

**Policy Number: EM-BN-01**

**Policy Title: Education, Trainings and Non-Convention Events**

**Effective Date: 04/21/21**

**Page 1 of 2**

---

## **Purpose**

To clearly define the parameters regarding members attending trainings and other non-convention, union related events.

## **Requirements to Attend**

Any member who has been a member in good standing and is not on their initial six-month probation period qualifies to go to a training or conference.

New members requesting to go to training will have priority over those who have gone in the past. If applicable, the local will attempt to send at least one person who has gone before to help those who are new.

## **Training/Event Application**

The education/training committee chair will review all requests to attend trainings/non-convention events that incur costs to the local:

- If there are more members who wish to attend an event than there are openings, all interested members will be required to complete and submit an Education/Training/Event Application to the education/training chair within a timeframe specified. Applications will be available online with the training information. The education/training committee will evaluate the applications received to determine who will attend the training based on the information in the application, the members' record of attendance at/participation in previous events, etc.
- If there are fewer members who wish to attend an event than there are openings, all interested members will be required to express their interest to the education and training chair in a manner to be determined by the chair. The chair will evaluate the requests received to determine whether the member will attend the training based whether s/he has attended the training/event previously, the member's record of attendance at/participation in previous events, etc.

## **Lost Time/Per-Diem**

Lost time and per-diem will not be available for non-convention events unless otherwise noted on the training itself. Please refer to the Lost Time policy.

**Attendance**

Members will need to sign an Attendance Agreement form indicating their intent to participate in the training while there. In the event it is reported back that the member did not attend and/or participate, s/he will be required to pay back the local any funds already paid out (up to the full amount) on his/her behalf, will not be eligible for any reimbursements, and will be unable to attend any union-paid events for 18 months. In the event that a refund to the union is required, the education/training chair will work with the Local 328 executive committee to determine the amount owed, etc.

**Reimbursements**

All reimbursements will adhere to the Reimbursements policy.

**Post Training/Event Requirement**

Members will be expected to write a report, to be published on the Local 328 website, about the event/training they attended. If the member does not wish for his/her report to be posted on the website, s/he will give a presentation on the report to the union executive board.

Failure to do so will result in the member being ineligible to attend other non-convention events/training at cost to the local for 18 months. The member has a right to appeal this decision as per the Appeals policy.

---

**Related Policies:**

**Appeals**  
**Reimbursements**  
**Lost Time**

**Related Documents:**

**Attendance Agreement**  
**Education/Training/Event Application**

**Revision History: 3/2021, 12/2015, 7/2010, 10/2008**

**Responsible Office/Committee: Education/Training Chair & Committee**