



ASSOCIATION DES EMPLOYÉS DU NORD QUÉBÉCOIS (CSQ)

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ASSOCIATION OF EMPLOYEES OF NORTHERN QUEBEC

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**POLICY ON PARTICIPATION AND REIMBURSEMENT FOR
UNION ACTIVITIES AND AFFAIRS**

(Updated January 7, 2025)

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SECTION I. INTRODUCTION

ARTICLE 1 Generalities

- 1.1 The purpose of the present policy is to specify the terms and conditions for the participation in union activities and the reimbursement of expenses incurred, either during an authorized activity, or for union affairs.
- 1.2 Any union activity incurring expenses must receive the prior authorization of the president or vice-president unless the activity results from the By-laws or a mandate from a decision-making body.
- 1.3 “Union activity” means: union training sessions, union meetings, committee meetings, grievance hearings, bargaining sessions, national or sectoral decision making bodies, etc.
- 1.4 “Union affairs” means telephone calls, mailing fees, faxing fees, etc.
- 1.5 Only the following activities that are taking place within an 80 km radius from the regular workplace are admissible to the present policy without being a taxable benefit:
 - meetings of the executive Committee;
 - negotiation sessions for the renewing of the collective agreement of AENQ’s members;
 - workshops, seminars, symposiums or conferences;
 - Federal Council, Congress or other decision-making bodies of a federation to which the AENQ is affiliated to;
 - General Council of the CSQ;
 - Congress of the CSQ;
 - Committees and networks.The reimbursement of expenses for any other activity is considered a taxable benefit.

ARTICLE 2 Request for Reimbursement

- 2.1 The member submitting a claim for reimbursement must complete one of the forms appended to this policy:
 - a) telephone-call expenses (appendix 1);
 - b) administrative expenses (appendix 2);
 - c) expenses incurring for the participation in a union activity (appendix 3);
 - d) receipt for childcare expenses (appendix 4).
- 2.2 The member submitting a claim must attach all required supporting documents.
- 2.3 The member must sign and date the form.
- 2.4 Any request for reimbursement received three months after the activity will be refused without subsequent notice.

- 2.5 The AENQ will reimburse the member submitting a claim for authorized expenses that he or she actually incurred while carrying out his or her duties.
- 2.6 Despite the present policy that sets general rules that may not cover specific situations, the person claiming the reimbursement of expenses commits to only claims what is reasonable.
- 2.7 All expenses caused by the fault of a member (missed flight, "no show" at a hotel, etc.) will be at his expense. These expenses may include the cost of a plane ticket, overnight stays at a hotel or private home, additional union releases, etc. The amount will be deducted from his expense account, which will only be reimbursed once all the invoices have been received by AENQ.

If the amount claimed by the member does not cover the expenses caused by his negligence, the member must reimburse AENQ within 60 days. Otherwise, they will be deducted from future claims or any other income paid to the member by AENQ.

SECTION II. PARTICIPATION IN UNION ACTIVITIES

ARTICLE 3 Participation in a Union Activity

- 3.1 Before attending a union activity, the member shall obtain proper authorization by completing the logistic form (appendix 5).
- 3.2 The member must undertake to attend the activity in question. The AENQ will not reimburse expenses incurred if the member was absent without justification.
- 3.3 For the meetings of the Executive Committee, the Aboriginal Committee, a decision-making body of the Centrale or of a federation, members will be allowed to take one day off if those meetings in person are held on a Saturday and/or a Sunday or on a paid legal holiday. Any other day off must be authorised by the Executive Committee.

Moreover, members attending a meeting under the previous paragraph will be allowed to take one day off to compensate the travelling days occurring on Saturdays, Sundays, or on paid legal holidays.

The only allowed reimbursement of expenses will be costs incurred for the union leave.

The member must indicate the requested days off on the logistic form.

- 3.4 The member that attends a meeting of a decision-making body of the Centrale, a federation, a committee or a working group, or of any other decision-making body or organisation, commits to defend the interests of the members of the AENQ.
- 3.5 When a member remains, at the request of the AENQ, outside his or her community of assignment between two authorized activities, he or she is entitled to the per diem provided for in this policy for these interval days unless he or she remains in his or her residence.

ARTICLE 4 Advances

- 4.1 On reception of duly completed forms submitted at least two weeks before the union activity, the AENQ will, at the beginning of the activity, pay the equivalent of 67% of the amount the member is entitled to. The remaining 33% will be paid after the activity and within 5 working days after the reception of the confirmation that the information supplied when the advance was requested is correct or that adjustments were done.
- 4.2 It is understood that for activities taking place outside of the departure point, the beginning of the activity is the moment of the departure. However, if there are days planned for personal reasons between the day of departure and the beginning of the union activity, the moment of departure is postponed by the equivalent period of time.
- 4.3 This procedure does not apply to the participation in the AENQ's Congress, the annual union training session, nor the in-person sector councils.

ARTICLE 5 Union Leaves

- 5.1 The union leave is determined based on to the duration of the activity and on the days off foreseen in article 3.3.
- 5.2 The member must undertake to miss as little work as possible.

ARTICLE 6 Air Transportation

- 6.1 With some exceptions, the AENQ takes care of the reservation and payment of airline tickets.
- 6.2 Reservations made by a member is at the lowest possible fares.
- 6.3 A member who changes his or her airline reservation without the prior authorization of the president or the secretary-treasurer must reimburse any additional cost or charges arising from the change.
- 6.4 The AENQ will reimburse excess baggage costs if the excess baggage was required to transport union materials (supporting documents must be provided).

ARTICLE 7 Ground Transportation

- 7.1 The AENQ favours the grouping together of members travelling to activities and the use of the most economical means of transportation.
- 7.2 The member must specify the point of departure and destination.
- 7.3 Transportation by taxi, metro, train, or bus: reimbursement of the cost actually incurred (receipts must be provided).
- 7.4 Transportation by personal vehicle: the member will be reimbursed at the rate of \$0.75 per kilometre. The rate is \$0.90 per kilometer north of Chibougamau and Matagami.
- 7.5 Transportation by personal vehicle on unpaved roads: the member will be reimbursed an additional \$0.10 per kilometer.
- 7.6 Carpooling: in the case of carpooling, the member will be reimbursed at the rate of \$0.20 per kilometre per passenger participating in the union activity (up to a maximum of 3 passengers). The rate is \$0.25 for unpaved roads.
- 7.7 The official Quebec' road map will be used to calculate distances. The calculation of distances can also be done using an application or a website recognized for this purpose.
- 7.8 Transportation by rented vehicle: with the prior authorization of the president or of the secretary-treasurer, the rental of a compact-size vehicle will be permitted.
- 7.9 The AENQ reimburses the cost of the rental (including the insurances) and of gasoline (receipts are required). Clauses 7.4 to 7.7 do not apply.

- 7.10 The authorization of the president or of the secretary-treasurer is required for the rental of any other type of vehicle.
- 7.11 Responsibility of the AENQ: the AENQ is not responsible for damage to a personal vehicle, or in the cases of gross negligence, to a rented vehicle.
- 7.12 Parking charges: the actual cost will be reimbursed (receipts must be provided).

ARTICLE 8 Accommodation Expenses

- 8.1 The AENQ will reimburse the following amounts:

Breakfast:	\$18.00
Lunch:	\$30.00
Supper:	\$40.00
Incidentals:	\$15.00

- 8.2 These amounts will be reimbursed in accordance with the following conditions:

	Departure	Return
Breakfast:	Before 7:30 a.m.	After 9:00 a.m.
Lunch:	Before 11:30 a.m.	After 1:00 p.m.
Diner:	Before 6:00 p.m.	After 7:00 p.m.

- 8.3 No claim may be submitted if a meal is paid by the AENQ or by another organization. However, it is permitted to claim for the breakfast when members participate in Centrale bodies (CG, CGN, networks, committees, etc.) or federation bodies, including the RUC (CF, CFN, networks, etc.) even when it is included in the price of the room.
- 8.4 No receipts are required for the reimbursement of incidentals or meals since these are flat rates. In the event of a journey in Eeyou Istchee, Nunavik or in an Atikamekw community, the cost of the meals (excluding the cost of any alcohol) exceeding the amount set at 8.1 will be reimbursed upon presentation of supporting documents
- 8.5 Incidentals are reimbursed when the acidity takes place more than 50 km from the regular workplace.

ARTICLE 9 Lodging Fees

- 9.1 Lodging expenses are admissible when the activity takes place more than 80 km from the point of departure or meets one of the following criteria:
- a) the activity requires a departure from the residence before 7:30 a.m., being understood that the beginning of the activity includes the registration period;
 - b) the activity requires a return after 7:00 p.m.;
 - c) the airline flight schedule requires it.
- 9.2 When it is specified on the logistic form, the AENQ takes care of the reservation of hotel and motel rooms.

- 9.3 The hotel or motel that the member is lodged in must be situated within a 15-kilometre radius of the main location at which the union activity is being held. The president and the secretary-treasurer may choose another establishment if one is not available within this radius.
- 9.4 When the AENQ makes reservations of hotel or motel rooms, it specifies that all costs related to the rooms and parking are to be paid by the AENQ and all other expenses or fees (meals, bar, etc.) are to be paid by the member. Furthermore, the reservation must specify if the breakfast is included or not.
- 9.5 Only reservations of regular rooms are done and/or reimbursed. The costs incurring because of an unjustified upgrade shall be reimbursed by the member.
- 9.6 The member may not submit a claim for the cost of the hotel or motel room if the AENQ has made the reservation.
- 9.7 If the member changes his or her hotel or motel reservation, he or she must reimburse any additional cost or charges arising from the change.
- 9.8 Hotels and motels in native communities: the cost actually incurred.
- 9.9 Hotels and motels outside of native communities: the cost actually incurred, up to a maximum of \$250 per night including the taxes. In exceptional circumstances, the Executive Committee may authorize stays in establishments where the rate is higher if the union activity takes place in this establishment or no other establishment has a rate that falls within the limits set by the present article.
- 9.10 The rate for lodging at a private home: \$75 per night out of a community and \$125 in an indigenous community.
- 9.11 The AENQ pays directly the host where the member stayed. The member must fill the form found in appendix 6.

ARTICLE 10 Childcare Expenses

- 10.1 The AENQ will reimburse childcare expenses when:
 - a) the member must leave his or her locality to attend a union activity;
 - b) or the activity is held outside normal working hours.
- 10.2 The member must confirm that his or her spouse was not available during the period concerned.
- 10.3 The spouse may not claim childcare fees.
- 10.4 The reimbursement rates per child are as follows:
 - a) day: \$60
 - b) day and night: \$90
- 10.5 Join appendix 4 to the claim, duly completed and signed.

SECTION III. MISCELLANEOUS EXPENSES

ARTICLE 11 Telephone Calls for Union Affairs

- 11.1 The AENQ will reimburse the cost of telephone calls to the union or for authorized union purposes.
- 11.2 The member must make his or her claim by completing the form found in appendix 1.
- 11.3 The member must provide supporting documents.

ARTICLE 12 Administrative Expenses

- 12.1 The reimbursement of administrative expenses form found in appendix 2 may be used to claim any expense of an administrative nature (postage, faxes, office supplies, etc.).
- 12.2 Expenses claimed on this form must have received the prior authorization of the AENQ.

ARTICLE 13 Registration Fees

- 13.1 The AENQ will pay or reimburse the registration fees of a member who is authorized to attend a congress, a conference, a seminar, or any other meeting of a similar nature (supporting documents must be provided).

ARTICLE 14 Other Expenses

- 14.1 All other expenses must be approved by the President.

SECTION IV. COMING INTO FORCE OF THE POLICY

ARTICLE 15 Coming Into Force of the Policy

15.1 The present policy comes into force January 1st, 2015.