



## CWA 4299 LOCAL OPERATING PROCEDURES

### I. AFFILIATIONS

Requires Executive Board approval, ensuring alignment with the union's mission and values. Affiliations must benefit members and uphold principles of labor rights and social justice. Members representing the union in affiliated organizations are expected to act responsibly and maintain open communication. The policy includes provisions for periodic review and documentation of affiliations, promoting transparency and accountability. Effective upon Executive Board approval, amendments require board approval and notification to members.

### II. LOCAL OPERATING PROCEDURES

A. There shall be no deviation from the Local Operating Practices except by a majority vote of the Executive Board and the deviation shall be reported to the following membership meeting or by a majority vote of the membership at a regular meeting.

B. Changes in Local Operating Practices may be submitted by the Executive Board in its Executive Board Report or by a motion at the Local Membership Meeting. A simple Majority of members voting on the question is required to adopt or amend a Local Operating Practice.

C. The use in the Operating Practices of masculine or feminine gender in titles or otherwise, shall be construed as including both male and female members and not as specific sex designations.

### III. ADMINISTRATIVE PROCEDURES

#### A. Records

1. Keep all minutes of all Executive Board and Membership Meetings. These records will be kept indefinitely for reference and historical value. This will include the records from any merger or former numbered locals. Digital copy will be maintained indefinitely.
2. Keep all Local Government reports such as Federal Income Tax, State Tax, Social Security reports and ledgers to comply with Federal and State regulations.
3. Keep all canceled checks, bank statements, and vouchers for 5 years.
4. Destroy Local ballots and contract ratification votes after the next election or vote for the same office or contract.
5. Keep grievances for at least **six (6) years**; along with all arbitration cases, regardless of their date, as per the document's requirements.



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6. CWA Convention minutes are made digitally available upon request to ensure members are informed.
7. Keep all CWA dues breakdown sheets for two (2) years.
8. Retired members and those undergoing grievance procedures within the Local must remain on the Local's mailing list.

### **B. Local Office Procedures**

1. The Local shall establish, equip, and operate a Local Office. The Secretary/Treasurer, or their designated representative(s) shall be responsible for the operations of the Local Office.
2. Three (3) Local Officers shall be authorized to sign checks. President, Vice President, and Secretary/Treasurer.
3. The President, Secretary/Treasurer and/or designated representative to be authorized to contract for facilities for Executive Board and Committee meetings and authorize for transfer of Local Property.
4. Vouchers for lost wages or payments should be submitted within **30 days** for payment. Payments are made the first week of the following month. Expense reports and receipts must be submitted.

### **C. Grievance Procedures**

1. Officers, Area Reps, and Stewards will request a meeting on a grievance with the appropriate level of management within the time limits and conditions specified in the various contracts held by this local.
2. Stewards are required to send copies of all first-step grievances to their respective Area Reps. All grievances will be stored on the cloud in the format of Area Rep/month/date/year.
3. Area Reps will account for all grievances and their outcomes. All grievances for the area to be sent to the designated storage cloud.



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### IV. FINANCES AND EXPENDITURES

#### A. Meeting and Lost Wages Authorization

Lost wages are to compensate Union Representatives for unpaid straight time lost wages from their employer for time spent on authorized union business up to a maximum of **8-10 hours per day, NOT TO EXCEED 40 HOURS PER WEEK. Pay in conjunction with envoy pay period.** Total wages from the employer and reimbursement from the union cannot exceed 10 hours per day. Employees may work overtime hours for the employer only.

1. The President and/or their designated representatives are authorized necessary lost wages, per diem, and expenses for the following:

- a) Attend meeting of City, County, and State Legislative Bodies, concerning the welfare of members of this local.
- b) Attend CWA Stewards Training in the interest of presenting the Local's viewpoint on matters of Local policy and procedures.
- c) Call Local workgroup meetings.
- d) Call Special Meetings in case of strikes, lockouts, walkouts, or where the safety of a member is involved or where occurrences of these cases appear likely or where a conference, Executive Board Meeting, Local Meeting, or Special Group Meeting is scheduled to deal with such situations.
- e) Hold Planning Meetings of the Local leadership for the purpose of reviewing problems, policy, and procedures regarding the Local.
- f) Attend or hold meetings with representatives of other Locals for purposes of merger, concerted action, or planning.
- g) Attend or hold meetings with representatives of member companies for the purpose of stating Local policies, contract administration, or participating in cooperative programs.
- h) Prepare for, negotiate, and ratify contracts which cover members of Local 4299. Any lost wages or expenses that are the responsibility of the National Union is to be submitted on their vouchers for payment.



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- i) To file and process arbitration cases, Unfair Labor Practice Charges, petitions, or elections with the National Labor Relations Board (NLRB). Legal services, briefs and other case related expenses will be authorized.
- j) Attend Area, State, District and Bargaining/Business Unit meetings including National and District Presidents Meetings.
- k) Attend and prepare for grievance meetings, attend and/or prepare for arbitration hearings and unemployment compensation hearings that are not paid for in the respective contracts.
- l) Attend Bargaining Unit Committee Meetings.
- m) Conduct internal and external organizing projects including those involving mergers of locals. Expense to include but may not be limited to: room or hall rental, not to exceed more than **\$5000.00 (Five Thousand dollars)** in a calendar year. It is understood that large (over 100) organizing projects will still be referred to the National Organizing Unit for financial assistance.
- o) Mobilization
  - (1) The President and/or his designated representative will be allowed to authorize up to 30 days of lost wages per year for Mobilization activities.
  - (2) The President and/or his designated representative will be allowed to authorize up to \$10,000.00 per year for Mobilization activities and the purchase of promotional items.
  - (3) Upon prior approval of the Local President, Executive Board Members, or their designee, **up to four (4)** additional representatives from the union may conduct monthly worksite meetings at the selected work locations for the purpose of mobilization, disseminating union information, and communication with our membership.

### **B. Lost Wages / Pay Rates / Authorization**

- 1. Lost wages will be compensated at the union representatives regular hourly rate, excluding any overtime, for a maximum of 10 hours per day, with proper authorization.



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2. Union representatives working nights and receiving shift differentials shall be paid the shift differential for hours spent on union business, in addition to their regular hourly rate.
3. No overtime payments will be made to any union representatives.
4. According to CWA policy, members are required to pay dues through payroll deduction where the check-off system exists.
5. Lost wages will be compensated at union representatives' current station wage rate.

### Compensation Details:

1. The President is eligible for necessary lost wages per month to fulfill the obligations of their office.
2. The Vice President is eligible for necessary lost wages per month to fulfill the obligations of their office.
3. The Secretary/Treasurer is eligible for compensation for 48 hours per month to fulfill the obligations of their office. An additional 8 hours of assistance by another union member may be authorized by the Executive Board. Wayne to obtain clarification if an individual works another job and needs to take time off.
4. Area Representatives are eligible for compensation for 80 hours per month to fulfill the obligations of their office.
5. The Election Committee Chair and Members are eligible for necessary lost wages to conduct Local elections, with prior approval from the Local President or their designated representative.
6. Committee Chairs of other committees not yet named are eligible for compensation for 16 hours per month. An additional 8 hours of lost wages may be authorized with the prior approval of the Local President.

### C. Expense Authorization

#### 2. Use of personal car for Union Business:

- a) Trips where member uses their own personal vehicle will be reimbursed at the allowable IRS rate per mile plus other transportation fees, including parking, tolls, etc.
- b) Trips **reoccurring car rentals** will be reimbursed to the driver with a reasonable car rental rate and actual fuel expenses with receipts.



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c) Trips **reoccurring air fare** require pre-approved positive space airfare by the local general Manager of Envoy with the addition of car rental pre-approved by the President. In the case of non-Envoy Employees, advance preapproval for lowest airfare will be required.

3. In state and out-of-state per diem rates for hotels, meals and incidental expenses will be paid in accordance with the maximum rates provided for by the IRS in Publication 1542 for overnight travel. Please refer to [GSA.gov](https://www.gsa.gov/travel-resources) for your specific travel destination and rates allowed.

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4. Each Area Rep is authorized to expense no more than \$12,000 per year for station visits in their area with receipts. Receipts must be submitted within **30 days**. Regarding reimbursement for off-schedule union duties mandates pre-approval from the Executive Board for expenses incurred during such duties, including local travel. Members must submit written requests detailing expenses and justification. Eligible expenses cover transportation, meals, and incidentals necessary for fulfilling union responsibilities. Local travel expenses, like mileage or public transportation fares, are reimbursable with proper documentation. Requests must be submitted promptly after duty completion, accompanied by receipts or mileage logs. The Executive Board reviews requests to ensure compliance and approves payments for eligible expenses.

### E. Convention Authorization

Delegates (Officers and Executive Board members) attending the CWA National Convention will receive compensation for lost wages. A total of five individuals will attend, including three delegates with voting privileges, one alternative delegate, and one guest, all selected from the Executive Board.

### F. Insurance Authorization

1. Liability Insurance. Local shall obtain and maintain liability insurance coverage to protect against potential risks arising from union activities. The Executive Board is responsible for procuring and renewing coverage, with minimum limits determined based on the union's size and activities. Coverage should encompass bodily injury, property damage, legal defense costs, and other liabilities. The policy will require periodic review and timely renewal to ensure continuous protection.

2. The Local shall purchase renters or property insurance to cover the Local's contents including a minimum of one hundred thousand dollars liability insurance.



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3. The Local shall provide Unemployment and Workers Compensation Insurance as required under Federal and State Laws.

4. Bonding - Every officer, including: elected union officers; key administrative personnel, whether elected or appointed (such as business agents, heads of departments or major units, and organizers who exercise substantial independent authority) including secretarial, clerical, and service personnel.

Before any new employees or officers may handle funds, they must be bonded for an amount based upon the funds handled by their predecessors during the last fiscal year. No additional bonding is required if a bond, which meets the requirements of the LMRDA, is already in force to cover them.

### G. Guidelines for Training and Conferences (not Steward Training)

1. Candidates must have fulfilled a stewardship or committee role for the preceding six (6) months. Appointment may occur at a designated time by the President and/or Vice President.
2. Must have attended 6 membership meetings in the preceding six months(6) months;
3. Committee chairs or committee members must have attended two thirds of committee meetings in the preceding **six (6) months**.
4. Nominees will be given the following order of consideration:
  - a) Executive Board members
  - b) Committee Chairs
  - c) Stewards and Committee members

### H. Steward Training

Must be in good standing for six (6) months (reference Local 4200 Bylaws). Union steward may be removed by the Executive Board as collectively decided via majority rules vote.



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### I. Miscellaneous Authorization

The Local Secretary/Treasurer is authorized to stop payment on any checks which are outstanding for a period longer than ninety (90) days.

### J. Legal Services

The Local shall be authorized to retain legal counsel not to exceed Twenty-Five Thousand dollars, (\$25,000) for one year. This authorization includes annual retainer fee, costs associated with processing arbitration cases and other legal costs related to matters of the Local.

### K. Accounting Services

The Local shall be authorized to retain general labor accounting services not to exceed seven thousand dollars (\$7,000) in a calendar year for audit and taxation purposes.

## V. LOCAL PROGRAMS

**A. The local shall maintain a website presence.**

**B. The Local shall maintain a quarterly newsletter.**

### C. Organizing

1. Internal Organizing shall be the responsibility of the Organizing Chairperson under the direction of the Local President.
2. External Organizing shall be the responsibility of the Organizing Chairperson under the direction of the Executive Board and Local.
3. The Organizing Chairperson shall be responsible for preparing and presenting the Organizing Report of the monthly Executive Board Report.
4. Minimum Unit Size: The minimum unit size for new bargaining units organized after **January 1, 2024**, shall be ten (10) people. Existing units will be grandfathered. Exceptions to this policy can be made with the approval of the Executive Board.





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### D. Civic Leadership Program

CWA Strong is an integrated, coordinated plan implemented across the union and its programs. CWA's long standing commitment to member engagement and mobilization as well as building powerful diverse social movements, and provide a solid foundation. Stewards, Committee Chairs and Executive Board Members will have a unified focus, help support collective bargaining, build our membership through internal organizing and member engagement, support CWA's Human Rights program, as well as work to assist in Legislative and Political Action. Commit to CWA Strong to make CWA Strong, to keep CWA Strong.

### E. Resignations

Individuals resigning from the Union shall submit their resignation in writing along with their Union card.

## VI. MEETINGS

### A. Executive Board Meetings

Executive Board meetings will commence at **TBA typically on the 3rd Wednesday of every other month**. Any member may attend as an observer however the Executive Board, at its discretion, may go into a "closed door" session to discuss personnel and other sensitive matters. Executive Board meetings are to be announced at the beginning of the calendar year. In-person meetings are **held every other month**.

1. Grievances will be discussed at Board meetings and made a part of the Board Report.
2. A food expense for Executive Board Meetings will be authorized according to the following schedule.
  - 10 people or less - **\$150.00**
  - 11 to 15 people - **\$200.00**

The allowance permitted is based on Executive Board Members only.



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### B. Monthly Membership

1. Monthly membership meetings will be held on the third **Wednesday** of each month beginning at 5:00 cst p.m., or as announced. Any changes will be subject to the requirements outlined in the Local 4299 Bylaws.
2. At Local meetings, the Secretary/Treasurer's report **can be viewed in their presence.**

### C. Stewards Meeting

1. Area Representatives will convene General Stewards meetings in their respective districts, scheduling them quarterly. It is the responsibility of each Area Rep to ensure that union stewards within their district attend these mandatory meetings. If unable to attend, stewards must provide prior notice to their Local Area Rep.
2. Area Reps and Committee Chairpersons will be encouraged to hold Group and Committee meetings periodically. Expenses may be incurred according to the following schedule based on the number of people attending the meeting.
  - 10 people or less - **\$150.00**
  - 11 to 15 people - **\$200.00**

### D. Sergeant-At-Arms

1. The President may appoint up to two (2) Sergeants-At-Arms or any meeting, with an allowance of their hourly rate to each.
2. A Chief Sergeant-At-Arms will be appointed for meetings with a expense allowance of their hourly rate whose duties will be to assume the full responsibility of the Local meeting attendance rosters, the assignments of duties of the Sergeants-At-Arms, and the submission of reports to the Executive Board.



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### VII. RETIREMENTS, SICKNESS AND DEATHS

A **\$250.00 (TWO HUNDRED FIFTY DOLLARS)** memorial to a deceased member "in good standing" or a **\$250.00 (TWO HUNDRED FIFTY DOLLARS)** memorial to a deceased "Life Member" shall be provided and one (1) member shall attend the funeral. Lost wages to be authorized.

### VIII. WAGES AND EXPENSE ALLOWANCE

#### A. Criteria To Be Paid

1. The Area Reps will be in charge of Steward registration of their Group for all Local meetings. Said list is to be submitted to the Secretary/Treasurer no later than December 31st of the current year.

#### B. Salaries and Expenses Chart

Officer Position	Monthly Stipend
President	\$1200/month
Vice President	\$1000/month
Secretary/Treasurer	\$900/month
Area Representatives	\$500/month

#### C. Miscellaneous

In cases where any of the above Union Representatives is unable to fulfill the duties of his office, salary and/or expenses will be allowed only upon approval of the Executive Board.0

**This Local Operating Procedure was voted, approved and adopted by the Membership on Wednesday, Jul 24, 2024**