

ONTARIO NURSES' ASSOCIATION

Generic Financial Policies

A Resource for Locals



The Ontario Nurses' Association (ONA) is the union representing 60,000 registered nurses and allied health professionals, and more than 14,000 nursing student affiliates, providing care in hospitals, long-term care facilities, public health, the community, clinics and industry.

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Reference Materials suggested:

- ONA Constitution and Statements of Beliefs
- Service Delivery Manual
- Collective Agreements all sites, Local and Central Portion
- Bargaining Unit Accountabilities, 2012
- *A Guide for Local Executives*
- *A Guide to Election Process at the Local Level*

1. **POLICY MANUAL**

No Local policies can contravene the ONA constitution or ONA provincial policies, including the *Financial Policy Guide*.

Where a change made to the constitution of ONA or ONA provincial policies becomes effective prior to a Local's annual meeting, the change (will or will not) become effective in the Local policies automatically.

All Local and Bargaining Unit positions' accountabilities will be in keeping with the guides and accountability documents provided by the Union.

2.1 **Executive Committee**

The affairs of the Chartered Local Association shall be governed by the Local policies voted on by membership at a Chartered Local Association Meeting and administered by an Executive Committee, which shall be composed of the following:

List of all positions below:

2.2 **Local Coordinator**

Elected by the entire Local – LC will have an additional casting vote.

Note: The Local Coordinator shall be the Senior Executive Officer of the Chartered Local Association and shall act as chairperson of all meetings of the Executive Committee and of the Chartered Local Association.

2.3 **Vice Coordinator**

Elected from amongst the Bargaining Unit Presidents by the Local Executive - no vote as Vice Coordinator but holds one vote as the Bargaining Unit President. If none of the Bargaining Unit President(s) are able and willing to stand for election for this position then the First Vice-Coordinator shall be elected by and from other Local Executive members - Bylaw II - 4(a)

2.4 **Bargaining Unit Presidents**

Elected by the applicable Bargaining Unit – one vote each on the Executive.

2.5 **Site Representative – if applicable**

Elected by the applicable site - The local must have a policy to determine if the position has a vote on the Executive.

Note: Bargaining Units which may have more than one (1) site location may choose to elect one (1) or more site representatives, if allowed by local policy.

2.6 Vice-Presidents – if applicable

Elected by the applicable Bargaining unit - The local must have a policy to determine if the position has a vote on the Executive.

2.7 Secretary

Elected by the entire Local - one vote on the Executive.

2.8 Treasurer

Elected by the entire Local - one vote on the Executive.

Note: In Multi-Bargaining Unit locals one of the Bargaining Unit Presidents other than a Bargaining Unit President who also holds the position of Local Coordinator, may hold the role of treasurer or secretary if determined by local policy.

Note: The secretary and Treasurer may be a combined role if determined by local policy.

3. BARGAINING UNIT COMMITTEES

The work of the Bargaining Unit Leadership is integral in providing service to our members.

Bargaining Unit Leadership Teams: The Bargaining Unit President will chair their respective team.

Note: List each site and all Bargaining Unit's committees below.

3.1 Site # 1 example below

Consists of Bargaining Unit President, site representative, two grievance chairs, two Occupational Health & Safety reps, two Joint Accommodation Committee members, two Hospital Association Committee members, two Human Rights & Equity members (where two persons are listed, it is one person from each site).

3.2 Unit Representatives

An appropriate number of Unit representatives shall be elected by and from the members of the Bargaining Unit to represent members in specific areas or functions of their employer's establishment.

The number and type of unit representatives shall be determined at a meeting of the Bargaining Unit. Each Bargaining Unit will endeavor to have a unit representative for each unit/area.

4. FINANCIAL POLICIES – Local _____

4.1 Banking

- Signing authorities will be (list). A minimum of two(2) signatures must be on all cheques.
- No signing authority will sign a cheque made payable to themselves.
- ONA dues must be deposited in an operating account with chequing capability. The financial institution is _____
- All transactions will be by cheque and/or electronic transaction.
- Minimum Balance of ____ - month will be in the bank at all times.

4.2 Audits

- Audits (at the Local's expense) will be performed yearly and forwarded to the ONA Provincial Office by March 31st of each year. Management letters must be included.
- The Local Coordinator and Treasurer (executive may add more) will make up the audit committee and will be responsible for meeting with the auditor, signing off the audit and reporting to the entire executive the findings at the next meeting.
- The Treasurer will discuss any management letter received from the Local auditor with the Executive at the next Executive meeting.
- The auditor will be approved annually at an Executive meeting (name in policy which one, budget prep, fall etc). The name of the approved auditor will be reflected in the minutes.

4.3 Minutes

- All minutes of the Local must be signed by (list who whether the Local Coordinator and Secretary and approved by the Local Executive, or other people required). These must capture any strategic budgeting changes in the approved financial budget and be attached to the audit.
- Minutes of Local meetings will be made available (insert how and when).

4.4 Expenses

- All expenses not covered by Local Financial Policies/budget require prior approval by the Local Executive. The Executive may approve up to \$ (amount here), for items not in the approved budget. These expenses will be reported to the membership at the next Local membership meeting. Any expenditure over this amount must go to membership for prior approval.
- All paid Union leaves not budgeted for must have prior approval of the Local executive. (State process of how this is done)
- Budgeted Union leave requests will be submitted-**example**-(insert process for requests here for eg -by e-mail to the Secretary-Treasurer as far in advance as possible and leave of absence requests will be sent to the employer by the Secretary-Treasurer if approved in the Local budget. Members must be pre-approved or approved by the Bargaining Unit

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- President prior to submitting to the Secretary-Treasurer. The Secretary-Treasurer will copy the request to the employer, to the member).
- Expense forms are to be submitted within XX days of the expense being incurred, including itemized expenses, type of Union business, claimant's full signature and date the expense incurred. Items claimed must be supported by receipts and where salary replacement is claimed, the TD1 and TD1-ON must be filled out completely prior to reimbursement.
 - In the event of a lost receipt _____(state what happens eg- a handwritten receipt signed by the submitter and another executive member will be accepted).
 - All expense forms must be authorized by the Local Coordinator prior to expenses being paid by the Treasurer.
 - The Treasurer will reimburse members for expenses within XX days of receipt of expense forms.
 - Members will submit all expenses for the fiscal year by (place date) to the Treasurer.
 - The Local will endeavor to pay all outstanding Local and Bargaining Unit expenses from the previous year by (place date) of the following year. The Treasurer will provide the Local auditor with any outstanding expenses.

4.6 Dual Dues

The local portion of dual dues will/or will not be refunded. (All Locals require a policy on this issue)

4.7 Budgeting

By February 10th of each year, the Local Executive must develop a strategic budget for operating and discretionary based on outcomes. The budget must be presented and approved yearly at a Local meeting held by March 31st. The entire Executive should be in attendance for the budget meeting.

The Treasurer shall submit a financial report at each Executive meeting and the Annual General Meeting. The Treasurer will e-mail a monthly financial summary as outlined in the Treasurer's manual to the Local Executive. This includes the Balance Sheet, Income Statement/Comparison, Bank Reconciliation (summary and detailed) and a copy of Bank Statement. The Executive will review these statements monthly. Any financial concerns will be brought to the attention of the Local Executive.

4.8 Local Credit Cards – If Applicable

Local _____ will have one credit card held by the Local Coordinator for approved Local expenses. Credit limit is set at \$ (put amount here)

- There shall be no cash withdrawals made on the Local credit card.
- There will be no personal purchases made on the Local credit card.
- Receipts for credit card purchases must be kept and attached to the billing statements.
- The statement must be reviewed and approved by the Treasurer and the Local Coordinator.

- If a bank should require a security deposit for the limit established on the credit card, monies for such security deposit will be from the discretionary account.
- The Local will set up an automatic payment of the full balance on the card each month with the bank so that the Local suffers no unnecessary interest charges.

4.10 MAST – Meals, Accommodation, Salary, and Travel (Provincial policy must be followed in some cases, SF and provincial meetings)

*Meals –

Breakfast	\$XXXX
Lunch	\$XXXX
Dinner	<u>\$XXXX</u>
TOTAL	\$XXXX per day

*Inclusive/Exclusive of taxes & gratuity

- If a meal is provided for during the meeting, then that amount will be deducted from the day's total.
- Only budgeted meal allowances will be reimbursed.
- A day meeting will have lunch reimbursement only for the approved budgeted meetings.

4.11 Out-of-Town Accommodation

Corporate rate based on double occupancy where possible or more specific if required.

4.12 Salary Replacement – these are suggestions

See approved salary replacement for allowable meetings

Members need to utilize collective agreement language for employer-paid time. Only approved/budgeted Union time will be paid as follows:

- Full-time: Salary only. No reimbursement for benefits or vacation unless otherwise stated in the Collective Agreement.
- Part-time: Salary and percentage in lieu only unless otherwise stated in the Collective Agreement.

Approved paid time in accordance with Local policies and budget will be reimbursed on a day off as follows:

- More than four hours – 7.5 hours reimbursed
Up to four hours – 3.75 hours reimbursed
- Approved paid time may be taken in lieu time as long as there is no additional incurred cost to the Local.
- Part-time members should have percentage in lieu and vacation percentage added. Salaries paid for days off should be paid only for ONA activities, which fall within the policies.

4.13 Travel

- Mileage and parking expenses will be reimbursed for approved meetings with receipts:
 - a) outside a scheduled shift

b) or when a member is required to use a personal vehicle for special events

c) or off-site meetings

When a member is using their own vehicle for approved Union business, they will be reimbursed at a rate of \$ (place amount here) for (state which meetings). (i.e. June PCM and ACC if out of town). If there are any exceptional circumstances, these will be brought to the attention of the Local Executive for consideration. These will be approved on an individual basis.

- Reimbursement will be for the most economical and reasonable mode of transportation, taking into consideration time required for travel and access to transportation.

4.14 Local Administration Costs

4.14.1 Office Supplies

Any supplies must be obtained from the Local office. Equipment purchased by ONA for Local ____ or equipment purchased (for example, **but not limited to** filing cabinets, fax machines, printers and multifunction devices, computers and software) by Local _____ shall be the sole property of ONA Local _____. An inventory of such equipment shall be devised, updated as required, and the Treasurer shall keep a record of equipment with make, model, serial number, type of equipment, bill of sale and who has possession of said property. The ONA member agrees to take responsibility for the safe keeping of the above-stated equipment. Responsibility includes ensuring equipment is in good working order upon returning the above item when the member is no longer in an Local Executive position or committee member role.

4.14.2 Bookkeeper

The Local will have a paid bookkeeper to assist the Treasurer in meeting her accountabilities.

4.14.3 Insurance – if Applicable

The Local will have insurance coverage for office and equipment.

4.14.4 Lease Costs – if Applicable

The Local will pay lease costs for lease of photocopier.

4.14.5 Office – if Applicable

The Local will maintain a Local office for the use by the Local Executive.

4.14.6 Office Assistant ONA Local _____ -- if Applicable

There will be an office assistant for a minimum of # days per week.

4.15 Communication Costs

4.15.1 Telephones

- List who is covered

4.15.2 Internet Costs – if Applicable

- Local Coordinator and Treasurer are reimbursed for internet by ONA central up to \$60.00 per month.
- List all other executive members and the amounts that may be claimed

4.16 Salary Replacement

Will be approved for the following positions:

Note: Executive members will be expected to flex hours depending on membership needs (i.e. evening meetings etc.) -**list all executive positions examples below:**

- Local Coordinator – 7.5 hours x # days
- Treasurer-Secretary – 7.5 hours x # days
- Bargaining Unit President #1 -7.5 hours X #

4.17 Allowable Meetings

4.17.1 Biennial Convention – Example Below (be specific)

MAST for the voting and alternate voting delegate according to the Constitution 6:13. Where finances permit, more Executive members may attend.

4.17.2 JBOS/Joint Sector/Sector Meeting – Example Below (be specific)

MAST for the Local Coordinator (salary included in days already allocated) and

- Bargaining Unit Site #1 – four members
- Bargaining Unit Site #2 – two members
- Bargaining Unit Site #3 – one member

4.17.3 Area Co-coordinators Conference – Example Below (be specific)

MAST for the Local Coordinator to attend. To be offered on a rotational basis to the remainder of the Local Executive. Accommodation allowable for out-of-town ACCs. Where finances permit, more members may attend.

4.17.4 Provincial Co-coordinators Meeting – Example (be specific)

MAST for the Local Coordinator to attend. Where finances permit, more members may attend.

4.17.5 Hospital-Association

Committee salary replaced by employer as per Collective Agreement.

4.17.6 Professional Development Committee

Salary replacement will be reimbursed by the employer as per the collective agreement.

4.17.7 Grievances

Committee salary replacement by the employer as per the collective agreement.

4.17.8 Negotiations Committee – Example (see below - be specific for each site, check each Bargaining Unit collective agreement)

Bargaining Unit #1 -two members in addition to the Bargaining Unit President.

4 hours paid prep time per member will be allowable.

Negotiations will be reimbursed by the employer as per the collective agreement. The Bargaining Unit President will notify the Local Executive of any days requiring Union reimbursement above the budgeted amount. Otherwise, reimbursement will be for budgeted meals and salary only.

4.17.9 Arbitration

The Grievance Chair and the Bargaining Unit President (when necessary to attend) will be reimbursed for meals, parking and salary when attending arbitration hearings/prep.

Need a policy to address what expenses will be reimbursed including salary to be reimbursed to a member/grievor to attend only if they incur lost wages.

4.17.10 Committee/Unit Rep Meetings

\$(insert amount) has been allocated for recognition of committee and unit reps.

4.17.11 Local Executive Meetings

The Local Executive will be funded for meals, salary and parking, where applicable:

4.17.12 Bargaining Unit General Meetings

Will be held at least two times per year.

4.17.13 Local General Meetings

Will be held at least two times per year.

4.18 Education

The Local Executive will develop and approve an education plan, taking into consideration the varied needs of the Bargaining Units. This will be re-evaluated at a fall Executive meeting.

4.19 Nurses Week/Allied Health Week

The Local Executive will determine the events in accordance with the budget, taking into consideration the needs of the various Bargaining Units.

4.20 Honoraria

The following honoraria will be paid how (for example biannually in June and November of each year). Any positions filled for a partial year will be pro rated **(be specific for each position and list as example below)**

- Local Coordinator/Bargaining Unit President - \$ amount
- Bargaining Unit President #1 - \$ amount
- Bargaining Unit President #2 - \$ amount
- Bargaining Unit President #3- \$ amount

- Bargaining Unit President #4- \$ amount
- Site rep - \$ amount
- VP - \$ amount
- Secretary - \$ amount
- Treasurer - \$ amount

State whether there will or will not be no pyramiding of honorarias.

4.21 Bargaining Unit Allowance will be utilized for:

4.22 Northern Allowance will be utilized for:

4.23 Local Levy/Discretionary

Local Levy/Discretionary account is \$amount per month and to be used for

_____. The budget will reflect these decisions.

Local Election Policies - Guide to the Election Process at the Local and Bargaining Unit Levels

1. Each Local must have Election Policies, in accordance with ONA's Constitution, approved by membership at a Local meeting prior to the elections being called.

Local Election Committee

2. Each Chartered Local Association **shall elect** a Local Election Committee of **XX** members. **(please list how many members for your specific local - note must be three or more members)** (*By-Law V #4*).

The local will appoint a Bargaining Unit Election Committee(s) from the membership of the **(please list applicable Bargaining Unit(s) to whom it may delegate responsibility for developing and/or enforcing guidelines for the applicable Bargaining Unit)** (*By-Law V #4*).

The local must have a policy when having elections for certain positions on alternate years, listing the positions and bargaining units.

A Local may choose to hold elections for the office of Local Coordinator and half the Bargaining Unit Presidents in alternate years to the elections of Treasurer, Secretary and the other half of the Bargaining Units (*By-Law V – #14*).

Nominations

3. The call for nominations for all positions to be elected takes place at least 45 days prior to an election and must be posted **(describe the locations and**

methods for the posting of such notices and may include the ONA Bulletin Board, e-mail and local website.) The call for nominations must include the time and date by which all nominations must be received and also indicate who on the Election Team the nomination forms must be sent to.

Scrutineers

12. The Election Committee appoints two members of the Local per polling station to act as scrutineers (*By-Law V #11*). **(Note: some locals may have policy that addresses payment to these members is an allowable expense).**

Voting Procedure

14. **(If distance is an issue must have a local policy).**
Where a member works at a bargaining unit site, branch or location that is more than 80 kms (one way) from the location where the vote is to take place, a mail-in secret ballot vote may be conducted (*By-Law V #9*).

Communicating Election Results

20. The results of an election are communicated to the candidates and the Election Committee as soon as practical after the count is completed by the scrutineers (*By-Law V #12*). A candidate must provide the Election Committee with a contact number. **Local Election Policy is to identify the method of communication to the candidates.**
21. **Local Election Policy must stipulate timeline and method for communicating election results to general membership, including posting prominently in the relevant workplaces (*By-Law V #12*).** Employers should be notified in writing of the names of the successful candidates following an election by the Chartered Local Association.

Vacancies

Locals will develop a Local Policy outlining the process for selection of interested candidates for the unexpired term. Such a policy will include the following steps to be taken:

- (i) To ascertain which members may be interested in such appointment(s), the Local Coordinator (or designate) will post a notice for **a designated length of time (e.g. 5 days)** indicating the position(s) that are available and outlining the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc). If the vacancy is for a Bargaining Unit President, then the notice will only be posted in the applicable bargaining unit.

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- (ii) Once expressions of interest have been received, the Local Executive Committee shall meet and decide upon which interested member(s) shall be selected to fill the unexpired term. If there is more than one interested member for a vacant position, a vote amongst the Local Executive Committee will be held to make this determination. Candidates for the vacant position will be provided an opportunity to address the Executive Committee at a meeting (at their own expense) for a specific amount of time as determined by the Executive Committee. The Executive Committee will determine if they will meet with the candidates in person or via teleconference. If a candidate cannot attend the Executive Committee meeting she/he may choose to send a letter to be read.
 - (iii) After the Local Executive Committee meeting the interested member(s) shall be informed of the decision by the Local Coordinator. A notice will also be posted throughout the Local.
 - (iv) Employers should be notified in writing of the name(s) of the member(s) selected to fill the unexpired term. Any resulting changes on the executive listing must be forwarded to the Dues and Membership Services Team by the Chartered Local Association.

30. Mail-in Ballots -if required

Where mail-in ballots are allowed, the following procedure should take place and be included in the Locals Election Policies

- 1. The member must notify the Elections Committee that they wish to exercise their right to a mail-in ballot.**
- 2. If it is determined that the member qualifies then they will be provided with the following package;**
 - a blank ballot on which the member writes the name of the candidate of her/his choice**
 - an unmarked inner envelope**
 - an outer envelope identifying the member and her/his ONA identification number**
 - a return envelope**
 - an instruction flyer**
- 3. The completed ballot will be returned to the designated person on the Elections Committee. The unmarked inner envelope will be placed in the ballot box for counting with the other ballots.**