

Local 310 Policy Manual

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1.0 ORGANIZATION

1.01 Name

This Policy Manual describes functions and activities of the International Union of Operating Engineers, Local Union Number 310 (hereinafter called the “Local Union”). Individuals that have been accepted into the Local Union, paid their initiation fee, and are in good standing with the Local Union are hereinafter called “Members”. Unless otherwise noted, the collective Members of the Local Union are hereinafter called “Membership”. This manual is intended to supplement the International Constitution and the Local 310 Bylaws.

1.02 Philosophies of the Local Union

- Be a first class labor organization with a professional image.
- Expend resources and make decisions with the best interests of the Local Union in mind.
- Choose a direction for the Local Union.
- Establish goals, priorities and strategies that can reasonably be accomplished.
- Stick to the plan to achieve the established goals.
- Define responsibilities and ensure accountability.
- Encourage all Members to actively participate because they are the Local Union.
- Search out and utilize the people and resources available to the Local Union to accomplish our goals.
- Provide functional office space and hold meetings in functional and accessible locations.
- Offer regular education opportunities to staff and Members.
- Promote political activism as a core function of the Local Union.
- Constantly work to improve communication.
- Promote solidarity and union pride.
- Be an inclusive, fair-minded organization.
- Build strong community, business and labor networks.
- Commit to increasing the strength of the Local Union through organizing.
- Be strong and fair when dealing with employers and strive for positive relationships.
- Use the respect we build with employers, community, and Members as a cornerstone to success.
- Make informed and responsible decisions.
- Listen to every voice in the Membership.
- Adhere to the belief that education, training, organizing, and activism improve the effectiveness, reputation, and strength of the Local Union.

2.0 MEMBERSHIP

2.01 Initiation

A one-time initiation fee must be paid to the Local Union to become a Member. Any individual working in a position represented by the Local Union in a closed shop must become a Member within the first 12 (twelve) months of employment to continue working in the represented position. Only Members may participate in elections or contract ratifications.

New Members will receive an orientation meeting with the Local Union representation. At that orientation, the new Member will receive at a minimum a copy of the applicable labor agreement, and current copies of the International Constitution and the Local 310 Bylaws.

2.02 Dues

Monthly applicant service dues are paid by non-Members working in Local Union represented jobs and are the equivalent amount of the monthly dues paid by Members. These service dues shall be paid through dues check-off or to the designated representative of the Local Union. Once a new employee becomes a Member, monthly dues must be paid via payroll deduction, accomplished by completing a dues check-off authorization with the employer.

When a Member is on active military duty, the Local Union will suspend collecting monthly dues. The Local Union will pay any applicable back dues, per capita taxes, and reinstatement fees when the Member returns to work from active military duty.

A portion of the monthly dues known as per capita taxes is allocated to various organizations recommended by the Executive Board and approved by a majority vote of the Members in attendance at a General or Special Membership meeting with the exception of the per capita tax paid to the International.

Refunds of over collection of dues are processed by the Financial Secretary and the Treasurer as soon as practicable after the Financial Secretary becomes aware of the overpayment.

Not all of the Local Union's contracts include closed shop provisions. In such cases, employees are not required to become initiated members of the Local Union to continue their employment. However, these non-member employees are still required to pay the monthly applicant service dues.

At any time, the Local Union honors objections by non-members who are covered by the Local Union's security agreements and who notify the Local Union in writing. Objections must be renewed every year. Objectors will be charged for all expenditures related to representational activities.

2.03 Out of Work

Members who are out of work and not in paid status, but plan to return to work, may be granted out of work status. In such status, Members may not be required to pay dues until they return to paid status with the employer. When a Member returns to paid status with the employer, monthly per capita dues must be paid for the time the Member was not in paid status.

2.04 Return to Union Status

Members that are granted withdrawal cards may subsequently apply for reinstatement with the Local Union. See the IUOE Constitution Article XV, Section 4.

2.05 Harassment

The Local Union prohibits harassment of any Member or employee of the Local Union based on their membership in a class protected by state and/or federal law, including race, color, creed, religion, gender, national origin, age, disability, marital status, sexual preference, or employment status.

If a Member feels they have been harassed by another Member, they should refer to Article II, Subdivision 3 of the Local 310 Bylaws. If an employee of the Local Union feels they have been harassed, they should bring the situation to the attention of the Business Manager, President, or any other member of the Executive Board. The Executive Board shall investigate the matter and take appropriate action.

2.06 Access to Information

Members are afforded reasonable access to Local Union information that is not confidential or personal in nature. A request to view information must be made to the Business Manager who will determine what information can be reviewed.

3.0 EXECUTIVE BOARD

3.01 Composition

The Executive Board of the Local Union shall consist of the President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Business Manager, and District Directors.

3.02 Authority

The Executive Board has decision-making authority for the Local Union. All actions of the Board shall stand unless revoked by the Membership.

3.03 Obligations

It is the obligation of Executive Board members to act in a manner that upholds the International Constitution, the Local 310 Bylaws, this Policy Manual, and is in the best interest of the Local Union.

It is the obligation of Executive Board members to bring questions and suggestions of Members to the Executive Board for consideration or action.

4.0 OFFICERS

4.01 Duties

The duties of the officers of the Local Union shall be as defined in the International Constitution, the Local 310 Bylaws, this Policy Manual, the Steward Manual, and include other such duties as may from time to time be delegated to them by proper action of the Local Union.

4.02 Job Descriptions

4.02.01 Business Manager

In addition to the duties and responsibilities listed in the International Constitution and the Local 310 Bylaws, other duties and responsibilities may include, but are not limited to:

The Business Manager is the chief negotiator and will preside at all negotiation meetings with employers unless appointing a replacement. The Business Manager will send a final copy of all approved contracts and modifications of such contracts to the International and the Local Union's attorney.

It is the expectation that the Business Manager will make all Branch representative appointments, suspensions or terminations considering input from affected Members. The Business Manager shall keep a list of the names, addresses and phone numbers of all representative committee members, Branch Chairs and Stewards, including the work groups they represent, and Branch Secretaries. The Business Manager should maintain on file Steward Cards, make changes to the Steward list, and mail out the updated Steward list as necessary.

The Business Manager is responsible for the content and distribution of the Steward Manual.

The Business Manager shall ensure Steward Training is relevant, and is conducted when and where needed. Steward Training may be specialized for a specific work group or location. Steward Training is open to all Local Union representatives and will be conducted at least once every three (3) years.

The Business Manager is a member of the Executive Board, is expected to attend all Executive Board meetings, and shall report on issues related to the Local Union's Labor Agreements, internal affairs, and communications with the International and affiliated organizations. The Business Manager will also answer all questions on the activities of the Local Union.

The Business Manager is expected to attend all General and Special Membership Meetings.

The Business Manager shall attend District meetings when assigned by the Executive Board.

The Business Manager will attend and represent the Local Union in all 3rd step grievance meetings and represent the Local Union in all arbitration hearings.

The Business Manager will be familiar with and promote the philosophies of the Local Union.

The Business Manager shall make available to the Membership information regarding contract ratification voting results and other representative issues important to the Membership.

The Business Manager will review all job postings related to Local Union represented jobs, for changes or inaccuracies and maintain a historical file of those postings.

When attending a convention or conference, the Business Manager shall be allowed a reasonable amount for expenses to be determined by the Executive Board.

The Business Manager shall provide their own vehicle when conducting Local Union business and shall be reimbursed at applicable IRS rates.

The Business Manager is responsible for the care and maintenance of all property, including the contents, within control of the Local Union. The maintenance of the petty cash fund is the responsibility of the Business Manager.

The Business Manager is expected to submit a monthly *Newsette* report.

The Business Manager will copy all Local Union correspondence to the President of the Local Union.

The Business Manager is responsible for the review of all Local Union correspondence received.

The Local Union will fund the required contributions to the IUOE General Pension Fund, currently twelve and one-half (12.5) % of the current salary, not to exceed \$80,000, and also fund the IUOE Central Pension Fund at approximately \$1.37/hr. for the Business Manager.

The Local Union will fund short-term and long-term disability insurance plans to mirror the disability plans provided to Members by Wisconsin Public Service Corporation.

The Local Union will fund a life insurance plan comparable to the life insurance provided to Members by Wisconsin Public Service Corporation.

The Business Manager will be granted paid vacation and paid holidays consistent with the Labor Agreement between Wisconsin Public Service Corporation and the Local Union. The Business Manager's vacation schedule will be cleared with the President of the Local Union.

At least annually, the Business Manager will be paid an amount equal to any benefit received in Company stock from Wisconsin Public Service Corporation by Members and employees of the same.

The Business Manager will submit a detailed expense account to the Financial Secretary for review and then to the Treasurer of the Local Union on L.U. 310 Form E-1 once per month for any expenses incurred beyond the salary.

The Business Manager is a salary compensated position and the monthly salary is all-inclusive when considering hours worked and travel time. Based on the fact that the position is not an eight (8) hour a day job, the Business Manager's compensation will be the average of the highest five (5) Crew Lead positions listed in the IUOE Local 310 Agreements plus twenty (20) % and be paid not less than once per month. This salary is to be recalculated annually, including the General Wage Increase, rounded to the nearest \$1.

4.02.02 President

The President of the Local Union shall be a member of the Executive Board and preside at all Executive Board, Special, and General Membership meetings; enforce the International Constitution, Laws, Rules, Ritual, Local 310 Bylaws, this Manual, and the customs of the organization; be familiar with Robert's Rules of Order; decide on all questions of order subject to an appeal to the Local Union; and cast the deciding vote in cases of a tie.

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The President is responsible for the compilation of the Executive Board, General and Special Membership meeting agendas.

The President is responsible for scheduling Executive Board, General and Special Membership meetings.

The President will be familiar with and promote the philosophies of the Local Union.

The President will attend all 3rd step grievance meetings and be present at all arbitration hearings.

The President shall be familiar with all legal reports of the Local Union and sign such when required.

The President will review and sign all orders of the Treasurer for the disposition of funds authorized by the Local Union.

The President shall make available to the Membership information regarding officer election results and other governmental issues important to the Membership.

The President is responsible for officer training and will assist other officers as needed.

The President is responsible for the review of all Local Union correspondence received.

The President shall attend meetings when assigned by the Executive Board.

The President shall attend conferences, seminars, councils, training, and other events when assigned.

The President shall appoint the *Newsette* Editor, the Election Committee, an appropriate number of Tellers to conduct a secret ballot vote, and all committees unless otherwise provided for.

The President shall oversee the scheduling of officer attendance at Branch and District meetings. This schedule will be included in the Recording Secretary's report.

The President will maintain a listing of the Local Union's investments.

The President is expected to submit a monthly *Newsette* report.

The President will copy all Local Union correspondence to the Business Manager of the Local Union.

As of November 1, 2008, the monthly salary of the President is \$710. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$5.

4.02.03 Vice President

The Vice President shall assist the President and be familiar with the duties of the President in order to effectively discharge the responsibilities of that office in the President's absence.

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The Vice President is a member of the Executive Board and shall attend all meetings of the Executive Board.

The Vice President is expected to attend all General and Special Membership meetings.

The Vice President shall attend meetings when assigned by the Executive Board.

The Vice President shall act at the President's direction for the benefit of the Local Union.

The Vice President shall assist other officers as needed.

The Vice President shall attend conferences, seminars, councils, training, and other events when assigned.

The Vice President will copy all Local Union correspondence to the Business Manager and the President of the Local Union.

As of November 1, 2008, the monthly salary of the Vice President is \$530. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$5.

4.02.04 Recording Secretary

The Recording Secretary is responsible for maintaining a permanent record of minutes and actions of the Local Union, reading all correspondence and documents at meetings, and processing notifications and correspondence of the Local Union.

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The Recording Secretary is a member of the Executive Board and shall attend all Executive Board meetings.

The Recording Secretary shall attend all General and Special Membership meetings.

In the absence of both the President and Vice President from a meeting, the Recording Secretary shall call the same to order, and conduct an election of a President pro tem.

The Recording Secretary shall ensure that appropriate Members are properly notified of all applicable meetings and issue notices for the calling of other meetings when necessary. In the case of General and Special Membership meetings, this notice shall include date, time, location of the meeting, agenda, and proposed Bylaw amendments and reference to motions and other issues to be acted on at that meeting.

The Recording Secretary shall ensure that all relevant correspondence and documents are read at Executive Board, General and Special Membership meetings.

Upon request of any Member in attendance, the Recording Secretary shall read any motion, proposal, or resolution before being put to a vote by the Executive Board or at a General or Special Membership meeting. All the foregoing presented to the Executive Board or at a General or Special Membership meeting for action shall be made a part of the minutes and their disposition recorded.

The Recording Secretary shall ensure that the official minutes are taken at all Executive Board, General and Special Membership meetings. These minutes shall include the time, date, meeting location, and attendance, as well as a synopsis of that meeting. It is the Recording Secretary's responsibility to ensure accuracy and completeness, and to maintain a permanent record of these minutes. Executive Board, General and Special Membership meeting minutes shall be part of the Recording Secretary's report.

The Recording Secretary shall draft a summary of all District and Branch meetings for review at the Executive Board meeting. Motions and/or wording following the phrase "The District (or Branch) goes on record" will not be edited and reported as recorded in the minutes. The final summary shall become part of the Recording Secretary's report.

The Recording Secretary shall keep on file as the official record submitted minutes and attendance records of all appointed committee meetings.

The Recording Secretary shall distribute a final copy of the Recording Secretary's report to those Members approved by the Executive Board. This group shall include at a minimum each Executive Board member.

The Recording Secretary shall ensure that a backup file of the Recording Secretary's report is maintained in a physically separate location from the official Recording Secretary's report. One of the locations must be the Union office.

The Recording Secretary will review and sign all orders of the Treasurer for the disposition of funds authorized by the Local Union.

The Recording Secretary shall notify the General Secretary-Treasurer of all newly elected officers and shall report to the General Secretary-Treasurer within fifteen (15) days after election of delegates and alternates to a General Convention the names and addresses thereof.

The Recording Secretary shall maintain the election procedure.

The Recording Secretary shall make an official report listing names and office of all candidates accepting nomination for office. This report shall be made a part of the Recording Secretary's report.

The Recording Secretary shall monitor the counting of the election ballots, notify all candidates of the election results, and compile a report that shall become part of the Recording Secretary's report.

The Recording Secretary shall keep a list of the names, addresses, and phone numbers of all elected officers and governmental committee members.

The Recording Secretary will keep a supply of forms pertinent to the duties of the Recording Secretary available at all times and issue them as required.

The Recording Secretary will assist other officers as needed.

The Recording Secretary shall attend meetings when assigned by the Executive Board.

The Recording Secretary shall attend conferences, seminars, councils, training, and other events when assigned.

The Recording Secretary shall maintain a list of Executive Board, General and Special Membership meeting open items.

The Recording Secretary shall have charge of the Local 310 Bylaws, shall prepare and submit any proposed changes to be read and voted on at General or Special Membership meetings, and submit changes to the General President for approval.

The Recording Secretary shall deliver all contract suggestions received to the Bargaining Committee. The Recording Secretary should attend all contract negotiation meetings to take minutes of the meetings that will become the record of contract negotiations. The expectation is that an official record of all contract negotiations will be created and kept on file at the Local Union office. The Recording Secretary will verify and record the results of contract ratification voting and prepare a contract ratification vote report to be included in the Recording Secretary's report that immediately follows the contract ratification vote.

The Recording Secretary will copy all Local Union correspondence to the Business Manager and the President of the Local Union.

As of November 1, 2008, the monthly salary of the Recording Secretary is \$660. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$5.

4.02.05 Financial Secretary

The Financial Secretary shall maintain an accurate list of the Membership and oversee the collection of dues.

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The Financial Secretary is a member of the Executive Board and shall attend all Executive Board meetings.

The Financial Secretary is expected to attend all General and Special Membership meetings.

The Financial Secretary will attend meetings when assigned by the Executive Board.

The Financial Secretary will attend conferences, seminars, councils, training, and other events when assigned.

The Financial Secretary will maintain a database of all active Members' (Wisconsin Public Service Corporation, Kewaunee Power Station, Algoma Utilities, Sturgeon Bay Utilities and Green Bay Bus Garage) addresses and phone numbers, which is to be updated after each payroll run. This is done via computer with WPSC and all other employers via hard copy.

The Financial Secretary will send a monthly report to the International that includes the names of those Members initiated and withdrawn. A report on the number of Members shall be presented at the Executive Board meeting and included in the Recording Secretary's report.

The Financial Secretary shall sign all disbursement checks of the Local Union.

The Financial Secretary will notify Branch Secretaries of new employees and issue service dues receipts for said employees if needed.

The Financial Secretary will ensure that the appropriate dues are collected. The Financial Secretary will notify Branch Secretaries of any arrearage and will recommend action.

The Financial Secretary will send out Application for Membership cards and keep a record of all Applications for Membership on file.

The Financial Secretary will notify Branch Secretaries of the initiation fee due date for new member candidates and ensure the initiation fee is collected.

The Financial Secretary will notify a Member issued a withdrawal card of their opportunity to remain in good standing in the Death Benefit Fund when applicable. In such cases, the Financial Secretary will send an "Application to Continue Membership in the Death Benefit Fund" and forward monies collected to the International.

The Financial Secretary will keep a supply of forms pertinent to the duties of Financial Secretary available at all times and issue them as required.

The Financial Secretary will copy all Local Union correspondence to the Business Manager and the President of the Local Union.

As of November 1, 2008, the monthly salary of the Financial Secretary is \$650. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$5.

4.02.06 Treasurer

The Treasurer is the Chief Financial Officer of the Local Union and is responsible for the maintenance of all financial assets, the payment of approved expenses, and must submit a quarterly report to the Membership.

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The Treasurer is a member of the Executive Board and shall attend all Executive Board meetings.

The Treasurer is expected to attend all General and Special Membership meetings.

The Treasurer will attend meetings when assigned by the Executive Board.

The Treasurer will attend conferences, seminars, councils, training, and other events when assigned.

The Treasurer shall pay all approved expenses submitted on L.U. 310 Form E-1, but will make no disbursements without appropriate approval.

The Treasurer shall sign all disbursement checks of the Local Union.

The Treasurer shall have the authority to transfer financial assets between accounts and open and close accounts as needed to enhance the best interest of the Local Union. The Treasurer shall inform the Executive Board of any and all such activity.

The Treasurer is responsible for the bonding of the officers and the various insurance policies held by the Local Union.

At each Executive Board meeting, the Treasurer will submit to the President and Recording Secretary all check stubs of payments made since the last approval for review and answer all questions specific to the payments made.

The expectation is that the Treasurer will present a monthly report on L.U. 310 Forms R-3B and R-3L at the Executive Board meeting to be included in the Recording Secretary's report.

The Treasurer will reimburse all Members on the dues allowed list on a quarterly basis.

The Treasurer shall file the following legally required reports:

- Annual, quarterly, and monthly Federal Unemployment Tax (form 940)
- Annual, quarterly, and monthly Federal Withholding Tax (form 941)
- Annual and monthly Wisconsin Withholding Tax (WT-7)
- Quarterly Wisconsin Unemployment Tax
- Annual Financial Report to the U.S. Department of Labor (LM-2)
- Financial report to the Internal Revenue Service (W-3)
- Anti Discrimination Report to the General Pension Fund
- Workers' Compensation insurance report to AON insurance pool for Wisconsin

The Treasurer will provide a Federal and State Withholding (W-4) form to any Member that receives compensation from the Local Union.

The Treasurer will provide a Wage and Earning Statement (W-2) report to all Members that had taxes withheld from their Local Union compensation.

The Treasurer shall submit the financial records/books at least once annually (during the month of July) to a Certified Public Accountant for a professional audit.

The Treasurer will keep a supply of forms pertinent to the duties of Treasurer available at all times and issue them as required.

The Treasurer will copy all Local Union correspondence to the Business Manager and the President of the Local Union.

As of November 1, 2008, the monthly salary of the Treasurer is \$700. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$5.

4.02.07 District Director

Each District Director will be the Executive Board liaison of their District.

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The District Directors are members of the Executive Board and shall attend all Executive Board meetings.

All District Directors are expected to attend all General and Special Membership meetings. Each District Director will ensure that meeting notifications received from the Recording Secretary are posted in the work locations in their District.

Each District Director is expected to attend and Chair their scheduled District meetings. The District Director shall ensure that meeting minutes are recorded and is responsible for the submission of the meeting minutes and attendance form to the Recording Secretary.

The major role of the District Director is to be the liaison and to communicate Executive Board actions to their District, and to communicate actions, concerns, and requests from their District to the Executive Board.

The District Directors will work within their respective Districts (specifically with the Branch Chairs) to set up at least one quarterly meeting. In addition, each District will hold a District meeting in the month prior to a General Membership meeting and in the month of July in officer election years, and report the scheduling of these meetings to the Recording Secretary. The District Directors will ensure that the Branch Chairs in their Districts are notified of the District Meeting date, location, and time. The District meetings will in no way restrict Branches from holding monthly informational meetings, but joint meetings are encouraged.

At the Executive Board meetings, each District Director will report on their District and Branch meetings since the last Executive Board meeting. Each District Director will also report the schedule of upcoming meetings in their respective Districts.

The District Directors are expected to submit a monthly *Newsette* report.

The District Directors are responsible to keep a detailed account of their District expenses and report annually to the Treasurer.

The District Directors will be assigned by the President to assist the Vice President, Recording Secretary, Financial Secretary, and Treasurer to the extent that they are able to assume the duties of these offices if needed.

The District Directors will also be responsible for other duties as assigned by the President, however these duties will not include representational issues (i.e. Grievances), unless directly assigned by the Business Manager.

Each District Director will copy all Local Union correspondence to the Business Manager and the President of the Local Union.

As of November 1, 2008, the monthly salary of the District Director is \$485. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$5.

4.02.08 Trustee

There are three (3) Trustee positions in the Local Union.

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The Trustees are expected to attend all General and Special Membership meetings.

The Trustees are to be the supervisors of all funds and property of the Local Union under such instructions from the Local Union.

The Trustees shall ensure that every officer, employee or representative of the Local Union that handles funds or property thereof shall be bonded in the amount required by applicable Law.

The Trustees shall recommend any changes or additional liability coverage necessary to protect the best interest of the Local Union.

The Trustees shall maintain an inventory of all of the Local Union's properties and assets.

The Trustees may recommend the compensation, job duties and expectations of officers and employees of the Local Union.

The Trustees may be delegated to other duties as assigned by the President, Executive Board, or Membership.

The Trustees shall elect a Chair. In the absence of such election, the President will appoint one of the Trustees as Trustee Chair.

The Trustee Chair shall make reports to the President and the Auditor Chair.

The Trustee Chair will make Trustee reports/recommendations at General or Special Membership meetings per the President's request. All recommendations made by the Trustees shall be approved by the Executive Board or the Membership prior to any action taken.

Attendance records and meeting minutes of Trustee meetings shall be submitted to the Recording Secretary.

In carrying out the duties and powers of this office, the Trustees shall act as a Board of Trustees and shall not act separately.

The Trustee Chair will copy all Local Union Trustee correspondence to the Business Manager and the President of the Local Union.

As of November 1, 2008, the monthly salary of each Trustee is \$23 and is a dues allowed position. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$1.

4.02.09 Auditor

There are three (3) Auditor positions in the Local Union.

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The Auditors are expected to attend all General and Special Membership meetings.

The Auditors will review the Local Union's expense requests and payouts as needed. The expectation is that each Officer's expense requests and reimbursements will be audited at least once per term. The Auditors will conduct an annual audit of the Local Union's LM-2 Report.

The Auditors may be delegated to other duties as assigned by the President, Executive Board, or Membership.

The Auditors shall elect a Chair. In the absence of such election, the President will appoint one of the Auditors as Auditor Chair.

The Auditor Chair shall report audit findings to the Trustee Chair and President.

The Auditor Chair will report at General and Special Membership meetings per the President's request.

Attendance records and meeting minutes of Auditor meetings shall be submitted to the Recording Secretary.

In carrying out the duties and powers of this office, the Auditors shall act as a Board of Auditors and shall not act separately

The Auditor Chair will copy all Local Union Auditor correspondence to the Business Manager and the President of the Local Union unless such correspondence is investigative in nature. In such cases, correspondence related to an investigation need not be copied.

As of November 1, 2008, the monthly salary of each Auditor is \$23 and is a dues allowed position. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$1.

4.02.10 Conductor

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The Conductor shall attend all General and Special Membership meetings.

The Conductor will ensure that the meeting is run in an efficient manner. The Conductor will help with handouts, speakers, set-up/take down, and any special accommodations that may be necessary.

The Conductor will ensure that the United States flag and the Local Union banner are displayed at all General and Special Membership meetings.

The Conductor is the Chair of the Tellers appointed by the President to collect and count the ballots at General and Special Membership meetings whenever a secret ballot vote is called. The Teller Chair will report the results of the vote to the President.

The Conductor may be delegated to other duties as assigned by the President.

As of November 1, 2008, the monthly salary of the Conductor is \$23 and is a dues allowed position. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$1.

4.02.11 Guard

In addition to the duties listed in the International Constitution and the Local 310 Bylaws, other duties may include, but are not limited to:

The Guard shall attend all General and Special Membership meetings.

The Guard is charged with controlling the access to all General and Special Membership meetings, ensuring that all Members in attendance sign the Attendance Form (L.U. 310 Form A-1), and delivering the attendance record to the Recording Secretary at the close of the meeting. The Guard will assist the President in maintaining order at all General and Special Membership meetings.

The Guard may be delegated to other duties as assigned by the President.

As of November 1, 2008, the monthly salary of the Guard is \$23 and is a dues allowed position. This monthly salary will be adjusted by and in coincidence with the negotiated General Wage Increase in the Local 310 - Wisconsin Public Service Corporation Labor Agreement and rounded to the nearest \$1.

4.03 Officer Elections

In addition to the instructions outlined in the International Constitution and the Local 310 Bylaws, the following practices should be followed:

Official nominations occur at the General Membership meeting in June. Elections occur in August and terms begin September 1 of the election year.

Once nominations are closed, the Recording Secretary shall read all nominations at the June General Membership meeting.

Nominees for office will be notified of all nominations by signature confirmation, certified letter from the Recording Secretary within 5 days of the General Membership meeting in which they were nominated. The signature confirmation date starts the clock for the return acceptance letter.

To be eligible for election, nominees must notify the Recording Secretary of acceptance by mail, fax or email date stamped no later than 10 calendar days after receipt of the notice of nomination from the Recording Secretary. A copy of acceptance should be sent to the President to ensure notification of the acceptance.

In lieu of the certified nomination letter from the Recording Secretary, nominated Members may choose to accept or reject their nomination(s) at the General Membership meeting in which they are nominated. The acceptance or rejection must be in writing and include the nominated position, indicate acceptance or rejection of the nomination, dated, and signed by the nominee.

The Recording Secretary and the President shall give the nomination and acceptance notifications including date verification, in their possession to the Election Committee when requested. If the certified letter of nomination is not picked up, the Election Committee shall attempt to contact the nominee prior to printing the official ballot.

The Recording Secretary shall provide copies of meeting attendance records to the Election Committee as required.

The Recording Secretary shall report the Members accepting nomination including the nominated office. This report shall be made a part of the minutes to be read at all District and Branch meetings.

The Recording Secretary will ensure that the official candidate list received from the Election Committee is posted on the Local Union web site and is available to all District Directors for distribution at meetings prior to election.

The Financial Secretary shall assist the Election Committee by providing a list of Members' names and addresses when required. The ballot mail-out envelopes shall be labeled with the election Post Office Box number as the return address, and should clearly indicate the enclosure of ballot material.

To allow for replacement ballots only, the official ballot address labels and the return envelopes shall be sequentially numbered. The number on the return envelope shall coincide with the number on the address label. A list shall be maintained by the Election Committee that matches the Member to the sequential number on the address label and return envelope. Any qualified Member that fails to receive a ballot must contact the Election Committee to receive a replacement ballot. Upon notification of a ballot not received, the Election Committee can send a replacement ballot noting on the return envelope under the sequential number that this is a provisional ballot for the ballot number not received.

Ballots should be sized to fit in the return envelope with a minimum of folding.

Ballots can only be received at the designated post office box.

The Election Committee shall designate a date in August for the close of elections. To be counted, ballots must be received in the designated post office box by this date. The Election Committee is responsible for the control of the ballots prior to the counting. The Election Committee shall count the ballots on a prearranged date and time that is communicated to the Membership. The Recording Secretary shall monitor counting of the ballots and notify all candidates and the Membership of the election results. Any Member may attend and observe the ballot counting, but in no way may interfere with the process. No candidate for office shall be a member of the Election Committee.

The Election Committee Chair shall submit a written report of the election results to the Recording Secretary and the President. The Recording Secretary shall make this report part of the minutes to be read at all District and Branch meetings following the election.

Officer installation shall take place at the September General Membership meeting or as soon as practicable following elections.

Expenses related to elections are approved by the Executive Board. Those expenses include but are not limited to expectation briefings, training, nomination material transfer, postal, printing, and committee meetings.

5.0 *NEWSETTE*

5.01 Printing and Publication

The *Newsette* should be published monthly and utilize a unionized printer whenever possible.

5.02 Editor

The *Newsette* Editor is appointed by the President.

The *Newsette* Editor shall be responsible for the design and content of the *Newsette* and ensure that the content of the *Newsette* is consistent with and supports the organizational philosophies and goals.

The standard compensation for *Newsette* Editor shall be 8 hours pay per issue. Any additional compensation shall be approved by the Executive Board.

6.0 OFFICE

6.01 Staff Guidelines

See applicable contract(s).

The Office Staff shall maintain the office supplies, stationary, and envelopes.

The Office Staff shall maintain an inventory of all saleable Local Union goods.

Unless specified in other labor agreements, employees of and Members working for the Local Union shall observe the same vacation schedule and holidays listed in the Wisconsin Public Service Corporation/Local No. 310 of the International Union of Operating Engineers Labor Agreement.

6.02 Assets

Equipment and furniture purchased and owned by the Local Union shall be tagged and recorded. When tagged assets are discarded, sold, or donated, the date, method of dispersal, and the name of the recipient shall be documented.

7.0 PAYMENTS

7.01 Electronic Deposit

All payments to Members will be by electronic or direct deposit.

7.02 Rate of Pay

Members will be compensated at the Local Union Rate for approved time worked for the benefit of the Local Union. Time worked that exceeds 40 hours in the week beginning Sunday at 0000 hours and ending Saturday at 2400 hours will be paid at the time and one-half rate (1.5X).

Time worked for the benefit of the Local Union that requires the Member to be absent from work from which the Member would have received pay from the employer, shall be compensated by the Local Union at the same rate and duration such that the Member is not financially disadvantaged. Sunday and shift premiums will be paid only if the hours worked for the Local Union are during the time that the premium(s) would have been paid. Questionable situations should be preapproved by the Business Manager.

7.03 Mileage

Local Union reimbursements for mileage shall be made at the IRS mileage rate effective at the time of the incurrence of the expense.

7.04 Time at Meetings

Routine attendance at General, Special, District and Executive Board meetings shall not be considered as time worked for the benefit of the Local Union unless the meeting attendance causes the designated officer to be absent from work. In this case, the officer shall be compensated at the rate and duration equal to their employer compensation.

7.05 Labor Council Meeting Attendance

The Local Union will compensate Members for attendance at and report of Labor Council meetings equal to the Wisconsin Public Service Corporation in district per diem rate.

7.06 Credit Cards

The Local Union will provide credit cards to designated Members to be used for Local Union related expenses. Receipts of purchases made with the Local Union's credit cards will be forwarded to the Treasurer.

7.07 Wal-Mart & Sam's Club

No reimbursements or payments of Local Union funds will be made for expenses incurred at Wal-Mart or Sam's Club.

8.0 EXPENSES

8.01 Approval

All expenses must be approved by the Executive Board prior to fund disbursement.

8.02 Annual and Recurring

Annual and recurring expenses of the Local Union shall be approved at the December Executive Board meeting for expenses expected in the following year. Those expenses may include: taxes, office utilities, direct deposit fees, per capita taxes, phone and internet monthly fees, officer salaries, District meeting allowances and rent, office incidentals, web site costs, *Newsette* publication and distribution fees, pensions, general building and grounds maintenance fees, and other legal obligations.

8.03 Executive Board Meeting

The Local Union will reimburse Members for mileage, meals, and lodging expenses related to required Executive Board meeting attendance. Executive Board members will be compensated for round trip driving time in excess of 1 hour. Non-Executive Board Members requested by the President to attend an Executive Board meeting will be compensated for their time at the meeting and all travel time and expenses related to Executive Board meeting attendance.

Meal expenses during the Executive Board meeting are an acceptable expense and do not need specific approval.

8.04 General and Special Membership Meetings

The Local Union will reimburse the Business Manager, the President, the Recording Secretary, the Conductor, the Guard, or appropriate designate(s) for mileage, travel time, meals, and lodging expenses related to their required General and Special Membership meeting attendance. All other officers are expected to attend without compensation.

Expenses related to the meeting such as meeting room, refreshments, audiovisual equipment, attendance prizes, and guest speaker stipend are approved by the Executive Board.

8.05 Districts

The Local Union will reimburse the District Directors for mileage, meal, and lodging expenses related to their required District meeting attendance. Executive Board members that attend District meetings in the absence of the District Director, or are approved by the Executive Board to attend, will be compensated for travel time and expenses. Any other expenses related to a District meeting must be approved by the Executive Board prior to reimbursement.

The Local Union allows a monthly meeting expense of \$250 to each District Director.

This meeting expense allowance is for food, non-alcoholic beverages and attendance prizes for the Members. In addition to the monthly meeting allowance, rent for meeting space will be paid by the Local Union provided receipts accompany the expense request.

District Directors must keep a detailed accounting of the funds from the Local Union including deposits and expenses (with receipts). An end of year report of the fund balance must be made to the Treasurer.

8.06 Arbitration

Expenses related to arbitration hearings require approval of the Executive Board.

8.07 Conferences, Seminars, Councils, Training, and Other Union Events

The Local Union will only compensate Members for approved expenses (such as time, mileage, meals, lodging, conference fees, and incidentals) related to the attendance at conferences, seminars, and other union events. Attendees are expected to provide a report on the proceedings of the conference, seminar, or other union event.

Members attending Steward Training are compensated for time, travel, and meal expenses related to their Executive Board approved attendance.

Other training opportunities shall be considered on a case-by-case basis by the Executive Board. Expenses related to the Local Union's participation at meetings of the Utility Workers Coalition, Nuclear Workers Coalition, Dominion Labor Council, Workers Promoting Solidarity, and Midwest Labor Press Association Conference will be approved annually at the December Executive Board meeting for meetings occurring in the following year.

8.08 Incidentals

Executive Board officers are authorized to spend up to \$250 prior to Executive Board approval for office supplies and incidental business and travel expenses related to Local Union business.

8.09 Committees

Pay for time worked and expenses related to Committees will be established and approved by the Executive Board at the time of appointment. Such expense approval shall end at the dismissal of the Committee or the completion of the assigned task.

Committees that are in continuous existence are:

- Legislative and Political Action
- Wage Review
- Trustees
- Auditors
- Safety and Health
- Bylaws
- Grievance

8.10 Legislative

Legislative or campaign related expenses must be educational and cannot directly benefit a candidate or topic except where the topic directly affects the Local Union.

8.11 Function Attendance

The Business Manager shall ordinarily attend the IUOE's convention, IUOE's annual General Executive Board meeting, North Central States Conference, and North Central States Conference Business Managers' meeting, as well as the Wisconsin AFL-CIO convention and legislative conference.

The President shall ordinarily attend the IUOE's convention, North Central States Conference, and the Wisconsin AFL-CIO convention.

The Executive Board shall appoint attendance to meetings, seminars, rallies, schools, and conventions, conferences not specified by the International Constitution, or any other function of interest to the Local Union and authorize any appropriate compensation.

8.12 Other

Expenses related to internal Local Union training, external training, office building repairs/upgrades, conferences not already listed, and one-time purchases require Executive Board approval.

9.0 MEETINGS

9.01 Guidelines

Formal meetings will generally follow the agenda established by the District Meeting Outline L.U. 310 Form M-2.

A motion may be made at any meeting; however, it must be presented at a District, General, Special, or Executive Board meeting to be official.

If a District or Branch wishes to record a comment in their minutes unedited by the Recording Secretary, precede the comment with the words “The District goes on record” or “The Branch goes on record”. The Recording Secretary will include the subsequent comment in the minutes as printed.

Nominations for office may be made at District or Branch meetings in the month of May of election years. Such nominations must be forwarded to the Recording Secretary or introduced from the floor such that they are heard at the June General Membership meeting to be official.

Actions of the Executive Board that require Membership approval are voted on at the District or General Membership meetings, recorded on a L.U. 310 Form T-1, and forwarded to the Recording Secretary with the minutes of the meeting.

Contract suggestions may be submitted at any meeting provided they can be forwarded to the Bargaining Committee prior to the month of January in the year of negotiations.

Members in attendance at meetings will conduct themselves in a professional manner that supports the agenda of the meeting.

9.02 General and Special Membership

A meeting of the General Membership must occur at least twice every calendar year. In election years, a General Membership meeting will be held in the months of June (for nominations) and September (for officer installations).

The conduct of the General and Special Membership meetings is guided by Robert’s Rules of Order.

General and Special Membership meetings will not continue beyond 10 pm unless the majority of the Members in attendance vote to extend the meeting by a specified amount of time.

A General or Special Membership meeting may be canceled or rescheduled by a majority vote of the District Directors (no tie breaker vote) provided the meeting requirements listed above are maintained.

9.03 Executive Board

The Executive Board shall regularly meet at least once each month. The regular Executive

Board meeting shall occur on the first Thursday at 4:30 pm at the Local Union office unless changed or canceled by the President of the Local Union. If a meeting is cancelled or the date, time or place is changed, all Executive Board members must be notified in advance of the cancellation or new meeting occurrence.

The Executive Board meeting agenda will include reports on the Local Union's expenses by the Treasurer, Membership status by the Financial Secretary, the status of grievances by the Business Manager, and the reading of motions from the Membership. Other agenda items should include old business, initiatives that support the goals of the Local Union, correspondence, new business, and good and welfare.

Members may attend Executive Board meetings, but must arrange with the President prior to the meeting to include a subject on the agenda or present a topic at the meeting.

The Executive Board may include comments, clarifications, or respond to questions in the minutes by writing the comment in *italics* preceded by the words "*Executive Board Comment:*".

9.04 District

At a minimum, each District must hold one District meeting every calendar quarter, but not in the same month as a General Membership meeting. In addition, each District will hold a District meeting in the month prior to the General Membership meeting and in the month of July in election years. The respective District Directors shall ensure that the notice of the District wide meeting is posted in all locations in that District and will include the meeting date, time, place, and agenda.

The District Director will Chair their respective District Meetings or designate a Chair in their absence.

The District Director shall ensure that the minutes of the meeting and attendance record (L.U. 310 Form A-1) are submitted to the Recording Secretary prior to the following Executive Board meeting.

The District Director may reschedule the District Meeting in their District, but must notify all the affected Branch Chairs, agenda attendees, and the President of the new meeting date, time, and location.

9.05 Branch

Branches may continue to hold monthly meetings per the established schedule. These meetings are informational in nature and are not considered official; therefore, no voting will take place at a Branch meeting. The Business Manager must be notified to change the established meeting schedule.

Branch meetings may be cancelled or rescheduled by the Branch Chair, in which case the respective District Director must be notified.

10.0 ACTIONS IN THE INTERST OF THE LOCAL UNION

10.01 Organizing

All organizing activities must be approved by the Executive Board.

10.02 Political Action

The Local Union shall be politically active in representing the interests of the Membership, the labor movement, and working families.

10.03 Hearings and Employer Rate Cases

The Local Union shall attend and take an active part in hearings or sessions on labor and employment issues affecting the Membership, the labor movement, or working families.

11.0 CONTRACT RATIFICATION VOTING BY MAIL

11.01 Approval

Contract ratification voting may occur by mail when both the majority of the affected Membership in attendance at a General Membership meeting are in favor and the affected Members are afforded an opportunity to attend informational meetings describing the proposed contract changes prior to the ratification voting deadline. Affected Members shall be notified when the contract ratification will be conducted by mail.

11.02 Process

The process for contract ratification voting by mail shall prevent fraudulent voting and allow for the replacement of a ballot not received by mail. One process that meets these requirements is as follows:

- Prior to the mailing of the ratification ballot, a notification will be mailed to all Members using the mailing address on record with the Local Union to verify the correct mailing address. Addresses will be updated as a result of this mailing.
- Address labels will be prepared using the most current mailing address on record with the Local Union. The address labels will be sequentially numbered to allow for replacement ballots only. A list that matches the Members to the number on the address label will be maintained by one individual. This individual can not actively participate in the ratification ballot count.
- Ballots will include voting instructions, deadline for return, warning against defacing, and be sized to fit in the return envelope.
- The return envelope will be stamped with the applicable first class postage, addressed to a Green Bay post office box separate from the Local Union's, and will be sequentially numbered.
- A ballot and a return envelope will be mailed to each qualified and affected Member by affixing the prepared address labels to each mailing envelope and matching the return envelope number to the number on the address label. The number on the return envelope must coincide with the number on the address label. The outside of the mailing envelope will clearly state "Ballot Material Enclosed" in red.
- The Bargaining Committee must designate and communicate the date that ballots must be returned. When designating this date, a minimum of 17 calendar days from the date of mailing the ballot shall be allowed to return the ballot. To be counted, ballots must be received in the designated post office box by this date. The Bargaining Committee is responsible for the control of the ballots prior to the counting.

Any qualified Member that fails to receive a ballot must contact the Local Union to receive a replacement ballot. Upon notification of a ballot not received, a replacement ballot will be mailed noting on the return envelope under the sequential number that this is a provisional ballot for the ballot number not received. This will also be noted on the original list of ballots mailed.

The Bargaining Committee shall count the ballots on the date and at the time and location communicated to the Membership. The Recording Secretary shall monitor counting of the

ballots and report the ratification results in the next Executive Board meeting minutes. Any Member may attend and observe the ballot counting, but in no way may interfere with the process. Non-Bargaining Committee members may participate in the ratification counting process only if invited by the Business Manager.

- Return ballots shall be collected after the deadline date for voting.
- Ballots will only be accepted in the provided return envelopes. Ballots not in the numbered return envelope, or return envelopes with non-discernable sequential numbers will not be accepted and will be discarded.
- All accepted returned ballots are first placed in numerical order prior to opening any return envelopes.
- Once in numerical order, the return envelopes will be inspected for duplicate numbers, and numbers outside the range of the original mailing. Duplicate numbered return envelopes will be randomly discarded until only one number remains to be counted. Return envelopes outside the numerical range of mailed ballots will be discarded. Provisional ballots will be inspected to ensure the original return envelope was not returned. If the original ballot was properly received, the original ballot shall be included in the count and the provisional ballot discarded. All discarded return envelopes will not be included in the ratification count.
- Once the return envelopes have been reconciled and determined authentic, the authentic envelopes shall be opened separating the ballot from the envelope without noting the ballot marking.
- Once all the authentic return envelopes have been opened, the envelopes shall be stored separate from the ballots. Ratification ballots shall then be counted. The Bargaining Committee shall determine if a ballot is defaced. Defaced ballots shall be set aside and not counted in the vote tally. Reasonable effort shall be made to determine the indicated vote on the ballot.
- A simple majority of the final tally of authentic and acceptable ballots shall provide the decision.
- The report of the tally shall include the number of yes, no, and abstain votes as well as the number of ballots not counted. The report will not include the number of discarded ballots. The report shall also include the names of the individuals that participated in the ballot counting.
- All ballots and return envelopes shall be kept at the Local Union's office for a minimum of 3 months and shall be made available for inspection to any affected Member upon request.

Expenses related to ratification vote are approved by the Executive Board. Those expenses include but are not limited to training, postal, printing, and committee meetings.

12.0 GOOD AND WELFARE

12.01 Anniversary Pin

The Local Union shall provide anniversary service pins to the Members achieving 25 years membership in the International Union of Operating Engineers and every 5 years thereafter.

12.02 Member Retirement

The Local Union will provide a retiree hat and \$50 gift card to all active Members upon their retirement.

12.03 Funeral

The Local Union will make available a Bible (Catholic or Protestant version) to the family of a deceased active or retired Member. The Executive Board approves the expense of flowers for a funeral not to exceed \$75.

12.04 Matching Funds

The Executive Board may approve requests for matching funds of donations collected in the District(s) not to exceed \$150 from each District. Funds collected in the District(s) must be sent to the Treasurer to verify the amount collected. The collected funds and the approved matching funds will be combined and disbursed as one payment from the Local Union and the originating District(s). Matching donation requests in excess of the \$150 per District maximum must receive Membership approval prior to disbursement.

12.05 Donations

The Executive Board will approve any donations or gifts given by the Local Union not to exceed \$500. Amounts above \$500 must receive Membership approval prior to disbursement.

12.06 Holiday Food Baskets

When approved by the Executive Board, the Local Union will sponsor Holiday food baskets provided the Members distribute the items in the service territory. Donations to food pantries are not eligible. Receipts must accompany expense reimbursement requests. Total cost of each basket should not exceed the amount pre approved by the Executive Board. Each Branch is allowed at least two baskets. The Local Union will provide a Holiday card to go with the basket indicating the donation is from the International Union of Operating Engineers, Local 310 followed by the appropriate work group identification such as “your electric and gas utility workers” or “your City Transit Bus Mechanics”.

12.07 Gifts and Prizes

The providing of attendance prizes, approved gifts, or recognition awards shall be documented with the name of the recipient and the presentation date.

13.0 MODIFICATIONS

13.01 Adoption

This manual is adopted by a simple majority vote of the Executive Board. Once adopted, this Policy Manual shall remain in force until revised or repealed.

13.02 Revision Process

All suggestions to revise this Policy Manual shall be submitted to the Executive Board. A simple majority vote of the Executive Board in favor is required to approve the change. If approved, the change revises and supersedes the existing Policy Manual.

The Recording Secretary will identify all changes and revisions to this Manual at the first Executive Board meeting following the change(s) and/or revision(s). The Recording Secretary will ensure a revised copy of this Manual is distributed to each Executive Board Member. The cover sheet of the Manual will identify the current revision.

The Recording Secretary, with concurrence from the President, is authorized to make revisions to this Policy Manual that correct typographical errors, change formatting, and do not modify the intent, without seeking Executive Board approval.