

NFFE-FSC Policy for Reimbursement for Organizing and Recruitment

General policy: With advance approval by the Executive Board (EB) and submission of proper documentation of expenses incurred, the Council will reimburse union officials performing recruitment and/or organizing activities for their out-of-pocket expenses. In addition, reimbursement for lost wages will be considered on a case-by-case basis.

Advance approval: A request for projected costs to estimate reimbursement must be submitted to the EB prior to performance of the activity. The request shall include a summary of the activity and the estimated cost. Typically, these requests should be routed through the Recruitment Committee, which will advise the EB on these matters. Advance notice of a minimum of four weeks prior to the activity is required. Notice must be submitted for review and feedback to aid those involved with these activities. Under extenuating circumstances, reimbursement for travel, lodging and per diem expenses may be approved by the Executive Board without advance notice under case-by-case considerations. In no case will reimbursement for lost wages be approved retroactively.

Travel, lodging, and per diem costs: If the activity is approved by the EB, it is Council policy that actual travel and lodging costs be reimbursed. Personal vehicle use will be reimbursed at a rate of \$0.51 per mile. Meal per diem will be reimbursed at the federal rate for the geographic area.

Lost wages: Representational work is performed on official time; however, recruitment and organizing must be done on our own time (not 01, 37, or any other union codes). Union officials who take on these tasks often perform them on their own time and cover their lost time by either flexing their hours, using credit hours they were able to accumulate because of our negotiated maxiflex schedule, or taking annual leave. For those of us who recruit and organize on more than an occasional basis, this can be a disincentive. Therefore, to encourage recruiting and organizing activities, and to avoid penalizing successful recruiters, the Council will consider reimbursement for lost wages incurred because of participation in these activities, again on a case-by-case basis.

“Lost wages” is defined as a shortfall in the basic work requirement of 80 hours per week, less any credit or comp time earned. Lost wages reimbursement is further limited to 8 hours per day spent recruiting. The EB may agree to reimbursement for all, some, or none of the lost wages. This decision will be communicated to the requesting official prior to the scheduled recruiting event. Additionally, those involved with recruiting may request less than the amount for lost wages, such as half day hours, and half day volunteered without reimbursement.

Reimbursement paperwork: After the recruiting event, submit the completed Council “Request for Reimbursement” form to the Council Secretary-Treasurer, along with any receipts (receipts for meals not required) and, if claiming lost wages, a copy of your timesheet for the relevant pay period.

Guiding Advice: Organizing and recruitment is essential to the growth and well-being of a healthy union, but finances to carry forth with required union functions, also costs us. Please

keep this in mind when preparing projected costs to estimates. Be frugal, make wise choices in selecting venues for these events, and try to time events when you will have the largest possible audiences to gain from your presentations. By keeping costs down we can do much, much more and see our efforts go much farther with organizing and recruitment. Thank you for your willingness to give of yourselves in these ways.