

SEIU Local 221 Executive Board Policy

Adopted Date: December 15, 2009

Policy: Attendance Requirements

If an Executive Board member misses two (2) meetings in a row they will receive a warning letter from the Secretary of the Executive Board, a copy of which will be included in the next Executive Board agenda packet. If an Executive Board member misses three (3) unexcused meetings, in a row, in a calendar year, their seat will be considered abandoned and a replacement will be found as defined in the bylaws.

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Policy: Board Member Removal for Slander or Liable

No communication from the Executive Board or an individual Executive Board member shall include material omissions, exaggerations of fact, misleading photographs, or any other practice which would tend to create a false impression or misunderstanding concerning SEIU Local 221 members, Executive Board and staff.

Any descriptive information given with malice of thought that includes material omissions, exaggerations of fact, misleading photographs, or any other practice which would tend to create a false impression or misunderstanding concerning SEIU Local 221 members, Executive Board and staff will result in the removal of the offending Executive Board member. This applies to, but is not limited to any correspondence, promotional material, fundraising, speeches, websites, pod cast, public information or any written, broadcasted or electronic communication that inaccurately describes the organization's identity, purpose, programs, financial need and members.

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REVISED ON MAY 16, 2011

Policy: Cell Phone Usage

~~This policy is designed to reimburse the SEIU Local 221 Executive Board and bargaining team members for the use of their personal cell phone minutes when conducting union business at conventions, during bargaining, and or any approved SEIU Local 221 or SEIU International travel.~~

- ~~• The member must have a copy of the cell phone minutes usage from their provider, including numbers called. The minutes used shall be highlighted~~
- ~~• The member must also keep a log of the dates, times, who called them/who they called, and the nature of the business, which must be attached to the cell phone bill~~

~~The approval of the reimbursement shall come from a Department Director. For SEIU Local 221 Executive Board Members approval shall come from the treasurer.~~

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Policy: Code of Conduct

SEIU Local 221 Executive Board Members will:

- Lead by example
- Mentor others
- Non-disparage officers, members and staff
- Engage new members
- Treat others with respect
- Once a decision is made it must be respected by all members of the Executive Board

The consequences for violations may include but are not limited to as determined by the Executive Board order:

- Verbal reprimand
- Letter of reprimand
- Trial
- Removal

Executive Board will be committed to providing effective and responsible governance of Union activities and will adhere to the following rules:

- Executive Board members will engage in no personal attacks
- Disagreements between members will be appropriate and respectful
- Sidebars will not be permitted
- Executive Board members will speak with one voice once a decision has been reached by the Executive Board
- Executive Board members will adhere to the bylaws of Local 221 and the International Union
- Executive Board members will respect the internal Local 221 SEIU chain of command when inquiring about staff responsibility or activity
- All Executive Board members will perform their assigned tasks diligently and to the best of their ability
- Executive Board members must conduct themselves honorably at all times
- All decisions and initiatives approved by the Executive Board will be directed at fulfilling the mission and purpose of the Local Union
- Executive Board members will not allow their personal or political allegiances to interfere with their responsibility to serve the best interests of the Local Union.

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Policy: Code of Ethical Practices

Section 1: This Code of Ethical Practices shall be applicable to SEIU

Section 2: All officers and managerial employees of SEIU, whether elected or appointed, have a trust and high fiduciary duty to honestly and faithfully serve the best interests of the membership.

Section 3: No officer or managerial employee of SEIU shall, to the best of his/her knowledge, have an ownership or other substantial financial interest which conflicts with his/her fiduciary duty. In particular, it shall not be permissible for any officer or managerial employee to:

- a) have a substantial ownership or financial interest that engages in collective bargaining with SEIU or any of its affiliates, unless that ownership or financial interest complies with applicable law and has been fully disclosed to the International President and International Secretary-Treasurer and they have determined that it does not compromise the officer's or employee's ability to act in the best interest of SEIU and its members; or
- b) have a substantial ownership or financial interest in any firm which does business or seeks to do business with SEIU or any of its affiliates, unless that ownership or financial interest complies with applicable law and has been fully disclosed to the International President and International Secretary-Treasurer and they have determined that it does not compromise the officer's or employee's ability to act in the best interest of SEIU and its members; or
- c) be the sole or effective decision-maker concerning SEIU's relations with a firm in which his/her parent, spouse, spousal equivalent or dependent child of that relationship, grandparent, grandchild, brother, sister, first or second cousin, mother-in-law, father-in-law, daughter-in-law, step-parent, step-sibling, foster parent, foster child, or business partner has a substantial ownership or financial interest; or
- d) engage in any self-dealing transactions with SEIU or any of its affiliates, such as buying property from, or selling property to SEIU, without the informed approval of the International Secretary-Treasurer being obtained after full disclosure, including an independent appraisal of the fair market value of the property to be bought or sold
- e) for purposes of these rules, as "substantial ownership or financial interest" is one which either contributes significantly to the individual's financial well-being or which enables the individual to significantly affect or influence the course of the business entity's decision making. A "substantial ownership or financial interest" does not include stock in a purchase plan, profit-sharing plan, or ESOP

Section 4: No officer or managerial employee of SEIU shall accept any non-*de minimis* personal payment or gift from any employer that engages in collective bargaining with SEIU or its affiliates or from any business or professional firm that does business or seeks to do business with SEIU or any of its affiliates, other than regular pay and benefits for work performed, except as may be otherwise permitted under the terms of applicable federal law.

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Section 5: No officer or employee of SEIU shall convert or divert any funds or other property belonging to SEIU to such individual's personal use or advantage.

Section 6: No officer or managerial employee of SEIU shall receive compensation of any kind from a fund established for the provision of health, welfare, or retirement benefits for serving as an employee representative or labor-designated trustee on such employee benefit fund or plan, except for reimbursement of reasonable expense properly and actually incurred, provided uniformly to such representatives or trustees.

It is not a violation of this provision for an officer or managerial employee who is not a full-time employee of SEIU or of an affiliate to be a lawfully paid employee of a retirement, health or welfare fund, as long as such an employee is consistent with applicable legal restrictions.

Section 7: No person shall serve as an officer or managerial employee of SEIU who has been convicted of a felony involving the infliction of grievous bodily injury or any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members or the beneficiaries of the employee benefit plan, except for the limited exceptions as may be set forth in applicable federal law.

Section 8: As long as there is compliance with the terms of Section 3 above, this Code is not intended to preclude officers or employees of SEIU from owning publicly traded shares of any employer that SEIU or an affiliate seeks to organize or that does business with or that engages in collective bargaining with SEIU or its affiliates, through a mutual fund, national securities exchange or other similar investment vehicle provided that all transactions affecting such interests are consistent with rates and terms established by the open market. Further, this Code does not apply to investments held in a blind trust.

Section 9: Any allegation that this Code has been violated should be brought to the attention of the International President or International Secretary-Treasurer, who shall refer the matter to the SEIU Legal Department for appropriate further action or investigation.

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Policy: Exclusion of Staff on the Executive Board

No SEIU Local 221 staff with the exception of the President will occupy a seat on the Local 221 Executive Board.

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Policy: Financial Accountability and Transparency

The Executive Board (working with its Audit or similar Committee) shall be responsible for ensuring the transparency and the integrity of SEIU Local 221's financial statements, whether audited or unaudited. In furtherance thereof, the Board and Audit Committee should be responsible for:

- The adoption of policies addressing audit partner rotation, proper accounting treatment of material correcting adjustments, off-balance sheet arrangements, and related-party transactions
- The adoption of policies addressing audit-related activities of SEIU Local 221 employees formerly employed by SEIU Local 221's auditor
- The adoption of policies prohibiting executive interference with the audit process
- Approving all loans, credit extensions, and incentive compensation arrangements extended to directors and officers of SEIU Local 221
- The adoption of a "Code of Ethics" or "Code of Conduct" for the senior financial officers of SEIU Local 221
- In consultation with legal counsel, ensure the sufficiency, clarity, and timeliness of all financial disclosures of SEIU Local 221

The Executive Board should ensure that the Form 990 filed annually with the IRS and the Form LM-2 filed annually with the Department of Labor contain as much information as reasonably possible concerning the mission, goals, programs, and other key developments of SEIU Local 221 relating to its exempt status, and that these reports are available for inspection by the public in accordance with the applicable federal and state laws.

Expense Limits:

All expenses incurred by SEIU Local 221 must be approved in advance by Management, as evidenced by an approved check request authorizing payment of those expenses incurred.

All employees must receive advance approval from their Department Managers before incurring expenses on behalf of SEIU Local 221.

- Department Managers are authorized to approval l expenses up to \$1,000.00
- SEIU Local 221's controller is authorized to approve all expenses up to \$5,000.00
- SEIU Local 221's President is authorized to approve all expenses up to \$10,000.00

Obligations in excess of \$10,000.00 must be jointly approved in advance by the Treasurer and President of SEIU Local 221.

Check Request Forms:

A completed Check Request Form must be submitted with all requests for payment of the obligations of SEIU Local 221. Fields that must be completed before a check can be cut include:

- Date of the request
- Amount of the request
- Payable to
- Description

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- Account (SEIU Local 221, POA, Trust)
- Category of expense
- Amount per Category
- Signature of Requestor
- Approval Signature (Must be higher level of management than requestor)
- General ledger account to be charged
- Date check is needed by

Completed checks must be signed by the President and a second Executive Board Officer authorized to sign on the account. Before signing, both the President and Executive Board Officer must verify that the check request is complete, including both authorization signatures.

Conflict of Interest:

Check request authorizations **must** be approved by someone other than the payee or party related to the requestor or check request approver. Related party transactions must be fully disclosed and documented in advance of incurring the obligation to SEIU Local 221.

Payroll:

Salaries and benefits shall be set by SEIU Local 221's President in accordance with the agreement between SEIU Local 221 (Employer) and authorized Employee Union for those employees covered under the agreement.

Salaries and benefits of managers and employees not covered by an Employee Union Agreement shall be set by SEIU Local 221's President.

The salary and benefits of SEIU Local 221's president shall be set by the Officer's of SEIU Local 221's Executive Board.

All changes in salaries or benefits shall be evidenced by a Personnel Action Form, authorized by the Department Mangers, Controller, or President. The Personnel Action Form for the President must be authorized by the Treasurer, Vice President, or Secretary of the Executive Board. The original Personnel Action Form will be retained in the employee's Human Resources file.

All changes in salaries and employee status shall be maintained in the payroll system and reconciled to the employee's Human Resources file on an annual basis.

Payroll is calculated on a biweekly basis, based on a forecast of regular hours worked, vacation days, sick leave, personal days, and overtime hours for non-exempt employees. Payroll calculations are made in accordance with California law, and are submitted to a third party vendor on the Tuesday prior to the biweekly payday. Any adjustments missed in the current period will be made in the following pay period.

Hours worked are based upon the submittal of timesheets. Timesheets must reflect evidence of approval by the Department Manager, Controller, or President before they can be processed. Employees who do not submit timesheets for the current period and who do not have authorization for their hours worked will not be pain the current pay period for those hours that are not approved.

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It is the responsibility of each employee to track their own vacation hours, sick hours, personal days, and compensation days available, and to notify the Controller if there is a discrepancy between the actual balances accrued and the balances reported as available in the payroll system.

It is the responsibility of the President and Controller to assure that all payroll tax deposits and returns are made in a timely and accurate fashion in accordance with the Federal and California employment regulations.

The Audit Committee

A standing Audit Committee should be appointed from independent members of the Executive Board, including the Treasurer.

The Audit Committee should adopt a written charter and should meet periodically in executive session, outside the presence of the President, Vice President, Secretary and the Senior Management Team.

The Audit Committee should be authorized to recommend the hiring or termination of SEIU Local 221's outside auditors to the Executive Board, and to establish the terms of the outside auditor's engagement.

The Audit Committee should be responsible for reviewing and commenting on the adequacy of SEIU Local 221's financial disclosure and internal controls, and comment on any relationship that potentially could effect the auditor's independence.

The Audit Committee shall provide a comprehensive report to the Executive Board.

The Executive Board resolution establishing the Audit Committee should specify which decisions can be made exclusively by the Committee, and which need to be voted upon by the entire Executive Board.

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Policy: No Physical Intimacy

No SEIU Local 221 Executive Board member shall engage in any type of physical intimate relationship with a fellow SEIU Local 221 Executive Board member or staff of SEIU Local 221. If a relationship transpires the Executive Board member will recuse him or herself from the Executive Board and forfeit his or her seat. The SEIU Local 221 Executive Board member may keep his or her seat only if the involved SEIU Local 221 staff member leaves his or her position.

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Policy: Prevention of Violence

Violent conduct or threats of violence, implied or direct, on SEIU Local 221 premises or in connection with Union business will not be tolerated. All employees and or Union members shall report all violence or threats of violence, both direct and indirect, immediately to the Local President or an SEIU Local 221 department manager. SEIU Local 221 employees, members, and or members of the public should avoid peril to themselves if they hear or witness any threat or violent commotion, and should immediately seek safety and contact a staff member or call 911. All reports of threats or violent behavior will be taken seriously, promptly investigated, and appropriate action will be taken, up to and including exclusion from SEIU Local 221 premises and other Union activities.

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Policy: Removal of Executive Board Member By Board For Cause

The Executive Board may declare vacant the seat of an Executive Board member who has been declared of unsound mind by a final order of a court or convicted of a felony.

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Policy: Representational Duty of Stewards

Stewards are expected to wear many hats. They are the first line of communication between the Union and its members. The Steward's job is to:

- Greet new members in the workplace and encourage them to join the Union
- Pass out and post Union literature
- Keep informed about Union programs and be able to explain them to co-workers
- Assist in contract negotiations by serving on the Contract Action Team representing their worksite
- Assist in electing pro-worker politicians in order to improve the lives of working families
- Represent co-workers in grievance or other disputes at a worksite
- Communicate regularly with the Union through their assigned staff member

In order to represent co-workers effectively and efficiently, the Steward shall follow these guidelines:

- When a problem arises in the worksite, the Steward is obligated to investigate that problem and determine, in conjunction with Union staff or the Union Advocacy Center, the best avenue to take in order to resolve problem. This could consist on informing the member that there is no apparent violation of the contract, a meeting with the member and his/her supervisor, the filing of a formal complaint or grievance, and / or the development of an organizing plan.
- The Steward must inform the Union Advocacy Center of the filing of any grievance and shall send a copy of said grievance to the Union Advocacy Center to be given a number and recorded. The Steward must keep the Union Advocacy Center informed of all grievance hearings and shall provide copies of all grievance responses from the employer.
- The Steward must consult with the Union Advocacy Center on all formal grievances.
- All issues that involve the final step of the grievance procedure, or any outside agency, including but not limited to a Civil Service Commission, Personnel Board, Public Employee Relations Board, Nation Labor Relations Board, or an arbitrator, shall first be submitted to the Member Advocacy Committee of the Local for determination of its merit.
- Stewards are not authorized to use Local Union Stationary or make any formal requests to or agreements with the employer without the express authorization of the Union for such purposes.

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Policy: Serving as a Public Figure

- The Executive Board and its members must represent SEIU Local 221 in the community by attending
 - ◊ Dinners, community events, etcetera
- Executive Board members will be expected to attend and should have a commitment to attend community events on behalf of SEIU Local 221
- Executive Board members will receive adequate notice from staff of said events and /or functions
- Executive Board members will have the option to choose the events and/ or functions in which they wish to participate
- Executive Board members must commit to six (6) outside events and/or meetings, not including regular Executive Board meeting and lobby events, per year
- Executive Board members are responsible for encouraging other members/stewards to attend events

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Policy: Stewards Request for Member and Non Member Information

Upon request, Stewards will be provided with a list of names, worksite address and membership status of all members, agency fee payers and/or nonmembers in their worksites. No confidential information such as addresses, phone numbers and/or email addresses will be provided; unless otherwise authorized by the Comptroller, President, or Vice President of the Executive Board and or Executive Board of SEIU Local 221.

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Adopted Date: December 15, 2009

Policy: Stewards and Self Representation

Stewards cannot act in the capacity of a Steward when working on their own grievances. Their case must be assigned to another steward. If one is not available a Worksite Organizer will be provided for this task.

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Adopted Date: December 15, 2009

Policy: Stewards Request for other Steward's Information

Upon request, Stewards will be provided with a list of names of all other Stewards located in their bargaining unit and/or work location. No confidential information such as home addresses, phone numbers and /or email addresses will be provided, unless otherwise authorized by the Controller, President and /or Executive Board of SEIU Local 221.

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Policy: Travel

1. a). No more than 3 Executive Board Members shall travel in/on the same conveyance on Official Local Business.
- b). No more than 2 Senior Staff members shall travel in/on the same conveyance at one time on Official Local Business.

NOTE: This will include; planes, trains, automobiles, vans and/or buses except as may be provided by and approved by the Local or SEIU International.

2. Guest of Executive Board Members or Senior Staff may travel with them under the following conditions:
 - a). None Local personnel and guests shall pay out of pocket for any ticket purchased in conjunction with the travel.
 - b). None Local personnel and guests shall pay one half ($\frac{1}{2}$) any room(s) accommodations purchased in conjunction with the travel.

3. Extension of Authorized Travel time is authorized under the following conditions:
 - a). Local Personnel and Executive Board Members may extend their stays or add to the authorized time allotted for the travel for personal use by paying out of pocket any additional expenses incurred during such extensions. Additional travel to other destinations is authorized provided the expense is paid out of pocket.

NOTE: Local Staff must use vacation time for any extensions of Official Travel. Members may not use Lost Time allocations for extensions of Official Travel.

4. The Local authorizes upgrades to Business Class or assigned seating on commercial carriers on all travel arrangements made by the Local to accommodate Members or Staff that require special arrangements. This authorization shall be approved in advance by the Local President on a case by case basis. Members and Staff may choose to upgrade tickets or accommodations for any travel provided they pay the difference in price out of pocket to the Local when making the travel arrangements.

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Adopted Date: December 15, 2009

Policy: Vision

The Executive Board is committed to providing effective and responsible governance of Union activities and supporting members (organized and unorganized), staff and community partnerships. Actions by the Executive Board will not knowingly wrong a member, staff, group or see a member, staff or group wronged if it is in our power to prevent it. We commit to:

- Building powerful partnerships in our community that advances the interest of working families
- Organize working families
- Be professional
- To provide leadership for members
- Respects and unite all in the family of labor
- Make decisions for the good of the membership
- Not knowingly wrong a member or see a member wronged if it is in my power to prevent it
- Unite workers to improve their lives and the lives of all working families
- Make our community strong by giving all workers recognition and respect
- Respect and uphold members' principles of Unionism
- Support trade Unionism for the organized and unorganized in achieving common goals for the benefit of working families

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Policy: Voting

For the Executive Board to have a quorum, half the Executive Board membership plus 1 (including the President), must be in attendance. The President can make or break the tie vote. Discussion and decisions will be issue focused and will allow the majority vote to rule and the minority vote to be heard.