



# Policies

Updated November 12, 2024

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Cover photo: Members from main bargaining  
unit in front of the Water Bureau, October 2024

# Revision History

June 13, 2023	Membership adopted a packet of new and revised policies, replacing all prior policies
November 14, 2023	Membership adopted a packet of new and revising some existing policies
March 13, 2024	Membership adopted new policy 610, financial hardship assistance to members
July 1, 2024	Inflation adjustment of 3.3 percent
November 12, 2024	Membership adopted new and revised some existing policies

# Mission, Values, Membership Status, Conduct

## 101 Mission Statement

### Reference

AFSCME 189 Constitution, Article III: The objectives of this local shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

### Policy

AFSCME 189's mission is to:

1. Improve the wages, hours, and working conditions for its members
2. Defend the terms of its collective bargaining agreements
3. Represent the interests of members well in employee relations matters and provide good member services
4. Organize represented employees to become AFSCME 189 members and leaders
5. Advocate for political and social policies that benefit its members and labor movement, including economic and social justice
6. Support the mission of AFSCME Council 75 and AFSCME International

**Adopted:** June 13, 2023

## **I02 Diversity, Equity, Inclusion, Non-Discrimination, Accommodations, Accessibility**

### **Policy**

1. AFSCME 189 values diversity, equity, and inclusion.
2. AFSCME 189 opposes discrimination and harassment against individual people and groups based on race, ethnicity, color, religion, gender identity, sexual orientation, national origin, citizenship status, immigration status, marital or family status, disability status, veteran status, age, or any other protected status under federal, state, or local law.
3. AFSCME 189 strives to be anti-racist.
4. AFSCME 189 will continuously promote and improve diversity, equity, and inclusion, and eliminate discrimination in its activities. These activities include, but are not limited to: representing members, collective bargaining, hosting trainings and events, recruiting new members, choosing vendors, selecting officers and stewards, committee activities.
5. AFSCME 189 will provide reasonable accommodations to people with disabilities, to promote effective participation in the organization.
6. AFSCME 189 values accessibility of its services. AFSCME 189 is a member-driven organization and encourages active participation by all members in decision-making.

### **Examples**

Depending on the activity and situation, the following examples illustrate equity, inclusion, accommodations, and accessibility:

- a) Providing additional outreach and services to underrepresented groups
- b) Analyzing services for barriers to access, disparate impacts, and underrepresentation, and making changes to address these issues
- c) Using language that puts people first (“member who has a disability” instead of “disabled member”), using gender-neutral language (“Members are eligible to receive XYZ after **they** do ABC” instead of “The member is eligible to receive XYZ after he does ABC”), using correct pronouns and names
- d) Speaking up when discrimination or harassment occurs; interrupting hate speech
- e) Scheduling meetings for times and places that are convenient to members, taking into account their family and work obligations
- f) Holding meetings in physically accessible, Americans with Disabilities Act-compliant spaces; providing gender-neutral facilities
- g) Providing translation of written materials, interpreters for meetings (including sign language interpreters), closed captions for virtual meetings, and documents and webpages that are accessible to screen readers; avoiding text and numbers that are not rendered as text (for example, in screenshots or graphics)
- h) Providing childcare during meetings

Acknowledgements: This policy was modeled, in part, after an example by the Association of Local Government Auditors

**Adopted:** June 13, 2023

## **I03 Code of Conduct**

### **Reference**

AFSCME International Constitution, Article III, Section 10 requires new members to subscribe to the Membership Obligation  
AFSCME International Constitution, Appendix D, Section 1, Subsections A and B regarding use of union funds for campaigning for union office  
AFSCME Financial Standards Code, Article X relates to confidentiality of financial records  
Policy 307 Oath of Office  
Policy 311 Conflict of Interest

### **Policy**

1. In accordance with the AFSCME International Constitution, each new member is required to subscribe to the Membership Obligation:  
I, [name], promise to abide by the Constitution of the American Federation of State, County and Municipal Employees and Local Union 189. I further promise to carry out all duties assigned to me and to do my best to uphold and promote the principles of trade union democracy.
2. **Honesty and Integrity:** Members and employees will act with integrity and honesty when using AFSCME 189 services or resources.
3. **Speech:** Members and employees will be respectful, courteous, and inclusive in their speech. Members will not use abusive, threatening, harassing, or discriminatory language.
4. **Assets and Resources:** Members and employees will use and permit the use of AFSCME 189 assets and information only for the performance of AFSCME 189 business. Officers and employees will not accept or provide any gift, benefit, or favor in exchange for special consideration or influence or where it may be perceived to be in exchange for special treatment. Officers and employees shall not abuse their position to derive any personal profit or gain — directly or indirectly. Members and employees will not solicit or accept bribes or gifts of more than nominal value from any employer, member, employee, or any person or firm which has or is seeking to establish a business relationship with AFSCME 189. Officers and employees will act with fiduciary responsibility and will not misappropriate, embezzle, improperly use, or illegally use AFSCME 189 funds, or destroy records. Candidates for AFSCME 189 officer positions will not use AFSCME 189 assets or resources for their campaigning.
5. Violence is prohibited.
6. Sexual harassment is prohibited.
7. **Picket lines:** The President and their designees may set more specific rules of conduct for picket lines, rallies, and demonstrations.
8. **Alcohol and drugs:** To maintain a positive public perception of AFSCME 189, members and employees will exercise good judgment when consuming alcohol and drugs during Union business or Union events. Executive Board members and bargaining committee members are prohibited from consuming alcohol in public settings related to bargaining, contract defense, and strikes; this includes bargaining meetings, picket lines, rallies, and action events. Members are discouraged from consuming alcohol in these public settings.
9. **Dues and membership:** Members will pay dues in accordance with the AFSCME 189 Constitution and applicable laws. People will not obtain membership through fraud or misrepresentation.
10. **Anti-Union Work:** Members and employees will not collude with management to the detriment of the welfare of AFSCME 189 or its members. Members and employees will not assist a

competing organization within the jurisdiction of AFSCME 189, including soliciting another labor organization or soliciting AFSCME 189 members to become members of another labor organization. Members and employees will not support decertification of AFSCME 189.

Members and employees will not encourage other members to drop AFSCME 189 membership.

11. Strikebreaking: Members will not work as strikebreaker or violate wage or work standards.
12. False representations: Members and employees will not make materially false statements or representations or omit material facts on behalf of AFSCME 189. This includes falsely declaring or implying that AFSCME 189 endorses or opposes a candidate or ballot measure when AFSCME 189 has, in fact, not done so. This includes bringing false charges against a member, officer, employee, or Council Representative.
13. The Council Representative and contractors are expected to adhere to this code of conduct as if they were employees.

Acknowledgements: This policy was modeled, in part, after examples by the Association of Local Government Auditors, SEIU 503, and AFSCME 328.

**Adopted:** June 13, 2023

Updated: Nov 14, 2023 (added reference)



## **I04 Land Acknowledgement**

### **Policy**

AFSCME 189 recognizes that it operates on lands that have been stewarded since time immemorial by people from the Multnomah, Wasco, Cowlitz, Kathlamet, Clackamas, Bands of Chinook, Tualatin, Kalapuya, Molalla, and many other tribes. AFSCME 189 recognizes that Portland today is a community of many diverse Native peoples.

Acknowledgements: This land acknowledgement was modeled, in part, after examples by the [Port of Portland](#) and the [Portland Parks Foundation](#).

**Adopted:** June 13, 2023

## **I05 Privacy**

### **Policy**

1. AFSCME 189 recognizes that its members are the owners of their personal information. AFSCME 189 respects each member's ability to control how their information is collected and used.
2. AFSCME 189 values the privacy of members' personal contact information and sensitive information they may disclose to AFSCME 189.
3. AFSCME 189 may share member data with other AFSCME affiliates and vendors to carry out union business and provide services to members.
4. If AFSCME 189 uses member data or shares member data with other entities, as little personal data as necessary should be shared, it should be anonymized and aggregated as much as possible, and it should be returned to AFSCME 189's custody or deleted afterwards.

### **What member information AFSCME 189 collects**

1. General member data and contact information – such as home address, personal email address, and personal phone number, and employment information. Some of this information may be provided by the employer to AFSCME 189 and may be a public record on the employer's side.
2. Media – such as pictures, videos, and audio recordings taken at in-person events and virtual meetings
3. Participation information – such as records of participation in committees, campaigns, events, social media, and meetings
4. Survey and petition responses
5. Financial data – such as dues, stipends, expense reimbursement records
6. Information submitted by members to AFSCME 189

### **Why member information is collected**

AFSCME 189 collects data in good faith to provide services to members.

### **How member information is collected and managed**

1. Members may inquire with the Executive Board about their data that has been collected. Members can correct their personal contact information through their employer. To the extent possible, AFSCME 189 allows members to manage their personal information.
2. The Executive Board is responsible for ensuring appropriate use of member information. Potential breaches or violations should be reported to the Executive Board.
3. Officers, Stewards, Committee members, others designated by the Executive Board, AFSCME Council 75, AFSCME International, and AFSCME 189 employees may access member information to provide, improve, and report on AFSCME 189 activities, programs, and services.
4. AFSCME 189 may share member information with third parties in order to provide AFSCME 189 services. Examples include third party providers sending member emails, sending mail, and processing financial transactions on behalf of AFSCME 189.
5. AFSCME 189 will generally inform or seek permission when members are personally identified in AFSCME 189 publicity materials; except photos or videos taken in public places do not require permission.

**Prohibited uses of member information**

1. AFSCME 189 will not sell or give member information to third parties for third parties' commercial or marketing purposes.
2. Use of member information in violation of the Non-Discrimination policy is prohibited.

Acknowledgements: This policy was modeled, in part, after an example by the Association of Local Government Auditors

**Adopted:** June 13, 2023

## **I06 Tax-Exempt 501(c)(5) Status**

### **Reference**

AFSCME Financial Standards Code, Appendix A

### **Policy**

AFSCME 189 will maintain its tax-exempt status under Internal Revenue Code 501(c)(5).

### **Procedure**

1. The President and Treasurer are responsible for maintaining documentation related to the tax-exempt status.
2. Officers will not engage in activities that are prohibited by federal law related to the tax-exempt status of AFSCME 189, and will seek legal or tax advice for complex or controversial issues.
3. The net earnings may not inure to the benefit of any member.
4. Managing a savings or investment plan may not be the principal activity of AFSCME 189.
5. Engaging in lobbying may require a notice to members regarding the percentage of dues paid that are applicable to lobbying activities. Refer to Policy 703 Lobbying.
6. Political activities may not be the primary activity of AFSCME 189. Expenditures for political activities may be subject to tax. Refer to Policies 701 Political Endorsements and 702 Political Contributions.

**Adopted:** June 13, 2023

## 107 Traditions

### Policy

1. AFSCME 189 honors the legacy of William “Bill” Lucy, labor leader and Secretary-Treasurer of AFSCME International from 1972 to 2010. AFSCME International published this obituary for William Lucy in September 2024:

William “Bill” Lucy, who served as secretary-treasurer of AFSCME for nearly four decades and was one of the most respected and revered Black labor leaders in the world, died at his home in Washington, D.C. He was 90 years old.

Lucy was a heavyweight of the American labor movement in the second half of the 20<sup>th</sup> century and a fierce defender of civil and human rights. In 1968, he traveled to his hometown of Memphis, Tennessee, to help resolve the sanitation workers’ strike, marching shoulder to shoulder with Dr. Martin Luther King Jr., as the workers sought the city’s recognition of their union, AFSCME Local 1733. He was the co-founder and longtime leader of the **Coalition of Black Trade Unionists (CBTU)** and a co-founder of the **Free South Africa Movement (FSAM)** that launched the successful anti-apartheid campaign in the United States. For more than half a century, Lucy was a voice for social justice and worker freedom, one that echoed here and around the world. He was the first African American president of **Public Services International (PSI)**, the world’s largest union federation, and served on the executive council of the **AFL-CIO**, the federation’s highest decision-making body. He served on the boards of the **National Association for the Advancement of Colored People (NAACP)**, TransAfrica and the **Africa-America Institute (AAI)**. Throughout his career, Lucy received countless honors and was named more than once by Ebony magazine as one of the 100 most influential Black Americans.

A man of humble origins, Lucy was more inclined to deflect praise about his accomplishments than to bask in it, reflecting back on his life in a 2019 interview with journalist Roland Martin about the “lucky break” that he got in “being able to develop some understanding, some skills, a little bit of commitment that was valuable in helping others find a way to join a struggle for a better life.”

Lucy was born on Nov. 26, 1933, in Memphis, Tennessee, to Susie Bell and Joseph Lucy. Lucy’s father was a self-taught mechanic and part-time musician whose unsteady income often forced the family to move from one part of the city to another. His mother was a seamstress and later ran a soul food restaurant.

Lucy attended elementary school in Memphis until the United States entered World War II, at which point his father was recruited to join the war effort. The family moved to Richmond, Calif., where Lucy’s father worked in the shipyards, and remained there after the war ended. Lucy graduated high school in 1951 and worked for the U.S. Navy during the Korean War at a naval shipyard in California.

In 1953, Lucy was encouraged to apply for an entry-level position in the Contra Costa County, Calif., Public Works Department. That first job in public service marked Lucy’s initial exposure to labor issues. Shortly after joining the county government, he became active in an employee association that represented county workers but did not provide them a true voice on the job or a seat at the negotiating table.

Lucy was among the association’s members who set out to change that. They felt that as county workers they had a right to weigh in on employment decisions, have a seat at the negotiating table and participate in every aspect of their work life.

In the mid-1950s, they succeeded in transforming their employee organization into a true trade union, affiliating with AFSCME as Local 1675.

In 1965, as president of his local union, Lucy caught the attention of AFSCME International President Jerry Wurf, who invited him the following year to work at union headquarters in Washington, tasking him with setting up the new Department of Legislation and Community Affairs. It would be the beginning of Lucy’s involvement in labor issues at the national and international levels.

In 1968, while in Detroit overseeing the administratorship of Council 77, Lucy was asked to travel to Memphis to investigate an impasse between the city and its sanitation workers, who were seeking recognition of their AFSCME local union. The workers earned poverty wages and did not have access to safe equipment. When a malfunctioning garbage truck crushed two workers on Feb. 1 — Echol Cole and Robert Walker — killing them, the other sanitation workers went on strike for more than two months.

Lucy played a key role in gaining wider public acceptance of the strike and gathering community support for the workers. He and a local pastor are credited with coining the now-iconic “**I AM A MAN**” slogan, which was embraced by the workers, emblazoned on signs, and soon became ubiquitous. The slogan was inspired by the words of **the Rev. James Lawson**, who had talked about racism as the treatment of a man like he is not a man.

In 1972, after serving as Wurf's executive assistant, Lucy was elected AFSCME secretary-treasurer. In the same year, he founded CBTU, an organization devoted to representing the interests of Black workers within the trade union movement. It became the first labor organization in the United States to condemn South Africa's apartheid regime.

In the 1980s, Lucy became heavily involved in fighting apartheid. Along with other Black leaders and intellectuals, he formed FSAM, which became the primary anti-apartheid movement in the United States. The coalition of community organizations, labor unions, students and others led protests and demonstrations against the oppressive government and pressured consumers to boycott companies that invested and traded with the regime.

After his release from prison in 1990, Nelson Mandela toured several U.S. cities, a trip partly organized by FSAM members, making a stop at the AFSCME International Convention in Miami. In 1994, Lucy led an AFL-CIO delegation to monitor the 1994 South African elections in which Mandela became president.

Throughout the 1990s and early 2000s, Lucy continued to expand his leadership roles in the national and international labor movements. He became president of PSI in 1994 and was elected to the AFL-CIO's executive council a year later.

Lucy retired as AFSCME secretary-treasurer in 2010 after 38 years in the position. At the International Convention held in Boston that year, he urged AFSCME delegates to continue the fight for social justice. "We've always known that there's a crisis," he said. "It may be more intense now, but there's always been a crisis for millions of people not as lucky as we are in this room. There's a daily crisis in their lives, as they struggle to put bread on their tables, to put clothes on their backs, to have a roof on their heads. We have a responsibility to help them out."

In Bill Lucy's memory, AFSCME will continue to heed those words, pursue that vision and answer that call to action.

2. AFSCME 189 celebrates the Labor Day holiday.
3. AFSCME 189 regularly sends delegates to Oregon and International conventions.

**Adopted:** June 13, 2023

**Updated:** Nov 12, 2024 with Bill Lucy obituary

## I 10 Mass Communications to Members

### Reference

Policy 720 Public Communications and Correspondence

### Policy

1. To provide services and information, encourage meeting attendance, or make requests of members, AFSCME 189 may use mass communications, including the member-wide email distribution list, automated text messages, and letters/postcards. Mass communication means that a large group or all members receive the same message.
2. To keep recipients of mass communications engaged, AFSCME 189 will judiciously use mass communications. The writer will draft and edit the message, keeping in mind accuracy, relevancy, priority, completeness (including attachments), clarity, and brevity. The President or the Communications Editor will review and approve the message. For the member-wide email list, two to four messages per month are generally appropriate.
3. Only the President and the Communications Editor are authorized to send mass communications to the entire membership. Members wishing to send a mass communication to the entire membership should approach the Executive Committee. Controversial items should be discussed by the Executive Committee before sending mass communications.
4. Content generally **not** appropriate for mass communications:
  - a) Messages that could be considered spamming because of their content or repetitive nature
  - b) "Reply all" should be disabled.
  - c) Links to news articles, blog posts, opinion pieces written by non-AFSCME 189 members, unless the link is accompanied by commentary from AFSCME 189
  - d) Advertisements or solicitations coming from outside AFSCME 189 will generally not be sent by mass communication to all members. Commercial solicitations, such as from a company trying to sell a product to members without AFSCME 189's involvement are generally not appropriate for mass communication to members. Solicitations from an AFSCME affiliate or another labor union or federation related to labor movement solidarity, such as their strike, fundraiser for an injured member, or a petition related to working conditions, may be sent with Executive Board approval.
  - e) Campaign messages from candidates for AFSCME 189 officer positions, unless the Executive Board or another appropriate committee provides a forum for **all** candidates to share their campaign message

**Adopted:** June 13, 2023

**Updated:** Nov 14, 2023, addition to 4.d)

## I20 Membership Resignation

### Reference

See Union Security article in collective bargaining agreement

### Policy

1. Membership ends when the member leaves employment in an AFSCME 189 bargaining unit.
2. Members of the main AFSCME 189 bargaining unit at the City of Portland may drop their AFSCME 189 membership without penalty during a five-day period commencing with the first Monday of each March. Outside of this period, members can drop their membership, but dues collection will generally continue until the earliest of the following events: (1) next first Monday of March, (2) anniversary date of becoming an AFSCME 189 member, in accordance with the *Janus* Supreme Court decision, (3) leaving employment in the AFSCME 189 bargaining unit, (4) expulsion or suspension from membership in accordance with Policy 121 Removal from Office; Suspension or Expulsion from Membership.

**Adopted:** June 13, 2023



## **I2I Removal from Office; Suspension or Expulsion from Membership**

### **Reference**

See Union Security article in collective bargaining agreement

AFSCME International Member Bill of Rights, Section 9: Charges against a member or officer shall be specific and shall be only on grounds provided in this Constitution. Accused members or officers shall have the right to a fair trial with strict adherence to due process. The accused shall be considered innocent until proven guilty.

AFSCME International Constitution, Article IX, Section 48

### **Policy**

1. AFSCME 189 may penalize officers, employees, and members who have been found guilty of "Charges," following the judicial procedure in Article X of the AFSCME International Constitution.
2. Penalties include:
  - a) Removal of an officer from AFSCME 189 office
  - b) Suspension from the right to hold elected office – in AFSCME 189 or in all of AFSCME – for up to four years
  - c) Suspension from membership for up to two years
  - d) Expulsion from membership
  - e) Suspension from employment
  - f) Removal from employment
3. The Executive Board is the trial body deciding these penalties
4. Penalties will not violate the Non-Discrimination policy

**Adopted:** June 13, 2023

**Updated:** Nov 14, 2023 (added reference)

## I22 Complaints Against Members and Officers

### Reference

AFSCME International Member Bill of Rights, Section 9: Charges against a member or officer shall be specific and shall be only on grounds provided in this Constitution. Accused members or officers shall have the right to a fair trial with strict adherence to due process. The accused shall be considered innocent until proven guilty.

AFSCME International Constitution, Article X

Policy 121 Removal from Office; Suspension or Expulsion from Membership

### Policy

1. Any member can raise a complaint against an AFSCME 189 officer, employee, or another member to allege non-compliance with: the law, AFSCME 189's Constitution, AFSCME 189's code of conduct, AFSCME 189's conflict of interest policy, AFSCME 189's financial policies, or duty of fair representation.
2. Certain complaints rise to the level of a "Charge" as defined by the AFSCME International Constitution, Article X, Section 2, which will trigger "Trial" procedures as defined in the AFSCME International Constitution, Article X. AFSCME 189's "Trial Body" is the Executive Board.
3. AFSCME 189 will appropriately handle such complaints by:
  - a) Receiving the complaint: Any Executive Board member, Trustee, and the Council Representative will receive a complaint and properly document and forward it. Complaints about Stewards should generally be directed to the Chief Steward. AFSCME 189 may create a complaint form. When receiving the complaint, it is a best practice to gather and document as much relevant information from the complainant as possible, including the basics of who/what/when/where/how.
  - b) Protecting the complainant's identity, if requested, to the extent possible and permitted by law and the AFSCME International Constitution
  - c) Not retaliating against complainants
  - d) Investigating the facts: If a formal investigation is prudent or required, the Executive Board will designate an investigator who is competent and does not have a conflict of interest to find out the facts through document reviews, interviews, and analysis. For simple investigations, a Steward or Executive Board member can conduct the investigation. For complex or serious investigations, one or more Executive Board members, Trustees, or outside investigator will lead the investigation. Investigation best practices are: making and following an investigation plan, understanding relevant laws and policies, obtaining relevant documents, interviewing witnesses, offering an interview to the accused, and limiting communications between the accused and witnesses and the complainant. Unless provided differently in the International Constitution's trial procedures, the formal investigation will result in a detailed confidential report for the Executive Board and Trustees, and a non-confidential summary for the complainant or the Membership. The investigation can make recommendations for appropriate action.
  - e) Taking appropriate action: Appropriate actions may include seeking reimbursement if AFSCME 189 has lost funds or providing reimbursement if the complainant has lost funds; counseling the accused regarding expectations; reassigning officer or employee

responsibilities or Stewards' representation areas; improving AFSCME 189's controls and policies; holding a mediated meeting between the complainant and accused; disciplining the officer, employee, or member with due process; or suspending or expelling a member from membership with due process.

Acknowledgement: This policy was modeled, in part, after an example by AFSCME 88 and training materials by Hirschfeld Kraemer LLP

**Adopted:** June 13, 2023

# Membership Meetings and Decisions

## 201 Agenda

### Reference

AFSCME International Member Bill of Rights, Article 7: “Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the union, and to pertinent information needed for the exercise of this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memoranda of understanding, or any other agreements affecting their wages, hours, or other terms and conditions of employment. All members shall have an equal right to vote and each vote cast shall be of equal weight.”

### Policy

AFSCME 189 is a member-driven organization and encourages active participation by all members in decision-making. AFSCME announces meetings to its members and runs well-prepared meetings to save everyone’s time.

### Membership Meetings

1. The Recording Secretary, in collaboration with the Communications Editor, will announce the meeting time and place – not necessarily including an agenda – for General Membership meetings on the AFSCME 189 website, and in the NW Labor Press newspaper for members who may not have email access.
2. The Recording Secretary, in collaboration with the Communications Editor, will publish an agenda at least 3 days before a General or Special Membership meeting. They will publish the agenda in the member-wide email distribution list or may post it on the website. The agenda will include information on how to attend the meeting in person or virtually, as applicable. Members can subscribe to the email distribution list on the AFSCME 189 website: [www.afscme189.com/take-action/join-our-action-network](http://www.afscme189.com/take-action/join-our-action-network)
3. Members are encouraged to submit agenda items to the Recording Secretary 7 days before a General or Special Membership meeting.
4. Members can request to add an agenda item at the beginning of a General or Special Membership meeting.
5. Format of agenda items: Members and officers are encouraged to research the issue and write a report, especially for complex or controversial items, to describe:
  - a. The recommended action (Example: The Membership is requested to approve up to \$X for Y purpose; text of a resolution; text of a policy change). Financial requests must include a specific or an “up to” dollar amount and a source line item in the current budget. Recurring or temporary requests should have a start and end date.
  - b. Background information (names, dates, event dates, context, similar actions from the past, links to other organization’s webpages, applicable policies)
  - c. Arguments for the recommendation, and for controversial items also arguments against the recommendation
  - d. Potentially, alternatives for controversial items

- e. A report may be marked “confidential” when appropriate, including if it contains legal advice, legal strategy, bargaining strategy, AFSCME 189 financial information, or private member information.

Members can plan and discuss their agenda item with an officer, and officers will provide assistance to write a clearer, well-prepared report.

**Executive Board Meetings**

1. The Recording Secretary, in collaboration with the Communications Editor, will announce the meeting time and place for Executive Board meetings 3 days before, including how members can attend the meeting.

**Committee Meetings**

1. Committee Chairs are encouraged to publish an agenda at least 3 days before a Committee meeting, especially when member participation is desired or member interest is expected. The method of posting will be the same as for agendas for a General Membership meeting.

**Adopted:** June 13, 2023, replaces the prior Agenda policy from Sept 6, 2011

**Updated:** Nov 12, 2024

## 202 Membership Meetings

### Reference

AFSCME International Member Bill of Rights, Article 7: “Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the union, and to pertinent information needed for the exercise of this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memoranda of understanding, or any other agreements affecting their wages, hours, or other terms and conditions of employment. All members shall have an equal right to vote and each vote cast shall be of equal weight.”

AFSCME 189 Constitution, Article V, requires monthly General Membership meetings.

### Policy

1. AFSCME 189 will hold a General Membership meeting monthly and Special Membership meetings as needed.
2. Membership meetings are only open to members. Executive Board members may invite guests for a specific topic. Also refer to Policy 203 Childcare.

**Adopted:** June 13, 2023

## 203 Childcare

### Policy

1. Children are welcome at AFSCME 189 meetings. To support members who have children, AFSCME 189 will provide childcare at in-person General and Special Membership meetings.
2. AFSCME 189 strives to pay prevailing wages for the Portland area and not less than AFSCME 132, Child Care Providers Together contract wages.
3. AFSCME 189 will use unionized childcare providers whenever possible and gives preference to members of AFSCME 132 Child Care Providers Together.

### Procedure

1. Members needing childcare are encouraged to notify the Recording Secretary 3 days before the meeting.
2. The Recording Secretary or Treasurer will hire a childcare provider to be on standby or on duty for the in-person meeting, and are responsible for reserving an extra room if necessary.
3. AFSCME 189 authorizes the following rates as of July 2023: \$25 per hour for every 4 children (\$50 per hour for 5 to 8 children, and so on).<sup>1</sup>
4. Provider sends invoice to Treasurer including their Employer Identification Number (EIN), Social Security Number, or Individual Taxpayer Identification Number (ITIN).
- 5.

Year	Amounts
July 2023 - June 2024	\$25
July 2024 – June 2025	\$25
...	...

**Adopted:** June 13, 2023, replaces the prior Childcare policy from Aug 13, 2019

**Updated:** July 1, 2024, annual cost update

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<sup>1</sup> Amount per AFSCME 75 email from Aimee Olin to Bao Nguyen, May 22, 2023

## 204 Audio and Video Teleconference Meetings

### Reference

AFSCME International Constitution, Article IX, Section 51, and Appendix E

### Policy

1. Regular and special meetings of AFSCME 189, including its Executive Board, may be conducted through the use of audio and/or video teleconferencing (referred to as a “virtual meeting”).
2. All equipment required to conduct the virtual meeting must be readily accessible, or made available, to all participating members.
3. The method of virtual meeting selected must provide members with the opportunity to hear and speak to each other simultaneously and shall allow for the accurate recording of meeting minutes.
4. Notice of any meeting conducted virtually shall include instructions on how each member can participate in the meeting.
5. All members present and participating via audio and/or video teleconferencing shall be included in determining a quorum. Prior to each vote on a motion, the presiding officer shall inquire as to the continued presence of those participating through audio and/or video teleconferencing. If members are no longer participating for any reason, including but not limited to because of equipment malfunction or voluntary discontinuance of the electronic connection, they shall no longer be considered as present or counted as part of the quorum.
6. All members participating in virtual meetings may raise points of order, seek recognition to speak and submit motions for consideration.
7. If the meeting enters closed session, at the outset the presiding officer shall require each person participating through audio and/or video teleconferencing to give assurance that no other person is present or able to hear the conversation.
8. In accordance with the AFSCME International Constitution, Article IX, Section 51, elections cannot be held in a teleconference meeting.
9. AFSCME 189 may record audio or video of teleconference meetings for the Recording Secretary to review and document actions taken, but these recordings are not for public distribution.

Adopted: Nov 14, 2023



## 210 Ratification Vote and Strike Authorization Vote

### Reference

AFSCME International Member Bill of Rights, Article 7: “Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the union, and to pertinent information needed for the exercise of this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memoranda of understanding, or any other agreements affecting their wages, hours, or other terms and conditions of employment. All members shall have an equal right to vote and each vote cast shall be of equal weight.”

AFSCME 189’s Constitution provides in Article V, Section 4: “With regard to the ratification of any labor agreement and/or the authorization of any strike or interest arbitration, any such action shall only be done after a vote of the affected membership. The determination of whether and what to present to the membership for a vote, shall be made by the local union executive board upon recommendation of the relevant bargaining committee. In any such membership vote, the multiple workplace/workshift portable balloting method shall be used. The president, with the approval of the executive board shall establish a schedule of locations and times for the balloting.”

AFSCME International Constitution, Appendix D, Elections Code

### Policy

1. This policy is distinct from membership elections for AFSCME 189 officers
2. The President appoints the Bargaining Committee members.
3. Contracts are ratified and strikes authorized with a simple majority of ballots submitted.
4. For ratification and strike authorization votes, voting methods authorized include: voice vote by acclamation at a membership meeting; show of hands vote at a membership meeting; and secret ballot.
5. A voting method that includes members submitting ballots electronically through a website is considered compliant with the “multiple workplace/workshift portable balloting method.”
6. The President and Executive Board may delegate the establishment of locations and times for balloting to an elections committee. The President may appoint an elections committee to conduct the membership vote; the elections committee will be responsible for presenting neutral and clear information on the vote to members, fairly counting the votes, and accurately reporting the vote results.
7. Voting by proxy for ratification or strike authorizations is not allowed.

**Adopted:** June 13, 2023

# Officers, Executive Board, Committees

## 301 Governance

### Reference

AFSCME International Member Bill of Rights, Article 7: “Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the union, and to pertinent information needed for the exercise of this right. This right shall specifically include decisions concerning the acceptance or rejection of collective bargaining contracts, memoranda of understanding, or any other agreements affecting their wages, hours, or other terms and conditions of employment. All members shall have an equal right to vote and each vote cast shall be of equal weight.”

AFSCME 189 Constitution, Article VII, Section 10: “The executive board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.”

Policy 201 Agenda

### Policy

1. The Membership of AFSCME 189 is the highest decision-making body and will lead AFSCME 189 and make decisions in accordance with principles of democracy.
2. Voting by proxy in Membership meetings is not allowed.
3. AFSCME 189 is a member-driven and member-led Union.
4. General and Special Membership meetings will follow Roberts Rules of Order Newly Revised, unless the Constitution requires otherwise.
5. When the Membership of AFSCME 189 is not in session in a General or Special Membership meeting, then the Executive Board is the governing body of AFSCME 189. The Executive Board is accountable to the Membership through elections and reporting. Some decisions are reserved by the AFSCME 189 Constitution or policy to the Membership and thus cannot be taken by the Executive Board.
6. An abstention is not a vote and thus will generally not count towards determining the basis for majority (for example, if 8 people vote yes and 2 people vote no and 11 people abstain, the motion has reached majority [8 out of 10] to pass). An abstention does not affect quorum: a decision can be made with fewer people than a quorum voting, as long as there is a quorum of people in the room.
7. A member who voted with the prevailing side can make a motion to reconsider a decision only in the same meeting or the subsequent meeting.
8. A member can make a motion to rescind a Membership decision or Executive Board decision. A rescission requires a simple majority if the motion is announced with the agenda, announced in accordance with the Agenda policy, or a two-thirds majority vote if it is *not* announced with the agenda.
9. A motion to reconsider or rescind cannot be made for decisions that cannot be undone anymore, including: a contract approval when the other party to the contract has been notified, a payment that has been already made, an election to an officer position, or to re-open nominations.

10. Closed session means the meeting or part of the meeting is closed to certain persons. Closed session is authorized for the following narrow purposes:
  - a) Discuss strategy for labor negotiations for employees which AFSCME 189 represents
  - b) Consult with legal counsel or discuss legal advice received
  - c) Discuss information about security plans or security vulnerabilities
  - d) Consider employment, performance evaluation, discipline, or dismissal of an employee of AFSCME 189
  - e) Conduct labor negotiations with labor representatives when AFSCME 189 is the employer of represented employees
  - f) Review information that the counterparty has designated as confidential or trade secret
  - g) Negotiate real property or commercial transactions
  - h) Other purposes require a two-thirds vote
11. The Executive Board generally meets once a month to conduct business.
12. In rare urgent circumstances, it may be necessary for the Executive Board to make decisions in between its regular meetings. In these situations, discussions and motions by reply-all emails among the Executive Board are authorized and voting is authorized by email, phone call, text message, and proxy. Voting will remain open for a reasonable period of time, such as 2 business days, to enable more Executive Board members to participate.
13. If there is ambiguity in the AFSCME 189 Constitution about the order of succession to the President or if there is a tie in the constitutionally defined order, then the order of succession shall be: Vice Presidents in the order of who has served longest as Vice President, if there is still a tie it shall be resolved by flip of a coin; then Treasurer; then Recording Secretary.
14. The chair of a Membership meeting or committee meeting shall neutrally facilitate decision-making. If the chair is a member, the chair may participate in all votes. By AFSCME 189 custom, the chair often abstains and only provides a tie-breaking vote, but this abstention is not a requirement.

**Adopted:** June 13, 2023

**Updated:** Nov 14, 2023, added sections 4 (Roberts Rules) and 9 (closed session)

Nov 12, 2024, added sections 6 (abstention) and 13 (order of succession)

## 302 Responsibilities of Officers

### Reference

AFSCME 189 Constitution, Article VII

### Responsibilities for all Officers

1. Set goals, develop strategies, guide programs/activities, guide members, shape culture, improve processes
2. Represent the concerns and issues of members, including possibly divergent issues
3. Be a role model for AFSCME 189 values, such as inclusion, member-led decision making, good stewardship of Union funds
4. Engage and support members
5. Develop member-leaders for succession

### President

1. Set goals, develop strategies, guide programs/activities, guide Executive Board, guide members, shape culture, improve processes – for all AFSCME 189 activities and for the long-term
2. Preside at all Membership and Executive Board meetings (per Constitution, Article VII, Section 1); facilitate large-group deliberative meetings and know parliamentary procedure
3. Approve financial transactions and review financial reports (per Constitution; AFSCME Financial Standards, Code Appendix C)
4. Appoint committees (per Constitution)
5. Report to the Membership regarding the progress and standing of AFSCME 189 (per Constitution)
6. Be a delegate to all conventions, seminars, etc. (per Constitution)
7. Build relationships with partner organizations; shape the political, social, and organizational environment; strategically collaborate with other unions
8. Expected to dedicate their full time (40 hours per week) to Union business, with additional evening/weekend meetings and travel to conventions; can take vacation/sick leave (see Policy 401 Union Leave and Lost Time)
9. Required to complete Financial Standards training
10. The President may assign tasks and responsibilities to officers that reasonably relate to their officer role.

### Vice President

1. Assist the President and fill in for the President in their absence (per Constitution, Article VII, Section 2)
2. Facilitate large-group deliberative meetings and know parliamentary procedure
3. Approve some financial transactions (per Constitution)
4. Expected to dedicate about 20 percent of their time (8 hours per week) to Union business, with additional evening/weekend meetings and travel to conventions (see Policy 401 Union Leave and Lost Time)
5. Required to complete Financial Standards training

### Treasurer (the Constitution calls this office the secretary treasurer)

1. Set goals, develop strategies, create programs/activities, guide Executive Board, guide members, shape culture, improve processes – related to finances and long-term financial health

2. Carry out most financial transactions (per Constitution, Article VII, Section 3; AFSCME Financial Standards Code, Appendix C)
3. Prepare an annual budget (per Constitution; AFSCME Financial Standards Code, Appendix C)
4. Keep financial records and report monthly to the Membership; report annually to the International (per Constitution; AFSCME Financial Standards Code, Appendix C)
5. Expected to dedicate about 10 to 20 percent of their time (4 to 8 hours per week) to the Treasurer role, plus additional time for other Union business, and additional evening/weekend meetings (see Policy 401 Union Leave and Lost Time)
6. Approve most financial transactions (per Constitution)
7. Required to complete Financial Standards training

#### **Recording Secretary**

1. Set goals, develop strategies, create programs/activities, guide Executive Board, guide members, shape culture, improve processes – related to meetings and records and institutional memory
2. Keep a record of Membership and Executive Board meetings (per Constitution, Article VII, Section 4 and AFSCME Financial Standards Code)
3. Required to complete Financial Standards training
4. Carry on the official correspondence (per Constitution)

#### **Chief Steward**

1. Set goals, develop strategies, create programs/activities, guide Executive Board, guide Stewards, guide members, shape culture, improve processes – related to enforcement of labor agreement, Stewards, and organizing current members
2. Reach out, provide services and information to members, including on workplace issues, interpretation of the labor agreement, and members facing potential discipline
3. Enforce the collective bargaining agreement (per Constitution Article VII, Section 5)
4. Facilitate Executive Board handling of grievances for widespread/complex issues
5. Select and approve the appointments of Stewards, dismiss Stewards (per Constitution)
6. Manage campaigns to organize members or drive issues
7. Expected to dedicate about 20 percent of their time (8 hours per week) to Union business, with additional evening/weekend meetings (see Policy 401 Union Leave and Lost Time)

#### **Organizer**

1. Set goals, develop strategies, create programs/activities, guide Executive Board, guide Stewards, guide members, shape culture, improve processes – related to organizing current and prospective members
2. Contact new employees in bargaining units, collect new membership applications (per Constitution, Article VII, Section 6)
3. Contact represented non-members (per Constitution)
4. Identify potential union activists (per Constitution)
5. Engage and support members
6. Maintain member list
7. Manage campaigns to organize members or drive issues

#### **Communications Editor**

1. Set goals, develop strategies, create programs/activities, guide Executive Board, guide Stewards, guide members, shape culture, improve processes – related to member communications and member engagement

2. Write, edit, produce, and distribute member communications (per Constitution, Article VII, Section 7)
3. Maintain website and social media channels

### **Chapter Chairs**

1. Set goals, develop strategies, create programs/activities, guide Stewards, guide members, shape culture, improve processes – within their chapter
2. Represent the concerns and issues of members, including possibly divergent issues – for all members within their chapter
3. Each chapter has approximately 100 to 200 members
4. Lead Stewards over their chapters (per Constitution, Article VII, Section 8)
5. Recruit potential Stewards (per Constitution)
6. Coordinate chapter meetings (per Constitution)
7. Liaise and communicate between the chapter membership and the Executive Board (per Constitution)
8. Recruit and orient new members, retain existing members (outside of the Citywide new employee orientations hosted by BHR, other bargaining units should ensure to hold orientations at least every 90 days)
9. Co-manage or participate in organizing campaigns within their chapter to organize members or drive issues

### **Trustees**

1. Not considered an Officer as defined by the AFSCME 189 Constitution, Article VI
2. Oversee or conduct the audit (per Constitution, Article VII, Section 9; AFSCME Financial Standards Code, Appendix C)
3. Ensure required reports are filed timely with AFSCME International and governmental bodies
4. Required to complete Financial Standards training
5. Remain independent from the Executive Board and the day-to-day business
6. Trustees are not voting members of the Executive Board; Trustees may have neither voice nor vote in the deliberations of the Board. The sole purpose for Trustees is to audit or to see that an audit is performed. An arms-length relationship between the Trustees and the Executive Board must be preserved to ensure the most objective possible audit. (AFSCME Financial Standards Code, Article XI, Section 1)

### **Incompatible offices**

An individual can only hold one of the following offices at any given time: President, Vice President, Treasurer, Recording Secretary, Chief Steward, Organizer, Communications Editor, Chapter Chair, Trustee.

**Adopted:** June 13, 2023

**Updated:** Nov 12, 2024, added President section 10 (assign other responsibilities) and deleted Vice President section 2 (political action)

## **304 Responsibilities of Stewards, Member Action Team Leaders, and Committee Chairs**

### **Stewards**

1. Stewards are frontline Union leaders who are in direct and close contact with members in their workgroup
2. Each Steward workgroup contains approximately 10 to 20 members
3. Recruit and orient new members, retain existing members within their workgroup
4. Reach out, provide services and information to members, including on workplace issues, interpretation of the labor agreement, and members facing potential discipline
5. Enforce the labor agreement through grievances for individual/simple issues
6. Carry out campaigns
7. Stewards are appointed and dismissed by the Chief Steward. Chapter Chairs and Stewards can nominate new Stewards. Interested members can nominate themselves to become Stewards. Stewards must maintain their membership in good standing.
8. Stewards are required to complete Steward training offered by AFSCME 189 or AFSCME 75
9. Stewards develop member leaders for succession and have a succession plan

### **Member Action Team Leaders**

1. Member Action Team Leaders are frontline Union leaders who are in direct and close contact with their Membership
2. Recruit and orient new members, retain existing members within their organizing campaign assignment
3. Reach out, provide services and information to members
4. Carry out organizing campaigns
5. Member Action Team Leaders are appointed and dismissed by the Chief Steward. Chapter Chairs and Stewards can nominate new Member Action Team Leaders. Interested members can nominate themselves to become Member Action Team Leaders. Member Action Team Leaders must maintain their membership in good standing.

### **Committee Chairs**

1. Set goals, develop strategies, guide programs/activities, guide committee members, shape culture, improve processes – within their committee’s topic or service area
2. Chair committee meetings, report progress and results to the Membership, keep a record of committee meetings
3. Facilitate large-group deliberative meetings and know basic parliamentary procedure
4. Committee chairs develop member leaders for succession
5. Committee Chairs must maintain their membership in good standing.

**Adopted:** June 13, 2023

**Updated:** Nov 12, 2024, added membership requirement

## 305 Committees

### Reference

AFSCME 189 Constitution, Article VII, Section 1 describes the President's role: "The president shall appoint all standing committees and all special committees of the local, subject to the approval of the general membership at a regular meeting."

Policy 201 Agenda

### Policy for forming and discontinuing a committee, and committee business

1. Committees provide a service to AFSCME 189 and its members that is narrower than the overall AFSCME 189 mission. Serving on a committee is an opportunity for members to become more involved in AFSCME 189.
2. The Membership may form a new committee by vote at a Membership meeting. The President may form a new committee, subject to approval at a subsequent regular General Membership meeting (Constitutional requirement). To permanently dissolve an existing committee, unless the AFSCME 189 Constitution requires the committee, the Membership has to approve at a regular meeting.
3. A committee may go on hiatus for a specific or undetermined amount of time if it has no business to conduct. For example, the Policy Committee may go on hiatus for a few months or years until a policy review or policy revision is needed; the Political Action Committee may go on hiatus until the next election cycle.
4. All members are eligible to serve as committee member, unless the committee has some minimum requirements or has filled all seats. The President appoints members to serve on a committee and removes them. The President appoints and removes chairs for committees. The President may appoint themselves as committee chair. The President is a member of all committees except the Election Committee, or unless the President withdraws.
5. Any member may attend a committee meeting to observe its business.
6. The Recording Secretary and the Policy Committee Chair are each authorized to add and update descriptions for committees in this policy following a Membership vote, without the 2-week advance posting.

### Executive Committee

1. Mission: Give advice to the President on strategic and complex issues; also serve as Grievance Committee
2. Chair: President
3. Membership: President, Vice President, Treasurer, Recording Secretary, Communications Editor, Organizer, Chief Steward. The Executive Committee excludes Chapter Chairs.
4. Meetings: As needed

### Executive Board (per Constitution)

1. Mission: Refer to Article VII Section 10 of the AFSCME 189 Constitution: The executive board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the



executive board shall be made to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.

2. Chair: President
3. Membership: President, Vice President, Treasurer, Recording Secretary, Communications Editor, Organizer, Chief Steward, Chapter Chairs
4. Meetings: Generally once or twice each month. Meetings are open to all members to observe.

#### **Political Action Committee (PAC)**

1. Mission: Develop recommendations for political action to be adopted by the Membership, prepare endorsement decisions for the Membership. Conduct lobbying on behalf of AFSCME 189. Liaise with AFSCME Council 75's Political Action Committee.
2. Chair: Appointed by the President
3. Membership: Open to all members
4. Meetings: As needed, especially before elections
5. Services and reports provided by the committee: Interview process for candidates and campaigns, report with recommended endorsements/opposition/no position to the Membership

#### **Policy Committee**

1. Mission: Research policy issues and prepare policies for adoption by the Membership
2. Chair: Appointed by the President
3. Membership: Open to all members
4. Meetings: In January 2025, and every five years afterwards, and additional meetings as needed
5. Services and reports provided by the committee: Review existing policies, draft new policies

#### **Bargaining Committee**

1. Mission: Engage members in the collective bargaining process, channel members' concerns and issues to the Bargaining Team, give advice to the Bargaining Team on potential proposals and responses to management's proposals, support the Bargaining Team. The Bargaining Committee does **not** bargain directly with management.
2. Chair: Appointed by the President
3. Membership: The Bargaining Committee is larger than the Bargaining Team. The Bargaining Team is part of the Bargaining Committee. Open primarily to members of the bargaining unit that is covered by the relevant contract (main contract, Auditor's Office, Independent Police Review, Port of Portland). Members should be able to commit to attend the numerous and lengthy meetings that are expected over the course of collective bargaining.
4. Meetings: As needed

#### **Bargaining Team/Bargaining Delegation**

1. Mission: Collective bargaining, inform and engage the Bargaining Committee, write proposals, respond to management's proposals, approve tentative agreements, recommend ratification or strike to Membership
2. Chair: Appointed by the President
3. Membership: The Bargaining Team is smaller than the Bargaining Committee. The Bargaining Team is part of the Bargaining Committee. Number seats may be very limited. Open primarily to members of the bargaining unit that is covered by the relevant contract (main contract, Auditor's Office, Independent Police Review, Port of Portland). Members should be able to

commit to attend the numerous and lengthy meetings that are expected over the course of collective bargaining.

4. Meetings: As needed. Bargaining preparation meetings and bargaining meetings are generally **not** open to the membership.

#### **Nominating Committee (per Constitution)**

1. Mission: Available but not required per AFSCME 189 Constitution to make nominations for officer elections
2. Chair: Appointed by the President
3. Membership: Open to all members. All Nominating Committee members are ineligible to run for office in that election.
4. Meetings: As needed
5. Services and reports provided by the committee: Identify and vet potential candidates for officer positions, nominate candidates for officer elections

#### **Election Committee (per Constitution)**

1. Mission: Conduct elections neutrally and fairly, when necessary, including officer elections and bargaining ratification/strike votes
2. Chair: Appointed by the President
3. Membership: Open primarily to members of the bargaining unit that is affected by the election. President is not a member, per the Constitution. All Election Committee members are ineligible to run for office in that election.
4. Meetings: As needed
5. Services and reports provided by the committee: Verify candidate eligibility and decide challenges to candidate eligibility, create ballots, administer the “multiple workplace/workshift portable balloting method” as needed, present neutral and clear information on the vote to members, ensure ballot secrecy, fairly count votes, accurately report results, recommend resolution to election protests. Responsibilities are further defined in the AFSCME International Constitution and its local union election manual.

#### **Grievance Committee**

1. Mission: Provide strategic direction and advice on grievances that affect widespread issues or are complex; approve moving grievances to binding arbitration
2. Chair: President
3. Membership: See Executive Committee description. A majority of the members of the executive committee shall be required for a quorum.
4. Meetings: As needed

#### **Member Assistance Committee**

1. Mission: Administering the financial hardship assistance program: receiving applications, verifying eligibility, and recommending the financial assistance amount; educate members and communicating the program to members.
2. Chair: Appointed by the President
3. Membership: Open to all members. Treasurer is an automatic member.
4. Meetings: As needed. The Committee can receive and consider applications for financial hardship assistance and make a recommendation for financial assistance amount outside of a meeting or in executive session during a meeting.

**Souvenirs, Wearables, and Gifts (SWAG) Committee**

1. Mission: Design, make cost estimates, prepare the purchase of souvenirs, wearables, and gifts, apparel and promotional items. Actual purchases must still adhere to all applicable rules and policies.
2. Chair: Appointed by the President
3. Membership: Open to all members. Treasurer and Organizer are automatic members.
4. Meetings: As needed.

**Adopted:** June 13, 2023

**Updated:** July 1, 2024, to reflect Policy 610 adopted March 13 2024

Nov 12, 2024, added SWAG Committee

## 306 Development of Member Leaders

### Policy

AFSCME 189 is committed to developing leaders from among its broad membership. Every officer and steward is responsible for identifying, recruiting, and developing member leaders as a core responsibility of their position. AFSCME 189 will continue leadership development through a combination of one-on-one coaching and mentoring, providing training to members, and encouraging member leaders to assume larger responsibilities within the Union and labor movement. AFSCME 189 values the diverse experiences and skills members already bring and strives to give member leaders additional knowledge, skills, and experiences to be successful in their role and prepare them to assume larger responsibilities. Member leaders are encouraged to exceed the knowledge and skills expectations for their role.

Opportunities for leadership development within the Union include:

1. Serving as Steward or Member Action Team Leader
2. Serving as a Committee member, delivering a Union program or activity, participating in an organizing campaign
3. Participating in training and incorporating new skills and knowledge into Union activities
4. Participating in bargaining
5. Participating as AFSCME 189 delegate in conventions
6. Serving as officer

Acknowledgements: This policy was modeled, in part, after an example by SEIU 503

**Adopted:** June 13, 2023

## 307 Oath of Office

### Reference

AFSCME International Constitution Appendix B

### Policy

In accordance with the AFSCME International Constitution, each new officer is required to subscribe to the Officer Obligation:

I, [name], promise and pledge that I will perform faithfully and with honor the duties of the office which I now assume in the American Federation of State, County and Municipal Employees. I pledge to fight for a society where all workers can seek economic and social justice through participation in their union and our democracy. I will work for these goals by organizing unorganized workers, mobilizing workers to participate in the political process, and fighting to gain and defend the best possible working standards through contracts and legislation. I acknowledge that it is a privilege to serve in this office and I promise that I will deliver to my successor in office all books, papers and other property of this union which are in my possession at the close of my official term.

### Officer Subscription

Officer Name	_____
Title of Office	_____
Date and Signature	_____

**Adopted:** June 13, 2023

**Updated:** Nov 12, 2024, added template for officer signature

## **310 Officer Attendance**

### **Reference**

AFSCME 189 Constitution, Article VII, Section 11 defines excused absences and requires meeting attendance for officers.

### **Policy**

Any Officer who misses both the scheduled Executive Board meeting and the General Membership meeting in a calendar month will have that month's stipend canceled.

### **Procedure**

1. Officers who need an excused absence will notify the President ahead of the meeting. Absences will be excused for: health, family or work emergencies, scheduled vacations or shift work, and other circumstances normally considered reasonable cause for absence from work.
2. The Recording Secretary or their designee is responsible for tracking attendance and notifying the President and Treasurer of unexcused absences or absences that would result in the stipend cancellation.
3. Upon the President's direction, the Treasurer will cancel the stipend as required by this policy.

**Adopted:** June 13, 2023, replaces the prior Attendance policy from Sept 6, 2011

## 3 | Conflict of Interest

### Policy

AFSCME 189 expects its Officers, Trustees, Committee members, and Stewards to act in the best interest of AFSCME 189. They must disclose potential, perceived, and actual conflicts of interest, and are encouraged to abstain from conflicted decisions.

### Guidelines

1. Whenever an officer, Executive Board member, Trustee, Committee member, or Steward has a financial or personal interest in a matter being discussed or decided in a General or Special Membership, Executive Board, Committee meeting, or employee representation matter, they should:
  - a) Assess the conflict of interest for significance; they may consult another Executive Board member for advice
  - b) If found to have a significant conflict of interest, actual or perceived, they should fully disclose the nature of the conflict, and are encouraged to withdraw from the discussion, and are encouraged to abstain from voting on the matter.
  - c) The minutes of the meeting should record that the member has disclosed a conflict and, if applicable, the abstention.
2. Members who do not have an Executive Board member, Committee member, or Steward role are encouraged to follow this procedure.
3. Conflicts of interest include:
  - a) Being a vendor who derives a financial benefit from AFSCME 189 funds
  - b) Participating in another organization that derives a benefit from AFSCME 189, including funding, political endorsement, and community grant. Participation in another organization that opposes AFSCME 189 or an AFSCME 189 decision. Participation in the other organization is more significant if holding a leadership position or decision-making role.
  - c) Approving or handling a financial transaction or a representation issue that benefits themselves. For example, it may be a conflict of interest for a Steward to represent themselves in a Union representation issue.
  - d) Having close affinity with a person or organization. For example, it may be a conflict of interest for a Steward to represent a member who is a close personal friend of the Steward's.
  - e) Having received external influence or pressure to make a certain decision. For example, if a potential recipient of funds gave a member a valuable gift, that presents a conflict of interest.
  - f) Being a supervisor or manager with the employer covered by AFSCME 189's collective bargaining agreement
  - g) Reviewing, investigating, or auditing one's previous decisions. For example, it is a conflict of interest for a Steward to represent a member if the Steward has prior involvement in the issue, such as the Steward being a lead worker over the member or the Steward having made a complaint to HR or management on this issue. For example, it would be a conflict of interest for the Treasurer to become a Trustee and then audit their own financial transactions, or for an officer to investigate a misconduct allegation against themselves.
  - h) Family or household member being in any of the above roles or situations

4. Excluded from the requirements of this policy are (no disclosure or abstention required):
  - a) Members voting or advocating for themselves to receive financial assistance within the requirements of the Financial Assistance to Members policy
  - b) Members voting on, advocating for or against, or drafting proposals for wages, hours, and working conditions during collective bargaining; this also includes strike and ratification votes
  - c) Members receiving a financial benefit that is available to the general public or to a general segment of members regardless of their AFSCME 189 role or decision. For example, a sports apparel discount pass made available to all City of Portland employees generally does not present a significant conflict of interest if AFSCME 189 was deciding a matter involving that sports apparel company.

Acknowledgements: This policy was modeled, in part, after an example by AFSCME 328

**Adopted:** June 13, 2023

## **312 [Reserved:] Officer Leave of Absence and Resignation**

For future drafting



# Union Activities

## 40I Union Leave and Lost Time

### References

1. AFSCME Financial Standards Code, Appendix F, Section on Lost Time Payments
2. Refer to the article on Union Representation in the collective bargaining agreement
3. Refer to House Bill 2016 of the 2019 session (ORS 243.650 and following)
4. Policy 605 Education

### Policy

1. To conduct the business of the Union, AFSCME 189 encourages the use of Lost Time (also known as Loss Time, Union Leave Union Paid, ULUP) by Executive Board members, stewards, and designated members within the priorities and limits of this policy, AFSCME 189 budget, limits in the labor agreement, and other applicable rules.
2. If Union Leave **City** Paid (ULCP) is available per law or per labor agreement, it should be used **before** using Union Leave Union Paid.
3. AFSCME 189 will not provide ULUP outside of the member’s regular work hours or work shift, when it results in overtime or exceeding a 40-hour workweek, on City holidays, on City sick leave, or during a strike or lockout. AFSCME 189 will not provide ULUP to non-members.
4. The annual budget should specify how much AFSCME 189 is planning to spend on ULUP. The Treasurer will monitor the ULUP budget and spending trends.

Union Leave City Paid (ULCP)	Union Leave Union Paid (ULUP)		
<p><b>Events or Activities</b></p> <ul style="list-style-type: none"> <li>• Bargaining meetings and preparation caucus meetings</li> <li>• Providing information regarding collective bargaining agreement to newly hired employees (30 minutes)</li> <li>• Investigating grievances; attending investigatory meetings and due process hearings: ULCP first, ULUP minimally</li> <li>• Attending labor-management meetings</li> <li>• Participating in or preparing arbitration, administrative hearings, and Employment Relations Board proceedings</li> <li>• Testifying in a legal proceeding under subpoena</li> </ul> <p><b>Amount</b> See contract limits</p> <p><b>Approval required from</b> President or Council Representative</p>	<p><b>Events or Activities</b></p> <p>Advice on bargaining or members beyond the contractually authorized bargaining team</p> <p>Meetings to recruit new members, worksite meetings, member celebration/recognition meetings</p> <p>Campaigns to organize members or issues (not political campaigns)</p> <p>Convention attendance including travel time</p> <p>Training attendance including travel</p>	<p><b>Amount authorized</b></p> <p>2 hours</p> <p>Executive Board</p> <p>Membership approves funds and names delegates</p> <p>Membership or Executive Board approves funds</p>	<p><b>Approval required from</b></p> <p>Chief Steward or Council Representative</p> <p>Chief Steward or Organizer</p> <p>For trainings that take longer than 4 hours, generally, members are expected to take accrued leave for half of the training and AFSCME may provide Union Leave Union Paid for the other half of the training.</p>

Executive Board members attending Executive Board meetings and General or Special Membership meetings only if their normal work shift overlaps part or all of the meeting	Meeting time + reasonable travel	Officer approves their own time
President to conduct Union activities	Up to full-time	President approves their own time <sup>2</sup>
Vice President to conduct Union activities	Up to 20% averaged over the year	Officer approves their own time; above 20% requires pre-approval by President and Treasurer check for available budget
Treasurer: Year-end reporting and reporting to International	No limit	Officer approves their own time
Treasurer: general financial management, processing payments	Up to 20% averaged over the year	
Trustees and Treasurer: audit	16 hours for every audit	Officers approve their own time
Executive Board members activities (excluding bargaining, training, meetings named above)	Officer approves their own time up to 10% of their time per month; above 10% requires Executive Board pre-approval and Treasurer check for available budget	
Meetings among Executive Board members	No ULUP authorized, these meetings should be held outside of work hours	
For all-day events, training, and offsite meetings, additional ULUP up to 2 hours is authorized to complete a full work shift to avoid members going back to in-person work; not applicable for telework or on-site meetings		Treasurer

**Approval and Payment Procedure**

<p>1. Members requesting ULCP are encouraged to get verbal pre-approval from the President or Council Representative.</p> <p>Members should directly notify their work supervisor of their intent to take ULCP.</p> <p>Members are reminded that the employer may deny or delay ULCP for their operational needs and there is a maximum number of ULCP hours per labor agreement.</p>	<p>1. Members requesting ULUP must get verbal pre-approval from the President or their designee. The President has authorized the Treasurer and Council Representative each as pre-approvers of all ULUP, in addition to the pre-approvers listed above for specific events. Members must then fill out the AFSCME 189 website form to notify the Treasurer who will notify the City supervisor/manager. The Treasurer shall check for available budget before approving.</p> <p>Members are also encouraged to notify their work supervisor directly of their intent to take ULUP, as early as possible. Members are reminded that the employer may deny or delay ULUP for their operational needs. Members in the Auditor’s Office unit are reminded that they may want to work at least 90 percent per pay period to maintain City-paid health benefits.</p>
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<sup>2</sup> City SAP timesheet should clearly distinguish ULCP, ULUP, City work, and vacation/sick/other leaves

	<p>Members are reminded that taking ULUP may affect their eligibility for Family Medical Leave and Paid Leave Oregon and they may want to work at least 1 day per calendar month to maintain City-paid health benefits.</p> <p>Executive Board members can approve their own ULUP if authorized in this policy, and subject to budget limits.</p>
<p>2. Members should generally enter “ULCP” or “ULUP” into their City of Portland SAP timesheet, unless their supervisors have different timesheet directions.<sup>3</sup></p>	
	<p>3. Any member claiming ULUP must provide a written report of actual ULUP taken to the Treasurer within a week of taking the lost time. This report must include the date, actual hours taken, and the Union purpose.</p> <p>If the written report is not provided, and attempts to address the issue with the member have not been successful, the Treasurer will notify the employer, upon being billed for the time, that the time was unauthorized and it should be charged back to the member as vacation. If ULUP time was approved for attendance at an event or meeting and the member did not attend, AFSCME 189 will not reimburse the employer for ULUP; the member will be responsible for arranging alternative leave with the employer.</p>
<p>4. ULCP will be paid at the member’s regular rate of pay through the regular City payroll by the City.</p>	<p>4. ULUP will be paid at the member’s regular rate of pay through the regular City payroll, and the Treasurer is authorized to pay back to the City the value of ULUP plus wage-driven taxes and benefits.</p>
<p>6. A member who conducts ULCP/ULUP-eligible Union business on their vacation time is also eligible for reimbursement from AFSCME 189 with <b>written</b> pre-approval from the President or designee. Members should consider City of Portland and bureau outside employment rules. This reimbursement may be processed as wages and may be subject to income and payroll tax. No premiums or differentials will be paid for this vacation time reimbursement.</p>	<p>5. [Reserved for potential wage differential/wage premium policy]</p>

**Adopted:** June 13, 2023, replaces the prior Lost Time policy from unknown date and Other Budget Related Policies from Dec 4, 2008

**Updated:** Nov 14, 2023, minor clarifications

Nov 12, 2024, added Treasurer approval for budget availability, membership requirement, strike limit, guidance for training hours, minor advice clarification

<sup>3</sup> Employees in newly recognized bargaining units may not have these SAP codes enabled and should check with their supervisors if “OHWP” (zero, not the letter O) can be used.

## 410 Strike

### Reference

Article on strikes in collective bargaining agreement  
Policy 210 Ratification Vote and Strike Authorization Vote

### Policy

1. When AFSCME 189 or the employer declares impasse during bargaining, AFSCME 189 should consider whether or not to hold a strike authorization vote to strengthen the Union's negotiation position. A strike authorization does not necessarily mean that a strike will take place.
2. When another City of Portland or Port of Portland union is on strike, AFSCME 189 members should refuse to perform work which is normally performed by the striking employees and report any such requests to the Executive Board.

**Adopted:** June 13, 2023

## 420 Contract Enforcement, Grievances, and Arbitration

### Reference

Refer to the grievance procedure in the collective bargaining agreement

### Policy

1. AFSCME 189 will enforce and defend the terms of its collective bargaining agreements and pursue grievances if necessary.
2. AFSCME 189 will meet its duty of fair representation of bargaining unit employees. To enable AFSCME 189 to meet its duty of fair representation, employees are encouraged to work closely with a steward before filing a grievance and when filing a grievance. Employees who file a grievance without AFSCME 189 participation must notify AFSCME 189 immediately to enable AFSCME 189 to meet its duty of fair representation.
3. Settlement of a grievance at level 1, level 2, or level 3 (mediation) can be approved by the President, Chief Steward, or Council Representative. The President, Chief Steward, and Council Representative should consider potential impacts on other employees in their decision. A settlement is defined as the Union or grievant withdrawing or conceding some or all of its claims.
4. Moving a grievance to level 4 – binding arbitration requires approval by the Grievance Committee. Settlement of a grievance while arbitration is pending require approval by the Grievance Committee. A settlement in this situation is defined as an agreement between the Union and the employer to withdraw, compromise, or settle the grievance. An arbitrator's decision is not a settlement.
5. Legal advice to AFSCME 189 is confidential and for internal use only, especially when it relates to strategy for grievances and arbitration.
6. The Grievance Committee is authorized to approve payments to the employer related to information requests.

### Procedure

1. Any bargaining unit employee can initiate a grievance and AFSCME 189 can initiate a grievance without the consent of affected employees. Members are encouraged to work with their Steward. When the employer's contract violation is a simple or relatively minor issue, or limited to a few people or a small workgroup, members or Stewards can pursue the grievance and are encouraged to inform or consult with the Chief Steward and Council Representative. When the contract violation is a major or complex issue, or affects large workgroups or the entire membership, generally the Chief Steward or Council Representative should take the lead and consult with the Executive Board and get legal advice. Note that Level 1 grievances must be filed within 30 days of the violation.
2. To decide whether to move a grievance to level 2 or level 3 (mediation) or to settle it at those levels, the President, Chief Steward, and Council Representative should consider potential impacts on other employees.
3. To decide whether to move a grievance to level 4 – binding arbitration, the Grievance Committee will consider the Council Representative's recommendation, the merits of the grievance, the probability of success, the impact on the Membership, the expenses and resources required to continue the grievance, and the time anticipated to resolve the grievance. For complex issues, a written report including recommendation and arguments for/against should be provided to the Grievance Committee beforehand. The Grievance Committee can, but

is not required to, invite the affected member(s) to make their case. The Grievance Committee can obtain legal advice.

4. If it is decided **not** to go to arbitration, the Council Representative will inform the affected member(s) in writing within 3 business days, including their appeals opportunity. Affected members can appeal a decision by the Grievance Committee to decline moving to binding arbitration to the Executive Director of AFSCME Council 75 within a time specified. The Executive Director of AFSCME 75 will review the decision under the standards and policies of AFSCME 189.
5. The Council Representative will keep the Grievance Committee informed of arbitration updates, including scheduling, settlement offers, and final decisions. Settlements require approval of the Grievance Committee.
6. Information affecting members' privacy should not be discussed in a Membership meeting.

**Adopted:** June 13, 2023

**Updated:** Nov 12, 2024, added member responsibilities for duty of fair representation, settlement authority, authority to pay for information requests

## **42I Bargaining Unit Defense**

### **Policy**

AFSCME 189 will defend the bargaining units it represents against layoffs, position reductions, contracting out, non-bargaining unit employees taking on bargaining unit work, and reclassifications that would subtract positions from the bargaining unit.

### **Procedure**

1. For layoffs, position reductions, and contracting out, see the relevant sections of collective bargaining agreements.
2. For non-bargaining unit employees taking on bargaining unit work, follow the grievance policy.
3. For reclassifications, the City of Portland usually provides a reclassification notice and explanation to the Council Representative. The Council Representative should discuss this with the affected members, Stewards, and Chapter Chairs.

**Adopted:** June 13, 2023

## 422 Unfair Labor Practice Complaints and Other Litigation

### Reference

Oregon Public Employees Collective Bargaining Act (PECBA), ORS 243.650 - 243.806  
Employment Relations Board's User Guide "Questions and Answers – PECBA Unfair Labor Practice Cases"

### Policy

1. AFSCME 189 will enforce and defend its rights and the rights of its members and prospective members afforded by the Oregon Public Employees Collective Bargaining Act, and pursue Unfair Labor Practice complaints or other litigation if necessary.
2. Filing of an Unfair Labor Practice (ULP) complaint with the Oregon Employment Relations Board or a legal complaint or amicus brief in court in AFSCME 189's name requires approval by the Executive Board. The Executive Board can consider the Council Representative's recommendation, the merits of the complaint, the probability of success, the impact on the Membership, and the expenses and resources required to resolve the complaint, and the time anticipated to resolve the complaint. For complex issues, a written report including recommendation and arguments for/against should be provided to the Executive Board beforehand. The Executive Board can, but is not required to, invite the affected member(s) to make their case. The complaint will be prepared by an attorney. Note that the deadline to file a ULP complaint is within 180 days of the violation.
3. Settlements require approval of the Executive Board.
4. Legal advice to AFSCME 189 is confidential and for internal use only, especially as it relates to strategy for litigation.

**Adopted:** June 13, 2023



## 43I Conventions

### Reference

AFSCME International Constitution  
Article IV, Sections 6, 9, 11, 12, 22  
Article IX, Section 52  
Appendix D, Section 3

### Policy

1. Per AFSCME 189's Constitution, the President is an automatic delegate to conventions of AFSCME Council 75, the Northwest Oregon Labor Council, and AFSCME International. If the President declines their automatic delegate spot, the Vice President becomes the automatic delegate. If the Vice President declines, the spot shall be elected.
2. AFSCME 189 aspires to regularly send delegates to Oregon and International conventions to represent the Local and the Portland community.
3. The President is generally the chairperson of the delegation.<sup>4</sup> The delegation may elect a chairperson in the President's absence.
4. Nominations for delegates shall be made at a Membership meeting of the local.<sup>5</sup> The Recording Secretary or another designee of the President shall prepare the 15 days' advance notice by mail to members' home addresses. Elections of delegates shall be made at the same or a later Membership meeting.<sup>6</sup> Election shall be by secret ballot, except when there are fewer nominees than delegate spots.<sup>7</sup>
  - a) If there are more nominees than the sum of delegate and alternate spots: Each member shall have as many votes as there are delegate and alternate delegate spots up for election. Each member may give no more than one vote to each nominee.
  - b) If there are more nominees than delegate spots, but equal or fewer nominees than the sum of delegate and alternate spots: Each member shall have as many votes as there are delegate spots up for election (excluding alternate delegate spots). Each member may give no more than one vote to each nominee.
  - c) If there are equal or fewer nominees than delegate spots: The nominees are considered unopposed, no secret ballot is needed, they may each be elected by acclaim.
  - d) The nominees shall be ranked by number of votes received. The delegate spots shall go to the highest vote getters, then the alternate delegate spots shall go to the nominees down the line. It is not necessary to achieve a 50 percent plus 1 vote majority.<sup>8</sup>
  - e) After the election has concluded, the Executive Board is authorized to fill vacant delegate and alternate delegate spots.

For example, there are 3 delegate spots and 3 alternate delegate spots. The President is automatically the first delegate, leaving 5 spots up for election. There are 7 nominees.

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<sup>4</sup> See International Constitution, Article IV, Section 9

<sup>5</sup> See International Constitution, Appendix D, Section 4, Subsections A and B; Section 2, Subsection D

<sup>6</sup> See International Constitution, Appendix D, Section 2, Subsection I

<sup>7</sup> See International Constitution, Article IV, Section 9

<sup>8</sup> See International Constitution, Appendix D, Section 4, Subsection C

Each member gets 5 votes. After tallying the votes, the nominees are ranked by how many votes they got: Alex, Bailey, Charlie, Dylan, El, Forest, Georgie. Alex and Bailey are named delegates. Charlie, Dylan, and El are named alternates.

**Adopted:** June 13, 2023

Updated: Nov 14, 2023, added detail to section 1, new sections 3 and 4

Nov 12, 2024, added detail to section 4

## 432 Convention Resolutions

### Policy

Any member in good standing may prepare a resolution to be presented at a convention to which AFSCME 189 sends delegates. The Executive Board will endorse, modify, or reject the resolution on behalf of AFSCME 189.

### Procedure

1. Whenever possible, members will submit draft resolutions to the Executive Board for endorsement 45 days prior to the convention's resolution deadline. The Executive Board may: endorse the draft resolution as is, modify the resolution prior to endorsement, or reject the resolution.
2. A proposed resolution that has not been endorsed by the AFSCME 189 Executive Board will not be presented at a convention on behalf of AFSCME 189. The member can introduce the resolution as an individual under the rights allowed to them in the convention rules. If an individual delegate presents a resolution at the convention that has not been endorsed by the AFSCME 189 Executive Board, the AFSCME 189 delegation is not required to support the resolution.

Acknowledgement: This policy was modeled after an example by AFSCME 328

**Adopted:** June 13, 2023

# Financial Planning and System

## 501 Financial Management

### References

AFSCME 189 Constitution, Article VII, Section 3: The secretary-treasurer will prepare and submit an annual budget for the local for approval by the membership.

AFSCME Financial Standards Code requires a budget for locals with 2,000 members.

### Policy

1. The fiscal year runs from January 1 through December 31.
2. AFSCME 189 currently uses the cash basis of accounting. At some point in the future, it shall transition to the accrual basis of accounting.
3. Budget process: The Executive Board will give strategic direction and priorities for an annual budget. Members may give input during budget development. The Treasurer will draft an annual budget by October 31 of each year and bring it to the November or December General Membership meeting for adoption.
4. The budget should generally not have an operating deficit, meaning the planned expenses should be less or equal to the planned resources. If withdrawals from reserves or prior-year unspent budget would cover expenses in the budget, it should be called out specifically.
5. The budget and financial records that would show the overall AFSCME 189 financial position are confidential and for AFSCME-internal use only.
6. The Treasurer is authorized to make inter-account transfers to facilitate approved activities.
7. The Treasurer is authorized to deposit dues and other receipts, and to make inter-account transfers to put funds in the correct accounts.
8. The Treasurer is authorized to record receipt of earned interest.
9. The Treasurer is authorized to pay usual and customary bank account charges.

**Adopted:** June 13, 2023, partially replaces the prior Budget policy from Dec 4, 2008

**Updated:** Nov 12, 2024, added section 2 (basis of accounting), deleted section 4 (withdrawals from reserves)

## 502 Bank Signatories

### Reference

AFSCME International Financial Standards Code

### Policy

1. Only the President, Vice President, Recording Secretary, and Treasurer are authorized to serve as signers on AFSCME 189 financial accounts. Any changes in the people holding these positions must be documented in General Membership or Executive Board meeting minutes declaring Union authorization for them to act as signatory.

### Procedure

1. For any and all financial accounts to which they are an authorized signer, any person leaving the above-mentioned position(s) must, within 30 days of vacating the office, remove themselves as signers. Any person elected into the above-mentioned position(s) must within 90 days of taking office coordinate with the existing authorized signers, to become an authorized signer on any and all relevant financial accounts. They must provide a copy of minutes declaring the union authorization for them to act as a signatory on the account and a copy of their government-issued ID along with any new signer agreements filled out in their entirety.

**Adopted:** June 13, 2023, revises the prior Bank Signatories policy from March 8, 2016

Updated: Nov 12, 2024

## 503 Financial Controls and Separation of Duties

### Reference

AFSCME Financial Standards Code, Article VII, Section 9 relates to electronic transactions  
 AFSCME Financial Standards Code, Article VI, Sections 10 and 11 relate to bank cards  
 Policy 311 Conflict of Interest

### Policy

1. To protect AFSCME 189’s financial assets and reduce opportunities for theft, loss, fraud, and abuse, the Executive Board will implement a system of sufficient financial controls and monitor the system.
2. AFSCME 189 generally prohibits the use of credit and debit cards issued to AFSCME 189 or an AFSCME 189 officer. Instead, members may use their personal credit or debit card and then seek reimbursement from AFSCME 189 for authorized expenses.
3. AFSCME 189 generally follows the principle of two approvers for outgoing payments, as established by AFSCME International’s Financial Standards Code.
4. Fragmenting financial transactions into multiple smaller transactions to circumvent dollar limits is prohibited.
5. AFSCME 189 will not purchase, transact, or give out gift cards.

### Procedure

Specific internal controls are:

1. Bank accounts: Control over bank account signatories; documentation, reconciliation, and reporting will be in accordance with the AFSCME Financial Standards Code
2. Separation of duties for check payments: Every check payment requires two signatures on the check and review of the expense report/receipts/authorization by both signatories. If a check is over \$1,033 and payable to an Executive Board member, it cannot be signed by the Executive Board member who is receiving the funds.
3. Controls for electronic payments: Every electronic funds transfer out of AFSCME 189 bank accounts requires review and approval by two signatories. These transactions also require reconciliation by the Treasurer plus another Executive Board member.
4. Separation of duties for payroll processing: Every paycheck transaction requires review and approval by two signatories. These transactions also require reconciliation by the Treasurer plus another Executive Board member. Password protections on the payroll processing account will be maintained.
5. In July 2024 and every July after that, the dollar amounts in this policy are authorized to increase with a generally recognized inflation index or the cost-of-living adjustment provided by AFSCME 189 labor agreement.

Year	Inflation factor	Amounts
July 2023 – June 2024	n/a	\$1,000
July 2024 – June 2025	3.3%	\$1,003
...	...	...

**Adopted:** June 13, 2023

Updated: Nov 14, 2023, scrivener's correction to reference  
July 1, 2024, inflation adjustment  
Nov 12, 2024, added section 5 (prohibition on gift card transactions)

## 504 Cash Handling

### Reference

- AFSCME Financial Standards Code, Article II, Section 4 relates to petty cash
- AFSCME Financial Standards Code, Article IV relates to cash income
- AFSCME Financial Standards Code, Article VI, Section 1 prohibits cash withdrawals from bank accounts
- AFSCME Financial Standards Code, Article VII, Section 7 relates to petty cash

### Policy

AFSCME 189 generally prohibits handling cash involving AFSCME 189 funds. This includes receiving cash; instead, revenues should be received by check or electronic transfer. This includes withdrawing and disbursing cash; instead, payments should be made by check. This includes storing and transporting cash, maintaining a cash box at AFSCME 189 offices or outside events, and petty cash. This also includes cash-equivalents such as gift cards.

### Procedure

1. Members may make eligible purchases using their own cash and then seek reimbursement from AFSCME 189 with receipts and expense reporting.
2. Separation of duties for cash handling: Even though cash handling is generally prohibited by AFSCME 189 policy, in the rare exceptional circumstance when more than \$517 cash in AFSCME 189 funds needs to be transported or transacted, at least 1 Executive Board member and 1 other member must be present at all times and both must sign and account for the cash at the beginning and at the end.
3. In July 2024 and every July after that, the dollar amounts in this policy are authorized to increase with a generally recognized inflation index or the cost-of-living adjustment provided by AFSCME 189 labor agreement.

Year	Inflation factor	Amounts
July 2023 - June 2024	n/a	\$500
July 2024 – June 2025	3.3%	\$517
...	...	...

**Adopted:** June 13, 2023

**Updated:** July 1, 2024, inflation adjustment

Nov 12, 2024, added section 5 (prohibition on gift card transactions)



## 505 [Reserved:] Revenues Other Than Dues

Will be drafted in the future. Also note the International Constitution's prohibition of publications financed in part or in whole through sale of advertising.

## 506 Investments and Deposit Insurance

### Reference

AFSCME Financial Standards Code, Article II, Section 3: "Investments may be made if they are consistent with provisions of the constitution of the affiliate. ... Investments in instruments that have the potential for loss of principal should be avoided."

AFSCME Financial Standards Code, Appendix E

### Policy

1. AFSCME 189 will place all money received directly into accounts covered by deposit insurance by the FDIC or NCUA, in accordance with the AFSCME Financial Standards Code.
2. The Treasurer will manage deposits such that deposits at each bank will not exceed the amount covered by deposit insurance.
3. For purposes of this policy, investments are defined as:
  - a) Having potential for loss of principal
  - b) All securities, stocks, bonds, annuities, and loans due to AFSCME 189
  - c) Savings accounts, money market accounts, certificates of deposit and all other funds deposited at financial institutions, regardless of whether they are deposit-insured or not
  - d) Checking accounts at a deposit-insured financial institution are **not** considered an investment, as long as the balance remains within the deposit-insured limit.
  - e) Funds that AFSCME 189 may process or hold as part of members' Voluntary Employee Beneficiary Association are **not** considered an investment for purposes of this policy.
  - f) Real estate when its primary purpose is generating income for AFSCME 189 or when it does not support the space needs of AFSCME 189. Real estate that supports the space needs of AFSCME 189 is **not** considered an investment for this policy.
4. AFSCME 189 funds should be invested to earn interest or dividends, and to mitigate inflation when not needed to meet near-term financial obligations. In making investment decisions, safety, protection of principal, liquidity, fees, yield, yield net of fees, fees compared among providers, and portfolio diversification should be evaluated. Investment maturities should be staggered for liquidity over time. Investments that run contrary to the labor movement, its values, or AFSCME 189 goals should be avoided.
5. AFSCME 189 Officers and employees have a fiduciary responsibility to manage and invest union funds prudently, in accordance with the AFSCME 189 Constitution and established investment policies, for the exclusive benefit of AFSCME 189 and its members.
6. The Treasurer is authorized to make investment of the following types:
  - a) Savings accounts, money market accounts, and certificates of deposit when covered by deposit insurance
  - b) U.S. government obligations, such as Treasury bills, savings bonds, and Treasury notes; or mutual funds of such securities
  - c) Bonds issued by state or local governments in the United States if rated Aa3 or higher (Moody's), AA- or higher (S&P), or AA- or higher (Fitch); or mutual funds of such securities
7. Other types of investments require approval by the Membership or Executive Board.

8. Investments in the following should be avoided, in accordance with the Financial Standards Code, because of potential for loss of principal:
  - a) Stocks
  - b) Corporate bonds
  - c) Mutual funds
  - d) Exchange-traded funds
  - e) Variable annuities
9. Absolutely prohibited investments are:
  - a) Crypto currencies and digital assets
  - b) Derivatives
  - c) Options
  - d) Futures
  - e) Commodities
  - f) Lottery tickets or gaming activities

Acknowledgements: This policy was modeled, in part, after an example by the Association of Local Government Auditors.

**Adopted:** Nov 14, 2023

Updated: Nov 12, 2024, added details, changed minimum bond rating in section 6c) from investment grade to AA3/AA-/AA-

## 507 Audit by Trustees

### Reference

AFSCME 189 Constitution, Article VII, Section 9 requires an audit by Trustees at least semi-annually.

The AFSCME International's Financial Standards Code, Article XI, has more detail.

AFSCME International also has a Trustees Audit Guide.

### Policy

1. Trustees should generally audit the period of January 1 through June 30 and the period of July 1 through December 31.
2. Trustees should begin the audit no later than 30 days after the end of the period under audit and complete the audit no later than 6 months after the end of the period under audit.
3. Should a need be determined by the officers, Membership, or Trustees, an audit may also be performed at other times.
4. The audit should be performed by an accounting firm selected by Trustees when required by AFSCME Financial Standards Code. When not required, Trustees may choose to self-perform the audit or select an accounting firm after evaluating the knowledge and skills needed to complete the audit, and the complexity and risks of the finances of the period to be audited.

**Adopted:** June 13, 2023

## 508 Purchasing

### Reference

- AFSCME Financial Standards Code, Articles V, VI, and VII relate to expenditures
- Policy 509 Preference for Unionized Vendors, and Boycotted Vendors
- AFSCME Financial Standards Code, Appendix C and F suggest multiple vendor bids and competitive bidding; Appendix F suggests prohibition on extravagant or unnecessary expenditures.

### Definitions

- Professional services: distinct from regular services in that highly specialized knowledge is provided or a highly regulated environment exists; including: architects, engineers, lawyers, accountants, physicians, auditors, consultants, customized IT work, financial advisers, investment managers, realtors, and similar services
- Services: all other services that are not professional services; for example: transportation/delivery of items, printing, mailing, graphic design, childcare, interpretation, off-the-shelf software subscriptions/web services, commercial banking, transcription
- Goods: supplies, equipment, materials, including intangible and intellectual property; for example: food, office supplies, apparel, machines, computers, software licenses

### Policy

1. Purchases for AFSCME 189 should be made with regard to quality, cost, stewardship of member dues, and in accordance with Policy 509: Preference for Unionized Vendors, and Boycotted Vendors
2. Fragmentation of purchases to stay below the dollar limits is not allowed.
3. In July 2024 and every July after, the dollar amounts in this policy are authorized to increase with a generally recognized inflation index or the cost-of-living adjustment provided by an AFSCME 189 labor agreement, and to be rounded to the nearest \$500 increment.

Year	Inflation factor	Amounts	Rounded Amount
July 2023 – June 2024	n/a	\$5,000/\$10,000	\$5,000/\$10,000
July 2024 – June 2025	3.3%	\$5,170/\$10,330	\$5,000/\$10,500
...	...	...	...

### Guidelines

1. Adherence to the following guiding principles is encouraged:
  - a) Purchases between \$5,000 and \$10,500 after comparing prices of several vendors
  - b) Purchases greater than \$10,500 after formally comparing several vendors with a written scoring rubric and written bids or price quotes. This can be accomplished with a Request for Proposal process.
  - c) Combine repeated purchases of the same goods or services or from the same vendor when possible, to obtain volume discounts and economies of scale
  - d) A written contract will be signed and kept in AFSCME 189 records for:
    1. Goods or services above \$5,000
    2. All professional services regardless of dollar amount
    3. For all complex, controversial, or risky purchases
  - e) For complex, controversial, or risky transactions, legal counsel will give advice on the contract terms.

- f) Contracts with vendors should generally include the following clauses to protect AFSCME 189:
  1. Clear deliverables and ownership of deliverables and AFSCME 189 data
  2. Maximum compensation amount
  3. Termination clause favorable to AFSCME 189
  4. Warranties and representations from the vendor
  5. Insurance requirements on the vendor

**Adopted:** June 13, 2023

**Updated:** July 1, 2024, inflation adjustment

## 509 Preference for Unionized Vendors, and Boycotted Vendors

### Policy

1. When AFSCME 189 funds are used to purchase goods or services, preference should be given to unionized vendors, vendors that have good relations with their workforce, vendors that are not under strike, and Made in USA goods.
2. AFSCME 189 may boycott certain vendors that have committed unfair labor practices, violated their labor agreement or labor law, in solidarity with striking employees or organizing employees, or to advance labor movement goals.
3. AFSCME 189 may boycott all vendors within a state, county, or city if their laws or policies are anti-worker or harmful.
4. AFSCME 189 funds should not be spent on boycotted vendors, unless there is an emergency or no alternative or a good reason.

### Procedure

1. When members purchase goods or services using AFSCME 189 funds or seeking reimbursement from AFSCME 189, they should consider whether the vendor or their competitors/alternatives are unionized and give preference to unionized vendors. This includes catering for meals/food at Union meetings, printing/ mailing services, apparel purchases, airlines and hotels for Union-related travel, and hotels/meeting venues for hosting Union meetings.
2. For example, as of April 2023, the following vendors are unionized:

Catering/food	Fred Meyer Safeway/Albertsons QFC
Mailing	US Postal Service UPS
Apparel and promotional items	Franks Doolittle Morel Inc.
Airlines	Alaska Southwest United American
Hotels	
Venues	Oregon Convention Center

The Recording Secretary and Policy Committee Chair are each authorized to update this example list without going through the policy change process of posting and Membership vote.

3. The Membership or Executive Board may add vendors to and remove vendors from the boycott list. The Recording Secretary and Policy Committee Chair are each authorized to update the boycott list in this policy following a vote of the Membership or Executive Board. A boycott vote is not considered a policy change that would require 2 weeks advance posting.

<b>Vendor under boycott and reason</b>	<b>Start of boycott</b>	<b>End of boycott</b>
Uber: advance labor movement goals, anti-worker policies	Travel Expense policy 03/08/2016	Boycott ended Nov 12, 2024
Lyft: advance labor movement goals, anti-worker policies	Travel Expense policy 03/08/2016	Boycott ended Nov 12, 2024

**Adopted:** June 13, 2023

**Updated:** Nov 12, 2024, ended boycotts of Uber and Lyft

## 510 Property

### Policy

1. Property for purposes of this policy is defined as: tangible and intangible personal property valued above \$517, computer hardware and devices valued above \$103, all software licenses and subscriptions regardless of cost, but excluding consumable office supplies, excluding real estate, excluding building fixtures, and excluding building equipment.
2. The Treasurer will put a label on valuable property to identify AFSCME 189 as owner, including on all computer hardware and devices valued above \$103
3. Members who check out property and remove it from AFSCME 189 offices or storage space will sign a check-out/check-in log.
4. Members must return AFSCME 189 property when their membership ends or when they are going on long-term vacation or leave.
5. The Treasurer will lead an annual inventory of AFSCME 189 property, including items held in storage and at members' locations. Following the inventory:
  - a) Property that is inoperable, obsolete, or surplus property will be sold, donated, recycled, or discarded
  - b) Unused subscriptions, including software, will be cancelled
  - c) A renewed effort will be made to distribute current stocks of promotional items to members
6. In July 2024 and every July after that, the dollar amounts in this policy are authorized to increase with a generally recognized inflation index or the cost-of-living adjustment provided by AFSCME 189 labor agreement.

Year	Inflation factor	Amounts
July 2023 - June 2024	n/a	\$100/\$500
July 2024 – June 2025	3.3%	\$103/\$517
...	...	...

Acknowledgements: This policy was modeled, in part, after an example by AFSCME 328

**Adopted:** June 13, 2023

**Updated:** July 1, 2024, inflation adjustment



## 550 [Placeholder] Funds with Restricted Uses

Placeholder

## 55I Reserve Fund for Continuity

### Policy and Purpose

P1. AFSCME 189 maintains a reserve fund for continuity of operations.

P2. It is intended to fund AFSCME 189’s normal operations in case an unexpected large event causes loss or interruption of revenues. Such events could include strike/lockout (interruption of dues revenue), severe economic recession, natural disaster, disruption in the banking system, or disruption in the financial systems of the City of Portland, Port of Portland, or Oregon AFSCME Council 75.

### Target Amount and Liquidity

T1. The target amount is 25 percent of annual expenses in AFSCME 189’s operating budget, which is equivalent to 3 months of operating spending.

Fiscal year	Target Amount
2025	\$125,000
2026	
...	...

T2. One third of the target amount should always be liquid. Two thirds of the target amount should be able to become liquid within 1 month.

### Funding/Replenishment

F1. Initial funding shall be \$100,000 from existing reserves (December 2024).

F2. If the fund is below target, the Treasurer should propose a replenishment plan that reaches the target amount within 10 years with funding from annual operating revenues. Damages, reimbursements, or make-up payments due to AFSCME 189 related to the continuity event should also replenish this reserve.

F3. Among all reserve funds, this fund is priority 1 for replenishment.

### Spending

S1. The Membership or the Executive Board may approve transfers from this reserve fund to the operating budget, within the policy and purpose statement.

S2. Exceptions to this policy are not permitted, not even with 2/3 approval by the Membership.

S3. This reserve fund **shall not** be used for bridge loans as defined in Policy 558.

**Adopted:** Nov 12, 2024

## 552 Reserve Fund for Bargaining Strength

### Policy and Purpose

- P1. AFSCME 189 maintains a reserve fund for bargaining strength.
- P2. It is intended to be an automatic savings mechanism in non-bargaining years to fund additional operational spending in bargaining years.

### Target Amount and Liquidity

- T1. The target amount is 33 percent of annual expenses in AFSCME 189’s operating budget (non-bargaining years).

Fiscal year	Target Amount
2025	\$167,000
2026	TBD
...	...

- T2. The reserve fund should be liquid in bargaining years.

### Funding/Replenishment

- F1. Initial funding shall be \$133,000 from existing reserves (December 2024).
- F2. If the fund is below target, the Treasurer should calculate a replenishment plan that reaches the target amount within 3 years with funding from annual operating revenues. The annual operating budgets must replenish this reserve fund.
- F3. When AFSCME 189 receives solidarity contributions from other labor organizations, community organizations, or community members, they can be put into this reserve fund for bargaining strength or into the reserve fund for strike pay.
- F4. Among all reserve funds, this fund is priority 2 for replenishment.

### Spending

- S1. In bargaining years, the Treasurer should propose an operating budget that may use some or all funds from this reserve. The proposal should take into account the bargaining strategy for that year, as well as anticipated needs in future years for the other successor bargainings. The Membership or the Executive Board will approve those budgets as they would normally approve budgets.

S2. Authorized uses are: events, food, supplies, apparel, local travel, stipends, Union Leave Union Paid, strike pay, legal services, mediation, if they relate to significant bargaining or contract defense. Significant bargaining is defined as successor bargaining, bargaining affecting a large group of members, bargaining a significant economic matter, or bargaining a life-safety matter.

S3. This reserve fund may also be used, in non-bargaining years, for bridge loans as defined in Policy 558.

**Adopted:** Nov 12, 2024

## 553 Reserve Fund for Legal Defense

### Policy and Purpose

- P1. AFSCME 189 maintains a reserve fund for legal defense.
- P2. It is intended to supplement legal defense spending budgeted in AFSCME 189’s operating budget and AFSCME Council 75’s legal services provided to AFSCME 189, in case an irregular or large need arises.

### Target Amount and Liquidity

T1. The target amount is \$xxx [CONFIDENTIAL] initially and shall increase annually by an inflation factor appropriate for legal services.

Fiscal year	Inflation factor	Target Amount
2025	n/a	\$xxx [CONFIDENTIAL]
2026	TBD	TBD
...	...	...

- T2. The Treasurer or Policy Committee Chair are authorized to calculate this inflation factor and they may use the Consumer Price Index or they may make an estimate from lawyer salary surveys or similar data.
- T3. The reserve fund should be able to become liquid within 3 months.

### Funding/Replenishment

- F1. Initial funding shall be \$xxx [CONFIDENTIAL] from existing reserves (December 2024).
- F2. If the fund is below target, the Treasurer should propose a replenishment plan that reaches the target amount within 5 years with funding from annual operating revenues. If a legal case results in reimbursement of attorney’s fees or a settlement payment or damages to AFSCME 189 (not damages paid out to members) those should replenish this reserve.
- F3. Among all reserve funds, this fund is priority 3 for replenishment.

### Spending

- S1. The Membership or the Executive Board may approve transfers from this reserve fund to the operating budget, within the policy and purpose statement.

S2. Authorized uses are: legal fees, attorneys' fees, arbitration costs, payments ordered by a court or legal proceeding, and similar related costs to legally defend employee rights, members, or contracts.

S3. Unauthorized uses are: intra-AFSCME legal proceedings (for example, on faction of AFSCME members taking legal action against another faction of AFSCME members), and organizing and events even if the organizing or events relate to a legal case.

S4. This reserve fund may also be used for bridge loans as defined in Policy 558.

**Adopted:** Nov 12, 2024

## 554 Reserve Fund for Strike Pay

### Policy and Purpose

P1. AFSCME 189 maintains a reserve fund for strike pay.

P2. AFSCME 189 recognizes that a strike is an extremely important action in collectively bargaining wages, hours, and working conditions. AFSCME 189 recognizes that a strike’s success critically depends on high member participation and highly visible strike activities. AFSCME 189 calls on all represented employees to actively participate in a strike with urgency and commitment going beyond normal work because a strike is not normal. Payments from this fund to members are intended to strengthen a strike by increasing member participation in highly visible strike activities. Therefore, this fund may provide payments to eligible members in certain situations. Strike pay is not an automatic payment, not guaranteed, and not an entitlement for members. All references to strike in this policy shall also include lock-outs.

P3. It is AFSCME 189’s intent to enshrine the key issues from this policy, specifically protection of principal and authorized uses, into the AFSCME 189 Constitution.

### Target Amount and Liquidity

T1. The target amount is [CONFIDENTIAL] of all AFSCME 189 represented employees (which exceeds the number of AFSCME 189 members). This target amount is confidential bargaining strategy.

Fiscal year	Target Amount
2025	\$XXX [CONFIDENTIAL]
2026	TBD
...	...

T2. An appropriate amount of this reserve fund should be able to become liquid at the time either bargaining party declares impasse or enters the cooling-off period. The Treasurer is authorized to determine what amount is appropriate.

### Funding/Replenishment

F1. Initial funding shall be \$XXX [CONFIDENTIAL] from existing reserves (December 2024). This funding amount is confidential bargaining strategy.

F2. If the fund is below target, the Treasurer should propose a replenishment plan that reaches the target amount within 10 years with funding from annual operating revenues.

F3. When AFSCME 189 receives solidarity contributions from other labor organizations, community organizations, or community members, they can be put into this reserve fund for strike pay or into the reserve fund for bargaining strength.

F4. Among all reserve funds, this fund is priority 4 for replenishment.

## Spending

S1. Executive Board approval. Shortly before a strike is anticipated to begin or shortly after a strike has begun, the Executive Board shall determine:

- S1.1 Dollar amount in this reserve fund that is authorized to be spent during this strike. For example, it may be zero if the strike is anticipated to be short or if strike pay is deemed unnecessary. It might be half of the strike fund if another big strike is anticipated the next year. It might be nearly the whole fund if the strike is deemed important. The amount may be based on the size of the bargaining unit, for example less for smaller bargaining units.
- S1.2 Dollar amount that should remain in this reserve fund for future strikes.
- S1.3 Number of represented employees covered by the strike.
- S1.4 Average dollar amount per represented employee covered by the strike (divide S1.1 by S1.3). This amount shall be the maximum amount any one member may be paid during the entire strike from this fund. The Executive Board may also further lower this amount. The Executive Board may then calculate a maximum amount per member **per day**.
- S1.5 The Executive Board shall formally approve these dollar amounts as spending limits for this strike.

S2. Member eligibility. To be eligible to receive strike pay from this fund:

- Applicant must be employed in the bargaining unit that is on strike.
- Applicant must not claim wages or accrued leave from the employer for the period covered by strike pay.
- Applicant must be a member in good standing at the time of applying for strike pay (a non-member may sign a 1-year non-revocable membership application and 1-year non-revocable authorization for dues deduction from payroll at the time of application). The Treasurer or designee shall verify membership for each applicant.
- Applicant must completely fill out an application form. Applicant may be required to show a government-issued or employer-issued ID. Applicant may be required to provide their social security number. Applicant may be required to provide direct deposit information. The Treasurer or designee shall create an application form. The application form shall require applicants to attest their eligibility and agree with this policy.
- Applicant must participate in strike activities. A Member Action Team lead or officer will verify this participation in strike activities. Strike activities include: picketing, phone-banking and similar organizing, logistics support.
- The Executive Board may set further eligibility criteria.

S3. Payout rules

- Applicant must completely fill out an application form and meet the other requirements stated in this policy.
- Strike pay will be a flat dollar amount per day or a flat dollar amount for the entire strike. Strike pay will not be calculated as percentage of wages or tied to need. There is no higher rate or bonus for officers or Member Action Team leaders.



- Recipients are advised that strike pay is taxable income and they are responsible for income tax reporting.
- Recipients must pay back to AFSCME 189 any duplicative payments, erroneous payments, and improperly claimed strike pay.

S4. Payment mechanics

- Applicant must completely fill out an application form. Applicant may be required to show a government-issued or employer-issued ID. Applicant may be required to provide their social security number. Applicant may be required to provide direct deposit information. The Treasurer or designee shall create an application form. The application form shall require applicants to attest their eligibility and agree with this policy.
- Treasurer or designee should not make income tax withholdings and should not pay payroll taxes.
- Treasurer can report these payments on a 1099-MISC form, box 3, if payments to the recipient exceed \$600, or on a W-2 form.
- Refer to Tom Whisenant tax advice email Oct 4, 2024

S5. This fund is not intended to support **another** labor union's strike.

S6. This reserve fund may also be used for bridge loans as defined in Policy 558.

S7. Exceptions to this policy are not permitted, not even with 2/3 approval by the Membership.

**Adopted:** Nov 12, 2024. Replaces uncodified picket pay policy adopted at the Feb 8, 2022 General Membership meeting.

## 555 Reserve Fund for Strategic Growth

### Policy and Purpose

- P1. AFSCME 189 maintains a reserve fund for strategic growth projects.
- P2. It is intended to fund one-time, large-scale, special projects that have a transformational benefit to AFSCME 189. Examples could include a large organizing drive, the integration of a large number of new bargaining unit employees/members, or the implementation of a far-reaching economic/social policy.

### Target Amount and Liquidity

T1. The target amount is \$250,000 initially and shall increase annually by an inflation factor.

Fiscal year	Inflation factor	Target Amount
2025	n/a	\$250,000
2026	TBD	TBD
...	...	...

- T2. The Treasurer or Policy Committee Chair are authorized to calculate this inflation factor and they may use the Consumer Price Index.
- T3. The reserve fund should be able to become liquid within 6 months.

### Funding/Replenishment

- F1. Initial funding shall be \$250,000 from existing reserves.
- F2. If the fund is below target, the Treasurer should propose a replenishment plan that reaches the target amount within 10 years with funding from annual operating revenues.
- F3. Among all reserve funds, this fund is priority 5 for replenishment.

### Spending

- S1. A member or officer who wishes to propose spending from this reserve fund shall submit a detailed written plan to the Executive Board. The plan shall describe the goals, intended outcomes, and benefits. Further, the plan shall describe intended activities and spending, akin to a mini-budget. The plan shall discuss the risks that could negatively affect achievement of the goals.
- S2. The Executive Board shall review the proposal. The Executive Board may direct the proposer or a committee to further refine the plan. Criteria for Executive Board consideration are:
  - Intended outcomes follow this policy and AFSCME 189’s mission

- Intended outcomes have a long-term benefit to AFSCME 189
- Proposed activities and spending have a good chance of achieving intended outcomes
- Staff, officer, and steward capacity to carry out the plan

If the Executive Board approves the plan, it shall go to a General Membership meeting for approval.

S3. Approval of the plan by the General Membership is required before any spending may happen.

S4. Exceptions to this policy are not permitted, not even with 2/3 approval by the Membership.

S5. This reserve fund may also be used for bridge loans as defined in Policy 558.

**Adopted:** Nov 12, 2024

## 556 Endowment Fund

### Policy and Purpose

- P1. AFSCME 189 maintains an endowment fund to generate passive annual income for AFSCME 189 operations.
- P2. It is AFSCME 189’s intent to enshrine the key issues from this policy, specifically protection of principal and authorized uses, into the AFSCME 189 Constitution.

### Target Amount and Liquidity

- T1. The target amount shall increase annually by an inflation factor.

Fiscal year	Inflation factor	Target Amount
2025	n/a	\$500,000
2026	TBD	TBD
...	...	...

- T2. The Treasurer or Policy Committee Chair are authorized to calculate this inflation factor and they may use the Consumer Price Index.

### Funding/Replenishment

- F1. Initial funding shall be \$500,000 from existing reserves (December 2024).
- F2. On an annual basis, the Treasurer shall add investment returns generated by this endowment fund back into the principal of this endowment fund so it grows with inflation.
- F3. This endowment fund may also be replenished from underspending on operational expenses at the end of a budget year, and from other sources.
- F4. Among all reserve funds, this fund is priority 6 for replenishment.

### Spending

- S1. The principal of this endowment fund shall not be spent or reduced.
- S2. The endowment fund may be used to pay administrative or investment expenses necessary for investment.
- S3. Investment returns shall be used as follows:
  - S3.1 First, they shall be added to the endowment principal so it grows with inflation.

S3.2 Investment returns after the inflationary reinvestment may be transferred to the annual operating budget in line with the normal budgetary process of Treasurer proposal, and Membership or Executive Board approval.

S3.3 Investment returns after the inflationary reinvestment may also be used to replenish other reserve funds or be added to this endowment.

S4. Exceptions to this policy are not permitted, not even with 2/3 approval by the Membership.

S5. This reserve fund **shall not** be used for bridge loans as defined in Policy 558.

**Adopted:** Nov 12, 2024

## 557 Reserve Fund for Operations

### Policy and Purpose

- P1. AFSCME 189 maintains a reserve fund for operations.
- P2. It is intended to be a flexible funding source for short-term needs in addition to the annual operating budget. Compared to all other reserve funds, this one has the least restrictions on uses and thus the most flexibility.
- P3. It is not intended to be a savings vehicle for long-term needs. For those needs, another reserve fund or a newly created reserve fund should be used.

### Target Amount and Liquidity

- T1. The target amount is 10 percent of the expenses in the annual operating budget.

Fiscal year	Target Amount
2025	\$50,000
2026	
...	...

- T2. The reserve fund should be liquid at all times.

### Funding/Replenishment

- F1. Initial funding shall be \$40,000 from existing reserves, if available (December 2024).
- F2. If the fund is below target, the Treasurer may propose a replenishment plan from underspending on the operating budget and other sources.
- F3. Among all reserve funds, this fund is priority 7 (lowest priority) for replenishment.

### Spending

- S1. The Membership or the Executive Board may approve transfers from this reserve fund to the operating budget, within the policy and purpose statement.
- S2. This reserve fund may also be used for bridge loans as defined in Policy 558.

**Adopted:** Nov 12, 2024

## 558 Bridge Loans from Reserve Funds

### Policy

1. **Approval:** The Executive Board and/or Membership may approve a bridge loan in accordance with this policy and the applicable reserve fund's policy.
2. **Purpose:** The purpose of a bridge loan is to provide immediate cash for operational spending and address the potential mismatch in timing between revenues and expenses **within one** fiscal year.
3. **Source:** A bridge loan would be funded from an existing reserve fund. In approving the bridge loan, the Executive Board or Membership should consider whether that reserve fund is needed later in the fiscal year.
4. **Uses:** A bridge loan can only be used for already budgeted operating expenses.
5. **Repayment:** The Treasurer shall ensure that a bridge loan is paid back to the originating reserve fund within the same fiscal year. This repayment does not need separate Executive Board or Membership approval. The interest rate for bridge loans is zero.
6. **Limitations:** A bridge loan cannot exceed anticipated future revenue and cannot exceed funds available in the reserve fund. A bridge loan cannot cross from one fiscal year to the next fiscal year.

**Adopted:** Nov 12, 2024

# Payments and Reimbursements to Members

## 601 Alcohol

### Reference

Policy 103 Code of Conduct

### Policy

1. To maintain good stewardship of AFSCME 189 funds, AFSCME 189 funds should be used for alcohol purchases or reimbursements only in limited circumstances. The Executive Board or Membership must approve alcohol expenditures. When alcohol is for an Executive Board event, the Membership must approve the expenditure. The President and Vice President may make reasonable alcohol expenditures averaging no more than \$100 per month to build relationships benefitting the labor movement or AFSCME 189.

**Adopted:** June 13, 2023, replaces the prior Alcohol Reimbursements policy from Mar 8, 2016



## 605 Education

### References

Policy 401 Union Leave and Lost Time  
Policy 640 Travel Expenses

### Policy

1. AFSCME 189 will pay, with Treasurer approval and within budget constraints, for members to attend classes offered by the Labor Education and Resource Center (LERC) of the University of Oregon in the Portland metropolitan area or virtually. This includes tuition/class registration and Union Leave Union Paid loss time. Treasurer approval is needed, but no Membership approval is needed.
2. AFSCME 189 may pay, within budget constraints, for members to attend education offered by Public Employee Relations Conference, Summer School, Women's Institute, Labor Notes, and similar ones after Membership or Executive Board approval.
3. AFSCME 189 will pay partial or full Union Leave Union Paid loss time for members to attend classes offered by the Labor Education and Resource Center (LERC) of the University of Oregon inside or outside the Portland metropolitan area; with Treasurer approval and within budget constraints; no Membership approval is needed.
4. The Treasurer is responsible for providing a copy of this policy to members going to education events and the member should sign an acknowledgment.
5. Attendance policy
  - a) If a member can no longer attend an event, they should notify AFSCME 189 as soon as possible so an alternate member can participate in the event and to limit unrecoverable expenses and cancellation fees. If expenses cannot be recovered, the member will be responsible to repay AFSCME 189.
  - b) AFSCME 189 will not reimburse the employer for Union Leave Union Paid if the member did not attend the event. The member is responsible for arranging alternative leave with the employer.
  - c) If the member does not repay AFSCME 189, they will be ineligible for AFSCME 189-paid Union Leave Union Paid, events, and travel for one year.
  - d) Appeal Process: Should the member have legitimate extenuating circumstances, they may appeal to the Executive Board in writing with seven days of the close of the event. If there is no appeal within this time, the Local will consider the issue closed.

**Member Acknowledgement for Policy 605 Education**

Member Name	_____
Member's Phone or Email	_____
Event Name	_____
Event Date	_____
Event Location	_____
Acknowledgement	I have read and understand the AFSCME 189 policies for travel expenses and attendance, education, and Union Leave.
Date and Signature	_____

**Adopted:** June 13, 2023, partially replaces the prior Budget policy from Dec 4, 2008, and Union-Paid Functions policy from Sept 6, 2011

**Updated:** Nov 14, 2023, revised sections 1 and 3

Nov 12, 2024, added Treasurer approval in section 1 (LERC) and section 3 (ULUP LERC)

## 610 Financial Hardship Assistance to Members

### Policy

1. AFSCME 189 aspires to provide financial assistance to members who experience a financial hardship event. AFSCME 189 maintains a financial hardship assistance program.
2. The values guiding this program are: equity among all members in accessing this benefit, fairness, eligibility verification, solidarity, and compassion.
3. The program is intended to provide **some** financial assistance to eligible members, but it is not set up to cover the entirety of needs members may have. For example, the program will likely not cover an entire month's rent or mortgage payment, or an entire hospital bill. The program is **not** an emergency/rapid response assistance program; it will take several days or weeks to process financial hardship assistance.

### Eligibility

The applicant must meet at least one of the membership eligibility criteria, and the hardship event must meet at least one of the event eligibility criteria.

#### Membership eligibility:

1. Current member in good standing for at least 1 year and current employee of the bargaining unit.
2. A member whose membership has lapsed due to stopping payment of Union dues in connection with medical leave is also eligible for 6 months from the dues lapse date.
3. Bargaining unit employees who have dropped their AFSCME 189 membership are **not** eligible.
4. Membership eligibility will be verified by an AFSCME 189 officer before proceeding with the application.

#### Event eligibility:

- |  |   |
|--|---|
| 1. Unstable housing or houselessness   | Examples of documentation (if applicable and available)<br>Past-due statement, lease agreement, eviction notice |
| 2. Loss of home or damage to home due to fire or disaster  | Police or fire department report, insurance claim   |
| 3. Utilities shut-off has happened or will happen imminently (water, sewer, garbage, electricity, natural gas/heat, phone) | Utility bill showing past-due amount, shut-off notice   |
| 4. Unanticipated or unusual expenses related to healthcare for themselves or for their immediate family/household member   | Medical bill  |
| 5. Recently experienced violence   | Police report, court filings, safe leave approval by the employer   |
| 6. Eligibility for catastrophic leave determined by the employer   | Eligibility determination by the employer   |
| 7. The death of a member, or death of a member's immediate family/household member   | Death certificate, published obituary, funeral home correspondence, bereavement leave approval by employer      |

8. Substantial loss of income by the member or their family/household member, such as from taking involuntary unpaid leave after exhausting paid leave, or involuntary reduction in hours. Members receiving unemployment insurance benefits are not eligible. Strikes are not eligible under this policy. Employer paperwork, FMLA/OFLA paperwork

Event eligibility must be supported by written documentation.

Ineligible events:

1. Financial assistance will not be provided or should be paid back to AFSCME 189 when the recipient's expense will be paid by another source, such as unemployment insurance, disability insurance, and liability insurance.
2. Lost income as a result of discipline
3. On-going inability to pay expenses with regular income or falling behind on expenses and bills, without a specific event or change
4. Wage garnishment, including for child support or taxes
5. Long-term unpaid child support with no remedy
6. Certain legal matters
7. AFSCME 189 no longer pays premiums to continue health coverage under COBRA for members who are unable to work due to a non-compensable illness or injury.

### **Amount**

Financial assistance is limited to \$600 per calendar year per member, regardless of the number of hardship events. AFSCME 189 understands that its financial assistance cannot fully cover all financial hardship needs that a member may face.

Financial assistance may be provided by (1) check payment to vendors – such as a leasing/mortgage company, a utility company, a medical provider, (2) direct payment to the member without conditions or restrictions, or (3) as a combination of these two.

Financial assistance to members is limited to \$600 per calendar year to ensure AFSCME 189's compliance with federal tax law (no inflation adjustment, also consider other payments unrelated to financial hardship to the same recipient), and these payments may be considered taxable income for the recipient.<sup>9</sup>

Financial assistance is subject to funding availability and not guaranteed. The actual amount of financial assistance for each member and each event will be determined based on a needs assessment, and may be below the maximum.

### **Referral to other assistance**

AFSCME 189 may also refer the member to other service providers, such as Labor's Community Service Agency, Sunshine Division, and similar providers.

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<sup>9</sup> Advice from Gerald Hoots, CPA firm to Treasurer Chris Richard, Nov 22, 2023 and February 8, 2024: 501(c)5 organizations are not allowed to give out tax-free gifts; AFSCME would need to prepare and issue Form 1099 for payments over \$600; payments from AFSCME on behalf of a member [to utility/medical providers etc.] also fall under the 1099 reporting requirement.

### **Application and Determination Procedure**

1. Stewards should keep in touch with their members to learn of members experiencing financial hardship and recommend them for financial assistance. A member can make a request to any Executive Board member or the Member Assistance Committee for financial assistance. An Executive Board member or the Member Assistance Committee should pre-screen the request against this policy for eligibility, including gaining an understanding of the event and verifying membership eligibility.
2. The Member Assistance Committee will:
  - a. In-take the application and contact the applicant, usually by email/phone call within 2 business days.
  - b. Request and review documentation to support event eligibility and assess needs, usually by email. A decision will not be made until the applicant has provided all necessary documentation and applicants are responsible for responding timely.
  - c. Counsel or refer the applicant to other relevant social services or community resources, such as eviction help, utility payment assistance, food banks.
  - d. Make a decision regarding eligibility and a recommendation for the assistance amount.
3. The AFSCME 189 Executive Committee will review the recommendation for assistance amount and makes the final decision on assistance amount. This decision is final.
4. After approval, the Treasurer will issue payments to vendors or the member, usually within 7 to 14 business days, and send an email confirmation to the member.
5. To protect privacy, the recipient's medical and family information should not be discussed in a Membership meeting or in public without the member's consent.

### **Program Management**

The program shall be managed on an on-going basis by the Executive Board or the Member Assistance Committee. Program management includes: communicating this program to the membership, reviewing usage, identifying opportunities for improvement.

**Adopted:** March 13, 2024, replaces the prior policy from June 13, 2023

## 615 Meeting Meals

### Reference

For meals related to travel, see the Policy 640 Travel Expenses.

### Policy

1. AFSCME 189 may provide meals or refreshments at General and Special Membership, worksite, new member orientation, and outreach meetings.
2. AFSCME 189 may provide meals at committee meetings if they occur during meal times.
3. The maximum amount is the applicable rate for meals published by the General Services Administration, subject to budget availability and Treasurer approval. Gratuity up to 20 percent of the meal cost is authorized if the overall expense stays within the GSA meal rate.
4. With approvals by the President and Treasurer, the meal rate published by the General Services Administration, may be exceeded by 50 percent. The President and Treasurer will consider what meal is usual and customary for the situation in deciding.

### Procedure

1. With Treasurer approval, Executive Board members and the Council Representative are authorized to purchase meals or refreshments for eligible meetings based on expected or actual number of attendees, including reasonable gratuity, and get reimbursement from the Treasurer.
2. Meal rates are published at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Time period	Amounts for Portland, Oregon
Federal fiscal year 2023 (ending September 30, 2023)	\$17 for breakfast, \$18 for lunch, \$34 for dinner
Federal fiscal year 2024 (ending September 30, 2024)	\$17 for breakfast, \$18 for lunch, \$34 for dinner
Federal fiscal year 2025 (ending September 30, 2025)	\$22 for breakfast, \$23 for lunch, \$36 for dinner  Plus 50%: \$33 for breakfast, \$35 for lunch, \$54 for dinner
Federal fiscal year 2026 (ending September 30, 2026)	TBD
...	...

**Adopted:** June 13, 2023, revises the prior Meal Reimbursements policy from Aug 13, 2019

**Updated:** Oct 3, 2023, added dollar amounts for federal fiscal year 2024  
 Nov 15, 2023, revised section 3  
 Oct 1, 2024, inflation adjustment  
 Nov 12, 2024, added section 4 (exceed GSA meal rate)

## 620 Member Benefits

### Policy

1. AFSCME 189 will pay, with Treasurer approval and within budget constraints, to subscribe to the Northwest Labor Press newspaper to be sent to members.
2. AFSCME 189 will pay, with Treasurer approval and within budget constraints, for members to go to the annual picnic of the Northwest Oregon Labor Council.
3. AFSCME 189 will provide, with Treasurer approval and within budget constraints, a member appreciation award to members who reach 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, and 40 years of AFSCME membership. The length of membership for purposes of this award includes membership in AFSCME 189 and in other AFSCME affiliates, includes AFSCME 189 membership lapses due to layoff or medical leave, but excludes other lapses of AFSCME 189 dues payment or leaving the AFSCME 189 bargaining unit for another job. Expenses are subject to budget availability and Treasurer approval.
4. AFSCME 189 may, with Treasurer approval and within budget constraints, provide flowers, cards, or similar sympathy gifts up to \$207 total to an AFSCME 189 member or employee upon learning of the death of their close family/household member, or to their family/household upon learning of the death of an AFSCME 189 member or employee.
5. In July 2024 and every July after that, the amount in this policy is authorized to increase with a generally recognized inflation index or the cost-of-living adjustment provided by AFSCME 189 labor agreement.

Year	Inflation factor	Amounts
July 2023 – June 2024	n/a	\$100/\$200
July 2024 – June 2025	3.3%	\$103/\$207
...	...	...

6. The Treasurer is authorized to make these payments.

**Adopted:** June 13, 2023

**Updated:** Nov 14, 2023, revised section 3, new sections 4 and 5  
 July 1, 2024, inflation adjustment  
 Nov 12, 2024, added Treasurer approval and increased sympathy gift limit to \$207

## 625 Operational Supplies and Expenses

### Policy

1. AFSCME 189 will reimburse Executive Board members for office supplies up to \$200 per purchase, subject to budget availability and Treasurer approval
2. The Treasurer is authorized to pay expenses for office operations, including: utilities, minor maintenance, office supplies, cleaning supplies, and copying and printing.
3. The Treasurer is authorized to pay expenses related to AFSCME 189 elections, such as printing and mailing of notices and ballots, electronic balloting vendors, and related supplies and equipment.

### Procedure

1. Executive Board members can spend up to \$210 for office supplies directly related to AFSCME 189 business and get reimbursed through the Treasurer. Receipts and expense reports must be submitted to and are subject to approval by the Treasurer. Any expenditures over \$210 or by a member who is not an Executive Board member requires approval by the Executive Board or Membership.
2. Other local officers can request supplies from an Executive Board member or through the normal motion process at any Executive Board or Membership meeting.
3. Committee Chairs will bring spending proposals for relevant line items to either an Executive Board or Membership meeting for approval. Motions from Committee Chairs have an automatic second, even if they are the only serving member of that committee.
4. In July 2024 and every July after that, the amount in this policy is authorized to increase with a generally recognized inflation index or the cost-of-living adjustment provided by AFSCME 189 labor agreement, and to be rounded to the nearest \$10 increment.

Year	Inflation factor	Amounts	Rounded Amount
July 2023 – June 2024	n/a	\$200	\$200
July 2024 – June 2025	3.3%	\$207	\$210
...	...	...	...

**Adopted:** June 13, 2023, replaces the prior Budget policy from Dec 4, 2008 and the Purchase Limits on Operational Supplies and Expenses policy from March 8, 2016

**Updated:** Nov 14, 2023  
 July 1, 2024, inflation adjustment  
 Nov 12, 2024, added section 3 (election expenses)



## 630 Stipends for Executive Board Members and Stewards

### Reference

AFSCME Financial Standards Code, Appendix B

AFSCME Financial Standards Code, Appendix F, Section on Officer Allowances/Stipends

### Policy

To recognize the substantial amount of time Executive Board members and Stewards dedicate to AFSCME 189 business outside of Union Leave City Paid and Union Leave Union Paid, AFSCME 189 will provide **monthly** stipends as follows:

- a) President: \$620
- b) Vice President: \$620
- c) Treasurer, Recording Secretary, Chief Steward, Communications Editor, Organizer: \$620 each
- d) Chapter Chairs: \$310
- e) Trustees: none due to financial control element of trustee position. Union Leave Union Paid is authorized for time spent on audit
- f) Stewards: \$103. Stewards must meet minimum competency and activity requirements set by the Executive Board and turn in a monthly report of their activities to the Executive Board or its designee to be eligible for this stipend. The Executive Board may set the number of steward positions to meet organizational needs and budget constraints.
- g) Member Action Team Leaders: \$52. Member Action Team Leaders must meet minimum competency and activity requirements set by the Chief Steward and turn in a monthly report of their activities to the Executive Board or its designee to be eligible for this stipend. The Executive Board may set the number of Member Action Team leader positions to meet organizational needs and budget constraints.
- h) The President is authorized to cancel or reduce stipend payments during a strike or lockout. The Treasurer is authorized to redirect such cancelled stipend payments towards strike spending that has been properly approved.

### Procedure

1. The annual budget should include a line item (currently 501) and an amount for stipends.<sup>10</sup>
2. The Treasurer will process stipends monthly for service in the prior month; the stipend is treated as wages and subject to income and payroll taxes. The Treasurer will set an hourly wage rate above minimum wage. The Treasurer collects employment-related paperwork from stipend recipients, such as payroll registration forms and the I-9 employment authorization form.
3. Recipients may waive their stipend on a month-to-month basis should circumstances prevent them from fulfilling the duties of their office. Recipients may also opt to waive their stipend on an ongoing basis. Members are reminded that receiving a stipend may affect their eligibility for Family Medical Leave and Paid Leave Oregon.
4. Any member who does not meet minimum attendance will have their stipend canceled or reduced in accordance with Policy 310 Officer Attendance.
5. Any member who owes a balance to AFSCME 189 will have their stipend withheld and applied to the balance owed.

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<sup>10</sup> AFSCME International Financial Standards Code, Article IX, Section 3

6. An individual can only receive stipends for one role or office at a time; for example, receiving a stipend for being a Steward and Chapter Chair at the same time is not allowed.
7. Beginning July 2024, the stipend amount is authorized to increase with the cost-of-living adjustment provided by the labor agreement between AFSCME 189 and the City of Portland.

Year	Inflation factor	Stipend Amounts
July 2023 - June 2024	n/a	\$50/\$100/\$300/\$600
July 2024 – June 2025	3.3%	\$52/\$103/\$310/\$620
...	...	...

**Adopted:** June 13, 2023, replaces the prior Stipends policy from Sept 6, 2011

**Updated:** Nov 14, 2023, additions to f) and g)  
 July 1, 2024, inflation adjustment  
 Nov 12, 2024, added section h) (stipends during strike), added Treasurer role for employment paperwork, minor advice clarification

## 635 Stipends for Technology Use

### Reference

AFSCME Financial Standards Code, Appendix F, Section on Officer Allowances/Stipends

### Policy

1. AFSCME 189 expects its Executive Board members to be responsive to telephone and electronic communications, perform general computer work, and conduct Union business on their personal devices, phone plan, and internet plan. To facilitate this, AFSCME 189 will provide **annual stipends**:
  - a) President: \$620
  - b) Vice President: \$620
  - c) Treasurer, Recording Secretary, Chief Steward, Communications Editor, Organizer: \$620
  - d) Chapter Chairs: \$310
  - e) Trustees: none
  - f) Stewards: none
2. AFSCME 189 will no longer purchase cell phones, tablets, or computers for Executive Board members, except one AFSCME 189-owned laptop may be used by the Treasurer.

### Procedure

1. The Treasurer will process the stipend at the beginning of a term and anniversary, which is usually March; the stipend is treated as wages and subject to income and payroll taxes.
2. Any member who owes a balance to AFSCME 189 will have their stipend withheld and applied to the balance owed.
3. If the recipient of the stipend leaves office within the first 6 months of taking the office, half of the technology stipend must be paid back to AFSCME 189. If a recipient takes office outside the March to March cycle, the first technology stipend will be prorated and the next technology stipend will be paid the following March.
4. In July 2024 and every July after that, the stipend amounts are authorized to increase with a generally recognized inflation index or the cost-of-living adjustment provided by AFSCME 189 labor agreement.

Year	Inflation factor	Amounts
July 2023 – June 2024	n/a	\$300/\$600
July 2024 – June 2025	3.3%	\$310/\$620
...	...	...

**Adopted:** June 13, 2023, replaces the prior Cell Phones policy from Sept 6, 2011, the prior Computer Policy from unknown date, and the prior Stipends policy from Sept 6, 2011

**Updated:** July 1, 2024, inflation adjustment

## 640 Travel Expenses

### References

Also see Policy 605 Education and Policy 401 Union Leave and Lost Time  
AFSCME Financial Standards Code, Appendix F, Section on Per Diem Payments and Mileage

### Policy

1. AFSCME 189 will pay for members' actual travel expenses for authorized events within the limits of this policy. Members should choose economical and cost-saving modes of transportation.
2. The event or meeting must be either pre-authorized by a specific policy or by a vote of the Membership or Executive Board.
3. Ground Transportation
  - a. Commuting, that is travel between home and the primary worksite, is not eligible for reimbursement for tax-compliance reasons.
  - b. Events are only eligible if 50 miles or farther away from the AFSCME 189 Union Hall in Portland, Oregon. Salem, Oregon is considered 50 miles away from AFSCME 189 in Portland, Oregon. Eligible ground transportation expenses include: parking at an event, parking at the airport, mileage for personal vehicle, highway tolls, taxi or rideshare vehicle or airport shuttle in Portland and in the destination city, and public transportation in Portland and in the destination city. Rental cars require pre-approval by the Treasurer.
  - c. Parking at the airport and taxi or rideshare vehicle and airport shuttles in Portland will not be reimbursed when it costs more than two round trips from the member's home to the airport; this means a member may want to get dropped off and picked up at the airport or carpool when parking would be more expensive.
  - d. Executive Board members can get parking reimbursed for meetings they are required to attend, even if closer than 50 miles from the AFSCME 189 Union Hall, except for Executive Board and General Membership and Special Membership meetings.
  - e. Mileage will be computed from the member's residence or place of work to the event as applicable. Carpooling with other members going to the same event is encouraged. Mileage will be reimbursed at the prevailing IRS "business" rate. Documentation should include a printout of an online map showing starting and ending location, distance, and Union business purpose.
  - f. Special agreements for mileage reimbursements that differ from this policy may be made for collective bargaining meetings.
4. Air Transportation
  - a. Eligible air transportation expenses include: economy/coach class using a reasonable cost, reasonable route, and fees for 1 checked bag. Companion travel, upgrades to a higher class, additional checked bags, incremental costs for extended stays, or layovers in another city for an extended stay are at the member's expense.
  - b. When group fares are arranged, reimbursement to individuals not participating in group travel is limited to the group airfare price.
5. Meals
  - a. Expenses for an individual member's meals are an eligible expense only for overnight travel outside of Portland. In-town per-diem is not eligible for tax compliance reasons. Generally, reimbursement is calculated using the destination city's per-diem rate

published by the General Services Administration: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- b. Per-diem should be reduced for those meals that the event provides. If a member has special dietary needs that are not met, reduction for meals provided is not necessary; an explanation should be included in the expense report. At the Treasurer's discretion, actual meal costs can be reimbursed with receipt, instead of providing per-diem.
6. Lodging

When AFSCME 75 has made hotel arrangements, AFSCME 189 will generally follow those arrangements and not pay or reimburse more than the AFSCME 75 hotel arrangement. When AFSCME 75 has not made hotel arrangements, AFSCME 189 may set a maximum amount for lodging costs and will generally follow the General Services Administration rates.
  7. No double payment

AFSCME 189 will not pay or reimburse when another source, such as another member, the employer, another union, or the event host organization, pays for a travel expense. Members should not seek reimbursement in these cases, or should pay back AFSCME 189 in these cases.
  8. Attendance policy
    - a. If a member can no longer attend an event, they should notify AFSCME 189 as soon as possible so an alternate member can participate in the event and to limit unrecoverable expenses and cancellation fees. If expenses cannot be recovered, the member will be responsible to repay AFSCME 189.
    - b. AFSCME 189 will not reimburse the employer for Union Leave Union Paid if the member did not attend the event. The member is responsible for arranging alternative leave with the employer.
    - c. If the member does not repay the Local, they will be ineligible for AFSCME 189-paid Union Leave Union Paid, events, and travel for one year.
    - d. Appeal Process: Should the member have legitimate extenuating circumstances, they may appeal to the Executive Board in writing with seven (7) days of the close of the event. If there is no appeal within this time, the Local will consider the issue closed.
  9. Advance payment before travel
    - a. Upon member request, AFSCME 189 will generally provide an advance payment to a member for overnight travel outside of Portland to cover mileage and per-diem. The advance should be reconciled with the expense report after travel is completed. Also refer to AFSCME Financial Standards Code, Appendix F, Section on Expense Advances.

### **Procedure**

1. The Treasurer is responsible for providing a copy of this policy to members before they book any hotels or air travel and the member should sign an acknowledgment.
2. The Treasurer is responsible for providing expense report templates.
3. Members with questions should ask the Treasurer or President for clarification or pre-approval before purchasing or booking travel, to avoid confusion or unreimbursed expenses.
4. Within 30 days of completing travel, the member should submit a complete, signed expense report and itemized receipts to the Treasurer.
5. The Treasurer will process payment; it is generally not considered wages and not subject to income or payroll tax.

**Member Acknowledgement on Policy 640 Travel Expenses**

Member Name	_____
Member’s Phone or Email	_____
Event Name	_____
Event Date	_____
Event Location	_____
Acknowledgement	I have read and understand the AFSCME 189 policies for travel expenses and attendance, education, and Union Leave.
Date and Signature	_____

**Adopted:** June 13, 2023, replaces the prior Mileage policy from Sept 6, 2011, and “Other Budget Related Policies” from Dec 4, 2008, and Reimbursements policy from Sept 6, 2011, and Travel Expenses policy from March 8, 2016, and Union-Paid Functions policy from Sept 6, 2011

**Updated:** Nov 12, 2024

## **645 Leased and Owned Automobiles**

### **Reference**

AFSCME Financial Standards Code, Appendix F

### **Policy**

1. AFSCME 189 does not currently lease or own automobiles.
2. Before leasing or owning automobiles, AFSCME 189 will create a policy covering usage, liability insurance, and tax implications.

**Adopted:** June 13, 2023

## **650 Cash Incentives to Members**

### **Policy**

1. AFSCME 189 no longer pays cash incentives to members to incentivize attendance at meetings (also known as “door prizes” or “drawings”). If AFSCME 189 wants to change this practice, this policy must be changed.
2. AFSCME 189 will not provide gift cards to members or officers.

**Adopted:** June 13, 2023, partially replaces the prior Budget policy from Dec 4, 2008

**Updated:** Nov 12, 2024, added prohibition on gift cards



# Political Action and Community Relations

## 701 Political Endorsements

### Reference

AFSCME International Constitution, Article IX, Section 34

### Policy

1. AFSCME 189 may endorse or oppose candidates for City of Portland and Port of Portland elections.
2. AFSCME 189 may endorse or oppose ballot measures for the City of Portland and Port of Portland.
3. Outside City of Portland and Port of Portland elections, AFSCME 189 can join an endorsement made by another AFSCME Local or AFSCME Council. AFSCME 189 will not contradict an endorsement by another AFSCME Local or AFSCME Council that has jurisdiction. AFSCME 189 can consider joining endorsements made by non-AFSCME unions.
4. Endorsements or opposition require a two-thirds majority at a General Membership meeting.

### Procedure

1. The Political Action Committee will invite candidates and ballot measure campaigns to interviews and then make a written recommendation to the Membership on whether to (1) endorse, (2) oppose, or (3) take no position on a candidate or ballot measure. The Political Action Committee may establish criteria for its recommendations, such as a candidate's past record of supporting labor positions and their questionnaire/interview answers.
2. The Political Action Committee will strive to provide recommendations in time such that the Membership can vote on endorsements before voter pamphlet submissions are due and before regional union bodies finish their endorsements.
3. No interview is necessary for ballot measures that renew an existing service, tax, or bond.
4. Endorsements of multiple candidates vying for the same office are possible.
5. Debate Rules for Membership meetings are:
  - a) As a point of privilege, all members who participated in candidate interviews will be given one minute per race at the time of motion, if they wish. Members will disclose if they were not in attendance for all candidates interviewed in a race.
  - b) If a member wishes to speak on a motion or question, they should indicate by a raised hand to be put on the list of speakers.
  - c) The maker of a motion shall be granted three minutes to open debate.
  - d) The Chair will designate a time keeper, and maintain the record of the lists indicating speakers.
  - e) No member may speak more than once on the motion or question until all those wishing to speak have had an opportunity (limited to three minutes), a second list will be kept for those wishing to speak again (limited to one minute). To maintain a courteous debate, all remarks and questions should be directed to the Chair; no remarks or questions shall be directed to another member during debate.

- f) The question shall not be subject to debate until it has been stated by the Chair. Once there is a motion, no more than two speakers on one side of a question may be granted the floor until a speaker on the other side of the question has spoken. If there is no speaker on the other side of the question, debate will be considered closed unless the membership votes to extend debate. If there is a speaker on the other side of the question, debate will continue, alternating speakers on both sides of the question until the question is called or until there is no one left to speak on one side of the question or the other.
- g) A 2/3 majority vote at the Membership meeting is required to endorse or oppose a candidate or ballot measure.

**Adopted:** June 13, 2023, replaces the prior Candidate Endorsements policy from March 8, 2016

**Updated:** Nov 14, 2023, added reference  
Nov 12, 2024, minor grammar correction

## 702 Political Contributions

### Policy

1. Only after AFSCME 189 has endorsed a candidate or ballot measure, can AFSCME 189 choose to make a political contribution to their campaign. AFSCME 189 will not make political contributions when it has not endorsed.
2. Political contributions will adhere to federal, state, and local campaign finance laws and to the laws relating to AFSCME 189’s tax-exempt status. Note that Portland City Code 2.10.010 prohibits political contributions by unions to City of Portland candidates.<sup>11</sup>
3. A recommendation for the amount of a political contribution should consider: contribution limits in campaign finance law and AFSCME 189’s tax-exempt status, the anticipated spending level of the campaign, campaign contributions of unions similar to AFSCME 189, how close the race is, history of past AFSCME 189 contributions to the same or similar campaigns, and the current AFSCME 189 budget.
4. AFSCME 75’s political action committee is the preferred entity for AFSCME 189 making political contributions, separate from Council 75’s own political endorsement and contribution decisions. Political contributions should be sourced first from political funds or special funds as available, before being sourced from member dues.
5. Political contributions should only be made to organized committees, not to any individual or intermediary fundraiser. To avoid processing fees, contributions should generally be made by check, and not through an internet fundraising website or credit card processing service.
6. The annual budget should identify a line item and amount for political contributions.

**Adopted:** June 13, 2023

**Updated:** Nov 14, 2023, added section 4  
Nov 12, 2024, added footnotes with advice

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<sup>11</sup> Dave Cutler emails May 22, 2023 and July 22, 2024.

Daniel Lewkow, Deputy Director of the City of Portland’s Small Donor Elections program, sent an email to a candidate on July 25, 2024 stating: “Yes, a union can give up to \$500 to each SDE candidate as a seed donation.”

## 703 Lobbying

### Reference

Policy 106 Tax-exempt 501(c)(5) status  
Portland City Code, Chapter 2.12 Regulation of Lobbying Entities

### Policy

1. Lobbying means attempting to influence legislation or an official government action, including support for, opposition to, or asking for changes.
2. AFSCME 189 may lobby the City of Portland and Port of Portland and, if it affects the Membership, other governmental entities. Some lobbying may require lobbyist registration and reporting to the City of Portland or State of Oregon.<sup>12</sup>
3. AFSCME 189 may lobby without Executive Board or Membership approval when:
  - a) The position relates to the collective bargaining process of an AFSCME 189 labor agreement or the implementation or application of such a labor agreement's provision (also exempt from City of Portland lobbyist reporting requirements)
  - b) The position defends AFSCME 189 bargaining units against position reductions, layoffs, or contracting out
  - c) The position furthers an AFSCME 189 unfair labor practice complaint or settlement
  - d) The position supports the rights of labor organizations under labor law
  - e) The position supports good working conditions, workplace safety, or pension and retirement benefits
4. AFSCME 189 may participate in lobbying efforts led by other AFSCME affiliates. In these cases, no Executive Board or Membership approval is needed.
5. All other lobbying positions require a majority vote of the Executive Board or Membership.

**Adopted:** Nov 14, 2023

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<sup>12</sup> The threshold is 8 hours or \$1,000 in spending as of Nov 2023

## 710 Grants to Community Organizations

### References

1. This policy is distinct from Policy 702 Political Contributions and Policy 610 Financial Assistance to Members – consult those policies as applicable.
2. Also refer to Policy 311 Conflict of Interest

### Policy

1. AFSCME 189 aspires to be a good community member and may occasionally make a grant, charitable contribution, donation, or sponsorship to a community-based organization (collectively referred to as “grants” in this policy), within the priorities and limits of this policy. AFSCME 189 understands that its grants cannot fully cover all needs that recipients may have.
2. If the recipient publicizes funds they receive from other organizations, they should recognize AFSCME 189 at least as prominently as other funders of the same funding level in promotional materials.
3. Grants should be understood to be one-time only and not a promise or entitlement for future grants.

### Procedure

1. The annual budget should identify a line item and amount for grants.
2. A member can make a request to an Executive Board member for a grant to another organization. The Executive Board will also regularly initiate consideration of grants to community organizations. An Executive Board member should vet the recipient against this policy for eligibility, including gaining an understanding of the recipient and its services and clients. The Executive Board member should confirm the correct name of the recipient, their tax reporting number, and current mailing address and provide these to the Treasurer.
3. Grant recipients do not need to be a 501(c)(3) non-profit organization. Examples of grant recipients include: other unions during a strike or organizing drive, food banks, Labor’s Community Service Agency in Portland, Sunshine Division, toy drives, youth sports teams, summer camps/after school activities, civic events.
4. Grants should generally not be made to recipients or events that may be in conflict with collective bargaining; for example, a City of Portland bureau or event.
5. A recommendation for the grant amount should consider: connection to AFSCME 189 members, the anticipated costs of the recipient, contributions of unions similar to AFSCME 189 to the same recipient, history of past AFSCME 189 grants to the same or similar recipients, and the current AFSCME 189 budget.
6. For complex grants, AFSCME 189 should enter into a written contract (grant agreement) with the recipient.
7. The member or Executive Board member should prepare a written recommendation to the Membership or Executive Board, including:
  - a) The recommended action (Example: The membership is requested to approve a grant of \$X to “XYZ organization”). The recommendation should clearly state whether the grant is for a specific/restricted purpose, such as a specific event, food, equipment, etc., or whether it is an unrestricted grant. Financial requests must include a specific or an “up to” dollar amount and a source line item in the current budget.

- b) Background information (recipient names, contact information, event dates, description of event or services or clients, similar actions from the past, links to recipient's webpages, applicable policies)
  - c) If applicable: a solicitation request from the grantee, a draft contract, or an explanation of what the recipient will provide to AFSCME 189 (for example, AFSCME 189 logo will be shown on a banner at the sports field)
  - d) Arguments for the recommendation, and for controversial items also arguments against the recommendation
8. The Membership or Executive Board must approve the grant.
9. Factors the Membership or Executive Board may consider in approving the grant include:
  - a) Recipient's connection to AFSCME 189 members. For example, a Portland-based recipient has a stronger connection to AFSCME 189 members than a national organization; a Portland schools-related cause has a stronger connection to AFSCME 189 members than a Portland underwater basket-weaving hobby related cause.
  - b) Severity of the needs of the recipient's clients. For example, houselessness, poverty, healthcare, and disaster relief have higher severity than athletics or entertainment.
  - c) Recipient's connection AFSCME 189 political advocacy priorities. For example, workplace safety or family leave may have a stronger connection than a national political issue.
10. The member and Executive Board member should build a relationship with the recipient and explain AFSCME 189's expectations.
11. Grants should only be made to an organization, not to any individual or intermediary. To avoid processing fees, the Treasurer should generally pay by check, and not through an internet fundraising website or credit card processing service.

**Adopted:** June 13, 2023, partially replaces the prior Budget policy from Dec 4, 2008

## 720 Public Communications and Correspondence

### Policy

1. Only the President, Vice President, or their designated spokespersons are authorized to speak “on the record” to journalists on behalf of AFSCME 189, or issue media releases. The AFSCME 75 Communications Director can be consulted as needed. Members receiving inquiries from journalists are encouraged to refer them to the President, Vice President, or their designee.
2. When members speak to journalists, they should make clear they are speaking as an individual or member, and not on behalf of AFSCME 189.
3. Only Executive Board members and the Council Representative may use AFSCME 189 letterhead. They should make clear in the contents of the letter or with their signature, if they are representing their individual position or an AFSCME 189 position. When they are representing an AFSCME 189 position, they should ensure they are accurately representing decisions made by the Membership, Executive Board, or vote results.
4. The AFSCME 189 logo, including the mark of three arches with star, can only be used by AFSCME 189 to convey an official AFSCME 189 communication, or advertise an event or promotional items. Outside entities may only use the AFSCME 189 logo when authorized by AFSCME 189.
5. When members sign a petition or a supporter list for a political campaign, they may list their affiliation with AFSCME 189 “for identification purposes only,” but they will not sign the petition or supporter list on behalf of AFSCME 189.
6. The President, Vice President, Treasurer, Recording Secretary, Chief Steward, Organizer, and Communications Editor are authorized to write non-controversial statements of thanks, appreciation, recognition, support, and solidarity on behalf of AFSCME 189 on the website and social media and in correspondence with other organizations or people.

**Adopted:** June 13, 2023

# Employment

## 801 Hiring of Employees

### Reference

AFSCME Financial Standards Code, Appendix F

### Policy

1. AFSCME 189 does not currently have employees, except certain payments to officers and members may be considered wages. The Council Representative is an employee of AFSCME Council 75.
2. Before hiring any employees, AFSCME 189 will create a policy covering hiring, wage rates, benefits, paid absences, severance payments, and other requirements.

**Adopted:** June 13, 2023



# Administration and Records

## 90I Maintenance and Revisions of Policy Manual

### Reference

AFSCME Financial Standards Code, Appendix F

### Policy

1. The goals of the AFSCME 189 Policies are to: (1) guide conduct and decision-making and clarify constraints and trade-offs, (2) provide consistency for complex or recurring actions, (3) provide controls to safeguard assets and achieve organizational goals, (4) provide documentation and transparency to members
2. The order of precedence in interpreting applicable rules is generally: Laws and court rulings, AFSCME International Constitution, AFSCME 189 Constitution, AFSCME International guidance documents, AFSCME 75 guidance documents, AFSCME 189 policy
3. Substantive additions, changes, or deletions to policies require a vote at a General Membership meeting with 2 weeks advance posting of the proposed changes. The method of advance posting will be the same as for General Membership agenda items described in the Agenda policy.
4. Policies should be consistent with legal requirements and the AFSCME Financial Standards Code
5. One-time exceptions to a policy require a 2/3 vote at a General Membership or Executive Board meeting
6. Deletion of an entire policy requires a 2/3 vote at a General Membership meeting
7. A policy committee may be established to study and recommend changes to policies
8. Some policies may be designated confidential to protect the information security or bargaining/contract defense strategy.

### Procedure

1. The Recording Secretary or Policy Committee Chair will ensure that proposed policies are clearly marked as draft/proposal, that adopted policies are included in meeting minutes, and that the compiled Policies document is continuously revised to reflect policy changes. The Recording Secretary and Policy Committee Chair are each responsible for making Policies accessible to the Executive Board, and to members upon their request, and for archiving policies that have been superseded.
2. New or revised policies should include:
  - a. A policy statement (a high-level purpose or goal, a general permission, a general prohibition, a dollar amount or range)
  - b. References to other applicable laws or guiding documents
  - c. Procedural steps and who is responsible for taking action at each step to achieve the goal
  - d. Appropriate controls, such as approvals, reviews, separation of duties, dollar limits, and written documentation requirements
  - e. A policy may include an expiration date or a target date for future review
  - f. The actual date of adoption and revision
3. The Treasurer and Recording Secretary and Policy Committee Chair may each make administrative, non-substantial changes to policies, such as correcting spelling errors,

renumbering policies and sections, updating references to laws or other guiding documents, updating web links, and adjusting dollar amounts for inflation when authorized.

**Adopted:** June 13, 2023, replaces the prior “Policy Procedures (Policy Exceptions)” policy from Sept 6, 2011 and “Ratification of Policies” policy from Sept 9, 20211

Updated: Nov 12, 2024, added role of Policy Committee Chair

## 902 Records Retention

### Policy

1. To maintain institutional memory and comply with applicable laws and rules, AFSCME 189 retains its business records for a certain amount of time.
2. Confidential records should be clearly labeled and access to them restricted.
3. To minimize the administrative burden of records retention, AFSCME 189 will destroy records after their retention period has passed, unless there is a reason to keep them. Confidential or sensitive records must be destroyed or shredded, not merely discarded.
4. Reasons to keep records beyond their retention period include: anticipated or ongoing litigation, unreconciled financial issues, historical/commemorative value.
5. Drafts, copies, transitory records, and early versions generally do not need to be retained.
6. The Treasurer is responsible for setting up and maintaining a records filing system for all financial records. The Recording Secretary is responsible for setting up and maintaining a records filing system for all other records.

### Procedure

Type of record	Retention period
<b>Financial transaction records</b> <ul style="list-style-type: none"> <li>• Receipts, invoices, bills, expense reports, reimbursement requests, cancelled checks, Union Leave Union Paid requests and reports</li> <li>• Deposit slips, dues and rebate calculation statements, transmittal or remittance advice, copy of checks deposited</li> </ul>	7 years per AFSCME International Financial Standards training
<ul style="list-style-type: none"> <li>• Contracts or purchase orders with vendors, partners, and organizations (not collective bargaining agreements)</li> </ul>	7 years after expiration
<b>Financial reports</b> <ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Annual reports</li> </ul>	7 years
<ul style="list-style-type: none"> <li>• Audits</li> </ul>	Permanent
<b>Bank records</b> <ul style="list-style-type: none"> <li>• Account statements</li> <li>• Correspondence to/from banking institutions</li> </ul>	7 years
<b>Tax records</b> <ul style="list-style-type: none"> <li>• W4 and Oregon W4 received from payees</li> <li>• Vendor tax forms</li> <li>• 990 forms filed with IRS</li> <li>• W2 forms issued to employees, including members receiving stipends</li> </ul>	7 years
<b>Employment records where AFSCME 189 is the employer</b> <ul style="list-style-type: none"> <li>• I9 from employees, including members receiving stipends</li> </ul>	3 years after date of hire or 1 year after employment ends, whichever is later
<ul style="list-style-type: none"> <li>• Employment agreement, offer letter and acceptance, resignation/separation letter</li> </ul>	3 years after employment ends
<b>General and Special Membership and Executive Board meeting records</b> <ul style="list-style-type: none"> <li>• Agendas</li> <li>• Reports</li> </ul>	3 years
<ul style="list-style-type: none"> <li>• Minutes</li> </ul>	Permanent per AFSCME International Financial Standards training per IRS advice
<ul style="list-style-type: none"> <li>• Audio/video recordings of meetings</li> </ul>	Do not retain

<b>Committee records</b> <ul style="list-style-type: none"> <li>• Agendas</li> <li>• Reports</li> <li>• Minutes</li> </ul>	3 years
<b>Mass communications with members</b> <ul style="list-style-type: none"> <li>• Email newsletter</li> <li>• Notices to members about elections, conventions, etc.</li> </ul>	3 years
<ul style="list-style-type: none"> <li>• Social media posts, comments, instant messages</li> <li>• Bulletin board posts</li> <li>• Flyers, posters, signs, banners for events, rallies, strikes</li> </ul>	No need to retain
<b>Membership records</b> <ul style="list-style-type: none"> <li>• List from employer with members/non-members</li> <li>• Member applications or resignation letters</li> </ul>	7 years
<b>Bargaining</b> <ul style="list-style-type: none"> <li>• Bargaining notes</li> <li>• Proposals sent</li> <li>• Proposals received</li> <li>• Tentative agreements</li> </ul>	1 year after expiration of collective bargaining agreement
<ul style="list-style-type: none"> <li>• Collective bargaining agreement</li> <li>• Letter of agreement</li> </ul>	Permanent
<ul style="list-style-type: none"> <li>• Draft proposals, tentative agreements that were rejected</li> </ul>	No need to retain
<b>Grievance, Arbitration</b> <ul style="list-style-type: none"> <li>• Initial grievance</li> <li>• Settlement agreement</li> <li>• Arbitrator decision</li> </ul>	Permanent
<b>Unfair labor practice complaints and other Employment Relations Board proceedings</b> <ul style="list-style-type: none"> <li>• Complaint or petition</li> <li>• Settlement agreement</li> <li>• Ruling</li> </ul>	Permanent
<b>Constitution</b> <ul style="list-style-type: none"> <li>• Prior versions of the Constitution</li> </ul>	Permanent
<b>Policy Manual</b> <ul style="list-style-type: none"> <li>• Superseded policies</li> </ul>	3 years after policy is superseded
<b>Correspondence to/from AFSCME 189</b>	3 years
<b>Elections</b> <ul style="list-style-type: none"> <li>• Ballots (including electronic ballots)</li> </ul>	1 year per International Constitution (2022), Appendix D, Section 2, Subsection M
<ul style="list-style-type: none"> <li>• Election results</li> </ul>	Permanent (with minutes of General Membership meeting)

**Adopted:** Nov 14, 2023

## **903 AFSCME-provided technology applications**

### **Policy**

1. To foster collaboration, to make for smoother transitions when officers change roles, and to meet the records retention goals and requirements, officers and employees shall use email accounts, office productivity applications, communication/collaboration tools, and electronic file storage when they are provided by AFSCME. When they are provided, officers and employees should avoid using their private or City/Port email and file storage.
2. AFSCME may centrally administer individual user accounts for these technology applications. The Executive Board has delegated this administrator role to AFSCME 75 staff.
3. Users shall take care and precautions to protect AFSCME data and information from unauthorized access and security breaches.

**Adopted:** Nov 12, 2024