

*Western Michigan Area Local Policies*

**Adopted or  
Changed**

**WESTERN MICHIGAN AREA LOCAL #281 POLICIES**

**A & E**

- 9/7/1991 The policy is to not allow non-members on any union sponsored bus trip.
- 12/7/1991 The Union will sponsor a maximum of five sport teams per year at the maximum cost of \$250 each.

**AFFILIATIONS**

- 4/11/2015 The Local will pay dues to the state organization (MPWU) based on full membership of this Local with the exception of the Associate/Retained/PSE members
- 11/6/1993 The Local will pay full dues to belong to the Kent-Ionia Labor Council.
- 2/2/2002 To affiliate at no cost with the Western Michigan Union Label Coalition.
- 1/7/2012 To affiliate directly with the Michigan AFL-CIO. WMAL will pay based on full membership of the local with the exception of Associate and Retained members.

**APPRECIATION GIFTS**

- 2/7/2015 To give WMAL stewards and officers a \$50.00 Meijer gift certificate (in lieu of the stewards and officers appreciation dinner) for those stewards who have attended at least one local training session within the year.

**AUXILIARY**

- 6/7/2008 The local will establish a Local Auxiliary Chapter.

**CELL PHONES**

- 3/3/2002 All cell phones must be turned off or put on vibrate during meetings.
- 10/4/2003 Board members, who have cell phones paid for by the WMAL, must pay the per minute charges for personal calls only when the plan minutes are exceeded.
- 2/4/2017 To get cell phones and service for the President, Vice-President, Clerk Craft Director(s), Maintenance Craft Director, Motor Vehicle Craft Director, and Hall Rental Manager.

**COMMITTEES**

- 6/2/2018 Members serving on committees appointed by the President will be paid \$20.00 per hour or lost time.
- 12/2/2012 No craft employee will be appointed by the WMAL to a committee or team with Union and management that has a 991 on file (for EAS Positions/EAS details) or is in a 204B status.
- 11/2/2002 To establish a committee for purpose of sending greeting cards and condolences to members whenever it is appropriate on a regular basis.
- 3/1/2008 President is authorized to purchase refreshments for committee meetings.

**COMPUTERS**

- 6/3/1989 Officer in charge of the computer is authorized to purchase software for the computer as needed.
- 10/14/1995 All properly trained stewards and the Executive Board members will have access to the APWU Search program.
- 12/2/2012 To pay the Webmeister the monthly cost of Internet access of \$30.00 per month.

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11/1/2008 To pay the current rate for the domain name: WMAL.org.

### **CONVENTIONS**

4/9/1994 To allow alternate delegates to the National Convention to be certified delegates if they pay their own expenses.

### **COPA**

9/10/1994 Proceeds from soda can collection in the Union office at the post office will be sent to COPA.

### **CRAFT DIRECTORS**

4/11/2015 To make it an Executive Board policy that the appropriate craft director will discuss with a steward the possibility of being de-certified before the vote and give a report to the Executive Board. The steward may also speak to the Executive Board prior to the vote of de-certification.

2/4/2017 The Craft Directors will prepare a report at the General Membership meeting informing the members of their recent grievance activity and craft issues.

### **DRAWINGS**

1/7/2017 The names of the \$20 prize winners shall not be put back into the box (no double dipping).

12/6/1982 The Sergeant of Arms must draw for special prizes before he/she draws for the \$20 prizes.

1/7/2017 FIVE (5) \$20 dollar door prizes will be drawn at each regular meeting of the WMAL. Only active (full-dues paying) members can qualify for door prizes, retirees (non full-dues paying) are not included.

10/4/2008 It will be the policy of the WMAL to give out the following door prizes in addition to the five (\$20.00) already authorized:  
(a) The meeting prior to Easter - Ten(10) \$25.00 Gift Cards, (b). The November meeting - Ten (10) \$25.00 Gift Cards;  
(c.) December meeting - Ten (10) \$25 checks.

1/7/2017 For every Executive Board member who wins a \$20.00 door prize, one additional door prize will be drawn.

4/2/2005 To include in the drawings members who were in attendance until opening of new business.

2/5/2005 All full dues paying retirees will be included in all the drawings.

10/4/2006 Have a monthly \$250 door prize drawing from the membership list which you must be present at the meeting to win.

12/7/2019 To have five(5) \$100.00 drawings for the Postal Pulse Surveys and the drawing will be held at the December General Membership Meeting. Members may submit multiple surveys, but may only win once per year.

### **EXECUTIVE BOARD**

3/4/1994 Policy for everyone to know how each Executive Board member voted at the Executive Board meeting.

10/14/1995 To exclude alcohol from the Executive Board meetings.

12/2/1995 To count the E-Board meeting and the General membership meeting as one (1) meeting.

9/12/1998 To have Executive Board meetings one hour before the same month's General Membership meeting.

4/2/2005 To prohibit schedule changes for lost time for Executive Board members without Board approval.

9/8/2007 That any member of the Executive Board that has to do a schedule change to conduct local union business be compensated their lost night differential and Sunday premium.

12/1/2007 To send the Treasurer to at least one Secretary/Treasurer training per year with LWOP, registration, airfare, per diem, lodging and applicable taxes.

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### FLOWERS

7/31/1991 Flowers will be sent to any member or spouse of a member in the event of death.

### LOST TIME

5/10/1997 No one in the Local will be paid lost time prior to attending the function that they are being paid lost time for.

9/6/1997 Stewards and Officers will be paid their Union LWOP within 2 days of the Postal Payday the LWOP is recorded on, provided all paperwork has been submitted in a timely manner.

4/2/2005 The WMAL will pay registration and lost time for stewards to attend training, for approved local union training.

4/2/2005 The President is authorized to pay for lost time and refreshments for stewards on an ongoing basis for approved local union training.

2/4/2017 The Vice-President and Craft Directors will be paid for travel and lost time involving Union business with the approval of the President.

4/7/2007 To pay LWOP to the WMAL local negotiating committee for negotiating the LMOU.

### MEETINGS

1/3/1987 All meetings of the WMAL will be non-smoking.

11/5/1994 The Recording Secretary will identify the maker of a motion and the member who seconds each motion.

5/6/1995 To allow candidates for national or regional office to speak at a General Membership meeting for a reasonable amount of time at their own expense.

10/14/1995 To provide an interpreter for any Union meeting that any hearing impaired member is attending.

2/8/2014 If cancellation of the General Membership Meeting occurs, the local President, not later than two (2) hours prior to the start of the meeting, will notify the membership through the local's website, and if possible along with a phone message/recording alerting the members to the cancellation.

10/6/2012 To authorize up to \$100.00 for refreshments for each Union General Membership meetings.

3/5/2011 That all bills submitted without a receipt must be approved by the membership at a General Membership meeting.

10/8/2017 There will be no live streaming from the Executive Board or General Membership meeting unless approved by the President.

### MEMBER INCENTIVES

4/11/2015 To give only one T-shirt to members once (whether a new hire or transfer, or when they join the Local for the first time) (and only after their PS Form 1187 has been submitted to the National Office by the local Treasurer).

11/7/2021 There will be a \$50.00 sign-up incentive; but will be paid only after the PS Form 1187 is submitted. Executive Board members are excluded. Any Steward or Officer organizing at an initial orientation and/or PSE academy are excluded.

### MILEAGE

4/6/1991 The mileage allowance will be whatever the IRS allows.

12/2/2012 To pay mileage for local training or committee meetings to Associate Office stewards who work and live in the area that they represent.

2/4/2017 Mileage payment for outside of the Grand Rapids Installation will be documented by MapQuest or Google Maps when submitting for reimbursement.

**Western Michigan Area Local Policies**

**NEWSLETTER/NEWSPAPER**

- 10/1/1994 Signed letters to the Editor should be published before any activity pictures in the Local newsletter.
- 10/1/1994 Editor will put notice of deadline for submission of articles in the Union newspaper.
- 3/5/2005 To post deaths, births, marriages, anniversaries in the local paper for members and families. It's the member's responsibility to contact the editor.
- 4/2/2005 To pay mileage for the Editor to make necessary trips to the printer and to the BMEU at the current rate.

**NON-UNION BUSINESSES**

- 11/6/1999 The Local shall not buy anything from Sam's Club or Wal-Mart.

**ONE POSTAL UNION**

- 5/1/1992 The Local is to go on record supporting the "One Postal Union" concept.

**PER DIEM**

- 4/9/1994 The Local to pay per diem at current rates when members travel on union business.

**PRESIDENT**

- 3/1/1997 The President has the approval to attend all Presidents' conferences and he/she is to make reservations at least 30 days in advance.
- 12/4/1999 The WMAL credit card may only be used for official business of the Local and only by the President and Vice President.

**P.O.W.E.R.**

- 9/9/1995 The P.O.W.E.R. committee will deposit their funds with the Treasurer under "P.O.W.E.R." and P.O.W.E.R. would have the authorization to spend these funds as they see fit.
- 11/8/2004 To make it a policy to use the upstairs and downstairs bulletin boards for the "Wish upon a Star Christmas" project.

**RETIREES**

- 4/11/2015 Retirees may purchase available union apparel through the WMAL at a 30% discount.
- 7/12/1990 A member must have been a member for one (1) year in order to collect the retirement gift.
- 9/8/1990 The Union will give retirees an APWU watch and \$50.
- 4/10/1999 The President of the Retiree Chapter will be given an office key and mail slot here.
- 10/6/2004 To make it a policy to send all retirees (who retired as craft employees) the newsletter when it is published and to invite retirees to all special events put on by the Local. This would exclude those who wish to decline.
- 1/8/2005 To contact the Local Retirees Chapter President when a local function or district meeting is being planned. It will be his/her job to contact the retirees.

**SALE OF UNION MERCHANDISE**

- 4/11/2015 To sell all available union apparel at least 30% off through the WMAL to APWU members only.

**Western Michigan Area Local Policies**

**SCHOLARSHIPS**

- 12/2/2001 The Western Michigan Area Local will award five (5) scholarships annually in accordance with the Scholarship rules.
- 6/7/2003 To name the scholarship fund, awarded annually by the WMAL, the "James C. Sweeney Scholarship fund".

**SOLIDARITY FOR CHARITY**

- 5/13/2000 Solidarity for Charity has authorization to expend Local funds to purchase t-shirts and pay expenses. Funds will be paid back with proceeds. Funds deposited by committee in excess of expenses and t-shirts are authorized to be spent by the committee at their discretion.

**TRAINING/EDUCATION**

- 6/1/1991 The WMAL will pay the registration fee for any educational meeting for any member, steward, or officer.
- 6/2/2018 All stewards, whether they are Board members or not, that attend stewards' training put on by the Local will receive \$20.00 per hour, if not receiving lost time, including initial certification training.
- 10/7/2000 Stewards will be allowed to submit schedule changes to attend stewards' training, so long as it is for their normally scheduled day to work.

**WMAL UNION HALL**

- 3/7/2009 To authorize the formation of a Limited Liability Corporation (LLC) called WMPW Inc. to serve as the Local's subordinate for the purpose of purchasing and managing the property at 2554 Burlingame Ave SW; Wyoming, MI 49509
- 12/2/2012 To approve payment of \$1,500 per month by the WMAL to the WMPW, Inc. for rent of the property at 2554 Burlingame SW, Wyoming, MI 49509
- 6/6/2009 To authorize the expenditure of \$700.00 per year to pay the Building Manager (to be paid in the same manner as other officers and representatives of the local
- 2/2/2019 To authorize the expenditure of \$95.00 for cleaning of the union hall after each rental.
- 2/2/2019 To approve the shifting of payment of cleaning services for the hall from WMPW, Inc to APWU committee status, and after each public or individual member rentals will be paid a flat \$95.00 as needed. And the funding will be transferred from WMPW, Inc to the WMAL on a semi-annual basis.