Policy Statements
Of
Education
Minnesota
Local 2209
Revised 1/09
1. The Fiscal Year
The fiscal year of this organization effective 7/1/00 shall be from Sept. 1 through August 31 of the following calendar year.

2. Membership Year
Members of the local are members for one fiscal year. No partial memberships are available. Members who resign, retire, or are placed on ULA are not eligible for a refund of dues. They are members until the following August 31, and are therefore eligible for all services through that date.

3. Payment of Bills
The treasurer is authorized upon receipt of an invoice, to issue checks to pay these bills, which he deems appropriate and justified. Should an invoice be deemed inappropriate or unjustified, it will be presented at the next executive meeting for authorization to pay. At each monthly executive committee meeting a monthly statement will be presented to the committee. Included in this report will be a summary of the month’s checks issued and a summary of the bank account status.

4. Payment of Expense Reimbursements
It shall be the policy of Local 2209 that the treasurer be authorized to pay all bills upon receipt of a completed Expense Reimbursement form [with all receipts attached] that is properly completed and signed by the member. The local will not advance any member money. All original receipts [i.e. airfare, parking, food and hotel, and taxi for example.] where reasonably possible, shall be attached to the expense form when a member is requesting reimbursement of expenses. Our Guideline is No Receipt - No Money. If a receipt is lost, an explanation must be provided on the
expense reimbursement form. Expense reimbursement beyond or not delineated in these policies must have approval of the executive council before disbursement. These payments will be included in the monthly summary of checks issued.

5. Appointed Office Review
All appointed offices and appointed office holders of Local 2209 will be reviewed on an annual basis. This review will take place prior to the formulation of the budget for the next fiscal year. At this time decisions as to the dissolution of the positions and/or the renewal of the appointments will be made. The executive committee will make these decisions.

6. Delegate Stipend
A stipend of $250 will be awarded to each elected delegate who attends a national convention or R.A. This money is to cover the delegates' miscellaneous expenses, which are not to include transportation, housing, or meals. Further, this stipend amount will be added to any other non-receipted monies paid to the delegate during the calendar year, and a 1099 form will be issued if required by law.

7. Political Candidates
It is the stated policy of this local, not to indorse political candidates for any position in regular Local 2209 publications, or Local 2209 web site.

8. Member District Political Issues
It is the stated policy of this local not to take a stand on any issues pertaining to a single, specific member school district, in regular Local 2209 publications or Local 2209 web sites.
9. Signatures on Checks
It shall be the policy of Local 2209 that two of three authorized signatures will appear on all checks. The three authorized signatures are those of the President, Vice President, and Treasurer.

10. Investments
It shall be the policy of Local 2209 that the President and Treasurer be authorized to invest or reinvest monies whenever it seems reasonable to do so and report this action to the general membership.

11. Payment of Dues
It shall be the policy of Local 2209 that to maintain membership in good standing payment of dues through payroll deduction shall be in effect.

12. Donations and Charitable Contributions
It shall be the policy of Local 2209 to hold membership in and /or contribute to charities and organizations, which advance the cause of public education children and members. The Local 2209 Executive Council shall review and recommendations for donations and or contributions. An annual report of money spent on donations and membership shall be provided to the general membership.
13. Meal Allowances
It shall be the policy of Local 2209 to reimburse meal expenses up to the following maximum rates:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$18.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$25.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$35.00</td>
</tr>
<tr>
<td>Special events</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

This rate will be reviewed annually by the Executive Council.

14. Attendance at Conventions, Conferences and Workshops
It shall be the policy of Local 2209 that members must submit a completed reimbursement expense form, accompanied by receipts. Individuals will only be reimbursed for actual expenses incurred. No reimbursements will be made without actual receipts. When possible, the treasurer will pay in advance the delegate's registration fees, airline tickets, and hotel deposits directly to the agencies involved. Local 2209 will pay for the room and all meals except those paid for by the sponsoring organization. Itemized extraordinary expenses will also be reimbursed with receipts attached to the expense form. Local 2209 participants are expected to attend all business sessions and when requested, to provide an oral or written report.

15. Payment of Stipends and Honorariums
It shall be the policy of Local 2209 to pay stipends and honorariums semi annually on June 1st and on December 1st. If there is a resignation in a position for which an honorarium or stipend is paid, the fee will be prorated for the time served.

16. Mileage Rate
It shall be the policy of Local 2209 to set the mileage rate at the current IRS rate on Sept. 1st. Once established the reimbursable rate will be in effect until the following Aug. 31st. The reimbursable rate will not be higher than the IRS rate.
17. Fair Share Fees
It shall be the policy of Local 2209 to collect a Fair Share Fee from all non-joiners of the local that are employed in a position included in the Bargaining Unit. Further, the amount of the Fair Share Fee shall be the maximum allowed by Minnesota Statute.

18. Sunshine guidelines
The Sunshine guidelines have been revised and approved by the executive council to read as follows:

A. Hospital Stays  Member (more than two days)  $45.00
   Spouse/child  card

B. Extended Illness Member (more than two weeks)  $45.00
   Spouse/child  card

C. Death  Member or retired member  $80.00
   (Flowers or memorial)
   Spouse, Child, Parent, Sibling  $60.00

D. Birth or Adoption  card

E. Wedding  card

19. Retirements and Memorials
The Retirement Recognition guidelines have been revised and approved by the executive council to read as follows:
The retirement recognition award for members in good standing, who retire, will be an engraved pen. Additional retirement awards for members who have provided outstanding service to the membership and/or the executive council may be proposed by special action of any member of the executive council. The proposal will then be acted upon by action of the executive council.
20. Casual Labor
The executive committee has established the policy regarding the payment for casual labor. Casual labor will be defined as work, performed for the local by one or more of the local’s members, which the executive committee approves for remuneration. The established rate for Casual Labor is set at $15.00 per hour.

21. Archivist Fees
The executive committee has established the policy regarding the payment for archivist fees. One half of the archivist fees will be made in conjunction with the stipend payments on June 1st and Dec. 1st of each calendar year. The amount will be determined in the approved budget each fiscal year.

22. Consultant Hiring
The executive committee of local 2209 has the authority to interview and hire by contract, a consultant. This action must be approved by a majority vote of the entire executive committee.
The issuance of a contract for the hiring of a consultant may occur only if the annual budget has a line of funding appropriated for each contract.
A subcommittee will prepare each consultant contact.
The subcommittee will include, at least, the President, Treasurer and one other executive officer.
The rate of pay, dates of hire and other terms of the contract including a brief job description will be included in the contract.
The consultant will be paid twice a year in the first week of June and Dec. Should the rate of pay exceed the amount set by the IRS, a 1099 form will be issued.
Upon completion of the contracted work, a final check may be issued to fulfill the obligation of the contract without regard to calendar date.
Supply costs incurred by the consultant will be reimbursed following the regular reimbursement policy of Local 2209.