

AFGE Local 3509 Policy Document

Revised March 31, 2006

NOTE: ALL TRAVEL IS SUBJECT TO BUDGET RESTRICTIONS

Reimbursement of Expenses

Travel for official business must be approved in advance. With the exception of travel authorized by other policies, the President must authorize all travel. In the President's absence, the Executive Vice President shall authorize travel. The local's voucher will include a line for authorization of travel. (EBoard vote 9/25/93, amended 9/16/01 & 3/31/06)

State Designees have authority to travel in their area without prior approval. (EBoard vote 2/22/95)

All Local 3509 representatives who travel on Local business should use the mode of transportation, which produces the lowest overall cost to the Local, while allowing the travel to be performed effectively and efficiently. In keeping with the National Agreement between SSA and AFGE, AFGE Local 3509 representatives will not be required to use privately owned vehicles when traveling on Local business. If a representative chooses to use a rental vehicle; the most economical size, make and model should be selected. Cost of the rental vehicle plus gasoline will be reimbursed, but not mileage. (EBoard vote, March 7, 2003)

Normally, representatives who choose to fly on Local business within the Local's boundaries will be required to do a cost comparison and will be reimbursed either the actual cost of travel or the amount they would have been due had they driven, whichever is less. When there is sufficient justification, the Local President may authorize the reimbursement of airfare within the geographic boundaries of the Local. Whenever possible, this authorization should be obtained in advance. (EBoard vote, March 7, 2003)

Flying to locations outside the geographic bounds of the Local is deemed to be cost effective. A cost comparison will be required if a local rep chooses to travel outside the geographic bounds of the Local by other means. (EBoard vote, March 7, 2003)

The Local's EEO Specialist and Arbitration Representative may travel within the local without prior authorization in order to fulfill their representational duties. (EBoard vote 9/16/01. amended 3/31/06)

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Travel vouchers must be filed within three months of incurring the expense. Vouchers filed after the three months will be denied. (EBoard vote 2/22/95)

Any travel expenses incurred, which were not pre-authorized, will not be reimbursed. (EBoard vote 9/24/93)

Individuals may file an appeal if they disagree with the Treasurer's decision concerning a voucher. The first level of appeal will be to the Executive Board; the second and final appeal is to the membership. Appeals must be filed within 60 days of the decision. Appeals are to be submitted to the Secretary of the Local, who shall be responsible for distribution to the Executive Board for a decision. Appeals to the membership may be made at the next regularly scheduled meeting of the Local or submitted in writing to the Secretary prior to the date of the next regularly scheduled meeting of the local. The Secretary will be responsible for presenting written appeals to the membership for a vote. (EBoard vote 9/30/93, amended 9/16/01)

Mileage and other travel expenses are reimbursed at current government rates. The local uses government regulations in determining per-diem and mileage reimbursement rates. Local transportation costs will be reimbursed in unusual circumstances. The Treasurer and President will be responsible for these determinations. (EBoard vote 2/22/95)

Any member attending a general membership meeting will be reimbursed for mileage only. Carpooling is encouraged. (Membership vote 9/24/94)

Requests for advances for authorized expenses are to be made in the same calendar year the individual expects to incur the expense. For all expenses other than travel, advances are to be cleared within thirty days of the request. Travel advances must be cleared within 30 days after receipt of the advance or 10 days after return home, whichever is later. The Treasurer will make a written request for documentation with a deadline of ten days for any advance not cleared timely. If documentation is not furnished within ten days of the written request, the matter will be referred to the President for action. No further payment will be made to the individual until the advance is cleared. Advances may be cleared from the first voucher received from the individual. (EBoard vote 9/16/01)

Members with a salary the equivalent of pay grade of GS 5 Step 10 or less will receive a dues rebate of \$50.00 per year. They must be a member for one year and will be paid one month after their anniversary date, upon request. Forms are available from the Treasurer. The deadline for requesting the rebate is 12 months after the individual's anniversary date. (Membership vote 2/22/92)

Each representative traveling on Local business is entitled to a private room. (EBoard vote 11/25/02)

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Parking expenses are authorized regardless of distance traveled. (EBoard vote 9/23/94)

If an individual on approved travel flies and can save money by staying over Saturday, the local will pay for Saturday lodging and per-diem following government regulations. (EBoard vote 9/24/94)

If a delegate misses a vote at a credentialed meeting, they will not receive payment for per-diem or LWOP for that day, unless the Executive Board has approved their absence. (EBoard vote 9/25/93)

The local may obtain a credit card for the purpose of paying hotel bills, airline tickets and other specific items as authorized by the Executive Board. The President will have authority to approve charges and the Treasurer will have authority to cut off charging privileges and to cancel the account at any time for any reason. (EBoard vote 9/23/05)

Affiliation with Central Labor Councils

The Local will affiliate with AFL-CIO Central Labor bodies where we have members who are willing to go to meetings. (Membership vote 10/14/95)

Boycotts

Local 3509 will not hold any meetings in SC until such time as the confederate flag issue is resolved. Resolved means to the satisfaction of the NAACP. (Membership vote 3/18/2000)

The Executive Board meeting at which the audit is done may be held in the city of the Treasurer's duty station, even if this results in a meeting in South Carolina. (Membership vote 3/13/2004) Representation

Effective April 1, 2005, Local 3509 will not represent employees in MSPB, EEO, OWCP, OIG or other proceedings not required by the National Agreement or 5 USC 71, unless their current membership in AFGE predates the event leading to the need for representation. For probationary employees who have not joined AFGE and employees in non-union offices within the jurisdiction of Local 3509, the Executive Board will decide on a case by case basis whether to provide representation. (EBoard vote 3/30/05)

Continuing Financial Obligations

Local 3509 will pay an incentive of \$100.00 to new members when they join the Local. This does not apply to members who are transferring from other AFGE Locals. (Membership vote 9/4/04)

Local 3509 will pay \$2.00 per member per year to AFGE's Legislative Action Fund. (Membership vote 9/4/04)

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Grievances

The local rep will normally handle the first and second steps of grievances. The local rep will call their State Designee prior to filing any grievance and will send a copy of the grievance to the State Designee.

The State Designee is responsible for the third step presentation of all grievances within their state.

Upon receipt of a denial on a third step, the State Designee should send a copy of the third step decision to the Secretary immediately and ask that the case be scheduled for review during the next conference call of the EBoard. The State Designee will present the case to the EBoard, who will vote on whether to arbitrate. If there is a possibility of missing a timeframe, the State Designee should invoke arbitration prior to the vote. If the EBoard votes not to arbitrate the case, the State Designee should withdraw the grievance invocation immediately and send a copy of the withdrawal to the Secretary.

The State Designees are responsible for sending a copy of the 1st, 2nd and 3rd step grievance decisions, the invocation of arbitration form, the arbitration decision/ settlement agreement to the Secretary. The Secretary is responsible for maintaining a database of all grievances/arbitrations and for periodically briefing the President.

The Executive Board approves expenses for arbitration when it is decided to arbitrate. The Secretary is responsible for notifying the grievant and local rep of the EBoard's vote on whether to arbitrate a case.

The State Designee is responsible for ensuring cases are arbitrated once a vote is taken by the EBoard.

The Advocate is responsible for notifying the grievant of the arbitration decision. If the advocate is from outside the Local, the TA will be responsible.

ULPs

State Designees are responsible for filing ULPs within their area.

All ULPs are to be sent to the State Designee for review prior to submission.

Bargaining Demands

Prior to filing a demand to bargain, local reps are to call their State Designee for assistance.

Space actions (relocations/renovations, etc) have been assigned to one person in the local (currently Sharon DeLong). Local Reps are not authorized to enter into agreements on space actions. (Eboard vote 9/17/99)

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Official Time

The Secretary is responsible for ensuring that new reps are added to OUTTS and the President is responsible for making allocations of Local Bank time. When a new rep is appointed, they will complete a New Rep Data Sheet and submit it to the Secretary. In order to be placed on the OUTTS Users Database, the President will submit a form to Council 220's Designee.

In order to gain access to their OUTTS record, the rep will need to complete a new 120 and submit it through their manager to Regional Security. The rep should show that they need "read only" access to OUTTS. The form to be sent to LMR can either be faxed to 404 562-1260 or sent in electronic format to Sally.Smith@ssa.gov.

All Reps are responsible for tracking their use of official time and for ensuring accuracy of their OUTTS record.

Processing of 1187s and Changes of address

All 1187's are to be sent to the **Treasurer** for processing (Currently this is M. Patrice Davis/PO Box 5778/Anderson SC 29623). Make sure to enter a receipt date (the day you received it) on the 1187 prior to mailing it. **DO NOT HOLD THE 1187. SEND IT TO THE TREASURER IMMEDIATELY.**

If the member has **HOME email**, enter their HOME email address on line 8 of the 1187.

Keep a copy of the 1187 for your records.

If a member transfers into an office from another Local, the local rep should complete a new 1187, mark it "TRANSFER", and send it to the Treasurer for processing. Follow the same instructions for processing an original 1187.

Notify the Treasurer of the following:

1. If a member moves to another office within the local, the local rep should send a change of address, **new office and telephone number**.
2. Member's change of address

Members can only drop their membership on their anniversary date. Requests for anniversary dates should be addressed to the Treasurer.

1188s (drop-out forms) are to be obtained from the office manager. The local doesn't have these forms, nor do we process them. They are given to management to process.