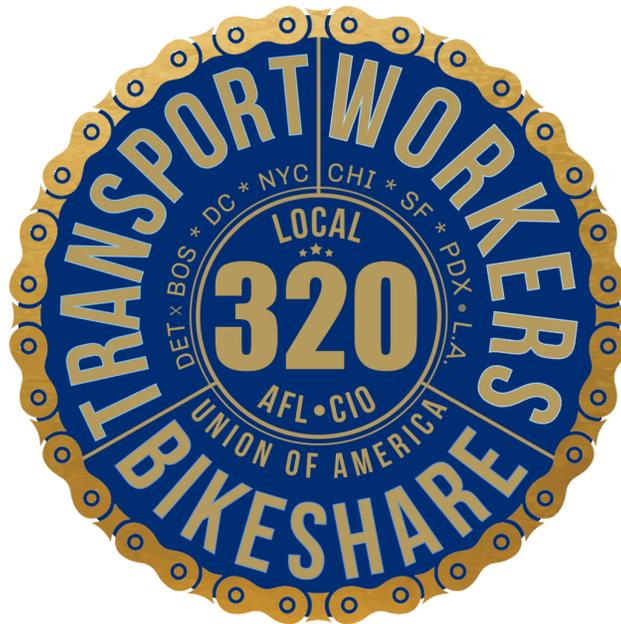


Working Rules and Resolutions

Transport Workers Union of America LOCAL 320 – National Bikeshare



This document reflects the policies, procedures, rules, and resolutions presented and approved at the TWU Local 320 Executive Board meeting dated April 17, 2021†. Those instruments were later combined into this one single document and reviewed by the Recording Secretary–Treasurer. During this process, grammatical, spelling, and layout edits were made, as well as additional sections introduced for clarification purposes only. However, no substantive changes were made to approved rules or thresholds.

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Travel Expense Reimbursement Policy

Overview

This policy sets general guidelines for acceptable types and levels of reimbursable or chargeable expenses and their documentation, and defines requirements for the reporting of and level of approval required for these Bargaining Unit Member [“member”] expenses. Members are expected to exercise prudent financial judgment regarding expenses covered by this policy and are expected to neither gain nor lose financially. Any covered Member submitting the expense is responsible for the validity of the claim, the adequacy and truthfulness of the documentation and is accountable for the appropriateness and the accuracy of the expense. All Board Members having the authority to submit and approve such requests must be familiar with the expense reimbursement procedures and are responsible to ensure that expenses submitted comply with this policy.

Furthermore, it is the policy of TWU Local 320 to reimburse members for reasonable and necessary expenses incurred in connection with approved Union Business travel on behalf of the Local 320. Local 320 strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources (e.g., TWU International or Motivate, LLC). If a circumstance arises that is not specifically covered in this expense policy, then the most conservative course of action should be taken.

Union business travel policies are aligned with Department of Labor reimbursement rules. All Union-related travel and expenses are paid with Local 320 funds must comply with these expenditure policies and Union funds are to be used solely for Union Business.

Failure to comply with these policies and procedures may result in disciplinary action as deemed appropriate by the Executive Board of Local 320.

Authorization and Responsibility

Membership travel is authorized for scheduled or legitimate Union Business. Within 14 calendar days of the completion of a trip, the traveler must submit the approved online Local 320 Expense Reimbursement Form and supporting documentation to obtain reimbursement of expenses. Failure to provide itemized receipts will delay reimbursement.

An individual Officer of the Local may not approve his or her own travel or reimbursement. The Local 320 Expense Reimbursement Form must be signed (or digitally authorized) by Local 320 Secretary-Treasurer and President. In the case the Secretary-Treasurer or President submits an Expense report, any Board Member shall be the other authorized Officer to approve in these circumstances.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the Executive Board.

Reimbursements

Requests for reimbursements of travel-related expenses are submitted online using the Local 320 Expense Reimbursement Form. This form must be accompanied by supporting documentation and itemized receipts.

These forms must be submitted to the Secretary-Treasurer's office within two weeks (14 calendar days) upon completion of the trip. Reimbursement expense forms not submitted within this timeframe shall require approval from the Executive Board.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipt(s). Digital receipts, screenshots, confirmation emails, and the like may substitute for original receipts when hard copies are not provided by the vendor.

Trip Related Expenses: Trip related expenses are those business expenses which meet at least one of the following conditions:

- Air travel is involved
- An overnight stay is included
- Travel is over 100 miles in distance (one-way) from your normal work location

Reimbursable Expenses

1. **Union Business Airfare.** An original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Coach is the preferred class of transportation for all travel. Traveling members may retain frequent flier program benefits. Participation in these programs, however, may not result in any significant incremental cost to Local 320 beyond the lowest available airfare. Any member may, at their discretion, use their frequent flier mileage to upgrade the lowest available coach fare to a higher class for business travel. If the traveler wishes to purchase an upgraded ticket, they must get approval in advance and in writing from the Board and provide sufficient digital evidence that they are covering the cost of the upgrade and Local 320 is reimbursing for what would have been the base ticket price for that same flight.

Any refunds received for airline class downgrades are the property of Local 320 and must be remitted to the Secretary-Treasurer. The lowest available direct flight airfare is to be used to maximize savings, consistent with reasonable time scheduling and airport locations. The lowest available airfare will be applied when a flight's departure or arrival time is within two hours before or after the requested departure or arrival time. Specifying other carriers at higher prices, when lower fares are available (when consistent with travel plans), is not permitted.

First-class or Business-class tickets are not wholly reimbursable..

2. **Union Business Rail transportation.** Local 320 will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

An original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

All rail transportation must be in economy class.

3. **Automobile (personally owned—domestic travel).** Members may use personal cars for business travel when other transportation is unavailable or uneconomical. The use of personal cars for business will be reimbursed at the standard rate prescribed by the IRS. This mileage allowance covers all auto costs (e.g., gasoline/ oil, maintenance & repairs, depreciation, insurance) other than parking and tolls. Tolls and reasonable parking charges are reimbursable in addition to the mileage allowance, but must be submitted separately (see items #8 and #9). IRS regulations clearly state that employees may only be reimbursed for mileage costs in “excess of their normal commute”. The cost of an employee’s normal commute to his/her regular work location is not reimbursable. If you normally do not drive to work, you must submit a signed personal attestation confirming such, and have it approved by the board and on record with the Secretary-Treasurer.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature. It is the personal responsibility of the vehicle owner to carry such insurance coverage for their protection and for the protection of any passengers. Members will not be reimbursed for any repairs to their personal car even if these costs occur during business travel. Damage to personal automobiles used on Union business is considered covered by the member’s private insurance. Local 320 does not assume liability for deductibles or any other loss to the vehicle. A valid driver’s license issued within the United States and personal automobile insurance are required for expenses to be reimbursed for mileage.

Odometer readings for actual miles driven for Union Business are required under the IRS Mileage requirements and for reimbursement. Printouts or screenshots from Map apps will not be accepted as proof of mileage.

4. **Union Business Automobile (rental—domestic travel).** Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. If attending an event is the sole purpose of travel, and said event is being hosted by

the hotel at which the traveler is lodging, a vehicle rental is strongly discouraged. Local 320 authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

Parking fees, tolls, and other incidental costs associated with the vehicle use that are not covered by the rental agreement must be submitted separately on the Local 320 expense form.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

5. **Union Business Lodging (commercial).** The cost of overnight lodging (room rate and tax only) will be reimbursed.

Local 320 will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

6. **Union Business meals.** Travelers are required to follow Local 320 expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required. Receipts must be itemized and the person/s attending the meal full name/s, title, initials, and detailed Union business that was conducted must be included for reimbursement. Personal meal expenses are those incurred by employees when dining alone on an out-of-town business trip. As a guideline, average daily meal expenses should be moderate and not exceed \$95.00 per day (approximately \$20 for breakfast; \$25 for lunch and \$50 for dinner - *this is strictly a guide, NOT AN ALLOWANCE NOR A PER DIEM*).
7. **Union Business expenses.** Union business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. A detailed explanation must be noted on the receipt. Original itemized receipts are required. Airborne internet is not reimbursable.
8. **Parking.** Original receipts are required for parking fees. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.
9. **Tolls.** Original receipts are required for tolls.
10. **Telephone calls.** The costs of personal telephone calls are the responsibility of the individual.
11. **Miscellaneous transportation.** Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.

Non-Reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by Local 320:

- Airline club memberships.
- In-flight WiFi (exceptions may apply when there is a critical business need)
- Airline upgrades.

- Business class for domestic flights or first class for all flights.
- Snacks, magazines, newspapers etc., are not considered reimbursable Union expenses.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, hotel mini bar charges, hotel room service, in-theater movies, social activities and related incidental costs.
- Any expenses not directly related to Local 320 Union business travel.

Reimbursement Policy for Monthly/Annual Software and Online Resources Subscriptions

Overview

The purpose of this policy is to set forth the intent and guidelines of TWU Local 320 regarding the consideration of requests by officials and members to pay for monthly and annual subscriptions to online resources and software to assist the Board to effectively and efficiently manage such items as rosters, e-mails, document and form creation, website hosting, databases, image and picture hosting (dues cards), waiver and registration platforms, .PDF creation and editing, online voting platforms, and the like. The Board understands that purchasing software and online administrative resources is a critical and necessary expense which allows for proper review and retention of all membership and Board data and information.

Policy Guidelines

1. The Secretary Treasurer will be responsible for researching all software and online resource needs and making recommendations to the board for their review.
2. For all software and online resources being considered, the Secretary Treasurer shall furnish to the Board a sample invoice with benefits and entitlements provided by same
 - Approved subscriptions/purchases will be kept on file with the Secretary Treasurer.
3. It is not necessary to get bids from multiple agencies or providers if Local 320 Board members have previous familiarity with or have already been using a particular brand of software or resource, or if the provider/developer has been recommended by TWU International.
4. The Board shall approve any of the above referenced software and resource needs by a majority vote.

5. The Board shall determine by majority vote what constitutes a “critical and necessary expense” for the purpose of software and online resource purchases/ subscriptions.
6. The Board shall not exceed \$500 per month (\$6,000 annually) in combined expenses for the purchase or subscriptions of software and online resources as outlined in this document.
 - In certain circumstances, a capital expenditure (any individual purchase - or multiple purchases linked to a singular event [eg, holding an online vote in multiple cities, “renting” a virtual meeting room for membership meetings]) may be approved by the board on an “as needed” basis.
 - For purchases outlined above that would cause a threshold breach, to authorize its expense, the following rules will apply
 1. \$1 - \$250 President Approval* (or VP if President is submitting request)
 2. \$251 - \$500 Majority Board Vote
 3. \$501 - 999 2/3 Board Vote
 4. \$1000 or > Unanimous Board Vote
7. Following a majority vote, the Board has the right to continue purchases and subscriptions if the \$500 threshold never increases by more than 10% in a rolling twelve month period.
 - In the event of an increase beyond 10%, the Board must approve the rate change by a 2/3 vote and must be disclosed at the next Membership meeting and pass by a majority vote
8. If any Board member believes this policy is being abused, he/she/they have the right to demand an audit. This demand must be made in writing (or emailed) to the President. If the suspected abuse is by the President, written demand for an audit shall be sent to the Executive Vice President.
9. Use of the accountant(s) is strictly for the benefit of the Local and its membership, and shall not be used by any officers or members for private or personal use.

Reimbursements

Requests for reimbursements of software or online resources are submitted online using the Local 320 Expense Reimbursement Form. This form must be accompanied by supporting documentation and itemized receipts.

These forms must be submitted to the Secretary-Treasurer's office within two weeks (14 calendar days) upon completion of the purchase or monthly/ annual renewal. Reimbursement expense forms not submitted within this timeframe shall require approval from the Executive Board. For requests for reimbursement outside the 14 day window, written requests may be submitted to the Board and approved by a majority vote of same.

Reimbursement of software or online resources purchases is based on documentation of reasonable and actual expenses supported by the original, itemized receipt(s). Digital receipts, screenshots, confirmation emails, and the like may substitute for original receipts when hard copies are not provided by the vendor.

Office Supply & Stationery Purchasing and Shipping, Mailing, and Printing Expense Policy

Overview

This policy governs the purchase of certain general office supplies and paper, as well as the cost to print, ship, and mail Local 320 property and literature with Local 320 funds. This policy applies to board members, station chairs, and shop stewards. This Policy provides Local 320 with approved methods which ensure that high quality office supplies are procured and property can be disseminated in a consistent, cost effective, and efficient manner to meet our business needs. It is intended to enable Local 320 representatives to spend the minimum amount of time shopping for supplies or reviewing vendors while receiving the best prices possible. Whenever reasonably possible, and when time and financial is not significantly impacted, Union friendly vendors should be used. The Board understands that the purchasing office supplies and related administrative materials is a critical and necessary expense which allows for proper dissemination and organization of all membership and Board data and information.

Policy Guidelines

1. The Board as a whole shall not exceed \$500 per month (\$6,000 annually) in combined expenses for the purchases or services outlined in the policy. The Board shall work together to determine who needs what on a month-to-month bases as not cause overages or confusion
2. Items to be generally covered:
 - General desk hardware/supplies
 - Notebooks/binders/folders/labels
 - Writing utensils
 - Basic art supplies
 - Paper
 - Packaging/Mail Supplies
3. The Board shall determine by majority vote what constitutes a “critical and necessary expense” for the purpose of purchasing items not listed above. This may include business cards, toner, or electronic equipment.
4. In certain circumstances, if a capital expenditure (any individual purchase - or multiple purchases linked to a singular event [eg, printing flyers for all locations for an announcement, business cards for newly elected official(s)], that would cause the threshold to be exceeded) may be approved by the board on an “as needed” basis.
 - For purchases outlined above that would cause a threshold breach, to authorize its expense, the following rules will apply
 - i. \$1 - \$250 President Approval* (or VP if President is submitting request)
 - ii. \$251 - \$500 Majority Board Vote

- iii. \$501 - 999 $\frac{2}{3}$ Board Vote
- iv. \$1000 or > Unanimous Board Vote

5. It is not necessary to get bids from multiple vendors or providers if Local 320 Board members have previous familiarity or account with or have already been using a particular vendor, or if the provider has been recommended by TWU International.
6. Following a majority vote of the Board, the Board has the right to increase the \$500 threshold by no more than 10% in a rolling twelve month period.
 - o In the event of an increase beyond 10%, the Board must approve the increase by a $\frac{2}{3}$ vote and must be disclosed at the next Membership meeting and pass by a majority vote.
7. Printing services should only be used when at-home printing would be cost prohibitive or too time consuming
 - o Grayscale printing should always be first option, with normal business weight paper
8. Mailing should always be first class rate, and USPS is the preferred vendor. For the purposes of this policy, the cost and reimbursement of any official mailings that must be made routinely or at the request of Motivate LLC, TWU International, IRS, DOL, OLMS, or any other employer with whom L320 has engaged or any other Governmental agency, the cost thereof shall not be applied to the monthly threshold, and the Secretary Treasurer or President may make the determination to approve any rate level or class of mailing he/she/they deem appropriate.
9. If any Board member believes this policy is being abused, he/she/they have the right to demand an audit. This demand must be made in writing (or emailed) to the President. If the suspected abuse is by the President, written demand for an audit shall be sent to the Executive Vice President.
10. The purchase and use of office supplies, or the use of shipping and mailing services, is strictly for the benefit of the Local and its membership, and shall not be used by any officers or members for private or personal use.

Reimbursements

Requests for reimbursements of software or online resources are submitted online using the Local 320 Expense Reimbursement Form. This form must be accompanied by supporting documentation and itemized receipts.

These forms must be submitted to the Secretary-Treasurer's office within two weeks (14 calendar days) upon completion of the purchase or monthly/ annual renewal. Reimbursement expense forms not submitted within this timeframe shall require approval from the Executive Board. For requests for reimbursement outside the 14 day window, written requests may be submitted to the Board and approved by a majority vote of same.

Reimbursement of software or online resources purchases is based on documentation of reasonable and actual expenses supported by the original, itemized receipt(s). Digital receipts, screenshots, confirmation emails, and the like may substitute for original receipts when hard copies are not provided by the vendor.

Policy to Retain Certified Public Accountant and Purchase of Accounting Software

Overview

The purpose of this policy is to set forth the intent and guidelines of TWU Local 320 regarding the consideration of requests by officials and members to pay for a certified public accountant to establish, file, and/or review financial statements, IRS and State tax forms, required Department of Labor documents, monthly reports, and to conduct an annual audit as required by Article 16 Section 4 of the TWU International Constitution. The Board understands that retaining a CPA is a critical and necessary expense which allows for proper review of all membership monies.

Policy Guidelines

1. Secretary Treasurer will be responsible for researching and interviewing accounting firms and making recommendations to the board for their review.
2. Any accounting firms to be considered shall furnish a sample contract with hourly rates, monthly caps, and retainer costs for the board's review.
 - Approved contracts will be kept on file with the Secretary Treasurer.
3. It is not necessary to get bids from multiple firms if Local 320 has a previous relationship with said firm, or if the firm has come recommended by TWU International.
4. It is understood that the Secretary Treasurer must submit, at least once each year, all books, records, vouchers and other supporting data for inspection and audit to a Certified Public Accountant, the cost of the audit to be borne by the Local Union. The cost of this audit shall not exceed \$15,000.
5. The Board may retain a CPA on a month-to-month basis if the cost of the retainer is no greater than \$500 per month or any hourly charges shall never exceed \$500 per month.
6. Following a majority vote, the Board has the right to continue the retainership if the \$500 threshold never increases by more than 10% in a rolling twelve month period.
 - In the event of an increase beyond 10%, the Board must approve the rate change by a $\frac{2}{3}$ vote and must be disclosed at the next Membership meeting and pass by a majority vote
7. The President and Secretary Treasurer may confer with the CPA at any time he/she/they deem necessary. Any other Board member or officer must get prior approval from the President (either written, or via email) to confer with the CPA.
8. Any Board member or officer who confers with the CPA must email the Secretary Treasurer a review of topics discussed and an approximation of the length of time.
9. Monthly accounting expenses will be reviewed by the Secretary-Treasurer and disclosed to the Board and the membership
10. Reputable online accounting software compatible with Local 320's bank and with the CPA may be purchased at a monthly rate of no more than \$50/month.

11. If any Board member believes this policy is being abused, he/she/they have the right to demand an audit. This demand must be made in writing (or emailed) to the President. If the suspected abuse is by the President, written demand for an audit shall be sent to the Executive Vice President.
12. Use of the accountant(s) is strictly for the benefit of the Local and its membership, and shall not be used by any officers or members for private or personal use.

Reimbursements and Payments

Requests for reimbursements of accounting software shall be submitted online using the Local 320 Expense Reimbursement Form. This form must be accompanied by supporting documentation and itemized receipts.

These forms must be submitted to the Secretary-Treasurer's office within two weeks (14 calendar days) upon completion of the purchase or monthly/ annual renewal. Reimbursement expense forms not submitted within this timeframe shall require approval from the Executive Board. For requests for reimbursement outside the 14 day window, written requests may be submitted to the Board and approved by a majority vote of same.

Reimbursement of software purchases is based on documentation of reasonable and actual expenses supported by the original, itemized receipt(s). Digital receipts, screenshots, confirmation emails, and the like may substitute for original receipts when hard copies are not provided by the vendor.

Whenever possible, payment to the CPA shall be made via ACH transfer using the Submission/Approval process on the Chase Banking transfer portal.

Policy to Retain Legal Counsel

Overview

The purpose of this policy is to set forth the intent and guidelines of TWU Local 320 regarding the consideration of requests by officials and members to pay for legal representation in matters that arise from their official duties and their dealings with Motivate, LLC or other employers of TWU Local 320 Bargaining Unit Members. The Board understands that retaining legal counsel is a critical and necessary expense which allows for proper representation of all union members.

Policy Guidelines

1. President will be responsible for researching and interviewing law firms and making recommendations to the board for their review.

2. Any law firms to be considered shall furnish a sample contract with hourly rates, monthly caps, and retainer costs for the board's review.
 - Approved contracts will be kept on file with the Secretary Treasurer.
3. It is not necessary to get bids from multiple firms if Local 320 has a previous relationship with said firm, or if the firm has come recommended by TWU International.
4. The Board may retain counsel on a month-to-month basis if the cost of the retainer is no greater than \$2,000 per month or any hourly charges shall never exceed \$2,000 per month.
5. Following a majority vote, the Board has the right to continue the retainer if the \$2,000 threshold never increases by more than 10% in a rolling twelve month period.
 - In the event of an increase beyond 10%, the Board must approve the rate change by a $\frac{2}{3}$ vote and must be disclosed at the next Membership meeting and pass by a majority vote
6. The President may confer with counsel at any time he/she/they deem necessary. Any other Board member or officer must get prior approval from the President (either written, or via email) to confer with counsel.
7. Any Board member or officer who confers with Counsel must email the Secretary-Treasurer a review of topics discussed and an approximation of the length of time.
8. Station chairs may request to speak to counsel. The request must be written and sent to their regional rep for review. The President and Secretary-Treasurer shall be "carbon copied (cc'ed)" in all such requests.
9. Monthly legal expenses will be reviewed by the Secretary-Treasurer and President and disclosed to the Board and the membership.
10. If any Board member believes this policy is being abused, he/she/they have the right to demand an audit. This demand must be made in writing (or emailed) to the President. If the suspected abuse is by the President, written demand for an audit shall be sent to the Executive Vice President.
11. Use of attorneys and counsel is strictly for the benefit of the Local and its membership, and shall not be used by any officers or members for private or personal use.

Payments

Whenever possible, payment to the Law Firm or attorneys shall be made via ACH transfer using the Submission/Approval process on the Chase Banking transfer portal.

Station Chair Election Rules

Overview

To create rules and procedures for proper nomination and election of Station Chairs. These rules were approved by the Board unanimously and adopted on April 3, 2021.

Rules

1. Only members in good standing may nominate themselves and run for station chair.
2. To be considered "in good standing," a member must be actively paying dues or have submitted a voluntary authorization form to deduct dues to the Secretary Treasurer at the time of the nomination.
3. Prior to the announcement of Station Chair elections, the Secretary Treasurer shall provide the most current eligibility rosters to all current/ acting chairs in each system. If this role is currently vacant, either the presiding Regional Representative or most Senior Shop Steward of that system will be provided with same.
4. Once an election is announced, the nomination period shall last one week (seven days) and end at 11:59PM EST on the final day.
5. Following the nomination period, the voting period shall last one week (seven days) and end at 8:00PM EST on the final day.
6. Online voting will be the preferred method of voting, and the platform used shall be determined by the Board.
7. Review and certification of the results should happen as soon as feasible by the Board, and results announced no later than 8:00PM EST the day after the close of voting.
8. Any and all other election related rules not specifically cited or mentioned herein have been determined by the Board as already established by the L320 By-Laws or TWU Constitution.