



FINANCIAL POLICY OF UNITED THERAPIST OF NORTHERN CALIFORNIA

Conferences, Trainings, and Meetings

1. **Affiliate Officers Conference (AOC):** United Therapist of Northern California (UTNC) shall reimburse for one (1) day of lost wages (or up to eight (8) hours for work on a day off) (see General Rules for reimbursement rate) for the officers who attend the annual Affiliate Officers Conference (AOC). If the conference is two (2) days, attendee use of an education leave or a vacation day for the second day of training is encouraged. If the attendee does not use education leave or a vacation day, UNAC/UHCP shall pay for the second day. Hotel rooms and tax (double occupancy) for one (1) night shall be paid for by the Affiliate. Mileage and parking shall be reimbursed for the driver (see General Rules for reimbursement guidelines). Carpooling is encouraged. Additional expenses shall require the approval of the President or Treasurer and one other UTNC Officer. When the President or Treasurer requests additional expenses, two (2) other UTNC Officers must approve the additional expenses.
2. **General Membership Meetings:** UTNC may spend up to \$15.00 per member registered to attend a General Membership Meeting to provide food and non-alcoholic beverages, for up to two (2) meetings per calendar year. Other expenses shall require the approval of the President or Treasurer and one other UTNC Officer. When the President or Treasurer requests additional expenses, two (2) other UTNC Officers must approve the additional expenses.
3. **UNAC/UHCP Convention:** UTNC shall reimburse up to one (1) day of lost wages (or up to eight (8) hours for work on a day off) (see General Rules for reimbursement rate) for convention delegates (including officers) to attend the UNAC/UHCP convention.

UTNC shall reimburse convention delegates round-trip travel expenses for attending the UNAC/UHCP convention. Mileage and parking shall be reimbursed for the driver (see General Rules for reimbursement guidelines). Carpooling is encouraged.

UTNC shall pay convention delegate fees and shall reimburse delegates for hotel rooms and tax (double occupancy) up to three (3) nights. Stay must occur in hotel where rates have

been pre negotiated, if room is unavailable then stay at another hotel must be preapproved by President and Treasurer. Other expenses must be authorized by the President or Treasurer and one other UTNC Officer. When the expenses involve the President or Treasurer, two (2) other UTNC Officers must approve.

Officer Duties

1. **Grievances:** Officers presenting/preparing for grievances shall be paid for his/her lost wages unless paid for by the employer up to a maximum of two (2) hours per month. Lost wages reimbursement over 2 hours per month must be pre-approved by the President or Treasurer and one other UTNC Officer. When the lost wages request is from the President or Treasurer, two other UTNC officers must approve.
2. **Monthly Pay:** UTNC shall pay the UTNC Officers for the performance of duties, outside of officer and executive council meetings, as follows an hour rate at the WAHR rate:

UTNC President – up to 20 hours per month
UTNC Secretary – up to 20 hours per month
UTNC Treasurer – up to 20 hours per month
All other UTNC Officers - up to 10 hours per month

Additional hours may be approved by executive committee.

The pay shall take effect immediately upon any new Officer taking office. Payment may overlap over up to 2 months between the outgoing officer and the incoming officer.

Officers will keep track of the work they do during the above hours.

3. **Rounding:** UTNC shall reimburse for lost wages (or actual hours worked on a day off) (see General Rules for reimbursement rate) up to 2 hours per month. Additional hours will need pre-approved by the President or Treasurer and one other UTNC Officer. When the hours request is from the President or Treasurer, two other UTNC officers must approve. Hours per Mileage shall be reimbursed (see General Rules for reimbursement guidelines).
4. **Union-Related Meeting Attendance:** UTNC shall reimburse for lost wages (or up to 8 hours worked on a day off) (see General Rules for reimbursement rate) for any Officer who is required to attend a training or meeting related to the business of UTNC or UNAC/UHCP, subject to pre-approval by the President or Treasurer plus one other UTNC Officer. If the President and/or Treasurer are the proposed attendee(s), two (2) other UTNC Officers must provide approval. UTNC shall also reimburse for reasonable travel-related expenses including hotel and taxes, airfare, meals, ground transportation, parking, and mileage (see General Rules for reimbursement guidelines).

Union Business

1. **Investment of Available Funds:** When funds are available, the Finance Committee may instruct the Treasurer to deposit a portion of the funds in a certificate of deposit(s) at an FDIC-insured banking/financial institution or into other non-interest bearing investment funds as directed by the Finance Committee.
2. **Bargaining Committee:** During contract negotiations, UTNC shall reimburse bargaining committee members (as defined in the UTNC Constitution) for lost wages (or up to 8 hours for work on a day off) (see General Rules for reimbursement rate). UTNC shall also reimburse bargaining committee members for actual lost wages for special negotiation-related meetings. UTNC will provide meals for bargaining committee members while bargaining unless the bargaining committee member is participating virtually and/or at his or her home. UTNC shall reimburse for mileage, parking, and meals not provided by UTNC (see General Rules for reimbursement guidelines) unless the bargaining committee member is participating virtually and/or at his or her home. UTNC shall reimburse for necessary hotel overnight stays and taxes (double occupancy when feasible), subject to pre-approval by the President or Treasurer and one other UTNC Officer. If the President and/or Treasurer requires an overnight stay, two (2) other UTNC Officers must approve.
3. **Discretionary Expenditures:** UTNC shall pay reimbursements for Approved items accompanied by receipts purchased for union use according to Federal Law, including, but not limited to, postage, miscellaneous office supplies, software or web service subscriptions, professional subscriptions, storage, food, and non-alcoholic beverages for membership and Officer meetings, business cards, union apparel, phones, phone service including data/messaging, filing cabinets, calculators, printers/scanners, computers, data storage devices, electronic tablets, notebooks, and donations/gifts/scholarships.
4. **Mailings.** The UNAC/UHCP State Office shall pay for UTNC mailings and UTNC shall reimburse the State Office for the mailings. If UTNC submits a newsletter after the deadline, UTNC shall not be eligible for the bulk rate and shall pay the full rate of the mailing.
5. **Member Reimbursement for Union Business:** UTNC shall reimburse UTNC members for lost wages (or up to 8 hours for work on a day off) (see General Rules for reimbursement rate) while performing any UTNC-related business. UTNC shall reimburse a member for expenses incurred while performing union-related business, including, but not limited to, hardware, software, or web services required to perform duties requested by UTNC and reasonable travel-related expenses including hotel and taxes, airfare, meals, ground transportation, parking, and mileage (see General Rules for reimbursement guidelines). All above reimbursements are subject to pre-approval of the President or Treasurer and one (1) other UTNC Officer. If the President or Treasurer seeks reimbursement, two (2) other UTNC Officers must approve the reimbursement.

6. **Labor Council:** UTNC shall pay membership fees to the Central Labor Council.
7. **Bond Insurance:** American Federation of State, County, Municipal Employees (AFSCME) shall provide Bond Insurance for UTNC's protection. UNAC/UHCP will submit an invoice to UTNC on behalf of AFSCME; the check should be made payable to AFSCME.

Sick Leave Policy

UTNC may limit the amount of paid sick leave an employee can use to twenty-four (24) hours, or three (3) days, in a one-year period. Accrued, unused paid sick leave will be carried over to the next year, but a cap on the carryover hours of no more than 48 hours or six days is permitted. Affiliate does not pay out any unused accrued sick time. This policy applies to lost wages when a union member is scheduled for union business.

Submission of Expense & Compensation Requests

1. All expense reimbursement requests must be submitted to the UTNC Treasurer within sixty (60) days of the date of the receipt to be reimbursed. Any items submitted after the sixty (60) days must be approved by the President or Treasurer and one (1) other UTNC Officer. If the late reimbursement request is submitted by the President and/or Treasurer, two (2) other UTNC Officers must approve.
2. All compensation requests MUST be submitted via Paychex for proper payroll deductions.
3. Expense reimbursements must comply with the following:
 - A. All original receipts must be submitted with the expense form to the UTNC Treasurer.
 - B. For overnight hotel stay(s) or airfare, expense reimbursement requests along with a copy of the hotel or flight receipt for payment shall be submitted to the UTNC Treasurer.
 - C. If food/refreshments are supplied for any meeting, the sign-in sheet must be attached along with the itemized receipt for reimbursement. If any food is left over it must be stated where it was distributed.
 - D. All expenses must be approved by an officer other than the one submitting the form. Electronic approval is acceptable.

General Rules

1. **Mileage.** Mileage reimbursement shall be submitted to the UTNC Treasurer and is not taxable. Mileage reimbursement shall be for round-trip mileage in excess of a normal workday commute or total round-trip mileage on a normal day off. Mileage reimbursement shall be calculated using the prevailing IRS allowance. Carpooling should always be encouraged.

2. **Parking.** Parking reimbursement shall be limited to a maximum of \$35/day. A receipt must be submitted for reimbursement.
3. **Lost Wage Reimbursement.** Lost wage reimbursement is taxable and shall be submitted via Paychex for reimbursement by UTNC and shall be on a keep-whole basis, at the actual hourly rate, including shift differential if regularly scheduled for an evening or graveyard shift. Lost wages shall be paid for actual time worked only. Up to 8 hours may be reimbursed for work on a day off. Time worked beyond 8 hours on a scheduled day off shall be on a volunteer basis only and will not be eligible for wage reimbursement. A current pay stub must be submitted for any lost wage reimbursement requests submitted, in accordance with the UNAC/UHCP State Guidelines.
4. **Airfare.** Airfare reimbursement shall be submitted to UTNC and is not taxable and where permitted shall be reimbursed at the coach airfare rate. Airfare above the coach airfare rate shall be the responsibility of the member submitting for reimbursement. If submitting for above coach rate, the cost of what coach would have cost needs to be submitted as well.
5. **Meals.** Approved meal reimbursement shall be submitted according to the guidelines below, and shall be reimbursed with a daily limit set by prevailing IRS standards.
 - a. Individual Meal (no overnight stay): Reimbursement for an individual meal- with no overnight stay requires approval by the President or Treasurer and one (1) other UTNC Officer and must be submitted to the UNAC/UHCP State Office for proper payroll taxes to be deducted. Two (2) other UTNC Officers must approve the reimbursement if the request is submitted by the President or Treasurer. Alcoholic beverages shall not be reimbursed.
 - b. Individual Meal (with overnight stay)- Reimbursement for an individual meal requires approval by the President or Treasurer and one (1) other UTNC Officer and must be submitted to the Affiliate Treasurer for reimbursement.
 - c. Individual given a Perdiem (M&IE rate)- Overnight stays requires approval by the President or Treasurer and one (1) other UTNC Officer. Once approved the traveler will submit perdiem form and hotel folio (bill) at the conclusion of trip to received reimbursement.
 - i. Rate is determined by GSA and updated yearly.
 1. https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=CA&fiscal_year=2021&zip=91307&city=Los%20Angeles
- b. Group Meal: For meal reimbursement for 2 or more Officers or an Officer and member(s), an itemized receipt must be submitted to the UTNC Treasurer by one person and must include the names of those present. The itemized receipt must be signed by all parties in attendance, or a sign-in sheet must be attached to the itemized receipt. Alcoholic beverages shall not be reimbursed.

Meals Subject to Payroll Taxes (submitted to UNAC/UHCP State Office):

- Meals if eating alone
- Meals (non-group) with no overnight stay

Meals Not Subject to Payroll Taxes (submitted to UTNC Treasurer):

- Group meals
- Meals (non-group) with an overnight stay

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Kaiser vs. Union Reimbursement

Here are some reminders when having meetings with Kaiser:

Meetings with managers that they request or we request and management agrees are coded on your Kaiser timecard as union business and are paid by Kaiser, not by UTNC or UNAC/UHCP. You can check with your timekeepers for the correct code.

Rule of Thumb:

Kaiser pays door to door when we have meetings to work out issues at Kaiser, including grievance hearings.

Kaiser calls the meeting for the union to attend. → Kaiser pays.

LMP meetings → Kaiser Pays

We ask for a meeting to work out something and management agrees. → Kaiser pays.

Area Rep/Staff Rep and note-taker attend a grievance hearing → Kaiser pays.
(more than 2 people may be problematic)

Kaiser is investigating a member and we represent the member at the investigation. → Kaiser pays on a day worked and in some cases on a day off, depending on the contractual agreement..

We are preparing for a grievance hearing. → Union pays.

We have a meeting with a member to talk something over. → Union pays.

We ask members to come to a Union meeting to work on an issue. → Union pays.