

# **REGULATIONS**

**2018 - 2020**

## INDEX

|   |           |
|---|-----------|
| <b>REGULATIONS.....</b>   | <b>37</b> |
| UNION OF SAFETY AND JUSTICE EMPLOYEES<br>PSAC .....                 | 37        |
| <b>REGULATION NO. 1.....</b>  | <b>37</b> |
| CHARTERS .....  | 37        |
| <b>REGULATION NO. 2.....</b>  | <b>38</b> |
| HONOURARY MEMBERSHIP .....  | 38        |
| <b>REGULATION NO. 3.....</b>  | <b>40</b> |
| EXEMPLARY SERVICE AWARD .....                                       | 40        |
| <b>REGULATION NO. 4.....</b>  | <b>41</b> |
| ORGANIZATION OF LOCALS .....  | 41        |
| <b>REGULATION NO. 5.....</b>  | <b>43</b> |
| ELECTION OF NATIONAL EXECUTIVE MEMBERS<br>BETWEEN CONVENTIONS ..... | 43        |
| <b>REGULATION NO. 6.....</b>  | <b>44</b> |
| REGIONAL CONFERENCES .....  | 44        |
| <b>REGULATION NO. 7.....</b>  | <b>46</b> |

|   |           |
|---|-----------|
| COLLECTIVE BARGAINING .....   | 46        |
| <b>REGULATION NO. 8.....</b>  | <b>49</b> |
| PAYMENT OF EXPENSE CLAIMS, COMPENSATION<br>AND PUBLIC RELATIONS EXPENSE REGULATION<br>..... | 49        |
| <b>REGULATION NO. 9.....</b>  | <b>56</b> |
| APPROPRIATE USE OF ASSETS AND FUNDS<br>MAINTAINED BY LOCALS .....                           | 56        |
| <b>REGULATION NO. 10.....</b>   | <b>57</b> |
| REGULATION GOVERNING THE RELOCATION OF<br>THE NATIONAL PRESIDENT .....                      | 57        |
| <b>REGULATION NO. 11.....</b>   | <b>59</b> |
| REGULATION GOVERNING THE PAY AND<br>BENEFITS FOR THE NATIONAL PRESIDENT .....               | 59        |

## **REGULATIONS**

### **UNION OF SAFETY AND JUSTICE EMPLOYEES PSAC**

By-law 6, Section 9 (a) of the USJE Bylaws states:

"The National Executive shall have the power to make such regulations as are necessary for the proper conduct of the business of the USJE."

The National Executive of the USJE establishes the following Regulations as provided for by these Bylaws and reproduces these Regulations for distribution to the membership of the USJE.

These Regulations set aside any previous Regulations and are subject to amendment by a two-thirds' majority vote of the National Executive.

Enacted November 14, 1999  
Amended September 28, 2005

## **REGULATION NO. 1**

### **CHARTERS**

#### Section 1 - Objective

Each Local shall be provided with a charter indicating its affiliation with the USJE.

### Section 2 - Presentation

Charters shall be issued at the founding of a Local on the rolls of the USJE.

### Section 3 - Lost or Destroyed Charters

At the request of a Local, the National Executive may authorize the reissuing of a charter due to its loss or destruction.

Enacted September 22, 1981  
Approved as amended January 23, 1991  
Approved as amended August 3, 1995  
Approved as amended September 28, 2005

## **REGULATION NO. 2**

### **HONOURARY MEMBERSHIP**

#### Section 1 – Objective

This Regulation is in accordance with Bylaw 3, Section 3.

#### Section 2 - Description

Honourary Membership is the highest honour the USJE can bestow.

#### Section 3 - Criteria

To be eligible for Honourary Membership, an individual must have:

- (a) been a member in good standing of the USJE for a period of at least eight (8) years; and
- (b) made an outstanding contribution to the welfare of the membership of USJE for a total of at least five (5) years; or
- (c) performed exemplary service to USJE.

#### Section 4 - Nominators

Proposals for Honourary Membership may be sponsored by a Local or by a National Officer and there shall be no limitation on the number of such memberships that may be awarded. Nominations shall be sent in writing to the National Office.

#### Section 5 - Decision

The vote of the National Executive shall be by secret ballot.

#### Section 6 - Certificates and Plaques

Honourary Members shall receive a certificate and an engraved plaque as well as a lapel pin which shall have the USJE logo and the words "Honourary Member" inscribed upon it. Additionally, their names will be inscribed on the Honourary Membership plaque of USJE.

Enacted August 19, 1986  
Approved as amended January 23, 1991  
Approved as amended August 3, 1995  
Approved as amended November 14, 1999  
Approved as amended September 28, 2005

## **REGULATION NO. 3**

### **EXEMPLARY SERVICE AWARD**

#### Section 1 - Objective

The Exemplary Service Award permits Locals to recognize members who have provided outstanding contributions to the well-being of their Local or region. A member may receive only one such award.

#### Section 2 - Criteria

- (a) Locals may receive nominations in the form of a motion passed at a general membership meeting. Nominators shall be permitted an opportunity to speak on the merits of the member so nominated. Approval of such a nomination shall require a two-thirds' majority vote by secret ballot of those members in attendance.
- (b) The Local shall notify the Director of Finance and Administration in writing of the decision to bestow an Exemplary Service Award. A short explanation of the type of service rendered including the length of time such service was provided shall also be included.
- (c) The Director of Finance and Administration, upon receipt of the information as provided in paragraph (b), shall add the recipient's name to the Exemplary Service Award plaque in the National Office.

- (d) The Director of Finance and Administration shall forward to the recipient an Exemplary Service lapel pin bearing the USJE logo.

Enacted August 19, 1986  
Approved as amended January 23, 1991  
Approved as amended August 3, 1995  
Approved as amended November 14, 1999  
Approved as amended September 28, 2005

## **REGULATION NO. 4**

### **ORGANIZATION OF LOCALS**

#### Section 1 - Objective

In accordance with Bylaw 7, the purpose of this Regulation is to provide for the organization of Locals.

The National Executive shall organize Locals to ensure:

- (a) that Locals are viable; and
- (b) that the best interests of the USJE membership are met.

In the event that one or more members are combined with another group of members, the Regional Vice-President previously responsible for the largest group of members shall represent the combined group.

#### Section 2 – Organizational Changes



- (a) The Organization of Locals Committee will review written proposals regarding organizational changes from members, Locals, members of the National Executive or the National Office.
- (b) Proposals may include a merger of Locals, a formation of a section of an existing Local or the formation of a new Local.
- (c) Documentation supporting the organizational change must contain:
  - (i) a complete rationale;
  - (ii) applicable dues rate; and
  - (iii) full details of the transfer of all assets and liabilities.
- (d) The Organization of Locals Committee shall report to the National Executive its recommendations on all proposals submitted.

Enacted September 19, 1988  
Approved as amended August 3, 1995  
Approved as amended November 14, 1999  
Approved as amended September 28, 2005

## **REGULATION NO. 5**

### **ELECTION OF NATIONAL EXECUTIVE MEMBERS BETWEEN CONVENTIONS**

#### Section 1 - Objective

In accordance with Bylaw 9, Section 8, this Regulation is to provide for the filling of vacant positions of Regional Vice-President and Alternate Regional Vice-President between Conventions.

#### Section 2 - Administration

- (a) Where there is an election required, the National President shall notify in writing all Locals in the region advising them of the vacancy and the time, date and place of the election.
- (b) The notice shall advise each Local of the procedure to be followed in filling the vacancy and the number of delegates to which it is entitled. The PSAC membership printout available at the time of the notice will be used to determine Local membership populations.
- (c) Only delegates will be entitled to vote and to stand for the vacant office.
- (d) The cost of such elections shall be assumed by the National Headquarters.

- (e) The chair of the meeting shall immediately communicate the results of the election to the National President.

Enacted August 19, 1986  
Approved January 23, 1991  
Approved as amended August 3, 1995  
Approved as amended November 14, 1999  
Approved as amended September 28, 2005  
Approved as amended February 8, 2006

## **REGULATION NO. 6**

### **REGIONAL CONFERENCES**

#### Section 1 - Objective

In accordance with Bylaw 13, Section 9, Regional Conferences are held to:

- (a) improve communication within USJE;
- (b) promote participation of the membership in the union;
- (c) provide education; and
- (d) discuss matters of particular interest to members in the region.

## Section 2 - Establishment and Funding

- (a) The duration, place and date of these conferences shall be decided by the National Executive, but at no time shall a regional conference be held for less than a day or more than three days.
- (b) The cost of such conferences shall be assumed by the National Headquarters.
- (c) Between Triennial Conventions there will be one round of Regional Conferences taking place in the following regions: Atlantic; Quebec; Ontario; Prairies, Northwest Territories and Nunavut; British Columbia and Yukon.

## Section 3 - Selection of Participants

- (a) Each Local and Section shall be notified of its entitlement to send one participant when there are five or more but less than 150 members and one additional participant for each additional 250 members or fraction thereof.
- (b) The PSAC computer printout available at the time of notice shall be used to determine participant entitlement.
- (c) Regional Vice-Presidents of the region where the Regional Conference is being held also shall be participants.

Enacted on August 19, 1986  
Approved as amended January 23, 1991  
Approved as amended August 3, 1995  
Approved as amended November 14, 1999  
Approved as amended September 28, 2005

**REGULATION NO. 7**  
**COLLECTIVE BARGAINING**

Section 1 - Application

This Regulation applies only to bargaining units for which the Treasury Board is the employer.

Section 2 - Objective

This Regulation provides direction on:

- (1) submission of USJE's bargaining proposals;
- (2) prioritization of those proposals; and
- (3) selection of USJE representatives to the PSAC Regional Bargaining Conferences.

Section 3 - Procedure

**(a) Notification**

Upon notification by the PSAC of an input call, the National President shall initiate the following procedures.

**(b) USJE Input Call**

Each Local Standing Bargaining Proposal committee shall be provided with a copy of the PSAC program of demands along with a covering letter giving the deadline for submission of bargaining demands and the location, date and time of a USJE Regional Bargaining Committee Meeting.

**(c) Bargaining Demands**

Each committee shall review the PSAC program of demands; membership experiences with existing contract language; bargaining proposals submitted by members; and then determine the demands to be put forward to the National Office. Each proposal shall include a complete rationale and shall deal with a single topic.

**(d) Consolidation of Regional Demands**

- (i)** for the purpose of this Regulation, the five regions shall be: Atlantic; Quebec; Ontario; Prairies, Northwest Territories and Nunavut; and British Columbia and Yukon.
- (ii)** following the deadline date, the National Office shall consolidate the bargaining demands received and provide a copy of their region's demands to the Locals, Sections and delegates.

**(e) USJE Regional Bargaining Committees**

**(i) Expenses**

The expenses of Local and Section delegates shall be the responsibility of the sponsoring Local or Section. National Executive Officers shall have their expenses paid by the National Office of USJE and shall be considered as delegates within their own respective bargaining units.

**(ii) Minimum Requirements**

USJE Regional Bargaining Committee shall be conducted in the region when there are more than five delegates registered to attend prior to the deadline for receipt of applications. In the event that a USJE Regional Bargaining Committee is not held, any bargaining demands received from that region will be forwarded to the USJE National Bargaining Committee for consideration.

**(iii) Regional Bargaining Committee**

The Regional Bargaining Committee shall select and prioritize bargaining proposals and shall elect delegates and alternates to the Alliance Regional Bargaining conference.

**(iv) Regional Demands Report**

Following the meeting, the Chairs of the Regional Bargaining Committee shall prepare a report of the deliberations to be distributed to each Local and Section that submitted bargaining demands and to each delegate from that Region.

**(f) USJE National Bargaining Committee**

Upon receipt of the Regional Bargaining Committee reports at National Headquarters, a National USJE Bargaining Committee shall meet to examine the bargaining proposals

submitted from each Regional Bargaining Conference to establish and prioritize the USJE bargaining proposals.

**(g) Distribution of USJE Proposals**

The National Office shall distribute to all Locals and Sections the USJE bargaining proposals and the names of the USJE delegates and alternates to the PSAC Regional Bargaining Conferences.

Enacted August 19, 1986  
Amended January 23, 1991  
Amended February 27, 1996  
Amended October 3, 2002  
Amended February 8, 2006

**REGULATION NO. 8**

**PAYMENT OF EXPENSE CLAIMS, COMPENSATION AND  
PUBLIC RELATIONS EXPENSE REGULATION**

Section 1 - Objective

The objective of this Regulation is to set guidelines describing the rules, standards and procedures which will provide for the compensation of costs while on authorized business of the USJE and will apply to members and other persons so determined by the Director of Finance and Administration.

Section 2 - Headquarters Area

The headquarters area is the locality in which the person normally works and is defined by the Director of Finance and Administration.



### Section 3 - Authority to Claim

- (a) All expense claims are subject to the approval of the Director of Finance and Administration.
- (b) Reimbursement of salary, overnight accommodation charges, meals, transportation costs in excess of \$500.00 (round trip) shall require the prior approval of the Director of Finance and Administration.

### Section 4 - Claim Procedures

- (a) Expenses shall be claimed in accordance with procedures prescribed by the Director of Finance and Administration.
- (b) Claims not submitted within 60 days of the final day of the event may be determined by the Director of Finance and Administration as no longer being valid.

### Section 5 - Requirement for Receipts

Any claim shall require a receipt or similar document to verify such expenditure except where the Regulation specifies otherwise or where receipts are not normally provided.

### Section 6 - Advance Against Claim

In certain circumstances advance cheques may be given provided the claimant has no other outstanding advances for which a claim has not been finalized.

### Section 7 - Private Motor Vehicle (PMV)

Members authorized to travel by using their PMV on behalf of USJE shall be compensated at one cent above the highest kilometeric rate set by the Treasury Board Travel Directive.

### Section 8 - Long Distance Travel by PMV

Methods of transportation are usually determined by taking into account economy and speed. If a person authorized to travel elects to use her/his PMV instead of authorized air travel, the claimant shall be compensated at the applicable kilometeric rate. Such amount, however, shall not exceed the total cost of air fare and landing taxes of air transportation as determined by the Director of Finance and Administration. The amount of compensation, accommodation, meal and incidental expenses claimed shall be no more than would have been claimed if air transportation had been used. Parking charges shall be reimbursed.

### Section 9 - Use of PMV or Public Transportation in Headquarter Areas

Members authorized by the Director of Finance and Administration to attend meetings such as Regional Conferences, National Local Presidents' Meeting etc. on behalf of USJE and who are not provided with accommodation shall be provided with an allowance of \$15.00 per day or the applicable kilometeric rate, whichever is greater, for the use of their PMV or public transportation.

### Section 10 - Accommodation

- (a) Hotel accommodation shall be authorized based on the need for the claimant to travel more than 25 miles (42 K) from her/his place of residence to the meeting place if the meeting is of more than one day's duration.
- (b) Room accommodation shall be available on the night of a USJE sanctioned social function.
- (c) The Director of Finance and Administration may authorize a person to reside in private non-commercial accommodation. A daily allowance for such accommodation is \$50.00.

### Section 11 - Meals and Incidental Expenses

When a person is authorized to be on USJE business during a meal period she/he shall be eligible to be compensated as follows:

|              | <b>2018</b>     | <b>2019</b>     | <b>2020</b>     |
|--------------|-----------------|-----------------|-----------------|
| Breakfast    | \$24.00         | \$24.50         | \$25.00         |
| Lunch        | \$27.00         | \$27.50         | \$28.00         |
| Dinner       | \$50.00         | \$51.00         | \$52.00         |
| <b>Total</b> | <b>\$101.00</b> | <b>\$103.00</b> | <b>\$105.00</b> |

While travelling within Northwest Territories or Nunavut on approved travel status, Treasury Board (TB) rates will apply.

No charges shall be claimed by individuals for meals that are provided without charge.

### Section 12 - Incidental Allowances

- (a) There shall be an allowance for incidental expenses such as tips, gratuities, laundry, dry cleaning, depreciation of luggage and other personal supplies and services. The incidental allowance shall be paid for each day where overnight accommodation is required, including the first and last day of travel. The allowance shall be \$20.00 per day, effective January 1, 2006.

#### Incidental Allowances (cont'd)

- (b) In order to provide a degree of equality, an allowance equal to the lunch and dinner rate shall be paid to members when USJE or PSAC Conventions, the National Executive meeting, Regional Conferences or National Local Presidents' meetings take place in their headquarters area. The Director of Finance and Administration may authorize the payment of this allowance for other events.

#### Section 13 - Meals in Headquarters Area

The actual cost of meals (including gratuity) taken in the claimant's headquarters area may be reimbursed upon the provision of a receipt and a description of the circumstances that prevented the claimant from taking their normal meal break.

#### Section 14 - Compensation

- (a) Members of USJE shall receive an amount of money equal to their daily rate of pay for each day on which they work or travel on authorized business of the USJE. This amount does not include bilingual bonus or Penological Factor Allowance, nor does it provide for overtime rates or shift premiums.

- (b) In circumstances where a person is on USJE business but also continues to be considered "on duty" by his/her employer, no compensation shall be paid by this Union.
- (c) Compensation shall be paid in half day increments, except for a day of travel required on a normal day of rest. In this instance, a full day's compensation shall be paid.
- (d) Compensation will not be paid for union activity after the regular work day i.e. evening meeting. Compensation may be claimed if an individual is authorized to perform work on behalf of USJE on his/her rest day.

#### Section 15 - Family Care

Members who have to make other-than-normal arrangements for the care of a family member in order to attend an authorized function may be reimbursed to a maximum of:

- (i) \$50.00 per day for the first child or family member and \$25.00 for each additional child or family member; and
- (ii) \$30.00 per night for each family member requiring overnight care.

On-site Child Care shall be provided by USJE for delegates attending conferences and conventions.

#### Section 16 - National Executive Expenses

- (a) Administrative Expenses

All members of the National Executive shall be reimbursed for reasonable expenses incurred by them in the performance of their duties as National Officers of the USJE.

(b) Public Relations Expenses

- (i) A National Officer may expend funds on behalf of the USJE and its membership such as buying a meal, making a contribution, taking out an advertisement in community newspaper and many other similar situations.
- (ii) Expenditures of over \$200.00 shall require prior approval by the Director of Finance and Administration.
- (iii) The maximum annual Public Relation expenses are as follows:

|                    |            |
|--------------------|------------|
| National Office    | \$2,000.00 |
| National President | \$2,000.00 |
| National Executive | \$1,000.00 |

These amounts are not in addition to, but form part of the regular National Office, National President and Regional Vice-President budgets respectively.

Enacted November 1, 1987  
Approved as amended January 23, 1991  
Approved as amended September 24, 1994  
Approved as amended August 3, 1995  
Approved as amended October 1, 1996  
Approved as amended November 14, 1999  
Approved as amended October 3, 2002  
Approved as amended September 28, 2005

Approved as amended February 8, 2006  
Amended September 25, 2006  
Amended February 19, 2007  
Amended October 1, 2008  
Amended February 23, 2010  
Amended July 27, 2010  
Amended September 22, 2010  
Amended July 15, 2011  
Amended July, 2014  
Amended September, 2014  
Amended July, 2017

## **REGULATION NO. 9**

### **APPROPRIATE USE OF ASSETS AND FUNDS MAINTAINED BY LOCALS**

#### Section 1 - Objective

The objective of this Regulation is to protect the assets and funds maintained on behalf of Local USJE members.

#### Section 2 - Responsibility of the National President

- (a) The National President shall have the authority to freeze and seize the assets and funds maintained on behalf of Local USJE members while a potential or actual raid or decertification is underway.
- (b) A Local that attempts to circumvent any actions arising from this Regulation may be placed in trusteeship at the discretion of the National President who will appoint a trustee to manage the affairs of the Local.

- (c) Actions taken under this Regulation shall be reported to all meetings of the National Executive and may be rescinded by the National Executive.

Section 3 - Funding Legitimate Local Activities

- (a) During the period that Local funds and assets are frozen or seized under the authority of this Regulation, funds will be made available for legitimate local activities approved by the Regional Vice-President, the Local Trustee or the National President.
- (b) Any funds advanced to a Local under this Regulation shall be recouped from the Local.

Enacted June 2, 2000  
Approved as Amended February 8, 2006

**REGULATION NO. 10**

**REGULATION GOVERNING THE RELOCATION OF THE  
NATIONAL PRESIDENT**

Section 1 - Objective

The purpose of this Regulation is to govern the relocation expenses of the National President in accordance with Bylaw 6, Section 5.

Section 2 - Relocation

Subject to Section 3, upon assuming or leaving office, the National President shall be eligible for reimbursement of



reasonable and actual expenses in accordance with the USJE Relocation Directive.

### Section 3 – Exceptions

When a National President leaves office for any reason except misconduct, he/she will be eligible for relocation expenses provided that he/she:

- (a) was residing outside the National Capital Region upon assuming office;
- (b) does not resign during a first term of office for other than exceptional personal circumstances as determined by the National Executive;
- (c) relocates within three years of leaving office; and,
- (d) does not incur expenses exceeding an amount equal to the relocation expenses from the NCR to her/his former place of residence.

### Section 4 – Death

If the person to whom this Regulation applies dies, her/his spouse and dependants shall be entitled to relocation expenses as outlined in this Regulation.

Enacted October 3, 2002  
Amended February 8, 2006  
Amended February 19, 2007

## **REGULATION NO. 11**

### **REGULATION GOVERNING THE PAY AND BENEFITS FOR THE NATIONAL PRESIDENT**

#### Section 1 - Objective

The purpose of this Regulation is to govern the pay and benefits for the National President.

#### Section 2 - Pay

The pay of the National President shall be in accordance with the classification level of the position. Increases in pay shall be equal to the percentage increase negotiated between the PSAC and AEU.

#### Section 3 - Benefits

Benefits for the National President shall be in accordance with PSAC Regulation 17.

Enacted October 3, 2002  
Amended September 29, 2005  
Amended February 8, 2006