



Fédération  
du personnel de soutien  
de l'enseignement  
supérieur / **CSQ**

## **SOCIAL CONVENTIONS POLICY**

**February 2019**

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## **SOCIAL CONVENTIONS POLICY**

### **1.0 FIELD OF JURISDICTION**

This policy establishes the terms and provisions to be applied for significant events of affiliated unions or the personal or professional lives of the following members:

- members who are delegates of the Federal Council (delegate members);
- members of the FPSES Executive Committee (EC members);
- members of the FPSES staff (staff members)
- member of the provincial negotiating team.

It is based on fundamental principles of public ethics which demand the transparency and fairness needed to guarantee proper management of the funds entrusted to the FPSES. This policy respects the principle that the union dues collected should be used in a reasonable and pertinent way, respecting the budget and in the interests of affiliated unions.

The value of the gifts and the cost of meals addressed in this policy include taxes on products and services as well as the harmonized sales tax.

### **2.0 PERSONAL EVENTS AFFECTING DELEGATES, PROVINCIAL NEGOTIATING TEAM MEMBERS, EXECUTIVE COMMITTEE MEMBERS OR EMPLOYEES**

- 2.1 For the birth or adoption of a child: a gift of a maximum value of \$50.
- 2.2 For hospitalization or a prolonged illness: a gift of a maximum value of \$50.
- 2.3 If a death occurs: a maximum amount of \$100 shall be offered in compliance with the wishes expressed by the family, and the attendance of at least one member of the Executive Committee at the funeral is guaranteed.
- 2.4 In cases involving the death of a spouse, a child, a father, mother, brother or sister: a maximum amount of \$75 shall be offered in compliance with the wishes expressed by the family, and the attendance of at least one member of the Executive Committee at the funeral is guaranteed.
- 2.5 For a marriage: a gift of a maximum value of \$100.
- 2.6 A gift certificate of \$50 upon obtaining an academic diploma recognized by the MEES in higher education.
- 2.7 An amount of \$100 in the event of a force majeure (fire, water damage, etc.)

### **3.0 BIRTHDAY OF A STAFF MEMBER**

A gift of a maximum value of \$30 shall be offered to the staff member celebrating a birthday.

#### **4.0 DEPARTURES**

The total value of departure gifts that a person can receive during her career at the Federation cannot exceed \$500:

- 4.1 For the departure of an EC member: a gift of a value of \$50 per year of service on the Executive Committee of the Federation, up to a maximum of \$500.
- 4.2 For the departure of a delegate who is retiring having accumulated at least three years of regular attendance (more than 50% of meetings) of Federal Council meetings: a gift of a value of \$50 per year of being a delegate of the FPSES Federal Council, up to a maximum of \$250. The delegate cannot claim an amount under this clause more than once.
- 4.3 For the departure of a staff member: a gift of a value of \$50 per year of service at the FPSES, up to a maximum of \$500.

#### **5.0 AFFILIATED UNIONS**

When a Union is celebrating a milestone anniversary of its certification, it may request a donation from the Federation to help fund its celebration; the Federation shall then issue a cheque in the amount of \$10 per year of certification being celebrated.

The eligible milestone certification anniversaries are for:

10 years	30 years
20 years	40 years
25 years	50 years

#### **6.0 CHRISTMAS DINNER**

To acknowledge work accomplished during the year, the Federation shall take advantage of the period before the Christmas holidays begin to offer a “Xmas dinner” to staff members, EC members and members of Federal Council committees who were called upon to work on a specific dossier during the year. The total cost to the Federation shall not exceed \$50 per person.

#### **7.0 SIGNING OF THE COLLECTIVE AGREEMENT**

To mark the signing of a collective agreement and the work accomplished by the negotiating team, the Federation shall offer members of the negotiating team a meal. The total expense assumed by the Federation must not exceed the meal expenses per person stipulated in the Financial Policy.

## **8.0 RECOGNITION OF SERVICE LUNCHEON**

To highlight the work accomplished during the year, the Federation shall take advantage of the period before the summer holidays to offer a lunch to staff, members of the Executive Council as well as members of the Federal Council committees who were called upon to work on a specific dossier during the year. The value must not exceed \$50 per person up to a total of \$500.

## **9.0 GENERAL POINTS**

- 7.1 When events such as birthdays or departures are celebrated with a meal, the Federation shall assume the cost of the meal of the person being honoured. The total cost assumed by the Federation may not exceed \$50 per person being honoured.
- 7.2 For any other events not mentioned in this policy, the Executive Committee is responsible for ensuring that any expenses assumed conform to these guidelines and respect the financial structures of the Federation.