

*Western Michigan Area Local Policies*

**Adopted or  
Changed**

**WESTERN MICHIGAN AREA LOCAL POLICIES**

**A & E**

- 9/7/1991 The policy is to not allow non-members on any union sponsored bus trip.
- 12/7/1991 The Union will sponsor a maximum of five sport teams per year at the maximum cost of \$250 each.

**ABA**

- 4/13/1985 Any full dues paying member of the Local will be eligible to have 1/2 of the yearly assessment for membership in the APWU ABA low option paid by the Local, provided that the member submit the remaining 1/2 yearly assessment to the Local ABA Representative or other Local officer during the month of November of the preceding year.
- 11/5/1994 The WMAL will maintain the ABA and APWU Health Plan incentive program.
- 3/3/2001 The ABA representative shall have keys to the Benjamin Union Office.
- 12/2/2001 Members who belong to the ABA and retire will have their annual dues subsidized by the Local at \$1.00 per month for the remainder of the calendar year.
- 12/2/2001 Annual dues of the ABA Value Plan will be paid by the Local for WMAL President.

**AFFILIATIONS**

- 12/4/2010 The Local will pay dues to the state organization (MPWU) based on full membership of this Local with the exception of the Associate/Retained members
- 11/6/1993 The Local will pay full dues to belong to the Kent-Ionia Labor Council.
- 2/2/2002 To affiliate at no cost with the Western Michigan Union Label Coalition.
- 1/7/2012 To affiliate directly with the Michigan AFL-CIO. WMAL will pay based on full membership of the local with the exception of Associate and Retained members.

**APPRECIATION GIFTS**

- 11/1/2008 To give WMAL stewards and officers a \$50.00 Meijer gift certificate in lieu of the stewards and officers appreciation dinner for those stewards who have attending at least two local training sessions a year.

**AUXILIARY**

- 4/7/1984 To support the auxiliary by giving them \$300.00 to be paid in April of each year.
- 6/7/2008 The local will establish a Local Auxiliary Chapter.

**CELL PHONES**

- 3/3/2002 All cell phones must be turned off or put on vibrate during meetings.
- 10/4/2003 Board members, who have cell phones paid for by the WMAL, must pay the per minute charges for personal calls only when the plan minutes are exceeded.
- 11/1/2008 To get cell phones and service for the President, Vice-President, Clerk Craft Director, AO Director, MVS Director, and Maintenance Director.

**COMMITTEES**

- 3/1/2008 Members serving on committees appointed by the President will be paid \$15.00 per hour or lost time.

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- 11/2/1996 No craft employee will be appointed by the WMAL to a committee or team with Union and management that has a 991 on file or is in a 204B status.
- 11/2/2002 To establish a committee for the purpose of coming up with a proposal for child care during Union meetings.
- 11/2/2002 To establish a committee for purpose of sending greeting cards and condolences to members whenever it is appropriate on a regular basis.
- 3/1/2008 President is authorized to purchase refreshments for committee meetings

### **COMPUTERS**

- 6/3/1989 Officer in charge of the computer is authorized to purchase software for the computer as needed.
- 10/14/1995 All properly trained stewards and the Executive Board members will have access to the APWU Search program.
- 11/2/2002 To pay the Webmeister the monthly cost of Internet access.
- 11/1/2008 To pay the current rate for the domain name: WMAL.org.

### **CONVENTIONS**

- 4/9/1994 To allow alternate delegates to the National Convention to be certified delegates if they pay their own expenses.

### **COPA**

- 9/10/1994 Proceeds from soda can collection in the Union office at the post office will be sent to COPA.

### **CRAFT DIRECTORS/AO DIRECTOR**

- 10/1/1994 Craft directors or designee of the Local will handle all step two grievances for their respective crafts on all tours.
- 11/4/1995 The AO director will be involved in all AO labor management meetings at AOs with lost time and mileage.
- 1/13/2001 To make it an Executive Board policy that the appropriate craft director will discuss with a steward the possibility of being de-certified before the vote and give a report.
- 9/6/2008 The three craft directors will prepare a report monthly which lists the awards (wins) that the local received and post this report.

### **DRAWINGS**

- 11/6/1976 When acting as a Union representative at any Union function, which may absent a member from the regular monthly meeting, and said member shall be entitled to all drawings and benefits afforded to all other members present.
- 11/6/1982 The names of the \$10 prize winners shall not be put back into the box (no double dipping).
- 12/6/1982 The Sergeant of Arms must draw for special prizes before he/she draws for the \$10 prizes.
- 11/4/1989 Four (4) \$10 dollar door prizes will be drawn at each regular meeting of the WMAL. Only active members can qualify for door prizes, retirees are not included.
- 10/4/2008 It will be the policy of the WMAL to give out the following door prizes in addition to the four already authorized:  
(a) The meeting prior to Easter - Ten(10) \$25.00 Gift Cards, (b). The November meeting - Ten (10) \$25.00 Gift Cards;  
(c.) December meeting - Ten (10) \$25 checks.
- 4/7/1990 For every Executive Board member who wins a \$10.00 door prize, we add one more door prize.
- 4/2/2005 To include in the drawings members who were in attendance until opening of new business.

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- 2/5/2005 All full dues paying retirees will be included in all the drawings.
- 10/4/2006 Reinstate the monthly \$250 door prize drawing from the membership list and you must be present at the meeting to win.
- 1/7/2012 To have five(5) \$100.00 drawing for the Voice of Employee Surveys and the drawing will be held at the December General Membership Meeting.

### **EXECUTIVE BOARD**

- 3/4/1994 Policy for everyone to know how each Executive Board member voted at the Executive Board meeting.
- 10/14/1995 To exclude alcohol from the Executive Board meetings.
- 12/2/1995 To count the E-Board meeting and the General membership meeting as one (1) meeting.
- 9/12/1998 To have Executive Board meetings one hour before the same month's General Membership meeting.
- 4/2/2005 To prohibit schedule changes for lost time for Executive Board members without Board approval.
- 9/8/2007 That any member of the Executive Board that has to do a schedule change to conduct local union business be compensated their lost night differential and Sunday premium.
- 12/1/2007 To send the Treasurer to at least one Secretary/Treasurer training per year with LWOP, registration, airfare, per diem, lodging and applicable taxes.

### **FLOWERS**

- 7/31/1991 Flowers will be sent to any member or spouse of a member in the event of death.

### **LOST TIME**

- 5/10/1997 No one in the Local will be paid lost time prior to attending the function that they are being paid lost time for.
- 9/6/1997 Stewards and Officers will be paid their Union LWOP within 2 days of the Postal Payday the LWOP is recorded on, provided all paperwork has been submitted in a timely manner.
- 4/2/2005 The WMAL will pay registration and lost time for stewards to attend training, for approved local union training.
- 4/2/2005 The President is authorized to pay for lost time and refreshments for stewards on an ongoing basis for approved local union training.
- 4/2/2005 The AO Director will be paid for travel and lost time involving Union business with the approval of the President.
- 4/7/2007 To pay LWOP to the WMAL local negotiating committee for negotiating the LMOU.

### **MEETINGS**

- 1/3/1987 All meetings of the WMAL will be non-smoking.
- 11/5/1994 The Recording Secretary will identify the maker of a motion and the member who seconds each motion.
- 5/6/1995 To allow candidates for national or regional office to speak at a General Membership meeting for a reasonable amount of time at their own expense.
- 10/14/1995 To provide an interpreter for any Union meeting that any hearing impaired member is attending.
- 12/6/2008 If cancellation of the General Membership Meeting occurs, the local President, by 2:00 p.m. of the day of the meeting,

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will notify the membership through the local's website, if possible along with a phone message/recording alerting the members to the cancellation.

2/7/2009 To authorize up to \$200.00 for refreshments for each Union General Membership meetings.

3/5/2011 That all bills submitted without a receipt must be approved by the membership at a General Membership meeting.

### **MEMBER INCENTIVES**

1/7/2012 To give only one jacket to members once (whether a new hire or transfer, or when they join the Local for the first time (and only after their PS Form 1187 has been submitted to the National Office by the local Treasurer).

1/7/2012 There will be a \$50.00 sign-up incentive; but will be paid only after the PS Form 1187 is submitted by the local Treasurer to the National Office.

### **MILEAGE**

4/6/1991 The mileage allowance will be whatever the IRS allows.

11/1/2008 To pay mileage for local training or committee meetings.

### **NEWSLETTER/NEWSPAPER**

10/1/1994 Signed letters to the Editor should be published before any activity pictures in the Local newsletter.

10/1/1994 Editor will put notice of deadline for submission of articles in the Union newspaper.

3/5/2005 To post deaths, births, marriages, anniversaries in the local paper for members and families. It's the member's responsibility to contact the editor.

4/2/2005 To pay mileage for the Editor to make necessary trips to the printer and to the BMEU at the current rate.

### **NON-UNION BUSINESSES**

11/6/1999 For the Local not to buy anything at Sam's Club or Wal-Mart.

### **ONE POSTAL UNION**

5/1/1992 The Local is to go on record supporting the "One Postal Union" concept.

11/4/1995 To establish a fund for "One Postal Union" here at the Local and use the money as they see fit, and send the excess to the National "One Postal Union" fund.

### **PER DIEM**

4/9/1994 The Local to pay per diem at current rates when members travel on union business.

### **PRESIDENT**

3/1/1997 The President has the approval to attend all Presidents' conferences and he/she is to make reservations at least 30 days in advance.

12/4/1999 The WMAL credit card may only be used for official business of the Local and only by the President and Vice President.

### **P.O.W.E.R.**

9/9/1995 The P.O.W.E.R. committee will deposit their funds with the Treasurer under "P.O.W.E.R." and P.O.W.E.R. would have the authorization to spend these funds as they see fit.

11/8/2004 To make it a policy to use the upstairs and downstairs bulletin boards for the "Wish upon a Star Christmas" project.

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### RETIREES

- 9/6/1986 Retirees may purchase union jackets at a discount.
- 7/12/1990 A member must have been a member for one (1) year in order to collect the retirement gift.
- 9/8/1990 The Union will give retirees an APWU watch and \$50.
- 4/10/1999 The President of the Retiree Chapter will be given an office key and mail slot here.
- 11/2/2002 To rebate the union dues of the Retiree Chapter President beginning in 2003
- 10/6/2004 To make it a policy to send all retirees (who retired as craft employees) the newsletter when it is published and to invite retirees to all special events put on by the Local. This would exclude those who wish to decline.
- 1/8/2005 To contact the Local Retirees Chapter President when a local function or district meeting is being planned. It will be his/her job to contact the retirees.

### SALE OF UNION MERCHANDISE

- 10/14/1995 To sell all Union items by at least 25% off except aprons.
- 10/5/1996 To not sell aprons to casuals or non-members.

### SCHOLARSHIPS

- 12/2/2001 The number of scholarships the WMAL awards annually are increased from 2 to 5.
- 6/7/2003 To name the scholarship fund, awarded annually by the WMAL, the "James C. Sweeney Scholarship fund".

### SOLIDARITY FOR CHARITY

- 5/13/2000 Solidarity for Charity has authorization to expend Local funds to purchase t-shirts and pay expenses. Funds will be paid back with proceeds. Funds deposited by committee in excess of expenses and t-shirts are authorized to be spent by the committee at their discretion.

### TRAINING/EDUCATION

- 6/1/1991 The WMAL will pay the registration fee for any educational meeting for any member, steward, or officer.
- 3/1/2008 All stewards, whether they are Board members or not, that attend stewards' training will receive \$15.00 per hour, if not receiving lost time, including initial certification training.
- 10/7/2000 Stewards will be allowed to submit schedule changes to attend stewards' training, so long as it is for their normally scheduled day to work.

### WMAL UNION HALL

- 3/7/2009 To authorize the formation of a Limited Liability Corporation (LLC) called WMPW Inc. to serve as the Local's subordinate for the purpose of purchasing and managing the property at 2554 Burlingame Ave SW; Wyoming, MI 49509
- 3/7/2009 To approve payment of \$2,000 per month by the WMAL to the WMPW, Inc. for rent of the property at 2554 Burlingame SW Wyoming, MI 49509
- 6/6/2009 To authorize the expenditure of \$700.00 per year to pay the Building Manager (to be paid in the same manner as other officers and representatives of the local
- 12/4/2010 To authorize the expenditure of \$85.00 for cleaning of the union hall after each rental.

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12/4/2010 **To approve the shifting of payment of cleaning services for the hall from WMPW, Inc to APWU committee status, and after each public or individual member rentals will be paid a flat \$85.00 as needed. And the funding will be transferred from WMPW, Inc to the WMAL on a semi-annual basis.**