

# REGULATIONS UNION OF TAXATION EMPLOYEES

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## REGULATION NO. 1 - STRUCTURE

For the purpose of these By-Laws, the following localities are prescribed:

- (1) Atlantic Region; comprised of the St. John's (90001), Charlottetown (90002), Sydney (80004), Saint John (60005), Halifax (80003), Bathurst (60006), Moncton (60008), St. John's Taxation Centre (90000) and Summerside (90006) Locals;
- (2) Québec Region; comprised of Québec (10006), Trois-Rivières (10027), Shawinigan (10005), Chicoutimi (10110) and the Jonquière (10004) Locals;
- (3) Montréal Region; comprised of Montréal (10008), Rouyn-Noranda (10009), Montérégie South Shore (10017), Sherbrooke (10007), Laval (10028), and Outaouais (70035) Locals;
- (4) National Capital Region; comprised of Headquarters (70000), Ottawa Technology Centre (70030), Ottawa TSO (70010), International TSO (70009), Ottawa Centre (70004), Ottawa East (70001), Connaught Building (70021) and Albert Street (70022) Locals.
- (5) Northern and Eastern Ontario Region; comprised of Belleville (00012), Kingston (00011), Peterborough (00008), Sudbury (00042) and Thunder Bay (00020) Locals;
- (6) Southwestern Ontario Region; comprised of Windsor (00018), London (00017), Kitchener (00015), Hamilton (00014) and St. Catharines (00016) Locals;
- (7) Greater Toronto Region; comprised of Toronto Centre (00013), Toronto North (00048), Toronto East (00001), Toronto West (00051) and Barrie (00052) Locals;
- (8) Prairie Region; comprised of Winnipeg (50021), Regina (40022), the Winnipeg Taxation Centre (50031) and the Winnipeg Compensation Client Service Centre (CCSC) (50032) Locals;
- (9) Rocky Mountains Region; comprised of Calgary (30024), Edmonton (30025), Saskatoon (40023), Lethbridge (30027) and Calgary Call Centre (30022) Locals;
- (10) Pacific Region; comprised of Vancouver (20027), Penticton (20026), Victoria (20028), Fraser Valley TSO (20007), Surrey (20029), Prince George (20002), Kelowna (20003) and Pacific Region Call Centre (20050) Locals.

Adopted November 1966  
Amended February 1977  
Amended September 1978  
Amended August 1981  
Amended March 1982

Amended December 1996  
Amended March 1997  
Amended March 1997  
Amended September 1997  
Amended June 1998

Amended December 2007  
Amended December 2009  
Amended December 2010  
Amended July 2011  
Amended June 2012

Amended July 1984

Amended July 1999

Amended September 2013

Amended July 1987	Amended September 1999	Amended December 2013
Amended September 1987	Amended June 2000	Amended June 2014
Amended September 1989	Amended September 2001	Amended March 2016
Amended December 1989	Amended March 2003	Amended December 2016
Amended December 1990	Amended December 2003	Amended September 2018
Amended October 1991	Amended March 2004	Amended December 2018
Amended December 1992	Amended June 2004	Amended September 2019
Amended March 1993	Amended June 2005	
Amended July 1993	Amended December 2005	
Amended September 1994	Amended March 2006	
Amended June 1995	Amended December 2006	

## **REGULATION NO. 2 - CREATION OF NEW LOCALS**

### **2.1 MINIMUM NUMBER OF MEMBERS**

- (1) New Locals shall have a minimum of fifty (50) members.
- (2) Notwithstanding the provision above, a new Local with less than fifty (50) members may be created if the new locality is at least one hundred (100) kilometers from the existing Local and it is not feasible to service the new Local from the old Local.

### **2.2 VOTING PROCEDURE**

- (1) Members who wish to form a new Local shall advise the existing Local of their intentions and provide a petition signed by twenty-five percent (25%) of the affected members supporting the formation of the new Local before a formal vote is conducted;
- (2) The members who wish to form a new Local shall conduct a vote and provide evidence that the majority of the affected members agree to its formation;
- (3) For the purpose of this regulation, affected members are defined as the members who will form the new local;
- (4) The Regional Vice-President of the region shall be present to supervise the vote;
- (5) The Regional Vice-President shall confirm the validity of the vote to the Executive Council;
- (6) The ballot shall clearly express the question on the formation of a new Local;
- (7) The Executive Council shall approve the formation of a new Local by simple majority vote; and

- (8) A new vote cannot be held before twelve (12) months, if a majority of the affected members of the proposed new Local vote against the creation of a new Local.

### **2.3 EXCEPTION**

Notwithstanding the provisions above, the Executive Council shall have the authority, by a two-thirds (2/3) majority vote, to establish new Locals when the Executive Council believes that it is in the best interest of UTE to do so.

### **2.4 DIVISION OF FUNDS**

- (1) The funds on deposit of the existing Local shall be divided on a pro-rata share based on the number of members going to the new Local from the existing local;
- (2) The amount of funds on deposit will be determined by the Regional Vice-President responsible for the existing Local, in consultation with the existing Local President; and
- (3) The month in which the Executive Council approves the establishment of the new Local is the month in which the amount of funds on deposit will be considered for distribution to the new Local.

Adopted September 1997  
Amended March 2000  
Amended March 2002

Amended September 2005  
Amended July 2011  
Amended December 2013

Amended September 2014

## **REGULATION NO. 3 - COMMITTEES**

- (1) There shall be fourteen (14) Standing Committees:
  - (a) Bargaining, By-Laws, Staffing, Technological Change, Health and Safety, Equal Opportunities, Well-Being, Finance, Honours and Awards, Workforce Adjustment, Communications, Political Action, Call Centre and Union Management Approach (UMA).
  - (b) Each Standing Committee, with the exception of the Bargaining Committee, Staffing Committee and Workforce Adjustment Committee (WFA) will have one (1) President's Representative. The Bargaining and WFA Committees will each have two (2) President's Representatives; one from a TSO and one from a TC. The Staffing Committee will have three (3) President's Representatives; one from a TSO, one from a TC and one from a Call Centre. All Presidents' Representatives shall be elected in accordance with By-Law 8 Section 1 (g).

- (c) For the purpose of voting for these positions, the following Locals are considered to be Tax Centres:

Summerside 90006  
St. John's 90000  
Surrey 20029  
Jonquière 10004  
Shawinigan 10005  
Winnipeg 50031  
Sudbury TC 00042  
Ottawa Technology Centre 70030  
Winnipeg Compensation Client Service Centre 50032  
ITSO 70009

- (d) For the purpose of voting for the Call Centre positions, the following Locals are considered to be Call Centres:

St. John's TSO 90001  
Saint John 60005  
Montreal 10008  
Toronto North 00048  
Hamilton 00014  
Ottawa Technology Centre 70030  
Calgary Call Centre 30022  
Edmonton 30025  
Pacific Region Call Centre 20050  
Surrey TC 20029  
Shawinigan TC 10005

- (2) There shall be Ad Hoc Committees as they are required.
- (3) Meetings will normally be held in the National Capital Region.
- (4) A minimum of one Executive Council Officer shall sit on each Committee.
- (5) When a Committee Chairperson is unable to fulfil their duties for a temporary period of time the President shall:
- (a) have the authority to appoint the other Executive Council Officer sitting on the Committee as the Interim Chairperson; and
  - (b) assign the Chairperson's Alternate RVP to the Committee for the same period of time.
- (6) If the position of Local President's representative on a Committee becomes vacant, that position shall be filled in accordance with By-Law 8, Section 1 (1) (g) (v).

- (7) Each Committee shall meet at the call of the Chairperson or the Interim Chairperson a minimum of once in a three (3) year term.
- (8) The Chairperson or the Interim Chairperson determines the duration and method of approach to resolve the business before the Committee in consultation with the President.
- (9) Committee meetings shall be an authorized UTE expense.
- (10) No meetings with the CRA officials shall be held without the authorization of the Executive Council, Executive Committee or the President.
- (11) The Committees of UTE take heed to both official languages.

Adopted September 1978	Amended December 1996	Amended July 2014
Amended May 1979	Amended September 1999	Amended December 2014
Amended August 1981	Amended September 2000	Amended June 2015
Amended July 1984	Amended December 2003	Amended December 2016
Amended September 1986	Amended July 2005	Amended September 2017
Amended September 1987	Amended December 2007	Amended December 2018
Amended September 1989	Amended July 2011	Amended December 2019
Amended December 1989	Amended September 2012	
Amended September 1992	Amended December 2013	

**REGULATION NO. 4 - CONVENTION COMMITTEES**

- (1) At least ninety (90) calendar days prior to the opening date of a Triennial National Convention, the Executive Council shall appoint such Committees as may be necessary for the conduct of the business of the Convention.
- (2) There shall be four (4) Standing Committees:
  - (a) By-Laws;
  - (b) Finance;
  - (c) Collective Bargaining; and
  - (d) General
- (3) Committee meetings shall normally be held in Ottawa at least sixty (60) calendar days prior to the opening date of a Triennial National Convention. Committee reports shall be provided to Convention delegates at least thirty (30) calendar days prior to Convention.
- (4) The President shall recommend delegates to be assigned to each Convention Committee subject to the approval of the Executive Council.

- (5) Convention Committees shall be composed of the following:
  - (a) Officers of the Executive Council except the President; and
  - (b) Members of each region as selected on the basis on one (1) Convention delegate for each Local as provided for in Regulation 1.
- (6) Notwithstanding the above, regions with less than four (4) Locals shall be represented by a maximum of four (4) Convention delegates and shall be selected in the following manner:
  - (a) One (1) delegate per Local;
  - (b) If necessary, the first additional delegate to be selected by the Local in the region having the largest number of members in good standing five (5) months prior to convention; and
  - (c) If necessary, the second additional delegate to be selected by the Local in the region having the second largest number of members in good standing five (5) months prior to convention.
- (7) The President shall have the sole authority to allocate convention resolutions to convention committees.
- (8) Terms of Reference:
  - (a) The Committees will recommend concurrence or non-concurrence to the delegates of all resolutions placed before them. Unanimous recommendation shall be recorded when such is the case;
  - (b) The Committee shall not themselves originate or include in their report any new resolutions;
  - (c) Each Committee shall produce a written report;
  - (d) All decisions of the Committees shall be by majority vote, with the chairperson having a deciding vote in case of a tie;
  - (e) The Committees may recommend the combination of two or more similar resolutions into one resolution and shall themselves produce the recommended wording of the composite resolution;
  - (f) The Committees may recommend concurrence on one or two or more similar resolutions and the others voided on the grounds that their full intent is embodied in the recommended resolutions;
  - (g) The Committees may recommend the separation of resolutions into two or more resolutions, and shall themselves produce such divided resolutions;



- (h) The Committees shall not, in any combination, separation, rewording of resolutions, or production of composite or divided resolutions, in any way change, diminish or expand the full intent and thrust of the original resolutions so affected. The Committee shall be permitted for clarity and translation purposes only (in consultation with the submitting local) to reword resolutions, provided that such rewording does not diminish or expand the full intent and thrust of the original resolution;
- (i) The Committees shall clearly identify all original resolutions that have been combined, divided or embodied in resolutions;
- (j) When a resolution affects the work of another Committee, immediate liaison should be established with the other Committee to advise accordingly; and
- (k) The Committee chairperson will present to convention, resolutions in order of priority as concurred in by Committee members. Such a priority should consider recognition of those resolutions which were 'dissent' recorded.

Adopted June 1989

Amended July 2005

Amended December 2016

Amended December 1996

Amended July 2011

Amended March 2002

Amended December 2013

Amended June 2002

Amended June 2014

## **REGULATION NO. 5 - UNFINISHED CONVENTION BUSINESS**

- (1) The Executive Council shall consider and act upon all unfinished business prior to the conclusion of the second regular meeting of the Executive Council following the Convention.
- (2) The disposition of all Convention matters and resolutions by the Executive Council shall be published and shall include reasons along with recorded votes on all decisions.
- (3) Decisions, reasons for decisions and recorded votes shall be distributed to all Convention delegates.

Adopted December 2002

Amended July 2005

## **REGULATION NO. 6 - UTE DELEGATES TO PSAC CONVENTIONS**

- (1) Delegates elected at a UTE Convention to represent our Union at a PSAC Convention must fully support all resolutions referred from our Convention.
- (2) Notwithstanding paragraph (1), UTE delegates who have grave personal difficulties may abstain or absent themselves during a vote on a UTE resolution.
- (3) UTE delegates to a PSAC Convention shall not vote or speak against a resolution adopted at a UTE Convention.

Adopted July 1999

Amended December 2007

## **REGULATION NO. 7 - REGIONAL OR INTER-REGIONAL CONFERENCES**

### **7.1 REGIONAL OR INTER-REGIONAL CONFERENCES**

- (1) Regional Vice-Presidents shall arrange regional or inter-regional conferences as required or if requested by a simple majority of Local Presidents.
- (2) At least thirty (30) days prior to the Conference, a Regional Vice-President shall submit, in writing to the President, a request for funding. The request shall include:
  - (a) the date;
  - (b) location;
  - (c) proposed agenda;
  - (d) proposed budget; and
  - (e) names of guests that require the spending of UTE funds.
- (3) Upon receipt of the Regional Vice-President's request, the President shall review it and inform the Regional Vice-President of the decision. If the decision is non-concurrence, rationale must be given. Concurrence will not be withheld by the President if the conference is requested by a simple majority of Local Presidents provided such conferences do not exceed two (2) in any fiscal year.
- (4) Following approval by the President, an advance to cover expenses of the conference will be sent to the Regional Vice-President(s).
- (5) In the event of a labour dispute that results in additional expenses related to an approved regional event in respect to travel and related costs, the region will be eligible to request a subsidy up to a maximum of \$500.00 per delegate.

The Regional Vice-President requesting this subsidy must provide to the National

President for review and approval, in accordance with UTE Regulation 13, details itemizing the additional costs including but not limited to, airfare, mileage, accommodations, per diems or loss of salary.

- (6) The Vice-Presidents shall be entitled to attend regional or inter-regional conferences in which their Local is entitled to participate, and to attend any other Regional or Inter-regional Conference if invited by a participating region.
- (7) Within ninety (90) days of each conference, a Regional Vice-President shall:
  - (a) provide written minutes of the conference to the National Office and to the delegates; and
  - (b) account for the advance obtained for the conference and any additional expenses incurred.
- (8) If the requirements of 7.1 (7) are not met, the President shall not consider any additional advances under this Regulation.
- (9) Regional Vice-Presidents shall obtain and maintain a separate bank account for the purpose of depositing funds received for Educational Courses and Regional or inter-Regional Conferences and issuing the reimbursement of expenses.

## **7.2 REGIONAL DISCRETIONAL FUNDS**

- (1) A maximum amount of ten per cent (10%) of the region's yearly allocated budget may be used for discretionary spending, subject to the approval of the majority of the Locals in the region.
- (2) All requests for spending must have approval of the National President or in their absence, the 1<sup>st</sup> Vice-President.

## **7.3 GUIDELINES FOR REGIONAL EDUCATION BUDGETS**

- (1) The regional education budget is divided equally among the ten regions.
- (2) For a regional to use their educational budget, it must be matched dollar for dollar from their regional budget.
- (3) The President may approve the use of the educational budget for approved UTE courses, in full, in part, in combination of the approved courses and/or workshops provided at Presidents' Conferences listed in 7.3.6.
- (4) Portions allocated to each region that are not used in a given year shall be carried over to a subsequent year for that region until the next UTE Convention.
- (5) Non-UTE educational courses shall need the approval of the Executive Council. Once Council has approved a course, it will be an approved UTE course, therefore only needing the approval of the President:

(6) (a) UTE courses/workshops approved by Council:

- Grievance Handling Course;
- Local Officers Course;
- Staffing Course;
- OFL Return to Work Course;
- PSAC Convention Preparation Course
- PSAC Convention Procedures Course
- PSAC Duty to Accommodate Course;
- Workshop on Developing Membership Activism;
- Workshop on Drafting Resolutions
- Workshop on Local By-Laws;
- Workshop for Local Treasurers; and
- Workshop on Performance Management; and
- Basic Accounting Course for Locals
- The Mental Health First Aid course presented by the Canadian Mental Health Association

(b) Modules of the PSAC Local Officer Kit as follows:

1.3, 1.4, 2.3, 2.4, 2.5, 2.9 and 3.1

- (i) If the education portion of a regional session lasts a full day or more, they may expend fifty (50) % of the expense from their education budget.
- (ii) If the education portion of a regional session lasts at least half (½) day, they may expend twenty-five (25%) of the expense from their education budget.

(7) (a) when planning a Regional or Inter-regional conference that includes a training element or module not listed as an approved course as shown above. The RVP will meet the requirement to access their regional education funds if approved by the President; and

(b) the RVP requesting approval for training not listed above must provide information to the President, including but not limited to the following: overview of the training to be provided, length of the module and subject matter before the approval can be granted.

Adopted September 1986  
Amended March 1987  
Amended July 1987  
Amended September 1989  
Amended July 1990  
Amended December 1996  
Amended March 2002

Amended December 2003  
Amended March 2004  
Amended June 2005  
Amended July 2005  
Amended December 2007  
Amended July 2008  
Amended March 2009

Amended June 2013  
Amended July 2014  
Amended Sept. 2014  
Amended June 2016  
Amended Dec. 2016  
Amended Dec. 2019  
Amended Dec. 2021

Amended July 2002  
Amended December 2002

Amended June 2009  
Amended July 2011

## **REGULATION NO. 8 - DUTIES OF VICE-PRESIDENTS**

- (1) The 1<sup>st</sup> Vice-President:
  - (a) shall attend all meetings of the PSAC National Board of Directors;
  - (b) shall serve on Committees.
- (2) The 2<sup>nd</sup> Vice-President:
  - (a) may attend as an observer one meeting of the PSAC National Board of Directors each year without taking into account the possibility of having to replace the 1<sup>st</sup> Vice-President;
  - (b) shall serve on Committees.
- (3) The Regional Vice-President:
  - (a) is to visit each Local at least once in each year and to attend membership appreciation events if requested by the Local in their region;
  - (b) attends all Executive Council, Regional and National Union Management Meetings. If no minutes are being prepared, reports in writing to the respective Locals within thirty (30) days;
  - (c) arranges regional and inter-regional meetings as required;
  - (d) serves on Committees;
  - (e) provides guidance and counselling to Local Presidents and/or Local Executives when requested or when deemed necessary. Direction may also be given by the Executive Council or President;
  - (f) acts as a representative or assists in the presentation of complaints, grievances or appeals;
  - (g) assists in Local consultation when requested;
  - (h) when necessary, assists in the training of Local officers through courses or seminars;
  - (i) ensures effective communication is maintained to all levels of UTE;
  - (j) reviews and suggests changes to Local By-Laws;
  - (k) performs other related duties as required;

- (l) submits to the National Office at least two (2) weeks prior to an Executive Council meeting, written report of their activities, expenses incurred, agenda items including motions, rationale and where applicable, supporting documentation; and
- (m) may attend a PSAC National Board of Director's meeting once during their current term of office regardless of the location of the National Board of Directors meeting. This is a meeting of the Regional Vice-President's choice with prior approval of the President.

Adopted 1970	Amended July 1987	Amended July 2008
Amended December 1975	Amended July 1990	Amended June 2009
Amended March 1978	Amended September 1992	Amended July 2021
Amended September 1978	Amended December 1996	
Amended August 1981	Amended September 2002	
Amended September 1986	Amended December 2007	

**REGULATION NO. 9 - DUTIES OF THE ALTERNATE REGIONAL VICE-PRESIDENTS**

The Alternate Regional Vice-Presidents:

- (1) assume the duties of the Regional Vice-Presidents in their temporary absence or incapacity;
- (2) assist or replace Regional Vice-Presidents on request;
- (3) serve on Committees when appointed;
- (4) perform such services within the region as the Executive Council may direct;
- (5) may attend an Executive Council meeting held at the same time as a Presidents' Conference for a maximum of six (6) meetings, during the course of their mandate and that they be entitled to reimbursement of one additional day off for loss of wages in accordance with Regulation 13.8.1;
- (6) may attend all regional meetings and Presidents' Conferences to which they are not already delegates;
- (7) submit to the National Office at least two (2) weeks prior to the Executive Council meeting a written report of their activities, expenses incurred and other pertinent information according to a standard format; and
- (8) perform other related duties as required.

Adopted March 1982  
Amended September 1986  
Amended July 1990  
Amended December 1992  
Amended December 1996

Amended June 2000  
Amended July 2002  
Amended July 2005  
Amended September 2008  
Amended December 2021

Amended August 2023

## **REGULATION NO. 10 - COLLECTIVE BARGAINING PROCEDURES**

### **10.1 GENERAL**

- (1) Any member participating in collective bargaining shall abide by the process of Collective Bargaining.
- (2) Bargaining proposals shall include changes to the existing Collective Agreement in the form of amendments, additions or deletions.
- (3) The President shall be an ex-officio member of the National Bargaining Committee and the PSAC/CRA Negotiating Team.
- (4) The 2<sup>nd</sup> Vice-President is also a member of the PSAC National Strategy/Strike Coordinating Committee (NSCC).

### **10.2 STANDING BARGAINING COMMITTEE**

#### **10.2.1 Composition**

This Committee is made up of:

- (1) the 2<sup>nd</sup> Vice-President who is Chairperson of the Committee;
- (2) the Regional Vice-President appointed by the Executive Council who is the Co-Chairperson of the Committee;
- (3) two (2) Local President representatives, one representing Tax Services Offices and another representing Tax Centres.

Total Committee members four (4).

#### **10.2.2 Duties and Responsibilities**

The Committee:

- (1) solicits, receives and organizes demands from Locals for the National Bargaining Committee;
- (2) prepares the UTE program of demands and forwards them to the PSAC;
- (3) submits bargaining demands for the program of demands, subject to the approval

from the Executive Council.

### **10.3 NATIONAL BARGAINING COMMITTEE**

#### **10.3.1 Composition**

This Committee is made up of:

- (1) Four (4) members of the Standing Bargaining Committee;
- (2) Five (5) Regional Vice-Presidents as appointed by the Executive Committee:

#### **10.3.2 Duties and Responsibilities**

- (1) The Committee:
  - (a) receives the demands from the Standing Bargaining Committee, selects, modifies, writes or drafts a composite demand which represents the official position of UTE;
  - (b) establishes the priorities of the bargaining demands and submits them within established deadlines to the bargaining section of the PSAC;
  - (c) prior to sharing the final program of demands with all Locals, provides Locals that submitted demand(s) a brief rationale for any demand(s) from that Local that are not included in the final program of demands.
- (2) The Committee is established by the President when a bargaining process is required.

### **10.4 PSAC/CRA NEGOTIATING TEAM**

#### **10.4.1 Composition**

- (1)
  - (a) the first seat is allocated to the 2<sup>nd</sup> Vice-President;
  - (b) the second seat is allocated to the Regional Vice-President appointed by the Executive Council who is the Co-Chairperson of the Standing Bargaining Committee;
  - (c) all other available seats will be selected from the members of the National Bargaining Committee.
- (2) The selection of the PSAC/CRA Negotiating Team members in (c) is done by the President; the 2<sup>nd</sup> Vice-President and the Regional Vice-President appointed by the Executive Council who is the Co-Chairperson of the Standing Bargaining Committee.



## 10.4.2 Duties and Responsibilities

The Team represents UTE members and protects their interests during bargaining meetings with PSAC and employer representatives.

Adopted March 1976	Amended July 2005	Amended March 2003
Amended February 1979	Amended July 1990	Amended December 2007
Amended June 1980	Amended March 1992	Amended September 2009
Amended February 1981	Amended July 1993	Amended December 2013
Amended August 1981	Amended September 1995	Amended July 2014
Amended March 1982	Amended December 1996	Amended December 2016
Amended March 1985	Amended December 1999	
Amended September 1986	Amended June 2000	
Amended March 1987	Amended August 2000	
Amended June 1989	Amended March 2002	

## REGULATION NO. 11 - GRIEVANCE REPRESENTATION POLICY

### 11.1 GRIEVANCE STEPS 1<sup>ST</sup> & 2<sup>ND</sup> LEVELS

Representation and costs involved in providing representation at the 1<sup>st</sup> and 2<sup>nd</sup> levels of the grievance procedure shall be the responsibility of the Local. In cases where the 1<sup>st</sup> and/or 2<sup>nd</sup> level is outside the Local's assignment area, and at the request of the Local, all costs involved in providing representation for the grievance procedure (grievor, witnesses and representatives) shall be the responsibility of UTE.

### 11.2 GRIEVANCE STEP 3<sup>RD</sup> LEVEL

Representation and costs involved in providing representation at the 3<sup>rd</sup> level:

- (1) shall be the responsibility of the Regional Vice-President or their Alternate Regional Vice-President in all cases where the grievor requests union representation; or
- (2) where, in the opinion of the Regional Vice-President, the interest of the grievor are best served by another person, then that person may be appointed to represent the grievor at the 3<sup>rd</sup> level with all costs related thereto to be borne by UTE;
- (3) notwithstanding the Regulation, where the Local and/or grievor wishes to appoint their own representative at the 3<sup>rd</sup> level representation and where there is written concurrence with the President, they can provide such representation at their own cost.

### 11.3 GRIEVANCE STEP 4<sup>TH</sup> LEVEL

Representation and costs involved in providing representation at the 4<sup>th</sup> level shall be the responsibility of the UTE National Office.

## **11.4 GENERAL**

It is incumbent upon the representatives at all levels of the grievance process to ensure that all grievances are dealt with in an expeditious manner.

Adopted October 1978  
Amended August 1981  
Amended September 1983  
Amended July 1984

Amended September 1989  
Amended July 1990  
Amended September 1992  
Amended December 1996

Amended July 2005

## **REGULATION NO. 12 - STAFFING**

- (1) Staff appointments shall be made pursuant to a selection process based on merit.
- (2) Staff, as required, shall be appointed by the Executive Committee, subject to any limitation that may be imposed by the Convention or by the Executive Council.
- (3) Terms and Conditions of employment, including salaries for the Executive Assistant and Administrative Assistant, shall be established by the Executive Committee, subject to any limitations that may be imposed by the Convention or by the Executive Council.

Adopted September 1986  
Amended July 1990  
Amended December 1996

## **REGULATION NO. 13 - REIMBURSEMENT OF EXPENSES**

### **13.1 REIMBURSEMENT OF EXPENSES**

The purpose of this Regulation is to cover the reimbursement of expenses while on union business authorized by UTE.

### **13.2 PER DIEM**

#### **13.2.1 Executive**

- (1) National Officers, when working on union business authorized by UTE outside their home metropolitan area shall be paid a per diem as per 13.2.1 (5) to cover the costs of meals and incidental expenses. This amount shall be paid to those on authorized UTE business and not otherwise compensated by UTE for the day of departure from their home up to and including the day of return.

- (2) (a) Officers of the Executive Council attending a meeting of the Executive Council, a Presidents' Conference, National Committee meeting, Regional Conference, Inter-regional Conference, Convention, Federation of Labour Convention, a CLC Convention or any other UTE Conference within their home metropolitan area shall be paid the per diem referred to in Regulation. For a National Committee meeting where the Officer is staying at a hotel, with prior approval of the President or in their absence the 1<sup>st</sup> Vice-President, they shall be paid the per diem referred to in Regulation.
- (b) Officers of the Executive Council attending a meeting of a National Committee being held in the UTE National Office and not receiving a per diem under clause (a), shall be paid the lunch per diem referred to in Regulation. A dinner per diem referred to in Regulation may be paid with the approval of the President or in their absence the 1<sup>st</sup> Vice-President.
- (3) Officers of the Executive Council and designated UTE appeals representatives shall be paid the per diem referred to in Regulation when they either represent an appellant or act as a technical advisor at a hearing within their home metropolitan area.
- (4) UTE appeal representatives shall be entitled to reimbursement for the actual cost of expenses incurred in representing an appellant during an appeal, in addition to the per diem referred to in the above paragraph.
- (5) Officers of the Executive Council shall be entitled to reimbursement of necessary meals in accordance with UTE rates as shown below, travel and parking costs while on union business authorized by UTE within their home metropolitan area except as provided in Regulation.

DAILY		
(a)	Breakfast	30 \$
(b)	Lunch	40 \$
(c)	Dinner	55 \$
	Total	125 \$

### 13.2.2 Members

- (1) (a) Members of UTE who are not Officers of the Executive Council shall be entitled to receive a per diem as per 13.2.1 (5) while on union business authorized by

UTE and not otherwise compensated by UTE outside their home metropolitan area or while attending a Presidents' Conference or any other UTE Conference within their home metropolitan area. Per Diem for Regional and Inter-Regional Conferences shall be established by Regional Vice-Presidents.

(b) For a National Committee meeting where the member is staying at a hotel with prior approval of the President or in their absence the 1<sup>st</sup> Vice-President, they shall be paid the per diem referred to in Regulation.

(c) Members attending a meeting of a National Committee being held in the UTE National Office and not receiving a per diem under clause (b), shall be paid the lunch per diem referred to in Regulation. A dinner per diem referred to in Regulation may be paid with the approval of the President or in their absence the 1<sup>st</sup> Vice-President.

(2) Members of UTE who are not Officers of the Executive Council shall be entitled to be reimbursed necessary meals in accordance with UTE rates shown in Regulation plus travel and parking costs while on union business authorized by UTE within their home metropolitan area, except as noted in Regulation above.

### **13.2.3 Exceptional Circumstances**

(1) When it is determined by the UTE National President that in-person conferences and/or conventions cannot take place due to natural disaster, labour dispute, pandemic or other unforeseen circumstance as decided by the aforementioned authority,

(a) That the conference and/or convention not take place over the weekend or paid holidays.

(b) In rare occasions where a meeting must take place over the weekend, delegates shall be paid a stipend equal to full day's per diem for Saturday, Sunday or holiday on which the meeting is in session.

### **13.3 ADVANCES**

(1) Officers of the Executive Council shall not obtain more than three (3) advances at the same time unless it has been authorized by the 1<sup>st</sup> Vice-President.

(2) Officers of the Executive Council, prior to obtaining an advance, shall provide a detailed accounting to the best of their knowledge for the use of this advance unless it is used for an Executive Committee meeting, a Presidents' Conference or a meeting of a UTE Committee.

(3) An advance for any member will not be issued under the amount of one hundred and fifty dollars (\$150.00) unless authorized by the 1<sup>st</sup> Vice-President.

(4) An approved advance for any member including staff shall only include costs for travel, hotel and per diem. The travel portion of the advance shall normally be Flex Class Airfare. Any other airfare shall have prior approval of the President or in their absence the 1<sup>st</sup> Vice-President.

#### **13.4 TRAVEL TIME**

- (1) UTE shall reimburse reasonable loss of wages required for union business authorized by UTE. For travel by air, the reasonable loss of wages required shall depend on the proximity of the nearest airport and the frequency of departing flights and any connecting flights. This time will vary from none to one day, with one day being the exception to the rule.
  
- (2) If members have been authorized by the President or designate to travel by means other than by air, then reasonable loss of wages required to have the member arrive at the destination at a reasonable hour will be reimbursed.

- (3) If a member chooses to travel by means other than by air, and where air travel is more timely, only reasonable loss of wages that would be for air travel shall be reimbursed.
- (4) All members are expected to schedule their travel arrangements in a manner that they shall not incur any expenses that are either unreasonable or not required.

### **13.5 TRAVEL EXPENSES**

#### **13.5.1 Travel Grants to Locals**

- (1) Local travel grants for delegates and or paid observers issued by the National Office for Conferences and Conventions will be issued in the name of the Local for their administration and accountability.
- (2) The travel grants for Locals shall normally be the cost of 2 times the Flex Class Airfare without receipt. The intent of the 2 times Flex Class Airfare is to ensure the participation of the delegate and to assist Locals in sending additional participants. Any airfare other than as described herein shall have prior approval of the President or in their absence the 1<sup>st</sup> Vice-President.
- (3) If the Local receives a travel grant and does not send participants, they must return the travel grant in full to the National Office.

#### **13.5.2 Travel expenses**

- (1) Travel expenses for all others including staff shall be the actual cost incurred. However, if the cost exceeds a Flex Class Airfare without receipt, prior approval is required of the President or in their absence the 1<sup>st</sup> Vice-President.
- (2) If travel by car has been approved, the reimbursement rate shall be the highest rate set by the CRA for the ten (10) provinces plus one (.01) cent.

### **13.6 LOCAL OBSERVER STIPEND FOR PRESIDENTS CONFERENCE**

- (1) Notwithstanding By-Law 8 Section 1 (1) (j), a Local that brings an observer to a Presidents' Conference will, upon completion of the required documentation, be entitled to one (1) observer stipend of up to the lesser of either seven hundred and fifty dollars (\$750.00) or the actual expenses incurred. In the event that locals send additional observers this will not be considered in the calculation of expenses incurred.
- (2) The above-mentioned expense claim must be accompanied by all required documentation and/or receipts and be received by the National Office within ninety (90) days of the close of business of the Presidents' Conference.

### **13.7 AUTHORIZATION**

- (1) Officers of the Executive Council, who are spending UTE funds, who are invited to attend meetings of the PSAC, Canadian Labour Congress, Federations of Labour or any other organizations, must submit their request to the President for approval before the meetings take place. The President shall not refuse these requests without valid reason.
- (2) All loss of wages required to attend the National Office to meet with any National Office staff must be authorized by the President before any expense claim will be considered for approval.
- (3) Any other expenses not included in this policy may, with the concurrence of the President, be approved by the 1<sup>st</sup> Vice-President.
- (4) Expense claims shall be submitted to the President. The President may delegate the Executive Assistant to the National President, the 1<sup>st</sup> Vice-President or the Senior Labour Relations Officer the authority to approve expense claims.
- (5) The expense claim of the 1<sup>st</sup> Vice-President shall also be reviewed by the 2<sup>nd</sup> Vice-President or the Regional Vice-President currently serving on the Executive Committee.
- (6) The expense claim of the President shall also be reviewed by the 2<sup>nd</sup> Vice-President or the Regional Vice-President currently serving on the Executive Committee.
- (7) All expense claims, including those of staff, shall be subject to verification by the 1<sup>st</sup> Vice-President. Payments, if required, shall be forwarded to the claimant.
- (8) Any expense claim in dispute shall be forwarded to the Executive Council for resolution.
- (9) All Locals shall obtain prior UTE authorization before hiring a lawyer if they intend to claim reimbursement for legal fees from UTE.

### **13.8 DAY OFF**

Officers of the Executive Council or their alternate when required to attend shall be entitled to reimbursement of one additional day for loss of wages, if loss incurred, to a maximum of six (6) days per year when they:

- (1) attend UTE Executive Council followed by a Presidents' Conference; or
- (2) attend a UTE National Committee meeting preceded or followed by a UTE Executive Council meeting; or

- (3) attend a UTE National Committee meeting preceding or following a UTE Executive Council meeting and a Presidents' Conference; or
- (4) attend UTE Executive Council or a UTE National Committee meeting preceding or following a Conference or a Convention that lasts more than six (6) consecutive days.

## **13.9 GENERAL**

### **13.9.1 Non-Commercial Accommodation Allowance**

- (1) The President or 1<sup>st</sup> Vice-President may approve the use of non-commercial accommodation for authorized UTE business. If approved, an allowance of fifty dollars (\$50.00) per day night will be paid.
- (2) The use of non-commercial accommodations will not increase any other expense that would be paid had the individual stayed at a commercial accommodation.

### **13.9.2 Incidental Allowance**

Any member using commercial or institutional accommodations (i.e.: Rigaud, Nav Can, a University) that provides all meals will be entitled to an incidental allowance of twenty dollars (\$20.00) a day, excluding the days of travel. A full per diem will be applicable on the days of travel.

### **13.9.3 Receipts**

- (1) The following receipts shall be attached to the expense claims:
  - (a) cost of hotel paid;
  - (b) cost of airfare paid; and
  - (b) miscellaneous expenses.
- (2) The reimbursement of these expense claims shall be done as soon as possible.
- (3) The reason for each expense that is claimed should be indicated as clearly as possible.

## **13.10 GUIDELINES FOR EXPENSES**

The following guidelines are developed to clarify UTE's By-Laws' and Regulations with respect to the reimbursement of expenses.

These Guidelines are to cover expenses of individuals carrying out authorized union business. Individuals are defined as the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice- President, Regional Vice-Presidents, Alternate Regional Vice-Presidents, Committee members, staff and any other member on authorized union business.



- (1) Travel Grants: A subsidy provided by UTE to Locals to cover air transportation costs but does not include ground transportation such as taxi, kilometers to and from the airport and/or parking.
- (2) Ground Transportation: This would include costs for taxis to and from your home to the airport, bus or train station. This would also include mileage and/or parking to and from the departure point if using a personal vehicle. At destination, the ground transportation would include taxis to and from the airport or parking if using a personal vehicle, except when a travel grant is received. For additional costs prior approval must be received from the President or 1<sup>st</sup> Vice-President.
- (3) Travel by Automobile: The President or 1st Vice-President must approve the use of a personal vehicle. The exception is members attending a UTE event where a travel grant has been provided. The use of a personal vehicle will be reimbursed at the UTE kilometers rate or the Flex Class Airfare without receipt, whichever is lowest. The reimbursement of expenses for the use of rental cars must have prior approval and must be done on a practical and economic basis.
- (4) Parking: See Ground Transportation above.
- (5) Travel: All travel must be pre-approved by the President, or in their absence, the 1<sup>st</sup> Vice-President. The actual cost paid for expenses will be reimbursed as per the By-Laws and Regulations.
- (6) Per Diem: Is set as per Regulation.
- (7) Accommodations: Hotel expenses should be the most practical and economical rates available for the applicable area of the country.
- (8) Family Care: Family care will be reimbursed as per Regulation.
- (9) Miscellaneous General: All Miscellaneous expenses except tips must be receipted.
  - (a) Phone calls: A reasonable amount of telephone calls will be reimbursed.
  - (b) Sick/Vacation: If on authorized union business and you work less than 75 hours for CRA in a given month, thus causing a loss of vacation and sick credits, UTE will reimburse you for this loss by the submitting of a salary claim for the period, indicating loss of credits.
  - (c) Tips: A reasonable amount of tips will be reimbursed, examples include bell person at hotels; not included, tips at restaurants.

(10) Executive Council Miscellaneous:

- (a) Laundry: Reasonable amounts can be expensed for laundry charges for extended stays seven days (7) or due to short time frames between trips or if the expenses have been pre-approved for exceptional situations.
- (b) BriefCases: An Officer of Executive Council is entitled to a briefcase and replacement when necessary (approx. one hundred and fifty dollars \$150.00).
- (c) Luggage: Executive Council is entitled to an appropriate set of luggage at a pre-approved reasonable price and to be replaced when necessary.
- (d) Telephone Accessories: As each Officer of Council is given the use of a cell phone, UTE will reimburse approved cell phone accessories (i.e. case, hands free etc.)
- (e) Computer Accessories: As each Officer of Council is given the use of a Laptop computer, UTE will reimburse approved computer accessories. (i.e. printer ink, mouse, etc).
- (f) General Office Supplies: As this is considered to be covered by the Council members' residence expense, only pre-approved exceptional items will be reimbursed.
- (g) Postage: The expense of regular stamps should come from the Council members' residence expense. Large postage items, parcels etc. can be reimbursed by attaching receipts to the expense claims. (i.e. grievance files.)
- (h) Day Off: As per Regulation.
- (i) Admin Day: Officers of Executive Council (excluding the President or the 1<sup>st</sup> Vice-President) may use an administration day to complete union work, if approved by the President or the 1<sup>st</sup> Vice-President.
- (j) Residence Expense: Officers of the Executive Council (excluding the President or 1<sup>st</sup> Vice-President) shall receive twice yearly a residence expenseto be paid in the months of June and December an amount of \$135.00 per month.
- (k) A Stipend: Officers of the Executive Council shall receive twice yearly a stipend to be paid in the months of March and September in the amount of one hundred and fifty dollars (\$150.00) per month.

Adopted September 1986  
Amended December 1986  
Amended March 1988  
Amended June 1988  
Amended September 1989

Amended March 2002  
Amended June 2002  
Amended July 2002  
Amended September 2002  
Amended December 2002

Amended December 2009  
Amended June2012  
Amended December 2013  
Amended September 2014  
Amended December 2014

Amended July 1990  
Amended December 1990  
Amended December 1992  
Amended March 1993  
Amended December 1996  
Amended March 1997  
Amended July 1999  
Amended June 2000  
Amended March 2001  
Amended December 2001

Amended June 2003  
Amended December 2003  
Amended June 2004  
Amended December 2004  
Amended July 2005  
Amended September 2005  
Amended June 2006  
Amended September 2006  
Amended June 2007  
Amended March 2009

Amended June 2015  
Amended September 2016  
Amended June 2017  
Amended March 2018  
Amended October 2020  
Amended July 2021  
Amended December 2022  
Amended August 2023  
Amended March 2024

## **REGULATION NO. 14 - CORPORATE CREDIT CARD**

- (1) Executive Council Officers may apply for a joint corporate credit card with UTE.
- (2) Use of this card is only for expenses incurred for authorized union business.
- (3) Support documents shall be submitted with any expense claim referring to expenses paid with this card.
- (4) The account is sent directly to UTE.

Adopted June 2000

## **REGULATION NO. 15 - FUNDING FOR NON-UTE EVENTS POLICY**

### **15.1 FUNDING FOR NON-UTE EVENTS POLICY**

- (1) UTE members, other than Executive Council or National Committee members, attending a non-UTE event may request funding for two (2) of the following costs if they are not being reimbursed by any other organization for the same costs, unless approved by the President. The cost for transportation will be the most economical means, for example, seat sales, mileage:
  - (a) transportation;
  - (b) accommodation;
  - (c) per diem;
  - (d) lost wages; or
  - (e) registration fees.
- (2)
  - (a) The non-UTE Union events must have prior approval of the Executive Council for UTE members to qualify for funding;
  - (b) Between Executive Council meetings and under extenuating circumstances, non-UTE events may receive prior approval of the President and the 1<sup>st</sup> Vice-President. Such approval shall be reported at the next

Executive Council meeting. Such approval shall not unreasonably be withheld.

- (c) All documentation regarding the event must be received prior to approval in (a) or (b) above.
- (3) Once the event has prior approval of the Executive Council or the President and the 1<sup>st</sup> Vice-President, the member may submit their request for funding directly to the Regional Vice-President who shall forward it to the 1<sup>st</sup> Vice-President or in their absence to the President with a recommendation.
- (4) Members who receive UTE funding for such events shall submit a report to the President within sixty (60) days of the event. The report shall include the value of the event for them and/or other UTE members and the topics covered.

## **15.2 GENERAL**

- (1) This policy does not cover attendance at Conventions.
- (2) No one event may exceed ten thousand dollars (\$10,000.00).

Adopted March 1998                      Amended June 2006  
Amended September 1998  
Amended December 2001  
Amended July 2005

## **REGULATION NO. 16 - LOCAL LOAN POLICY**

### **16.1 LOANS TO LOCALS**

- (1) UTE may loan to any Local part or all of a request for funds needed for union business.
- (2) There shall be a written "loan agreement" between UTE and the Local requesting the loan. UTE shall prescribe the details of a standard "loan agreement" document. The standard "loan agreement" shall be signed by the President and the 1<sup>st</sup> Vice-President, as well as, two Local authorized persons.
- (3) All requests for a loan shall be subject to the review of the UTE National Finance Committee. The UTE National Finance Committee shall take into consideration the Local's ability to repay when considering a request for a loan.
- (4) If a loan request is approved by the UTE National Finance Committee, they shall recommend the payment of the loan to the Executive Council. A loan shall be granted upon a two thirds (2/3) majority vote in favour by the Executive Council in session.

- (5) If a loan request is denied by the UTE National Finance Committee they shall state their reasons for the denial, in writing, to the requesting Local.
- (6) At no time shall UTE have more than one hundred thousand dollars (\$100,000.00) in outstanding loans to Locals.

## **16.2 TERMS AND CONDITIONS FOR A LOAN**

- (1) The minimum monthly amount of a loan repayment is one hundred dollars (\$100.00). These repayments shall be deducted by UTE from the Local's monthly dues cheque before forwarding the Local dues to the Local.
- (2) The maximum number of months for any loan repayment is thirty-six (36).
- (3) All loans shall have interest calculated at the current Guaranteed Investment Certificate (GIC) rate at the time of the loan.

## **16.3 REQUEST PROCEDURE FOR A LOAN**

- (1) The requesting Local shall submit to UTE a Business Case for the loan. The Business Case, at a minimum, shall include: the amount of the loan, the reason for the loan, a repayment schedule and the amount, if any, that the Local is expending themselves.
- (2) The requesting Local shall submit to UTE a copy of the minutes from an Annual General Meeting or Special Meeting where the authorization for the loan was discussed and passed by the membership.
- (3) The requesting Local shall submit to UTE a current set of Financial Statements.

Adopted September 1998

## **REGULATION NO. 17 - COMPUTER LOAN POLICY**

### **17.1 POLICY**

UTE shall loan to any Local part or all of the funds required purchasing a computer and printer subject to the procedures outlined in this Regulation.

### **17.2 PROCEDURE**

- (1) All requests for a loan shall be subject to the approval of the UTE National Finance Committee who shall take into consideration the Local's ability to repay.
- (2) The Local shall submit to the UTE National Finance Committee a copy of the minutes authorizing the loan as discussed and passed by the membership at the Annual General Meeting or Special Meeting.

- (3) The Local shall submit to UTE National Finance Committee a current set of Financial Statements.
- (4) The Local shall submit the amount of the loan and their proposed repayment schedule.
- (5) The UTE National Finance Committee shall state the reasons for the denial, in writing, to the requesting Local.

### **17.3 TERMS AND CONDITIONS**

- (1) UTE shall prescribe the terms and conditions of the loan in a written contract.
- (2) The minimum monthly repayment of one hundred dollars (\$100.00) shall be deducted by UTE from the Local's monthly dues cheque.
- (3) The maximum length of the loan shall not exceed thirty-six (36) months.
- (4) Any loans under twelve (12) months shall be interest free.
- (5) All loans over twelve (12) months shall carry the interest calculated at the current rate of a Guaranteed Investment Certificate (GIC) for the entire period of the loan.
- (6) The President and the 1<sup>st</sup> Vice-President and two (2) persons authorized by the Local shall sign the contract.

Adopted December 1997      Amended December 2002  
Amended March 2000  
Amended March 2002

## **REGULATION NO. 18 - ALTERNATE LOCATION FUND**

### **18.1 ALTERNATE LOCATION FUND POLICY**

- (1) Locals having members who work in locations situated more than one hundred (100) kilometers away from the Local and who must communicate with its members by either visiting these locations or bringing activists from locations to Local meetings may access this fund twice per calendar year, for each of its locations.
- (2) A budget of five thousand dollars (\$5,000.00) per year shall be allotted for this fund.

### **18.2 PROCEDURE**

- (1) The Local President must submit their request in writing and receive prior authorization from the President or the 1<sup>st</sup> Vice-President.

- (2) The request must include the nature of the event and an explanation of how the Local will use the funds.
- (3) When the funds are utilized by a member who lives in a location, the Local will be reimbursed for two (2) of the following costs:
  - (a) travel;
  - (b) accommodation;
  - (c) per diem; or
  - (d) loss of wages.
- (4) The Local may also request funding for other forms of communication or participation of members i.e. conference call, group bussing to events and any other reasonable situation.
- (5) When the funds are to be utilized by Local Executives to visit a location, UTE will fund two (2) members of the Local Executive to visit the location. The Local will be reimbursed in the same manner as per Paragraph 18.2(3).

Adopted March 2000  
 Amended December 2001  
 Amended June 2002

Amended July 2002  
 Amended September 2003  
 Amended March 2017

## **REGULATION NO. 19 - LOCAL TRANSLATION FUND GUIDELINES**

The five thousand dollars (\$5,000.00) Local translation fund be allocated as follows:

- (1) The fund will be distributed on a first come first served basis.
- (2) A Local may not use more than one thousand dollars (\$1,000.00) per year.
- (3) It is the responsibility of the Local to get prior written approval from the 1<sup>st</sup> Vice-President or in their absence the President to expend these funds. This approval is on the financial amount not on content.
- (4) Translation completed without prior authorization will be the responsibility of the Local.
- (5) The Local will submit the invoice to the National Office for payment.

Adopted December 2002  
 Amended December 2006

## **REGULATION NO. 20 - MEMBERS WITH DISABILITY**

### **20.1 MEMBERS WITH DISABILITY**

- (1) UTE shall establish an assistance fund for Locals to ensure that members with disability are informed about union activities and given access to them.
- (2) A budget of ten thousand dollars (\$10,000.00) per year shall be allotted for this fund.
- (3) Financial assistance shall be defined as: charges for any accommodations to allow members with disability to participate in activities.
- (4) Union activities shall be defined as the following UTE Events: Presidents' Conference, Regional, Inter-Regional, Convention Committee Meetings, National Conferences, General Meetings of Locals and any other training activities.
- (5) Locals applying for this fund shall be asked to submit the following information in writing:
  - (a) The type of activity, dates and location where the activity will take place, the amount or estimated amount of the request and;
  - (b) The reason for requesting assistance.
- (6) The request for funding shall be submitted to the 1<sup>st</sup> Vice-President responsible for Finance for approval or in their absence, the President.
- (7) The Local, after spending the funds, shall submit an expense claim with all receipts.

### **20.2 ACCESSIBILITY AND DISABILITIES**

- (1) UTE shall complete a pre-assessment for accessibility of all facilities and technical aids required prior to the booking of a UTE sponsored event.
- (2) The pre-assessment shall be completed in consultation with a member of a UTE Equal Opportunities Committee, i.e. (Local, regional or national) as the event dictates.
- (3) All Conferences, Conventions and Caucuses held for members with disabilities, shall be accommodated with recognition for the need for dietary requirements, medication, mobility assistance, etc. (i.e. diabetics, brain tumor- require medication with or after scheduled meals).



## **20.3 ALTERNATE FORMAT**

UTE will provide information and publications in alternate format to its identified members.

Adopted March 2001  
Amended December 2001  
Amended September 2002  
Amended March 2007

Amended June 2008  
Amended December 2013  
Amended March 2014  
Amended December 2016

## **REGULATION NO. 21 - FAMILY CARE EXPENSES**

### **21.1 FAMILY CARE EXPENSES**

1. UTE members shall be entitled to be reimbursed for family care expenses in respect of children sixteen (16) years of age or younger and for adults who are in need of special care or family pets and who either permanently reside in the household of the member or with whom the member permanently resides.
2. Family care expenses shall be reimbursed to members who are required to attend union business authorized by UTE.
3. Family care expenses which are part of a member's normal family care arrangements shall not be paid.

### **21.2 UTE GUIDELINES**

#### **21.2.1 Normal Family Care Arrangements**

- (1) Normal family care arrangements are defined as those arrangements that would cause family care expenses to be incurred if you were at work performing duties for the employer during scheduled hours of work. It also includes any arrangement during hours not at work but expenses would be incurred whether you were performing union duties or not.
- (2) Family care expenses shall not be reimbursed if the member has their spouse, significant other or the person who provides the family care accompany them to the union event.
- (3) Family care expenses shall not be reimbursed if the member has their spouse, significant other or the person who provides the family care and the person who requires family care accompany them to the union event.
- (4) Family care expenses shall not be reimbursed if the member is on leave (with or without pay) from the CRA but would normally incur family care expenses if they were at work, unless the member is not also being reimbursed for salary expenses for the same authorized UTE activity by UTE.

### 21.3 Reimbursement of Fees

1. Where the care is provided by someone other than a licensed agency/caregiver or the spouse/partner, former spouse/ partner with custody rights.
  - a) the actual amount up to a maximum of \$80 per day (for each 24-hour period) for the first family member;
  - b) the actual amount up to a maximum of \$55 per day (for each 24-hour period) for each additional family member.
  - c) the actual amount up to \$50 per day (for each 24-hour period) for pet care.
2. If care is provided by a licensed agency/attendant, the actual fees will be reimbursed.
3. Pre-Approved Exceptions shall be submitted to the 1<sup>st</sup> Vice-President, or in their absence the President, **a minimum of 14 days prior to the event.** Consideration will be given to special needs or unusual circumstances resulting in costs which exceed the above rates and expenses allowable.
4. A completed Family Care Expense Claim form must be submitted, accompanied by a receipt, which must include the following information:
  - a) Caregiver's full name
  - b) Caregiver's full address
  - c) Caregiver's telephone number
  - d) Caregiver's license number (if applicable)
  - e) Detailed dates and hours when the care was provided for each individual family member
  - f) Amount charged
  - g) Caregiver's signature

Adopted September 1985	Amended March 1997	Amended June 2008
Amended July 1990	Amended December 2001	Amended September 2019
Amended December 1996	Amended December 2007	Amended September 2023

## REGULATION NO. 22 - TERMS AND CONDITIONS FOR THE POSITION OF THE ELECTED PAID OFFICERS

### 22.1 TENURE OF OFFICE

The tenure of office for the officers shall be in accordance with the By-Laws.

## **22.2 PAY**

- (1) The Officers shall be remunerated as provided:
  - a. The President:  
**\$143,121.00**
  - b. The 1<sup>st</sup> Vice-President:  
**\$122,190.00**
  - c. The 2<sup>nd</sup> Vice-President  
**\$106, 868.00**
- (2) The Officers shall receive salary increases in accordance with the PSAC/CRA negotiated salary percentages increase set for the SP-05 group and level.
- (3) The Officers shall, in lieu of normal salary, receive strike pay in accordance with PSAC policy during periods when the UTE Membership is on a general strike.
- (4) When the 1<sup>st</sup> Vice-president is required to replace the President for a period of at least three (3) consecutive working days, the 1<sup>st</sup> Vice-president shall be paid acting pay.
- (5) When the 2<sup>nd</sup> Vice-president is required to replace the President for a period of at least three (3) consecutive days, the 2<sup>nd</sup> Vice-president shall be paid acting pay.

## **22.3 DESIGNATED PAID HOLIDAYS**

The Officers shall be entitled to designated paid holidays on the same basis as the UTE Membership.

## **22.4 SICK LEAVE**

- (1) The Officers shall earn sick leave credits at the rate of one and one-quarter (1 ¼) days for each calendar month for which pay is received for at least ten (10) days.
- (2) The Officers shall be granted sick leave with pay when unable to perform duties assigned because of illness or injury provided that the Officers have the necessary sick leave credits.
  - (a) the President shall notify the 1<sup>st</sup> Vice-President when utilizing such credits; and
  - (b) the 1<sup>st</sup> Vice-President shall notify the President when utilizing such credits.

- (c) The 2<sup>nd</sup> Vice-President shall notify the President when utilizing such credits.
- (3) If an Officer has insufficient credits to cover the granting of sick leave with pay under the provisions of this section, sick leave with pay may, at the discretion of the Executive Committee, be granted up to twenty-five (25) days. The granting of more than twenty-five (25) days advanced sick leave to either Officer must be approved by the Executive Council before sick leave is granted.
- (4) Subject to Regulation below, when either Officer is unable to perform assigned duties because of illness or injury and such illness or injury prevents the Officer from attending the Convention and seeking re-election, that person shall be entitled to be granted sick leave to the limitation of earned sick leave credits or for the duration of the illness whichever is less provided the Executive Council is satisfied that the Officer is unable to work due to illness or injury.
- (5) In a case referred to in Regulation above, if an Officer is eligible to receive benefits from Disability Insurance, an application must be made for such benefits and UTE must be paid any amount received from Disability Insurance for the period between the date of the termination of office and the date of the termination of sick leave with pay.
- (6) If an Officer ceases to be employed by the UTE and returns to employment with the CRA, the Officer shall be deemed to have available to them the balance of the sick leave credits accumulated at the time of their departure from the UTE. The credits will be available to be utilized if the Officer is required to take sick leave without pay from the CRA due to a lack of CRA sick leave credits. The Officer must satisfy the UTE, in a manner deemed appropriate by the UTE (i.e. such as atime report), that they have taken sick leave without pay from the CRA.
- (7) The Officers shall report the balance of their sick leave credits available at each Executive Council meeting verbally.

## **22.5 VACATION LEAVE WITH PAY**

- (1)
  - a. For each calendar month in which an Officer earns at least ten (10) days' pay, vacation credits with pay shall be earned at the rate of the current AEU collective agreement.
  - b. Employment with CRA shall be used in the calculation of continuous employment for purposes of Section a.
- (2) In order to utilize this leave provision:
  - (a) the President shall notify the 1<sup>st</sup> Vice-President; and
  - (b) the 1<sup>st</sup> Vice-President shall notify the President.
  - (c) The 2<sup>nd</sup> Vice-President shall notify the President

- (3) An Officer may carry over any vacation leave credits but not in excess of one (1) year's entitlement.
- (4) If an Officer dies or ceases to be employed, the Officer or the estate shall, in lieu of earned vacation leave with pay, be paid an amount equal to the product obtained by multiplying the number of days earned but unused vacation leave by the daily rate of pay applicable immediately prior to the termination of employment.
- (5) The Officers shall report the balance of their vacation leave credits available at each Executive Council meeting verbally.

## **22.6 OTHER TYPES OF LEAVE**

- (1) An Officer shall be entitled to other types of leave with or without pay on the same basis to those leave provisions in the UTE/AEU collective agreement.
- (2) In order to utilize the leave provisions:
  - (a) the President shall notify the 1<sup>st</sup> Vice President; and
  - (b) the 1<sup>st</sup> Vice-President shall notify the President.
  - (c) The 2<sup>nd</sup> Vice-President shall notify the President.

## **22.7 TRAVEL EXPENSES**

The Officers are entitled to be reimbursed travel expenses as they apply to the other Officers of the Executive Council.

## **22.8 RELOCATION EXPENSES**

- (1) The Officers are required to reside in the Greater Ottawa area.
- (2) The purpose of this Regulation is to authorize UTE to reimburse those actual and reasonable expenses within the limits of the CRA Relocation Directive save for any provisions in that Directive which may provide for housing cost differential payments or mortgage interest cost differential payments incurred by the Officers, spouse and dependent members of the family in relocating from one place of residence to another, either at the time of election or at the time of termination of employment as a full-time Officer.
- (3) A member who is elected as a full-time Officer shall be paid relocation expenses when at the time of election such member is residing outside of the Greater Ottawa Area and must move to the Greater Ottawa Area to comply with the requirement of this Regulation.
- (4) When an Officer ceases to be employed as a full-time Officer for any reason, except misconduct, such member shall be paid relocation expenses provided that such member;
  - (a) was residing outside the Greater Ottawa Area at the time of election; and

- (b) does not accept other employment in the Greater Ottawa Area after the termination of employment as full-time elected Officer; and
  - (c) applies for relocation expenses within six (6) months following the termination of employment as full-time elected Officer.
- (5) An Officer who ceases to be employed as full-time elected Officer of UTE and who applies for and is entitled to relocation expenses shall be entitled to be reimbursed those actual and reasonable expenses not exceeding an amount equal to the relocation expenses from Ottawa to the former place of residence.
- (6) If an Officer dies during the term of office, a spouse and/or dependants shall be entitled to be reimbursed relocation expenses subject to the same conditions specified in Regulation. Upon the request from the immediate family, assistance may be paid for the transportation of the remains of the deceased Officer to the former place of residence in accordance with the conditions specified in Regulation.
- (7) An Officer, who is not entitled to relocation expenses under this Regulation, upon ceasing to be employed as a full-time elected Officer of UTE, may request reimbursement of reasonable relocation expenses to the Executive Committee. The Executive Committee may recommend to the Executive Council the payment of relocation expenses.

**22.9 OTHER BENEFITS**

- (1) UTE shall pay the employer’s portion of all Federal Public Service benefit plans for which the Officer becomes liable in order to maintain the plans in force while on leave without pay from the Federal Public Service.
- (2) The Officers are entitled to all other benefits on the same terms and conditions as those enjoyed by the Executive Assistant with the exception of those types of plans discussed in Regulation.
- (3) The Officers shall be entitled to receive a bilingualism bonus on the same basis and under the same conditions that apply to all UTE employees.
- (4) No additional benefits other than those described in this Regulation shall be granted to the Officers unless they are approved by the Executive Council prior to their implementation.

Adopted July 1984	Amended March 1993	Amended December 2007
Amended September 1984	Amended December 1995	Amended July 2008
Amended October 1984	Amended December 1996	Amended March 2010
Amended June 1986	Amended March 2001	Amended September 2010
Amended March 1987	Amended June 2002	Amended December 2013
Amended July 1990	Amended July 2002	Amended March 2017
Amended June 1991	Amended July 2005	Amended June 2017

Amended December 1992  
Amended December 2019  
Amended December 2023

Amended September 2005

Amended September 2019  
Amended August 2023

## **REGULATION NO. 23 - MARGUERITE STONEHOUSE MEMORIAL SCHOLARSHIPS (Labour College of Canada Scholarship)**

Marguerite Stonehouse began her career with the Taxation Staff Association in the 1960's when it was part of the Federation of Public Servants. She attended the founding Convention of the PSAC. With the formation of "Locals" she became a Chief Steward in the Edmonton Local. Until her untimely death, she served, in various positions, the Union of Taxation Employees at both the Local and National levels.

Like many other pioneering members of the fledgling Taxation Component, she had to endure intimidation, harassment and discrimination from a management whose attitude towards the union could best be described as negative. An example of her fight to gain union rights was her filing a complaint charging management with discrimination because of her union activity. After two (2) long years of litigation, the complaint was upheld. Her case became a landmark decision in the fight for union rights.

In recognition of her accomplishments, the Union of Taxation Employees has named the scholarship to the Labour College of Canada (LCC) after her.

- (1) The purpose of this Regulation is to state the terms and conditions of the scholarships.
- (2) Every member in good standing of UTE who applies to the Labour College of Canada Certificate Program can apply for the scholarships.
- (3) The Executive Committee of UTE shall award the scholarships by taking into account the recommendations made by the Labour College of Canada Selection Committee.
- (4) Each year, UTE will award one (1) scholarship for a member selected for the LCC Certificate Program.
- (5) Any member approved for the scholarship will have their expenses to participate in the LCC Certificate Program reimbursed as per UTE Regulations, subject to the approval of the 1<sup>st</sup> Vice-President.

Adopted June 1985  
Amended December 1996  
Amended September 2012  
French only June 2015

Amended July 1987  
Amended September 1998  
Amended December 2013  
Amended September 2019

Amended September 1989  
Amended December 1999  
Amended July 2014

## **REGULATION NO. 24 - HONOURS AND AWARDS**

### **24.1 ADMINISTRATION**

- (1) Nominations listed in this Regulation must be submitted by a member other than the nominee, except for Scholarships and ICA.
- (2) All submissions except for Service Pins should be submitted to the Chairperson of the Honours and Awards Committee.
- (3) The Committee shall have at least thirty days (30) to review all submissions prior to making a recommendation to Executive Council.
- (4) The Honours and Awards Committee shall present any nomination, with its recommendation, at the following meeting of the Executive Council.
- (5) All recipients of UTE member awards must be a member in good standing.

### **24.2 CERTIFICATE OF ACHIEVEMENT (AL Lough Award)**

- (1) The award shall be a suitably inscribed certificate.
- (2) Nominees have demonstrated their commitment to achieving the aims and objectives of UTE.

#### **24.2.1 Presentation**

The award shall be presented at a Local or Regional event, or National President's Conference by a Union Official.

### **24.3 SERVICE PINS**

Service pins of three (3), five (5), ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35) years will be awarded annually by the Locals to those members who have served the membership within the union movement. Such pins shall be awarded based upon a Local member's recommendation or Executive Council Officers' recommendation.

#### **24.3.1 Presentation**

The service pins shall be presented at a Local, Regional or National Union Event by a union official.

### **24.4 CERTIFICATES AND AWARDS FOR LONG SERVICE OF 40 YEARS OR MORE**

- (1) A certificate and an award shall be issued to individuals who have served the membership in the union for a period of 40 years or more. Such certificate and



award shall be issued at the recommendation of a Local or an Executive Council member.

- (2) The certificate for long service of 40 years or more is a document bearing an appropriate dedication.
- (3) The award should be one of the following: a pin, a ring or a watch. All awards issued must bear the UTE logo.

#### **24.4.1 Presentation**

The award shall be presented at a Local or Regional Event, National President's Conference, or National Convention by a Union Official.

#### **24.5 AWARD OF MERIT (GODFROY CÔTÉ AWARD)**

- (1) The award shall be a suitably inscribed plaque.
- (2) Nominees have:
  - (a) demonstrated their commitment to achieving the aims and objectives of UTE;
  - (b) exhibited exemplary service at any level of UTE;
    - (i) Definition of Exemplary Service:
      1. serving as an example; by demonstrating union values;
      2. admirable, commendable, ideal model, praiseworthy or exceptional.
  - (c) accumulated service at any level of UTE for a minimum of five (5) years.

#### **24.5.1 Presentation**

The award shall be presented at a Local or Regional Event, or National President's Conference by a Union Official.

#### **24.6 LIFE MEMBERSHIP**

- (1) The award shall be a suitably inscribed plaque.
- (2) Members shall have all the rights as described in By-Law 3, Section 3.
- (3) Members shall be entitled to a UTE ring or an engraved UTE watch.
- (4) Members shall be invited to our Convention, and for those that wish to attend, all of their expenses shall be paid in accordance with these By-Laws and Regulations as if they were a delegate.

- (5) Members will be recognized at Convention.
- (6) Nominees must have:
  - (a) demonstrated their commitment to achieving the aims and objectives of UTE;
  - (b) accumulated service at the Local and National level of UTE for a minimum of fifteen (15) years; and
  - (c) exhibited exemplary service at the Local and national level of UTE.
    - i) Definition of Exemplary Service:
      - (1) serving as an example, by demonstrating union values.
      - (2) admirable, commendable, ideal model, praiseworthy, exceptional, or outstanding.
      - (3) demonstrating leadership in advancing the union movement for the betterment of all members.
- (7) To receive a Life Membership Award, a 2/3<sup>rd</sup> majority vote is required at Executive Council.

#### **24.6.1 Presentation**

- (1) The award shall be presented at a National President's Conference, or National Convention by a Union Official.
- (2) If the recipient is not attending the event, UTE will cover the necessary expenses if the recipient wishes to attend to receive their award.

#### **24.7 THE UNION OF TAXATION EMPLOYEES HUMANITARIAN AWARD**

- (1) This award is limited to one candidate only per year within the applications received.
- (2) All nominations for this award must be received by the Chairperson of the Honours and Awards Committee by December 15<sup>th</sup> at 23:59 (EST) of each year.
- (3) The award shall be a suitably inscribed plaque and will include an award of two thousand five hundred dollars (\$2,500.00).
- (4) The award and the recipient will be recommended by the Honours and Awards Committee to the Executive Council.
- (5) The monetary award will be paid to the cause espoused by the recipient or to a charity of their choice.
- (6) Nominees must:

- (a) be a member of UTE in good standing;
- (b) have demonstrated their commitment to a humanitarian cause where there is extreme need;
- (c) have exhibited exemplary service to others within their community, their country or throughout the world.
  - (i) Definition of Exemplary Service:
    1. serving as an example by demonstrating union values.
    2. admirable, commendable, ideal model, praiseworthy or exceptional.

#### **24.7.1 Awards Submission**

- (1) The application shall contain the following:
  - (a) name of the nominee;
  - (b) who the submission is from;
  - (c) introduction of the nominee;
  - (d) biography; and
  - (e) any tributes to the nominee's activities in the community and/or achievements within the union organization.

#### **24.7.2 Presentation**

The award shall be presented at a Local or Regional Event, or National President's Conference by a Union Official.

#### **24.8 UTE COMMUNITY SERVICE AWARD**

- (1) The award shall be a suitably inscribed framed certificate.
- (2) Nominees must:
  - (a) be members in good standing of UTE;
  - (b) have demonstrated their dedication and commitment to their cause(s).
    - (i) Definition of dedication and commitment:
      - (1) involvement in their cause(s) for at least two (2) years;
      - (2) serving as an example;
- (3) The application shall contain the following:
  - (a) name of the nominee;
  - (b) who the submission is from;
  - (c) introduction of the nominee;

- (d) short biography;
- (e) detailed information as to the nominee's activities in the community; and
- (f) detailed information indicating the time devoted and the level of achievement.

### **24.8.1 Presentation**

The award shall be presented at a Local or Regional Event, or National President's Conference by a Union Official.

### **24.9 UTE SCHOLARSHIP**

The Union of Taxation Employees - PSAC  
Scholarship Guidelines

The Union of Taxation Employees (UTE) each year offers two (2) three thousand dollars (\$3,000.00) National Scholarships,

- Diana Gee National Scholarship
- Robert "Bob" Campbell National Scholarship

There are also ten (10) one thousand five hundred dollars (\$1,500.00) Regional Scholarships:

- Al Rollins Atlantic Regional Scholarship
- Québec Regional Scholarship
- Jean Bergeron Montréal Regional Scholarship
- Shane O'Brien National Capital Regional Scholarship
- Linda Collins Greater Toronto Regional Scholarship
- Nick Stein Southwestern Ontario Regional Scholarship
- Kent McDonald Northern and Eastern Ontario Regional Scholarship
- Prairies Regional Scholarship
- Don Davoren Rocky Mountains Regional Scholarship
- Pacific Regional Scholarship

If after reviewing the circumstances and agreed to by the National President and the Chairperson of the Honours and Awards Committee, the UTE may defer the awarding of a scholarship of a successful applicant for a period of twelve (12) months. If the scholarship is not awarded after twelve (12) months, an additional scholarship may be awarded for the current year.

The Union of Taxation Employees (UTE) each year also provides ten (10) regional scholarships in the amount of one thousand dollars (\$1,000.00) sponsored by ThePersonal Insurance Company (ThePersonal). These will be chosen following the same criteria as the UTE scholarships.

### **Eligibility:**

All scholarships are available for members in good standing of the UTE (or who at the time of their departure from CRA in the same calendar year were members in good standing of the UTE), including their spouse, their common-law spouse (including same sex partners) and/or their children or grandchildren. However, no more than one scholarship will be awarded to the same family in a given year.

For this purpose, children or grandchildren of a UTE member in good standing is defined as follows:

- (1) a person of whom the member is the natural parent or grandparent, whether the person was born within or outside marriage;
- (2) a person who is wholly dependent on the member for support and of whom the member has immediately or before the person attained the age of nineteen (19) years had, in law or in fact, the custody and control;
- (3) a child or grandchild of the member's spouse or common-law partner;

### **Requirements:**

- Brief statements from two (2) persons with whom you have worked during the past year, containing their general evaluation of your work, your capabilities, your character and performance. These persons could include: teachers, clergy, community service leaders, supervisors etc.;
- Proof of registration including applicant's name, the name of the University, College or Institute of higher learning you will be attending must be submitted. Attendance shall be verified before the granting of the award;
- A minimum of five hundred (500) words to a maximum of seven hundred (700) words essay or submission in an audio format, visual (painting, drawing, sculpture or photograph), or video format that would express your view. If the submission is audio or video it must be 3-5 minutes in duration. If the submission is by audio or visual, you must provide an explanation of how it meets one of the topics.
- Failure to stay within the minimum and maximum word/time requirements will result in disqualification.
- There shall be up to 4 topics to choose from, as selected by the UTE Honours and Awards Committee, that will be published each March.

All submissions become the property of the UTE.

### **Criteria:**

The UTE Honours and Awards Committee will base their selection on the following:

- Submission by the applicant (details outlined under requirements);

- Statement pertaining to your program and career plans;
- Statement outlining the nature and length of your most recent community involvement;and
- Statement of applicant's union involvement.

Preference may be given to applicants entering their first year of University, College or Institute of higher learning. However, applicants may be entering years other than their first year. Attendance must be on a full time basis.

Preference may be given to first time recipients.

An applicant will not be excluded if they do not possess each and every criterion. The selection criteria will be reviewed as a whole. However, if the member is not a member in good standing as of June 15, the application will be excluded.

The UTE reserves the right to withhold the granting of an award if no applicant is deemed to possess the necessary requirements, or for other valid reasons. The UTE Honours and Awards Committee may award a Regional Scholarship outside of a particular region if no applicants from that region are deemed to possess the necessary requirements or there were no applicants from that region.

All documents must be supplied with the application, otherwise it will be considered incomplete. The application must be postmarked by no later than June 15<sup>th</sup> at 23:59 (EST).

Application forms are available at: [www.ute-sei.org](http://www.ute-sei.org) (the UTE website).

Application forms may be completed on-line at [www.ute-sei.org](http://www.ute-sei.org) or sent by mail to:

The Union of Taxation Employees  
 Attn: UTE Honours and Awards Committee  
 233 Gilmour Street Suite 800  
 Ottawa ON K2P 0P2

#### **24.10 AWARD OF MERIT IN THE FIELD OF HEALTH AND SAFETY - ELIZABETH (BETTY) BANNON**

- (1) This award is limited to one candidate only per year within the applications received.
- (2) The award shall be a suitably inscribed plaque.
- (3) All nominations for the award shall be submitted to the Chairperson of the Honours and Awards Committee.

- (4) After consultation and collaboration with the UTE National Health and Safety Committee, the recipient will be recommended by the Honours and Awards Committee to the Executive Council.
- (5) All nominations for this award must be received by the Chair of the Honours and Awards Committee by December 15<sup>th</sup> at 23:59 (EST) of each year.
- (6) Nominees must:
  - (a) be a member of UTE in good standing;
  - (b) have demonstrated their commitment to protecting CRA employees' health and safety;
  - (c) have accumulated service as a UTE member on a Workplace or National Health and Safety Committee for a minimum of five (5) years; and
  - (d) have exhibited exemplary service in the field of health and safety.
    - i. Definition of Exemplary Service:
      1. Serving as an example in the field of health and safety.
      2. Extraordinary, praiseworthy, exceptional or outstanding.
    - ii. Examples of Exemplary Service:
      1. Identifying/resolving major infractions of the Canada Labour Code.
      2. Instituting proactive health and safety measures at a local or national level.
      3. Organizing health and safety events.
      4. Implementation of awareness initiatives.
      5. Delivering Health & Safety training.

#### **24.10.1 Submission**

The application shall contain the following:

1. Name of the nominee;
2. Name of the nominator;
3. Introduction of the nominee; and
4. Detailed information pertaining to the member's involvement on their Health and Safety Committee; including their significant efforts, achievements and accomplishments.

#### **24.10.2 Presentation**

The award shall be presented at a Local or Regional Event, National President's Conference, or National Health and Safety Conference by a Union Official.

## **24.11 ICA SPONSORSHIP AND SUBSIDY**

Each year the Union of Taxation Employees sponsors a student and subsidizes a member in good standing to travel with the International Children's Awareness (ICA). ICA focuses on holistic development in Cameroon including projects such as bringing fresh water to villages, building schools and health clinics. The trip is usually in February.

### **24.11.1 Student Sponsorship**

- (1) The sponsorship will be awarded to a student 18 years of age or older who is enrolled in post-secondary education.
- (2) The sponsorship will cover all costs associated with their travel to the country chosen by ICA. These costs shall include; the cost of travel, obtaining Visas, vaccinations, accommodations and per diems en route and any other related costs.

### **24.11.2 Member Subsidy**

- (1) The subsidy will be awarded to a member of UTE in good standing who is 18 years of age or older.
- (2) The subsidy will cover all costs associated with their travel to the country chosen by ICA. to a maximum of three thousand five hundred dollars (\$ 3 500.00). These costs shall include; the cost of travel, obtaining Visas, vaccinations, accommodations and per diems en route and any other related costs. The subsidy doesn't cover the reimbursement of any loss of salary.
- (3) Under exceptional circumstances, the President shall have the authority, in consultation with the 1<sup>st</sup> Vice-President, to increase the amount of the subsidy.

### **24.11.3 Guidelines and Requirements**

- (1) The applicants must:
  - (a) have an up to date passport;
  - (b) have received all of the required inoculations prior to leaving for the country chosen by ICA.;
  - (c) sign a waiver with the Union of Taxation Employees, exempting the Union of any liability for accidents or injuries that may occur;
  - (d) complete any paperwork that is required by ICA;



- (e) submit an application including their name and contact information and be sent to the Honours and Awards Committee by September 15th, at 23:59 (EST). A 400 to 700 words essay or an audio or video submission no longer than 4 minutes, on explaining why you would like to be a part of the ICA team to the country chosen by ICA and the International Children's Awareness projects.
  - (f) in the event that more than one application is received, the Honours and Awards Committee shall choose the successful applicant after reviewing and ranking all submissions;
  - (g) if the top ranked individual is unable to attend, the next ranked applicant who is available and accepts the invitation shall be chosen.
- (2) Preference shall be given to members or students who have never been on this trip.

**24.11.4 Annual Donations and Donation Reminder**

- (1) UTE will make an annual donation to ICA in the amount equal to the rebate UTE receives from the Bank of Montreal Affinity Program.
- (2) If in a given year, no student is selected to go with ICA, additional applicant(s) may be considered the following year(s). No more than 3 students will be selected during any 3-year budget cycle.
- (3) If in a given year, no member is selected to go with ICA, additional applicant(s) may be considered the following year(s). No more than 3 members will be selected during any 3-year budget cycle.
- (4) UTE will annually remind its membership to consider a donation to ICA as part of the annual Government of Canada Workplace Charitable Campaign (GCWCC).

Adopted September 1986	Amended September 2006	Amended March 2012
Amended March 1987	Amended December 2006	Amended Sept. 2012
Amended June 1988	Amended September 2007	Amended Dec. 2013
Amended September 1988	Amended December 2007	Amended June 2015
Amended March 1989	Amended June 2008	Amended Sept. 2015
Amended December 1992	Amended September 2008	Amended Dec. 2016
Amended December 1996	Amended Dec. 2008	Amended Sept. 2018
Amended December 2000	Amended March 2009	Amended Dec. 2018
Amended June 2002	Amended Sept 2009	Amended Sept. 2019
Amended December 2003	Amended Sept 2010	Amended Dec. 2020
Amended July 2005	Amended Dec 2010	Amended July 2021
Amended March 2006	Amended July 2011	Amended July 2022

Amended March 2011  
Amended June 2023

Amended Dec. 2011  
Amended September 2023

Amended March 2023

## **REGULATION NO. 25 - TRUSTEESHIP**

### **25.1 GENERAL PROVISIONS**

- (1) The Executive Council appoints by Power of Attorney a trustee to administer the Local.
- (2) The President shall notify the Local by registered mail or by hand of the decision to place the Local under trusteeship and to appoint a trustee.
- (3) The trustee shall provide a written report to each Executive Council Meeting on their activities and the status of the trusteeship.

### **25.2 INTERIM TRUSTEESHIP**

- (1) By-Law 13, the President, between Executive Council meetings, in consultation with the appropriate Regional Vice-President, may impose trusteeship on a Local, appoint an interim trustee and seize the property of the Local before officially advising the Local.
- (2) The President shall report the interim trusteeship to the next meeting of the executive council.

Adopted June 2000  
Amended June 2006  
Amended December 2006  
Amended December 2007

## **REGULATION NO. 26 - DISCIPLINE PROCEDURES**

### **26.1 GENERAL**

- (1) Notwithstanding the procedures contained in this Regulation, disciplinary procedures may be initiated in accordance with the By-Laws at a higher level than where the actions giving rise to disciplinary action occurred.
- (2) Any allegation(s) which is found to be frivolous or intended to harass, embarrass, or discredit a member or members may result in a recommendation of disciplinary action to be included in the Committee report.
- (3) Any member against whom an allegation of misconduct is made shall not be a member of the Committee established to investigate the allegation(s), and shall not be given voice or vote in the decision to accept or reject the findings and recommendations

of such a Committee.

(4) Should the Committee in the process of their investigation receive information that leads to other provisions of the By-Laws, the Committee shall notify the member(s) concerned in writing and provide an opportunity for the member(s) concerned to respond. This information now becomes part of the investigation.

(5) The procedure for dealing with any disciplinary situation which may arise at the Local, PSAC Regional Area Council, PSAC National Board of Directors or Alliance Executive levels are found in the Constitution.

(6) The procedure for dealing with any disciplinary situation, which may arise, which is not specifically outlined under this Regulation, shall be deemed to be covered and processed within the spirit and intent of this Regulation.

## **26.2 ALLEGATIONS AND THE ESTABLISHMENT OF AN INVESTIGATIONS COMMITTEE**

(1) Any and all allegations against a member shall be in writing, signed by the member(s) putting forth the allegation(s), and submitted to the appropriate body for consideration:

(2) (a) allegations at the Local level shall be submitted to the Local Executive;

(b) allegations that involve member(s) from more than one Local in a region shall be submitted to the Regional Vice-President;

(c) allegations that involve member(s) from more than one region shall be submitted to the President;

(d) allegations against Regional Vice-Presidents or Vice-Presidents shall be submitted to the President;

(e) allegations against the President in the capacity of Component President shall be submitted to the 1<sup>st</sup> Vice-President; and

(f) allegations against the President in the capacity of a member of the National Board of Directors shall be submitted to the PSAC Executive Committee.

(3) (a) The appropriate executive body receiving the allegation(s) shall determine whether \*evidence warrants an investigation. If so, it shall establish an internal or external impartial Investigation Committee consisting of three (3) people to investigate and assess the allegation(s), including the receipt of oral and written evidence. (\*evidence in that there must be some supporting documentation that the allegations are valid. It does not mean that conclusive evidence must be presented nor does it mean that the body concerned is accepting or rejecting the supporting documentation.);

(b) Notwithstanding 2 (a) and (b) above, the President shall have the authority

to intervene and establish an Investigative Committee at the national level; and

- (c) All persons appointed to an Investigative Committee must have completed the PSAC Internal Investigations Training Course.
- (4) The Committee shall provide the member against whom the allegation has been made with a copy of the written allegation(s). The member(s) submitting the allegation(s) and the member(s) against whom the allegation has been made shall be afforded the right to appear before the Committee. The Committee may interview witnesses.

## **26.3 GUIDELINES FOR INVESTIGATION**

### **26.3.1 Investigation Committee**

The role and responsibilities of the Committee include:

- (1) All persons appointed to the Committee must have completed the PSAC Internal Investigations Training Course.
- (2) Providing the member accused with a copy of the written allegation(s).
- (3) Ensuring the investigation is impartial and is seen as such by all parties.
- (4) Investigating the allegations with appropriate discretion and ensuring that the investigation is done in a timely fashion.
- (5) Interviewing witnesses and reviewing all relevant documents identified by the parties.
- (6) Submitting a written report to the body which established the Committee, the member making the allegation and the member accused.
- (7) Keep all information obtained as a member of the committee confidential.

### **26.3.2 Investigation Procedures**

- (1) The members of the Committee shall develop the appropriate methodology for the investigation based on the allegation(s) and the mandate of the Committee.
- (2) The member making the allegation and the member accused may provide the Committee with a list of witnesses to be interviewed by the Committee. A witness is an individual who witnessed the alleged misconduct or who has some other type of relevant information that will assist in determining whether a contravention occurred. The Committee shall determine which witnesses they believe may have relevant information related to the allegation. A process for interviewing witnesses shall be developed, for example, the Committee may determine whether witnesses shall be given the option of providing a narrative in their own words, respond to

questions from the Committee, or a combination of both.

- (3) The Committee shall ensure that:
  - (a) witnesses are advised of the mandate of the Committee;
  - (b) witnesses are aware that they may be accompanied by a person of their choice to the interview;
  - (c) interviews are conducted in an appropriate confidential area;
  - (d) the applicable portion of the draft report be sent to witnesses for review of their statements when such statements are used in the report; and
  - (e) all Committee members take their own notes during the interview.

### **26.3.3 Committee Report**

- (1) As required by this Regulation, the Committee report shall be written in one or two parts. Part I shall include a finding of fact for each allegation and a determination whether the contravention of the constitution, Local, and/or UTE, and/or PSAC By-Laws occurred.

This part of the report may also include a determination whether any allegation is found to be frivolous or intended to harass, embarrass or discredit a member.

- (a) Part I of the Committee report might also include:
  - (i) Committee composition;
  - (ii) description of the alleged misconduct;
  - (iii) mandate of Committee;
  - (iv) methodology (including reference materials, list of witnesses and dates of interviews.);
  - (v) findings.
- (b) Part II of the report shall indicate whether corrective action is recommended including any specific disciplinary action such as suspension from membership and/or removal from office. When an allegation of misconduct involves harassment, the Committee report shall not include the actual names of those involved with the exception of the name of the individual who is recommended for discipline. This measure shall provide some confidentiality in the event that the Committee report is submitted to the Executive Council and included in the minutes; and
- (c) The Committee report shall be dated and signed by the three people on the Committee and shall not be amended. The appropriate body that established the Committee must be satisfied that the proper procedure has been followed by the Committee and shall vote whether to accept the Committee report.

- (2) The Committee shall submit a draft copy of the final report to the body that authorized the establishment of the Committee for review and amendments if deemed necessary, prior to sending it to the Local meeting or Executive Council. Any amendments must be agreed to by the Committee; such amendments shall be for clarification or process purposes only.
- (3) The Committee shall submit a Committee report to the member against whom the allegation(s) has been made, the member(s) who submitted the allegation(s) and the appropriate body who established the Committee.
- (4) If disciplinary action is not recommended, the appropriate body shall review and vote whether to accept the Committee report. A simple majority vote of those in attendance shall determine acceptance. All decisions shall be conveyed in writing to the persons involved.
- (5) If disciplinary action is recommended at the Local level, the Local Executive shall present the Committee report at a special or general meeting of the Local and shall be subject to the acceptance of two-thirds (2/3) of those members in attendance. Should the Committee report recommendations not receive two-thirds (2/3) acceptance, rationale for the rejection must be provided to the persons involved.
  - (a) If the Local meeting accepts a recommendation of removal from office, the Local Executive shall convey in writing that decision to the member or members concerned together with written notice that an appeal may be submitted within sixty (60) calendar days of receipt of the disciplinary notification;
  - (b) If the Local meeting accepts a recommendation to suspend or expel from membership the Local will convey the recommendation to the President, who shall submit such recommendation to the PSAC National Board of Directors together with all relevant documentation.
- (6) If disciplinary action is recommended at the national level, the Committee report shall be subject to acceptance by a two-thirds (2/3) majority vote at a meeting of the Executive Council. Should the Committee report recommendations not receive two-thirds (2/3) acceptance, rationale for the rejection must be provided to the persons involved.
  - (a) If the Executive Council accepts a recommendation of removal from office, the President shall provide the member(s) concerned with written notice that an appeal may be submitted within sixty (60) calendar days of receipt of the disciplinary notification;
  - (b) If the Executive Council accepts a recommendation to suspend or expel from membership the President shall submit such recommendation to the PSAC National Board of Directors together with all relevant documentation.

## **26.4 APPEAL PROCESS**

The appeal process is an informal process that is accessible to all members and shall allow the parties involved to be heard.

#### 26.4.1 For discipline recommended by a Local

- (1) The written request for an appeal of a Local disciplinary recommendation must be received by the Local Executive within sixty (60) days of receipt of the disciplinary recommendation.
- (2) The Local Executive will appoint an Appeals Officer to hear the appeal within sixty (60) days of receipt of the appeal. The Appeals Officer must be agreed upon by all parties.
- (3) The appeal hearing will be held within sixty (60) days of the appointment of the Appeals Officer.
- (4) The Local Executive will ensure that a copy of the Local Investigative Committee report be given to the Appeals Officer prior to the appeal hearing.
- (5) The appellant has the right to be heard and to be represented at the appeal hearing.
- (6) The Local Executive has the right to be heard and represented at the appeal hearing.
- (7) The Appeals Officer will schedule the hearing date and communicate the date of the hearing to the Appellant and the Local Executive representative.
- (8) The appellant or their representative shall make a presentation to the Appeals Officer outlining why they do not believe the removal from office or other disciplinary recommendation was justified.
- (9) Any witnesses for the appellant shall make a presentation to the Appeals Officer outlining any role they were involved with which impacted upon the removal from office or other disciplinary recommendation.
- (10) The representative from the Local Executive shall make a presentation to the Appeals Officer outlining why the action to remove from office or other disciplinary recommendation was taken.
- (11) Any witnesses for the Local Executive shall make a presentation to the Appeals Officer outlining any role they were involved with which impacted upon the removal from office or other disciplinary recommendation.
- (12) The Appeals Officer may ask questions of clarification, which arise from the presentations.
- (13) Both the appellant or their representative and representative from the Local

Executive shall be provided with an opportunity to make a closing statement.

(14) The Appeals Officer shall render a written decision no later than thirty (30) days from the date they received the closing statements and shall forward the decision to the parties involved.

(15) The appeal decision of the Appeals Officer shall be final and binding on all parties to the appeal.

(16) The Local President shall have the authority to remove a member from office in order to reinstate a member to office, in compliance with an appeal decision.

#### **26.4.2 Appeal Hearing Costs for discipline recommended by a Local**

(1) The Local will be responsible for all costs associated with the Appeals Officer.

(2) Each party shall be responsible for their own expenses.

(3) The expenses of the representative of the appellant shall be borne by the appellant.

(4) Each party shall be responsible for any expenses incurred as a result of testimony from any witness they wish to call.

(5) If the appellant's appeal is successful, the appellant may be entitled to reasonable expenses as determined by the Local Executive.

#### **26.4.3 For discipline recommended by the Executive Council**

(1) The written request for an appeal of a disciplinary recommendation must be received by the President within sixty (60) days of receipt of the disciplinary recommendation.

(2) The President will appoint an Appeals Officer to hear the appeal within sixty (60) days of receipt of the appeal. The Appeals Officer must be agreed upon by all parties.

(3) The appeal hearing will be held within sixty (60) days of the appointment of the Appeals Officer.

(4) The President will ensure that a copy of the Investigative Committee report be given to the Appeals Officer prior to the appeal hearing.

(5) The appellant has the right to be heard and to be represented at the appeal hearing.

(6) The Executive Council has the right to be heard and represented at the appeal hearing.



(7) The Appeals Officer will schedule the hearing date and communicate the date of the hearing to the Appellant and the Executive Council representative.

(8) The appellant or their representative shall make a presentation to the Appeals Officer outlining why they do not believe the removal from office or other disciplinary recommendation was justified.

(9) Any witnesses for the appellant shall make a presentation to the Appeals Officer outlining any role they were involved with which impacted upon the removal from office or other disciplinary recommendation.

(10) The representative from the Executive Council shall make a presentation to the Appeals Officer outlining why the action to remove from office or other disciplinary recommendation was taken.

(11) Any witnesses for the Executive Council shall make a presentation to the Appeals Officer outlining any role they were involved with which impacted upon the removal from office or other disciplinary recommendation.

(12) The Appeals Officer may ask questions of clarification, which arise from the presentations.

(13) Both the appellant or their representative and representative from the Executive Council shall be provided with an opportunity to make a closing statement.

(14) The Appeals Officer shall render a written decision no later than thirty (30) days from the date they received the closing statements and shall forward the decision to the parties involved.

(15) The appeal decision of the Appeals Officer shall be final and binding on all parties to the appeal.

(16) The President shall have the authority to remove a member from office in order to reinstate a member to office, in compliance with an appeal decision.

#### **26.4.4 Appeal Hearing Costs for discipline recommended by the Executive Council.**

(1) UTE will be responsible for all costs associated with the Appeals Officer.

(2) UTE will be responsible for all cost associated with the meeting space in which the appeal hearing is held.

(3) Each party shall be responsible for their own expenses.

(4) The expenses of the representative of the appellant shall be borne by the appellant.

(5) Each party shall be responsible for any expenses incurred as a result

of testimony from any witness they wish to call.

- (6) If the appellant's appeal is successful, the appellant may be entitled to reasonable expenses as determined by the Executive Council.

Adopted September 1978	Amended June 2000	Amended June 2012
Amended December 1992	Amended March 2002	Amended Sept. 2015
Amended March 1993	Amended July 2005	
Amended December 1996	Amended June 2006	

## **REGULATION NO. 27 - ESSENTIAL SERVICES EMPLOYEES**

### **27.1 ESSENTIAL SERVICES EMPLOYEES**

- (1) Essential services employees who work at a work site where their bargaining group is considered as being on strike shall be required to contribute twenty-five per cent (25%) of their net take home pay earned during this time to the Local fund.
- (2) Essential services employees who do not comply with Regulations shall be considered to have contravened the By-Laws and shall be subject to disciplinary actions in accordance with By-Laws and Regulations.
- (3) Essential services employees who show proof of paying twenty-five percent (25%) of salary either to the PSAC National or Regional Hardship funds shall be exempt from Regulation.

### **27.2 EXCLUDED POSITIONS**

Members who occupy Managerial or Confidential excluded positions on a temporary basis shall relinquish all union positions until such time the members return to a UTE bargaining unit position.

Adopted March 1993	Amended July 2002	Amended July 2011
Amended December 1996	Amended September 2007	
Amended December 2001	Amended June 2011	

## **REGULATION NO. 28 - PROTOCOL ON MOURNING**

### **28.1 GENERAL**

The Union of Taxation Employees is a large family that is occasionally touched by death. The death could be that of a family member of an employee, an elected leader, an employee etc. In all cases there is a need and a desire to show some form of recognition and express condolences in some manner. The following outlines what actions shall be taken in the event of a death within the UTE family.

For the purpose of this protocol, immediate family is defined as: father, mother (or alternatively stepfather, stepmother, or foster parent), brother, sister, spouse (including common-law spouse resident with the employee), child (including child of common-law spouse), stepchild or ward of the employee, grandchild, grandparent, grandparent-in-law, father-in-law, mother-in-law, and relative permanently residing in the employee's household or with whom the employee permanently resides.

- (1) Executive Council Officer: A card expressing condolences on behalf of the Union will be signed by the National President and sent to the next of kin. A contribution shall be made to the designated charity (if one is identified) in the amount of one hundred dollars (\$100.00). If no charity is specified, the one hundred dollars (\$100.00) contribution shall be made to the United Way in the deceased's home community. The Executive Committee shall attend the funeral. The Regional Vice Presidents may attend the funeral.

Any staff member of UTE who wishes to attend the funeral service shall be given up to one half day of special leave with pay for attendance at the funeral.

- (2) Former Executive Council Officer: A card expressing condolences on behalf of the Union will be signed by the National President and sent to the next of kin. If specified by the family, a suitable floral wreath in red and white or a contribution shall be made to the designated charity in the amount of one hundred dollars (\$100.00). The President or their designate shall attend the funeral.
- (3) Current staff of UTE: A card expressing condolences on behalf of the Union will be signed by the National President and sent to the next of kin. A contribution shall be made to the designated charity (if one is identified) in the amount of one hundred dollars (\$100.00). If no charity is specified, the one hundred dollars (\$100.00) contribution shall be made to the United Way in the deceased's home community. The President or their designate shall attend the funeral. Any staff member of UTE who wishes to attend the funeral service shall be given up to one half day of special leave with pay for attendance at the funeral.
- (4) Immediate family member of the Executive Council or Staff: A card expressing condolences on behalf of the union will be signed by the National President and sent to the next of kin. A contribution shall be made to the designated charity (if one is identified) in the amount of one hundred dollars (\$100.00). If no charity is specified, the one hundred dollars (\$100.00) contribution shall be made to the United Way in the deceased's home community. In the case of the death of a child or spouse, the President or their designate shall attend the funeral.
- (5) Life member: A card expressing condolences on behalf of the Union will be signed by the National President and sent to the next of kin. If specified by the family, a suitable floral wreath in red and white or a contribution shall be made to the designated charity in the amount of one hundred dollars (\$100.00). The President or their designate shall attend the funeral.
- (6) Honorary member: A card expressing condolences on behalf of the Union will be

signed by the National President and sent to the next of kin. A contribution shall be made to the designated charity (if one is identified) in the amount of one hundred dollars (\$100.00). If no charity is specified, the one hundred dollars (\$100.00) contribution shall be made to the United Way in the deceased's home community.

- (7) Local Union Officer: A card expressing condolences on behalf of the Union will be signed by the National President and sent to the next of kin. A contribution shall be made to the designated charity (if one is identified) in the amount of one hundred dollars (\$100.00). If no charity is specified, the one hundred dollars (\$100.00) contribution shall be made to the United Way in the deceased's home community. The Regional Vice President for the region or their designate shall attend the funeral.
- (8) Former Local Officer: A card expressing condolences on behalf of the Union will be signed by the National President and sent to the next of kin.
- (9) Member killed on the job: A card expressing condolences on behalf of the Union will be signed by the National President and sent to the next of kin. If specified by the family, a suitable floral wreath in red and white or a contribution shall be made to the designated charity in the amount of one hundred dollars (\$100.00). The President or their designate shall attend the funeral.
- (10) General: On a case by case basis, the President may decide on an alternate form of acknowledgement other than what is specified above.

### **Communications:**

In order to ensure that UTE can appropriately recognize the death of one of its own, it is essential that the President of UTE be advised as soon as it is known. It will be the responsibility of the President to ensure that the appropriate action happens. It is the responsibility of the Local to let the National Office know of the death of one of its officers or members killed on the job.

It is important to provide the following information to the President as soon as possible:

- The name and position held by the deceased;
- The name and address of the next-of-kin;
- The funeral arrangements including information about the location of the wake and the funeral service; and
- The preference of the deceased or the family of the deceased for charitable contributions.

Adopted December 2003  
Amended June 2004  
Amended July 2005

Amended December 2007

## REGULATION NO. 29 - DONATIONS/SPONSORSHIP GUIDELINES

- (1) Under the line item Donations/Sponsorships:
  - (a) Donations are defined, as monies given which must be helpful to a Community, Organization, Union or Individual;
  - (b) Sponsorships are defined as monies given to activities; teams or individuals where there are promotional aspects for the Union of Taxation Employees.
- (2) Requests for funds will be submitted by the member to their Local, who will then transmit them to their RVP. The RVP will forward the request to the National President with a recommendation. The RVP will forward the request to the National President and the 1<sup>st</sup> National Vice President with a recommendation
- (3) The National President may approve donations/sponsorships up to five hundred dollars (\$500.00) with the agreement of the 1<sup>st</sup> Vice President. In the absence of the National president or 1<sup>st</sup> Vice President, the 2<sup>nd</sup> National Vice President shall be delegated as one of the two approval officers
- (4) All Donations/Sponsorship funds will be approved and expended in the Calendar year.
- (5) The maximum sponsorship per request shall be five hundred dollars (\$500.00) per year except under exceptional circumstances this may be increased by a two-thirds (2/3) vote of Council.
- (6) Every January a complete list of donations/sponsorships will be sent to all Locals. (whom, city and the amount).
- (7) All donations/sponsorships cheques will be made out to the organization, team, and individual etc. for whom the amount was approved.
- (8) a minimum of two thousand dollars (\$2,000.00) of the line item Donations/Sponsorships be allocated to Strike Appeals and Holiday Relief Funds; and
- (9) if less than the \$2,000.00 has been spent or allocated as of December 1<sup>st</sup>, that the balance be available to other types of Donation/Sponsorships at the December Executive Council meeting.

Sections 8 and 9 were adopted in October 2004 and transferred from the Resolution of Record in December 2013.

Adopted June 2003  
Amended September 2009

Amended December 2013  
Amended June 2022

## **REGULATION NO. 30 - MEMBERSHIP APPRECIATION FUND**

### **30.1 POLICY**

UTE will provide a subsidy to Locals who hold a Membership Appreciation Event.

### **30.2 DEFINITION**

- (1) A Membership Appreciation Event is a social gathering that would allow for the interaction of Local Executives and their membership. Examples of this type of event: BBQ, Wine and Cheese, Christmas Party, Dance, etc.....
- (2) Local Annual General Membership meetings, Local General Membership meetings, and any PSAC event will not be subsidised from this fund.

### **30.3 GUIDELINES**

- (1) Locals may request funding to a maximum of **one thousand five hundred dollars (\$1,500.00)** per year.
- (2) To access the subsidy, locals must match dollar for dollar from their own local funds.
- (3) To request funding, Locals must prepare a proposal that shall include the following:
  - (a) type of event;
  - (b) date of event;
  - (c) location of the event;
  - (d) estimate of number of members attending;
  - (e) budget for the event;
  - (f) amount of subsidy requested.
- (4) The Local shall forward their proposal to their RVP, who will forward it on to the President.
- (5) All proposals must be approved by the President and the 1<sup>st</sup> National Vice-President before the event occurs.
- (6) Within thirty days of the event, the Local(s) shall provide a report to the President on how well the event went and an accounting of all monies spent, including copies of receipts. The subsidy will then be sent to the Local.

Adopted March 2012  
Amended December 2012  
Amended July 2021

## **REGULATION NO. 31 - GUIDELINES FOR FUNDING POLITICAL ACTION/CAMPAIGNS**

The Guidelines apply to requests to conduct Political Action or Campaigns submitted by a UTE Local, a Region, Executive Council or the National Office.

### **GUIDELINES:**

- (1) A Local, a Region, Executive Council or the National Office may request funding to conduct a Political Action or Campaign.
- (2) To request funding, a “proposal for funding” shall be submitted. The proposal should include:
  - (a) type of event/campaign;
  - (b) objective of the event/ campaign, including targeted audiences;
  - (c) date/timeline of the event/campaign;
  - (d) location of the event/campaign;
  - (e) estimate of number of members attending, if applicable;
  - (f) budget for the event/campaign should include, but not limited to, costs for travel, translation, loss of salary, per diems, rentals, materials, etc.
  - (g) amount requested;
  - (h) an outline of how the event or campaign is UTE specific;
  - (i) the name and the contact information of 1 (one) direct contact person.
- (3) All proposals must get prior approval by both the President and the 1st Vice-President before the event occurs.
- (4) A Local request shall be forwarded to their RVP, who will forward it to the President and 1<sup>st</sup> Vice-President. All other requests shall be forwarded directly to the President and 1<sup>st</sup> Vice- President.
- (5) An advance may be requested prior to the event taking place. Such requests are subject to approval by both the President and the 1st Vice-President.
- (6) Within thirty days of the event/ campaign, the requester shall provide a report to the President on how well the event/campaign went and an accounting of all monies spent, including receipts for reimbursement.

Adopted June 2016

## **LIFE MEMBERS**

### **Life Members**

Pamela Abbott  
June Atkinson  
Ray Bailey  
Betty Bannon  
Jean Bergeron  
Marcel Bertrand  
Louis Cadieux  
Madeleine Caldwell  
Allan Robert (Bob) Campbell  
Camille Carrier  
Linda Cassidy  
Mike Chiasson  
Godfroy Côté  
François Coulonval  
Jerry Dee  
Arthur Dickinson  
Terry Dupuis  
Donald Ells  
Gerard Ennis  
Gary Esslinger  
Debbie Ferguson  
Cathy Figueira  
Dave Flinn  
Cecil Foley  
Gil Folkedahl  
Jean-Pierre Fraser  
Doug Gaetz  
Madonna Gardiner  
Gérard Genest  
Gord Hawkins

### **Life Members**

Gwen Jackson  
Sabri Khayat  
Denis Lalancette  
Frank Lancaster  
E.C.H. Leslie  
Al Lough  
Kent MacDonald  
Lorne Menzies  
Harold Neun  
Peter Otterdahl  
Fred Perrott  
David Quist  
Clare Scott  
Nick Stein

### **Honorary Members**

Carmen Armstrong  
Ghislaine Audet  
Hélène Gagné  
James Infantino  
Donna Nitz  
Shane O'Brien  
Lina Ruel  
Bob Wallace



Adopted June 1998

Amended September  
2018

Amended December 2018

Amended August 2023

## **APPENDIX " A " - RESOLUTIONS OF RECORD**

### **1. BARGAINING DEMANDS**

**BE IT RESOLVED THAT** resolutions that are specific bargaining demands will not be dealt with at triennial conventions.

Adopted July 1981

### **2. FINANCE COMMITTEE RECOMMENDATIONS AT CONVENTION**

Recommendations arising out of the review of the financial statements:

1. More documentation available to delegates in advance of a Convention as follows:
  - a. statements showing the budget, actual and variance amounts with reasons for the differences;
  - b. list of accounts and groupings that relate to the Financial Statements;
  - c. more analysis such as Grievance and Appeal costs in relation to wages, per diem, transportation; etc.
  - d. more analysis of the overall total travel, hotel, etc. in relation to account groupings.
2. Increase rational for budgetary items (inflation, assumptions).
3. More commentary by the internal auditors.
4. Written policy on reimbursement of expenses.
5. Review of all expense claims paid by at least two elected officials (Vice-president for Finance and the other on a rotating basis).
6. More consistent order re Financial Statements and budget.
7. Regional Conference budget allocation.

Adopted July 1984

Reaffirmed July 1987

### **3. COURTESY TO NON-SMOKERS**

**WHEREAS** an overwhelming majority of evidence indicates that smoke, both second-hand and side-stream, adversely affects non-smoking members; and

**WHEREAS** many members suffer from allergies, bronchitis, asthma and other respiratory ailments, which conditions are aggravated by smoke; and

**WHEREAS** cigarette, cigar and pipe smoke impart an objectionable odour to all materials and substances with which it comes in contact causing increased dry cleaning costs as well as various other inconveniences to non-smokers; and

**WHEREAS** cigarette, cigar and pipe smoke hinders the full participation, in certain activities, of the non-smoking members who represent the majority.

**BE IT RESOLVED THAT** all meetings of the Union including but not limited to: Regional Conferences, Conventions, Union Committee meetings, Executive Council meetings and Presidents' Conferences be designated non-smoking;

**BE IT FURTHER RESOLVED THAT** in order to accommodate smokers appropriate breaks be incorporated; through the planning process, in the aforementioned meetings; conventions and conferences.

Adopted July 1987

### **4. BY-LAWS AND REGULATIONS**

**WHEREAS** all members should be able to rely on the By-Laws and Regulations provided to them in their mother tongue; and

**WHEREAS** there are known discrepancies in the translation of those By-Laws and Regulations; and

**WHEREAS** the National Office is currently reviewing both the English and French editions to identify and correct all discrepancies in translation.

**BE IT RESOLVED THAT** no member should be made to suffer in any way for his reliance on the wording of the By-Laws and Regulations printed in his mother tongue; and

**BE IT FURTHER RESOLVED THAT** once a discrepancy has been identified, that discrepancy shall be corrected to reflect the wording of the original By-Law or Regulation as it was debated and adopted; and

**BE IT FURTHER RESOLVED THAT** the National Office provides the members with notification of both the discrepancy and the corrected wording and that such notification be considered to be binding on all members from the date of that notification.

Adopted September 1988

## **5. FEMALE REPRESENTATION**

**BE IT RESOLVED THAT** each Local take into consideration the representation of its women members in choosing its delegates.

Adopted September 1990

## **6. PRESERVATION OF ENVIRONMENT**

**BE IT RESOLVED THAT** UTE investigate and where possible, adopt policies and practices which would help to curb the destruction of our environment.

Adopted September 1990

## **7. TRANSLATION OF DOCUMENTS**

**BE IT RESOLVED THAT** the President of UTE obtains from PSAC and Revenue Canada, Taxation official responses in both languages to its bilingual requests without the translation having to be done by UTE

Adopted September 1992

## **8. EQUAL OPPORTUNITIES COMMITTEE**

**WHEREAS** the Equal Opportunities Committee is responsible for responding to concerns and addressing needs of women, people of racial and ethnic minorities, people with disabilities, lesbians and gay men, and native people; and

**WHEREAS** the amount of work to be done in these areas is considerable.

**BE IT RESOLVED THAT** the number of members on the Equal Opportunities Committee be increased to at least six and not greater than eight members; and

**BE IT FURTHER RESOLVED THAT** the designated groups be represented on the Committee; and

**BE IT FURTHER RESOLVED THAT** the Equal Opportunities Committee meet as a whole, at least four times a year.

Adopted July 1993

## **9. ACCESSIBILITY AND DISABILITIES**

**WHEREAS** the health and safety of our members concerns all of us;

**WHEREAS** some facilities used for union functions have not been adapted to all our members needs; and

**WHEREAS** the accessibility to organized functions is sometimes restricted to those persons with disabilities.

**BE IT RESOLVED THAT** UTE complete a pre-assessment for accessibility of all facilities and technical aids required prior to the booking of a UTE sponsored event; and

**BE IT FURTHER RESOLVED THAT** the pre-assessment be completed in consultation with the representative for the people with disabilities on the UTE Equal Opportunities Committee.

Adopted July 1996

## **10. MEMBERS WITH DISABILITIES**

**WHEREAS** we are made to feel as if we are imposing ourselves on everyone because of our disabilities, be it diabetic, mobility, sight impaired.

**BE IT RESOLVED THAT** at future conferences and conventions, caucus held for members with disabilities, accommodation must be made in recognition for the need for dietary requirements, medication, mobility assistance, etc. (i.e. diabetics, brain tumour - require medication with or after scheduled meals).

Adopted July 1996

## **11. UTE EQUAL OPPORTUNITIES CONFERENCE**

**WHEREAS** the concept of Equal Opportunities Conferences is to sensitize members and create awareness; and

**WHEREAS** larger Locals have a larger budget to assist their financing to these events.

**BE IT RESOLVED THAT** the Equal Opportunities Committee in consultation with the National President be able to transfer funds from those Locals who do not utilize the full benefit of their financing to another Local.

Adopted July 1996

## **12. MEMBERSHIP SURVEY**

**WHEREAS** the membership wants to be part of the process to make change, and;

**WHEREAS** UTE often requests Local input via bulletins on various issues.

**BE IT RESOLVED THAT** UTE encourage all Locals to contact their members (i.e. Standing Committees, membership meetings, surveys) before replying to an input call.

Adopted July 1996

## **13. SALARY FREEZE FOR OFFICERS ON FULL TIME ASSIGNMENT**

**WHEREAS** the rates of pay of members of the Union of Taxation Employees are frozen; and

**WHEREAS** the Union of Taxation Employees must show a great deal of fairness.

**BE IT RESOLVED THAT** the salary of officers on full-time leave be subjected to the same freeze and that the duration of the freeze be the same as that imposed on members.

Adopted July 1996

## **14. PRESIDENTS CONFERENCE EVALUATION**

**WHEREAS** several persons comment on the way the President's Conference is operating and that such comments could be useful to improve future conferences.

**BE IT RESOLVED THAT** the National President bring to the Executive Council meeting following the President's Conference all evaluations received and that a compilation and/or summary of such be prepared for purposes of analysis by the Executive Council so that all suggested improvements be made, as necessary.

Adopted March 1998

## **15. CRA - EMPLOYMENT EQUITY**

**BE IT RESOLVED** the Employer be held accountable to provide Local Equity Committees a complete and detailed copy of its Employment Equity goals and objectives by December 31, of the year prior to the beginning of the 3 year plan; and

**BE IT FURTHER RESOLVED THAT** the National Executive take whatever action that is necessary to ensure the compliance of this provision.

Adopted July 2002

## **16. CRA - EMPLOYMENT EQUITY**

**BE IT RESOLVED THAT** all levels of the Union acquire from the Employer their employment equity action plans at least three months (3) prior to the initial term of the Employer Employment Equity action plan; and

**BE IT FURTHER RESOLVED THAT** the Union develop a strategy to ensure the Employer institute its employment equity staffing objectives on a timely basis consistent with the employment equity action plan.

Adopted July 2002

## **17. INFORMATION PACKAGE**

**BE IT RESOLVED THAT** UTE create an information package which lists the functions of the Local and the Component; and

**BE IT FURTHER RESOLVED THAT** this information package include the names and contact numbers of the Local executive officers; and

**BE IT FURTHER RESOLVED THAT** this information package be provided to all new members as they join the union.

Adopted July 2002

## **18. INFORMATION PACKAGE**

**BE IT RESOLVED THAT** UTE National Office create an information package that would cover the structure of the Component and it's policies and procedures to help Locals answer questions or handle grievances, staffing complaints, etc. – an all around guide to performing union duties; and

**BE IT RESOLVED THAT** this guide be sent to all Locals by December 2002; and

**BE IT RESOLVED THAT** this guide be updated by the national Office and that amendments be sent to all Locals by September of each year after the first issuance.

Adopted July 2002

## **19. PROTOCOL**

**BE IT RESOLVED THAT** UTE Executive Council develop back to work protocol procedures to be implemented following a strike.

Adopted July 2005

## **20. BARGAINING DEMAND RESOLUTION**

**BE IT RESOLVED THAT** bargaining demands be received and reviewed by the UTE National Bargaining Committee at any time on a continual basis.

Adopted July 2005

## **21. JOINT BARGAINING MEETING**

**BE IT RESOLVED THAT** the UTE ask the PSAC to introduce a schedule of meetings of CRA, PSAC and UTE officials to discuss all of the technical aspects involved in preparing bargaining sessions; and

**BE IT FURTHER RESOLVED THAT** the UTE Executive Council give clear, complete directives as to its expectations and objectives for these meetings; and

**BE IT FURTHER RESOLVED THAT** union representatives attending these preparation meetings and discussions be: the elected member designated by the PSAC connected with the PSAC/CRA bargaining team and, for UTE representatives, the UTE President and the 2<sup>nd</sup> Vice-President.

Adopted July 2005

## **22. PAY AND BENEFITS OF RELOCATING/TRANSFERRING MEMBERS**

**BE IT RESOLVED THAT** UTE take the appropriate steps to ensure the continuation of pay and benefits without disruption for members relocating or transferring within CRA.

Adopted July 2005

## **23. UNION STRUCTURE**

**BE IT RESOLVED THAT** UTE make all necessary representation upon PSAC to have Local 70035 transferred to the PSAC Quebec structure.

Adopted July 2005

## **24. UTE EVENT – UNION LWOP**

**BE IT RESOLVED THAT** UTE pursue negotiations with the Employer to ensure that members continue to receive their pay cheque without "union leave without pay" deductions and the Employer directly invoices UTE for such "union leave without pay".

Adopted July 2008

## **25. NATIONAL POLICY ON LANGUAGE**

**BE IT RESOLVED THAT** UTE develop and adopt a National Policy that UTE does not endorse creation of this National Third Language Directory and that the employer cease making the request for employees.

Adopted September 2006

## **26. AIR CARRIER**

**BE IT RESOLVED THAT** the current UTE policy on flying unionized air carrier be amended to include where a community is not serviced by a unionized air carrier that members flying on union business be allowed to request that the non-unionized carrier be used.

The determination to allow will rest with the National President.

Adopted June 2012



## **Appendix “B” CONVENTION FINANCE COMMITTEE RECOMMENDATIONS OF RECORD**

### **1. Finance Recommendation # 5 from the 2005 Convention**

**BE IT RESOLVED THAT** UTE discontinue the practice of calculating all retroactive cheques for members for union leave without pay, unless requested by the member.

### **2. Finance Recommendation # 7 from the 2008 Convention**

**BE IT RESOLVED THAT** for all conferences, excluding Presidents’ Conference, the organizing Committee shall submit, in writing to the National President, a request for funding. The request shall include:

- a) the date
- b) location
- c) proposed agenda
- d) proposed budget
- e) names of guests that require the spending of UTE funds.