

FINANCE

**SPECIAL COMMITTEE SPENDING REPORTING**

**It shall be PEF policy that the Secretary-Treasurer provide the Executive Board with an accounting of the spending of all Special Committee on a yearly basis.**

**Adopted: November 18, 2005  
Executive Board Meeting**

## SICK LEAVE BUY-BACK RESOLUTION

As a result of PEF's inability to reach agreement with the state (GOER) to implement the sick leave buy-back policy adopted by the Executive Board on August 24, 1999, that policy will be superceded by the following until such time as GOER accedes to PEF's request and allows adoption. The sick leave buy-back policy will apply to PEF officers and staff on full-time leave from their state jobs.

1. First, the administration of PEF will from time to time re-contact GOER when appropriate in further attempts to secure agreement on the August 24, 1999 policy.
2. Second, the contract negotiating team will assess the efficacy of pursuing the August 24, 1999 sick leave policy in contract negotiations with GOER. This pursuit will not be at the expense of member issues.
3. In the event the first and second steps prove fruitless, an escrow account will be established for each statewide elected officer and staff person on union leave since August 1, 1991 that will approximate the state procedure for awarding sick leave credits. The same actuarial tables and calculations used by the state will determine the total dollar value of individual benefits. Total payments to the individual and/or surviving spouse or dependent survivor will not exceed the amount which would have been payable from the state sick leave account. Sick leave used by an individual during union leave tenure with PEF will be deducted from the total accruals. The escrow credits shall not cause the combined State/PEF benefit to exceed the maximum amount payable by the state and the current collective bargaining agreement in effect. Should the total value of the individual's benefit be less than \$1000, a lump sum payment will be made upon application at the time of retirement. Upon agreement with the state to allow restoration of sick leave credits, this in-house escrow account will be discontinued, and the August 24, 1999 policy will then take effect. The dual annuitant option will be available for use by the retiree.
4. Regardless of the outcome of the sick leave credit dispute with GOER, the following amends the August 24, 1999 policy and becomes permanent. Because officers and staff lose retirement service credits as a result of loss of sick leave accruals, an escrow account will be established to compensate them for this loss, and payment will be made yearly.

Adopted: June 7, 2002  
Executive Board Meeting

Budget Surplus

All surplus monies at the end of any fiscal year shall be placed in a fund for emergencies and special needs. Expenditures from this fund shall only be made after approval by a two-thirds vote of the Executive Board.

Adopted: December 3, 1992  
Executive Board Meeting

**Car Allowance Policy**

It will be PEF policy that the statewide officers receive reimbursement at the New York State PEF contractual rate for miles driven in pursuit of their duty; when that annual mileage reimbursement becomes greater than the annual staff transportation allowance, the mileage rate would be reduced to one-half of the IRS automobile travel reimbursement. This to be effective August 1, 1997.

Adopted: August 14, 1997  
Executive Board Meeting

## PEF REGIONS FINANCIAL POLICY

### I. Funding

Regions shall be funded based on the approved budget adopted by the Executive Board. The funds shall be provided on an as needed basis. The fiscal year shall be April 1 to March 31.

### II. Expenditures

Regions shall be allowed to spend monies on any activity that is not contrary to the stated goals and policies of PEF. All spending must be in accordance with the Regional Budget as approved by the Executive Board. Spending in the following areas is strictly prohibited:

1. external political activities
2. internal political activities
3. salaried employees
4. payment in excess of actual expenses
5. reimbursement of dues, fees
6. legal fees

### III. Regional Responsibilities - Regional Coordinator

1. Establish a budget that shall provide adequate services to Regional Steward and Regional Membership on or before December 1 and forwarded to PEF Central.
2. Establish an Audit Committee to be composed of at least three persons. This Committee shall conduct an audit of the Region's financial activities and report to the membership and to PEF Central within 90 days after the end of the fiscal year. No Audit Committee member shall be a signatory to the Regional Bank Accounts.
3. At the conclusion of each fiscal year have the Director of Finance conduct an inventory of the fixed assets (e.g., furniture, fixtures) owned by PEF in the Region. A fixed Assets Inventory Report will be submitted to the Region by PEF Central.
4. Report to PEF Central Accounting all monies earned and spent no later than 30 days after the conclusion of the fiscal year.

### IV. Accounts

- A. Regional funds shall be deposited as soon as they are received into the Region's local account. This reimbursement may be withheld if proper documentation is not supplied.
- B. All accounts shall have at least two signatures on the Bank Registry Card. Two signatures are required on all checks to withdraw funds.

### V. Accounting

- 1 Regional expenditures must be properly documented via invoices or on the appropriate forms provided by PEF such as:

1. Regional expense vouchers which need to be submitted with the vendor receipts.
2. Regions shall not have more than one account.
3. Twenty-five percent of the annual budget shall be made available to the region at the start of the fiscal year.

#### VI. Penalties

Regional reimbursements may be withheld when proper documentation is not supplied or when ordered by the Executive Board.

#### VII. Authority

The Executive Board shall have the authority to adopt rules and procedures. The Secretary/Treasurer shall approve all necessary forms to implement this policy.

February 1, 1990

## **REGIONAL OFFICE FINANCIAL DISCLOSURE**

**Regional Coordinators will provide a yearly accounting to all Executive Board members and council leaders in their region. PEF will also maintain a policy of full financial disclosure to its members.**

**Adopted: 2003 PEF Convention**

## **REGIONAL FLEXIBILITY**

**Be it resolved, that the Regional Financial Guidelines be changed to allow the Regions the same ability as Divisions to accumulate an equivalent of one year's budgeted money to plan for future contingencies, and that the Regions follow the same financial accountability guidelines as the PEF Divisions.**

**Adopted: September 12, 2000  
PEF Convention**

PEF CREDIT CARD

Be it resolved, that Jane Hallum, is hereby authorized to open a credit account with the State Employees Federal Credit Union and agree to all conditions of such account as set forth by the institution; and that said account is to be registered in the name of the Public Employees Federation.

This shall apply to every Secretary-Treasurer.

Adopted: May 6, 1998  
Executive Board Meeting

### Corporate Credit Cards

PEF shall have only one corporate credit card to be controlled by PEF's chief fiscal officer, the Secretary-Treasurer, and to be used solely for PEF business. PEF will reimburse the reasonable cost of one personal credit card annual fee for each officer as defined in Article IV of the Constitution to be used to charge PEF-related expenses only. All PEF expenses will be reimbursed by the voucher process as per current PEF policy.

Adopted: February 25, 1993  
Executive Board Meeting

## QUARTERLY FINANCIAL REPORT

It shall be the policy of PEF that the Secretary-Treasurer distribute by mail the quarterly financial report with each proposed Executive Board agenda for review and approval of the Board.

November 30 – December 1, 1989  
Executive Board Meeting

## Agency Fee Procedure

**1. Notification of Dissent:** Any person paying an agency fee to PEF may notify the union of his/her dissent from the expenditure of any portion of the fee by PEF or its affiliates in aid of activities or causes of a political or ideological nature only incidentally related to terms and conditions of employment. Notification shall be made by letter sent to PEF's Secretary-Treasurer by regular, registered or certified mail during the period between February 15 and March 15 of each year, prior to the fiscal year to which the objection applies. In the notification the dissenter must specifically inform the union whether the objection is continuous, which means that it does not have to be renewed each year. If the notification does not state that the objection is continuous, the objection must be renewed annually according to the requirements and time frames provided herein. A person who is newly employed or re-employed at any time during the fiscal year to which his/her notification applies must send his/her notification, in the manner described above, within thirty (30) calendar days of receipt of his/her first payroll check from which agency-fee deductions are made.

**2. Estimated Refund:** Each person who notifies the Union as provided in paragraph 1 shall, pending PEF's final refund determination, receive an estimated refund. This estimated refund shall represent the dissenter's approximate pro rata share of expenditures by PEF or its affiliates in aid of causes of a political or ideological nature only incidentally related to terms and conditions of employment. The estimated refund shall be transmitted within thirty (30) days of the end of PEF's fiscal year to a dissenter who files a timely notice of dissent.

**3. Refund:** The approximate proportion of agency fees actually spent by PEF and its affiliates during the fiscal year in aid of causes of a political or ideological nature only incidentally related to terms and conditions of employment shall be determined annually, after the close of each fiscal year of PEF. This determination shall be promptly communicated, in writing, to each dissenter. If this determination is for an amount greater than the estimated refund, the difference with interest at the statutory rate shall promptly be transmitted to each dissenter.

**4. Objections/Neutral Hearing:** If a dissenter is dissatisfied with PEF's refund determination, an objection may be made within thirty (30) days of receipt of the refund. Objections shall be made to PEF's Secretary-Treasurer by regular, registered or certified mail. All objections will be expeditiously submitted by PEF for hearing and resolution to a neutral party appointed by the American Arbitration Association from its panel of arbitrators. PEF, at its option, may consolidate all objections and have them resolved at one hearing. An objector may present his/her objection to the neutral in person. The cost of this hearing shall be borne by PEF.

**5. Escrow:** The balance of a dissenter's agency fee payments during the fiscal year in question shall be held in an interest-bearing, segregated account until PEF's refund determination is made and any objection by the dissenter is finally determined under the procedure set forth in paragraph four.

Revised and Adopted:  
November 2007  
Executive Board Meeting

ASSOCIATE DUES

Associate dues will be \$2.50 per month, payable \$15.00 biannually.

November 7, 1987  
Convention

Budget Policy

The Secretary-Treasurer shall receive all budget requests from officers, staff and committee chairs no later than November 1st of each year in order that he/she may share that information with the Finance Committee. The Secretary-Treasurer will then prepare and present the budget to the Executive Board no later than the last week of February. The Secretary-Treasurer shall mail the proposed budget to the Executive Board no later than four weeks prior to the scheduled meeting at which it will be adopted.

Executive Board  
December 12, 1991

BUDGET

The Finance Committee shall receive all budget requests from officers, staff and committee chairpersons no later than October 15th in order that they may develop a budget to be presented to the Executive Board no later than January 31st.

March 25, 1981

CREDIT UNIONS

PEF will provide a list of all Credit Unions to our members which are available to State employees.

August 12, 1980

## **DUES**

The union will modify its dues structure effective April 1, 2001, to .9 percent of salary with no cap on earnings. All funds raised by this dues structure will be incorporated in PEF budgets approved by the Executive Board and will be accounted for annually in a written report to the membership. The funds apportioned to the Member's War Chest may not be spent outside of contract fight-back activities unless approved by a three-quarter vote of the Executive Board.\*

Adopted: September 14, 2010  
PEF Convention

\*Note – this policy amends the previous one from September 11, 2000 (below).

## **Dues From Lump Sum Payments**

Therefore be it resolved that if PEF members are ever so unfortunate again to have a contract negotiated with a zero wage increase replaced by a lump sum payment, that the lump sum payment will be included in the category exempted from dues.

Adopted: September 20, 2005  
PEF Convention

## **DUES**

The union will modify its dues structure effective April 1, 2001, to .9 percent of salary with no cap on earnings. Grade 38 employees will be capped at \$900 annually in consideration of their lack of job rate and longevity payments. All funds raised by this dues structure will be incorporated in PEF budgets approved by the Executive Board and will be accounted for annually in a written report to the membership. The funds apportioned to the Member's War Chest may not be spent outside of contract fight-back activities unless approved by a three-quarter vote of the Executive Board.

Adopted: September 11, 2000  
PEF Convention

EMPLOYEE ORGANIZATIONAL LEAVE

Effective January 1, 1989, EOL when granted will be reimbursed with vacation or personal leave, in kind, upon receipt of a signed EOL statement of leave taken.

The past practice of paying cash, in lieu of reimbursing time, has been eliminated effective January 1, 1989.

December 2, 1988

EXPENSES

PEF will not reimburse expenses to members for attendance at union meetings.

February 1982

Prior approval for attendance in workshops, seminars, courses, etc. must be obtained from Central PEF where expenditures are involved and if payment is requested to be paid by PEF.

May 1981

All requests for reimbursement of monies expended on approved PEF business shall be accompanied by receipts and submitted within thirty days of incurring said expense.

Approved expenses shall be paid within thirty days of receipts.

Reasonable and occasional exception to the thirty day requirement may be made if requested in writing to Secretary-Treasurer and approved by Secretary-Treasurer.

The Board adopted the optional use of accruals by any members with payment of \$75.00 per day for committee and/or Executive Board attendance.

(NOTE: As part of the 1984-85 PEF Budget, the Executive Board voted to increase this amount to \$115.00 on March 12, 1984.)

March 25, 1981

Prior notification for special Statewide activities and meetings must be given in order to be reimbursed, and prior notice must be given as to purpose, place, time, date and attendees of any special meeting.

All requests for reimbursement must be made no more than thirty days after incurring said expenses for each event and must be properly receipted with list of attendees.

PEF will not reimburse for any expenses incurred for, but not limited to, spouse, children.

All requests for reimbursement must be receipted.

Any departures from the above rules and procedures are subject to review by the Secretary-Treasurer and/or Finance Committee.

Prior approval from Office of the Secretary-Treasurer and/or Assistant to the President must be obtained for unusual expenses which are not addressed elsewhere.

August 12, 1980

## PEF POLICY ON PERSONAL GIFTS AND GRATUITIES

### Gifts From Vendors/Suppliers

1. It is the objective of PEF to award business to vendors/suppliers only on the basis of considerations such as quality, service, competitive pricing, technical abilities and existing PEF policy. Acceptance of personal gifts or gratuities by PEF officers, elected and appointed representatives, employees, or their families from current or potential vendors/suppliers that could be construed as a means of inducing business with PEF is inconsistent with this objective. Therefore, PEF officers, elected and appointed representatives, employees, or their families are prohibited from accepting gifts or gratuities from current or potential vendors/suppliers, except that gifts of nominal value (\$75.00 or less per current or potential vendors/suppliers on an annual basis) may be accepted. Gifts of cash or credit are strictly prohibited. Gifts and gratuities include, but are not limited to, items of value, the use of property or facilities, gift certificates, entertainment, or other favors of value extended to PEF officers, elected and appointed representatives, employees, or their families. Perishable items such as flowers, fruit baskets and candy are excluded. This policy is not intended to apply to meals or to the Convention Committee's use of property or facilities in the performance of its customary functions.

### Gifts From Members

2. Acceptance of personal gifts and gratuities by PEF officers, elected and appointed representatives and employees or their families from members is prohibited, except that gifts of nominal value (\$75.00 or less per member on an annual basis) may be accepted. Gifts of cash or credit are strictly prohibited. Gifts and gratuities include, but are not limited to, items of value or compensation of any kind. Perishable items such as flowers, fruit baskets and candy are excluded. This policy is not intended to apply to retirement /separation from service gifts or meals.
3. For the purposes of this policy, the term family includes domestic partners as defined in the PEF/State Memorandum of Understanding Concerning Domestic Partnership for eligibility in the New York State Health Insurance Plan.
4. This policy is enforceable for PEF members through the Ethics grievance procedure.

Adopted: August 1, 2002  
Executive Board Meeting

## **Expense Voucher Notification Policy**

It shall be PEF policy that, no expense voucher will be changed except for arithmetic errors or change in mileage reimbursement. If a problem arises the member will be contacted with the reasons for the disallowance.

**Adopted: August 25, 1999  
Executive Board Meeting**

FISCAL IMPACT OF RESOLUTIONS

WHEREAS, many resolutions are submitted to this body for consideration; and

WHEREAS, many delegates are unaware of the fiscal impact of passing a resolution; and

WHEREAS, a resolution passed by this body is a mandate to the Executive Board to include the program in the budget even at the expense of other programs:

THEREFORE BE IT RESOLVED, that all resolutions will have a fiscal statement prepared by the submitter of the resolution; and

BE IT FURTHER RESOLVED, that the Secretary-Treasurer will review all fiscal statements and be required to comment on any that in his opinion would have a substantially different cost.

Submitted by:

Al Nelson, Division 234

Adopted: 1989 PEF Convention

Amendment to the above resolution

No resolution received by PEF will be printed for the consideration of the delegates if it lacks a fiscal impact statement.

Adopted: 1994 PEF Convention

## **1989 Resolutions**

### **Resolution 91 – Line Item PEF Budgets**

WHEREAS, the annual PEF budget represents a major legislature balance on PEF administration spending; and

WHEREAS, the current budgeting process does not give the Executive Board this type of fiscal control; and

WHEREAS, monetary control is of primary importance to all PEF members:

THEREFORE BE IT RESOLVED, that PEF shall enact and execute all future budgets with program categories separated into specific expenditure categories (line items) under each program. That these line items shall be as specific as is reasonably possible; and line items for personnel shall include no more than one title per line item; and

BE IT FURTHER RESOLVED, that PEF will begin immediately to encumber funds within these line items so that no future unanticipated spending occurs; and

BE IT FURTHER RESOLVED, that the Secretary-Treasurer shall have the discretion to approve excesses of these line items by up to 10% over the Executive Board budget amount.

Submitted by:

Kevin Jones

Jeff Satz

Lou Barr

Roger Benson

Robert Weinbloom

## MEAL ALLOWANCE

### Effective April 1, 2000 Meal Reimbursement

	Receipted	Downstate	Unreceipted
Breakfast	\$5.00	\$5.00	\$4.00
Lunch	\$10.00	\$10.00	\$8.00
Dinner	\$25.00	\$30.00	\$20.00

Adopted: March 1, 2000  
Executive Board Meeting

Time frame for meal expense reimbursement will be as follows:

Breakfast reimbursement if you depart from home before 7:00 a.m.

Lunch reimbursement if you are on PEF business for a full day between 12:00 noon and 2:00 p.m.

Dinner reimbursement if your travel necessitates getting home after 7:00 p.m. while on PEF business for the full day.

May 1, 1981

OME Specialist Position

A position for an OME Specialist shall be budgeted with a salary up to \$50,000. The Officers in conjunction with the statewide labor/management team and the Legislative Department shall develop an action plan including the duties for the position.

Adopted July 29, 1993  
Executive Board Meeting

TRAVEL

Hotel reservations will be made by our PEF Office based upon two in a room.

Normal and reasonable travel expenses will be paid by PEF only upon submission of vouchered receipts. Mileage reimbursed at State rates.

PEF will reimburse for necessary overnight stay in a hotel upon advance approval by the Albany Office and when direct billing cannot be arranged.

August 12, 1980

Travel Policy

Permission for members to use air transportation to attend PEF meetings and functions shall be at the discretion of the Secretary-Treasurer, who shall consider distance, time constraints, personal (justified) needs, and cost constraints before granting permission.

Executive Board  
December 12, 1991

PEF ISSUES III

Resolution 57 - Secretary-Treasurer's Report

WHEREAS, the Convention is the highest decision making body of our union, except for a vote of the general membership; and

WHEREAS, the Secretary-Treasurer makes an annual report to the Convention; and

WHEREAS, this report is the vehicle utilized to present a proposed dues increase to the Convention; and

WHEREAS, decisions are best made when the maximum information is available to the decision maker; and

WHEREAS, the impact on the services provided by the union foregoing a projected dues increase is the most important question to be considered in resolving such a request:

THEREFORE BE IT RESOLVED, that it is the sense of this Executive Board that should the Secretary-Treasurer report the need for a dues increase, he also present alternate spending plans for the upcoming fiscal year - one without the additional revenue from the dues increase and one including that revenue.

Itted by: John L. Imhoff  
Department of Labor Division 245

## **OFFICER SALARIES**

The salaries for PEF officers shall be equivalent to the salaries of the following PS&T Unit position: President, SG-35; Secretary-Treasurer, SG-31; and Vice President, SG-27. Upon taking office (or upon initial adoption of this policy) officers shall be paid the salary they would receive if promoted to the salary grades identified above. Therefore, officers' salaries will be adjusted consistent with the provisions of the PS&T Unit agreement that provide for performance advances until such time as the officers' base salaries reach the job rate of the designated salary grade. Notwithstanding any of the provisions above, any Statewide officer whose State position is allocated to a higher salary grade than that which is assigned to their elected office by this resolution will continue to receive their higher State salary. The policy will take effect August 1, 2003.

Adopted: June 19, 2003  
Executive Board Meeting

SCHOLARSHIPS

A scholarship fund is to be established for the two children of Maureen Negus for their education, either college or vocational school, and if not used by their 24th birthday, the money will be returned to PEF. (That scholarship being \$5,000 each).

October 1985

## 1989 Resolutions

### Resolution 114 – Timely Review of Proposed PEF Budgets

WHEREAS, the PEF budget funds union goals and priorities; and

WHEREAS, the PEF Executive Board has the responsibility to review, amend and approve the funding for these goals and priorities; and

WHEREAS, an Executive Board representative should be afforded sufficient time to consult with his/her constituency before making such decisions; and

WHEREAS, this constituency consultation and review process can take several weeks:

THEREFORE BE IT RESOLVED, that it will be the policy of PEF that the Secretary-Treasurer will submit proposed budgets no later than six weeks prior to scheduled adoption.

Submitted by:  
Robert Weinbloom  
Roger E. Benson  
Kevin Jones  
Jeff Satz

Union Loans

This Union shall not loan money to any officer or member.

September 16, 1984