

I. OFFICE OF THE PRESIDENT

- A. The President shall prepare an itinerary for distribution to the EC for each month of scheduled travel, mailed at least seven days prior to the end of the month. Where the President is aware of scheduled travel of other EC members, the itinerary may give that information as well. The President shall make all efforts to plan travel in advance so as to obtain the lowest fare. (2/83, #10)
- B. The President and Treasurer shall determine all monies which have been spent in previous years but not yet paid for by the Council. A report shall be made to the EC on a quarterly basis. (5/83, #2)
- C. All financial arrangements between any party (AFGE, General Committee, Landlord, SSA, Sears, American Express, etc.) and this Council must be provided to the EC in writing. The EC must approve all arrangements before committing or using Council funds. (2/84, #8)
- D. All leases for office space of more than 60 days duration must receive EC approval. (2/84, #9)

II. OFFICE OF THE TREASURER

A. Advances

- 1. The Treasurer should review the advance folder at least quarterly, sending timely follow-up letters on outstanding advances. (p. 22, 2/86)
- 2. The Treasurer should post reimbursements from advances to the proper budget category as a credit so that an accurate budget may be maintained. (p. 22, 2/86)
- 3. The Treasurer must review vouchers submitted to document how an advance was utilized for the same compliance with travel regulations/policies as she would any other voucher. (p. 22, 2/86)
- 4. The Treasurer will establish a form letter for corrected vouchers which will be sent to individuals when a voucher is corrected or adjusted. (2/87,

p. 21)

5. Outstanding advances that have been vouchered to the Agency or do not require vouchering to the Agency will be reported only annually to the appropriate Regional Vice President. The Treasurer will recommend to the National Caucus, as appropriate, proposed deletions from the outstanding list. (2/89)

B. Balance Sheets and Financial Statements

1. The Treasurer shall show the assessments collected as income on the Council's income statement. (2/85, resolution during debate on Audit Committee report)
2. Balance sheets should not include outdated furniture as an asset. As a non-profit organization, we do not have to depreciate furniture. There should be a file maintained which shows serial numbers, date of disposal or transfer of all Council 220 material purchases. (p. 23, 2/86)

C. Bank Accounts/Investments

1. That the Treasurer, if not already done by the caucus date, invest \$10,000 from the regular checking account in a Treasury Bond or CD. (2/85, #10 Intent: Not limited to only \$10,000 or the regular ck/acc.)

D. Journals/Ledgers

1. The Treasurer shall not be required to keep a sub-ledger for each budget category of the general ledger. (2/85, #1) (Intent: That such information be made available upon request, however, the Treasurer need not keep the "double set" of bookkeeping records as previously had been required.)
2. The Treasurer shall keep a ledger tally sheet for dues reporting as well as the current practice by individual locals. The ledger sheet will show the Local, month, amount paid, and number of members. (2/83, #3)
3. The Treasurer shall maintain a ledger account to include all potentially recoverable expenses. The account shall show date, amount, person

paid, category expensed to, action taken to collect, if collected when, and references to appropriate journal entries. (2/84, #11)

E. Local Per Capita Tax

1. The Treasurer shall compile a list of all Locals delinquent for over six months and shall personally contact them. The respective RVP shall do the same. (2/84, #15)
2. The Treasurer shall personally contact each delinquent Local including quarterly phone calls. (2/85, #3)
3. The Treasurer shall annotate on the quarterly balance and income sheets the approximate total amounts of the per capita arrearages, for the Locals in arrears over six months. (2/85, #3)
4. The Treasurer shall have Locals verify their membership if there is some reason to expect some inaccuracies. (2/84, #8)
5. The EC should strive to follow the provisions of the '84 and '85 caucus' to collect delinquencies. At the beginning of the year, the balance from the previous year(s) should be posted at the top of the membership/per capita record page for each Local. The Treasurer should continue to notify the RVP of any Local which has been delinquent more than 6 months in arrears. If a Local is more than 9 months in arrears, the Treasurer should send a notice to the Executive Committee detailing the amount and the months of arrearages.
6. The Council will challenge the credentials of any Local at the AFGE Convention who is in arrears to this Council in their per capita. (p. 23, 2/86)
7. The Locals will be sent a letter reminding them to attach a copy of the AFGE membership report (Form 4) to their Council membership and financial report. (2/85, #4)
8. That the Council President seek the approval of Sec/Treas Kaplan to contact the Agency and obtain direct payment of dues if the Locals are

6 months in arrears. (2/91, p. 17-18)

For those Locals where direct pay is not possible, a recommendation will be sent by the Council President to National Office to disband the Local and transfer Field Office jurisdiction to another Local within the Region. (2/91, p. 19)

9. In the 30 days preceding our National Convention, Locals must pay per capita by cash, certified check, money order or other third party draft.

F. Regional Per Capita Tax

1. The Treasurer shall provide quarterly statements to each RVP concerning their Region's per capita revenues, expenses, balance on hand, and amount of Regional per capita. (2/84, #7)
2. That the Treasurer is to treat the Regional per capita tax the same as Council per capita tax for collection purposes. (2/85, #13)

G. Treasurer's Expenses, Guidance, Policy and Regulations

1. The Treasurer should be provided copies of all policies concerning finances, and minutes of any meetings where Council policy decisions were made, within 60 days of the change. The Treasurer should obtain a copy of all SSA Travel Regulations since they are the basis for most Council policies regarding travel. The Treasurer should maintain a file of all current financial policies of the Council. The Treasurer should utilize these documents while reviewing vouchers and/or requests for advance. We encourage the Treasurer to carefully annotate any verbal approvals or instructions furnished by the President, Committee chair, etc., regarding payment of any voucher on the voucher or a separate report of contact which would be attached to the voucher. (p. 23, 2/86)
2. It is proposed that the Treasurer prepare and distribute guidelines on the documentation required for payment of vouchers. (7/86)
3. The Treasurer shall voucher the President for all expenses which are incurred by the Treasurer. The Treasurer's expenses must be approved

by the President before Council funds may be used. (2/84, #13)

III. OFFICE OF SECRETARY

A. Caucus Minutes and Convention Minutes

1. The Secretary shall distribute to the EC the caucus minutes within 60 days of the end of the caucus. The Secretary shall distribute to the Locals a summary (resolutions) of the caucus within 60 days.
2. The Secretary shall distribute a summary of the National Convention within 60 days of its completion. (p. 15, 2/86)

IV. FISCAL POLICIES

A. Arbitration

1. The arbitration expenses in 1983 shall be deducted from the Arbitration Assessment Account. Any balance shall be carried over and placed with the 1984 Arbitration Assessment Account. The 1984 arbitration expenses shall be applied against the Arbitration Assessment Account. (2/84, #8)

B. Assessments

1. It is proposed that the Special Assessment funds be deposited into an interest bearing savings account with no service charge. (7/86)

C. Bank Accounts

1. The President and Treasurer are officers authorized to sign Council 220 checks. Additionally the next two ranking officers will sign signature cards on all Council 220 accounts to enable the Council to sign checks to expend funds if either the President or Treasurer cannot function. (p. 22, 2/86, intent-emergency use only so that we can sign checks and expend funds at all times)
2. It is proposed that the Treasurer explore obtaining an interest bearing

checking account and take appropriate action.

3. It is proposed that interest paid on the Treasury bills be deposited to the savings account.

D. Invoices-Direct Payment Accounts

1. The Council has direct billing for some expenditures. When the Treasurer receives such a billing, he or she will confirm the authorization for the expenditure with the President by telephone unless the expenditure was preapproved by memo.
2. Normally the expenditure will have been accompanied by a receipt or an invoice. The person who received the receipt or invoice should provide the Treasurer with the receipt or invoice as soon as possible under cover of a memo which contains the following information:
 - a. a description of the expenditure
 - b. an explanation of its purpose of necessity
 - c. if the invoice is for printed matter, attach a copy of the document
(3/81, #B)

E. Personal Vouchers/Reimbursable Expenses

1. Officers and others must submit vouchers for all reimbursable expenditures. Vouchers must be approved before reimbursement is issued. Approval requires that the expenditure is authorized by the President, the EC or the approved budget of the Council. Where authorization is a matter of record, the record shall be referenced by or attached to the voucher. (3/81, A)
 2. In cases where the President authorized expenditures by his or her constitutional authority, the President must do so by signed memorandum. (3/81, A)
3. In cases where the voucher shall be authorized by the budget or specific resolution of EC, the Treasurer shall confirm the authorization of the expenditure by telephone with the President and shall annotate the voucher accordingly, unless the President has disapproved the

expenditure by memorandum. (3/81, A)

4. That all disbursements of Council funds and all claims of reimbursement of expenditures of personal funds on proper Council business shall be supported by the submission of a standard voucher (two copies) which shall post all net figures for each item and shall have all original bills and receipts attached in support thereof. There will be a subnopsis on each voucher or cover sheet for the expenses incurred. (2/83, #5)

You do not need original receipts unless there is a question of authenticity. (9.93, page 24)

Photocopies of bills are permissible for such expenses as phone bills, or where the photocopy is the original, or where an original may have been sent to the agency. Cash expenses, such as parking, tolls, etc., do not require receipts.

5. Vouchers for reimbursement of expenses shall be submitted to the Treasurer within 60 days of the expense. If a voucher is submitted untimely it shall not be paid unless authorized by a majority vote of the EC. (2/83, #4) The time limit for submitting vouchers is waived for reimbursing Internet Service Providers, per O below..
6. Any Council member owing the Council money will not be paid per diem or travel advance, but have the money deducted from any advance due., if not paid within a reasonable time. (3/82, p. 5)
7. When vouchering, the voucher will include the following:
 - a. purpose of vouchered item
 - b. Budget category (i.e., arb-Smith)
 - c. what is being purchased
 - d. Council voucher attached

The voucher form should be redesigned to show the Budget Categories. (2/87, p. 19-20)

8. When vouchering for parking, include receipts that are legible. If

metered parking, voucher will state "metered parking." Redesign the Council form to have a block for receipt/no receipt. (2/87, p. 20)

9. The Council voucher form should be revised to incorporate needed information from the SF-1012 onto the NC002. (2/87, p. 20)
10. When vouchering for services or merchandise, such as typing, the bill may be sent directly from the vendor to Treasurer, if such payment is authorized. (2/87, p. 21-22)

F. Petty Cash

1. When approved by the President or as otherwise provided by Council policy, the Treasurer shall issue authorized sums to officers or others for petty cash. (3/81)
2. Petty cash is to be used for incidental and routine expenditures which the officer has, such as office supplies, postage and so forth. (3/81)
3. Until an accounting is received, the Treasurer shall treat the petty cash as an outstanding advance for expenses not to exceed six months. However, additional sums for petty cash shall not be issued until an accounting is received and an accounting must be made at the end of the fiscal year regardless of whether petty cash has been expended or not. (3/81)
4. When the accounting is made, the expenditures must be itemized, explaining and accompanied by appropriate receipt. The accounting shall show the start date of the accounting period (beginning with the receipt of petty cash or the date of last accounting and ending with the date of present accounting), it will show the total cash at the start of the period, the total amount expended and the final balance of cash-on-hand. (3/81)

G. Per Diem

1. The Council adopts SSA per diem policy. (2/83, #11)

H. Phones

1. All officers should make every effort to use government phones. (2/83, #7)
2. The Council shall reimburse officers personal calls up to 10 minutes (cumulative) for each day of travel status or \$10 a day whichever is higher. (2/83, #7)
3. Any disputes of expenses shall be placed before the EC by the Treasurer at the end of each quarter. (2/83, #7)
4. To voucher for phone expenses an officer may either use a voucher form specifically showing calls, amounts, and reason for the call or the copy of the actual phone bill with an annotation next to the call as to the general nature of business. Where a telephone log or telephone bill is submitted a voucher shall also be submitted but may be used to only show budget category and the general expense referring to the log or telephone bill for reference. (2/83, #7)
5. The Treasurer shall review the vouchers and the related bills. Unless a problem is found the Treasurer shall pay the voucher within 10 work days if cash flow permits. When a problem is found the Treasurer shall contact the officer and attempt to resolve the problem over the phone (i.e., reason for the particular call, etc.). Where the problem involves both missing bills, receipts, and/or explanations, the Treasurer may, at his/her discretion, return the voucher to the officer. Where a problem exists and cannot be settled between the Treasurer and an officer, that problem shall be brought before the EC by mail ballot. (2/83, #7)
6. It is proposed that the personal call policy will apply to all individuals who are performing services for NCSSAFOL. (7/86)

I. Rental Car Policy

1. Rental cars shall be used only when paid for by AFGE or SSA or are cost efficient and necessary for travel on Council business.

- a. Where used for travel between work locations, the rental car must be the most efficient method in terms of cost and time.
- b. The rental car shall be the least expensive car available including gas, mileage, and insurance.

J. Salary to Replace Leave

1. When salary is due for leave, the Council will pay based on the persons hourly salary, based on the request for leave. Payment will be payable effective with the payday the leave is deducted from. Copies of payslips showing leave deductions should be subsequently sent to the Treasurer as documentation. When an individual uses over 80 hours of LWOP/AWOL, that individual will be reimbursed for sick leave and annual leave lost.
2. LWOP for the same event of more than three workshifts requires the approval (phone) of a majority of the Executive Board. (p. 22, 2/86)

K. Spending

1. All expenditures must be approved in advance as specified in the budget. The Treasurer shall be notified as soon as possible of all expenditures over \$250.00 - normally before the funds are spent. (2/83, #9)
2. The prior years budget will be carried over into the next year until we have our caucus. (2/02)

L. Training

1. Expenditures relating to training for various Regions will not cause Council 220 to be liable for costs of coffee, lunch, or the like. These shall be born by the Local/Region in question. Such training programs should provide as nearly as possible for fair and equitable treatment among the Regions. (2/83, #13)

M. Travel

1. General Policy

- a. Where an officer is on officially recognized SSA business the officer shall voucher SSA using their financial procedures. The Council's funds shall not be used except if SSA refuses to pay travel expenses.
- b. Where an officer is on National AFGE business the officer shall voucher AFGE. Council funds shall not be used except where provided for in Council policy.
- c. Where an officer is on National Council business the officer shall be reimbursed upon submission of a voucher and receipts. The Treasurer shall pay within 10 work days all properly submitted vouchers. (4/1/83)
- d. It is proposed that unless a specific exception has been approved by at least two of these three Board members (President, Treasurer, Executive Vice President) or a vote of the Executive Committee only travel which can be approved under SSA travel regulations can be approved and paid by the Council. (7/86)
- e. The Treasurer shall contact by phone the council officer/representative and attempt to resolve any problems concerning a voucher. The Treasurer shall pay that portion of the voucher without problems and pay the other portion by treating the remaining portion as an advance, if the respective council

officer/representative certifies the accuracy by phone, agrees to submit in writing a certification to the accuracy of the voucher, and to fully cooperate in obtaining the documentation requested by the Treasurer.

2. Advances

- a. Requests for advances should be made in writing on a voucher whenever time allows. The Treasurer shall complete a voucher for all advances requested by phone, when time does not permit the requestor to mail a voucher to the Treasurer. The Treasurer will attach a copy of this voucher with the check for the advance. The original advance voucher will be maintained in the file of the requestor. All receipts pertaining to this advance, plus any reimbursement of this advance will be sent to the Treasurer, attached to a copy of the advance voucher. (7/86)

The total amount of a travel advance may equal the per diem rate (e.g., \$12.50, \$50, \$75, etc.) per day of travel plus the estimated travel expenses (e.g., fares, mileage, taxis, etc.) less any amount received from the Agency.

- b. A separate ledger category for advances should be created documenting when, what and to whom monies are advanced. This ledger should reflect the date and reason for the advance (i.e., arbitration to be held 6/1/86), so the Treasurer may follow up on vouchers. The Treasurer should document follow ups with the individual and keep R.C.'s of phone calls as well as copies of correspondence in the advance folder. The Treasurer should enforce current Council policy by not paying additional vouchers or giving further advances until the individual has vouchered and repaid the amounts advanced. (p. 22, 2/86)
- c. Advance payments will be made on request where necessary to conduct approved Council business. (2/02)
- d. The President shall timely apply for travel advances in writing and each respective RVP shall assist the President in obtaining

advances in their respective regions. Where an advance fails to arrive timely the Treasurer shall advance to the President sufficient funds to cover the estimated cost of the travel. The President shall normally repay these advances in a short period of time (within 15 days from receipt of the advance from SSA or reimbursement from SSA whichever is sooner) (5/83, #4) (Intent of the last paragraph: since the advance(s) normally come within 30 days the President is recommended to obtain a personal credit card to cover such situations. Credit card billings generally take 50 to 75 days so cash flow problems or interest loss or penalties should not be suffered by the President.)

- e. Within 30 days of the use of advanced funds (except for petty cash accounts), the officer or other should give the Treasurer a final accounting of his or her expenditures and return any excess. (3/81, #A)
- f. Any Council member owing the Council money will not be paid per diem or travel advance, but have the money deducted from any advance due. If not repaid within a reasonable time. (1/82, p. 5)
- g. If an individual does not voucher for an outstanding advance within six months of the date of the event causing the advance (i.e., date of arb., bargaining, etc.), the Treasurer shall notify the Executive Committee in writing. (p. 22, 2/86)

3. Mileage

- a. It is proposed that when individuals are paid for mileage, the voucher should show destinations and reason for travel. (7/86)
- b. Executive Committee members shall be reimbursed for their mileage to and from the Post Office, bank, and Central Office, while performing official Council business. (2/85, #11)

4. Transportation

- a. That since SSA policy requires travel by the lowest fare, the

Council specifically authorizes the President and Treasurer to authorize another mode of travel if it is to the Council's advantage. (intent: traveler to consult with one officer but both must approve.)

- b. In a cost comparison, it is optional to the traveler to use the lowest cost fare or lowest cost union air carrier. (p. 22-23, 2/86)

N. Executive Board Convention Expenses

Council 220 will share the expenses for any Executive Board member with his/her Local if (s)he is an elected and funded delegate to the Council 220 National Convention. For any Executive Board member who is not an elected Local delegate, Council 220 will pay the full cost of travel and per diem to the Council 220 National Convention. (Passed on an EC Conference Call, June 10, 1997).

O. Internet Service Providers

Effective July 1, 1998, the Council will pay up to \$25 per month for Internet Service Providers for Executive Committee members. Vouchers will be submitted at the end of the quarter.

P. Officer Compensation

Effective September 1, 1997, the regular compensation for Council 220 Officers will be:

Council President	\$425 monthly	
Council EVP	275	"
Treasurer	370	" (8/97 Conv.)

Q. Retention of Equipment

In order to maintain records of Council equipment that are current and necessary the following will constitute the council policy on retention and record maintenance by the treasurer of council equipment.

- 1 To declare equipment and books obsolete, a vote of the EC will be

taken.

2. Computers and computer hardware will be considered obsolete after three years and put up for a vote of the EC.
3. Books and other similar items will be voted on after 5 years.
4. Software will be put to a vote a year after a new edition is published.
5. Furniture will be put to a vote after 10 years.
6. Other electronic equipment will be put to a vote after 3 years
7. If the item is broken and the cost of repair exceeds the current value, it will be put up for a vote of the EC.
8. At least annually a vote will be taken on all individual items that exceed these parameters.

V.. COMMISSIONER's MEETINGS

1. Only EC members will be designated to represent the FOC at the triannual Commissioner's meetings. Exceptions to this policy shall be decided by majority vote by the seven nationally elected officers (Executive Board). (2/83, #16)

VI. COMMITTEE POLICIES

A. General

All members of the Political Action, Organizing, Audit Committees, plus Jim Campana, Janet Walker and Bill Johnson are all approved as Council Representatives. (p. 21, 2/86)

B. Audit Committee

1. That at any time we are to meet at a national caucus and be presented with an audit report from the audit committee that the audit be done one week prior to our meeting and that the report be given at the meeting with no delay. (1/82, p. 5)
2. The Audit Committee shall work with the Treasurer in contacting the AFGE National Treasurer for the purpose of determining exactly how the Council rebates are processed by the National AFGE. The Audit Committee and the Treasurer will analyse the rebate policies and procedures and recommend to the EC a policy to shorten the time span between date owed and date of

receipt of Council rebate from AFGE. Further, the Audit Committee and Treasurer shall contact the National Treasurer to determine all financial arrangements between AFGE and this Council so as to properly complete both the Audit Reports to IRS and the Department of Labor. (2/83, #1)

3. The Audit Committee use official time (at least 16 hours each) to perform the audit. The Audit Committee discuss and review all audit findings and recommendations with the Treasurer during the audit and again before any final recommendations are made to the Executive Committee. (84 Conv. RsD)
4. A copy of the audit report as approved by the Executive Committee shall be sent to the Executive Committee members and upon request to the Local with end of year Balance Sheet and Financial Statements by May 30th of each year. (same as 3)
5. Members of the Audit Committee shall be appointed at least by December. The audit shall be conducted in the union office where the records are normally maintained. Funds should be set aside for LWOP if official time is denied. (p. 23, 2/86)

C. Appraisal Committee

1. The EC approves the setting up of an Appraisal Committee. (2/84, #5)

D. Arbitration Committee Policy

1. Expenditures for arbitration in FY 1983 shall be directed to:
 - A. the national official time grievance;
 - B. the carry over provisions; and
 - C. other pending cases.

2. Priority for arbitration expenditures shall otherwise be for:
 - A. providing Council representation for Locals where local/regional expertise is not available or Council representation is preferable (in such cases, the Council will encourage the Locals to pay part or all of such expenses);
 - B. resolving material and significant discrepancies in the interpretation of the Agreement resulting from two or more arbitration decisions on related issues;
 - C. paying the Council's share of General Committee arbitrations (our share is 2%);
 - D. paying costs of Council officers when acting as witnesses and management refuses to pay such costs;
 - E. prosecuting arbitration in disputes involving the rights of Council officers in the exercise of Council duties; and
 - F. other Council grievances.

3. Council grievances should be limited to cases involving:

- A. the rights of Council officers exercising Council duties;
- B. discrepancies in the interpretation of the Agreement resulting from two or more arbitration decisions on related issues
- C. the rights of the Council in the pursuit of its legal and contractual objectives; and
- D. matters which cannot be effectively grieved locally.

4. As a general principle contract enforcement is the responsibility of the Locals and Regions. The National Council's chief role is to provide instruction, assistance and representation and where possible mediate or resolve issues at the national level.
5. Prior to filing any National Grievance (Section 10), the Arbitration Committee shall be coordinated with as regards the most appropriate manner of filing. (2/83, #21)
6. All Arbitration Decisions handled by the Council or Locals in the Council must

be sent to the Council President. All Local Presidents will be notified of this policy. (2/87, p. 7)

7. The Arbitration Committee shall prepare a written press release regarding official time to be used for Congress and the Media. (2/87, p. 14)
8. The Representative (and/or designated person) for any arbitration/ULP case shall work with the Treasurer to establish a control for monies due the Council under such awards. (2/87, p. 21)
9. The following policy applies to management filed official time grievances:
 - a. If a spin-off grievance is filed against Carol [Fehner], myself [Ralph DeJuliis] or anyone else who served as a rep and/or TA on the arbitration of the original grievance, the Council picks up the arbitration cost and reimbursement of official time, travel and/or per diem if we lose at arbitration.
 - b. If the grievance concerns official time and/or travel and/or per diem used by someone on approved NCSSAFOL business, the NCSSAFOL picks up the costs as in proposal (a) above.
 - c. Each Local and/or Region is responsible for paying the entire arbitration costs for those management filed section 10 official time and/or per diem grievances other than (a) and (b) above.
10. All Council Representatives will fill out the Section 10 grievance control worksheet for council grievances. (2/90)
11. The Regional Vice Presidents shall send their Union-Management Grievance logs to the Council President and Chair of the Arbitration Committee quarterly. (2/89)

E. Caucus Committee

1. A designated committee of three persons be appointed to propose a site, date, and time for the Next National Caucus by October 1, 1983 to the EC. (2/83, #23)

2. While a practice of rotating the annual caucus around the different regions of the country has arguable advantages to the Executive Committee and to the Council as a whole, a tightened Council budget requires suspension of this practice.

It is therefore the recommendation of the Executive Committee of the Council that the site of each future annual caucus shall be one which is reasonably determined to be the least costly in the estimated drain on the Council treasury for travel, lodging, per diem and administrative expenses, consistent with a policy of traveling by unionized carriers and of securing lodging at unionized hotels.

F. Budget Committee

1. Budget Committee Policy: Pursuant to Article X, Section 2 the President shall nominate and a majority of the Executive Committee shall confirm a Budget Committee (BC) of three persons. The BC shall handle its business by phone and mail to the maximum extent possible.
2. Budget Review and Changes: During the fiscal year the BC may review and recommend to the EC changes in the Council's budget and shall have access to all Council records. The Secretary shall send out a mail ballot within 10 work days upon notice of a majority vote of the BC.
3. Financial Planning: The BC shall have the responsibility of planning and preparing a proposed budget for the next fiscal year to be presented to the EC at the National Caucus. Presented at least 30 days prior to the National Caucus.
4. Dispute Settlement: Where any dispute may arise over financial policies or expenditures the BC shall investigate and then put the issue at question to a vote of the EC.

G. Performance Appraisal Committee

H. Legislative Action Committee

I. Organizing Committee

J. Complaint Committee

- A. A Complaint Committee is to be set up. (2/84, #R7)

K. Convention Committee

- A. A Convention Committee is to be set up. (2/84, #R6)

L. Executive Committee

1. Concerted Action: The Locals here affirm and the Council hereby adopts a policy of mass concerted action against the management of the Social Security Administration and whenever necessary to further the interests of the workers. All Locals pledge their full support and urge all SSA Locals of AFGE to join us. First and foremost, the Council shall pursue concerted action to defend our Union Representatives from the union busting tactics of SSA and to defend the workers from the injustices of the new appraisal system. (8/82, #R-I)
2. Council Constitution: That at least two copies of the 1982 Council Constitution as amended and all Resolutions passed at the 1982 Council Convention be sent to the Locals. This should be done within 90 days after approval by National Office (AFGE). (8/82, #R-B)
3. Annual Caucuses shall be held, if possible, on Tuesday, Wednesday, and Thursday, with travel on Monday and Friday, in the week determined by the Council President. Official time and travel and per diem shall be requested from the Agency. (2/87, p. 23)

M. Executive Board

1. The seven nationally elected officers shall be called the Executive Board. (2/83, #22)
2. The Council President may call a meeting of the Executive Board no more than 3 times per year to plan strategy and to effectuate the policies determined by the Executive Committee. The site of the meeting shall be determined by the Council President. (2/87, p. 24)

N. Training Committee

1. The Council adopted the following recommendations:
 - a. Set up a national training committee of 3 to 5 members, preferably experienced trainers.
 - b. The training committee should focus primarily on two tasks:
 - (1) preparing curricula and materials for use in giving training
 - (2) helping arrange trainers for those who need them
 - c. Training should be broken into 3 levels: Basic, Intermediate, and Advanced. Initial emphasis should be on basic training.
 - d. The policy should call for Regions or Locals to handle as much of the Basic Training as they can. We may want to consider doing some intermediate or advanced training ourselves nationally, but should probably look to AFGE or other third parties for much of this.
 - e. Locals and Regions should take a good look at their current leadership development process and start delegating more tasks to those who have had some training. Going to classes may help provide the basics, but we need experience to build on those skills. We also need to broaden our base by expanding the number of people who can do some of our tasks.

O. Publications Committee/Policy (Mostly approved at 2/2000 Caucus)

There are two official AFGE Council 220 Publications: UNITY and the National Council Digest. UNITY is distributed to all AFGE members who are SSA Field Operations employees. UNITY will include articles about the activities of Council 220 and its affiliates (e.g., working conditions, grievances and arbitrations, negotiations and their impact, problems in offices and their resolution, LMR, EEO, legislative issues affecting SSA and the work environment, health and safety concerns, partnership activities, and related subjects of interest to the Field Operations bargaining unit). UNITY may include a letters-to-the-editor section and occasional editorials. Editorials and letters must be signed; however, attribution in the newsletter will not be made if confidentiality is requested in order to protect the author(s) from agency retribution. Extra copies of UNITY will be printed for organizing purposes.

The National Council Digest is distributed to Local Presidents, AFGE Council 220 officers and other AFGE activists, including the General Committee and National Office. The content is addressed to the labor relations practitioners and covers negotiations, arbitrations, Federal Court decisions, legislation and related LMR subjects.

AFGE Council 220 also has one Web Site (www.afgec220.org). There is one webmaster and one web site controller, both of whom work under the auspices of the Council President. The web site provides information on Council 220 activities including a web version of the newsletters, MOUs, arbitrations, a Council Directory, Legislative issues, Bulletins and alerts on recent developments, links to other sites, etc. Additional content may be added subject to the approval of the web controller and Council President. Much of the information posted to the web site will be derived from Council 220 issuances. Sensitive issuances emanating from the Council 220 office will be clearly marked when sent to the web controller or webmaster in order to prevent their inadvertent posting.

The intent of these publications, including the web site, is to provide information resources to the members of our bargaining unit and those AFGE officials who represent them. Through our publications, we intend to convey the factual side of SSA from the bargaining unit perspective, portray the positive benefits of unionism, and report on the activities of AFGE Council 220 that impact upon the work lives of our bargaining unit members.

It is not the intent of our publications to address internal politics in the labor community.

AFGE Council 220 does not sanction any other official publications and prohibits the use of the Council 220 name or other representation of Council 220 (e.g., National Council of SSA Field Operations Locals) in other newsletters, flyers, etc. with the exception of Regional C220 newsletters [Note: the "TSC News" and the "Legislative Action Report" are not C220 newsletters per se but are authorized issuances from Council 220 Committees].

Regional newsletters that use "Council 220" in their titles are the products of the regional union officials who produce them, who are responsible for their content. AFGE Council 220 encourages the regions to use such newsletters to

communicate with the membership with the understanding that the National Council cannot vouch for content accuracy or positions announced therein. Regional newsletters will contain a statement that the publication is the product of the region, including the name of the editor and other appropriate union officials. National Council 220 officers names, addresses and phone numbers may appear, if needed, as information, but will not be represented in such fashion as to suggest authorship or responsibility for the regional newsletter.

WEB PAGE & PUBLICATIONS SECURITY: Individual members, Local, Regional or other union officials do not have the right to demand postings to the web page or other Council publications. Anyone who wishes information to be posted/published should send it to the web master, the web controller or to the newsletter editor or Council 220 office.

The web site should be formally incorporated into the Publications Committee. We suggest that the chair of site (e.g., the webmaster) be represented on the committee as a voting member. The technicians should not have a vote. Since appointment to Committee is a prerogative of the Council President, the Caucus need not take any action on this issue.

Posting policy should remain as it currently is: All posted material must first be approved by the Council President or the “web controller who has been authorized by the President to approve postings. We suggest that the name “web controller” be changed to “web page editor” to reflect the actual work involved.

Council 220 will develop its website to ensure a members SSN is not part of the access or utilization in any way. (EC, 2/00)

P. Committee of 10

VII. COMMUNICATIONS

- A. To attempt to institute the UNITY format which previously existed and utilize the Government Standard. To proceed to implement a newsletter to union representatives. (2/84, R-4)
- B. A committee appointed by the President shall investigate the use of other long distance phone services and make a report to the EC by 4-30-84. (2/84, R4)
- C. All Council 220 news releases will be released by AFGE National Office unless otherwise approved by the Council 220 President. (2/90)

VIII. FUND RAISING

- A. The National Council will acknowledge and support any fund raiser sponsored by any affiliated Local and notify the Locals of the fund raiser. (2/84, R-12)

IX. MAIL BALLOT PROCEDURE

- A. Ballot Procedure: Ballot proposals may be submitted by any member on the Executive Committee (EC). The submitting individual shall send the proposal to the President and Secretary. Upon receipt, for all but fiscal issues, the Secretary shall notify the President and shall mail out the proposals to permit an opportunity to discuss and amend the proposal(s). The Secretary shall allow 15 days for the Amendment process.
- B. Amendments: Amendments must be presented in writing to the President and Secretary. The Secretary upon notification to the President shall address any amendments received to the officer who proposed the original proposal, and will give him/her an opportunity to accept them.
- C. Voting: Final drafts of the ballots, including proposed amendments, shall be distributed, received and tallied by the Secretary. The Secretary shall send out all ballots within 10 work days. For each ballot a due date of 15 days shall be established. Ballot shall provide for a YES, NO, or ABSTENTION. A majority of the total YES or NO votes is required for adoption of a ballot or amendment. Between 10 and 15 days after the mailing of the ballot the

Secretary shall contact each officer who has not yet voted. The Secretary shall request their vote no later than 5 work days after recontact by phone or mail. (The Sec. may take the vote of an officer over the phone however that officer must send in a written ballot the same day.) Those officers who have not voted by 5 work days following recontact by the Secretary shall be recorded as officially having voted an ABSTENTION. The Secretary shall report the results of each ballot when a majority vote is received.

- D. Fiscal Issues: Fiscal issues shall be referred by the Secretary after notification to the President to the Budget Committee (BC) for their recommendations. Their recommendations shall be included in the ballot, including proposed amendments as well as advice or comment (both majority and minority of BC) intended for the EC. The BC may on it's own motion recommend by means of a mail ballot sent out by the Secretary to the EC changes in the Council's budget. The BC must act within 15 work days or the ballot goes to the Secretary without a recommendation. (5/83, #6)
- E. All Council mail ballots shall be considered filed timely based on the postmark date. If there is no postmark date, the date of filing is presumed to be 5 days prior to receipt by the Secretary. (2/87, p. 32)

X. **UNFAIR LABOR PRACTICE POLICY**

- A. If a ULP is going to be filed as a National ULP then the ULP shall be reviewed with the National Council President or designee before filing the "National" ULP. (2/86)
- B. The Second Vice President for Labor Relations will be designated to file ULP's for the National Council. (2/83, #20 and 2/86)
- C. All employer ULP dismissals will be distributed by the Council President or designee to all Locals for posting in each office. (2/84, #2)

XI. **OFFICE OF REGIONAL VICE PRESIDENT**

- A. The RVP shall become responsible for the contacts with delinquent Locals when the RVP receives a copy of the second delinquent letter from the Treasurer. The RVP will then respond in writing to the Treasurer as to the

Local(s) response. (2/85, #2)

- B. The RVP shall supply to the Treasurer with up to date telephone numbers for all Local Treasurers in their respective Regions. (2/85, #2)
- C. The three RVP's presently having their money handled by the Council are strongly urged to have their own monies handled by their regional structures. (2/85, #9: intent: That the respective regions handle their own financial business. per capita, vouchers, expenses, etc.)
- D. Once a month each RVP will call a Congressman to connect on an issue we identify and to develop rapport with their staff.

XII. GENERAL PROVISIONS

- A. That effective actions shall be taken to increase Council member's participation in all the above areas (political action, communications, membership drives, labor movement, labor relations, etc.) and to develop and implement programs in all the above areas. (8/84, R.E)
- B. That each constituent Local shall be encouraged to develop those midterm bargaining proposals of interest to its membership. The Council President and Executive Committee shall work with the SSA General Committee to submit those midterm proposals from individual Locals at the national level, with the designation wherever possible of union negotiators from the Local concerned. (8/84, Rs A)
- C. Organizing: That effective action be taken to accomplish the following:
 - 1. Organize a membership campaign.
 - 2. Produce literature stressing the union's accomplishments; Council's position on the issues of interest to the employees, and to develop literature directly relating to SSA Field Office Employees.

3. The organizing/membership campaign should include: Coordinators by Region, State, Local, and Office; methods of employee contact; and Training instructions for the union recruiters so as to prepare them for most of the questions employee's may ask.

D. Policy Compliance.

1. It is proposed that the Council adhere to its policies on preparing and submitting vouchers. (7/86)

E. Political/Social Issues

1. That Council 220 supports the right of women to have their freedom of choice in matters relating to pregnancy and that full medical insurance coverage be provided (including the termination of a pregnancy). (8/84, Rs. I)

F. Official Time Bank Distribution

1. Official Time Allocation for the National Council.

Fifteen (15) per cent of the bank of official time hours for the calendar year shall be allocated to the National Council as follows:

Ten (10) per cent for the National Council
Five (5) per cent as a reserve

2. Official Time Allocation to the Regions

Eighty-five (85) per cent of the bank of official time hours for the calendar year shall be allocated to the Regions.

3. The Formula Used to Allocate Official Time Hours to Each Region.

The formula used to allocate official time to each region shall be based on membership size. This formula will be used as a benchmark. The National Council's Executive Committee will make the necessary

adjustments between the regions prior to January 1, 1989.

4. The Executive Committee's Authority.

The National Council's Executive Committee shall have authority to adjust official time allocations. However, once official time has been allocated to a region the Executive Committee shall not take back time without good cause and advance notice.

5. Review of Official Time Usage.

The Executive Committee shall set up procedures to review official time usage. For the first calendar year, such review shall be quarterly. Thereafter, the review shall continue quarterly unless changed by the Executive Committee.

6. Allocations of Official Time Within the Regions.

Official time bank hours allocated to a region shall be allocated according to procedures set up within the region.

7. Disputes over Allocations of Official Time.

Disputes over allocations of official time within a region will be handled according to the procedures set up in the region. Unresolved disputes may be appealed to the National Council's Executive Committee.

Disputes over allocations of the National Council's official time or allocations of time to the Regions shall be resolved by the National Council's Executive Committee. (National Convention policy adopted 8/88)

8. We will use the September, 1989 per capita figures from the Treasurer's Report for the first allocation. (2/90 caucus)

To use membership figures to allocate official time for the second year based on average membership figures for January, 1990 to December 1990. (2/91 caucus, page 31)

9. The National Council directs all regions to establish an appeals procedure to oversee and monitor the official time bank distribution in each region by March 30, 1990. The procedure is to oversee that the official time hours are enforced in compliance with the resolutions passed by the delegates. (2/90 caucus)
10. The 17,000 hours of bank time in the MEGA TSC Agreement will be distributed as follows:
 - a. Allocate bank time per membership figures to all Regions pursuant to previous policy decisions of this Executive Committee.
 - b. Provide to each Mega-Site Region an additional 2,000 hours for purposes of representational start up activities.
 - c. Reimburse the general time bank for the time advances to the MEGA sites in the last year from the 17,000 hours.
 - d. Leave the remainder of the time in a special "account" for use by the MEGA sites as needed, and secondly, for priority Council Projects to be allocated by the Council President.(voted by Executive Committee in mail ballot 7/91)

G. Council Respect Policy:

All members and employees of Council 220 are encouraged to treat one another with courtesy, dignity and respect. Members should refrain from coercive, intimidating, loud or abusive behavior toward each other

All members of Council 220 will adhere to AFGE policies concerning sexual harassment and discrimination.

The Council encourages debate over all issues, but that debate is encouraged to be conducted in a professional and respectful manner. All members of the Council have the right to express their opinions but are encouraged to do so with respect.

XIII. RESOLUTIONS (limited directives)

A Co-determination; SMP/FOSE

1. That Witold shall consult with Art Johnson regarding the employer's decision to withdraw from co-determination process regarding the phase III offices. If the union cannot promptly get management's cooperation to return to the co-determination process regarding these offices, then Witold shall immediately take all the steps in the 3 following motions.
2. That the President send a letter to Doggette referencing Doggette's 2-6-86 memo to Art Johnson to indicate that they intend to implement a nationwide change in working conditions regarding floor plans. The President shall request bargaining and submit proposals demanding that Doggette reply within 10 days.

\ The "local package" should go out so if SSA demands to bargain locally, we will be prepared. (p. 12, 2/86)

B. General Committee

1. The Council's EC requests that the GC establish a constitution for its operations and accountability and that this be completed by May 31, 1986. (p. 9, 2/86)
2. That this Council request the GC to solve forthwith the GC failure to respond timely to management's notice(s) of change. (p. 20, 2/86)
3. Council 220 supports the General Committee decision to have consensus on bargaining teams before agreements are signed in the ICT bargaining and that we want our concerns addressed in bargaining. (EC, 2/00)

C Office of President

1. The President shall report in the months of June and September whether or not an assessment is necessary. (p. 21, 2/86)
2. The Council President is directed to appoint a committee of three members from the EC to review the items in both reports and present concise recommendations to be included in one or more mail ballots within 90 days. (p. 16, 2/86)
3. The President is to reorganize the Organizing Committee consistent with the Council Constitution. (p. 8, 2/86)

D Office of Treasurer

1. It is proposed that the Treasurer investigate and reconcile current IRS rulings on "salary" payments to Council officers. (7/86)

E. Sexual Harassment

1. Council 220 endorses the AFGE policy on sexual harassment.

XIV. Legal Representation Fund (approved via mail 9/01)

A. Procedures

1. The AFGE Council 220 Legal Representation Fund ("Fund") is hereby established.
2. The Fund shall be under the exclusive control of an attorney ("Attorney"), who will be indemnified by AFGE Council 220 and appointed by the President of Council 220 ("President"). The attorney will release monies from the Fund in accordance with the criteria set forth in number 5.
3. Remuneration for Attorney will be made by the President in accordance with Council 220 Constitution and budgetary procedures.

4. Other, AFGE entities may utilize the Fund, as provided in written guidelines to be issued and agreed upon between the parties.
5. The Fund shall be used only for affirmative litigation expenses and costs. By way of example only and not by way of limitation, affirmative litigation expenses and costs include: arbitrator fees, transcript costs and travel expenses to arbitration hearings.
6. The Fund shall be segregated from any and all other monies and accounts maintained by AFGE, and monies shall not be transferred except as otherwise provided herein.
7. Operating guidelines shall be established within a reasonable period of time for the Fund.
8. The Committee of 10 is authorized to accept and review for referral to the Council Attorney EEO cases, MSPB cases and meritorious grievance cases before the arbitration stage. These cases will be accepted in addition to the arbitration cases that are currently being referred. (Added in 1/02 after mail ballot). The Committee of 10 functions were suspended by the Executive Committee at the February 2002 Caucus.

B. Operating Guidelines

A. Introduction

The purpose of the Fund, as stated in the enabling Resolution, is to have a separate account, segregated from any operating account, which is under the exclusive control of an Attorney and which is to be used strictly for affirmative litigation costs and expenses. This was required so that market rate attorney's fees could be received by the Fund for attorney and paralegal work expended in affirmative litigation, in addition, in order for the Union to recover paralegal fees, any Union staff member working on a case with the Union Attorney is hereby under the supervision of that Attorney, and may act as his/her agent.

B. Travel Expenses.

Travel expenses for the Legal Representation Fund attorney will be paid out of the Legal Representation Fund. (Passed in Caucus, 2/03)

C. Procedures for Application for Fund Payment

The Fund has been set up as an IOLTA account, which is a non-interest-bearing account under the exclusive control of an Attorney.

Essentially, the procedure for any payment of costs and expenses shall remain the same. In other words, usually no Union official, employee or third party should apply directly to the Attorney for any payment, reimbursement, etc. Any such request should be directed to the Union's Treasurer for approval by the proper authority (President or Treasurer, as the case may be). The Treasurer and President should consider each request on its merits; no frivolous requests should be approved merely in reliance on the anticipated availability of Fund monies.

The Treasurer and/or President will, after gaining approval from the Union of the cost or expense, submit it to the Attorney for consideration of whether it qualifies as an affirmative litigation cost, which would be eligible for payment from the Fund.

The Attorney will not usually make a determination whether the cost is excessive or warranted; that is the purview of the Union approving official. The Attorney's determination will be whether the request is properly payable out of the Fund, given the limitations imposed by the enabling Resolution.

The Attorney will indicate approval or disapproval of any request in writing to the Treasurer. The Attorney will keep written records of income to the Fund and disbursements therefrom. Charges from the Attorney for Fund administration may be paid from the Fund after approval by the Union.

Payments can be made directly to arbitrators, training institutions, etc. for valid requests. Requests for travel reimbursement or expenses should be paid by the Local or Council, as applicable and will, upon approval by the Attorney, be reimbursed to the Local.

XV. Electromagnetic Fields (ELFS)

Whereas the Environmental Protection Agency (EPA) has prepared a draft report noting a causal link between extremely low frequency electromagnetic fields (ELFS) and Leukemia, Lymphoma, and Brain Cancer, and

Whereas Paul Brodeur in a series of articles in the NEW YORKER Magazine, a book entitled CIRCUITS OF DEATH and an article in MACWORLD Magazine noted the dangers of ELFS and video display terminals as well as studies describing the possible linkage (which is yet to be established) between ELF's and other forms of radiation and miscarriages and birth defects among pregnant women who use video display terminals such as the FOSE and PC terminals found in Field Offices, TSCS, OHA Offices, and

Whereas what is expected to be the definitive study at the Mt. Sinai School of Medicine in New York City on the relationship of VDT usage to women's health is but in the second year of the four year study period, and

Whereas while the U. S. Congress' Office of Technology assessment background paper on ELF still notes that health research is preliminary and inconclusive, it suggests that a growing number of studies may lead to the conclusion that under certain circumstances ELF's can produce biological changes, and

Whereas other countries such as Sweden have non-binding standards for VLF (Very Low Frequency) radiation and will soon have ELF standards, and

Whereas computer providers such as IBM, Digital, and Philips have the capacity to produce terminals that meet Swiss standards,

BE IT RESOLVED THAT Council 220 of AFGE goes on record as supporting efforts to provide greater protection for employees in SSA and throughout the work force from the possible dangers of ELF's, that efforts be made to insure that FOSE and PC users remain at least 30 inches from the front of terminals and 4 feet from the sides and backs of terminals, that Local Presidents and Reps be encouraged to go on pre-site surveys prior to office moves to ensure that Field Offices are not located near high tension power lines, and the Contract Committee be urged to get ELF language in the next contract.

BE IT FURTHER RESOLVED THAT Council 220 calls upon the SSA General Committee, the AFGE National Executive Council (NEC) to adopt a similar resolution and work to the same ends, that Council 220 enter into coalitions with MACWORLD, 9-5 and other organizations seeking ELF safety, that Council 220 encourages its workers to participate in studies on the dangers of ELF in the office workplace.

XVI. Total Quality Management (TQM)

That Council 220 oppose, to the extent possible, TQM and, as a fall back position, to push for the union-run model. (approved at the 8/91 Convention)

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AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES

COUNCIL 220

COUNCIL POLICY DOCUMENT

January 2003