

SEIU Local 99

Executive Board Policy # EBP-_____

SEIU Local 99 Policy – Executive Board Members - Cell Phone Reimbursement Policy

Executive Board Members who use a personal cell phone to conduct Union related business and / or representation on behalf of Union Member(s) shall be entitled to reimbursement for the cost incurred and associated with said Union business and / or representation.

In the interest of remaining fiscally responsible to the SEIU Members, Executive Board Members who use a personal cell phone to conduct Union related business and / or representation on behalf of Union Member(s) and wish to be reimbursed for costs associated with said use must adhere to the following procedure:

First Increase:

1. Notice the Executive Director of increased usage of the personal cell along with notice of the cause (representation, Member organizing, representation, Union Action, etc) for increased usage and cost.
2. Submit documentation (on official Reimbursement Form) of incurred cost (copy of cell phone bill) along with identified Union activity for reimbursement within two (2) weeks of submission.

Second Increase:

1. Follow steps #1 and #2 above.
2. If an Executive Board Member wishes to continue to be reimbursed for cell phone expenses related to Union Business after the Second Request, the Executive Board Member shall also submit the costs associated with “Unlimited Minutes” and “Unlimited Texts” from the cell phone provider to the Executive Director.
3. Upon receipt of those costs, the Executive Director will forward the information for processing and the Union will schedule the issuance of a check within two (2) weeks to the Executive Board Member for reimbursement associated with the cost to increase the cell phone plan to “Unlimited Minutes” and “Unlimited Texts.”

SEIU Local 99 shall not process or provide any cell phone reimbursement costs to any Executive Board Member during an election year in which the Executive Board member is seeking re-election.

Adopted: September 19, 2009

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SEIU Local 99 By-Laws: _____