



FSSS UNION SUPPORT POLICIES

Implementation Guide for FSSS Unions

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GENERAL RULES AND DEADLINES FOR REIMBURSEMENT CLAIMS

RULES

All claims for reimbursement must be accompanied by proof of union leave and, for expense and wage reimbursements, by supporting documents.

All of the union support policies and claim forms can be found on the FSSS website: <https://fsss.qc.ca/documents/#administration>

No wages or accommodation and travel expenses are reimbursed to members who are on sick leave or absence with cause provided for in their collective agreement.

DEADLINE

Expense claims must be submitted within three months of the activity. **They will be denied otherwise.**

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 period are submitted more than one month after the end of the fiscal period, the amounts reimbursed will be applied to the current period's budget.

The FSSS fiscal period runs for three years, which for the current fiscal period is from March 1, 2024, to February 28, 2027.

1. TRAINING SESSIONS OFFERED BY THE FSSS EDUCATION DEPARTMENT

When a member attends a training session offered by the FSSS Education Department, the Federation reimburses the union the lump sum of \$200 per day, or \$275 per day for a member with an atypical schedule (more than 8 hours per day). This amount covers the member's wages and expenses. For training sessions attended by members from several regions, an online platform may be used to maximize the number of participants and make it possible to offer the training. If the training is provided within the union's region but more than 100 kilometres from the participant's home, the Federation will reimburse the mileage in addition to the lump sum, according to the policy and the rates in effect at the CSN.

This list is not an exhaustive list of all the courses offered by the Federation.

- *Disputes I and Disputes II*
Reimbursement is made according to the following rule, for a maximum of five union executive officers, with preference given to those responsible for disputes:
 - For unions representing 0 to 500 members: 2 officers
 - For unions representing 501 to 1500 members: 3 officers
 - For unions representing 1501 to 2500 members: 4 officers
 - For unions representing more than 2500 members: 5 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: 2 officers
 - For unions representing 501 to 1500 members: 3 officers
 - For unions representing 1501 to 2500 members: 4 officers
 - For unions representing more than 2500 members: 5 officers
- *Consolidated Bargaining (Private Sectors)*
Reimbursement is limited to one member per site.
- *Stewards, Early Childhood Centres, Private Residential Care Centres and the Pre-hospital Sector*
Reimbursement is limited to one member per facility, station or institution.
- *Stewards, Public Sector*
Reimbursement is made according to the following rule:
 - For unions representing 0 to 500 members: 2 members
 - For unions representing 501 to 1000 members: 4 members
 - For unions representing 1001 to 1500 members: 6 members
 - For unions representing 1501 to 2000 members: 8 members
 - For unions representing 2001 to 2500 members: 10 members
 - For unions representing 2501 to 3000 members: 12 members
 - For unions representing 3001 to 3500 members: 14 members
 - For unions representing 3501 to 4000 members: 16 members

- For unions representing 4001 to 4500 members: 18 members
- For unions representing 4501 to 5000 members: 20 members

Reimbursement procedure for all training sessions

- ✓ The advisor giving the training session is responsible for preparing the attendance list to be signed, for explaining the reimbursement procedure using the FSSS expense claim form (which is called the member activity report and can be found on the FSSS website under the “Documents” tab in the Administration and Finance section <https://fsss.qc.ca/documents/#administration>).
- ✓ The completed form must be sent at the end of the training session to the following address: FSSS.Militants@csn.qc.ca.

Each participant in the training session must:

- ✓ Sign the attendance sheet each training day.
- ✓ Fill out the FSSS claim form in block letters, ensuring that their name and contact information, as well as the number, name and address of their union, are indicated.
- ✓ Submit it by email. If the member sends it in themselves by email, they will be deemed to have signed it.
- ✓ Include a completed and signed proof of leave or replacement for each day claimed.

Occupational health and safety training session

The FSSS offers various training courses on workplace health and safety.

This list is not an exhaustive list of all the courses offered by the Federation.

- Union Action on Prevention
- Ergonomics
- Prevention of Violence and Harassment at Work
- Air Quality
- Psychological Health and Organization of Work

For OHS training, due to funding provided by the CNESSST, the FSSS can reimburse wages for a maximum of two members per union.

Each participant in the training session must:

- ✓ Submit their expense claim using the simplified reimbursement form for unions on the CSN *Opti-payables* portal.

- ✓ Include a pay slip.
- ✓ Include proof of union leave.

2. CONSOLIDATION 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 Professional Defence Fund), the FSSS and the union.

Within the limits of the budget allocated for each session, the expenses eligible for reimbursement are:

- Actual lost wages
- Rooms and documents required for the session
- Accommodation and travel expenses at the rates in effect at the CSN (parking and taxi expenses are not reimbursed)
- Childcare expenses are reimbursed at the rates 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 Professional Defence Fund) and 25% by the FSSS.

For unions with 51 or more members:

50% of eligible expenses are reimbursed by the CSN (Professional Defence Fund) and the other 50% are covered 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 in the union, the form for requesting a consolidation session must be completed by the union with the help of the union advisor, who will forward the completed form to the executive secretary assigned to the consolidation file.
2. The consolidation advisor finalizes the request 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 CSN's Labour Relations department (education section) for approval, in accordance with the CSN policy in effect. Approval is needed for CSN co-funding.
4. A date for the session is agreed upon with the advisor assigned to the consolidation session.

Reimbursement procedure for a 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 (*Rapport de dépenses*) in block letters, ensuring that:
 - Your name and contact information, as well as the number and name of your union, are indicated.
 - It is signed and all supporting documents for the expenses claimed, as well as your pay stub and union leave or proof of replacement form(s), are included.
 - It is submitted to the consolidation advisor.
- ✓ The consolidation advisor is responsible for forwarding the attendance lists, completed expense reports and supporting documents, pay stubs and proof of leave to the FSSS Accounting Department.
- ✓ Upon receipt of these documents, the Accounting Department will gather all the necessary information to establish the costs of the session to be covered 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 division of costs, as described above.

3. PRESENCE AT MEETINGS OF FSSS BODIES (ASSISTANCE TO UNIONS)

- I. Unions are entitled to financial assistance from the Federation to attend meetings of FSSS decision-making bodies. To receive this assistance, a union's *per capita* payments must be up to date. 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 indicated on the notice for the meeting it is attending.
- II. Assistance is provided for only one official delegate per union, except for a regional union of 75 members or less, which is entitled to assistance for one official delegate and one fraternal delegate.
- III. For unions with fewer than 349 dues-paying members (600 for regional unions) and with less than \$50,000 in cash on hand, including investments (amounts reserved for a defence fund and investments associated with this fund are excluded from the calculation¹):
 - a) The FSSS reimburses 100% of the official delegate's expenses (or fraternal delegate, if eligible - see point 2.)
 - b) To qualify for assistance under paragraph 1, the delegate must submit a monthly bank statement confirming that their union has less than \$50,000 in cash on hand and investments (amounts reserved for a defence fund and investments related to this fund are excluded from the calculation²) along with their request. This bank statement must include all the union's investments and be dated as near as possible to the date of the relevant meeting (it could be the most recent monthly statement received from the union's banking institution). The FSSS Treasurer reserves the right to conduct sample audits and to request the union's most recent financial statements.
 - c) The Federation reimburses meal and accommodation expenses at the rates in effect at the FSSS. Transportation costs are reimbursed at the CSN's rate. To promote the use of public transit, travel by intercity bus or plane is preferred but not required. The union must provide the receipt. (In the case of air travel, the boarding passes must also be provided.) The union must provide the bill, if applicable. Taxi and parking fees are not eligible for assistance payments.
- IV. For unions with more than \$50,000 in cash on hand that are located more than 500 km from the site of the meeting:

Unions with more than \$50,000 in cash on hand that are located more than 400 km from the location of the proceeding are entitled to compensation for the cost of transportation for two official delegates, at the CSN rate. To promote the use of public transit, travel by intercity bus or plane is preferred but not required. The union must provide the receipt. (In the case of air travel, the boarding passes must also be provided.) The union must provide the bill, if applicable. Taxi and parking fees are not eligible for assistance payments.

¹ The union must submit a statement showing all the monies and investments it holds as well as the resolution passed by the general assembly to create the defence fund.

Compensation for transportation is based on the following percentages:

- From 401 to 499 km: 30% of transportation costs
- From 500 to 599 km: 50% of transportation costs
- From 600 to 699 km: 70% of transportation costs
- 700 km or more: 80% of transportation costs

Wage reimbursement and allowance

- a) If a union does not have a collective agreement (first collective agreement not signed), the FSSS reimburses the lost wages of one official delegate (in this case, the limit on the number of members does not apply) and 100% of the expenses are reimbursed.

At all times when there is a wage reimbursement claim, a copy of the union leave form and the pay stub are required.

- 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 per union for an official delegate or \$337.50 per day for a delegate with an atypical schedule (12 hours). For home educational childcare providers (RSGEs) and intermediate and family-type resources, the FSSS reimburses a lump sum of \$200 per day for one official delegate per union.
- c) For unions located 400 kilometres or more from the meeting, the FSSS also reimburses a lump sum of \$225 per day for a round trip (one day for the trip there and one day for the return).
- d) For flat rate compensation claims (lump sum), only the proof of union leave is required.

No wages or accommodation and travel expenses are reimbursed to members who are on sick leave or absence with cause provided for in their collective agreement.

Procedure for receiving assistance to attend meetings

The delegate of an eligible union must:

- ✓ In block letters, fill in the *Aide aux syndicats* form found on the FSSS website under the “Documents” tab in the *Aide aux syndicats* section (<https://fsss.qc.ca/documents/#aide>), making sure to indicate the name and date of the activity and the delegate’s name, as well as the number, name and address of their union.
- ✓ Include all required supporting documents with the form: pay stub, proof of leave or replacement, bank statement (including investments), bills, receipts, boarding passes, etc.
- ✓ Sign the form and send it with all the documents to the Accounting Department at the mailing address shown at the top right corner of the form or by email to FSSS.Militants@csn.qc.ca. Sending them by email serves as a signature.

Note: Members of the FSSS Accounting Department are sometimes on site during certain meetings. They are usually working in the registration area, near the “Aide aux syndicats” poster, and are available to help delegates with their union assistance form.

4. MEDICAL EXAMINATIONS

The FSSS reimburses 50% of the fees incurred by unions for medical examinations needed for arbitration cases. This policy does not apply to professional expert reports required under the *Act respecting industrial accidents and occupational diseases* (CNESST).³

For home educational childcare providers (RSGEs) and intermediate and family-type resources, the FSSS reimburses 50% of the 40% that was not reimbursed by the CSN in cases for which a medical examination was required.

Eligibility requirements:

- The union must have an internal policy showing that it covers the costs of medical examinations 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 must have \$75,000 or less in cash on hand, including investments.

Reimbursement procedure for a medical examination

- ✓ In block letters, complete the *Formulaire de demande de remboursement pour expertises médicales* form found on the FSSS website under the "Documents" tab in the Administration and Finance section.
- ✓ Sign it and attach the required supporting documents (union policy, examination invoice and cash flow statement including investments). The FSSS Treasurer reserves the right to conduct sample audits and to request the union's most recent financial statements.
- ✓ Have it signed by a member of the union executive.
- ✓ Have it signed by the union advisor.
- ✓ Send everything to the FSSS Accounting Department at FSSS.Militants@csn.qc.ca.

³ In that case, refer to the CSN's regulation on assistance for the defence of workers who are victims of accidents and occupational illnesses (*Réglementation d'aide pour la défense des travailleuses et des travailleurs victimes d'accident et de maladie du travail*).

5. SUPPORT FOR LOCAL UNION AFFAIRS

The Federation supports unions with local activities and union affairs, and provides financial support when they organize these activities to reach out to and mobilize their members.

The maximum budget allocated to each union for the FSSS's 2024-2027 fiscal period is as follows:

The number of official delegates the union is entitled to at a convention⁴ X \$150 X 4 events up to a maximum of 10 delegates for events with mileage claims.

The amount of \$200 X 4 activities, with the same parameters based on official delegates, in the case of an event without mileage claims.

To be eligible for this assistance:

1. The union must demonstrate that it has incurred costs and that the event involves union officers reaching out to members. For example: submission of an invoice for food and beverage expenses (no alcohol), for expenses related to exposure, information materials, advertising or a speaker's expenses.
2. Demonstrate that it is reaching out to members through a tour of worksites (private and public sector unions) or a tour of departments (unmerged public sector unions). For the early childhood centre, home educational childcare provider and intermediate and family-type resources sectors, members must be brought together for the same activity.
3. Local union affairs activities such as union council meetings or general assemblies are not eligible for support for local union affairs.

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

Examples:

A union that tours its worksites with an activity of some kind for its members

A union with 301 members is entitled to three official delegates to an FSSS convention. The maximum reimbursement under the support for local union affairs policy is therefore 3 delegates x \$150 x 4 activities, hence \$1,800, during the FSSS's 2024-2027 term. The reimbursement of mileage expenses, as mentioned in the paragraph above, is in addition to this.

OR

A union that carries out an activity at a single site with its members

A union with 301 members is entitled to three official delegates to an FSSS convention. The maximum reimbursement under the support for local union affairs policy is therefore 3 delegates x \$200 x 4 activities, hence \$2,400, during the 2024-2027 term.

⁴ Per the FSSS Constitution and By-laws.

Reimbursement procedure for local union affairs

- ✓ Get a copy of the *Appui local et à la vie syndicale* form on the FSSS website under the “Documents” tab in the Administration and Finance section
- ✓ (<https://fsss.qc.ca/wp-content/uploads/2014/07/2024-formulaire-appui-local-vie-syndicale.pdf>).
- ✓ Complete it in block letters, identifying the number and name of the union and providing all the requested information.
- ✓ Have it signed by a member of the union executive.
- ✓ Submit the request to the FSSS Treasurer prior to the activity or tour.
- ✓ Include the supporting documents for the expenses related to the activity and send everything to the Accounting Department at FSSS.Militants@csn.qc.ca.

6. ACCESS TO ZOOM

Unions with fewer than 349 members and less than \$50,000 in cash on hand, including investments, may be given access to the Zoom platform through their union advisor.

Procedure for access to Zoom

- ✓ Make a request to your union advisor for access to Zoom.
- ✓ The union adviser must get a copy of the *Plateforme Zoom* form on the FSSS website under the “Documents” tab in the Administration and Finance section (<https://fsss.qc.ca/documents/#administration>).
- ✓ The union adviser must send the completed form to the Accounting Department at fsss.militants@csn.qc.ca.

7. ARBITRATION FEES

Public sector

The FSSS reimburses public sector unions up to a maximum of 50% of the total billed costs and fees related to grievance arbitration.⁵ The invoices must conform to the *Regulation respecting the remuneration of arbitrators* and the grievance arbitrators' stated remuneration rates.

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 "loser pays" rule, which determines which party is responsible for all arbitration costs at the end of the process.

Fees for postponing a hearing are not considered an interim fee and may be processed and reimbursed during a mandate, up to a maximum of 50% of the cost.

Private sectors

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 is reimbursed to the union by the FSSS (up to a maximum of 50% of the arbitrator's total fees and expenses and up to a maximum of 50% of postponement costs). These invoices must be consistent with the *Regulation respecting the remuneration of arbitrators* and the remuneration rates declared by the arbitrators.

Procedure for reimbursement or payment of an arbitration invoice

The union advisor's office employee receives and verifies the arbitrator's claim and forwards it to the union for payment. The union is responsible for paying the invoice directly to the arbitrator.

A copy of the invoice and supporting documents is also forwarded to the FSSS Accounting Department for reimbursement to the union.

⁵ 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.

8. PRIVATE SECTORS BARGAINING

Pre-hospital and community sectors

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

- a) The preparation of a first collective agreement⁶ (the CSN pays for the negotiation, conciliation, mediation or arbitration sessions related to the negotiation; Policy 10-250-2100).
- b) Preparation and negotiation for the renewal of the collective agreement. However, when the agreement provides for a bank of leave days for members for bargaining, the FSSS will reimburse the union for the portion of the wages not covered by the employer.

Expenses are covered by the union.⁷

Procedure for reimbursement for the negotiation of pre-hospital and community collective agreements

The member must:

- ✓ Obtain the *Rapport d'activités informatisé pour les militant-es* form found on the FSSS website under the "Documents" tab in the Administration and Finance section (<https://fsss.qc.ca/documents/#administration>).
- ✓ Fill it out clearly (name of the activity, name of the member, name and number of the union) and include their pay stub and proof of union leave for each day claimed.
- ✓ Sign it and have it signed and authorized by the union advisor assigned to the file.
- ✓ Send everything to the FSSS Accounting Department at FSSS.Militants@csn.qc.ca. The member sending the form by email (and cc'ing the union advisor) is deemed a signature.

Early childhood centres (CPE) and private residential care centre (CHP) sector

On March 1 of each year in which there is a negotiation (local, regional, consolidated or coordinated) the FSSS makes available to the unions in the CPE and CHP sectors:

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

⁶ It must be the first agreement in the existence of the union. The union is not entitled to this payment if it had a collective agreement as a member of another union organization.

⁷ Based on certain eligibility criteria, the CSN pays the expenses for the preparation and negotiation of a first collective agreement.

The FSSS will reimburse wages and expenses upon submission of supporting documents, in accordance with the FSSS policy guide for the current year.⁸

Procedure for reimbursement for the negotiation of early childhood centre and private residential care centre collective agreements

- ✓ For each term, before the start of negotiations, the unions send a consolidated bargaining plan signed by the union advisor assigned to the file to the Federation's Accounting Department. A sample bargaining plan is available on the FSSS website under the "Documents" tab in the Administration and Finance section of the website (<https://fsss.qc.ca/documents/#administration>).
- ✓ No reimbursement will be issued by the Accounting Department until the plan is received.
- ✓ Within the limits of the annual budget set out above, expenses and wages are reimbursed to the unions upon receipt by the Accounting Department of the supporting documents and completed activity reports. To do this, the member must:
- ✓ Obtain the *Rapport d'activités informatisé pour les militants* form found on the FSSS website under the "Documents" tab in the Administration and Finance section at <https://fsss.qc.ca/documents/#administration>.
- ✓ Fill it out clearly (name of the activity, name of the member, name and number of the union) and include their pay stub and proof of union leave for each day claimed. Sign it and have it signed and authorized by the union advisor assigned to the file.
- ✓ Send everything to the FSSS Accounting Department at FSSS.Militants@csn.qc.ca.
- ✓ The member sending the form by email (and cc'ing the union advisor) is deemed a signature.

⁸ The FSSS policy guide is periodically revised and can be found under the "Documents" tab in the Administration and Finance section of the website.

9. VIRTUAL NETWORKING MEETING

The Fédération de la santé et des services sociaux is implementing systematic virtual meetings during the 2024-2027 term for unions and members to discuss topics of common interest (Political Action Tuesdays, CNESST, etc.) in homogeneous or non-homogeneous groups (by group, sector, job title, personnel class, etc.).

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

Home educational childcare provider (RSGE) and intermediate and family-type resource (RI-RTF) sectors

For RSGE and RI-RTF unions, reimbursement of \$200 for one member will be granted with proof of replacement. This amount will be taken from their union affairs activities agreements.

When the amount available under each agreement is exhausted, both sectors will be entitled to the same provisions as the other unions, i.e. a fixed amount of \$100 for one member per union.

Procedure for reimbursement of a virtual networking meeting

- ✓ Obtain the *Rapport d'activités informatisé* form found on the FSSS website under the "Documents" tab in the Administration and Finance section at <https://fsss.qc.ca/documents/#administration>.
- ✓ Fill it out clearly (name of the activity, name of the member, name and number of the union) and include the pay stub and proof of union leave for each day claimed.
- ✓ Sign it and have it signed and authorized by the union advisor assigned to the file.
- ✓ For flat rate compensation claims, only a proof of union leave or replacement, if applicable, is required.