

## HCSA Policies

Approved by Executive Committee on 10/23/2014

### I. Financial

#### Purpose:

The Constitution and bylaws of HCSA hold the Executive Committee responsible for the disbursement of funds, and the Executive Committee wishes to have the disbursement of funds done in a consistent, reasonable, and transparent manner.

#### HCSA's Mission Statement;

HCSA (Hennepin County Supervisors Association) consists of supervisors from various departments throughout Hennepin County. We are committed to ensure justice and improve the quality and security of our members' working conditions and personal lives through representation, effective legal action and open communication to empower our members.

#### HCSA Objectives:

- A. To secure and present the views of the supervisors to their employer, the County of Hennepin.
- B. To collect and disseminate statistics and other information relative to terms and conditions of employment from other organizations throughout the state and from other county community service organizations throughout the state and from other governmental agencies whose operations and conditions of employment may be similar to that of this Association.
- C. To negotiate a collective bargaining agreement on behalf of it's members with Hennepin County covering wages and terms of employment.
- D. To handle grievances, information requests, mediations, and arbitrations as is necessary to administer the Collective bargaining agreement.
- E. To act as an exclusive bargaining representative consistent with the rights and obligations of PELRA, Minn. Stat. 179A.
- F. To support supervisors in their work lives by offering them a community where they can be a mentor, network with colleagues, find professional development, get advice, and otherwise grow as leaders.

Expenditures will be approved, according to the following policies, when available and needed;

- To ensure appropriate representation in bargaining and administering the Contract.
- To encourage member involvement with HCSA and attendance at HCSA meetings.
- To support HCSA's relationship with the County and with other unions.

- To accrete additional classifications to the bargaining unit.
- To reduce barriers for members to serve as Officers, Board members or stewards.
- To increase the name recognition and reputation of the Association.
- To ensure stability and continuity of the Association both financially and as an exclusive representative.
- To otherwise support HCSA's missions, as listed above.

Procedures:

In accordance with the above reasons, the Executive Committee will prepare and present a budget to members on an annual basis. In preparing the budget, the Executive Committee will consider the Mission Statement, the appropriate reasons listed above and the financial viability of the organization. The Treasurer will also prepare and present a record of actual expenditures, annually. The budget shall contain discretionary monies for the President and for the Executive Committee. In addition, the Executive Committee shall have the responsibility and authority to consider and approve unforeseen expenses that occur during the budget year, when needed and in accordance with the mission, reasons and other requirements of this section.

Payment may be written directly to the vendor or reimbursed, if presented with receipt. Check cards or credit cards for HCSA may be given and used by officers. Those officers shall be responsible for tracking the monies they spent, recording the circumstances and saving receipts. All documents shall be turned over to the Treasurer within 30 days.

Appropriate expenditures include (but are not limited to):

1. Lost wages for officers, stewards and any other necessary employees as designated by an officer, when needed to attend investigations, bargaining, member meetings, board meetings, meet and confers, labor management meetings. Wages are not lost (and therefore not reimbursable) if an employee's time is paid for by the County as if they are at work.  
When attendance at meetings requires a representative to miss a shift, all work reasonably missed may be reimbursed as lost wages.  
Employees who receive lost wages can also take vacation/PTO instead of unpaid leave from the County.
2. Parking fees and food costs for HCSA representatives when attending meetings of the Association, whether at the meetings or required in travel to the meetings.
3. Lost wages for officers and stewards, when meetings are required for administration of HCSA.
4. Expenses or lost wages for committee meetings, when specifically approved by the Executive committee.
5. Expenses and lost wages for meetings of officers with County representatives, other unions, or supervisors interested in accreting to the Association.
6. Gifts/supplies with the Association's logo that promote the Association.

7. Fees to hire professionals to help with bargaining, administration, legal work, accounting, website creation and maintenance.
8. Reasonable costs to present a conference, open to members, that promotes the Association, supports supervisors in their supervisory role, advises them of their rights as employees, allows for networking and/or educates them on other relevant topics.
9. Donations for the Good and Welfare of members. \$100 flowers/donation for births, adoptions, death, serious illness or an equivalent situation as determined by the Executive Committee.
10. Donations to related charitable organizations. Donations of \$100 or more shall be included in the annual budget.
11. Costs necessary to defend the Association or members who were acting in good faith and in accordance with their official role in the Association.
12. Reasonable wages for after hours work by Association officers or other individuals as specifically approved by the Executive Board.

The Executive Committee will from time to time review these policies and make changes they deem necessary and/or appropriate.