

# **OKANAGAN LABOUR RELATIONS COUNCIL**

# **POLICIES**



**AMENDED: 2019-03-01**



# OKANAGAN LABOUR RELATIONS COUNCIL

## POLICIES

### Table of Contents

|  |   |
|--|---|
| POLICY #1 – EXPENSES POLICY .....                    | 3 |
| A.    COUNCIL-PAID EXPENSES .....                    | 3 |
| B.    LABOUR RELATIONS .....                         | 3 |
| C.    LEGAL COSTS .....                              | 4 |
| POLICY #2 – SIGNING AUTHORITIES.....                 | 4 |
| A.    PURCHASING AUTHORIZATION.....                  | 4 |
| POLICY #3 – FISCAL YEAR AND COLLECTION OF FEES ..... | 4 |
| POLICY #4 – DISPOSAL OF RECORDS .....                | 5 |
| POLICY #5 – CONFLICT OF INTEREST .....               | 5 |
| POLICY #6 – RESPECTFUL WORKPLACE.....                | 6 |



## POLICY #1 – EXPENSES POLICY

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### A. COUNCIL-PAID EXPENSES

(These items are included as part of the Council budget)

1. Board of Directors' Meetings
  - a. Costs of meeting rooms, coffee and group meals.
2. Management Committee and Board Subcommittee Meetings
  - a. All expenses including costs of meeting rooms, meals and mileage.
3. Chair's Expenses (or such other director as may be delegated by the Chair or the Council)
  - a. Expenses incurred on behalf of the Council will be reimbursed.
4. Staff Expenses
  - a. All necessary expenses incurred by staff on behalf of the Council will be reimbursed. Expenses are budgeted for as a separate line item by the Council.
  - b. Mileage rates and meal allowances shall be paid at rates established from time to time by the BCSTA.

### B. LABOUR RELATIONS

1. Individual Board Negotiations
  - a. All costs, except those of the Executive Director and Executive Assistant, are the responsibility of the individual Board.
2. Joint Committees
  - a. Where joint committees are formed with the Union on a zonal basis, Employer's costs shall be shared equally among all Boards which are involved in the subject matter of the committee. Expenses of the Employer's delegates to the committee for mileage, accommodation and meals shall be paid by the Council on receipt of a claim and recovered from the participating Boards on an equal-share basis.



## C. LEGAL COSTS

- a. Council administrative matters

These costs are paid directly as a separate budget item.

- b. Legal Opinions

- i. Costs of legal opinions shall be the responsibility of the individual Board unless otherwise authorized by the Management Committee.

## POLICY #2 – SIGNING AUTHORITIES

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### A. PURCHASING AUTHORIZATION

- 1. Purchasing authorities for the Okanagan Labour Relations Council shall be as follows:

- a. For expenditures outside of the approved budget in the amount of \$1,500 or less, any two of the Executive Director, the Executive Assistant, or member of the Management Committee;
  - b. For expenditures outside of the approved budget in excess of \$1,500, the Executive Director and any one member of the Management Committee.

- 2. For the member that agrees to undertake the payroll, financial and/or accounting function of the OLRC, the signing authority for the member shall be the signing authority for the OLRC.

## POLICY #3 – FISCAL YEAR AND COLLECTION OF FEES

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The fiscal year of the Okanagan Labour Relations Council shall be July 1 to June 30. Individual board fee assessments shall be calculated and billed directly by the Council, with sixty-six percent (66%) of the total fee to be due and payable to the Council on the 15th day of July of each year. The balance of the fee shall be payable on the 15th day of January in each budget year. The Council shall have the authority to take whatever action it deems necessary for default of payment.

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## POLICY #4 – DISPOSAL OF RECORDS

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**Purpose:** The prompt and orderly disposal of files and records upon expiration of their usefulness is important to release space and keep storage cost to a minimum.

**Disposal:** The following time periods shall be adhered to for the disposal of documents

|   |   |
|---|---|
| Correspondence                                      | 3 years   |
| Accounting records<br>Journal)<br>Ledger)           | 7 years   |
| Financial statements)<br>Paid receipts and invoices | 7 years   |
| Payroll records                                     | Forever   |
| Bargaining History                                  | Executive Director's discretion (in consultation with Management Committee) |
| Grievance/arbitration records                       | "   |
| Investigation/discipline records                    | "   |

## POLICY #5 – CONFLICT OF INTEREST

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No person with a direct or indirect pecuniary interest, within the meaning of the *School Act*, in support staff or teacher collective bargaining shall be appointed to act as a Director or Alternate of the Council.



## POLICY #6 – RESPECTFUL WORKPLACE

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The Council is committed to creating and maintaining a respectful working environment free from harassment and bullying where people are treated respectfully and professionally regardless of their role or responsibilities. All staff regardless of their sex, race, religion, culture, sexual orientation and gender identify or expression have a right to a respectful workplace.

The Council does not tolerate bullying or harassment and encourages all employees, contractors and trustees to speak up if they feel they are being treated disrespectfully or subjected to bullying or harassment. The Council expects issues of disrespect, bullying and harassment to be identified and resolved in a timely, respectful manner in compliance with applicable employment laws, standards and regulations.