

CANADIAN UNION OF PUBLIC  
EMPLOYEES (CUPE)

LOCAL 4177



POLICY MANUAL

Updated November 2025

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**OUT OF POCKET EXPENSES**

Mileage and meal per diems at current rates the same as CUPE BC Expense policy. **Members attending educationals, conventions or conferences that require hiring pet or home care shall be compensated up to \$50 per day.**

**ACCOMMODATION**

If accommodation including, all room tax and parking is required by the Executive Officers, it will be paid at the prevailing rates.

**Out of pocket expenses – Executive Officers**

President	\$300
Vice-President	\$200
2 <sup>nd</sup> Vice President	\$200
Lead Steward	\$200
Recording Secretary	\$150
Treasurer	\$200
Membership Officer	\$50
Young Worker Rep	\$50

Out of pocket expenses will be paid in September for July and August to the President, Vice President(s), Lead Steward and Treasurer.

**EXECUTIVE EMPOWERED:**

In the absence of quorum for general meetings of the Local, the Executive is empowered to: undertake the business of the Local and make decisions as necessary.

- In the course of undertaking the business of the Local, the Membership approves and supports decisions made by a majority decision of the executive members.
- Decisions made as set out above shall be deemed approved by the membership except for issues requiring specific approval as set out in the Bylaws of the Local.

**TRUSTEES AUDIT:**

The Trustees of the Local shall conduct an audit every 6 months. The fiscal year of the Local is January 1 to December 31.

**EDUCATION**

**NORTHERN AREA DISTRICT COUNCIL SCHOOL**

The Executive Board will determine the number of members to attend Spring or Fall schools hosted by NADC.

Delegates to the Northern Area District Council shall be recommended by the Executive Board and approved by the members at a membership meeting.

The President or his/her designate shall be required to report at each membership meeting of the Local on proceedings at recent meetings of the Council.

Representation at educational institutes and seminars shall be on the recommendation of the Executive Board subject to final approval by the membership.

All representatives at educational institutes and seminars held outside the district shall be paid transportation expenses in accordance with the current CUPE BC rates and pursuant to policy of the local approved by the membership, and an amount equal to any loss of salary incurred by attendance at the convention.

Members attending educational seminars outside the district who normally work less than a full day shall receive additional compensation to the equivalent of a full work day at their normal rate of pay, exclusive of the Local President who shall receive the approved President's rate of pay.

#### **CONVENTION**

Except for the Presidents option [Section 8 (a)], all delegates to conventions shall be recommended by the Executive Board and approved by the members at a membership meeting.

All delegates elected to the conventions held outside the district shall be paid transportation expenses in accordance with the current CUPE BC rates and pursuant to policy of the local approved by the membership, and an amount equal to any loss of salary incurred by attendance at the convention.

Members attending convention outside the district who normally work less than a full day shall receive additional compensation to the equivalent of a full work day at their normal rate of pay, exclusive of the Local President who shall receive the approved President's rate of pay.

#### **SCHOLARSHIPS**

##### **CUPE 4177 - SCHOLARSHIP APPLICABLE SCHOOLS**

Babine Elementary/Secondary School  
Fort St. James Secondary School  
Fraser Lake Elementary/Secondary School  
Lakes District Secondary School  
Nechako Valley Secondary School

AMOUNT OF AWARD: \$ 500.00

NUMBER OF AWARDS: Five (5) total one to a student attending each school: BESS, FSJSS, FLESS, LDSS, NVSS

##### **ELIGIBILITY**

1. Each Scholarship shall be awarded:
  - a. To a student who is the child (or grandchild) of a member of CUPE Local 4177
  - b. If no applications are received under (a), the award will be given to a student who is otherwise related to a member of CUPE Local 4177 (niece, nephew, etc.) If no applications are received under (b), the award will be given to a student who proves financial need.
  - c. If no applications are received under (c) the award may not be given out.

2. The same selection criteria and application shall be used in each of the five schools, and members who (work or reside in each area removed) are not at arms length from any current applicants shall make the selection.
3. Should a recipient fail to claim their award prior to April 30 of the year following their selection, that scholarship shall be deemed forfeit unless a written request for an extension is sent to the CUPE Treasurer providing an approximate date when the award will be claimed.
4. To receive this cash award, recipients must submit proof of registration at a post-secondary program to:

The Treasurer  
CUPE 4177  
PO Box 427  
Burns Lake, BC  
VOJ IEO

#### **GIFTS AND DONATIONS**

- If sufficient funds are available, the Local annually donate the sum of \$250.00 to support community Christmas or Food hamper drives in each town of Burns Lake, Fraser Lake, Vanderhoof and Fort St. James; and that the Local challenge other bargaining units or worker groups to meet or beat our donation.
- If sufficient funds are available, the Local annually donate the sum of \$100.00 to The Royal Canadian Legion's Poppy Fund in each town of Burns Lake and Fraser Lake.
- If sufficient funds are available, the Local will donate up to \$100.00 annually to one community group in each of: Burns Lake, Fraser Lake, Vanderhoof, and Fort St. James. Such donation shall be made on a "first come, first served" basis.
- Up to \$100.00 will be available for each community for Winter Carnival activities.

#### **HARDSHIP FUNDS**

- If sufficient funds are available, the Local will provide hardship funds, as approved by the majority of the Executive Board to a member that is facing emergency financial hardship, up to \$250.

#### **RETIREMENTS**

- Upon retirement, a member shall be provided a sum equivalent to \$50 for the first five years of service or part thereof, and an additional \$10 for each subsequent year or part year of service.

#### **BEREAVEMENT**

- In the event that a member of the Local is bereaved by an immediate family member as stated in Article 14 Sec. 3 of the Collective Agreement) a Social Committee member shall purchase a token of the members' condolences and ensure its delivery to the bereaved member.
- This purchase shall consist of a floral arrangement, cut flowers, plant, fruit basket or gift card, as deemed appropriate, with a maximum cost of \$50.00
- In the event the Social Committee member believes that a special situation involving the bereavement of a member or members has occurred he/she shall provide the information to the Treasurer including any special consideration or purchase value suggested.
- The Treasurer shall, with the approval of a majority of the Executive Board, authorize any additional purchase.

### ILLNESS

- Upon becoming aware of the illness or confinement of a member; a Social Committee member shall purchase a floral arrangement, cut flowers, plant, or fruit basket, or gift card as deemed appropriate, and ensure it is delivery to the ill or confined member.
- The Value of this purchase shall not exceed \$50.00.
- In the event of repeat confinements for the same illness, the Social Committee member shall deliver to the ill or confined member, a card which indicates the continued wishes of the membership for a speedy recovery or other appropriate message.

### MARRIAGE

- **Upon becoming aware of a member becoming married, a Social Committee member shall purchase a floral arrangement, cut flowers, plant, or fruit basket, or gift card as deemed appropriate, and ensure it is delivery to newly married member.**

### DEATH OF A MEMBER

- Upon the death of a member in good standing, including retired members, the Local shall provide a \$100 donation to the family of the deceased member.

### SOCIAL FUNCTIONS

It is the desire of the Local that all Social Functions of the Union:

- Promote friendship within our membership;
- Include ALL members of the Local who choose to participate;
- Are primarily self-supporting

**Sites/Schools may request up to \$100 for costs at their site, to be paid to one person per site for a Winter/Christmas social staff gathering, inclusive to all CUPE members at their location being invited to attend.**

Groups of members wishing to hold events or functions in their area:

- Can apply once a year to the general membership for a financial assistance in the amount of 25% of available surplus funds in the Social Funds account .The determination of available surplus funds in the Social Funds account shall be made by the Executive Board based on financial information provided by the Treasurer as to the status of the account and outstanding budgeted expenses and invoices.
- Must notify the Social Committee and/or Executive committee in a timely manner so the request can be presented to the membership at a regular meeting for approval.
- No member shall be excluded from invitation to any function which is supported financially by the membership or which is promoted using the words "\*CUPE" "Local 4177"
- Members may, at any time submit to the Social Committee or Executive Committee, suggestions for major social functions such as picnics, parties, ball tournaments, etc. and such requests shall be considered and brought to a subsequent general meeting for approval.

If approved, such major function may be supported financially in an amount not to exceed \$1.00 per member working in the month the request is made, and such financial support may be by way of surplus Social Funds available or from General Funds, as approved by the membership,

- Such approved events shall be organized by the Social Committee led by the committee member in the area where the function is to be held, and by the member or members requesting the function