counted as unexcused.

27. Our contract limits the number of stewards for our bargaining unit. We want to make sure that we have the best representation for our local. A member may be removed from their privileges and duties of being a steward with recommendation and documentation from the Chief Stewards for the following reasons. Reports of such votes will be announced at the next membership meeting and detail the reasons for such removal.

1. Failure of Duty of Fair Representation,
2. Failure to process grievances on time,
3. Failure to attend monthly meetings and/or training sessions,
4. Failure to adhere to AFSCME Local 2822 Steward Expectations Guidelines.

28. Steward Expectations Guidelines:

- i. Attend meetings in person
- ii. Regularly take cases
- iii. Regularly attend investigations and hearings in person

- iv. Check your AFSCME email- 1 x a day
- v. Update case log as new information becomes available
- vi. Come to meetings on time and with your steward laptop
- vii. 3 unexcused absences results in removal from steward position

29. A steward may appeal their removal in writing to any member of the executive board within 30 days of their removal. In the event that an individual wants to appeal they will be invited to an executive meeting with lost time to present any evidence in their defense. The executive board will consider the new information and present their final decision at the next membership meeting.

30. Stewards will be paid lost time, including travel time, for attendance at Steward Meetings.

31. At the discretion of Chief Stewards, lost time, including travel time, will be paid for steward(s) in the preparation, investigation and presentation of grievances when not already paid for by the employer.

Education and Training:

32. Members shall be reimbursed for tuition upon successful completion of any Labor Education Service Seminars. Members must gain pre-approval by the Chief Stewards or Executive Board in order to obtain reimbursement. Other labor-related educational opportunities may be reimbursed at the discretion of the Membership.

33. Lost time and registration costs for the training sessions for members of the executive board, Stewards, and Trustees may be approved by two members of the Executive Board. This will not apply if the number of people attending is over ten. All expenditures approved under this rule will be reported at the first available Membership meeting.

34. Nominations for the Minnesota Union Leadership Program (MULP) will be recommended by majority vote by the Executive Board. This program is a limited opportunity meant to grow long term leaders of our local. Once accepted into this certificate program, failure to complete the requirements could result in the member's partial/full reimbursement to the UNION defined by vote at membership meeting. Reimbursement will be waived due to promotion out of our bargaining unit and resignation or termination of employment.

Good and Welfare:

35. Good and Welfare Policy: Established to send cards and/or flowers up to \$100.00 to members at times of happiness or sorrow, such as marriages, birth or adoption of a child, retirements, gaining U.S. citizenship, prolonged illness or hospitalization, or death of a member, immediate family member or significant other. In the case of the death of a member, a card may be sent to the family. Requests for cards and/or flowers can be made to a member of the executive board within 30 days of occurrence. Total good and welfare expenses must not exceed the amount approved in the current year's budget.

Treasurer Guidance:

36. The Local shall operate **two (2)** checking accounts: a dues deposit, and a regular checking account. The dues deposit account shall be used for the deposit of dues checks and transferring to the other two accounts. The regular account shall be used for payment of all expenses.

37. There shall be two (2) co-signers on all checks.

38. Two Executive Board members may approve expenditures of up to \$100 for the smooth operation of the Local, i.e. office supplies, etc. The Treasurer shall report at the next Membership meeting such expenditures. In the event a membership meeting is canceled, the Treasurer, with the concurrence of the E-Board shall pay an expenditure that would have been brought to the membership for approval. The Treasurer shall report such expenditures at the next Membership meeting.

39. Any expenditures up to \$200 not otherwise delineated in the Standing Rules or the Budget but approved by the Executive Board, shall be reported to the Membership.

40. The Local shall pay the first year of dues to the AFSCME MN Retirees Council, with permission of the member.

41. The Local's Checking or Banking Account shall be used for auto-renewal of the Local's website domain registration, **google suite, t-mobile account.**

Local Credit Card Policy:

42. The **President, Vice President, and Treasurer** are the only officers that have access to the credit card.

43. **The Organizer, upon approval of the executive board, will also have access to the credit card.**

44. Use of the Local's credit card to pay personal expenses is strictly forbidden.

45. All expenditures must be accompanied by: 1. an expense report itemizing what was bought, when, and for what purpose along with the amount. 2. All expense reports must contain original itemized receipts or invoices.

46. Authorized expenditures: include purchases for the smooth operation of the local as defined by the Local's standing rules, items covered in the Local's annual budget, or items expressly authorized by vote of the membership.

User Tech Agreement and Equipment Rules:

47. The access of technology and equipment in our UNION allows officers, stewards, and activists to be coordinated and responsive to accomplish tasks to further the mission of the local. However, privilege comes with responsibility to avoid misuse. The AFSCME Local 2822 User Technology and Equipment agreement, which must be signed in order to distribute items, ensures that every piece of equipment is in good working condition to preserve its quality. This equipment was paid for by member's dues and will be returned to the President upon leaving office OR at the President's discretion to re-distribute items.

1. The member agrees to take full responsibility for all the equipment distributed to them and that all equipment must be returned in good working condition.
2. Losing, damaging, or improper use may result in restriction or loss of future technology and equipment privileges.

Standing Rules:

48. The Standing Rules shall be reviewed by the [Executive Board](#) or Standing Rules Committee and approved by the Membership on an annual basis.

Convention and Conference Delegate Responsibility:

49. WHEREAS:

Delegates are elected to attend conventions [and conferences](#) to represent their membership; and

[WHEREAS:](#)

[Our local will prioritize current activists in good standing and new members who have made a commitment to further their involvement in the UNION.](#)

WHEREAS:

Delegates attend conventions, [conferences](#), trainings, and workshops at the expense of the members they represent; and

WHEREAS:

Our employer expects a full day's work for a full day's pay; the Membership footing the bill for delegates to attend conventions, [conferences](#), trainings, and workshops expect as much; and

WHEREAS:

Delegates are sent to conventions, [conferences](#), trainings, and workshops to represent the Local's interests [and/or](#) to learn more about the organization or the topic at hand; and

WHEREAS:

Failure to be present in the convention hall, training session or workshop does not fulfill the expectations of those who sent the delegate or participant; and

WHEREAS:

Many Local bodies have rules and requirements relating to attendance at conventions.

THEREFORE BE IT RESOLVED:

That Local 2822 adopts a policy requiring delegates [attend at least 2 union meetings, actions or have joined a committee, a in the 6 months prior to a member being nominated as a delegate in order to be eligible for lost time, per diem, mileage and lodging.](#)

[Delegates to the](#) conventions [and conferences must](#) check in with the chairperson of the delegation twice during the day's business—within an hour of opening and an hour of scheduled close, unless otherwise excused. Delegates are expected to attend workshops that are offered.

BE IT FURTHER RESOLVED:

That no lost time [or expense reimbursement](#) forms will be signed by the chairperson of the delegation for anyone who has not fulfilled the above requirement.

BE IT FURTHER RESOLVED:

That the treasurer will not submit any lost time [or expense reimbursement](#) forms that have not been signed by the chairperson of the delegation.

[BE IT FURTHER RESOLVED:](#)

[Registration fees, hotel accommodation, and per diem will be forfeit by the delegate who does not meet the requirements above and will submit payment to the Treasurer within 30 calendar days.](#)

BE IT FURTHER RESOLVED:

That this resolution become part of the standing rules and that these expectations be read before election of delegates and that every elected delegate, training and workshop participant reads and understands these expectations.