

**COLLECTIVE BARGAINING**  
**ADMINISTRATIVE GUIDELINES GOVERNING**  
**VOTING PROCEDURES**  
**AND**  
**BARGAINING EXPENSES**



## ***INTRODUCTION***

The PSAC Regulation 15 Administrative guidelines governing Voting Procedures and Bargaining Expenses was developed to meet the need for consistency in the application of voting processes and reimbursement of expenses for those involved in collective bargaining. These Procedures/Guidelines evolved over time and are a compilation of rules and guidelines based on PSAC Convention Resolution decisions, PSAC Elected Officer decisions and organizational experience.

The purpose of the Procedures/Guidelines is to provide organizational direction and standardized policy as it relates to collective bargaining voting procedures and payment of expenses for activities related to bargaining.

## ***APPLICATION***

Local members, Elected Officers and PSAC staff have a responsibility to be aware of, understand and ensure compliance with these Procedures/Guidelines. It is recognized that not every circumstance and exception is reflected. Requests to deviate from the Procedures/Guidelines can be directed to the AEC.

In keeping with PSAC policy, unionized suppliers of products and services must be used whenever possible.

The Alliance Executive Committee is responsible for approving the Regulation 15 administrative guidelines governing Voting Procedures and Bargaining Expenses activities associated with Regulation 15A, B and C. Any changes to the PSAC Regulation 15 Administrative Guidelines require approval by the AEC.

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## VOTING PROCEDURES

The following outlines voting procedures related to balloting for tentative agreements, strikes, and dispute settlement route votes.

### 1.1 General Balloting Rules

All ballots must be cast at meetings following an information session, where members have been:

- informed of the issues;
- told the nature of the vote; and
- given an opportunity for questions and answers

In order to accommodate shift workers, alternative arrangements can be made and approved by Regional Strike Coordinators providing that an information session is held.

Other than in exceptional circumstances, pre-approved by the applicable Alliance Executive Committee (AEC) officer, meetings should not be held on employer's time or premises, but should be as accessible as possible.

The Alliance Executive Committee shall authorize all votes. The authority may be delegated to the AEC Officer responsible for collective bargaining.

The AEC Officer responsible for collective bargaining shall establish a deadline for the receipt of ballots and instruct applicable staff representative(s) to conduct votes related to collective bargaining in accordance with the following:

- all votes shall be by secret ballot;
- voting materials shall be in both official languages where required;
- the distribution, collection and counting of ballots shall be done under the authority of the PSAC Regional Offices at the regional and/or local level;
- proxy votes shall not be accepted;
- results of voting shall be reported by the most appropriate means and then in writing to the Alliance Executive Committee;
- all voting kits shall state the purpose of the vote, contain precise voting instructions and, in the case of ratification votes, identify all amendments, additions and deletions to the collective agreement; and
- all ballots shall contain an area where voters may write comments for the assistance of bargaining teams.

## 1.2 Membership Balloting

- i) Regional Offices will be supplied with a copy of the most recent list of the deductees in the bargaining units concerned. The list will be broken down by Region, Component, Local and alphabetically within each Local and will include addresses where available.
- ii) Regional Offices will be supplied with an e-mail copy of the ballot for the bargaining unit population in the region. The Regional Office will print the required copies.
- iii) The Regional Office is responsible for the administration of the balloting in the region. A secret ballot shall be used.
- iv) Regional Offices will encourage and assist Locals to develop a balloting system which is capable of:
  - identifying and locating members;
  - distributing voting material;
  - verifying eligibility of voters (by marking deductee list);
  - collecting ballots;
  - counting and reporting results
- v) Where a Local has ten or fewer ballots cast, they should be forwarded to the Regional Office to be counted.

NOTE: The Local retains responsibility to verify voter eligibility.
- vi) Locals shall record ballot results on a reporting form provided by the Regional Office. One copy, together with the ballots cast, and the computer membership list, shall be forwarded to the Regional Office. A second copy of the reporting form shall be forwarded to the Component head office, while a third copy shall be retained by the Local for its records.
- vii) The Regional Office will establish a ballot counting committee to tabulate the ballots sent directly to the office.
- viii) The results shall be faxed to the Regional Office Branch, HQ.
- ix) The applicable reporting forms and the marked deductee listings shall be kept in the Regional Office for a period of at least one year after the deadline date of the vote.
- x) Rand deductees may only vote in ratification, strike or combined ratification/strike votes where required by law, as outlined in Sections 1.5 - 1.7. See "VOTER ELIGIBILITY" chart starting on page 7 for legislative reference.



- xi) PSAC members appearing on the deductee list are eligible to cast ballots. If a person's name does not appear on the deductee list, the person will be allowed to vote and the ballot will be placed in a double envelope and held to await membership confirmation by the Regional Office.

### 1.3 Local Balloting

- i) There are two possible methods of balloting the membership of the bargaining unit concerned:
- by holding a meeting;
  - by mail (for members who work more than 60 kms from any meeting)
- ii) isolated from the main body of the Local. (e.g. members working outside Canada, Ships Crews members)
- iii) In the event that there are fewer than ten ballots cast by members in the Local, the ballots should be verified for eligibility and forwarded to the Regional Office, along with the deductee list indicating who cast ballots, for counting at the Regional level.
- iv) When conducting votes at meetings, Local Ballot Committee shall be responsible for:
- ensuring the voting material is delivered to each member;
  - verify the voting eligibility of each individual by checking off his/her name against the membership list provided by the PSAC Regional Office;
  - ensuring the vote is conducted in a manner which maintains the secrecy of the individual ballot;
  - ensuring the vote results, cast ballots and marked deductee list are returned to the PSAC Regional Office before the deadline date;
  - Rand deductees are only eligible to vote where required by law, as outlined in Section 1.8;
  - Provide an opportunity for questions to be posed regarding the voting procedure.

**1.4 Dispute Settlement Route Votes: for members under the Public Service Labour Relations Act only (See also Regulation 15A and 15B 3.11.1 to 3.11.4 or 15C 3.81 to 3.8.4)**

**All bargaining units governed by the PSLRA shall remain on the “conciliation with the right to strike” dispute settlement route.** Requests to change the route to arbitration can be submitted as outlined below and, if approved, shall be for one round of bargaining only.

A dispute settlement vote shall be taken when there has been a request by 10% or more of members in the coalition/unit or when the National Board of Directors so directs.

The AEC shall have the right to set deadlines for the receipt of such requests in order to allow for the scheduling of votes well in advance of the notice to bargain date as any change to the route must be communicated in the notice to bargain. Such deadlines shall be communicated to all Components at least three months before the deadline date.

The dispute settlement route shall be changed to “arbitration” for one round if a majority of the votes cast are in the affirmative, excluding spoiled ballots, or by a decision of the National Board of Directors.

**1.5 Strike Votes (See also Regulation 15A or 15B 3.11.5 to 3.11.7 or 15C 3.8.5 to 3.8.7)**

**Authorization of Strike Votes**

The National President is the only person who may authorize a strike vote and authorize or end strike activity. Such authorization(s) shall be in writing.

When a decision is made to hold a combined ratification/strike vote, authorization to hold the strike vote is made by recommendation in writing, signed by the majority of the PSAC negotiating members and approved by an AEC Officer.

## **1.6 Ratification Votes**

### **Authorization of Ratification Votes**

A ratification vote shall be held for the acceptance or rejection of a Memorandum of Settlement in the bargaining unit(s) concerned. In the case of several bargaining units, bargaining as a coalition, the vote shall be carried out as a single, all-encompassing vote.

The AEC Officer responsible for collective bargaining, on authority delegated by the Alliance Executive Committee, shall sign a collective agreement for a bargaining unit or a coalition bargaining group when a majority of the votes cast are in the affirmative, excluding spoiled ballots.

### **Balloting**

Locals/branches are responsible for ensuring members receive adequate information upon which to make a decision to vote. Locals/branches will schedule and organize ratification meetings in consultation with PSAC regional offices. Arrangements will ensure members have reasonable access to vote. In certain jurisdictions, as outlined in Section 1.7, Rands shall also be allowed to vote. See voter eligibility by jurisdiction chart, Section 1.8, for further clarification.

## **1.7 Combined Strike and Ratification Votes**

### **Authorization for Combined Strike and Ratification Votes**

If a ballot is to be used as both a strike vote and a ratification vote, then a request to hold a strike vote must be sent to the National President.

### **Balloting for Combined Strike and Ratification Votes (See also Regulation 15A or 15B 3.11.10 or 15C 3.8.6)**

In jurisdictions where Rands have the right to vote on strike votes but not ratification votes as outlined in Section 1.8, all members in good standing shall be supplied with a ballot that asks whether they accept the tentative agreement or whether they reject it and authorize strike action. Employees in the bargaining unit who are not in good standing shall be provided with a ballot that asks whether the employee authorizes or does not authorize strike action. The ballots cast by members in good standing are to be counted first. If the majority votes to accept the tentative agreement, there is no need to count the votes of employees who are not in good standing because a strike vote is no longer in order.

In jurisdictions where Rands have the right to vote on ratification votes, as outlined in Section 1.8, the same ballot shall be provided to all employees.

**TABLES IN 1.8 OUTLINE “VOTER ELEGIBILITY”**

**Costs Associated with Ratification Votes**

PSAC will assume the costs of the meeting rooms required for ratification votes.

## 1.8 Voter Eligibility by Jurisdiction

### Dispute Settlement Route Votes

Jurisdiction	Members	Rands	Notes
<b>Federal</b>			
<i>Public Service Labour Relations Act</i>	√	No	Regulation 15A, 15B, 15C

### Strike Votes

Jurisdiction	Members	Rands	Notes
<b>Federal</b>			
<i>Canada Labour Code</i>	√	√	s.87.3
<i>Parliamentary Employee Staff Relations Act</i>	N/A	N/A	
<i>Public Service Labour Relations Act</i>	√	√	s.184
<b>Provincial</b>			
<i>Newfoundland and Labrador Labour Relations Act</i>	√	√	s.100.1
<i>Nova Scotia Trade Union Act</i>	√	√	s.47(3)
<i>New Brunswick Industrial Relations Act</i>	√	√	s.94(1),(2) note other stipulations on voter eligibility at s.94(3) and 94(1)(A) (e.g. must been an employee at some point in the previous three months)
<i>PEI Labour Relations Act</i>	√	√	s.41(4)
<i>Quebec Labour Code</i>	√	√	s.20.2
<i>Ontario Labour Relations Act</i>	√	√	s.79
<i>Manitoba Labour Relations Act</i>	√	√	s.93
<i>Saskatchewan Trade Union Act</i>	√	√	s.11(2)(d) union or affected employees can request Board supervision of ratification or strike votes (s.11(8))
<i>Alberta Labour Relations Code</i>	√	√	Supervised by the Alberta Labour Relations Board (other restrictions also apply) s.73, s.75-76
<i>British Columbia Labour Relations Code</i>	√	√	s.39-40, religious objectors are not entitled to vote - 17(2)

### Territorial

<i>NWT Public Service Act</i>	√	No	Regulation 15B
<i>Yukon Public Service Staff Relations Act</i>	√	No	Regulation 15B
<i>Nunavut Public Service Act</i>	√	No	Regulation 15B

### Ratification Votes

Jurisdiction	Members	Rands	Notes
<b>Federal</b>			
<i>Canada Labour Code</i>	√	No	s.87.3, Regulation 15B and 15C
<i>Parliamentary Employee Staff Relations Act</i>	√	No	
<i>Public Service Labour Relations Act</i>	√	No	s.184, Regulation 15A, 15B and 15C
<b>Provincial</b>			
<i>Newfoundland and Labrador Labour Relations Act</i>	√	No	Regulation 15C
<i>Nova Scotia Trade Union Act</i>	√	No	Regulation 15C
<i>New Brunswick Industrial Relations Act</i>	√	No	s.37(1), Regulation 15C
<i>PEI Labour Relations Act</i>	√	No	Regulation 15C
<i>Quebec Labour Code</i>	√	√	s.20.3
<i>Ontario Labour Relations Act</i>	√	√	s.79
<i>Manitoba Labour Relations Act</i>	√	√	s.69
<i>Saskatchewan Trade Union Act</i>	√	No	s.11(2)(d) union or affected employees can request Board supervision of ratification or strike votes (s.11(8))
<i>Alberta Labour Relations Code</i>	√	No	s.73
<i>British Columbia Labour Relations Code</i>	√	√	s.39, 40, 60, religious objectors are not entitled to vote - 17(2)
<b>Territorial</b>			
<i>NWT Public Service Act</i>	√	No	Regulation 15B
<i>Yukon Public Service Staff Relations Act</i>	√	No	Regulation 15B
<i>Nunavut Public Service Act</i>	√	No	Regulation 15B

### Combined Strike and Ratification Votes

Jurisdiction	Members	Rands	Notes
<b>Federal</b>			
<i>Canada Labour Code</i>	√	Strike vote question only	s.87.3, Regulation 15B and 15C
<i>Parliamentary Employee Staff Relations Act</i>	N/A	N/A	
<i>Public Service Labour Relations Act</i>	√	Strike vote question only	s.184, Regulation 15A, 15B and 15C

Jurisdiction	Members	Rands	Notes
<b>Provincial</b>			
<i>Newfoundland and Labrador Labour Relations Act</i>	√	Strike vote question only	s.100.1, Regulation 15C
<i>Nova Scotia Trade Union Act</i>	√	Strike vote question only	s.47(3), Regulation 15C
<i>New Brunswick Industrial Relations Act</i>	√	√	96(2) and (4), note other stipulations on voter eligibility at s.94(3) and 94(1)(A) (e.g. must have been an employee at some point in the previous three months)
<i>PEI Labour Relations Act</i>	√	Strike vote question only	s.41(4), Regulation 15C
<i>Quebec Labour Code</i>	√	√	s.20.2-20.3
<i>Ontario Labour Relations Act</i>	√	√	s.79 Cannot combine strike and ratification votes in bargaining rounds where the first collective agreement is at issue (s.79.1)
<i>Manitoba Labour Relations Act</i>	√	√	s.69 and 93
<i>Saskatchewan Trade Union Act</i>	√	Strike vote question only	s.11(2)(d) union or affected employees can request Board supervision of ratification or strike votes (s.11(8)), Regulation 15C
Alberta Labour Relations Code	√	√	Supervised by the Alberta Labour Relations Board (other restrictions also apply) s.73, s.75-76
<i>British Columbia Labour Relations Code</i>	√	√	s.39, 40, 60, religious objectors are not entitled to vote - 17(2)
<b>Territorial</b>			
<i>NWT Public Service Act</i>	√	No	Regulation 15B
<i>Yukon Public Service Staff Relations Act</i>	√	No	Regulation 15B
<i>Nunavut Public Service Act</i>	√	No	Regulation 15B

# **BARGAINING EXPENSES GUIDELINES**

## **EXPLANATORY NOTES FOR MEMBERS PARTICIPATING IN BARGAINING**

### **2.1 Notification of Negotiating and Authorization**

The administrative staff of the Negotiations Section will advise the PSAC bargaining team members of dates, location and times of negotiations sessions. Members will be asked to arrange their travel using the most economical method. All travel must be pre-authorized.

When the Bargaining Team members are involved in mobilization or strike activities they must coordinate their travel with their Regional Office.

The Regional Representative (Regional Strike Coordinator) assigned to the bargaining unit will approve members' expense claims and other compensable related expenses related to mobilization and/or strike activities. The Coordinator of the Collective Bargaining Branch Negotiations Section will approve all compensable other negotiations related members expense claims, advances, and other related expenses.

#### **Expenses**

Members will be asked to use the PSAC Expense Claim Form for claiming compensable wages, meal, transportation, accommodation and other expenses, as applicable.

Members will be asked to use the PSAC Family Care Form to claim family care expenses. Signed original receipts by care provider are required.

Claims will be settled in accordance with the provisions of this guideline and once expense claims are submitted, enquiries should be directed to the Administrative Staff in the Negotiations Section. The AEC is responsible for determining the specific rules that apply to the payment of members' expenses.

### **2.2 Advances**

The administrative staff of the Negotiations Section will request an advance of funds, which will normally be given to the team members on the first day of meetings. Should special requirements be necessary prior to the first day, team members should contact the Negotiations Section. Advances will not be issued in cases where outstanding claims for 30 days or more exist.



## 2.3 Transportation

A member should use commercial transportation where available. The selection of the mode and class of commercial transportation is made by the PSAC on the basis of cost, convenience, duration, safety and practicality.

The PSAC Travel Agent is used for booking commercial air and train transportation:

W.E. TRAVEL  
OTTAWA # 613-232-9908 - TOLL FREE # 1-888-676-7747  
8:00 A.M. TO 5:00 P.M. EASTERN TIME

Notes:

If tickets were supplied, but not used, they **must be returned** with the claim.

Approval for all changes from the pre-authorized travel arrangements, such as adjustments to itinerary, changes in mode of transportation must be obtained from the Negotiations Section.

### **When to Travel**

Travel will normally be scheduled the day prior to negotiations and the day following negotiations. However, if it is reasonable to expect travel to take place on the final day of a negotiations session given the finish time and travel involved, team members will be expected to travel on this day. Members will not be required to begin work within ten (10) hours of their return home from bargaining.

For travel of a distance that requires two (2) - three (3) hours travel time, travel to destination should be made after work the evening prior to the event.

### **Rail/Bus/PMV/Mileage**

**For distances less than 300 km (one way)**

Commercial ground transportation (train or bus) should be taken.

When commercial transportation is available and a member requests to travel by private vehicle, the member will be reimbursed up to the most economical train fare.

When commercial transportation is not available, a member who requests to travel by private vehicle will be reimbursed at the PSAC kilometric rate, plus parking charges.

### **For distances more than 300 km**

A member who requests to travel by private vehicle (more than 300 km one way) to suit his/her own convenience must contact the Negotiations Section for approval. Once approved, the member will be entitled to claim expenses and loss of salary only for the period of absence that would have been necessary had public transportation been used. **Authorization must be obtained in advance. Mileage will be reimbursed for kilometric distance at the applicable rate plus parking, up to the cost of the most economical airfare. Calculation of the cost of the most economical airfare includes the cost of the airfare plus a flat rate of \$100.00 for ground transportation.**

There will be no payments for taxis and other costs normally associated with air travel.

### **Air transportation**

Air transportation can be taken only for distances of **more than 300 km one way**.

Members will be instructed to contact the travel agent once PSAC confirms authorization.

The travel agent will be booking at the most economical discounted airfare possible.

In order to obtain economical fares, members are asked to book the air travel as soon as possible (at least 7-14 days in advance).

Any exceptions must be authorized in advance.

Changes to itinerary for air transportation are costly. If changes being made are for personal reasons, the change fee must be paid by the member.

### **Taxis**

All claims for single taxi fares in excess of \$10.00 must be supported by a receipt.

If a member wishes to hand in their expense claim prior to departure, taxi receipts for airport transportation to the airport can be multiplied by two for the

return trip and additional receipts will not be required. The member attaches the receipt to his/her claim and indicates on the expense claim form that the amount being claimed is the fare times two (e.g. \$25 x 2 = \$50). Should the receipt for the return fare be in excess of the amount reimbursed an additional claim may be submitted for the additional amount of the return fare.

### **Car Rentals**

The car rentals must be pre-authorized where this mode of travel is economical and practical. The team member is responsible for providing the reasons for the rental and the cost savings.

The PSAC Travel Agent must be used for reservations and rentals. The Travel Agent reserves cars with unionized companies whenever possible and at preferred rates. An intermediate vehicle is the usual standard. Only the authorized traveler should be registered as the driver on the car rental agreement.

The member shall ensure that sufficient collision damage waiver coverage is included for the entire period that a car is rented for PSAC business. The cost will be reimbursed by the PSAC.

Gasoline expenses will be reimbursed by the PSAC with receipts.

### **Parking**

Members entitled to claim parking must provide an original receipt.

## **2.4 Accommodation**

The PSAC's policy is to utilize unionized hotels which are pre-arranged by PSAC Travel Agent or by PSAC administrative staff. Confirmation is essential. When master billing is not available and members are responsible for room charges, a credit card is needed to secure accommodation. Staff is to be advised in advance if an individual is not in possession of a credit card.

Where members on bargaining teams are to pay their hotel bill, an original settled receipt must support claims for hotel accommodation.

When the member chooses alternate commercial accommodation from that designated by the PSAC, the hotel must be unionized. The PSAC will pay the alternate hotel cost up to the maximum of the cost of the authorized accommodation.

Private accommodation allowance will be paid according to PSAC Travel Directive.

If the member cannot attend the meeting, it is the responsibility of the member to cancel their reservation to avoid “no-show” charges.

## **2.5 Meals & Incidentals**

When applicable, meal allowances may be claimed at the current rate provided in the PSAC Travel Directive.

Breakfast can be claimed if member leaves home before 8:00 a.m. Dinner can be claimed when member arrives home after 6:00 p.m.

No additional amount may be claimed for meals, or for gratuities associated with meals. Receipts are not required.

When overnight accommodation is authorized and used, a member shall be paid an incidental expense allowance that covers a number of miscellaneous expenses, including the cost of gratuities.

### **Meals Provided**

When a full meal is provided, or included in the accommodation rate, the member shall not claim nor be reimbursed the meal allowance if, as a matter of personal preference, the member chooses to eat elsewhere.

**Note Per Diem:** If meals and incidentals are claimed, a per diem does not apply.

## **2.6 Salary Entitlement – Bargaining Conferences and Negotiations**

### **Loss of Salary for Bargaining Conference Participants**

A bargaining conference participants’ actual loss of salary will be reimbursed for all working hours at the rate of pay normally earned as specified in the applicable collective agreement. Loss of salary will be reimbursed only for **authorized** travel during normal working hours. Bargaining conference participants will not be compensated for travel or work on a day of rest except where specified in the PSAC Regulations.

### **Loss of Salary for Bargaining Team Members**

A member’s actual loss of salary will be reimbursed for all working hours at the rate of pay normally earned as specified in the applicable collective agreement.

Team members who work and/or travel on a day of rest, shall be compensated at their straight-time rate up to a maximum of 7.5 hours in a day where full time worker members work an average of 37.5 hours per week. If a member negotiates or travels on his/her compressed day off, he/she is not entitled to any compensation as he/she has already been paid for that day. A copy of a compressed work week schedule, which indicates hours/days scheduled to work, must be attached if claiming more hours per day than those specified in the applicable collective agreement.

Where team members work an average of more or less than 37.5 hours per week their compensation on a day of rest and/or travel shall be their hourly rate up to a maximum number of hours prorated based on their average weekly hours.

Examples:

- 35 hours equals hourly rate up to a maximum of 7 hours per day
- 40 hours equals hourly rate up to a maximum of 8 hours per day
- 42 hours equals hourly rate up to a maximum of 8.4 hours per day

### **Premiums, differentials and other compensation**

Where applicable and where the Employer ceases to pay for the form of compensation while the member is engaged in bargaining, loss of salary shall include the following:

- Supervisory Differential,
- Shift, Weekend and/or Late Hour Premiums,
- Isolated Posts Allowance,
- Northern Allowance,
- Environmental Living Cost Differential,
- Foreign Service Directive and Fuel & Utilities,
- and Bilingual Bonus.

A copy of the official shift schedule, which indicates days/hours scheduled to work, must be attached if claiming other than Monday to Friday and/or shift/weekend/ late hour premiums.

Bilingual bonus is paid by the employer for the full month for any month in which the employee receives a maximum of 10 days pay.

### **Loss of Overtime Salary**

Overtime shall not be included in loss of salary unless it forms an involuntary part of the Members regular schedule.

### **Compensation for part time or contract workers that are members of bargaining teams**

Part time or contract workers are defined for the purposes of this guideline as members who either have hours of work that are less than 35 hours per week and/or receive remuneration as a set amount regardless of the number of hours they actually work.

- i) Where there is a clear hourly rate, members of the bargaining team shall be compensated at their hourly rate up to a maximum of 7.5 hours in a day.
- ii) Where there is no discernable part time hourly wage or there are multiple wage rates for the same classification and level, bargaining team members shall be compensated at the lesser of the following rates:
  - \$24.50 per hour for all hours up to a maximum 7.5 hours in a day
  - The average of the hourly rates of the bargaining team members. The average shall be determined based on the average of the bargaining team member hourly wages per classification. Bargaining team members shall be compensated up to a maximum 7.5 hours in a day.
- iii) Where no hourly rate can be ascertained or where none exists bargaining team members shall be compensated at \$24.50 per hour for all hours up to a maximum of 7.5 hours in a day.

#### **Salary will not be paid unless full particulars are indicated.**

If a member's entitlement is increased by reason of a collective agreement being approved retroactively, the retroactive payment for wages will automatically be adjusted and paid by Financial Accounting.

Salary entitlement will be paid only when social insurance number is provided.

## **2.7 Loss of Employer Share of Benefits**

Members who work less than ten (10) days in any given month may lose out on employer share of benefits (including annual leave, sick leave and bilingual bonus). PSAC will compensate for all loss of benefits. A form (provided by PSAC) must be completed by the pay office.

## 2.8 Benefits

If a member becomes ill while on PSAC business, PSAC continues to reimburse the members' loss of salary for the duration of the function.

If the member has an accident such as falling, etc. PSAC insurance coverage pays up to seventy-five (75%) of salary up to \$1,000.00 weekly indemnity for the period until the member is deemed fit to return to work (maximum 52 weeks).

## 2.9 Source Deductions/Income Tax – CPP and EI and T4 slips

CPP, EI and Income Tax will be deducted based on source deduction tables for wages paid. Additional tax can be deducted - enter dollar amount on expense claim. T4 slips will be issued.

## 2.10 Processing of Expense Claim

Incomplete and unsigned claims will be returned.

All members claiming expenses from the PSAC must complete a PSAC Expense Claim Form #165. The reverse side gives explanations in detail of the various expenses that can be claimed.

It is essential that the original claim is submitted and all accompanying receipts are originals in order for Financial Accounting to reimburse members' expenses. The only expenses for which receipts are not required are as follows:

- meal allowances (unless otherwise specified);
- incidental expense allowances;
- taxis utilized for which the cost is \$10.00 or less;
- kilometric allowance;
- parking meters or tolls.

An explanatory note concerning items not pre-authorized or changes to pre-authorized items should be attached to the expense claim or a notation made on the claim.

When completed, the original signed expense claim form and accompanying documents are to be sent to the PSAC Section that is responsible for approving claim. The Financial Accounting Section normally processes claims within 10-15 days of receipt of the claim in their offices.

Any comments, or additional information which will assist in the settlement of claims should be detailed in a covering memorandum and submitted with the claim (i.e. unavoidable changes to travel plans).