



**AFSCME LOCAL 88  
POLICIES**

**Representing:**

**Employees of Multnomah County  
Transition Projects, Inc. (TPI), and Central City Concern**

- **Added text is indicated in green font**

**UPDATE: August 16, 2023**

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**0100.00 Stipends & Meetings (UPDATED: 8/16/23)**

The intent of this policy is to provide an allowance to assist with expenses incurred while conducting Local 88 business and to provide information about AFSCME Local 88 meetings. All members who are required to attend a meeting that cannot must email [88cabinet@afscmelocal88.org](mailto:88cabinet@afscmelocal88.org) to notify of the absence before the meeting begins.

**0100.100**

The highest allowances will be paid, and payment is contingent upon the member's attendance at the listed meetings each month. Compensation will not be paid for any unexcused absence. Excused absences are defined as calling or e-mailing the Secretary and Treasurer in advance of the meeting.

*Local 88 Policies September 2, 2020*

Allowances will be paid by Direct Deposit via Payroll, and employment taxes will be deducted.

The amount of the allowance and the meeting schedule are indicated below.

**0100.200**

POSITION	AMOUNT	EXECUTIVE BOARD MEETING	STEWARDS MEETING	GENERAL MEMBERSHIP MEETING	CABINET MEETING	LEAD STEWARD MEETING

				G		
PRESIDENT	\$400	YES	YES	YES	YES	YES
VICE PRESIDENT	\$400	YES	YES	YES	YES	NO
SECRETARY	\$400	YES	YES	YES	YES	NO
TREASURER	\$400	YES	YES	YES	YES	NO
DEI (diversity equity and inclusion) Coordinator	\$400	YES	YES	YES	YES	NO
EXECUTIVE BOARD MEMBER	\$75	YES	YES	YES	NO	NO
TRUSTEE	\$75	YES	YES	YES	NO	NO
LEAD STEWARD	\$200	NO	YES	YES	NO	YES
STEWARD	\$75	NO	YES	YES	NO	NO
WEB ADMIN	\$400	YES	NO	YES	NO	NO
Communication Specialist	\$400	YES	NO	YES	NO	NO
MAT Coordinator(s)	\$150	YES	YES	YES	NO	NO

### 0100.300

Local 88 members employed by a contracted agency, who hold one of the above titled positions, will be compensated at an amount equal to that of a Local 88 member employed by Multnomah County, holding the same union title.

### 0100.400

Leave of absence for officers- Elected officers may take a leave of absence of up to 3 months (This can be changed) if a health or unforeseen challenge arises. During this absence the cabinet may appoint an interim member volunteer to perform those duties. If the officer cannot resume their duties, they will submit their resignation in writing to the president. The position will be open for election per the process outlined in the AFSCME constitution. The appointment does not include rights or benefits afforded to elected officers. Duties are limited to note taking and meeting support as outlined in the constitution and policies.

### 0100.500 Cabinet Meeting

Cabinet meetings are held monthly on a date, time and location to be determined by the group. Only cabinet members and invitees are allowed to attend this meeting. If you are a required attendee and attendance is not possible, you are required to notify the cabinet prior to meeting start

time in order to be excused.

### **0100.600 Executive Board Meetings**

The AFSCME Local 88 Executive Board meets on the first Wednesday of each month at 6:15 p.m. at the location announced to members. Members in good standing may attend this meeting. Only Executive Board members may propose agenda items and make motions. If you are a required attendee and attendance is not possible, you must notify the cabinet prior to the meeting start time in order to be excused.

### **0100.700 Lead Steward Meeting**

Lead stewards will meet monthly on a date, time and location determined by the group. The President is invited to these meetings. Lead Stewards are required to attend this meeting to receive a stipend. If you are a required attendee and attendance is not possible, you must notify a meeting chairperson prior to the meeting start time in order to be excused. Per the AFSCME Local 88 constitution, the president or their designee will appoint the chair for this and all for committees.

### **0100.800 General Membership Meeting**

Membership meetings are held on the third Wednesday of each month at the location announced to members beginning at 6:15p.m. All members are welcome to participate in proposing agenda items, making motions, etc. Non-union members will be contacted and encouraged to join the union, but are not allowed access until their membership is confirmed. Stewards, Executive Board and Trustees and coordinators (web admin, communications specialists and MAT) are required to attend this meeting to receive a stipend. If you are a required attendee and attendance is not possible, you must notify the cabinet prior to the meeting start time in order to be excused.

### **0100.900 Meeting Guidelines**

The following guidelines apply:

- The Executive Board Meeting and the General Membership Meetings are conducted under the guidelines of Robert's Rules of Order, Revised.
- Other meetings may use Robert's Rules of Order, Revised when helpful.
- Children are welcome to attend meetings where free childcare for onsite meetings is provided with pre-registration.

### **0200.00 Conferences, Conventions and Trainings**

The intent of this policy is to identify practices related to conferences, conventions and training sessions.

#### **0200.100 Conferences and Conventions**

Members who wish to attend a conference or a convention must be members in good standing. They must have participated in union activities within the past year such as, but not limited to, general membership or executive board meetings, committee assignments, or being a steward.

Attendees are expected to participate fully in the conference or convention activities.

Local 88 members who wish to be selected to attend a conference/training will submit an application to the cabinet. Applications will be reviewed and selected by the L88 officers or volunteers from the e board. At the general membership meeting following the conference/training, each attendee will be required to give a brief report to the general membership, either written or presented at a general membership meeting related to the event they attended.

**0200.100A Conventions**

AFSCME Local 88 Officers (President, Vice-President, Secretary and Treasurer) are automatic delegates to all conventions. Additional delegates and alternates to conventions (as allowed by constitution of the hosting affiliate) will be elected by the membership, at a General Membership Meeting.

**0200.100B Conferences**

The number of members allowed to attend a conference, based on the amount budgeted for the event, will be determined by a motion. Should the number of members interested in attending the conference exceed the motion, the motion may be amended.

**0200.200 Training Sessions**

Members are encouraged to take part in various training opportunities available. All participation (including fees, travel costs, per diem and/or lost time) requires approval by a motion. Several training sessions are available through Council 75. In addition Local 88 participates in the training opportunities offered by the Labor Education and Research Center (LERC). Other training opportunities will be evaluated and approved by the membership. Sign-up for training opportunities will be made available at General Membership Meetings so all will have an option to participate. New training opportunities may be added at the direction of the cabinet, executive board, or general membership members.

**0200.200A Steward Training**

Local 88 provides basic steward and grievance handling for all wishing to become a shop steward.

**0200.200B LERC Training**

With prior approval Local 88 will pay the registration fees, and when applicable lost time for members who attend LERC trainings held locally in the Portland area. Members are encouraged to take courses/classes not offered by their local. Except for Summer School, members who elect to attend LERC trainings held outside of the Portland area may have registration fees paid, if approved, but would be individually responsible for any and all related travel costs.

**0200.200C LERC Summer School**

Local 88 may pay the registration and any travel costs, if approved, for members sent by the local to LERC Summer School.

**0200.300 Expenses related to Conferences, Conventions and Training****0200.300A Accommodations for out of town events**

The treasurer will work with the member to secure appropriate accommodations for out-of-town meetings when an overnight stay is required. A facility for caucuses may be provided. The use of a hotel or in-room safe will be allowed as a reimbursable expense.–Preference will be given to unionized hotels (in good standing when making-reservations).

**0200.300B Out of State Transportation**

Air travel arrangements for out-of-town meetings will be arranged by the Treasurer. When traveling out-of-state, air transportation will be provided to and from the event. Transportation between the airport and hotel will be reimbursed, unless the local has provided rental cars for this use. Attendees are encouraged to use the least expensive mode of transportation and seek unionized vendors when possible. Attendees may elect to set up their own mode of transportation (train, bus, personal auto, etc.) to the event. In such case, the attendee will be reimbursed for the cost of transportation, up to but not exceeding the cost of the airfare offered by the Local.

**0200.300C In-State Transportation**

When traveling out-of-town, within the state, attendees will be reimbursed for mileage to and from the event, at the rate established by the IRS when using their own vehicle. Round trip mileage obtained from information on a "Driving Directions" website will be paid prior to the event. The attendee may elect to track their mileage and submit a request for reimbursement.

**0200.300D Per Diem**

No per diem will be paid for local events. The per diem rate for out-of-town events shall be equal to the published IRS rate for the city and state. No per diem will be paid for meals which are provided by the event. Continental breakfast is not considered a provided meal. Cost for miscellaneous items (which includes, but are not limited to, cost of laundry, dry cleaning, pressing, fees and tips for persons who provide services, such as housekeepers, maids, concierge, food servers, bell men and luggage handlers) is covered in the daily per diem rate and shall be the responsibility of the traveler.

**0200.300E Receipts**

All reimbursement requests must be made by submitting the expense reimbursement form (See addendum 1) with all receipts attached. Payment is not authorized without receipts.

***0300.00 Emergency Assistance***

The intent of this policy is to provide emergency assistance to AFSCME Local 88 members.

**0300.100 Eligibility**

Any emergency assistance is provided only during the term of a member's employment with either Multnomah County, Central City Concern (CCC) or Transition Projects Inc (TPI). Dues paying members and members on a leave authorized by the employer may apply for assistance. A loss of income by a member due to layoff or voluntary separation does qualify for assistance.

**0300.200 COBRA**

The membership may approve assisting a member by paying their COBRA insurance payments. This payment is limited to a maximum of three months.

**0300.300 Emergency Assistance**

Emergency assistance is provided through a referral to Labor's Community Service Agency, Inc.

(LCSA). A member requesting assistance must complete an Emergency Assistance Request form (Addendum 2) and return it to the AFSCME, Local 88 office or submit it using the online option. A cover letter will be attached and the request forwarded to LCSA and staff from LCSA will contact the member. Members may also contact the SMART center to begin an emergency assistance case with AFSCME Council 75.

#### **0400.00 Financial Expenditures and Reimbursement**

The intent of this policy is to identify regular and periodic financial expenditures, review lost time processing and payment, and provide for reimbursement.

##### **0400.100 Non-political Donations**

An approved list of annual payments is maintained and paid by the AFSCME Local 88 Treasurer. (See Addendum 1)

##### **0400.200 Compensation**

Employment taxes are deducted from all allowance payments paid to any member, and payments are made by Direct Deposit via Payroll and are not subject to the required dual signatures of issuance as they are electronic deposits.

##### **0400.300 Dues for Retired Members**

Upon request directly from a retired AFSCME local 88 member, the membership may approve paying annual union dues for retired AFSCME Local 88 members.

##### **0400.400 Union Business Leave and Lost Time**

The intent of this policy is to describe time off from regular employment to conduct union business.

#### **04004600A Union Business Leave for Multnomah County Employees**

Union Business Leave (UBL) for Multnomah County employees is time away from regularly scheduled County duties for Union purposes. There are three types of UBL leave listed below. The Treasurer will advise the member which code to use and assist with any forms required for processing the leave.

Payroll code **UT01** (referred to in workday as union time paid) is to be used for general steward duties including activities such as but not limited to the following: investigations, grievance meetings, labor/management meetings, negotiation meetings with the County. The member must be an appointed shop steward or an appointed member of one of the committees to use UT01 time and does not require approval by the membership.

Payroll code **UR01** (referred to in workday as union time reimbursable) is to be used for non-political Union events, such as conventions, conferences, training and other union meetings or activities. This time is initially paid by the County. The County is later reimbursed from a Trust fund established by Local 88 under the bargaining agreements. Use of this time requires pre-approval by the membership, or by the executive board as an emergency motion. A "Lost Time Request Form" (Addendum 3) should be completed and submitted to the Treasurer prior to the event.

Payroll code **UU01** is to be used for political Union events or when a member is serving as a temporary replacement as a staff rep. This is unpaid County leave and the member will be paid for their time through the Union's payroll. Use of this time requires pre approval by the membership or by the executive board as an emergency motion. A member pre-approved for this time will be paid at their hourly wage adjusted by the PERS conversion factor. A "Lost Time Request Form" (Addendum 3) should be completed and submitted to the Treasurer prior to the event.

#### **0400.400B Lost Time for Sub-Locals CCC, TPI or AFSC**

Lost time for Local 88 members who are employed by Central City Concern (CCC), Transition Projects Incorporated (TPI), organizations referred to as "Contracted Agencies" or sub locals requires pre-approval by the membership, or by the executive board as an emergency motion. Lost time refers to that time away from the regularly scheduled work hours. Members attending any training, conventions, conferences, or other authorized events requiring lost time must complete the authorization form (see Addendum 3) and turn it into the local Treasurer for processing. Wages of members employed by Contracted Agencies are not adjusted by the PERS conversion factor.

#### **0400.500 Mileage**

Mileage will be paid at the current IRS rate. To request mileage reimbursement a member must complete the Expense Reimbursement Form (see addendum 1) filling in the odometer readings at both the starting and ending points of the trip. (When odometer readings are not provided, the member must submit calculations from a "Driving Directions" web site (such as Google Maps) using the addresses of the starting and ending points.

#### **0400.600 Miscellaneous Expenses**

##### **0400.600A Miscellaneous**

Approved miscellaneous expenses will be reimbursed upon presentation of an expense reimbursement form with all receipts attached.

##### **0400.600B Supplies Purchased by Officers**

Expenses incurred by officers for supplies or materials required for the performance of everyday duties of those positions may be reimbursed without a motion of the general membership, receipts must accompany reimbursement request form. (See Addendum 6)

##### **0400.600 Credit Card Usage Guidelines**

To outline the parameters under which the union may maintain and use a Local 88 owned credit card.

##### **General**

Local 88 owned credit cards are authorized to be issued only to the union treasurer and/or to a union check-signer (president, vice president or secretary) designated by the treasurer; no other parties are authorized to use such cards. Local 88 owned credit cards shall only be used for approved union purposes and activities.

All expenditures resulting from the use of the Local 88 owned credit card shall be documented and reported in accordance with local expense accounting practices, procedures and forms, as well be in compliance with the International Financial Standards Code.

### **Set-Up Guidelines**

When setting up a Local 88 owned credit card, the issuer (e.g., bank or credit union) must be informed of the following guidelines, in order to ensure fiscally responsible usage of the card:

- The credit card shall not allow cash withdrawals or have debit-card functionality.
- The card shall not be prepaid.
- Blank checks shall not be issued for the account.
- The card shall be issued in the name of the position authorized to use the card (e.g., Local 88 Treasurer) rather than in the name of the individual office holder.
- Monthly statements should be sent to the Local 88 treasurer.

### **Usage Guidelines**

Any expenditures made with the Local 88 owned credit card must be included as a line item in an approved budget. Prior to the credit card being used for the expenditure, executive-board approval must be obtained to use the card for said purchase. Personal charges are prohibited. If a Local 88 owned credit card is inadvertently used for personal charges, the cardholder shall immediately reimburse the union for such charges. When not in use, this credit card will be stored in the Local 88 office in a locked file cabinet. Only Local 88 officers will have keys to this locked file cabinet.

### **Reconciliation**

The cardholder must submit an itemized expense report (e.g., the Local 88 Check Request Form) for every charge made on the Local 88 owned credit card. The expense report must include:

- Union purpose for the charge
- Credit-card receipt
- Itemized sales slip

The treasurer should submit these expense reports to the local president for review and approval; other cardholders should submit their expense reports to the treasurer for review and approval. Upon approval by the appropriate party, the expense report shall be forwarded to the Local 88 bookkeeper for processing.

**0400.700 Per Diem See 0200.300D**

### **0400.800 Professional Services**

All professional service (excluding legal fees) in excess of five hundred dollars annually will require a written contract.

**0400.900 Transportation See 0200.300B and 0200.300C**



### **0500.00 Good and Welfare**

The intent of this policy is to note significant life events of AFSCME Local 88 members. Requests to show member support by sending a card and/or providing a gift will be presented and voted on at e-board or general membership meetings.

#### **0500.100 Sending Cards**

The AFSCME Local 88 Secretary will document these events in the meeting minutes and by sending cards for selected events.

#### **0500.200 Retirement payment**

Those members serving in an elective AFSCME Local 88 position at the time of retirement from County service shall receive a check from the local in the amount of \$88.00. The members may vote to pay a check of \$88.00 to a member who has served the Local, but is not holding an elected position at the time of their retirement.

### **0600.00 Meals**

The intent of this policy is to provide meals at designated meetings.

Meals may be provided at executive board, stewards meetings and negotiation sessions if business is conducted during the meal. If it is appropriate to tip a delivery or wait person, the local will reimburse up to 20% (with receipts attached). Preference will be given to vendors who are union, local (small or non profit) and BIPOC owned and operated. Meals may be provided at other events or meetings where business is being conducted with approval of the membership.

### **0700.000 GRIEVANCE AND ARBITRATION APPEALS**

This policy is intended to address members' rights concerning the grievance and arbitration process and ensure a process whereby we provide a thoughtful and strategic approach when deciding which grievances are advanced to arbitration. This policy not only covers the process for advancing grievances to an arbitration proceeding but also requests from members to appeal a decision of a Local representative to not file or advance a grievance at steps prior to arbitration. ~~The intent of this policy is to explain the arbitration appeal process.~~ No grievance may go to arbitration without first obtaining approval of the Executive Board. The Executive Board will vote after a formal presentation/request has been made at a monthly meeting. All documents shared and discussions prior to a vote are held in Executive Session and considered HIGHLY CONFIDENTIAL. Executive session is limited to AFSCME staff, elected officers, executive board members and people involved in the case (i.e , steward, grievant)

#### **0700.100 Grievance & Arbitration Appeal Presented to Executive Board**

If a member, steward, staff representative or other local union representative seeks the Local's authorization to advance a grievance to arbitration or requests an appeal of the decision of a representative not pursue a grievance prior to the level of arbitration they will utilize the following process:

- The Local 88 President will be notified, if possible, fifteen (15) calendar days in advance of the next Executive Board meeting requesting that the subject be included on the agenda for that meeting. The President to confirm the item has been added to the agenda and clarify as needed the amount of time needed for this case.
- A copy of the grievance file shall be submitted to the Local President at least seven (7) calendar days in advance of the Board meeting. The President will ensure that the file is transmitted to the rest of the Executive Board.
- The file should include all relevant documents and information including if applicable the discipline/dismissal, original grievances, grievance responses, information obtained in the grievance process. Any irrelevant information: social security number, copies of government identification, full date of birth (ok to share year of birth) and medical or mental health diagnosis will be redacted.
- If the case is submitted by a Steward or Council Representative, it should include a summary of the case. If the case is a disciplinary or dismissal it should include an analysis of the just cause standard and if the employer can meet their burden of proof, If the case is a contract language interpretation, it should include an explanation of the contract interpretation analysis and why we feel we can meet our burden proof.
- The President will call the Executive meeting to order and will announce the beginning of the executive session.
- Executive session is limited to AFSCME staff, elected officers, executive board members and people involved in the case (i.e , steward, grievant)
- Executive board is invited to ask questions to clarify. Once questions have been asked the grievant will be asked to leave the meeting.
- Stewards and/or Council Representatives will present their recommendation-and their reasonings. Executive board may ask further clarifying questions.
- The President calls for a vote.
- The Secretary records only the case name and outcome of the vote in the minutes.

#### **0700.200 Executive Board Decision**

The Executive Board will make a decision on taking a grievance to arbitration based on the following considerations:

- Have the terms of the contract been violated?
- Has it been assessed by Council Staff or the Council Attorney?
- Does it meet the just cause standard?
- Is there a past practice?
- Does it set a precedent, please describe.
- What is the impact on the general membership?

#### **0700.300 Decision of Executive Board**

If the Executive Board decides not to take a grievance to arbitration, the staff representative will notify the grievant in writing (by certified mail) of the action and the justification for the action. In the letter the grievant will be notified of the appeal process outlined in the Council's policy..

#### **0800.00 COMPLAINT PROCESS**

The intent of this policy is to provide a complaint process to members when they have a concern.

### **0800.100 Filing a complaint**

Members may file a formal complaint against another Local 88 union member, officer or Staff Representative by completing the complaint form and submitting it. You may also submit a complaint in writing and give it to a Local 88 Officer or Staff Representative. Complaints regarding union members or officers will be reviewed and an investigation conducted to provide a response to the member filing the complaint. The response will be in writing. All notes and documentation taken during the investigation will remain confidential and only a summary as written in the response will be provided to the member. (See Attachment Addendum 5). Complaints regarding AFSCME staff representatives will be reviewed by Local 88 officers and forwarded to AFSCME Council 75 for follow up.

### **900.00 Computers**

The intent of this policy is to define the rotational guidelines approved by the membership for computer equipment purchased by the Local. Computers will be assigned by the treasurer. Local 88 will utilize a three (3) year rotational schedule for computer equipment. Computer equipment will be replaced and money will be put into the budget to pay for this scheduled replacement. The old computers will be wiped clean of all union information and donated.

### **1000.00 Miscellaneous**

#### **1100.100 Internal Organizing**

The Local recognized the need to work on internal organizing. It has been approved that \$5000 will be placed in the budget each year to provide for internal organizing within the Local.

#### **1100.00 Amendment Process**

##### **1100.100 Amendment Process**

These Policies may be amended, revised or otherwise changed by a majority vote of the members voting on such proposed change. Proposed amendments or changes shall be presented and voted on at a regular General Membership meeting through the regular Motion process.

## **ADDENDUMS**

ADDENDUM 1 [Expense reimbursement form](#)

ADDENDUM 2 [Emergency Assistance Request Form](#)

ADDENDUM 3 [Lost Time Request Form](#)

ADDENDUM 4 [Just Cause Questionnaire](#)

ADDENDUM 5 [Complaint Form](#)

*Local 88 Policies September 2, 2020*