

## SEIU-UHW Leadership Administration Advisory Committee

### Report to the SEIU-UHW Executive Board, December 2012

The Leadership Administration Advisory Committee (LAAC) exists to advise officers and report to the executive board on administrative issues that affect the functioning of the executive board - reimbursements, problems, procedural questions, overall communications with board, etc. (Two executive board members from each division.)

We are committed to representing the board as a whole; promoting the greater good of the entire membership and to making carefully considered recommendations that are aligned with the Union's Guiding Principles: Commitment to Honesty and Accountability, Commitment to High Standards,

Here are the issues that we've worked on over the past few months:

1. Creating a separate policy for Homecare Executive Board Members for Lost Time Reimbursement

We received a letter requesting the LAAC review the current lost time policy as it relates to Homecare Executive Board members. The letter stated that we should adopt the lost time payment practice of two sister unions, ULTCW and 1199. For the record, the policy of ULTCW is to pay a straight eight hours to members when they attend union related meetings.

As it relates to payment of lost time, our current policy states:

- Workers are only paid for hours they missed from their UHW represented job, not all hours they spend in bargaining or at a meeting.
- Workers are expected to submit a pay stub documenting their pay rate and a schedule documenting that they were scheduled to work as back up accounting documentation in order to receive payment. As an alternative to a schedule, workers can submit their previous pay stub showing that they missed the time during the last [bargaining] session.

This committee believes the current policy is fair to all Divisions because:

1. The eligibility hours for Homecare workers can be at minimum, sixteen (16) hours per month and at maximum, two hundred and sixty three (263) hours per month. If we decided to pay all Homecare Executive Board members eight hours of lost time per day, we would be overpaying and underpaying many executive board members.
2. To reinforce the point, ALL Eboard members are paid only for hours missed from their UHW represented job, not for the amount of hours they attended the Eboard meeting. For example, many Eboard members in the Kaiser Division work eight hours a day from Monday through Friday. In this case, a Kaiser Eboard member is paid lost time for Thursday and Friday, but is not paid for their attendance on Saturday.
3. Since many Homecare workers do not have a set schedule, the current policy allows a pay check stub (instead of a pre-set schedule, which many homecare members do not have) as sufficient proof to determine the amount of lost time someone should be reimbursed, and Homecare workers receive pay check stubs.

4. In the event a Homecare Eboard member finds a discrepancy in their lost time reimbursement and offers a pay check stub or some other appropriate documentation to show there is a discrepancy, we have and will continue the practice of making that person whole as soon as possible.

In short, the LAAC affirms the integrity of the current short term lost time policy, and no changes are recommended at this time. However, we welcome any presentations from Eboard members that show how our current policy causes an undue hardship on homecare Eboard members.

2. Notifying Executive Committee members when a member of their Eboard pod has two or more unexcused absences

The committee received an email from an executive committee member who asked that he be “carbon copied” on correspondences regarding unexcused absences when such a letter is sent to an Eboard member within his pod. The email also states that he was aware of the reasons for the Eboard member’s absences, but wasn’t asked by anyone to provide the reasons.

We are again passing out a document titled “A User’s Guide to the UHW Executive Board Attendance Policy. The document offers three different ways to report an excused absence. It also defines what is considered an excused absence (see handout).

Lastly, the registration form has been changed so that eboard members can notify the union of their anticipated absence and reason(s) for upcoming eboard meetings.

3. New Executive Board Member Orientation

In order to establish a good foundation for new Eboard members, this committee recommends the creation of an orientation program for new Eboard members. The orientation will provide information necessary for individuals to be successful leaders as a member of this body. It will cover things such as Eboard policies, the history of our union, the function and purpose of the executive board, and so on. We commit to collectively work on this orientation program between now and the next executive board and will have a proposal ready for our Eboard meeting in February 2013.

4. Transportation Policy

We met several times and took into consideration numerous things before coming to our recommendation on the executive board transportation policy – we looked at the cost of fuel, travel time, and we also reviewed emails and letters from Eboard members who took the time to share their concerns with us. We are handing out a full report to you all (see handout), but here are the changes to the transportation policy we recommended that have since been adopted:

- Increase the dollar amount on the flat rate reimbursement scale and add three steps in recognition of the difference in distance;
- Add a new car pool bonus of \$25 if one or more additional members ride in your car;
- Track reimbursements/usage/costs over next 3 Eboard meetings and then re-evaluate the policy.

5. Medical Note Requirement for Single Occupancy Rooms during Eboard meetings

It was brought to our attention that many of you who have had a room to themselves during previous Eboard meetings received correspondence asking you to provide a note from your healthcare provider indicating that you require a single room due to a medical condition. We decided to waive the medical note requirement for this meeting since.

Clearly there was confusion - some executive board members were aware of this policy, and some were not. As such, we decided to waive the medical note requirement for this eboard meeting since many of you were not able to obtain a note from your provider for submission to the union by the date requested. Between now and January 2013, we will review this policy. If we recommend changes to the policy, all executive board members will be notified well in advance of the next eboard meeting.

Respectfully Submitted:

**The Leadership Administration Advisory Committee**

**Members:** Beverley Thomas (Homecare); Virginia Bolanos (Kaiser); Banji Oyewumi (Nursing Homes); Debbie Nickell (Hospitals); Tinesha Thomas (Kaiser); Karen Cain (Hospitals)

Adopted by the LAAC 12.04.2012