

## **UTU Local 1778 Local Committee of Adjustment Procedures**

May. 13, 2002

### **LOCAL COMMITTEE OF ADJUSTMENT**

The Elected Officers of the Local Committee of Adjustment shall consist of One (1) Local Chairperson and One (1) Vice Local Chairperson.

Local Chairperson shall be paid the equivalent of two (2) days pay at the prevailing Yard Foreman's rate of pay per month.

### **REPORTING, ACCOUNTABILITY AND FINANCIAL RESPONSIBILITY**

The necessity of representing the membership must be balanced with the local's continuing ability to pay. Officers and representatives must be diligent to ensure that expenses and remuneration claimed are reasonable and any expenses claimed fall outside the remuneration provided by their monthly salaries. Every attempt should be made to schedule and arrange union work in such a manner as to minimize expense to the Local.

#### *Reporting*

In addition to the requirements the Constitution, Officers, Representatives and members performing duties on behalf of the local must provide a written report of their activities to the Secretary / Treasurer in advance of, or at, each regular meeting. Reports will be presented to the membership and will be included in the minutes of the meeting. Reports will include, but are not limited to, a detailed account of dates and times when the duties were performed, the nature of duties performed and expenses claimed, if any.

#### *Expenses and Wage Loss*

Any officer, representative or member encountering personal cost or loss wages to him / herself, or who encounters a work load not sufficiently covered by the monthly salary for the office shall be entitled to claim for repayment under Bills of Allowance, subject to approval by the membership. He/she will be required to present to the Secretary / Treasurer, in advance of, or at,

the regular meeting, an itemized written statement of what is being claimed, the reason for same, and any receipts which may support the claim.

*Phone Guidelines*

The local chairperson will be provided with phone services, including a separate phone line and cell phone, if required. Claimants are encouraged to seek the lowest possible long distance charges, based on calling patterns and to employ "smart ring" services, if practicable.