



APPA INTERNAL REGULATIONS

**General Assembly
November 17, 2010**

1. EXECUTIVE COMMITTEE AND COORDINATING BOARD MEETINGS

Coordinating Board meetings are held on the first Thursday of every month and the Executive Committee meetings are held on a weekly basis.

2. SUBMITTING CANDIDATURE TO A “MANAGERIAL” POST AT THE CSDM AND EMSB

When a member, who is occupying a Union position, submits his/her candidacy on a managerial post, the member must give up his/her syndical functions until the candidate is chosen for said managerial post.

3. TEMPORARY PROMOTION – OUTSIDE APPA ACCREDITATION

When a member obtains a temporary promotion which is outside of the APPA accreditation, he/she cannot participate in any APPA or CSN committees or proceedings.

4. SUSPENSION FOLLOWING A RIGHT OF REFUSAL

When a member is suspended following the application of his/her right of refusal, which was pre-authorized by the Union, the Union will reimburse, up to a maximum of 5 working days, the net salary lost by the member. The member must report to the Union office during his/her regular working hours for the duration of said suspension and provide written agreement that all monies will be reimbursed to the APPA in the eventuality that the Union wins the case.

5. REIMBURSEMENT OF EXPENSES FOR UNION ACTIVITIES

5.1 General

5.1.1 Expenses are reimbursed according to the table listed in 5.2. The rates are set by the Coordinating Board and adjusted using the CSN table, if they are modified during the course of the year.

5.1.2 The expenses incurred while performing syndical activities for the Union, are reimbursed upon presentation of a weekly expense report to the Treasurer.

5.1.3 Any discrepancies on the expense reports may be submitted, by the Treasurer or claimant, to the Executive Committee for verification. The Executive Committee would make the final decision regarding the expense in question.

5.1.4 **ADVANCE**

All elected individuals, or individuals named to participate in an APPA activity or any syndical activity that the APPA is participating in, or any individual who is exercising his/her syndical functions, may request an advance of up to \$300.00.

This advance is to be reimbursed following the submission of expense report(s) which permit(s) the repayment of the total amount of said advance.

5.1.5 Union members, who are invited to a syndical function of the APPA, are not reimbursed for their expenses.

5.2 **Reimbursement table (effective June 1, 2010)**

Breakfast _____	7,65\$
Lunch _____	21,35\$
Supper _____	26,45\$
Lodging _____	106,10\$ see 5.3.4.
Transportation _____	0,459
Cell Phone _____	50\$/month see 5.3.7

5.3 **Details regarding the reimbursement table**

5.3.1 **MEALS**

1. When lodging is necessary the night before, breakfast is reimbursed and payable when the meeting or activity is being held outside of Montreal and is beginning in the morning.
2. When an individual is on syndical leave, lunch is reimbursed according to 5.2 when he/she is working.
3. Supper is reimbursed :
 - a) if a syndical activity ends after 5 :30 p.m.
 - b) if a syndical activity begins after 5 :30 p.m.
 - c) if a syndical activity continues in the afternoon & the travelling distance is greater than 200 km
 - d) if a syndical activity is to begin the following morning and the travelling distance (to go) is greater than 200 km
4. When the syndical-released individual's regular schedule ends after 5:30 p.m., he/she is not reimbursed for supper.

- 5- The reimbursed rate for supper is increased to \$8.00 when the syndical activity is being held outside of Montreal.
6. When a syndical-released individual works overtime according to article 7.00, the appropriate reimbursement(s) shall apply.

5.3.2 DAYCARE / BABYSITTING (including care for adults)

All individuals named by the union's Executive Committee to take part in syndical meetings or activities, a delegation or committee formed of representatives to attend/militate in such activities, outside of his/her regular working hours or week, are entitled to be reimbursed (at the minimum hourly salary rate), for Daycare (babysitting) fees which they have incurred, upon submission of written proof of expenses (receipts). An individual's spouse is not considered to be a babysitter.

Caregiver (to a father, mother or dependent child) fees, which include the administering of medication, & bodily care, are reimbursed, upon submission of an official receipt from a skilled individual or organization; the maximum rates will be set according to the fees normally required for such services by the CLSC.

Elected individuals who are required to attend an activity of the APPA, except for General Assemblies, are eligible to be reimbursed for Daycare &/or Caregiver fees, as described above.

5.3.3 LODGING

All individuals named by the union's Executive Committee to take part in syndical meetings or activities, a delegation or committee formed of representatives to attend such activities, will be reimbursed for his/her lodging expenses, upon submission of the invoice, unless the Union has already paid for the lodging expenses.

The Union will determine where the delegation participating in the syndical activity will be lodged. However, the participant may choose to stay at a different establishment than the one chosen by the Union, and in that case, he/she is eligible for reimbursement for the fees incurred, with written proof (receipts/invoices), up to the maximum amount quoted on the reimbursement table in 5.2.

According to the following conditions:

- when a meeting or activity is being held at a location which is a minimum distance of 50 km from the individual's residence, lodging is reimbursed or paid if the meeting/activity lasts longer than one day;

- when a meeting or activity is being held at a location which is a minimum distance of 100 km from the individual's residence, lodging is reimbursed or paid if the meeting/activity ends after 5:30 p.m.;
- when a meeting or activity is being held at a location which is a minimum of 200 km from the individual's residence, lodging is reimbursed or paid the day before the meeting/activity, and subsequently on each day where the meeting/activity ends after 4:00 p.m.

In the case where lodging would be reimbursable, for either the day before or on the day of the meeting/activity, the member is entitled to a half-day of compensation if he/she does not plan on staying at the hotel (the day before or on the day of).

5.3.4 PARKING - *TAXI

Parking is paid upon submission of receipts, annexed to the weekly expense report, up to a maximum of two (2) reimbursements per activity.

*All claims for reimbursement for taxi fares are subject to the approval of the Executive Committee.

5.3.5 TRANSPORTATION

a) The elected or named individual to participate in an activity for the APPA or to an activity that the APPA is participating in which is held in Montreal, as well as an individual who is exercising his/her syndical functions will receive the round-trip cost of public transportation increased by 25%. If he/she uses his/her own vehicle, he/she will receive either a kilometer allowance (km x transportation rate in 5.2), kilometers are to be calculated from his/her place of work to the location of the meeting/activity, or the round trip cost of public transit increased by 25%, whichever is higher.

b) The elected or named individual to participate in an activity for the APPA or to an activity that the APPA is participating in which is held outside of Montreal, as well as an individual who is exercising his/her syndical functions will receive the round-trip cost of public transportation increased by 25%. If he/she uses his/her own vehicle, he/she will receive either a kilometer allowance (km x transportation rate in 5.2), kilometers are to be calculated from his/her residence to the location of the meeting/activity, or the round trip cost of public transit increased by 25%, whichever is higher.

c) In order to encourage carpooling, the individual who carpools & uses his/her vehicle will receive an additional \$0.05 per kilometer for each person he/she has as a passenger.

d) An elected or named individual who is asked to transport packages or materials, using their vehicle, the APPA will pay \$5 for the first package and \$2 for each additional package, in addition to the kilometer allowance or the round trip cost of public transit increased by 25%, whichever is higher.

5.3.6. CELL PHONE

A cell phone usage fee allowance is reimbursed to all those individuals who are on full time syndical withdrawal, who use their cell phones for syndical activities, to a maximum of the amount indicated in the reimbursement table in 5.2, upon submission of their invoice. The President's cell phone is totally paid by the APPA.

In order to receive this allowance, the individual must supply his/her cell phone number to the Union and make him/her-self available to be reached on said cell phone.

6. **EXPENSE/ACTIVITY REPORT**

An expense/activity report must be filled out by each individual, within 2 months of the expense/activity and to be submitted to the APPA.

7. **HOURS AND WORK WEEK**

7.1 **Hours and work week**

The number of hours in a work week, as determined by the provincial collective agreements, is spread equally over five (5) working days. The work week is from Sunday to Saturday.

The work day at the APPA head office is between 7:00 a.m. and 6:00 p.m. based on a flexible work schedule. These hours include a meal break and rest period according to the provisions described in the provincial collective agreement.

7.2 **Flexible work schedule**

It is understood that a flexible work schedule is work performed in a given week based on a variation of hours from one day to the next, according to the needs of the services required and/or the person performing the services.

For all absences of 2 hours or more, within the framework of a flexible schedule, the person must ensure that someone else in the department can respond to any urgent matter while he/she is away from the office..

A flexible work schedule does not involve overtime hours. Compensation time resulting from a flexible work schedule should be taken within the same pay period. However, a person may accumulate a maximum of seventy (70) hours per school year outside the pay period, which is to be taken as compensation time before September 1st of each year. They cannot be paid out or carried over to the next school year.

Every full time syndical-released member shall be entitled to the same reduced work schedule of his/her corresponding school board.

7.3 Overtime hours

All work that is completed due to the needs of the service in addition to a regular work day or week is considered overtime. All overtime hours must be pre-approved by the APPA president or his/her replacement.

While participating in APPA assemblies, the person chairing the assembly or the secretary in attendance at the assembly will be paid overtime. The same applies for a person that is required to attend an assembly to which he/she was not formally invited.

However, for unforeseen reasons, such as the completion of a task in progress, overtime hours will apply provided the approval of the president or his/her replacement is obtained within two (2) working days of the hours worked.

7.4 Method of payment

The person having worked the overtime hours can choose to be paid for the overtime using one of the following methods:

The person choosing to be paid for overtime hours worked will be paid according to the provisions described in the provincial collective agreement.

The person choosing to be compensated, in time, for their overtime hours worked will be compensated in the following fashion:

1. The overtime hours worked are repaid at time and a half. These hours are to be taken as compensation by September 1st, the latest, in the year of their acquisition;
2. If the APPA cannot compensate these hours by the prescribed date, the person will be paid at a rate of time and a half on the pay following September 1st, in the year of their acquisition.
3. However, a person can choose to carry over into the next school year a maximum of seventy (70) overtime hours.

7.5 Using the banks of hours

Upon leaving his/her post, the person may choose to either be paid or given time off for

his/her accumulated hours.

All balances of less than a half day will be paid out immediately on the next pay following the end of the school year.

Any person that is not re-elected to an APPA post, must use any hours they have accumulated, and that have been approved by the president of the APPA or his/her replacement in the school year of their acquisition. All balances of hours will be paid out on the next pay following the end of the school year.

7.6 Expense and activity reports

The person must hand in his/her original, signed expense and activity report within two weeks following the activity. Failing this, he/she risks that these expenses and hours may not be calculated or reimbursed. Expenses are paid every two weeks.

7.7 Vacations

Vacations are to be taken during the financial year of their acquisition.

7.8 Participation in assemblies/meetings for the APPA, Federation, School Sector / Central Table and the CSN

Participation in assemblies/meetings for the APPA, Federation, School Sector / Central Table and the CSN are excluded from paragraph 2. A person may choose to apply his/her flexible work schedule for time worked (either before or after the function) at the Union head office.

7.9 Transitional measures

Hours already accumulated up to the date of the adoption of this policy will automatically be added to the bank of accumulated overtime hours and are subject to the rules established in paragraph 4.

Any accumulated, unused vacation days, carried over from previous years must be taken during the 2010-2011 school year.

Any discrepancy can be brought to the Executive Committee, or depending on the situation, the Coordinating Board may be asked to decide on the situation.

8. **STRIKE OR LOCK-OUT**

In the event of a strike, lock-out or pressure tactics being applied, the rules regarding the reimbursement of expenses will be suspended and replaced with a special ruling.

This special ruling must be approved by the Coordinating Board and adopted by the General Assembly.

9. **ALLOWANCE FOR A DISPLACEMENT DUE TO THE ALARM SYSTEM**

When an individual must displace him/her-self due to a central alarm call, whether it is during the day or night, a travel allowance of \$20.00 will be granted, along with the kilometer allowance (km x transportation rate in 5.2), kilometers are to be calculated from his/her residence to the APPA head office, or the round trip cost of public transit increased by 25%, whichever is higher.