



# POLICIES AND GUIDELINES

## SCHOOLS/CONFERENCES

### **POLICY:**

For various labour schools/conferences the Local may send up to five (5) participants, exclusive of facilitators. Applicants who have not attended previous labour schools and/or conferences will be given preference.

### **PURPOSE:**

To provide guidance regarding who attends the labour schools/conferences.

### **PROCEDURE:**

- Notice/application will be provided to the Stewards for posting on the bulletin boards. As well, notice will be posted on our website at [www.cope397.ca](http://www.cope397.ca)
- Application(s) will be considered by the Executive Board. The Executive Board will have the power to add participants if the number of qualified applicants should exceed five (5).

### **FAILURE TO ATTEND**

Where there has been a registration fee, hotel room booking and/or air fare paid for a convention, conference, educational, meeting or other event approved by and paid for by COPE Local 397 and there is an unexcused failure to attend the event and/or a failure to notify the COPE Local 397 office of non-attendance and COPE Local 397 is held responsible for the expenditure, such failure will result in a penalty of not being able to attend event(s) for a period of one (1) year.

In the event the member is again approved to attend an event, after there has been such failure as noted above, the member shall be required to pay for the registration fee, hotel room costs and/or air fare and submit an Expense Voucher for reimbursement.

Revised: September 2017  
Revised: March 2014  
Original: May 2008

