



POLICY GUIDE TO SUPPORT THE FSSS UNIONS

**Implementation Guide
for the FSSS unions**

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GENERAL RULES AND DEADLINES FOR EXPENSE REPORTS

RULES

All claims must be accompanied by a proof of union leave and, for expense and wage reimbursements, applicable supporting documentation. All union support policies and claim forms can be found on the FSSS website: <http://www.fsss.qc.ca/documents/#administration>.

DEADLINE

Expense claims must be submitted within three months of the activity. They will be denied otherwise. As for wage reimbursement, all claims received more than six months after the period for which reimbursement is sought will be automatically denied.

If expenses incurred prior to the end of the FSSS fiscal year are submitted more than one month after the end of the fiscal year, amounts reimbursed will be applied to the current year's budget. The FSSS fiscal year runs for three years, which for the current fiscal year is March 1, 2021, to February 28, 2024.

1. TRAINING SESSIONS OFFERED BY THE FSSS TRAINING DEPARTMENT

For an activist who participates in a training session offered by the FSSS Training Department, the Federation reimburses the union a lump sum of \$150 per day. This amount includes the activist's wage and expenses. **A virtual platform can be privileged during a training that brings together activists from several regions to maximize the number of participants and thus allow the training to be held.** If the training is provided in the union's region, but more than 100 kilometres from the participant's residence, the Federation will reimburse the mileage in addition to the lump sum, according to the policy and the rates in effect at the CSN.

- *Litigation I and Litigation II*

Reimbursement is made according to the following rule, for a maximum of five union executive officers, with preference given to those responsible for litigation:

- For unions representing 0 to 500 members: two officers;
- For unions representing between 501 and 1500 members: three officers;
- For unions representing between 1501 and 2500 members: four officers;
- For unions representing more than 2500 members: five officers.

- *Union Leadership*

Reimbursement is made according to the following rule, for a maximum of five union executive officers:

- For unions representing 0 to 500 members: two officers;
- For unions representing between 501 and 1500 members: three officers;
- For unions representing 1501 to 2500 members: four officers;
- For unions representing more than 2500 members: five officers.

- *Consolidated Negotiation (Private Sectors)*

Reimbursement is limited to one steward per site.

- *Delegates from Childcare Centre, CHP, pre-hospital*

Reimbursement is limited to one steward per facility, barracks or institution.

- *Site Stewards - Public Sector*

The reimbursement is made according to the following rule:

For unions representing 0 to 500 members: two activists

For unions representing 501 to 1,000 members: four activists

For unions representing 1,001 to 1,500 members: six activists

For unions representing 1,501 to 2,000 members: eight activists

For unions representing 2,001 to 2,500 members: ten activists

For unions representing 2,501 to 3,000 members: twelve activists

For unions representing 3,001 to 3,500 members: fourteen activists

For unions representing 3,501 to 4,000 members: sixteen activists

For unions representing 4,001 to 4,500 members: eighteen activists

For unions representing 4,501 to 5,000 members: twenty activists

Procedure to follow to be reimbursed (training sessions)

The instructor is responsible for the attendee list preparation to be signed, the on-site distribution of the claim forms to the participants and the retrieval of the completed and signed forms at the end of the training session.

Each participant in the training must:

- ✓ Sign the attendance sheet each training day;
- ✓ Fill out the FSSS claim form clearly and in block letters, ensuring that his/her name and contact information as well as the number, name and address of his/her union are indicated;
- ✓ Sign the claim form;
- ✓ Attach a completed and signed proof of leave or replacement for each day claimed;
- ✓ Hand everything over to the person in charge of the training on site who will forward all documents to the FSSS training department.

2. CONSOLIDATING SESSION

To help unions facing internal crises and problems in union activities, a consolidation session can be set up. The costs incurred are shared between the CSN (via the strike fund), the FSSS and the union.

Within the limits of the budget allocated for each of the sessions set up, the expenses eligible for reimbursement are:

- Actual lost wages;
- Rooms and documents required for the session;
- Accommodation and travel expenses according to the scales in effect at the CSN (parking and taxi expenses are not reimbursed);
- Childcare expenses are reimbursed according to the scales in effect at the CSN for those who attend the consolidation session outside of their regular work hours.

For unions with 50 members or less:

75% of eligible expenses are reimbursed by the CSN (from the FDP) and 25% by the FSSS.

For unions with 51 or more members:

50% of eligible expenses are reimbursed by the CSN (from the FDP), and the other 50% is handled as follows: 1/3 by the FSSS and 2/3 by the local union.

Procedure for requesting a consolidation session:

1. If the Union Advisor deems that a consolidation process is required within the union, the "Request for a Consolidation Session" form shall be completed by the union with the support of the Union Advisor who will forward the completed form to the Executive Assistant assigned to the consolidation file.
2. The consolidation advisor finalizes the application and submits it to the FSSS Executive Committee.
3. When approved by the Executive Committee, a budget is established, and the request is forwarded to the Service des relations de travail CSN (training module) for approval, in accordance with the confederal policy in effect. Approval is needed for CSN co-funding.
4. A date for the session is agreed upon with the consolidation advisor.

Procedure to be reimbursed (consolidation session)

Each participant in the consolidation session must:

- ✓ Sign the attendance sheet for each day of attendance at the session;

- ✓ At the end of the session, complete the CSN "Expense Report" clearly and in block letters by making sure the person:
 - Indicates his/her name and contact information as well as the number and name of his/her union.
 - Signs it and attaches all supporting documentation for the expenses claimed, as well as his/her pay stub and union leave or proof of replacement form(s).
 - Hands it over to the consolidation advisor.

- ✓ The Consolidation Advisor is responsible for forwarding to the FSSS Accounting Department the attendee lists, completed expense reports and supporting documentation, pay stubs and leaves.

- ✓ Upon receipt of the above-mentioned documents, the Accounting Department will gather all the necessary information to establish the costs of the session to be incurred by the FSSS, the CSN and the union.

- ✓ The union will then receive a cheque from the FSSS and one from the CSN based on the costs and the established sharing, as described above.

3. PRESENCE AT FSSS PROCEEDINGS (SUPPORT TO UNIONS)

1. Unions are entitled to financial assistance from the Federation to participate in the FSSS proceedings. To benefit from this support, each union must be in good standing in the payment of its per capita. A union is considered to be in good standing when it has paid its per capita to all CSN organizations (CSN, FSSS, regional central council) for the month mentioned in the proceeding convocation in which it participates.
2. The support provided shall apply to only one official delegate per union except for a regional union of 75 members or less which shall be entitled to this support for one official steward and one fraternal steward.
3. For unions with fewer than 349 members (600 for regional unions) and less than \$50,000 in cash including investments:
 - a) The FSSS reimburses 100% of the official steward's expenses (or fraternal, if eligible). See point 2.)
 - b) To qualify for support under paragraph 1(a), the steward must submit a monthly bank statement with the application for support confirming that the union has less than \$50,000 in cash and investments. This bank statement must include all the union's investments and be dated as of the earliest date of the relevant proceeding (this may be the last monthly statement received from the union's banking institution). The FSSS Treasury reserves the right to conduct sample audits and to request the most recent financial statements of the union.
 - c) According to the percentages provided for in section 1 a), the Federation reimburses the meals and lodging expenses according to the scales in effect at the FSSS. To promote the use of public transportation, the mileage rate is set at \$0.35 per kilometre for travel by car. The union must provide the invoice for inter-regional bus and air travel (in the latter case, boarding passes are required in addition to the invoice). Taxi and parking fees are not eligible for union support.
4. For unions with more than \$50,000 in cash on hand but located more than 500 km from the proceeding site:

Unions that have more than \$50,000 in cash on hand but are located more than 500 km from the location of the proceeding are entitled to compensation for their transportation costs. To promote the use of public transportation, the mileage rate is set at \$0.35 per kilometre for travel by car. The union must provide the invoice for inter-regional bus and air travel (in the latter case, boarding passes are required in addition to the invoice). Taxi and parking fees are not eligible for union support.

The compensation is based on the following percentages:

- 501 km to 599 km: 50% of transportation costs
- 600 km to 699 km: 70 % of transportation costs
- 700 km and more: 80% of transportation costs

Wage reimbursement and indemnity

- a) In the absence of a collective agreement (first collective agreement not signed), the FSSS reimburses the lost wages of one official steward per union (in this case, the limit of the number of members does not apply) and the expenses are reimbursed at 100%.
- b) When the collective agreement does not provide for the reimbursement of wages by the employer (private sectors), the FSSS reimburses a lump sum of \$225 per day for an official steward per union or \$337.50 per day for a steward with an atypical schedule (12 hours). For RSGs and RI-RTFs, in the case of a replacement, the FSSS reimburses a lump sum of \$180 per day for one official steward per union.
- c) For unions located 500 kilometres or more from the event, the FSSS also reimburses a lump sum of \$225 per day for a round trip (one day for outward and one day for return).
- d) At all times when there is a wage claim, a copy of the union leave form and the pay stub are required.
- e) For flat rate compensation claims, only the proof of union leave is required.

No wages, living expenses or travel expenses are reimbursed to activists who are on sick leave or on a leave of absence provided for in their collective agreement.

Procedure for receiving union support for proceedings

The steward of an eligible union must:

- ✓ Complete the union support form clearly and in block letters, making sure to include his/her name and the number, name and address of his/her union.
- ✓ Attach all required supporting documents to the form: Pay stub, proof of leave or replacement, bank statement (including investments), bills, receipts, boarding passes, etc.
- ✓ Sign the form and send it to the Accounting Department whose mailing address is at the top right corner of the form.

Note: Members of the FSSS Accounting Department are sometimes on site during certain proceedings. Usually located in the registration room, near the "Union Support" sign, they are available to stewards to help them fill out the union support form and hand out the reimbursement cheque on the spot if all the required documents are provided.

4. MEDICAL EXAMINATIONS

The FSSS reimburses 50% of fees incurred by the unions for medical examinations within the framework of their arbitration files, except for professional examinations required within the application framework of the *Act respecting industrial accidents and occupational diseases* (CNESST).

Eligibility requirements:

- The union must have an internal policy demonstrating that the union covers the costs of medical examination as part of its members' defence.
- The union must be in good standing with the FSSS and its affiliated organizations (up to date per capita).
- The union has \$75,000 or less in cash including investments.

Procedure to be reimbursed (medical examination)

- ✓ Complete clearly and in block letters the *Medical examination reimbursement request form* (FSSS website under the documents tab and the administration and finance section).
- ✓ Sign it and attach the required supporting documents (union policy, examination invoice and cash statement including investments). The FSSS Treasury reserves the right to conduct sample audits and to request the union's most recent financial statements.
- ✓ Have a union executive member sign it.
- ✓ Have it signed by the Union Advisor.
- ✓ Submit everything to the FSSS Accounting Department.

5. LOCAL SUPPORT FOR UNION ACTIVITIES

The Federation supports unions in conducting local activities regarding negotiations and union activities and provides financial support when they organize these activities to reach and mobilize their members.

The maximum budget allocated to each union for the 2021-2024 FSSS fiscal period is as follows:

A number of official stewards the union is entitled to at a convention¹ x **\$125 x 4** events, to a maximum of 10 stewards for events with mileage claims.

The amount of \$125 is increased to \$150 x 4 activities according to the same parameters of official stewards in the case of an activity without mileage claim.

Expenses that qualify for reimbursement are: Food and beverages (no alcohol), visibility items, informational documents, advertising **or speaker fees**.

To be eligible for this support, a site tour (private sector and public sector unions), a department tour (non-merged public sector unions) **and for the RSG and RI-RTF sector, meetings of members for the same activity must take place.**

The Federation will reimburse mileage up to a maximum of 1,000 km for the site tour. Reimbursement is made in accordance with the CSN's mileage reimbursement rate.

For example: A union with 301 members is entitled to three official stewards at an FSSS convention. The maximum reimbursement is therefore established at 3 delegates x **\$125 x 4 activities**, thus \$1,500 is granted in support of the union's local activities during the **2021-2024 FSSS mandate**. To this amount is added the reimbursement of mileage as mentioned in the previous paragraph.

OR

For example: A union with 301 members is entitled to three official stewards at an FSSS convention. The maximum reimbursement is therefore established at 3 delegates x \$150 x 4 activities, therefore \$1,800 is granted to support the local union activities during the 2021-2024 mandate.

Zoom Platform

Unions meeting the following criteria:

Unions with fewer than 349 members and less than \$50,000 in cash, including investments, may have access to the Zoom platform through their Union Advisor.

¹ According to the FSSS status and rules

Procedure to be reimbursed (local support for negotiation and union activities)

- ✓ Retrieve a copy of the *Local support for negotiations and union activities* form on the FSSS website (under the documents tab and the administration and finance section).
- ✓ Complete it in block letters, by clearly identifying the number and the name of the union and by providing all the information requested.
- ✓ To be signed by a union executive member.
- ✓ Submit the request to the FSSS Treasury prior to the event and tour.
- ✓ Upon approval of the FSSS Treasury and following the event and tour, have the form signed by the Union Advisor.
- ✓ Attach the documents that justify the claimed amount and return them to the FSSS Accounting Department.

Zoom Platform

- ✓ **Retrieve a copy of the Zoom platform form from the FSSS website (under the documents tab and the administration and finance section).**
- ✓ **Make a request to your Union Advisor to have access to it.**

6. ARBITRATION FEES

Public sector

The FSSS reimburses public sector unions for up to 50% of the total billing for costs and fees related to grievance²; invoices must be compliant with the *Regulation respecting the remuneration of arbitrators* and the remuneration rates declared by the arbitrators.

Reimbursement to the unions is made once the mandate is completed and the union has paid the arbitrator's final invoice; no interim costs can be reimbursed to the unions due to the "Losers Pay" rule which determines at the end of the process which party is responsible for all costs of the arbitration. The postponing of a hearing is not considered an interim fee and may be processed and reimbursed during a mandate for a maximum of 50% of the inherent costs.

Private sector

Unless otherwise specified in the collective agreement or agreed to by the parties, arbitration fees for private sector unions are generally shared equally between the union and the employer, and the union portion of these costs are reimbursed by the FSSS to the union (up to a maximum of 50% of the arbitrator's total fees and expenses and up to a maximum of 50% of the inherent costs in a postponing). These invoices must be in accordance with the Arbitrators' Remuneration Regulations and the remuneration rates declared by the arbitrators.

Procedure for reimbursement or payment of an arbitration invoice

Public sector union and private sector unions:

The Union Advisor's office employee receives and verifies the arbitrator's claim and forwards it to the union for payment. A copy of the invoice and supporting documentation is also forwarded to the FSSS Accounting Department for reimbursement to the union. The union is responsible for paying the invoice directly to the arbitrator.

² For example, if the arbitrator's invoice is split 50-50 between the union and the employer, the union will be reimbursed its full share by the FSSS.

7. PRIVATE SECTOR NEGOTIATION

Pre-hospital and community sector

The FSSS will pay the actual lost wages of two stewards per certification for:

- a) The first collective agreement preparation³ (the CSN pays for negotiation, conciliation, mediation or arbitration sessions. Policy 10-250-2100).
- b) The renewal of the collective agreement preparation and negotiation (when the agreement provides for a bank of activists' days discharged for negotiation, the FSSS will reimburse the union for the portion of the wages not assumed by the employer).

Expenses are covered by the union⁴.

Procedure to be reimbursed (pre-hospital and community collective agreement)

Each steward shall:

- ✓ Retrieve the electronic *Activity report for activists* from the FSSS website, under the documents tab and the administration and finance section.
- ✓ Complete it clearly and attach his/her pay stub and union leave for each day claimed.
- ✓ Sign it and have it signed and authorized by the Union Advisor in charge.
- ✓ Send it to the FSSS Accounting Department.

Childcare centre and CHP sector

On March 1st of each year, within the framework of a negotiation (local, regional, grouped or coordinated) the FSSS makes available to the unions of the child care centre and CHP sectors:

- \$575 per certification for unions with 15 certifications or less
- \$250 per certification for unions with 16 or more certifications

The FSSS will reimburse salaries and expenses incurred upon presentation of supporting documents, in accordance with the FSSS policy guide for the current year⁵.

³ First lifetime collective agreement of the union. The union is not entitled to it if it had a collective agreement with another union organization.

⁴ Based on certain eligibility criteria, the CSN pays the expenses for the preparation and negotiation of a first collective agreement.

⁵ The FSSS policy guide is periodically revised and can be found under the documents tab and the administration and finance section.

Procedure to be reimbursed (childcare centre and CHP collective agreement)

- a) For each mandate, the unions send to the Federation Accounting Department a consolidated negotiation plan in accordance with the criteria set out in the *Policy on Support for Negotiations in the Private Sectors*⁶ and signed by the Union Advisor in charge. No reimbursement will be issued by the Accounting Department until the plan is received.
- b) Within the annual budget stated above, expenses and wages are reimbursed to unions upon receipt by the Accounting Department of supporting documents and duly completed and signed activity reports (see 7.1 for procedures for activists' electronic activity reports).

⁶ This policy is available on the FSSS website under the documents tab and the administration and finance section.

8. SYSTEMATIC VIRTUAL MEETING

The Fédération de la santé et des services sociaux is implementing systematic virtual meetings during the 2021-2024 term that aim to connect unions and members around common topics in the form of homogeneous or non-homogeneous groups (group, sector, job title, job category, etc.).

Therefore, the Federation allocates a budget of \$796,000 and access to the appropriate virtual platform.

For each full-day daytime meeting, a participating union will be entitled to a lump sum of \$100 for one steward upon presentation of supporting documentation.

This budget provides for a minimum of 30 meetings until the budget is spent.

RSG and RI-RTF sectors

For unions in the RSG and RI-RTF sector, a reimbursement of \$180 for one steward will be granted with proof of replacement, which amounts will be taken from their respective associative activity agreements.

When the available funds from the respective agreements are spent, both sectors will be entitled to the same provisions, i.e., a lump sum of \$100 for one steward per union.

Supporting documentation

- ✓ Retrieve the electronic *Activity report for activists* on the FSSS website, under the documents tab and the administration and finance section.
- ✓ Complete it in block letters, clearly identifying the number and name of the union and providing all the requested information.
- ✓ For flat rate compensation claims, only a proof of union leave or replacement, if applicable, is required.