

# Council Rep Training Manual

# Section 4 – SPŒA FINANCIALS

- Council Rep Expense Report Sample
- Travel Expense Report Sample
- Time Charging
- LM-2 reporting requirement
- Budget Report Sample
- Childcare Reimbursement Request Form



15205 52<sup>nd</sup> Ave South | Seattle, WA 98188 | (206) 433.0991 | (800) 325.0811 | FAX (206) 248.3990

# Council Rep Expense Report Form (quarterly allowance for Area Rep meetings)

Name			BEMS		Council District
W. Phone (	)			H. Phone ()_	
Home (Maili	ing) Address:				
Amount to b	oe reimbursed to		(\$8		Rep and Council Rep)
Quarter:	☐ Apr-Jun	⊒Jul-Sept		□ Jan-Mar	Year:
Attendance:					
Signed				Date	
PI	ease submit to	SPEEA Head	quarters withi	n 3 months (re	quired for reimbursement).
Requir	ements: Include Ori	ginal Receipts   Incl	ude Attendance Ro	ster   Maximum \$	B per Area Rep per quarter (plus yourself!)
Revised 12/0	7/09				

Include receipts with explanation on each receipt



			1 days	Travel Expense Reports are due within 14 days	32 Travel Ex
			90 days	Business Expense Reports are due within 90 days	31 Business
					30
	\$0.00	\$0.00	0.0	Total	29
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Explanation	Credit Card	Card	Driven	Description	7 Date
	Cash or Personal	SPEEA Credit	Miles		
					6
	Purpose:				5
					4
	City, State:				3
	Address:		\$0.555	July 1, 2011 IRS Mileage Rate	2
	Name & ID:		\$0.565	Jan 1, 2013 IRS Mileage Rate	
	П	D	C	В	A



#### Council Representative Training

# Time Charging

#### SPEA Time Charging

It is very important to properly report and record your time within the Boeing time keeping system (ETS) and at SPEEA. The following information is intended to assist you with the proper charging of your time. It is best to know how to properly "charge" your time prior to events. If you have any questions, please work with the people coordinating the meeting/event or your Contract Administrator.

### Local Overhead Charging

As a Council Representative all time charging for representation of members in the workplace is charged to your Part Time Overhead in ETS. You will find this change line Number in the Time Keeping System for your Business Unit or contact your local Business Management. If there is an issue with this contact your Contract Administrator.

### Partnership Activities

As a SPEEA member participating in Partnership Groups in your workplace or division Partnership Steering Teams (BCA, IDS, PW, SSG...) you will be charging either to a "Partnership" SALCO number set up for your business unit or you will charge to your organizational Part Time Overhead. You will find these Numbers in the JNS System for your Business Unit or contact your local Business Management. If you are directed otherwise in your Partnership meeting comply with that request.

If you are a member of the Partnership Leadership Team your time will be charged to Boeing (SPECL) (ETS pull down menu – "Special Union Business") When you are selected for this level on the Partnership Team you will be instructed how to charge.

### SPEEA (ETS pull down menu "SPEEA Company Business")

Boeing sends a bill to SPEEA for all charges to this leave with pay code. Time charged to SPEEA needs to be approved as directed by the Executive Board manual (see section 3.4 below) A copy of approvals needs to be provided to paulinet@speea.org including an explanation as to the purpose of the SPEEA time.

- **For SPEEA Council Meetings:** If you are attending a SPEEA Council Meeting as a CR or DA (CR is not in attendance) and cannot flex your time you need to mark the time used in the column designated as such when you check in. No further reporting is necessary. If you are attending a Council Meeting and do not meet the above criteria you must have your charging approved before attending or you cannot charge SPEEA.
- **For SPEEA Committee Meetings:** For SPEEA Committee Meetings: If you are a Committee Chair or Committee Member and cannot flex your time you will mark the SPEEA time used on the sign-in sheet. No further action is necessary.

Excerpt from the Executive Board Policy and Procedures Manual:

**3.4 Employer Time Off** – All Employer time off for SPEEA business shall be authorized.



Unbudgeted or non Executive Board approved time can be approved for up to 10 hours per event by any of the following: President, Treasurer, Secretary, Executive Director, Assistant Executive Director or by any two Executive Board members. Such authorization shall be provided to the comptroller. SPEEA members should try to flex their schedule and request compensated time for time they are not able to flex. SPEEA-reimbursed leave-with-pay may be granted for:

- A. SPEEA-related meetings with the Employer which are not paid for by the Employer.
- B. SPEEA-related meetings with other organizations who normally do business during the member's regular shift.
- C. Verified attendance at scheduled Executive Board, Council and committee meetings during the member's regular shift.
- D. Performance of pressing SPEEA duties which must be done in a timely manner.

Immediately following the usage of SPEEA-reimbursed leave-with-pay, each affected individual will inform the Comptroller of the actual hours charged, or note time charged on the SPEEA provided meeting sign-in sheet.

#### LM-2 Reporting Requirement

In order to properly account for expenses chargeable, and non-chargeable for Beck and LM-2 reporting purposes, an understanding of the purpose of the SPEEA time; e.g., labor delegate meetings, special meetings requested by SPEEA Staff, special projects with SPEEA staff, etc is necessary.

## SPECL (ETS Pull down Menu "Special Union Business")

Leave with pay code for meetings with the company. SPEEA/Boeing Joint Meetings are in this category. The Boeing Company pays for these leave with pay charges.

# ETS Pull Down Screen – Example (ETS Rules State Approval is required before being absent from work)

Special Union Business (SPECL)	For certain union represented employees (see applicable collective bargaining unit agreement). Prior approval required before being absent from work to conduct SPEEA union business.
SPEEA Company Business (SPEEA)	For certain union represented employees (see applicable collective bargaining unit agreement). Prior approval required before being absent from work to conduct SPEEA union business.



# Time Charging for SP⊞A Activities

The following is a guide on time charging for the union categories listed in ETS:

Union Business Paid	To be used if you are representing employees in investigatory interviews or investigation of potential grievances during your normal work schedule. Time charged to this charge line is paid by Boeing.
Union Business - No Pay	Not to be used by SPEEA, <i>this is for the IAM only</i> .
Special Union Business	To be used if you are attending joint meetings between SPEEA and Boeing during your normal work schedule. Time charged to this charge line is paid by Boeing.
SPEEA Company Business	To be used if you are attending <i>SPEEA only</i> functions off company property during your normal work schedule. SPEEA reimburses Boeing for hours charged to this charge line.

1/15/2013

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# Section 4 – SPEEA Financials 7

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