

COMBO POLICY BOOK

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Policy 1 GRIEVANCE POLICY

1. All bargaining unit employees are entitled to Union counseling regarding alleged grievances.
2. The Union Grievance Chairperson shall review all potential grievances in the locale where the grievance originated (The V.P. from that respective locale.)
3. The employees shall provide the grievance chairperson with all the facts of the issues known to him/her.
4. After a review of the facts and circumstances, the grievance chairperson shall make a determination as to the merits of the grievance.
5. Combo shall process all grievances deemed meritorious.
6. After each stage of the grievance, the chairperson will direct a review of the matter to determine how to proceed next.
7. All individual grievants shall be responsible for payment of the costs involved in the Union's handling of the grievance, including but not limited to, the cost of arbitration.
 - a. Organization members who have contributed to the Union Fund through their dues and assessments shall have their costs absorbed by such fund.
 - b. Non-members" shall be required to sign an agreement to pay the costs involved. Before proceeding to arbitration, the non-member grievant shall remit to COMBO an amount determined by the Executive Committee to cover the arbitration costs. Failure to do so shall release COMBO from any further obligation to process the grievance.
 - c. The grievant, upon his/her request to the COMBO president, shall be entitled to an itemized estimate of probable costs.
 - d. At the conclusion of the arbitration after all costs are known, COMBO will remit to the grievant any access payment made or received from the grievant any additional costs not previously paid.
8. No grievance shall go to arbitration without the approval of COMBO.

*Membership shall be determined as of the date the alleged grievance conditions were first known.

ADOPTED 7-16-86

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Policy 2 Expense payment Policy

1. The President will receive \$220.00 per month The Vice President and Secretary will receive \$140.00 per month and the Treasurer \$165 per month.
2. All Building Reps will receive \$60.00 per meeting they attend plus \$125 each 6 months.
3. Any individual required to travel in excess of 15 miles must submit an expense voucher to the Treasurer.
4. The Web Admin will receive \$50.00 per month.
5. Social committee chair will receive \$30.00 per month.

The Treasurer will pay the amount earned twice a year in June and December to Building Reps and Committee representatives. Officers will be paid quarterly.

ADOPTED	07-16-86
Amended	11-09-89
Amended	05-09-91
Amended	10-14-98
Amended	02-06-01
Amended	01-14-04
Amended	01-09-07
Amended	12/22/10
Amended	01/01/12
Amended	01/01/14
Amended	10/19/18

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Policy 3 Committee Chairperson(s)

The President or designee can appoint any unit member as A committee Chairperson. In return for this service, the appointees will be compensated for expenses at the rate of \$20.00 for each meeting of the Representative Council at which an updated report is presented. Exception to this is for the Website designer an amount will be paid of 50.00 per month and Social committee chair an amount of \$30.00 per month.

The appointees will be the contact person for the membership that need seek information or have information for a service.

A monthly report shall be submitted to the COMBO Board in time for monthly meetings.

Benefits: One Chairperson. The duties of this position will be to update the Employee Benefits listing with new discounts provided by local merchants, NYSUT, AFT, AFL-CIO and BOCES. Any discontinued benefits should be deleted. A complaint file will be kept of dissatisfied users. Insurance policies have to be compared against each other and what the BOCES currently has.

Negotiations: One Chairperson, Vice President only. Also consist of President, NYSUT field rep. and other appointed members as needed. The duties of this committee will be to improve working conditions with contract language change.

Legislative: One Chairperson. The duties of this position will be to represent the local on NYSUT committee of one hundred that meets with legislators at least once a year in Albany. This person will report to the rep. council on proposed law changes that may concern the local.

Advisory: One Chairperson from the Representative council. The duties of this position will be the locals' representative on regional and state SRP councils. State can only be appointed by NYSUT President and is a two-year term.

Benefits: One Chairperson. The duties of this position will be to update the Employee Benefits listing with new discounts provided by local merchants, NYSUT, AFT, AFL-CIO and BOCES. Any discontinued benefits should be deleted. A complaint file will be kept of dissatisfied users. Insurance policies have to be compared against each other and what the BOCES currently has.

Social: Two Chairpersons, one north and one south. The duties of this position are outlined in Policy 7.

Website: One Chairperson. The duties of this position will be to keep the www.combounion.org website up to date with news and contact information. Approval of web site postings shall come from the President or Vice President.

ADOPTED 07-16-86
Amended 05-08-01

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Policy 4

EXPENSE REIMBURSEMENT

1. All expense reimbursements must be submitted in writing to the Treasurer and approved by it. If Treasurer submitting for reimbursement then it must approved by another officer.
2. All expense reimbursements must have receipts with the exception of meals, postage and mileage.
3. Meal expenses will not exceed \$55 per day or \$70 per day if in a Major City like New York or Washington. If only two meals are allowed use the following chart for maximum allowed.

Breakfast	\$ 10.00	\$ 15.00
Lunch	\$ 15.00	\$ 20.00
Dinner	\$ 30.00	\$ 35.00

4. Postage expenses must have a brief description of what the postage was used for.
5. Cash advances will only be given if a detailed list is provided and approved by the Treasurer.
6. After expenses for cash advances are paid, a detail of expenses with required receipts must be submitted to the Treasurer along with any money not accounted for on expense sheet.

ADOPTED	07-16-86
AMENDED	11-09-89
REVISED	03-01-92

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Policy 5 STANDING COMMITTEES

1. Negotiations:

Consist of Pres., Vice Pres., NYSUT field rep. and other appointed members as needed.

2. Legislative:

Consist of one person who will represent the local on NYSUT committee of one hundred that meets with legislators at least once a year in Albany. This person will report to the rep. council on proposed law changes that may concern the local.

3. Newsletter:

Consist of an editor and other volunteers that will keep the membership informed of benefit changes and local and state news that could be of interest.

4. Benefits:

See policy 3

5. Advisory:

Consist of one person who will be the locals' representative on regional and state SRP councils. State can only be appointed by NYSUT President and is a two-year term.

ADOPTED 11-09-89
Deleted 05-07-01

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Policy 6 BUILDING REPRESENTATIVES

The Representative Council has determined that to best serve the membership that the following representatives are needed due to distribution of the members in Onondaga and Cortland counties.

Main Campus

Rodax Campus, Bldg. A&B

Itinerants

CTC

McEvoy Center/CNC

O&M and Central Receiving bldgs

ADOPTED	11-09-89
Amended	12-13-90
Amended	05-08-01
Amended	10-2016

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Policy 7 SOCIAL COMMITTEE

The Social Committee shall be responsible for activities related to the welfare of the COMBO members.

These activities shall include, but not be limited to:

1. Purchase and distribution of flowers and gifts.

A. Floral Arrangements:

1. Funeral – A funeral arrangement shall be sent or a contribution made in the event of death of spouse, grandparents, grandchild, brother, sister, mother, father, mother & father-in-laws and person living in the employee's household. Also a retired member will be considered. Maximum - \$100.00 per incident.
2. Get Well – Flowers may be sent to a member in the event of their own serious personal illness (two week Minimum). Maximum \$50.00.

B. Gifts:

The decision to offer a gift, as well as gift selection, shall be voted upon by COMBO officers at the monthly meeting (when possible). Maximum \$50.00 - \$100.00

Possible occasions:

Retirement, exemplary union participation, ECT.

Retirement Gifts based on years of service

\$100	0-5 Years
\$150	6-10 years
\$250	11-15 Years
\$350	16-20 Years
\$450	20-30 years
\$550	31 years plus

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C. Death of a member:

Contribution of \$100 authorized by the Officers.

II. Organization of Union gatherings:

A. Gatherings of social nature shall be organized through this committee.

Examples: Picnics – bowling parties –ECT.

ADOPTED 05-16-91
Amended 09-12-91
Amended 01-02-91
Amended 01-09-07
Amended 08/21/14
Amended 02/15/17