

**Proposed Revisions To
ASEA/AFSCME Local 52
Governing Documents**

▪ Policies and Procedures

(Approved for notice to Chapter Presidents,
by State Executive Board)

Comments may be forwarded to your
State Executive Board
Representative or to the Board at
jimd@afscmelocal52.org

Deadline for receipt of comments:

January 22, 2010

**The following proposed changes are presented in
excerpt format from the ASEA/AFSCME Local 52
Policies and Procedures revised and approved
5/1/09.**

1.00.000 CHAPTER GUIDELINES

1.01.000 REPORTING REQUIREMENTS

- A. Chapters will provide the ASEA/AFSCME Local 52 Executive Board with a fiscal (July 1 through June 30) year-end accounting of funds expended. The fiscal year report will be provided through the ASEA/AFSCME Local 52 Business Manager within one month following June 30 close of business. ~~These~~ financial reports will be used to determine chargeable, partially chargeable, or non-chargeable expenses under the Hudson Decision (please read policy on the Hudson Decision for full information).
- B. In addition, chapters will provide the ASEA/AFSCME Local 52 Executive Board (through the Business Manager) with the following:
 - 1. Chapter bylaws.
 - 2. ~~Stewards policy, if applicable.~~
 - 3. ~~An updated and~~ current list of Stewards with phone numbers.
 - 4. Lists of ~~new~~ officers.
 - 5. Minutes of Chapter Executive Board and regular Chapter membership meetings.
- C. The report will be signed by the Chapter President, Secretary, and Treasurer prior to submission to and acceptance by the ASEA Headquarters. The ASEA Headquarters will provide the forms for submission of the report.
- D. After thirty (30) days notice to the chapter, the Business Manager shall withhold support checks from chapters that are not in compliance with the reporting requirements. Chapters will receive all monies withheld upon compliance with reporting requirements.

5.00.000 TRAVEL AND EXPENSES

5.02.023 Transportation/Mileage

- A. Automobile rentals, while traveling on Union business shall only be reimbursed if pre-approved by the Business Manager. In making that determination, items to be considered shall be the expense for such a rental, the expense for alternate means of transportation and the most efficient utilization of the individual’s time. If the individual will spend a great deal of their time waiting for alternate means of transportation, an automobile rental may be pre-approved, even though the cost of that rental might exceed the cost of alternate means of transportation.
- B. The least expensive mode of ground transportation should be utilized. If airport parking is to be reimbursed, the actual charges for the expected period to be absent should not exceed the cost of cab fare.
- C. Actual transportation costs will be reimbursed with the exception of the use of personal conveyances, which will be reimbursed at the current rate allowable under the IRS Code. The total expense is not to exceed the cost of coach airfare between an individual’s home and place of meeting.

- D. All mileage reimbursement requests must be accompanied with an actual beginning and ending odometer reading.
- E. If the Board meeting/Union activity is held within the geographic area where a member lives, that member will not be reimbursed for mileage.
- F. When an ASEA/AFSCME Local 52 member is not at their regularly assigned work location (duty station) and they must travel, ASEA/AFSCME Local 52 will only pay the portion equivalent to the cost of the normal travel from and to their duty station.

5.02.024 Airfare

Any individual who is traveling on the business of the Union, and who, then, continues to a different location for personal reasons, shall only be reimbursed by the Union for the normal cost of the airfare and expenses to and from the destination for which the business was conducted.

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: midnight – 10:00 a.m., breakfast \$12.00; 10:00 a.m. – 3:00 p.m., lunch \$16.00; 3:00 p.m. – midnight, dinner \$32.00. This schedule will be increased as provided in the most current State of Alaska Administrative Manual (AAM) 60.250.
- 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 sixteen dollars (\$16.00) 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 may receive an additional meal allowance up to the limits listed 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.

9.03.000 TRAINING OF STEWARDS

- A. All stewards will receive ASEA/AFSCME Local 52 or AFSCME steward training. It is the responsibility of ASEA/AFSCME Local 52 professional staff to provide mandatory statewide basic and advanced steward training at least every six (6) months.
- B. The steward must take the mandatory basic training within six (6) months after being elected or appointed in accordance with 9.065.000.C.3. ~~Only~~ the Business Manager may excuse an absence. Two (2) consecutive unexcused absences from either a basic or advanced training opportunity following election or appointment shall will result in decertification as a steward.
- C. Following basic training, the steward shall complete at least four (4) hours of advanced steward training annually. Failure to complete annual advanced training for two (2) unexcused consecutive training opportunities when offered by the Union shall result in decertification of the steward.
- ~~E~~D. Chapter Chief Stewards shall provide training on an interim basis. The ASEA professional staff will provide a training module for this purpose. Interim training does not substitute for mandatory basic and advanced statewide training.
- ~~D~~E. When possible experienced and trained stewards should mentor less experienced stewards to provide continuity of service to members and aid in the training of stewards.

9.04.000 CHAPTER POLICY

- ~~—A. Upon approval of the Business Manager a chapter may adopt a steward policy appropriate to its unique circumstance and preference.~~
- ~~B. The Chapter Steward Policy shall be filed with the ASEA/AFSCME Local 52 Business Manager.~~

9.0504.000 GUIDELINES FOR STEWARDS (Procedures)

- A. When working on members' cases, it is strongly recommended that stewards work in pairs. This allows a primary and secondary steward to function on each case, provides a "witness" at key meetings, and the secondary is available whenever the primary steward is not available.
- B. It is the duty of stewards to develop and maintain a detailed case file of written records and notes to effectively represent the member. Stewards should take extensive notes during any meeting with management.
- C. The steward's duty and role is to be an advocate for the member and not to be concerned with their personal relationship with management. The steward's primary job is to protect and defend the rights of every member.
- D. If a member is in error, it is appropriate for the steward to provide counseling and to inform the member of the potential repercussions. This counseling must always be conducted in private and not communicated to management in any way.

9.0605.000 SELECTION AND DISTRIBUTION OF STEWARDS

- A. The general policy of the Union is that there should be one (1) steward per shift per thirty (30) members at each job site. Job sites with less than thirty (30) members shall have a steward.
- B. The Local Chapter Executive Board shall develop a list of job sites. The list of job sites must be approved by the Business Manager.

- C. Each job site should be represented by a steward who works in the job site and is elected by a majority of those members voting in the job site. In accordance with 9.04.000.A the chapter may submit to the Statewide Chief Stewards Committee an alternate election procedure for approval. Each chapter's executive board is responsible for conducting elections of stewards within the following general policy guidelines.
 - 1. The ASEA/AFSCME Local 52 Business Manager (or designee), through the secretary or chief steward of each chapter, will provide a list of eligible voters.
 - 2. Public notification must be given no less than fifteen (15) days in advance of the election of stewards.
 - 3. In the event the required number of stewards ~~are~~is not filled by ~~the~~an election, then the chief steward, may appoint stewards ~~after~~with the approval of the chapter executive board and verifying members' status with Union professional staff.
- D. The steward's term of office shall be two (2) years. In the event a steward does not complete the term, the chapter chief steward may appoint a steward in accordance with ~~9.0605~~9.0605.000.C.3.
- E. To be eligible to become a steward, a member must be in good standing with ASEA/AFSCME Local 52 for at least one (1) year.

17.00.000 INFORMATION REQUESTS

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17.01.000 MEMBERSHIP INFORMATION

17.01.010 Mailing Labels

- A. Upon request from a chapter officer, the Union shall ~~release~~provide to a mailing house the electronic mailing labels membership lists for newsletters, meeting announcements, and other chapter purposes as determined by the chapter that are consistent with the objectives and principles of ASEA/AFSCME Local 52. The request shall indicate the purpose for which the information will be used and certify to confine the use of the information to such purpose.

A mailing house will provide a confidentiality statement to the Union.

- B. For all ASEA/AFSCME Local 52 election issues, please refer to Policy 22.00.000.

17.01.020 Roster of Chapter Members

Upon request from a chapter officer, secretary, or chief steward, the Union shall release a roster of chapter members, including work telephone numbers and mailing addresses, for chapter purposes as determined by the chapter that are consistent with the objectives and principles of ASEA/AFSCME Local 52. The request shall indicate the purpose for which the information will be used and certify to confine the information to such purpose.

17.01.030 Requests for Financial Information

Financial records shall be made available to union members to view in an ASEA office utilizing the information request procedure. Where a union office is not accessible to the

member, ASEA Headquarters will coordinate with a local chapter officer or steward to provide the requested information.

~~42.00.000 — ASEA/AFSCME LOCAL 52 CATASTROPHIC MEDICAL LEAVE BANK~~

- ~~Upon separation from state service, a maximum of fifteen (15) hours in an employee's medical leave bank shall be transferred to a GGU Catastrophic Medical Leave Bank.~~
- ~~A. — The priority of the GGU Catastrophic Medical Leave Bank is to maintain the member in health plan coverage.~~
 - ~~B. — Catastrophic medical leave shall be granted exclusively to GGU members.~~
 - ~~C. — Only GGU members who have exhausted their annual and sick, personal leave, individual medical bank leave and all donated leave shall be eligible for catastrophic medical leave.~~
 - ~~D. — GGU members who have exhausted their Family Medical Leave Act entitlement, but who remain entitled under Alaska Medical Leave Act, shall have first access to available leave.~~
 - ~~E. — Catastrophic medical leave is granted for medical disabilities, as defined under the FMLA. Catastrophic leave is not intended for non-medical disability purposes (i.e., pregnancy, childbirth, adoptive leave). Members who are not eligible for FMLA due to the threshold requirement, but who otherwise meet the FMLA entitlement, are eligible for catastrophic leave.~~
 - ~~F. — Catastrophic leave requests must be for five (5) workdays or more. Leave shall normally be disbursed in blocks of 37.5 hours.~~
 - ~~G. — The normal maximum benefit for each member for each catastrophic is 187.5 hours.~~
 - ~~H. — Requests for catastrophic leave will be reviewed and approved by the Business Manager or his/her designee under these guidelines.~~
 - ~~I. — The Business Manager or his/her designee shall advise the Director of the Division of Personnel regarding a bargaining unit member's leave approval and the number of hours to be withdrawn from the GGU Catastrophic Medical Leave Bank.~~
 - ~~J. — If a member does not use their Catastrophic Medical Leave within ninety (90) days the leave shall be returned to the Catastrophic Medical Leave Bank. The sole exception is if the member dies, in which case unused Catastrophic Medical Leave will be paid out as if it were Sick Leave.~~

2.03.120 THE NEXT WAVE COMMITTEE

The Next Wave Committee is created for ASEA members 35 years of age and under, to address issues and concerns of these younger members. The committee will be made up of ten members in good standing. A Chair will be selected by the members of the committee. The Next Wave Committee will meet telephonically at least quarterly, with one face-to-face meeting annually in lieu of a telephonic meeting.