CUPE 3906 / Canadian Union of Public Employees

Policy Book

Table of Contents

1. Access Not Fear 2
2. Cheques 4
3. Executive Listserv 6
4. Hiring Committee 7
5. Political Endorsements 12
6. Emails to the General Membership, and Unit Memberships, Through the EDL Distribution List 13
7. Use of the Photocopier 14
8. Use of CUPE Equipment 15
9. Phoenix Billing 17
10. Executive Spending 18
11. Speaking With Media 19
12. Credit Card 20
13. Purchasing of Alcohol 22
14. Meal Expenses for Meetings 23
15. Conference Representatives and Union Education 24
16. Executive Accountability and Office Hours 25
17. Duel Membership on the Executive Committee & Stewards Council 26
18. Per Diem (Meal) Expenses for Union Business 27
19. Policy on Artificial Intelligence (AI) 28
20. Policy on Ethical Purchasing 29
21. Policy on Allocation of Benefits Interest 31
22. Credit Card Payment and Record-Keeping Policy 32
23. Reimbursement and Itemized Receipts Policy 33
24. Policy on Committee Budget Management 34
25. Policy on Steward Socials 35

Last updated: August 2026

Policy on Access Not Fear

Passed by the Membership on September 26 2012.
Amended by the Membership to include items 8 & 9, January 2020.

1) As a local, adopt an Access Not Fear policy requiring that our members not be asked for immigration status, and no immigration information on any members or service users be shared with the federal government. Further, we believe that discrimination based on immigration or citizenship status harms union solidarity and goes against principles of equity and justice in the workplace and the right to an accessible education.
2) Advocate on behalf of undocumented students and pressure McMaster University and other services connected with the University to adopt an Access Not Fear policy so that undocumented students are not asked for immigration status, and no immigration information on any students or service users is shared with the federal government.
3) Mobilize with our allies to ensure that students without full immigration status are charged tuition fees equivalent to domestic students, and have access to the same financial aid and scholarship programs.
4) Advocate for an immediate moratorium on deportations and a comprehensive regularization program for current and former temporary migrant workers, their families, and all non-status people.
5) Pressure the Ontario government to ensure that all workers, irrespective of immigration status, have job security; income equity and protection; and housing and accessible services.
6) Work to get similar policies enacted at other University locals.
7) Support politically and financially the ongoing work of community organizations that organize with temporary workers and non-status people.
8) Create a "Solidarity with Detained Migrants Initiative" with a dedicated budget line, to be allocated no less than $1000 annually, and to be administered by the General Membership. Once per year, usually in September, the Executive Committee will review the situation regarding the detention of migrants in Canada and will make a recommendation to the membership at a subsequent GMM, usually in October, for one or more groups, campaigns, or organizations to receive a contribution from the Solidarity with Detained Migrants Initiative.
9) Submit resolutions to each Convention of CUPE Ontario and CUPE National, calling on the rest of our union to (1) take strong public positions of opposition to indefinite detention and of support for a pathway to citizenship for all migrants regardless of employment or immigration status, and (2) to provide financial support to grassroots organizations fighting for the same.

Because:

- No human being is illegal;
- Since the start of the so-called economic crisis we've seen massive bailouts of financial institutions, but increased attacks on migrant workers, refugees and non-status people, and cut backs to social services. The economic crisis is being used as an excuse to target

poor and low waged people and workers without status.

- Temporary migrant and non-status workers are denied basic human rights, making them easily exploitable. This harms people and workers, as well as undermines the gains made by the entire labour movement.
- The current practice of indefinite detention of migrants in Canada and the standards to which these people are subjected are egregious violations of basic human rights.

CUPE 3906 | Canadian Union of Public Employees

Policy on Cheques

Passed by the Executive Committee on October 1 2012

This policy is to address cheques that have been issued; either not picked up or not cashed, and are nearing their expiry date.

Cheques in the office:

1) The staff will email (or contact in the manner provided) the individual/group/appropriate exec member in question once the cheque is signed, countersigned, and properly processed.
2) If the cheque in still in the office after a month, staff will send a follow up email to the individual/group/appropriate executive member to remind her/him/they there is a cheque in the CUPE office for her/him/them.
3) If the cheque has not been cashed as is nearing expiry, the appropriate executive member may contact the individual/group in question for a final reminder to pick up the cheque.
4) If the cheque expires, the union will not be responsible for re-issuing the cheque, unless contacted by the individual/group in question. In which case, the previous cheque will be appropriately dealt with by the Treasurer, and a new cheque re-issued. Once the cheque is properly processed, the staff will contact the individual/group/appropriate executive member to let them know it is ready to be picked up.
5) Once a cheque is re-issued, the individual/group will then be responsible for picking up the cheque in a timely manner, no further contact with the individual/group must be made by the union

Cheques picked up/mailed but not cashed:

1) If cheques have been picked up/mailed but not cashed by an individual/group it is not the responsibility of the union to follow up with the individual to warn them the cheque will expire.
2) If an individual/group has not cashed a cheque, and it expires the union will re-issue the cheque if:
    a. The individual/group brings in the original expired cheque
    b. The individual/group has misplaced or is not in possession the original cheque, and it can be verified, by the Secretary Treasurer, that the cheque has not been cashed

CUPE 3906 Canadian Union of Public Employees

Policy on Executive Listserv

Passed by the Executive Committee on December 3 2012

The Executive Committee listserv is to be used for the purposes of informing Exec members about upcoming agenda items, planning meetings, and other informational purposes.

It is understood that the listserv is not to be used for conversations or making decisions unless it is an urgent or time-sensitive issue.

Sensitive, private, or confidential information shall not be discussed over the Executive Committee listserv under any circumstances.

The execlist@cupe3906.org listserv contains just Executive Members.

The execstafflist@cupe3906.org listserv contains Executive Committee Members and Staff members.

CUPE 3906 Canadian Union of Public Employees

Policy on the Hiring Committee

Passed by the Executive Committee on December 3 2012

In such instances where CUPE 3906 hires a new employee (member mobilizer, temporary hire, or staff representative) a hiring committee of no less than two (2) and no more than five (5) individuals will be elected. It is advantageous for the work of the committee that an odd number of individuals will be elected. Both of the staff supervisors will be appointed to the hiring committee (they will make up 2 of the possible 5 members), unless there are extenuating circumstances wherein they will not be able to fulfill the duties and requirements of sitting on the committee. Any individual who intends to apply for the job may not be elected for the hiring committee. Any hiring committee elected must be compliant with the CUPE 1281 collective agreement; in particular, with reference to article 3.05, or any other relevant clause therein. The following lays out the expectations of the hiring committee.

1) Confidentiality must be maintained at all times.
    a. Under no circumstance will a member of the hiring committee disclose personal information about an applicant to individuals outside the hiring committee while the hiring process is in progress.
    b. All materials collected during the hiring process (such as cover letters, resumes, interview notes, etc.), except those of the successful candidate, shall be shredded once the expectations of the committee have been fulfilled.
        i. Materials that are downloaded and or printed using the computers in the CUPE 3906 office are sent to, and saved in, the "downloads" folder. Any such materials will be deleted from the hard drive (including the "recycling bin") immediately after those materials have been printed.
    c. Discussions that take place during the deliberation over candidates must be kept strictly confidential in order to ensure candor during those deliberations.
    d. Should the committee decide to give feedback to the candidates about their success in the process, no member of the committee shall be singled out or have their name attached to their comments in the presence of a candidate.
        i. Only if a candidate requests information or feedback about their success in the process will the committee divulge information about the candidate's performance in the hiring process.
    e. While email is useful for coordinating activities of the hiring committee and collecting applications, no personal information about applicants will be sent out over email. Furthermore, no deliberations about candidates will be facilitated through or happen over email or text message to ensure the privacy of all candidates.
2) There may be a conflict of interest, wherein a member of the hiring committee may know one (1) or more applicant(s).

a. In situations where an applicant is known to a committee member in one of the following capacities: partner, family member, roommate, close personal friend, or other such intimate relationship, s/he will remove him/herself from the committee. S/he will do so promptly, and inform all other members of the committee in order to facilitate the election of a replacement.
b. In situations where an applicant is known to a committee member in the capacity of: acquaintance, co-worker, fellow executive member, friend, or other distant relationship, s/he will explain the nature of the conflict to the committee. S/he must be transparent about whether their opinion comes from personal experience or from judgement of the application/interview when making any decisions about the applicant in question.
c. If a committee member is removed from the hiring committee and applications have not yet been read/the application deadline has not passed, the committee may elect a replacement committee member, if time permits.

3) The hiring committee shall elect a chair person. The chair is responsible for coordinating all activities of the hiring committee (including scheduling meetings and keeping accurate records of each of the applicants), and ensuring this policy is upheld. The chair will also be the contact person for the submission of applications.

4) The hiring committee will be responsible for the creation of the job posting. This job posting must be approved by the executive committee before it is advertised and before the commencement of receiving applications. An electronic copy of the job description will be sent to the staff supervisor(s) in order to be printed into hard copy and filed, as well as to facilitate the creation of an employment contract.
    a. The job posting will include (but will not be limited to) the following:
        i. Posting date
        ii. Application closing date
        iii. Employment start date
        iv. Wages/benefits v. Contract length
        vi. Location of the work
        vii. Description of the position
        viii. A list of skills/qualifications necessary for applicants
        ix. Description of the application process (i.e. cover letter, resume, etc)
        x. Reference to the CUPE 3906 equity statement
        xi. Reference to CUPE 3906 as an equal opportunity employer

5) The hiring committee will, in consultation with the executive committee, decide where the posting will be advertised (including, but not limited to: the local's website, and contained within an email to the membership), and ensure it has been properly advertised.

6) The hiring committee will be responsible for vetting the cover letters and resumes. All members of the hiring committee are responsible for reading the cover letters and resumes.
    a. It is the prerogative of the committee to decide if they would like to choose one (1) or two (2) members of the committee to narrow down the applicants to be considered by the rest of the committee. Such a decision will be made by consensus, and the individuals selected shall also be made by consensus. In no circumstances will this person/these people eliminate more than half of the applicants to be considered by the committee.

7) It is the prerogative of the hiring committee to decide whether to contact all applicants, or only those selected for an interview. It is best practise to contact any active members of the local or members of the executive to inform them they have not been selected for an interview (if applicable).

8) The hiring committee will be responsible for the creation of interview questions. Only under extreme circumstances will interviews not be conducted. The committee will standardize the interview questions, and practise them ahead of time to ensure consistency and fairness to all candidates. This does not preclude, in the course of an interview, follow-up questions to be asked for the purpose of clarification.

9) The hiring committee will schedule the interviews with those candidates they wish to interview.
    a. One (1) representative from the hiring committee will be responsible for contacting the candidates selected for an interview.
    b. The committee will be responsible for the creation of a script for contacting candidates selected for an interview. The representative will not deviate from this script, and will not give any additional information if it has not previously been discussed by the committee.
    c. Candidates will be given at least three (3) business days' notice in advance of the interview date.
        i. In circumstances wherein the hiring process *must* be expedited, the committee may contact individuals on the weekend. This may happen only if this information was clearly indicated in the posting.

10) All members of the hiring committee will be responsible for attendance at all interviews. Should a member of the hiring committee be unable to attend one (1) interview (or more) s/he will not be allowed to participate in the final hiring decision.

11) It is the prerogative of the hiring committee to decide whether to contact references for candidates selected for an interview. Should the committee request references:

a. The committee will create a standard set of questions to ask all references.
b. One (1) committee member will contact all references for all the candidates.
c. The member selected to contact references will give a detailed report of the answers provided by the references to the committee at the next committee meeting date.

12) Once interviews have been concluded and references contacted (if applicable), the committee will make the decision about who the successful candidate will be.

13) Once a successful candidate is chosen, one (1) member of the committee will be responsible for contacting said candidate and offering her/him the position.
    a. The committee will be responsible for the creation of a script for the job offer. This script will contain information necessary for the successful candidate's first day of employment such as the start date and time, as well as what is expected of them on their first day (i.e., whether they will be there for the full day, if there will be immediate training or orientation, etc.).
    b. The hiring committee member chosen will not deviate from the script provided unless the successful candidate asks any clarification questions. The hiring committee member will not make any decisions, or give any information that was not previously discussed with the committee.

14) Once the offer has been accepted by the successful candidate, the same member chosen above (see #14) will contact all other candidates selected for an interview to inform them of the decision of the committee.
    a. The committee will be responsible for the creation of a script to inform unsuccessful candidates of the committee's decision.
    b. All candidates selected for an interview will be contacted via telephone within twenty-four (24) hours of the successful candidate accepting the position. Should

a candidate not be available during the time of the call it is the prerogative of the committee to decide if they will leave a telephone message or if the candidate will be contacted via email.

15) Twenty-four (24) to forty-eight (48) hours after all candidates have been contacted about the decision of the hiring committee, an email will be sent to the executive committee informing the executive of the decision of the hiring committee. That email will contain (but not be limited to) the following information: The name of the successful candidate, the start date/time of the successful candidate, and the expectations (if any) of the members of the executive committee in preparation of the candidate's arrival.

16) At least two (2) weeks prior to the employment start date of the successful candidate the hiring committee will create a report for the staff supervisors. This report will contain (but is not limited to):

a. A copy of her/his cover letter and resume to be put into her/his personnel file.
b. The skill set(s) of the candidate.
c. The experience and knowledge of the candidate (including their background, if applicable).
d. Recommendations for necessary training.
e. Recommendations/a list of priorities for tasks to be undertaken by the candidate within the first few weeks of employment (these must be reasonable for the candidate to accomplish based on their skill set(s) and experience)

17) It is responsibility of the staff supervisors to organise/conduct training with newly hired individuals, and to create an employment contract. However, the hiring committee must provide the above report in order for successful and applicable training/orientation.

18) Once all of the above expectations are fulfilled, the members of the hiring committee will shred all other personal documents pertaining to all applicants as outlined in 1b.

CUPE 3906 | Canadian Union of Public Employees

Policy on Political Endorsements

Passed by the Membership on February 29, 2012
An endorsement for a political candidate can only be made at a GMM.

An endorsement means:

1) A public statement of support for the candidate/or political party
2) Commit to sending at least one e-mail to members that tell them at least who we supported, why we supported them and how they can get involved.
3) Post this on the website/share on the Local's social media.
4) Give the candidate the right to say we endorse them.

The local can endorse multiple candidates if the GMM so chooses.

Monetary donations will come from the executive donation line. Donations can be made at the GMM.

None of the above precludes the Political Action Committee from endorsing a candidate or donating to one if they so choose.

CUPE 3906 / Canadian Union of Public Employees

Policy Regarding Emails to the General Membership, and Unit Memberships, Through the EDL Distribution List

Passed by the Executive Committee on March 25, 2013

Guidelines

1) Include a table of contents.
2) Use plain language. For example, instead of referring to Unit 1 Bargaining, call it TA/RA employment contract negotiations.
3) Avoid referring to Units 1, 2, 3. Instead, refer to the population that comprises these units (TA/RAs, Sessional Faculty, Post Docs).
4) Avoid acronyms that the general membership may not be familiar with, e.g., PAC, GMM, LMC, AGM.
5) Limit all topics to a brief explanation. Include a link to the CUPE 3906 website if more information is required.
6) When inviting members to participate, include a brief explanation of the event/meeting. For example, "A general membership meeting is a chance for all members to discuss and vote on decisions the union will be making, such as how money will be spent and who will be elected to work for the union."

Frequency

For e-mails to the general membership:

1) There will be no more than 1 e-mail per week sent out;
2) E-mails to be included to the general membership must be submitted to staff by the end of the business day on Tuesday, in order to be included in that week's email.

For e-mails to specific membership lists, there will be no such e-mail frequency limit.

Sending E-mails

The following executive committee members will be empowered to craft personalized e-mails to the membership. These e-mails, however, will be sent out by the staff and/or president through the cupe3906@mcmaster.ca address. The purpose of which is to ensure that e-mails are in line with the local's goals, constitution, bylaws, policies, etc. A personalized signature can be included at the end, along with a reply-to address:

1) The Chief Stewards, only on items directly related to their portfolios, and only to their respective unit;
2) Working groups, executive members, and other bodies of the local to one or more membership lists.

CUPE 3906 | Canadian Union of Public Employees

Policy on the Use of the Photocopier

Passed by the Executive Committee on May 8 2012

Charge .05 cents per photocopy to any individual who uses the photocopier when the use is not directly related to official CUPE business, with the understanding that a copy is one impression so that a duplicate copy is 2 impressions.

CUPE 3906 / Canadian Union of Public Employees

Policy on Use of CUPE Equipment

Passed at Executive meeting May 22, 2012

A member of the local may make use of the equipment in the CUPE office or storage or storage locker (such as: projector, speakers, tables, chairs, etc), provided:

1) The equipment will not be used for any activities that would violate the equity statement.
2) The organization the member is a part of 9for which the equipment is being used) would not violate the equity statement.

An individual who is associated with the local (i.e. friend of a member, etc.), or whose organization is associated with the local (i.e., Hamilton district labour council, any CUPE working groups, organizations with ties to PAC, etc.) may make use of the equipment in the CUPE office or storage locker (such as: projector, speakers, tables, chairs, etc.), provided:

1) They can find an executive member willing to vouch for the individual (i.e., that the individual will return the equipment, or be responsible for the equipment if it is not returned).
2) The equipment will not be used for any activities that would violate the equity statement.
3) The organization the member is a part of (for which the equipment is being used) would not violate the equity statement.

In order to remove equipment from the CUPE office:

1) The individual must come to the office with a member of the executive to sign the equipment out, or reserve the equipment for a certain day.
2) If the executive member cannot be present at the time of pick-up, the individual must make arrangements to come during the day when the staff or other executive members are in the office.
3) The individual and executive officer must document all equipment being removed from the office on the forms located in the binder on the Staff Rep's desk, give contact information, and sign the equipment sign-out form.
4) The individual must make arrangements to return the equipment either during normal working hours, or arrange another time when an executive member will be present to sign the equipment back in.
5) If the equipment is not returned, the equipment will be replaced by the local. If the exec member who facilitated the sign-out has a portfolio budget line (i.e. PAC, chief stewards, equity, international), the cost of the item will be incurred by that budget line. If the exec member in question does not have a budget line, the cost of the item will come out of the exec solidarity donations line.

6) If the individual using the equipment is an executive member, there is no need for another executive member to counter-sign the equipment as described above. However she/he must sign the equipment out using the aforementioned forms.

Policy on Phoenix Billing

Passed by the Executive Committee on June 4 2012

Any executive members charging meal and beverage expenses for any reasons (e.g. executive meeting, management session meeting, Unit 1/2/3 activity meetings, etc.) to the Local's account with The Phoenix, instruct The Phoenix to record said reason on the bill that gets generated.

CUPE 3906 Canadian Union of Public Employees

Policy on Executive Spending

Passed by the Executive Committee on June 18 2012

Whereas a budget is debated and approved by the membership once a year; and

Whereas only members should be able to approve expenditures outside of the mandate of the budget; and

Whereas we endeavour to stay within our budget;

Be it Resolved That any money requested (with the exception of the normal operating expenses of the local) from a budget line with no funds available must be approved at a GMM, except in cases that are time sensitive and cannot wait until a GMM.

CUPE 3906 / Canadian Union of Public Employees

Policy on Speaking with Media

Passed by the Executive Committee on February 23, 2015

Purpose: The purpose of this policy is to ensure that all communication with media – including campus, local, and national media – is consistent with CUPE's policies, by-laws, collective agreements, and equity statement, as well as to ensure internal consistency with all statements made on behalf of the local. To ensure this, this policy also serves to regulate who should serve as a spokesperson for the local.

Whereas:

1) CUPE Local 3906 may be, from time-to-time, contacted by various media outlets for comments on a multitude of news stories
2) CUPE Local 3906 serves as the exclusive bargaining agent of roughly 3 500 members who are employed at McMaster
3) CUPE Local 3906 has a strong commitment to equity, accountability, and the principles of trade unionism (as dictated by our Equity Statement)
4) Comments made on behalf of the local are an important reflection on our union's values
5) Comments made on behalf of the local may have legal and financial ramifications for the well-being and legitimacy of our union
6) Comments made on behalf of the union require a measure of consistency and accuracy

Be it resolved that:

1) All requests for media should be immediately directed to the President, or, in their absence, the Vice-President
2) The president, upon being contacted by the media, will serve as the sole spokesperson for the local
3) The president may empower staff or another executive to speak to the media in situations in which they have appropriate knowledge and in which the president feels that the interests of the local would be better served by deferring to staff or another executive member
4) During bargaining, the bargaining committee may be empowered to elect its own spokesperson to comment solely on issues related to collective bargaining. The president, likewise, will still have the ability to speak on issues related to collective bargaining
5) All statements made on behalf of CUPE Local 3906 must be consistent with CUPE's policies, by-laws, collective agreements, and equity statement

CUPE 3906 / Canadian Union of Public Employees

Policy on Credit Card Usage

Passed by the Executive Committee on July 7, 2015

1) The President, Vice-President, and Secretary-Treasurer shall normally be corporate credit card holders for the Local, under their own names in conjunction with CUPE Local 3906's name. The named card holder is the only authorized user for that card and the card holder must be present at the time and location of the purchase transaction, e.g. cards must not be lent to or borrowed by others.

2) For the purposes of booking and paying for hotel room charges and associated taxes, third-party billing will be permitted by arrangement of an authorized card holder. However, additional charges beyond the room fee and taxes are ultimately the responsibility of the traveller unless any such charges can reasonably be justified as CUPE-related expenses. Such additional charges may include (but are not limited to) phone or Internet charges, movie rentals, mini-bar items, and damage, repair, and cleaning charges.

3) A shared credit limit of $30,000.00 applies to all credit cards held by the Local under a consolidated pay scheme.

4) Credit cards held by the Local are strictly to be used for approved expenditures for CUPE business use. Card holders will be held personally responsible for reimbursement to the Local for any unapproved, unauthorized, or non-CUPE-related charges unless the card is promptly reported as lost or stolen in keeping with the card issuer's zero liability policies.

5) Credit card holders will not need to provide their Social Insurance Number, will not be subjected to a credit inquiry on their personal credit file, nor will a personal guarantee on the credit cards be required in relation to the corporate credit card. Normally, the Local will assume the responsibility for paying the monthly balance in full in addition to any interest or late fee charges that may apply.

6) All expenditures charged to the credit cards must be properly supported by itemized receipts. Each receipt must have the purchaser's name and the purpose of the purchase written on the back. For example: "Bob - food for exec cmte meeting" or "Alice - taxi for transfer to hotel for CUPE National Convention".

7) Itemized receipts are to be submitted to the Secretary-Treasurer as soon as reasonably possible for record-keeping and reconciliation with the monthly statement so that the Local can make timely payments and not incur monthly interest charges.

8) If an itemized receipt for an expenditure cannot be provided, the credit card holder must submit a written explanation of the circumstances resulting in the inability to provide such a receipt. If a reasonable and satisfactory explanation cannot be provided, the card holder will be required to reimburse the Local for the expenditure.

9) The terms and conditions of the corporate credit card as determined by the card issuer will also apply and must be observed by the card holders.

10) Violations of this policy may result in the credit card being revoked from a card holder by decision of the executive committee.

CUPE 3906 | Canadian Union of Public Employees

Policy on the Purchasing of Alcohol

Passed by the Membership on February 27, 2017

No Free Alcohol Provided at Meetings

1) CUPE 3906 will not pay for or provide any alcoholic beverages for any CUPE 3906 meetings
2) There will be no reimbursement for the purchasing of alcohol to members, officers or staff attending any CUPE 3906 meetings.
3) Alcohol inadvertently charged to CUPE 3906 will be deducted from the individual, officer's or staff's payroll as a personal expense.

Alcohol Provided at Social Events

1) CUPE 3906 may pay for one alcoholic beverage per person at any CUPE3906 social events and social meals.
2) Drinks at social events will be covered by issuing drink tickets, and the number of tickets to be issued will be determined by the Executive at an Executive Committee meeting.
3) Drinks at social meals may be ordered by individuals.
4) Upon submission of proof of purchase (i.e., a receipt), CUPE 3906 will reimburse members, officers and/or staff for approved alcohol purchases for social events or social meals.
5) Individual attendees will not be reimbursed for alcohol purchases

Policy on Meal Expenses for Meetings

for the per diem policy for union business (ie. convention, off-campus meetings, etc), please see the policy on page 26

Passed by the Membership on May 23, 2017, Amended 20 August, 2026

On occasion, meetings of various committees of the Local may be long. In such cases, it is appropriate for the Local to pay for the cost of a meal for the members of a committee who are serving the membership by devoting a large portion of their day to the work of that committee. The costs of a meal for committee members attending a long meeting may be paid for by the Local in the following circumstances:

Committee Meetings
Members, Executive Officers, and staff who attend a meeting of any recognized committee of the Local that lasts at least four (4) hours will have their meal expenses paid for by the Local, up to a $20.00 per diem, so long as a meal has not been otherwise provided for the meeting.

Committees must authorize the use of the Local's funds for this purpose by passing a minuted motion to that effect. The Treasurer may request a copy of the meeting's minutes before processing payment for meal expenses. All meal expenses will require the submission of an expense report with a copy of the meting minutes authorizing the expense.

Executive Officers may decide to purchase food ahead of time for a meeting of the committee that they chair. This is permissible so long as such a meeting is at least 2 hours in length (or is reasonably expected to be at least 2 hours in length) and so long as half of the members attending such a meeting are rank-and-file members of the Local (i.e. not themselves Executive Officers). In these cases, the cost of the food will be paid out of the operating budget of the committee in question.

Bargaining Team and Hiring Committee Meetings
At a General Membership Meeting on August 9th, 2016, the Membership passed a motion authorizing the use of the Local's funds to pay for meal expenses, up to a $15.00 per diem, for members of the Local's various Bargaining Teams and Hiring Committees who attend meetings that last at least four (4) hours, so long as a meal has not been otherwise provided for the meeting.

Therefore, Bargaining Teams and Hiring Committees do not need to authorize the use of the Local's funds for this purpose by passing a motion. Nevertheless, meal expenses for the Bargaining Teams and Hiring Committees will still require the submission of an expense report.

Executive Committee Meetings and Annual Visioning Session
Executive Officers may decide to purchase food ahead of time for a meeting of the Executive Committee. This is permissible so long as such a meeting is at least 2 hours in length (or is reasonably expected to be at least 2 hours in length). The cost of purchasing food for Executive Committee meetings

will be contemplated by the annual budget.

CUPE 3906 / Canadian Union of Public Employees

Policy on Conference Representatives and Union Education

Passed by the Membership on May 23, 2017

Member Accommodation

Members that represent the Local at various conferences, conventions, and meetings will share hotel accommodations whenever possible. However, our members are also deserving of dignity and privacy. Thus, any member may request a private accommodation and such a request will not be unreasonably denied.

Member Responsibilities

Members that represent the Local at various conferences, conventions, and meetings will produce a report summarizing the event and including recommendations for action (where applicable). Such a report will be no less than 300 words in length and will be submitted for review by the membership. This should happen at the next scheduled General Membership Meeting (GMM) following the event, but it must happen no later than the second scheduled GMM following the event.

Union Education

The Local recognizes the value of union education for equipping Executive Officers as well as rank-and-file members with the tools they need to protect their rights and the rights of others and to advance the interests of the membership. Therefore, in those cases where the Local has agreed to pay the registration fees for an Officer or a member to attend a course, workshop, or seminar for the purpose of advancing their knowledge of unions and the labour movement and/or acquiring new skills pertinent to their roles as union representatives (e.g. stewardship, grievance/arbitration, health and safety) the Local may treat them as it would a member to a conference.

They may therefore be entitled to accommodation and a member's per diem (as described in the Local's bylaws), at the discretion of the President and the Secretary-Treasurer, in consultation with the Executive Committee, when necessary. Officers and members who attend union education courses and the like will also be required to produce a report in the manner of a member. Such a report will be no less than 300 words in length and will be submitted for review by the body that authorized the expense of their union education: either the membership or the Executive Committee. This should happen at the next scheduled GMM or Executive Committee Meeting (ECM) following the event, but it must happen no later than the second scheduled GMM or ECM following the event.

CUPE 3906 Canadian Union of Public Employees

Executive Accountability and Office Hours

Passed by the Membership on May 23, 2017

CUPE 3906 Executive Committee members are elected members of the Local who receive an honorarium for the holding of their elected positions and are not salaried or waged workers in any sense. The service performed by these officers in the Local office and in the carrying out of their duties is not recompensed. The rationale for the honorarium is that it is paid in recognition of the completion of service. The President may direct the Secretary-Treasurer to withhold an honorarium from an Executive Officer who has been found to have neglected the duties of their position. Such neglect may include, but is not limited to: failing to provide a report for an Executive Committee meeting or a General Membership Meeting, failing to keep regular office hours, and failure to attend mandatory meetings.

The keeping of regular office hours in the Local office serves many purposes: it keeps Executive Officers in touch with the membership when members telephone or drop by, and it allows a block of time to complete other duties incumbent upon the office.

When it is open, the office shall be staffed by a staff person or and/or an executive officer. If there is no staff person available, the Executive Officers will attempt to ensure a presence to keep the office open.

In principle, Executive Officers should hold office hours for **at least two hours per week**. These office hours should be posted and made known to the rest of the Executive Committee, the staff, and the membership. In practice, it may not be possible for all executive officers to hold all of their regular office hours. Thus, some deviation from this policy is acceptable and will not be understood as neglect of duty. If Executive Officers, whether because of the press of union business, the press of academic business, chronic illness, or other reasons, cannot make their office hours, they shall try, within reason, to reschedule their hours and post the changes.

Office hours should be used primarily for the following purposes: completing tasks within one's portfolio, assisting in ongoing campaigns taken on by the committee as a whole, and assisting in sending out materials. Only if there is no union work to be done with which they could be assisting, may Executive Officers pursue their own work, academic or otherwise, while in office hours.

When taking inquiries from members, the Executive Officer taking the inquiry shall be responsible for ensuring a speedy and polite response to the member. If an officer is unsure about an answer, it is best to confer with the appropriate staff member or a long-serving executive officer before providing a response. For the purposes of on-going training, the Executive Officer should later confer with that staff member regarding the reasons for the answer given.

CUPE 3906 Canadian Union of Public Employees

Policy on Dual-Membership on the Executive Committee and Stewards Council

Passed by the Membership, January 2020.

Preamble:

Stewardship is crucial to the ongoing function and power of the union for two reasons: (1) Stewards help to ensure effective enforcement of our collective agreements and act as a vital conduit for information within the union, and (2) stewardship provides a significant opportunity for members to develop organizing and leadership skills necessary to building and preserving a strong union.

In the budget for FY 2019-20, the membership of CUPE 3906 approved for the first time honoraria for Stewards, demonstrating a substantial commitment not only to compensating our Stewards for the important work that they do, but to growing the Stewards Council by encouraging more members to take on roles of union leadership and representation within their departments. The Steward honoraria was implemented to acknowledge the importance of the position and also to create an incentive for more members to take on the position.

We acknowledge that the honorarium may also create an incentive for members of the Executive Committee to seek a position as a departmental Steward, and the purpose of this policy is to clarify the union's position on members holding the position of Steward while serving on the Executive Committee.

1. While all members of the Executive Committee are responsible for representing the union within their departments (and beyond), being a Steward involves additional and unique duties and responsibilities. Members of the Executive Committee are not *de facto* Stewards, and holding this additional position should be recognized as the additional work that it is.
2. **According to our By-Laws, as of the date of this policy, members who hold more than one position with an honorarium attached to it are entitled to receive each of those honoraria.** A member of the Executive Committee who is also elected to serve as a Steward in their department is therefore entitled to receive both honoraria.
3. To ensure that opportunities to get involved in the union are distributed as equitably as possible, **members of the Executive Committee are encouraged to only stand for the position of Steward if there is a vacancy in the department**.
4. **Should a member of the Executive Committee be elected to the position of Steward, they are encouraged to work within their department to find and nominate a suitable replacement where possible.**
5. For a fair election process Members of the Executive Committee should be elected to the position of Steward without the support of any other executives.
6. For the best interest of the union executives are encouraged not to nominate anyone for the post of steward to make steward election process unbiased and fair.
7. Nothing in this policy should be interpreted as discouraging Stewards from also seeking election to any other position, including as Chairs of Committees or positions on their unit's Bargaining Team or the Executive Committee.
8. Nothing in this policy should be interpreted as discouraging members of the Executive Committee from standing for election to any other position.

9. In departments with a huge strength of TAs/RAs any changes to this policy will only be in effect after the consent of the executive council.

CUPE 3906 Canadian Union of Public Employees

Policy on Per Diems (Daily Meal Allowances)

for a meal expense for a committee meeting, please see the policy on page 21

Passed by the Membership on February 10, 2025 at GMM

At present, the CUPE National per diem rate is $102 (per day).

The Local policy is designed to cover meal expenses at an amount equivalent to the CUPE National rate, but, unlike the National policy, is broken down over three meals. With the $102 per diem allowance, meals are broken down as follows:

- $24 for breakfast
- $31 for lunch
- $47 for dinner.

A per diem is calculated for the full $102 on a day when someone approved to attend business needs to purchase three meals. If, however, one meal was provided (ie/ lunch), that person must subtract that amount (ie/ $31) from the day in question. A partial day (ie/ the final day) would include only those meals that the member needed to purchase (ie/ being home by 3 pm on the last deal likely means a dinner was not necessary).

If three meals are provided, a member on approved business may then claim only up to $15 for incidental snacks to allow flexibility in timing of when they eat. Receipts are not required for the per diem.

The daily per diem rate (currently $102) currently reflects the CUPE National rate. If increases to the CUPE National per diem rate are made, Local 3906 will increase to the same amount and the executive committee will determine a revised per meal breakdown.

In the event that a member has a dietary restriction or a religious or cultural practice that might deviate from a typical breakfast-lunch-dinner breakdown, they should inform the treasurer who can arrange a more inclusive breakdown, but in an amount that will not exceed the daily maximum allowance.

For the purposes of this policy, travel time is considered time spent in union business.

CUPE 3906 Canadian Union of Public Employees

Policy on Artificial Intelligence (AI)

Passed by membership 16 March, 2026

Whereas:

1. CUPE National and CUPE Ontario have policies against the use of AI;
2. The use of AI to replace workers is a growing threat to the labour movement;
3. CUPE Local 3906 has adequate knowledge and resources to perform its work without the use of AI;
4. The exponential growth of AI poses major environmental, water conservation, and privacy concerns.

Therefore Be it resolved that:

1. All individuals acting on behalf of and/or performing duties for CUPE 3906 shall make reasonable efforts to refrain from the use of generative AI for CUPE 3906. This may include but is not limited to taking minutes, generating graphics, and composing emails.

CUPE 3906 | Canadian Union of Public Employees

Policy on Ethical Purchasing

The following was passed at the December 16th, 2026 GMM:

"Whenever possible the local shall order from providers that uphold our union. This includes but is not limited to ordering Union made products, using unionized delivery services, and unionized production "

CUPE 3906 Canadian Union of Public Employees

Policy on Allocation of Benefits Interest

Passed by Membership on 20 August, 2026.

All interest accrued from the Benefits savings account shall be allocated toward the general operations of the Local.

CUPE 3906 | Canadian Union of Public Employees

Credit Card Payment and Record-Keeping Policy

Passed by Membership on 20 August, 2026.

To avoid interest penalties, at least the minimum monthly payment must be made on all credit card balances by the due date.

When the balance is paid in full, a copy of the cheque and cheque stub along with the required receipts, expense vouchers and other necessary documentation must be attached to ensure accurate and complete financial record-keeping.

CUPE 3906 | Canadian Union of Public Employees

Reimbursement and Itemized Receipts Policy

Passed by Membership on 20 August, 2026.

All members requesting financial reimbursement must fill out the required expense voucher and are strongly encouraged to provide original, itemized receipts for all purchases.

CUPE 3906 | Canadian Union of Public Employees

Policy on Committee Budget Management

Passed by Membership on 20 August, 2026.

Committee budgets remain fixed at the amount approved at the start of the fiscal year.

If a committee exhausts its budget mid way during the year and wishes to host additional events or initiatives, the Committee Chair must present a specific motion at a General Membership Meeting (GMM) detailing the proposed event and the funds required for it and funds be used for purpose mentioned.

CUPE 3906 | Canadian Union of Public Employees

Policy on Steward Socials

Passed by the Membership on September 24, 2026

Stewards may be reimbursed up to $200 per term per Department for CUPE 3906-related Department socials. Proper documentation (such as a completed, signed expense voucher and itemized receipts) must be provided for reimbursement.

Stewards should strive to hold accessible and inclusive social events on or near the McMaster campus (and/or the workplace), and should aim to limit attendees' costs (e.g., individual registration fees, individual meal expenses) as much as possible

The Local's Policies on Discrimination and Harassment (https://cupe3906.org/cupe-local-3906-discrimination-and-harassment-policy-and-handbook/) and the Purchase of Alcohol (page 22) apply to Steward-led socials.