

OPSEU Strike Finances Checklist

A tool for locals/units managing the \$ for a strike

Make sure your local/unit takes all the steps necessary to manage its strike finances. Use this checklist to remind yourself of what you've done & what still needs doing. (*Items with * are described at the end.*)

Action	Done √	To Do
Preparation		
<p>1. Sign up your bargaining unit members as union members</p> <p>a) <u>Update</u> your membership list.</p> <p>b) Talk to bargaining unit members who are not yet signed-up union members, and get them to <u>sign union membership cards</u></p> <p>c) <u>Submit signed union membership cards</u> to your regional office to the attention of your Staff Rep.</p>		
<p>2. Establish your Strike Finance Committee (after a positive strike vote)</p> <p>a) The Committee <u>includes the local treasurer or unit designate</u> and <u>selects a chair</u>.</p> <p>b) Arrange a <u>briefing for the Committee</u> with the Staff Rep on committee roles and responsibilities. You can use this checklist as one of the tools for the briefing. (See 6. below, <i>Train your Committee.</i>)</p>		
<p>3. Get your Form B's* filled out and submitted</p> <p>a) Work with the Strike/Mobilizing Committee to provide a <u>briefing session to all your stewards</u> on their roles and responsibilities during a strike; specifically instruct them about Form B's and that they provide critical information for administering the strike and ensuring that signed-up members get their strike pay.</p> <p>b) Stewards <u>distribute Form B</u> (Membership Personal Information Form MPIF) to signed-up members, and help members to fill them out. (<i>Note: In the absence of shop stewards, the Mobilizing Committee chair may use information stewards*.</i>)</p> <p>c) Stewards <u>give filled-in Form B's</u> to the LEC, or <u>designated steward</u> for signature.</p> <p>d) <u>LEC*/designated steward signs Form B's</u> and gives to Strike Finance Committee. The Committee will use these forms to develop its data base. (See 5 below).</p>		
<p>4. Get your \$ lined up</p> <p>a) Strike Finance Committee Chair <u>fills out Form A*</u> (Strike Administration Advance) and submits to assigned Staff Rep for approval.</p> <p>b) <u>Staff Rep approves and sends Form A to accounting</u> in OPSEU head office for processing.</p> <p>c) Strike Finance Committee <u>opens Local xxxx bank account</u> at any institution (credit</p>		

unions are cheaper in most instances) and assigns at least 2 Committee members as signatories. The number of signatories will depend on the size of your local. (Note: This is the only bank account that the local needs to open.)

d) Strike Finance Committee members who are signatories on the Strike Pay bank account sign one BMO card (available from their regional office) and attach 2 pieces of identification, including one with a photo and signature specimen, and the other with signature only. Do not submit OHIP card or credit cards. (Note: The BMO account is the central account from which strike pay is issued.)

e) Strike Finance Committee Chair sends to the Staff Rep, who will forward to accounting the following documents before the start of the strike:

- i) original BMO signatory card along with the 2 pieces of ID for each signatory;
- ii) Original Form B's for each member;
- iii) Form C * – Strike Register – or e-mail “MemberDetails” tab to strikeforms@opseu.org. (see 5. Organize your data base below)

f) Strike Finance Committee Chair receives \$1,500.00 cheque from accounting after submitting Form A and deposits into Local xxxx Strike Administration account.

g) Strike Finance Committee arranges & pays for trailer, electricity, hydro hookup, etc from this new Strike Administration account. Local keeps all receipts and uses good bookkeeping practices (see below).

h) Strike Finance Committee Chair fills out Form E* (Weekly Administration Expense), signs the form, attaches original receipts for allowable expenses, and sends to assigned Staff Rep for approval (see OPSEU Policy Manual section 25.2)

i) Accounting in head office sends 3 weeks supply of strike cheques to the regional office to the attention of assigned Staff Rep. Cheques are held at the regional office until all the forms in e) above, are submitted.

j) Strike Finance Committee checks with LEC to ensure local's Trusted Audit Reports are up to date (so that the unit or local is eligible for additional funding)

5. Organize your data base

a) Strike Finance Committee Chair installs Strike Administration Database on local's computer and sets the local code. (Note: if the local or unit does not have a computer or cell phone, it should ask the Staff Rep to work with IT & Accounting to borrow one for the duration of the strike.)

b) Strike Finance Committee updates the “MemberDetails” for each member's dependents based on the Form B's.

c) Strike Finance Committee e-mails this tab to strikeforms@opseu.org. The “MemberDetails” now become Form C (Strike Register).

d) Staff Rep reviews work to date of Strike Finances Committee and offers support as needed.

<p>6. Train your Committee</p> <p>For locals bargaining provincially:</p> <p>a) Staff Rep and regional supervisor <u>request accounting to provide strike finance training</u> for Strike Finance Committee</p> <p>b) <u>Accounting provides 1-day training and distributes a CD</u> with the following on it:</p> <ul style="list-style-type: none"> i) list of all bargaining unit members of the local; ii) form and program to produce cheques; iii) instructions for how to use the program; iv) latest constitution and policy on strike finances. <p>For smaller locals not bargaining provincially:</p> <p>a) Staff Rep or designee provides training.</p> <p>b) Staff Rep or designee ensures local Strike Finance Committee has CD with the resources on it and a computer. (See above 6.b) and 5.a.)</p>		
<p>On Strike</p>		
<p>7. Strike Benefits</p> <p><u>If the employer agrees to continue benefits</u> during the strike, <u>no action</u> is required by the Strike Finance Committee.</p> <p><u>If the employer discontinues benefits</u> during the strike:</p> <p>a) The Staff Rep informs accounting that benefits are discontinued.</p> <p>b) Accounting requests, in writing, coverage from the Joint Benefit Trust. All members will be enrolled based on the list of members sent at the beginning of the strike.</p> <p>c) Strike Finance Committee sends Form C (Strike Register) to accounting who forwards that information to the Joint Benefits Trust.</p> <p>d) Strike Finance Committee adds or removes names of eligible members during strike by e-mailing to strikeforms@opseu.org. Eligible members are members performing picket duty during the strike.</p> <p>e) Joint Benefit Trust ensures benefits for all eligible members for the duration of the strike.</p> <p>f) At the end of the strike, the Staff Rep informs accounting of the return to work; accounting notifies Joint Benefits Trust to terminate coverage.</p>		
<p>8. Members do picket duty</p> <p>a) <u>Members are assigned picket duty</u> by the Local Strike Committee or designee (not Strike Finances Committee).</p> <p>b) Members <u>sign in</u>, and perform required hours.</p>		

<p>c) At the end of the week, <u>the picket captain* signs Form D*</u> (Strike Duty Performance Register) and gives it to the Strike Finance Committee for processing.</p>		
<p>9. Prepare strike cheques for week 1 of the strike</p> <p>a) Strike Finance Committee <u>creates a “Weekly Pay Detail”</u> and adds members to the pay details from Form D (Strike Duty Performance Register). The picket duty hours are then recorded on the “PayDetails” tab for all members.</p> <p>b) Strike Finance Committee <u>prints this tab</u> and checks it against Form D to verify data.</p> <p>c) Strike Finance Committee <u>saves the excel file as Local xxxx Week 1</u>, and prints cheques.</p> <p>d) Once cheques have been printed, Strike Finance Committee <u>e-mails the tab</u> to strikeforms@opseu.org.</p> <p>e) Strike Finance Committee <u>distributes cheques to members</u>, and <u>keeps the stubs</u>. If a member misplaces a cheque you can use the stub to call accounting to place a stop-payment on the cheque. Once BMO has verified that the cheque was not cashed, accounting will inform the Strike Finance Committee that it’s o.k. to replace the cheque. The Committee can only distribute cheques if accounting knows the total number of cheques issued along with the total value of cheques issued.</p> <p>f) Strike Finance Committee <u>prints tab for each member to sign for receipt of their cheque</u>. Keep all voided cheques as they have to be returned at the end of the strike.</p> <p>g) Refer to the “Strike Database Instructions” on your Local Strike Administration CD <u>for more detailed instructions</u> about producing cheques or e-mail strikeforms@opseu.org for assistance.</p>		
<p>10. Repeat process for week 2 and onwards if strike continues</p> <p>If the strike continues, <u>repeat the above process again</u>, and save the excel spreadsheet as Local xxxx, Week 2.</p>		
<p>11. Maintain overall accounts</p> <p>a) During this period, the local treasurer and the LEC <u>maintain regular accounting</u>, and continue to file Trusteed Audit Reports on time.</p> <p>b) Treasurer of LEC, at the request of the Strike Finances Committee of the unit on strike, <u>applies for additional funds</u> which would be equal to the local’s last quarterly rebate. Locals/units on strike are entitled to additional funds to cover non-allowable strike expenses such as picket line refreshments, mileage or TTC tickets, etc. For units on strike the additional funds would be pro-rated to the number of their members in the local. Additional funds are not available to newly-organized units who have not yet begun paying dues. Additional funds will only be issued if the Local’s TAR’s (Trusteed Audit Reports) are up to date.</p>		

Return to Work		
<p>The Strike Finances Committee:</p> <p>a) <u>Prepares the final cheques</u> for picket duty (if any). Follow the process above.</p> <p>b) <u>Submits cheque stubs</u>, voided cheques/Form D's (Picket Duty Performance Register), and signed 'PayDetails' with cheque numbers.</p> <p>c) <u>Returns all unused and voided cheques.</u></p> <p>d) <u>Closes strike trailer</u>, disconnects telephone and hydro and dismantles strike headquarters.</p> <p>e) <u>Closes Local XXXX strike administration bank account.</u></p> <p>f) <u>Issues cheque</u> to OPSEU to reconcile the \$1,500.00 advance.</p> <p>g) <u>Submits Form F*</u> (Final Account of Strike) to accounting.</p> <p>h) <u>Reports strike spending</u> at the next local general membership meeting.</p>		

Glossary:

Form A: Strike Administration Advance. The local/unit submits this to get \$1500 advance.

Form B: Membership Personal Information Form (MPIF) This form is filled out by each member in order to collect strike pay.

Form C: Strike Register. This form lists names & information of all members participating in the strike and is kept current by the Strike Finances Committee throughout the strike.

Form D: Strike Duty Performance Register. This form is submitted weekly by the Strike Finances committee to accounting to ensure payment of strike pay to members.

Form E: Weekly Administration Expense Form. The Strike Finances Committee submits this weekly to the Staff Rep who signs and sends it to accounting.

Form F: Final Account of Strike. This form along with any surplus, is submitted to accounting within 60 days of the end of the strike and documents all monies received and spent.

Information Steward. This is a member who volunteers to perform certain tasks in the unit/local such as gathering information from members, distributing leaflets, coordinating part of a phone tree, etc, but is not willing to be a steward who also processes grievances.

LEC – Local Executive Committee includes the local's president, vice-president, secretary, treasurer, chief steward/unit stewards.

Picket Captain: active member(s) assigned to provide on-the-ground leadership and administrative support for members performing strike duties.