

Proposed Revisions To ASEA/AFSCME Local 52 Governing Documents

▪ Policies and Procedures

In accordance with policy, these proposed changes are approved for notice to Chapter Presidents by the ASEA/AFSCME Local 52 State Executive Board. Comments may be forwarded directly to State Executive Board Representatives or to the Board c/o

JimD@afscmelocal52.org

Deadline for receipt of comments:

May 2, 2009

The following language is presented in excerpt and legislative format from the ASEA/AFSCME Local 52 Policies and Procedures, revised and approved 12/15/2006.

5.02.000 EXPENDITURES FOR UNION BUSINESS

5.02.025 Meal Allowance

- A. When the Union provides lodging for a member traveling on Union business and when a member is on travel status for at least three (3) hours, the member is entitled to a meal allowance, ~~as follows:~~ as provided in the most current State of Alaska Administrative Manual (AAM) 60.250.

| TRAVEL STATUS | MEAL | ALLOWANCE |
|-------------------------------|------------------|------------------|
| Midnight—10 a.m. | Breakfast | \$9.00 |
| 10 a.m. to 3 p.m. | Lunch | \$11.00 |
| 3 p.m. to Midnight | Dinner | \$22.00 |

- B. The meal allowance for the first and last days of travel will be prorated for the time in actual travel status as provided in AAM 60.250.
- C. At the discretion of the Business Manager, and in compliance with the IRS code, an in-town taxable allowance of up to ~~eleven-sixteen~~ dollars (~~\$116.00~~) ~~will may~~ be paid to any member on Union business for a minimum of four (4) hours within the geographic area where the member lives. If the four (4) hours of Union business extends beyond 6:30 p.m., the member ~~is entitled to may receive~~ an additional meal allowance up to the limits listed ~~above~~ in AAM 60.250.
- D. Upon request by the member, a one-time advance of up to one hundred fifty dollars (\$150.00) shall be made available to all members serving in statewide elected positions, for attendance at approved training seminars, meetings, conferences, and conventions, and such advance must be returned at the end of their service. Meal allowance checks will be sent out after events, upon receipt of the voucher indicating attendance.
- E. The Union will not pay a meal allowance to a member in instances where meals are provided by the Union. If a union provided meal exceeds the allotted meal allowance amount, the Business Manager shall have the discretion to approve. Members with special dietary needs must pre-arrange any exceptions to this rule with the Business Manager.

/end