MINNESOTA ASSOCIATION
OF PROFESSIONAL EMPLOYEES

POLICIES

UPDATED 2026

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Introduction to MAPE Policies

MAPE holds its officers and committee members to high standards in carrying out their obligations and in performance of their elected or assigned roles in the organization. The policies contained herein pertain to rules and guidelines to be adhered to by Board members, statewide and local officers, Trustees and statewide and local committee members where indicated.

Violation of Rules

Knowingly violating any of these policies by any of the aforementioned shall cause the member to be at risk of the penalties described in Article XII of the MAPE Bylaws.

Standing Rules

Minutes/Records Policy

Delegate Assembly Revision Dates: 9/18-19/2026
Board of Directors Revision Dates: 4/16/2010, 6/19/2014

Summary: Guidelines for recording meeting minutes and tracking resolutions.

Related Information: Robert's Rules of Order newly revised.

Policy:

1. All Board of Directors and Delegate Assembly minutes will be completed within seven (7) calendar days and thirty (30) calendar days, respectively, after the conclusion of the meeting. The minutes are in draft version and not considered approved or published until action is taken by the appropriate body at its next meeting.
2. The President may authorize reasonable lost time if needed to meet these timelines as currently allowed in the MAPE Reimbursement Policy.
3. Unless stated otherwise in the Minutes/Records Policy, the contents/structure of the meeting minutes will conform to the latest edition of Robert's Rules of Order – Newly Revised.
4. Motions or resolutions (whether from the floor or from a committee report), should be presented for action in the following format:
    - Brief background of subject or situation.
    - Define the specific problem being addressed.
    - Explain recommendation.
    - Identify cost implications, if any.
    - Assign accountability for implementation and status report.
5. The Secretary will report on the status of resolutions at each Board of Directors meeting which have not been completely implemented.
6. The minutes of an organization are the official record of all business transacted, activities undertaken, plans projected, general growth, etc. The minutes should contain what is done and not what is said. They should be written in the third person. Minutes should include:
    - The name of the organization, date, place and time of meeting.

- Type of meeting (BOD, DA or special meeting).
- Names of president and secretary or their substitutes / the minutes should state whether previous meeting minutes were read and approved.
- All seconded main motions, whether approved or failed / (a motion that was withdrawn should not be recorded); resolutions adopted should be entered.
- The names of the persons making the motions, but names of the seconders need not be recorded.
- Points of order and appeals, whether sustained or lost.
- Summarized reports of committees, unless written reports are appended.
- All appointments of committees, elected delegates, etc.
- The number of votes on each side, including abstentions when a count has been ordered, or where the vote is by ballot or roll call / requests from members that their votes be reflected in the minutes will be honored.
- Time of adjournment.
- Secretary signature, and "Approved" (date) and initials / (respectfully submitted is not used).
- Corrections made in the minutes prior to approval will be reflected in the current meeting minutes.
- A copy of resolutions.

Personal opinions of praise or criticism should not be recorded.

The minutes may be corrected whenever an error is noticed regardless of the time that has elapsed, except after their adoption, when too late to reconsider the vote, they require a two-thirds vote for their amendment, unless if previous notice of the proposed amendment has been given, then only a majority vote is required.

Delegate Assembly Standing Rules

Original Policy Approval Date by Delegate Assembly: 09/18-19/2026

Policy:

The Standing Rules for Delegate Assembly meetings shall be drafted by the Constitution and Rules Committee and provided to the Statewide President for approval. The President may adjust the proposed Standing Rules. The Standing Rules must be presented during the second to last Board of Directors meeting prior to the next Delegate Assembly meeting, including a comparison between the Constitution and Rule's Committee's recommendations and the President's Standing Rules proposal. The Board of Directors will vote to approve the Standing Rules during the Board of Directors meeting before Delegate Assembly.

By a two-thirds vote, the Delegate Assembly may amend the Standing Rules.

At least one member of the Constitution and Rules Committee must be present during Delegate Assembly meetings. Members of the Constitution and Rules Committee may provide analysis of governing documents, policies, and resolutions at the request of any delegate.

Board Steward Policy

Board of Directors Revision Dates: 4/16/2010, 7/21/2017, 4/19/2026

Summary: Ground rules for conduct at meetings of the Board of Directors.

Related Information: Role of the Board Policy

Policy:

The Board of Directors will elect Board Stewards from its membership. The Board Stewards will accept anonymous concerns dealing with the conduct of business at Board meetings. Board Stewards must ensure the confidentiality of all anonymous concerns. Board Steward authority is limited to concerns raised during board meetings and anyone attending the Board meeting.

Membership: There shall be no more than four (4) and no less than two (2) Board Stewards. The chair will call for an election from the Board members (who are stewards in good standing at the first meeting each calendar year. Each Board steward will have a term of up to two (2) years for up to two (2) consecutive terms. The Board Stewards will notify the chair if an alternate (appointed by the Board Stewards) is to serve at meetings that they are unable to attend.

Board members expect a reasonable level of control and decorum during board meetings, but also a safe space where disagreements do not result in hostility and contemptuousness. All board members strive to act in accordance with the following:

- Everyone agrees to be honest and straightforward in their Board activities.
- Stay on the topic; the approved agenda is the guide.
- It is OK to disagree – but personal attacks will not be allowed.
- Everyone has a right to participate.
- Wait to be recognized by the chair before speaking.
- Evaluate ideas – not people.
- Listen to others.
- Be polite and respectful to speakers and others.

The Board Stewards may informally remind board members of these meeting norms and provide reminders at the beginning of each meeting or following breaks during a meeting. If inappropriate behavior distracts the Board away from the agenda, Board Stewards may provide guidance. Some raised concerns may simply serve as reminders

that some board members are not following the meeting norms; others may require formal Board action.

Board Stewards can:

- Call to Order if they feel a Board member is not keeping the meeting on task (as are all board members).
- Make a judgement call to stop the Board meeting and call for a vote to remove someone from the current meeting. Board vote is based on Roberts Rules of Censure 2/3 vote for removal of a member from that meeting.
- Intervene/be asked to intervene if the Chair is involved with alleged misconduct in the Board meeting.
- Call for an investigation into an alleged misconduct connected to Board meetings. Who investigates depends on who is the subject of the investigation- based on discussion amongst Board members per Roberts Rules.

Stewards are automatically recused and cannot form a recommendation if they are a part of the misconduct. Ultimately, possible removal from a Board Steward position per Roberts Rules.

More serious situations may arise where a non-compliant member is identified as a last resort after repeated warnings and unsuccessful attempts at mediation by the Board Stewards. If the Board member obeys after being named, the matter must be dropped. If the member persists, the chair may ask the Board, "What penalty should be imposed on the member?" Which may include one or more of the following remedies by majority vote:

- A required formal apology
- Censuring of Board member
- Dismissal from the meeting

Other formal disciplinary action should be reserved for serious situations such as complaints filed under Bylaws Article XVIII, Section 3 (Governing Documents or Policy Dispute Procedure) or Article XIII, Section 2 (Judicial Procedure) which may include conduct during or outside of board meetings.

Per our Constitution (Article for supremacy clause), we use Roberts Rules for disciplinary action and procedures, except those that deviate in our governing documents.

Member Access to the Board of Directors' Meetings Policy

Board of Directors Revision Dates: 5/25/2011

Summary: Members have the right to be heard at the Board of Directors' meetings.

Related Information: This policy meets the requirements of MAPE's Bylaws, Article V, Section 3.

Policy:

Members have the right to be heard at meetings of the Board of Directors (Board). The Board will include a "Time Certain" agenda item for members' comments on its agendas. The members' comments will normally be at 11:30 a.m. Members should limit their comments to 5 minutes.

If a member wishes to address the Board at a time different from the normal 11:30 a.m. time or for longer than the normal 5 minutes, the member must make prior arrangements with the President. Because the Board agenda is distributed before the meetings, alternate arrangements need to be made at least a week in advance.

Members must address their remarks to the chair, maintain a courteous tone and avoid making personal attacks. Because the member's time is limited, the Board will not interrupt nor enter into debate while the member has the floor. If the member has time, the chair may conduct a short question and answer period (less than 15 minutes) during which the Board may ask questions (no debate) to clarify the member's comments.

Governance Policies

Board Governance Style Policy

Delegate Assembly Revision Dates: 12/13/1996, 09/18-19/2026
Board of Directors Revision Dates: 4/16/2010

Summary: Governance style of the Board of Directors.

Related Information:

Policy:

The Board of Directors will approach its work with a style that emphasizes strategic leadership over administrative detail, with an eye on the future.

In this spirit, the Board of Directors will:

1. Focus chiefly on issues that impact policy, less on the administrative or programmatic means of attaining those results.
2. Direct, control, and inspire the organization through the careful establishment of the broadest organizational values and perspectives, in clearly stated policies. Policies will address:
    - Results: which needs will be met at what cost.
    - Executive parameters: boundaries of prudence and ethics to be observed by staff.
    - Governance process: the Board role and responsibilities.
    - Board/Statewide Officers/staff relationship: linkage between Board and staff.
3. Enforce reasonable discipline if needed.
4. Be accountable to the MAPE membership for competent, conscientious, legal and ethical fulfillment of its obligations.
5. Monitor and regularly discuss the Board's own process and performance.
6. Ensure the continuity of Board improvements though regular record keeping.
7. Be an initiator of proactive policy and representation.

Role of the Board Policy

Delegate Assembly Revision Dates: 12/13/1996, 9/18-19/2026
Board of Directors Revision Dates: 4/16/2010

Summary: Role of Board of Directors.

Related Information: Constitution and Bylaws.

Policy:

The job of the Board is to provide ongoing grassroots leadership and direction to MAPE by developing guidelines, policies, and procedures that promote achieving MAPE's mission and fulfills MAPE's vision.

Consequently, the contributions of the Board will be to:

1. Provide the link between the MAPE leadership and the membership.
2. Write and follow governing policies that address:
    - Results: organizational services, impacts, benefits, and outcomes.
    - Executive parameters: constraints on executive authority that establish prudent and ethical boundaries which include executive activity and organizational decisions.
    - Board/Statewide Officer relationship: how authority is delegated and monitored.
    - Governance process: specifically how the board conceives, carries out, and monitors its own tasks.
3. Assure performance of Statewide Officers.

Code of Conduct Policy

Board of Directors Revision Dates: 3/30/2007, 4/16/2010, 4/17/2015, 1/19/2018, 9/20/2024, 1/16/2026
Delegate Assembly Revision Dates: 9/23-24/2016, 9/18-19/2026

Summary: Guidelines for MAPE represented employee conduct.

Related Information:

Policy:

Represented employees expect and deserve ethical and businesslike conduct from their elected and appointed leaders. Proper use of authority and appropriate decorum in group and individual behavior is essential to fulfilling this obligation.

With this understanding, MAPE members agree to:

1. Maintain un-conflicted loyalty to the interests of MAPE members. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, and membership on other boards or staffs. It supersedes the personal interests of any Board member acting as an individual consumer of MAPE's services.
2. Avoid conflict of interest with respect to their fiduciary responsibility:
    - There must not be self-dealing or any conduct of private business or personal services between any Board member, steward, officer, or committee member and MAPE, except where openness, competitive opportunity, and equal access to "inside" information can be assured.
    - Board and committee members, stewards, and officers shall not use their positions to obtain employment within MAPE for themselves, family members, or close associates.
    - Should a Board or committee member, steward, or officer be considered for employment by MAPE, they must temporarily withdraw from Board deliberation and voting (in the case of a Board member), and shall be denied access to Board information beyond that available to all applicants.
3. Recognize that no individual member, steward, or officer has the authority to speak or act on the behalf of the body in interactions with MAPE staff, the public, press or other entities without prior, documented permission from the respective body.

4. Work through the appropriate staff supervisor in the event of a complaint against a MAPE staff person so as to protect staff contractual rights.
5. Not publicly disclose confidential information obtained during the execution of official duties that could be harmful to MAPE, its officers, or its staff.
6. Commit to provide a safe and respectful work environment for MAPE represented employees, MAPE staff, and third parties in accordance with MAPE's Respectful Workplace Policy, MAPE's Code of Conduct, and MAPE's Policy Against Discrimination and Harassment. This does not include any lawful concerted actions directed against an employer.
7. MAPE officers and stewards are encouraged to disclose to the MAPE Executive Director and MAPE Statewide President any family or business relations with MAPE staff or other officers or stewards with whom they are working directly on MAPE work, including, but not limited to, a relative representing another relative in a grievance case, and a relative working directly with another relative on a MAPE committee. The MAPE Executive Director and MAPE Statewide President will work to avoid the conflict or appearance of a conflict of interest without discriminating against any individual.
8. With respect to Board and committee decisions, members who become aware of circumstances that pose an actual or potential conflict of interest must recuse themselves from the decision-making process and take no part in the discussion of the matter or vote. If the member advises the committee or President that they wish to be recused from the decision-making process, the President will honor the member's decision and the recusal will be noted in the record.
9. A vote of two-thirds of the Board may place a statewide officer or Board member on administrative leave when there is an investigation connected to potential misconduct until the investigation is complete.

Hiring Policy

Board of Directors Revision Dates: 3/30/2007, 4/16/2010, 3/15/2013, 4/21/2017, 6/18/2021, 3/17/2023, 10/10,2025, 6/18/2026
Delegate Assembly Revision Dates: 9/23-24/2016, 9/18-19/2026

Summary: Hiring practices and procedures

MAPE is an equal opportunity employer and does not discriminate in hiring practices based on race, color, national origin, creed, religion, political belief, sex, marital status, sexual preference or orientation, or status regarding public assistance, age, or ability. MAPE's hiring procedures ensure that we hire the best-qualified candidate. MAPE embraces a well-reasoned, affirmative-action program that welcomes diversity. This includes a diverse workforce free of discriminatory practices. Additionally, MAPE's goal is to promote a hostile-free work environment.

The Executive Director shall take whatever action is required within the Board of Directors-approved budget and financial policies to meet the temporary or emergency staffing objectives to ensure the well-being of the Association. The Executive Director will provide a current staff organizational chart to the Board of Directors for approval as part of the annual budget process. If the Executive Committee determines the Executive Director to be unavailable, all responsibilities of the Executive Director herein shall be the responsibility of the Executive Committee.

The Board of Directors shall approve all staff position descriptions that define the duties and responsibilities and the required skills, knowledge, and abilities necessary to perform the required duties successfully.

Internal Hiring

Internal hiring is a valuable tool for promoting employee development and retention. Internal hiring allows current employees to advance their careers and achieve their professional goals. We aim to ensure that we conduct internal hiring fairly and transparently, with all employees having an equal opportunity to apply for open positions. With the Board of Directors' approval, the Executive Director can first post non-OPEIU represented jobs internally to current MAPE staff. All employees are eligible to apply for internal job openings, subject to the following conditions:

1. The employee must have completed their probationary period.

2. The employee must meet the qualifications and requirements of the position as stated in the job opening.

All internal job openings will be posted for at least seven (7) calendar days. The job posting will include the job title and department, description and qualifications, application deadline, and contact person and method for applying. The job posting will be accessible to all employees and posted on the notice board. We encourage all employees who meet the job requirements to apply for the open position using the following selection process:

1. The hiring manager will review all internal applications.
2. If there are multiple qualified internal candidates, the hiring manager will conduct interviews with each candidate. The hiring manager may form a hiring panel to conduct the interviews.
3. The Hiring manager will evaluate each candidate based on their qualifications, experience, job performance, and growth potential.
4. In making the final hiring decision, the hiring manager will consider the candidate's fit with the position, team, and organizational culture.
5. The hiring manager will notify all internal candidates of the hiring decision. Candidates not selected for the position will be given feedback on their performance and areas for improvement.
6. The hired internal candidate will receive the necessary training and support to successfully transition into their new role as defined in their contract.
7. The association will continue to support the development and growth of all employees, regardless of whether they are selected for an internal position.
8. The hiring manager and other hiring panel members will keep all internal applications confidential and reviewed.

This internal hiring policy is designed to promote fairness, transparency, and professional growth within the association. By providing opportunities for existing employees to advance their careers, the organization will continue to benefit from the talent and expertise of its workforce.

External Hiring

MAPE staff will announce external vacancies in all MAPE's publications, including the MAPE website, for 14 days to allow MAPE members to apply for any vacancy. The position description and minimum qualifications will be included in the announcement.

In addition, the vacancies will also be advertised in one or more of the following as well as national publications as desired:

- DEED
- Star Tribune
- St. Paul Pioneer Press
- Labor Publications
- Publications with high minority circulation
- Women's Press
- Sahan Journal
- Unionjobs.com

Executive Director Hiring Process:

1. The Board of Directors will review, modify, and adopt the Executive Director's position description, draft the Executive Director contract and salary range, establish a timeframe for the hiring process, and determine any recruitment consulting support services needed.
2. The Selection Committee shall include, at a minimum, the Executive Committee and additional appointees: two Regional Directors from the Board of Directors and one Local President from the Local Presidents' Committee, one staff member from OPEIU, and one staff member from Teamsters, determined by the respective bodies. Any member or staff applicant shall recuse themselves from the hiring process.
3. The Selection Committee will develop and adopt an Executive Director recruitment and hiring work plan which meets the Board of Directors-established timeframe.
4. The Selection Committee will develop a method for rating all aspects of the application. The Selection Committee will review all applications and identify candidate(s) to be interviewed because they best meet the Board of Directors-approved position description.
5. The Selection Committee shall develop a list of interview questions and create a method for rating all aspects of the interview. All candidates will be asked the same prepared questions. The Selection Committee members may ask other relevant questions as needed. Every effort shall be made to interview all

candidates on the same day. If deemed necessary, second and third interviews may be conducted.

6. After the interview, the Selection Committee will discuss and evaluate each candidate's qualifications. The Selection Committee will consider interview responses, experience, writing samples, and references.
7. When the President is not an applicant for the Executive Director position, the President will be responsible for ensuring that references are thoroughly checked before any offer of employment. When the President is an applicant for the Executive Director position, the Vice President will be responsible for ensuring that references are thoroughly checked before any offer of employment.
8. When the President is not an applicant for the Executive Director position, and whenever possible, the President may engage all current MAPE staff (managers and non-managerial staff) in an opportunity to meet the finalist(s) and offer feedback. When the President is an applicant for the Executive Director position, this responsibility will fall to the Vice President. It will be made clear to staff that they are participating in providing thoughts and not deciding, though staff feedback will be considered in the selection process.
9. The Selection Committee shall select and recommend at least one candidate for consideration to the Board of Directors. If two or more candidates are equal in knowledge, skills, and abilities, as determined by the Selection Committee, and one or more candidates are MAPE members, then In a MAPE member shall be forwarded to the Board of Directors with a recommendation to hire.
10. At an Executive session of the Board of Directors, the candidate(s) will be invited for a discussion with the Board of Directors. Once the candidate(s) has(ve) left the meeting, the Board will discuss the Recommendation of the Selection Committee. The Board of Directors will decide on the candidate and the Executive Director contract.
11. When the President is not an applicant for the Executive Director position, the President will offer employment to the selected candidate. When the President is an applicant for the Executive Director position, the Vice President will provide work to the selected candidate.
12. All interviewed applicants not selected will be notified in writing within one (1) week of the acceptance of the position by the successful candidate.

13. All applications become the property of MAPE and will be kept on file for six (6) months. If a new vacancy occurs, the top applicant(s) on file may be notified and allowed to update their application.

Managerial Staff Hiring Process:

The Executive Director will inform the Board of Directors of vacancies in managerial staff with a recommendation to fill the position. All positions to be filled by the Executive Director must meet all constraints within the Board of Directors-approved budget and financial policies. Suppose it is necessary to hire outside the Board of Directors-approved budget. In that case, the Executive Director will request the Board of Directors to revise the budget to incorporate the staff position. All positions supervised directly by the Executive Director will be filled by the Executive Director, who will report the results to the Board of Directors at the next meeting following the hiring process's completion.

1. If the Board of Directors has yet to approve the position description, the Executive Director will bring the position description and salary range to the Board of Directors for adoption before beginning the hiring process.
2. The Executive Director will establish a timeframe for the hiring process and determine if any recruitment consulting support services are needed. Any costs associated with the hiring process must have been included in the Board of Directors-approved budget.
3. The Executive Director may recruit advisors from the Board of Directors, membership, or staff to assist in hiring.
4. The Executive Director will develop a method for rating all aspects of the application, review all applications, and identify candidate(s) to be interviewed because they best meet the Board of Directors-approved position description.
5. The Executive Director shall develop a list of interview questions and create a method for rating all interview process aspects. All candidates will be asked the same prepared and relevant questions as needed. Every effort will be made to interview all candidates on the same day. If deemed necessary, second and third interviews may be conducted.
6. After the interview, the Executive Director will review and evaluate each candidate's qualifications by considering interview responses, experience, writing samples, and references.

7. The Executive Director will be responsible for ensuring that references are thoroughly checked before any offer of employment.
8. Whenever possible, the Executive Director may engage all current MAPE staff members (managers and non-managerial staff) in an opportunity to meet the finalist(s) and offer feedback. It will be made clear to staff that they are participating in providing thoughts and not deciding, though staff feedback will be considered in the selection process.
9. The Executive Director will select the best candidate for the position. If two or more candidates are equal in knowledge, skills, and abilities, and one or more candidates are MAPE members, the MAPE member will be given preference for the hire.
10. All interviewed applicants not selected will be notified in writing within one (1) week of the acceptance of the position by the successful candidate.
11. The Executive Director will offer employment to the selected candidate.
12. All applications become the property of MAPE and will be kept on file for six (6) months. If a new vacancy occurs, the top applicant(s) on file may be notified and allowed to update their application.

Non-Managerial Staff Hiring Process:

In consultation with the Executive Director, the appropriate Division Director or Manager will conduct the hiring process for all positions they supervise. If it is necessary to hire outside the Board of Directors-approved budget, then the Division Director or Manager will notify the Executive Director, who will request the Board of Directors to revise the budget to incorporate the staff position. All positions supervised directly by the Division Director or Manager will be filled by that person, who will report the results to the Executive Director. The Executive Director will notify the hire to the Board of Directors at the next scheduled Board meeting following the completion of the hiring process.

1. If the Board has yet to approve the position description of Directors, the Division Director or Manager will notify the Executive Director, who will bring the position description and salary range to the Board of Directors for adoption.
2. The Division Director or Manager will establish a timeframe for the hiring process in consultation with the Executive Director and determine if any recruitment consulting support services are needed and have been included in the Board of Directors-approved budget.

3. The Division Director or Manager may recruit advisors from the Board of Directors, membership, or staff to assist in hiring.
4. The Division Director or Manager will develop a method for rating all aspects of the application, review all applications, and identify candidate(s) to be interviewed because they best meet the Board of Directors-approved position description.
5. The Division Director or Manager shall develop a list of interview questions and create a method of rating all aspects of the interview. All candidates will be asked the same prepared and relevant questions as needed. Every effort will be made to interview all candidates on the same day. If deemed necessary, second and third interviews may be conducted.
6. After the interview, the Division Director or Manager will review and evaluate each candidate's qualifications by considering interview responses, experience, writing samples, and references.
7. The Division Director or Manager will be responsible for ensuring that references are thoroughly checked before any offer of employment.
8. The Division Director or Manager may engage all current MAPE staff (managers and non-managerial staff) to meet the finalist(s) and offer feedback. It will be made clear to staff that they are participating in providing thoughts and not deciding, though staff feedback will be considered in the selection process.
9. The Division Director or Manager will select the best candidate for the position in consultation with the Executive Director. If two or more candidates are equal in knowledge, skills, and abilities, and one or more candidates are MAPE members, the MAPE member will be given preference for the hire.
10. All interviewed applicants not selected will be notified in writing within one (1) week of acceptance of the position by the successful candidate.
11. In consultation with the Executive Director, the Division Director or Manager will offer employment to the selected candidate.

All applications become the property of MAPE and will be kept on file for six (6) months. If a new vacancy occurs, the top applicant(s) on file may be notified and allowed to update their application.

Executive Limitations Policy

Board of Directors Revision Dates: 8/7/1998, 4/16/2010
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guidelines for general executive restraint.

Related Information:

Policy:

The members of the Executive Committee will not cause or allow any practice, activity, decision, or organizational circumstances that violates any of MAPE's Governing Documents or policies, is imprudent or in violation of commonly accepted business or professional ethics. In addition, the following guidelines apply:

1. Dealings with staff and MAPE members will not be unfair or undignified.
2. Budgeting for any fiscal period or the remaining part of any fiscal period, will not deviate materially from established Board priorities, risk fiscal jeopardy, nor fail to show a generally acceptable level of foresight.
3. At no time will actual financial conditions incur fiscal jeopardy or compromise established Board priorities.
4. Information and advice to the Board will have no significant gaps in timeliness.
5. Assets may not be unprotected, inadequately maintained or unnecessarily risked.
6. Compensation and benefits for goods and services purchased by MAPE will not deviate materially from the market.
7. Shall avoid any conflict of interest in awarding purchases or other contracts.
8. Must maintain un-conflicted loyalty to the overall interests of MAPE members. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, and membership on other boards or staffs. It supersedes the personal interests or acting as an individual consumer of MAPE's services.
9. May not cause, perform or allow any act which is contrary to explicit board constraints on executive authority.

Statewide Vacancy Notification Policy

Delegate Assembly Revision Dates: 10/18/2002, 9/18-19/2026
Board of Directors Revision Dates: 4/16/2010

Summary: Procedures to hold special election to fill vacancy in Statewide Office.

Related Information: Bylaws, Article 3, Subsection D.

Policy:

Whenever a vacancy occurs in a Statewide Office during the term of office, a special election may occur as described in the Bylaws, Article VIII, Section 3, Subsection D. If an election is to be held, to ensure that any interested and qualified member has the opportunity to be considered for filling the vacancy, the following steps shall be followed:

1. Upon receiving a notice of vacancy, the Statewide President shall inform the Executive Director of the vacancy.
2. The Director of Operations shall develop a proposed election timeline.
3. The Executive Director shall cause a posting to be prepared at least 30 (thirty) days in advance of the closing date for candidates to be nominated.
4. The posting shall include:
    - The position vacated or being vacated
    - An explanation of the duties of the position
    - A delineation of the requirements for holding Statewide Office
    - The election timeline
5. The Board of Directors shall approve the election timeline.
6. The posting shall be disseminated to all local officers via e-mail. Local officers are responsible for notifying local members via their normal methods (such as through email) and announcing the vacancy at local meetings.
7. The posting shall be prominently displayed on the MAPE website until the election results are announced.

New Locals Policy

Board of Directors Revision Dates: 4/14/2000, 4/16/2010, 2/15/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Procedures to form a new local.

Policy:

A new local within a region of MAPE may be formed by following the procedures as prescribed below:

1. A petition to the Board of Directors signed by a minimum of 30 percent of the MAPE members who would be in the proposed new local shall constitute the initiation for the formation of a new local within a region.
2. The petition shall contain the following:
    - Geographical boundaries, including all MAPE worksite locations of the proposed new local. All areas within this boundary must be contiguously connected.
    - Names and signatures of members stating their intent to serve as officers of the new local.
    - Meeting location(s) for the new local.
    - An estimated budget for the new local based on the total number of MAPE members and nonmembers in the new local.
    - Names, permanent work locations, e-mails, and work phone numbers of the petitioners.
3. The Board of Directors shall approve or deny the petition within 90 days of receipt of a valid petition. If the petition is denied, the Board of Directors shall give reasons for denial. The Board of Directors shall take into account the following factors when considering the petition:
    - The functioning of existing local(s) is not harmed.
    - The proposed new local would have no less than 50 MAPE members unless a variance is granted by the Board.
    - Whether a different boundary can be drawn in an effort to better serve all members affected in consultation with potential officer candidates as submitted in the petition as well as officers from the existing local(s).
    - Objections, if any, of the existing local(s).

- The Board of Directors may approve variances from these rules.
- Organizers for a new local, as well as officers of the exiting local(s), shall be notified and given the opportunity to address the Board of Directors when the petition is being considered.

4. After the Board of Directors accepts the petition and organizing papers, if any, a ballot along with the proposal to form a new local and appropriate organizing documents shall be sent electronically to all MAPE members who would constitute the new local. A majority vote of all eligible members voting is required to form a new local.

Interim Local Governance Policy

Delegate Assembly Revision Dates: 9/16/2005
Board of Directors Revision Dates: 4/16/2010, 3/15/2013

Summary: Guidelines for implementing a change in local governance structure due to a lack of officers, creation, or dissolution of a local.

Related Information:

Policy:

1. The regional director shall function as the interim president of a local that is without a president.
2. If there isn't a regional director, the president of another local in that region may serve as interim president. Lost time expenses for an appointee will be funded from the local's fund.
3. If there isn't a regional director or other local president able to serve as interim president, the MAPE Board of Directors shall appoint another regional director to serve as interim president. Lost time expenses for an appointee will be funded from the local's fund.
4. If a local is without a president going into a second election cycle, the local may be merged with one or more existing locals by the MAPE Board of Directors.
5. If the local treasurer's office is vacant, the local president shall serve as the treasurer until one is elected.
6. While operating under this policy, a local's funds may be spent on local expenses only.
7. Expenditure of local funds may be authorized by the interim president.
8. Interim financial policies for regions/locals:
    a. Each region must designate a lead local treasurer from the local treasurers. This person will coordinate the distribution of funds, billings, reimbursements and reporting with MAPE Central.
    b. A region will disburse funds based on the MAPE Local Checkbook Policy.
    c. If locals merge, the funds are merged.
    d. If locals dissolve, the funds will be reapportioned into the newly assigned local(s) on a per capita basis after any outstanding financial obligations are paid.

e. Funding for the new local will be established the first full pay period following the vote certification.

MOU Approval Procedures Policy

Board of Directors Revision Dates: 3/28/2003, 4/16/2010, 10/16/2015
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Memorandum of Understanding (MOU) approval process.

Related Information:

Policy:

Wherever practicable, the following policy will be followed. Wherever not practicable, approval of the MOU will ensure maximum protection of the affected members:

1. Initial proposals to develop an MOU (initiated by the Association or by the Employer) shall be reviewed by the staff (business agents, Executive Director and Assistant Executive Director and Statewide President) and, when appropriate, by legal counsel.
2. If the staff recommends that the MOU is viable, a representative group of potentially affected members shall be selected by the Statewide President to participate in the negotiations process. The President will advise the Negotiations chairs and the Board of the potential MOU at the next regularly scheduled Board meeting or electronically.
3. If a tentative agreement is reached on an MOU, the MOU shall be presented to the Executive Committee for review.
4. If the Executive Committee recommends (by a majority vote of the required quorum) that the MOU be sent to the membership, the MOU and ballots will be e-mailed to all affected members pending Board approval.
5. If the Executive Committee recommends that the MOU not be sent to the membership, the MOU will be presented at the next Board of Directors meeting for review.
6. If the Board of Directors agrees (majority vote of the required quorum) with the Executive Committee's recommendation, the MOU will not be sent out for a vote by the affected members.
7. If the Board of Directors reverses the position of the Executive Committee (majority vote of the required quorum), the MOU and ballots will be e-mailed to all affected members.

8. If the MOU is sent out for a vote of the affected members (either by the Executive Committee or the Board of Directors), a simple majority of those who vote will be used to determine approval or disapproval.
9. In emergencies and/or when the affected members cannot be clearly identified prior to a vote, the Board of Directors may approve or disapprove a MOU without an affirmative vote of the affected members.

The process above provides an appropriate balance between due process and efficiency: no MOU will go to the membership without the review of the Executive Committee or the Board of Directors, and no MOU will be approved by MAPE without an affirmative vote by the affected members.

Membership Voting Policy

Delegate Assembly Revision Dates: 11/14/2003
Board of Directors Revision Dates: 4/16/2010

Summary: Guideline for membership voting.

Related Information:

Policy:

When a vote is put to the membership, only those ballots approved by the Delegate Assembly or the Board of Directors, and supplied by a MAPE contracted vendor, will be valid. Additionally, only these ballots will be counted. If the intent of the voter is unclear to the body counting the ballots, the ballot will be ruled invalid and will not be counted. Appeals will be resolved by the Board of Directors.

Unsolicited comments added to the ballot by the voter will be ignored.

Phone or Electronic Voting Policy

Board of Directors Revision Dates: 5/2000, 4/16/2010, 3/15/2013

Summary: Guidelines for voting by phone or other electronic means.

Related Information:

Policy:

The Statewide President may initiate a vote by the Board of Directors using phone or electronic mechanisms when:

1. A Board decision is required before the next regularly scheduled Board meeting:
    - The issue has been debated in a previous Board meeting and a vote by phone or other electronic means at a later time has been authorized by a Board action or
    - The issue is critically time sensitive and a Board decision is required.
2. The Executive Committee shall develop a script to be read verbatim or electronically communicated to every director.
3. The vote conducted shall be subject to ratification in a subsequent Board meeting.
4. The names and votes of the Board of Directors or Executive Team members will not be disclosed prior to the next meeting of the Board of Directors.

Reassign a Worksite

Delegate Assembly Original Approval Date: 9/21-22/2012
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Reassign a worksite.

Related Information:

Policy:

Part of a Local may be reassigned to a different, existing Local in the same or a different Region following these procedures:

1. Submit a petition to the Board of Directors signed by a minimum of 30 percent of the MAPE members who would be reassigned to the other Local. This will constitute the initiation of a request.
2. The petition must contain the following:
    a. Geographical boundaries, including all existing and proposed MAPE worksite locations of the gaining and losing Locals. All areas within the boundaries must be contiguously connected;
    b. Names, permanent work locations, work email addresses, and work phone numbers of the petitioners.
3. Within 90 days of receiving a valid petition, the Board of Directors will vote to approve or deny the petition. If denied, the Board of Directors must give reasons for the denial. The Board of Directors must take into account the following factors when considering the petition:
    a. The functioning of the Local losing members is not harmed.
    b. The losing Local would have at least 100 members after the reassignment.
    c. Whether different boundaries would better serve affected members.
    d. Objections, if any, of either affected Local.
4. After the Board of Directors accepts the petition, officers and Regional Steward Directors of the affected Locals and Region(s) must be notified and given the opportunity to address the Board of Directors when the petition is being considered.
5. The Board of Directors may approve variances from this policy.
6. If the Board of Directors approves the petition:

a. All members who would be reassigned must be given an opportunity to vote. An explanation of the proposed reassignment of members must accompany the ballot. A majority of members voting is required to pass. If the Board of Directors approves the petition as presented and a majority of members to be reassigned had signed it, however, a vote is not required.
b. If a majority of members who would be reassigned approves the move and the number of members to be reassigned is greater than the number of members already in the gaining Local, members of the gaining Local must also be given an opportunity to vote. An explanation must accompany the ballot. If the gaining Local votes, a majority vote of its members voting to approve the reassignment is necessary for the reassignment to occur.

Social Media in Campaigns Policy

Original Policy Approval Date: 4/19/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Policy or social media use for campaigns.

Policy:

This policy is intended to help candidates manage the use of social media in MAPE elections.

- MAPE Elections Rules require candidates to file campaign literature with the MAPE Elections Committee before distribution.
    - Social media platforms include but are not limited to:
        - Blogs and personal websites
        - Twitter/X
        - Snapchat
        - Flicker
        - Instagram
        - YouTube
        - BlueSky
        - Reddit
        - Tumblr
    - For the purposes of the social media policy, all social media postings are not considered campaign literature.
- Candidates for MAPE elected office are permitted to utilize social media platforms as part of their campaigns.

Requirements

1. A candidate shall retain a copy of all campaign related materials and must provide them to MAPE upon request of the Elections Committee.
   Candidates are responsible to comply with MAPE Elections Rules on content the candidate originates. The candidate is responsible to monitor their social media platforms and remove postings that violate MAPE Elections Rules and applicable policies within 24 hours or as soon as possible. Anything removed should be captured and sent to the Election Committee.
2. The candidate is responsible for their statements in social media.

a. Candidates must comply with the requirements of MAPE's governing documents, policies, guidelines, and procedures.
b. As a member of MAPE, the candidate is subject to the Judicial Procedure in the Bylaws if they violate MAPE's governing documents or bring discredit to the organization.
c. Violations of this policy or MAPE's governing documents will be handled under Election Rules, Article X.

As with any free speech, a candidate should be aware of the implications of making public statements, electronic or otherwise. If the social media platform allows for a biography “about section”, or other logical place to put the following disclosure, it is required: “The views or opinions expressed by me are not endorsed by MAPE; they may or may not coincide with the views of MAPE”. This must be included during the entire election cycle.

Membership Status and Contract Ratification and/or Strike Voting Timeline Policy

Board of Directors Original Approval Date: 6/19/2015
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guideline for when newly hired represented employees are permitted to cast a contract ratification vote.

Related Information:

Policy:

The Board of Directors shall determine the membership deadline for contract ratification voting eligibility. Absent such a determination, newly hired represented employees shall be eligible to vote in contract ratification votes provided that their application for membership is received by MAPE at least seven calendar days prior to the start of such voting.

Tickets Policy

Board of Directors Original Approval Date: 7/15/2016
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Tickets for partisan political events and other events

Related Information:

Policy:

MAPE shall not purchase or accept tickets to political partisan events, except the Executive Committee may authorize the Executive Director, Director of Legislative Affairs, or the President to attend on behalf of MAPE.

Tickets to other non-partisan events must be included as a line item in a MAPE statewide committee budget approved by the Delegate Assembly or Board. The budget must include a description of how the tickets will be distributed.

Policy Against Discrimination and Harassment

Board of Directors Original Approval Date: 10/19/2018
Board of Directors Revision Dates: 9/20/2024
Delegate Assembly Revision Dates: 9/18-19/2026

Introduction

MAPE is committed to creating and maintaining a work environment in which all members/non-members and employees are treated with respect and are free from discrimination and harassment. To this end, discrimination or harassment by a member, non-member, or employee of MAPE is prohibited.

The goal of this policy is to ensure that all complaints of discrimination and harassment will be promptly, thoroughly, and respectfully addressed.

- Reporting and investigative procedures are designed to encourage members/non-members and employees to report what they believe to be discrimination or harassment.
- Complaints, investigations, and resolutions will be addressed as discreetly as possible, with information being shared only with those who have a need to know and as may be required by MAPE's obligation to comply with the law.
- Retaliation will not be tolerated against any person who complains, reports, or testifies about discrimination or harassment, or participates in an investigation of a discrimination or harassment complaint.
- Appropriate disciplinary action will follow when warranted.

All those involved in or interacting with MAPE have a responsibility to contribute to a respectful work environment. MAPE expects and appreciates cooperation in implementing this policy.

Scope of this Policy, Applicability, and Definitions

This policy seeks to help ensure compliance with federal and state discrimination and harassment laws; nothing in this policy shall be construed to guarantee members/non-members and employees greater protection than the protection provided under these laws. This policy is not intended to create or modify, nor is it to be construed to

constitute or modify, a contract with any employee, employees or exclusive representative of employees.

This policy applies to all members/non-members and employees of MAPE. It also applies to non-employees including all contractors, visitors and vendors.

This policy covers the interaction of members/non-members and employees at MAPE-sponsored events, professional meetings or seminars, and those activities which involve MAPE business.

In addition, this policy is designed to eliminate discriminatory and harassing behavior by and against members/non-members and employees in encounters during the course of their work with third parties, such as other MAPE employees, contractors, visitors, and vendors.

Employees

The term "employee" means any permanent, full time, part time, temporary employee (including interns and contract employee), or any other employee of MAPE.

Protected Characteristics

Under this policy, protected characteristics include those characteristics covered by Title VII of the Civil Rights Act of 1964 and/or the Minnesota Human Rights Act, as follows:

- Race;
- Color;
- National origin;
- Gender identity, including pregnancy;
- Marital status;
- Religion;
- Creed;
- Sexual orientation;
- Age;
- Disability;
- Status with regard to public assistance; and
- Membership or activity in a human rights commission.

Discrimination

Discrimination is to treat a person differently based upon a person's protected characteristic with respect to hiring, tenure, compensation, terms, upgrading, working conditions, facilities, or privileges of employment, except when based on a bona fide occupational qualification.

Discriminatory Harassment

Harassment is unwelcome behavior (comments or conduct) that is based on a person's protected characteristic that interferes with job performance; or creates an intimidating, hostile, or offensive work environment; or when submission to such conduct is either a condition of employment or a basis for an employment decision. Harassment may include, but is not limited to, the following forms:

- Repeated disparaging, belittling, demeaning, insulting names or remarks, or any other use of language implying inferiority due to a protected characteristic;
- Repeated jokes about an employee or characteristic unique to an employee that relates to a protected characteristic;
- Sabotage of an employee's character, reputation, work efforts, or property based upon a protected characteristic;
- Display or circulation of written materials or pictures degrading or offensive to a protected characteristic; and
- Offensive or abusive behavior related to a protected characteristic.

Sexual Harassment

Sexual harassment is a form of sex discrimination. One of the key elements of sexual harassment is that the behavior is unwelcome. Sexual conduct or communications that might be welcome to you may be unwelcome to another. Sexual conduct or communications that might have been welcome between two individuals at one time may become unwelcome at a later time.

Creating a Hostile Environment through Sexual Harassment

A hostile environment is a form of sexual harassment when a victim is subjected to unwelcome and severe or pervasive repeated sexual comments, innuendoes, touching, or other conduct of a sexual nature which creates an intimidating or offensive place for employees to work.

The Minnesota Human Rights Act

The Minnesota Human Rights Act defines sexual harassment as follows:

"Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations or public services, education, or housing;
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
3. that conduct, or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating hostile, or offensive employment, public accommodations, public services, educational, or housing environment.

(Minnesota Statutes, Section 363A.03, subdivision 43.)

Examples of Sexual Harassment

The following are examples of sexual conduct or communication which, when unwelcome and depending upon the total circumstances may constitute sexual harassment or sexually offensive behavior. Sexual harassment or sexually offensive behavior may include, but is not limited to, the following types of behavior:

Verbal:

- unwelcome sexual comments, compliments, innuendos, or suggestions about one's clothing, body, or sexual activity;
- turning work discussions into sexual topics, such as sexual practices or preferences, or telling sexual jokes or stories;
- requesting or demanding sexual favors or suggesting that there is any connection between sexual behavior and any term or condition of employment, whether that connection be positive or negative;
- use of obscene or sexual words or phrases or the use of unwelcome words such as "sweetheart," "stud," "honey," "babe," or "hunk";

Non-Verbal:

- giving personal gifts of a sexual nature;
- making sexually suggestive facial expressions or gestures;
- making unwelcome visits to a member's or employee's home or hotel room;

Physical:

- kissing, or touching, patting, pinching, or brushing against a person's body;
- sexual contact, intercourse, or assault;

Visual images:

- displaying sexually explicit, derogatory, or offensive pictures, cartoons, drawings, objects, films or gestures in the work area. Such prohibited images include those in hard copy or electronic form.

Responsibility to Address and Prevent Discrimination and Harassment

Every member/non-member and employee of MAPE is responsible for contributing to a workplace free from discrimination and harassment. Employees are encouraged to let a potential offender know if their behavior is offensive to you.

MAPE Responsibility

The Minnesota Association of Professional Employees has a responsibility to:

- publish and post its discrimination and harassment policy;
- inform all employees and members/non-member about the MAPE discrimination, harassment, and inappropriate behavior policy and procedures
- train supervisors on their roles and responsibilities in dealing with discrimination and harassment;
- make certain that each individual who makes or recommends employment and other personnel decisions is fully aware of, and complies with, this policy;
- take disciplinary or other appropriate action within its authority against individuals who fail to meet their obligations under this policy;
- promote fair, efficient, and careful investigation of all complaints; and
- regularly review its discrimination and harassment policy and procedures.

Supervisor Responsibility

Supervisors have a responsibility to:

- promote a department working environment free from discrimination and harassment and address discrimination and harassment when it is observed or reported;
- respect the privacy as much as possible of all parties involved in a discrimination or harassment concern or complaint;
- promptly report discrimination or harassment or complaints of discrimination or harassment to the MAPE Executive Director or the MAPE President;
- participate in training on discrimination and harassment provided by MAPE; and
- take steps to assure retaliation is prohibited.

Member, Non-member, and Employee Responsibility

Members/non-members and Employees have a responsibility to:

- promptly report concerns or complaints;
- participate in training;
- cooperate with requests for information and data that will help a supervisor or complaint investigator carry out their responsibilities under these procedures;
- be fully compliant with this policy; and
- assure retaliation is reported.

Addressing Discrimination or Harassment

Complaint

If you believe you have experienced discrimination or harassment, or if you believe your complaint has resulted in retaliation towards you or others, report your complaint of discrimination, harassment, or retaliation to your supervisor, the MAPE Executive Director, the MAPE President or member of the MAPE Executive Committee.

This report may be made verbally, in writing, by phone, or by other means with which you are comfortable.

Formal Complaints/Resolutions

Investigation of a Formal Complaint

Any one of the above persons receiving a complaint must promptly report the complaint to the MAPE Executive Director or the MAPE President.

As part of the complaint process:

- The complainant will be asked for such details as who was involved in the offensive behavior, what was said or done, and how the conduct affected the complainant.
- Complaints, investigations, and resolutions will be handled as discreetly as possible, with information being shared only with those who have a need to know and as may be required by MAPE's obligation to comply with the law.
- Discrimination and harassment complaints will be responded to promptly, thoroughly, and fairly. Within 30 days of receiving the complaint, best efforts will be made to resolve the complaint or make significant progress toward resolution.
- Members/non-members or employees with information about the offensive behavior may be contacted and are expected to cooperate with any investigation.
- The alleged offender will be advised of the complaint and given an opportunity to provide information about what happened and matters concerning possible resolution.
- MAPE may contract with a qualified neutral party to investigate the complaint.
- Investigations involving MAPE employees who are covered by the agreement between the Office and Professional Employees International Union, Local 12 (OPEIU, Local 12) and MAPE will be addressed in accordance with Article VIII and Article XXII of that agreement and this policy.
- The complainant will be consulted as necessary to facilitate a resolution of the complaint.
- The complainant and the alleged offender will be advised of the resolution, with concern shown for the privacy of the parties.
- Retaliation against the complainant or any person investigating or participating in a complaint investigation is strictly forbidden and is a very serious violation of this policy.

Resolution of a Formal Complaint

Resolution of formal complaints can include, but not necessarily be limited to, an apology, direction to stop the offensive behavior, counseling or training, oral warning, written warning, suspension with or without pay, or termination. Disciplinary action

involving members/non-members, officers or committee members of MAPE will be addressed by the Board of Directors or pursuant to the MAPE Bylaws. Disciplinary action involving MAPE employees who are covered by the agreement between OPEIU, Local 12, and MAPE will be addressed in accordance with Article VIII and Article XXII of that agreement and this policy.

Informal Complaint/Resolution

If possible, when a violation has occurred, a complaint may be filed informally. Individuals are encouraged to informally resolve concerns whenever possible. Possible resolutions may be reached through facilitated discussions, or agreements reached through a supervisor or HR.

If the offensive behavior does not stop or recurs after a complaint is made, you should immediately bring this problem to the attention of your supervisor, the MAPE Executive Director, or the MAPE President.

Retaliation

No retaliation will be tolerated, whether verbal, non-verbal, or physical, as a consequence of engaging in protected conduct, and complaints of retaliation will be vigorously pursued.

Retaliation is any job-related adverse action or materially adverse action against a member or employee who has engaged in protected conduct. Protected conduct includes:

- opposing discrimination or harassment in the workplace;
- complaining of or reporting an incident of discrimination or harassment;
- participating in any investigation; or
- testifying in any proceeding relating to a discrimination, harassment, or retaliation complaint

Retaliation could include, but is not limited to, denial of a promotion, a demotion, intimidation, harassment, or conduct by anyone in the workplace that could reasonably be expected to have an adverse impact on an individual's performance. It also includes any actions by an employer that could dissuade a reasonable employee from engaging in protected conduct.

If you believe you have experienced retaliation because you have complained, reported, or testified about discrimination, harassment, or retaliation or participated in an investigation of a discrimination, harassment, or retaliation complaint, you should report the situation to the MAPE Executive Director or the MAPE President.

False Complaints

Complaints that are found to be intentionally dishonest or malicious will not be tolerated, and any person making a false complaint is subject to disciplinary action.

Confidentiality

Complaints will be investigated as discreetly as possible.

Respectful Workplace Policy

Board of Directors Approval Dates: 9/20/2024
Delegate Assembly Revision Dates: 9/18-19/2026

Policy Statement

The Minnesota Association of Professional Employees is committed to providing a positive environment in which all staff and others are treated with respect.

Definitions and Key Terms

Covered person: persons employed by MAPE as staff and persons represented by MAPE interacting with staff and other persons represented by MAPE in their capacity as a MAPE member or non-member.

Gendered personal references: a third-person term by which a person wishes to be referred to in order to indicate their gender identity, which includes, but is not limited to pronouns (e.g., she, her, hers, he, him, his, they, them, their,) titles (e.g., Mrs., Mr., Ms.,) and other terms indicating a person's gender identity.

Public service environment: a location that is not the MAPE office building where public service is being provided and where MAPE staff are expected to perform duties in connection to their employment.

Respect: behavior or communication that demonstrates positive consideration, adherence to union policies, and treats individuals in a manner that a reasonable person would find appropriate.

Third parties: volunteers, contractors, customers and other non-employees in the workplace or public service environment.

Scope and Applicability

This is a workplace policy covering MAPE employees and others they interact with as part of their employment. It does not cover interactions between MAPE members or between MAPE members and non-members. Member to member and member to non-member interactions are covered by other MAPE documents, including but not limited to, the Bylaws, Code of Conduct and the Steward Affirmation, Revocation, and Reinstatement Policy.

This policy addresses communications and behavior that do not involve protected class status or sexual harassment. Communications and behavior that involve protected class status and sexual harassment are addressed in the MAPE Policy Against Discrimination and Harassment.

General Standards and Expectations

MAPE is committed to providing a respectful workplace and public service environment for employees and third parties. Respect for one another is fundamental to working in an effective, efficient and innovative manner. Disrespectful communications and behavior can disrupt the proper functioning of our union. Therefore, it is our goal to ensure a respectful workplace and an environment free of disrespectful communications or behavior and provide effective and non-retaliatory problem-solving processes that address concerns regarding respectful or professional communications or behavior.

I. Responsibilities

Persons covered by this policy are expected to:

- Conduct themselves in a manner that demonstrates respect for others in the workplace and public service environment.
- Use informal means to address issues with the individual(s) involved whenever possible.
- Participate fully and in good faith in any informal resolution process or formal complaint and investigative process for which they may have relevant information.
- Report incidents that may violate this policy.

In addition to their responsibilities as persons covered under the policy, managers and supervisors are also expected to:

- Inform their employees and others for whom they are responsible of the expectations outlined in this policy.
- Achieve and maintain compliance with this policy.
- Take timely and appropriate action when a complaint is made alleging violation of this policy.

Failure to comply with this policy and its procedures may result in disciplinary action.

II. Retaliation Prohibited

Retaliation is prohibited against any covered person who:

- Initiates a complaint.
- Reports an incident that may violate this policy.
- Participates in an investigation related to a complaint.
- Is associated or perceived to be associated with a person who initiates a complaint or participates in the investigation of a complaint under this policy.

III. Respectful Behavior

Context is important in understanding the difference between respectful behavior and disrespectful behavior. Individuals may experience stress or discomfort in the workplace that is not related to disrespectful behavior. For example, disrespectful behavior does not include:

- The normal exercise of supervisory or managerial responsibilities, including, but not limited to, performance reviews, work direction, performance management, and disciplinary action provided they are conducted in a respectful, professional manner.
- Disagreements, misunderstandings, miscommunication, or conflict situations where the behavior remains respectful.

Disrespectful behavior may or may not be intentional. Unintentionally disrespectful behavior may still violate this policy. Examples of disrespectful behavior include, but are not limited to:

- Exhibiting aggressive behaviors including shouting, abusive language, threats of violence, the use of obscenities, or other non-verbal expressions of aggression.
- Behavior that a reasonable person would find to be demeaning, humiliating, or bullying.
- Unwelcome touching or comments about a person's hair, body, clothing, or personal effects.
- Repeatedly misgendering a person, including using gendered personal references that do not align with another person's preferred identity.
- Repeatedly or deliberately mispronouncing a person's name, including use of an unwelcome nickname, or shortening a name without permission.
- Repeatedly or deliberately using a name other than a person's chosen name, except as legally required or for business necessity.

- Microaggressions, which may have the appearance of being harmless. Microaggressions include comments, behavior, or other interactions that intentionally or unintentionally communicate hostility or bias toward a person who might identify as being a member of a marginalized group or non-mainstream community. Comments, behavior, or other interactions are often rooted in a bias towards a certain group.
- Deliberately destroying, damaging, or obstructing someone's work performance, work product, tools, or materials.
- Use of this policy and procedure to make a knowingly false complaint.

IV. Procedures

As with all allegations of misconduct, informal resolution and formal investigatory processes related to this policy will be conducted in a timely, fair, confidential and objective manner.

Individuals are encouraged to informally resolve concerns whenever possible. In addition to the options provided in this policy, the involved parties may seek mediation or other processes as desired. The Executive Director or MAPE President may consult with legal counsel for guidance implementing this policy and addressing behaviors or complaints.

Informal Resolution

If possible, and not at the risk of exacerbating the issue, the covered person who feels a violation has occurred is encouraged to have a conversation with the other individual(s) involved. If the person so desires, they should initiate a conversation with their immediate supervisor and, if not resolved, with the Executive Director. If the concern is about the supervisor or manager, parties are encouraged to contact the Executive Director, MAPE President, or Executive Committee.

Formal Complaints

Any covered person may initiate a formal complaint under this policy. Complaints should be submitted to the Executive Director. If the complaint concerns the Executive Director, the complainant may contact the MAPE President or member of the Executive Committee. Any person named in a formal complaint must recuse themselves from the process and must not be part of the decision to investigate, the conduct of an investigation, or its decisions.

As a matter of best practice, the person receiving a complaint made pursuant to this policy shall acknowledge receipt of any complaint in writing, to the complainant, with a statement to include:

- The date that the complaint was made; and
- A statement that a meeting may be scheduled with the person making the complaint.

The recipient of the complaint shall determine whether an investigation is warranted and shall provide the complainant with a written statement of the determination. If the recipient of the investigation determines that an investigation is not warranted, the complainant shall also be provided with the reason behind the determination. All investigations will be conducted in a timely, fair, confidential, and objective manner using the process below.

Investigation of a Formal Complaint

As part of the complaint process, the investigator (the Executive Director, MAPE President, Executive Committee, or contracted qualified neutral party) shall:

- ask the complainant for such details as who was involved in the offensive behavior, what was said or done, and how the conduct affected the complainant.
- provide a prompt, thorough, and fair response to the complainant. Within 30 days of receiving the complaint, best efforts will be made to resolve the complaint or make significant progress toward resolution.
- provide written notice to the alleged offender of the complaint and give an opportunity for them to provide information about what happened and matters concerning possible resolution.
- consult with the complainant as necessary to facilitate a resolution of the complaint.
- provide written notice of the resolution to the complainant and the alleged offender, with concern shown for the privacy of the parties.

In addition, the investigator may contact those with information about the offensive behavior. Those contacted are expected to cooperate with any investigation.

MAPE may contract with a qualified neutral party to investigate the complaint.

Investigations involving MAPE employees who are covered by the agreement between the Office and Professional Employees International Union, Local 12 (OPEIU, Local 12) and MAPE will be addressed in accordance with Article VIII and Article XXII of that agreement and this policy.

Complaints will be investigated as discreetly and confidentially as possible, with information being shared only with those who have a need to know and as may be required by MAPE's obligation to comply with the law.

Resolution of a Formal Complaint

Resolution of formal complaints can include, but not necessarily be limited to, an apology, direction to stop the offensive behavior, counseling, training, or formal discipline.

If the investigation of a formal complaint determines that a member/nonmember has violated the Respectful Workplace Policy and the violation warrants disciplinary action, the investigator shall refer the issue to MAPE President and the Executive Committee for determining the appropriate disciplinary action and subject to MAPE's relevant governing policies. If the MAPE President is the subject of complaint, the issue shall be referred to MAPE's Board of Directors for determining the appropriate action subject to MAPE's relevant governing policies.

Disciplinary action involving MAPE employees who are covered by the collective bargaining agreement between OPEIU Local 12 and MAPE will be addressed in accordance with Article V (Non-discrimination), Article VIII (Discipline and Discharge), and Article XXII (Policies and Procedures) of that agreement and this policy.

False Complaints

Complaints found to be intentionally dishonest or malicious will not be tolerated, and anyone making a false complaint is subject to disciplinary action.

SAMPLE COMPLAINT FORM

Name:

Date:

Summary of Concerns:

Summary of any Documentation Related to Allegations (please include with complaint):

Witnesses (please describe what might they know regarding allegations.):

SAMPLE COMPLAINT ACKNOWLEDGMENT FORM

This email acknowledges receipt of a complaint made under the Respectful Workplace policy on (date). We will review the complaint and schedule a time to meet with you, if needed, to determine whether an investigation is warranted. If an investigation proceeds, it will be conducted in a timely, fair, and objective manner.

In Defense of Immigrant Rights Policy

Policy proposed and passed by the Delegate Assembly: 9/20/2025
Delegate Assembly Revision Dates: 9/18-19/2026

Policy:

MAPE shall not voluntarily cooperate with federal agents to enforce federal immigration laws except when compelled to do so by a legally authorized judicial warrant. MAPE shall not grant Immigration & Customs Enforcement (ICE) any information about or access to MAPE members, employees, or premises, unless legally compelled to do so. MAPE shall not collect personal information which might reveal an individual's immigration status, except as required by federal I-9 requirements applicable to MAPE employees.

The Political Council shall add the North STAR Act, or substantially similar legislation which limits Minnesota's state- and local-level cooperation with immigration enforcement, to its legislative priorities.

MAPE shall sponsor and/or promote "Know Your Rights" training for MAPE members, detailing individual and workplace rights against immigration enforcement.

MAPE shall support divestment from foreign governments, including El Salvador, which provide material assistance to, or participate in extraterritorial abduction. Such support shall include divesting MAPE's own funds from such governments and support for pension divestment through existing political and legislative efforts.

MAPE shall have the Employee Rights Committee (ERC) create a steward training module on how to assist at risk members to be completed by the next Delegate Assembly.

Independent Political Expenditures Policy

Policy proposed and passed by the Delegate Assembly: 09/18-19/2026

Policy:

- The Political Fund Workgroup[1] shall solicit proposals and suggestions for independent political expenditures from MAPE members at least once annually; and,
- Prior to approval from the Board of Directors, the Political Fund Workgroup shall seek feedback on proposed independent expenditures from the whole of the Political Council, excepting members of the MAPE PAC Board, who shall recuse themselves; and,
- At each regular session of the Delegate Assembly, the Political Fund Workgroup shall disclose in a report the recipient(s), expenditure amounts, and rationale for each independent expenditure authorized since the previous Delegate Assembly; and,
- The Political Fund Workgroup shall draft a charter and propose revisions to MAPE policies incorporating the mandates of this resolution for approval at the Board of Directors no later than one year after this resolution's passage.

[1] Also known as the "Political Fund Oversight Workgroup," the "Educational/Independent Expenditure Political Fund Workgroup," and the "Educational, Labor Partnership and State Government Policy Impact Expenditures Fund Workgroup."

Work/Life Balance Policy

Policy proposed and passed by the Delegate Assembly: 09/18-19/2026

Policy:

MAPE values a work/life balance for our members, member leaders, staff, contractors, and all working people. We encourage the practice of work/life balance, requesting assistance, taking breaks, and prioritizing the physical and emotional well-being of ourselves and others. We strive to remove barriers to participation in our union wherever reasonably possible.

MAPE members, member leaders, and staff should strive to maintain a healthy work/life balance that works for their lifestyle and follows MAPE governing documents.

Financial Policies

Statewide Treasurer, Finance Workgroup, and MAPE Financial Staff Standards Policy

Board of Directors Revision Dates: 5/6/2010, 02/15/2013, 2/15/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: The purpose of this policy is to establish minimum requirements to be met by the Board of Directors' Finance Workgroup, Statewide Treasurer, and MAPE Financial Staff in the handling of funds, assets, and maintenance of the financial records of the Minnesota Association of Professional Employees. These standards are not intended to prohibit the use of additional or more complex safeguards, which may be established by the Delegate Assembly or the Board of Directors.

Policy:

ARTICLE I
Funds of MAPE

All money received shall be placed directly into an account which is insured by the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation or the National Credit Union Administration.

Other investments may be made according to the Investment Policy, but it is suggested that any investments beyond federally insured institutions be closely examined by the Finance Workgroup. Evidence of investments shall be placed in a safe or safety deposit box held in the name of MAPE.

ARTICLE II
Records

The following records shall be maintained by the Statewide Treasurer via the MAPE financial staff and accounting system:

- Cash receipts.
  All money received will be deposited in an insured bank, savings and loan, or credit union. The deposits should indicate the date received, from whom, and for what.
- Cash disbursement record.

All money spent can only be spent if required by law, the Association's constitution, to fulfill contractual obligations, or as authorized by a vote of the membership, Delegate Assembly, Board of Directors, Executive Committee, or Board of Director's Finance Workgroup. Disbursements require the signature of a statewide officer and the Statewide Treasurer or other person as designated by Article IX Section 4 of the bylaws. When a check is issued, the date, amount, payee, and purpose of the check should be recorded on the check stub and in a cash disbursement journal. All disbursements should be substantiated by supporting documentation, such as bill or invoice, per capita tax report, employee or officer travel report, payroll record, and lease arrangement.

- Bank receipts for all deposits.
  All bank deposits slips shall be prepared in duplicate and the duplicate copies receipted by the bank.
- All bank statements and canceled checks.
  All canceled checks are to be kept in numerical sequence with all voided checks accounted for.
- All paid bills or invoices.
- All paid bills or invoices shall have a copy of the check paying for the amount requested attached to it.
- All payroll records.
- All federal or state reports.
- All financial reports.
- All lease agreements, lease-purchase or time payment contracts and all other contracts, which involve financial obligations on the part of MAPE.
- All documents constituting evidence of ownership by MAPE of any property or equipment.

The records shall be retained by the Statewide Treasurer, via the MAPE Financial Staff and accounting system, in their original form based on the Internal Revenue Service (IRS) and general accounting standards.

ARTICLE III
Expenditures-Authorization

The Association can spend money only with proper authorization. This may be accompanied by the following kinds of requirements or actions:

- Payment required by law need no further authorization. Example of this would be taxes or salaries.
- Periodic payment to meet contractual obligations provided proper advance authorization was obtained by the Delegate Assembly, Board of Directors, Executive Committee, or Finance Workgroup. Examples of these include lease on office, meeting space, automobiles, and equipment.
- Payments may be authorized by vote of membership, Delegate Assembly, Board of Directors, Executive Committee, or Finance Workgroup. Examples include:

    - By motion properly made and carried authorizing the expenditure of a specific amount for a specific purpose. The motion in its entirety should be entered in the minutes.
    - By motion properly made, carried and entered in the minutes authorizing regular payment of recurring obligations. Having once been authorized, this will stand indefinitely unless canceled by motion made and carried.
    - By motion properly made, carried and entered in the minutes authorizing the Statewide Treasurer to enter into a purchase or service contract. Once signed, the contract becomes a recurring obligation and no further authorization is needed.
    - By motion properly made, carried and entered in the minutes approving a budget for the coming year. This budget shall set forth the anticipated income and the sources and the anticipated expenditures and their purpose. The budget may serve as authorization for expenditures where those expenditures are supported by sufficient documentation to demonstrate their purpose and necessity.

ARTICLE IV
Expenditures-Spending

1. All authorized expenditures shall be made by check and a check drawn on the Association's account must be signed by an officer and the Statewide Treasurer, or other person as designated by the Bylaws Article IX Section 4.
2. Under no circumstances shall the Statewide Treasurer or authorized substitute sign any check before the date, the name of the payee and the amount have been entered on the check.

3. Use of a check-signing machine or signature stamp is permitted, provided the signature plate or stamp of each authorized individual remains at all times in the custody or control of said individual or the authorized substitute.
4. At the time a check is issued, the date, amount, payee, and purpose of the check shall be entered on the check stub.
5. Checks shall not be made out to "cash", except under the most compelling circumstances. In any such case, the Statewide Treasurer shall have the responsibility of providing complete evidence as to the purpose and use of the amount of the check.

ARTICLE V
Reports

A monthly income and expense statement shall be prepared at the end of each month by the Statewide Treasurer and be made available to the Board of Directors. Regular financial reports shall be made available to the membership.

ARTICLE VI
Audit

At least once each year, the Finance Workgroup shall have an independent auditor make an examination of the records. The finding of the audit must be reported to the general membership and the Board of Directors.

Reimbursement Policy

Delegate Assembly Revision Dates: 12/13/2002, 7/19/2013, 9/23-24/2016, 10/8/2022, 9/20/2025, 9/18/2026
Board of Directors Revision Dates: 5/16/2014, 10/21/2016, 2/17/2017, 11/17/2017, 3/15/2018, 2/15/2019, 7/15/2022, 2/17/2023

Summary: For the effective conduct of official MAPE business, MAPE may authorize reimbursement for lost time, from your MAPE represented position, or expenses that do not exceed budget restrictions.

Related Information: Treasurer's Manual, MAPE Budget, Elected Statewide Reimbursement Policy

Policy:

Pre-authorization

Authorization is required prior to the incurrence of the actual lost time or expenses.

Official business

Official business is defined as: those duties directed by the MAPE President, Executive Committee, Board of Directors, or Delegate Assembly. Any duty not previously budgeted for shall be charged to the budget of the body ordering the duty.

Requests

Requests for expenses or lost time shall be made on approved forms available from the MAPE office and on the MAPE website. Requests for reimbursement are to be made as soon as possible following the expenditure. To allow for the accounting year, everyone is requested to get all December billing in immediately and, if unable to get the actual billing in by December 26th, to submit an accurate estimate with the actual billing to follow as soon as possible.

In order for the reimbursement to be valid under the following categories, the Treasurer must initial, date, and attach an explanation to each individual reimbursement:

- Missing signature(s). Reimbursement may be authorized as long as the expense is within the MAPE Reimbursement Policy guidelines.

- Expense reports without receipts. Reimbursement may be authorized if the expense is less than $50 and is approved by the Treasurer.

All credit card receipts must contain an itemized list of the purchase(s) for reimbursement. Any items paid by a business agent or member shall be charged to the appropriate local or committee.

Items not specifically covered by these policies will be considered upon specific written request to the Finance Workgroup.

Request Approval

Decisions on the validity of any reimbursement shall be the responsibility of the Statewide Treasurer. The determining factor regarding the validity of reimbursement shall be based on the direct benefit to MAPE being greater than the benefit to the individual. The Treasurer's decision may be appealed to the Board of Trustees. Any reimbursement decision still questioned may be appealed to the Board of Directors for final determination.

Anyone with authority to approve MAPE expenses shall not approve their own expense reports.

The Treasurer, with concurrence of the Statewide President, has the authority to withhold payment or take corrective action on items that they deem to be inconsistent, need further justification, or are not in the best interest of MAPE. Written notice to the MAPE member or staff will accompany the check or be in replacement of the check if expenses are denied. Appeals to the Board of Directors for final determination are always available. Appeals must be in written form and submitted to the Statewide President at least 10 working days prior to the scheduled Board meeting.

Alcohol

MAPE funds will not be used for the purchase of alcoholic beverages.

Lost time

Payment for lost time shall not be for an amount in excess of actual time lost, from your MAPE represented position, or over a maximum of eight (8) hours unless the individual works a flex day (9 or 10 hours) or qualifies for travel time payment. Up to eight (8) hours of lost time will be paid for persons conducting MAPE business on a flex-day off. Lost

time for evening hours or weekend hours will only be paid to those persons scheduled and missing work to conduct MAPE business during those times or travel time. In no case shall an individual be paid more than eighty (80) hours lost time per payroll period. These hours are exempt for Fair Labor Standards Act (FLSA) purposes. MAPE will reimburse lost time in addition to their eight (8) hours of lost time wages for those traveling, computed as the round-trip mileage divided by 55.

By so indicating on the lost time form, MAPE-represented employees in active payroll status and on union leave without pay while performing MAPE duties may elect MSRS or TRA contributions to be continued with MAPE paying employer share and deducting employee share for any lost time.

Lost time may be claimed when using the following leave status:

- Vacation
- Union Leave
- Salary Savings
- Approved unpaid leave
- Paid Parental Leave
- Comp time
- Flex day off (up to 8 hours)

Lost time may not be claimed when using the following leave status:

- Sick
- FMLA
- Unpaid medical leave
- Short-term disability
- Long-term disability

Lost Accruals

When taking unpaid leave for union activities which results in loss of sick and vacation accruals, members will be paid for one additional hour of lost time per calendar day to offset these lost accruals.

This does not apply to Board of Directors or Negotiations Committee members who may use approved union leave which does not affect accruals per Article XIV, Section 3d, of the MAPE contract (Association Leave).

Lodging

MAPE members performing official business of MAPE shall be granted lodging if the following criteria is met:

- The member is or will be in travel or work status prior to 6 am or after 7 pm.
- Authorization is given through a committee chair, the Board of Directors, a statewide officer, or by majority vote of local officers.
- The lodging request is made through MAPE Central, unless travel is authorized by local officers using local funds.
- Lodging expenses do not exceed the hotel rate negotiated by MAPE, unless travel is authorized by local officers using local funds.
- Lodging expenses directly billed to MAPE do not include any other charges, i.e., phone calls and meals, unless authorized prior to incurring the expense

Mileage

When a member uses their personal automobile to conduct official MAPE business, MAPE shall reimburse the individual at the IRS rate and an additional rider bonus of $.05 per mile per member or staff passenger.

Commercial Transportation

An individual authorized to use commercial transportation (air - coach class, taxi, rental car, etc.) in connection with official MAPE business shall be reimbursed for the actual expense of the mode of transportation so authorized. Receipts are required for reimbursement.

Meal Allowances

Individuals conducting official MAPE business shall be reimbursed for meals at the highest amount allowed for Minnesota per the U.S. General Services Administration per diem rates (https://www.gsa.gov/travel/plan-book/per-diem-rates) that are set each fiscal year, effective October 1 each year. The consecutive meal clause still applies. It is the responsibility of the individual to use good judgment in incurring meal expenses.

Group meals (two or more individuals) on one bill may exceed the maximum amount with prior approval of the statewide President or Treasurer. A receipt which includes a listing of all persons for which the expense was incurred is required.

No individual meal reimbursements will be allowed for members when a meal is provided for the committee, unless required for dietary restrictions or, if approved by the local, regional, or statewide governing entity, a member is virtually attending a hybrid meeting. This includes breakfast for all mornings of Delegate Assemblies.

Local Executive Committees may complete the Request for Additional Funds form to request financial assistance to provide individual meal reimbursements to their members if the local does not have sufficient funds to provide individual meal reimbursements. This form shall be filed with the Finance Workgroup.

Travel Advances

Travel advances may be approved by the statewide Treasurer or President at the time of a specific request for a specific amount provided such a request is made in a reasonable time in advance of the travel date. In all cases, after the actual expense is incurred, a final MAPE Expense Report with appropriate receipts attached shall be prepared and forwarded to the statewide Treasurer within thirty (30) days. If additional payment is due the individual, an additional check shall be prepared in the usual manner. If the advance payment exceeds the actual expenses, the individual shall refund the excess at the time the expense report is submitted.

Regional/Local Expenses

The following are items that regions/locals may **not** expend funds for or engage in:

1. Purchasing alcoholic beverages.
2. Paying for gambling.
3. Entering into contracts on behalf of MAPE.
4. Incurring indebtedness (loans) outside of MAPE Central.
5. Pooling of financial resources without prior approval of the Board of Directors' Finance Workgroup.
6. Contributing to other union organizing activities, other than those sanctioned by the MAPE Board of Directors.
7. Contributing to political individuals or organizations.
8. Paying for out-of-state travel, except as described in the "Local Costs for Out-of-State Travel" section of the MAPE Financial Policies.
9. Donating to any one charity in excess of $1,000 per year.
10. Assessing local dues, except as provided for in the MAPE Bylaws.

11. Paying for attorney fees or legal settlements.

All regional or local reimbursement policies must be consistent with MAPE statewide policies – **except** where a more restrictive policy is proposed.

Local Costs for Out-of-State Travel

Local officers, by majority vote, and with approval from the MAPE Board of Directors, may approve spending local funds to pay for out-of-state travel within the United States for local members to attend union-related trainings and union-related events. Local officers must perform all planning for all out-of-state travel paid using local funds.

Statewide Committee and Meet and Confer Expenses

Committee chairpersons may authorize mileage and expenses for members attending committee meetings in accordance with the MAPE Reimbursement Policy, providing budgetary restrictions are not exceeded. Monthly expense summaries are sent to committee chairs.

Steward and Grievant Expenses

Steward and grievant expenses above and beyond those outlined in the MAPE/state contract (Article 9, Section 2, C, 5) shall be reimbursed as provided for in accordance with the MAPE Reimbursement Policy.

Elected Statewide Reimbursement Policy

Delegate Assembly Revision Dates: 9/25/2005, 9/21/2019, 9/18-19/2026
Board of Directors Revision Dates: 5/21/2010, 3/15/2013, 1/19/2024

Summary: Statewide Officer and special support reimbursement

Policy:

PRESIDENT

1. The MAPE President shall be paid per the MAPE Reimbursement Policy for lost time, budgeted at 50 percent of the yearly 19L salary. If the President's regular hourly wage is lower than the median hourly wage of all MAPE represented employees, the President shall be reimbursed for lost time at the median wage.
2. If the President takes leave without pay, the MSRS election under the Lost Time provision is applicable. Such contributions shall be made based on the President's regular hourly wage.
3. The MAPE President shall be eligible for insurance coverage in accordance with the MAPE/state contract.
4. A MAPE President who uses a personal vehicle for MAPE business shall receive the monthly vehicle allowance in accordance with the MAPE Executive Director contract.
5. When a President is elected whose current workstation is within 50 mile radius of the MAPE office, MAPE will pay for overnight lodging when necessary. If the President can't get home, be home for eight hours and get back to the MAPE office or to work by the start of the normal work day, the President is eligible for overnight lodging. Other areas of reimbursement are to be consistent with the MAPE contract.

STATEWIDE OFFICER

1. MAPE statewide officers shall be reimbursed for lost time and other expenses under the same provisions which pertain to MAPE members. All expenses (mileage, lodging, meals, parking, travel and other related expenses) while on MAPE business will be paid according to the MAPE Reimbursement Policy.
2. When a MAPE statewide officer is required by the Board of Directors to be at MAPE full time, they shall accrue vacation and sick leave accruals at their normal rate of accrual in state service, retroactive to the start date of the full time leave.

This applies only while on full time lost time. Upon completion of their term, the vacation accrual shall be liquidated in cash.

3. When a MAPE statewide officer is elected whose workstation is outside a 50 mile radius of the MAPE office, MAPE may pay for lodging in the form of procuring an apartment, based on hotel/apartment cost comparison. The procurement should be approved and reviewed on an annual basis by the board of directors.
4. The MAPE Statewide Treasurer shall be compensated at their rate of pay for hours worked outside of their normal work hours. The MAPE Statewide President may bank hours worked outside their normal work hours in a compensatory bank, consistent with the provisions in the agreement between MAPE and the State of Minnesota
5. MAPE statewide officers will be provided a MAPE cell phone or reimbursement of up to the negotiated billing rate for MAPE staff.
6. The MAPE President, Vice President, Treasurer, and Secretary will be provided the same internet allowance as MAPE staff.

SPECIAL SUPPORT

Members providing computer support shall be compensated at their rate of pay for hours worked outside their normal work hours.

Trustees and/or appointed members serving on the credentials committee shall be compensated at their rate of pay for hours worked outside of their normal work hours, up to a maximum of eight hours.

Crisis Fund Investment Policy

Board of Directors Revision Dates: 2/19/2016, 7/21/2017, 2/15/2019, 11/19/2021
Delegate Assembly Revision Dates: 9/18-19/2026

Summary:

The MAPE Crisis Fund (hereafter referred to as the "Fund") was established to provide financial support in the event of a job action, such as a strike or a shutdown. The purpose of this Investment Policy Statement is to establish guidelines for the Fund's investment portfolio (the "Portfolio"). The statement also incorporates accountability standards that will be used for monitoring the progress of the Portfolio's investment program and for evaluating the contributions of the Fund Advisor hired on behalf of the Fund and its beneficiaries.

Role of the Investment Review Board:

The Finance Workgroup shall serve as the Investment Review Board (IRB). The Statewide Treasurer will chair the IRB and may appoint up to two additional members at large.

The IRB is acting in an oversight capacity with respect to the Portfolio, and is accountable to the MAPE Board of Directors, for overseeing the investment of all assets owned by, or held in trust for, the Portfolio.

- This Investment Policy Statement sets forth the investment objectives and guidelines that govern the activities of the IRB and any other parties to whom the MAPE Board of Directors has delegated investment management responsibility for Portfolio assets.
- The investment policies for the Fund contained herein have been formulated consistent with the organization's anticipated financial needs and in consideration of the organization's tolerance for assuming investment and financial risk, as reflected in the majority opinion of the MAPE Board of Directors.
- Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring the Portfolio's investments are managed consistent with the short-term and long-term financial goals of the Fund. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of the organization.

- The IRB will review this Investment Policy Statement at least once per year. Changes to this Investment Policy Statement can be made only by affirmation of a majority of the MAPE Board of Directors, and written confirmation of the changes will be provided to all IRB members and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

Investment Goals, Objectives and Guidelines:

As the purpose of the Fund is to provide financial resources in the event of a job action, the Fund is to be invested with the objective of preserving the long-term, real purchasing power of assets, while maintaining a significant amount of liquidity.

As a result, 1/3rd of the Fund will be held in fully insured cash, cash equivalents or certificates of deposit.

The other 2/3rds of the Fund will be invested in a balanced portfolio of equity, fixed income and cash equivalent securities. The fixed income portion will contain a significant allocation to Minnesota Municipal bonds (up to a maximum of 50% of this portion of the Fund). No less than 15% of the total holdings of this balanced portfolio will be invested in socially responsible instruments and mutual funds. This portion of the Fund seeks to achieve an average annual rate of return (over a period of at least 10 years) of the Consumer Price Index plus 2% to 5%.

Cash Portfolio Investment Policy (1/3rd)

A fundamental difference exists between the management of the cash portfolio and the balanced portfolio. As stated above, 1/3rd of the Fund will be held in fully insured cash, cash equivalents, certificates of deposit and/or treasury instruments. MAPE's Finance or Executive Director has the authority to work with the Fund Advisor in determining the appropriate ongoing allocation of cash, cash equivalents and certificates of deposit based on Fund needs and market conditions. Within 5 days of any changes, the Finance or Executive Director will notify the Investment Review Board (IRB).

Balanced Portfolio Investment Policies (2/3rds)

Asset Allocation Policy:

- The IRB recognizes that the strategic allocation of Portfolio assets across broadly defined financial asset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.
- The IRB expects that actual returns and return volatility may vary from expectations and return objectives for periods of time that can range from one to three years. While the IRB wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only in the event of material changes to the Fund, to the assumptions underlying Fund spending policies, and/or to the capital markets and assets in which the Portfolio invests.
- Fund assets in the balanced portfolio will be comprised of two major components: an equity portion and a fixed income portion. The expected role of the equity investments will be to maximize long-term real growth of Portfolio assets, while the role of fixed income investments will be to provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of the equity investments.
- Outlined below are the long-term strategic asset allocation guidelines of the balanced portfolio (excluding the cash portfolio), determined by the IRB to be the most appropriate, given the Fund's long-term objectives and short-term constraints.

Asset Class	Target Allocation
US Equities	30%
Non-US Equities	20%
Fixed Income / MN Muni's	50%

Diversification Policy:

Diversification across and within asset classes is the primary means by which the IRB expects the Portfolio to avoid undue risk of large losses over long periods of time. To protect the Portfolio against unfavorable outcomes within an asset class due to the assumption of large risks, the IRB will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place:

- With the exception of cash or fixed income investments explicitly guaranteed by the U.S. government, no single investment security shall represent more than 5% of total Portfolio assets.
- With the exception of passively managed investment vehicles seeking to match the returns of a broadly diversified market index, no single investment pool or mutual fund shall comprise more than 20% of total Portfolio assets.
- With respect to fixed income investments, for individual bonds, the minimum credit quality of these investments shall be rated A or higher on a major U.S. exchange.

Permissible Asset Classes:

- Cash and Cash Equivalents, including U.S. Treasury Bills
- Fixed Income – Domestic Bonds
- Fixed Income – Non-U.S. Bonds
- Equities – U.S.
- Equities – Non-U.S.
- Equities – Emerging Markets
- Equities – REITs

Permissible Security Types:

- Mutual Funds
- Individual Stocks – Publicly traded on New York, American or NASDAQ Stock Exchanges
- Individual Bonds – Rated A or higher and traded on a major U.S. exchange
- Closed End Funds
- Deferred Annuities – Issued by an insurance company with a Best rating of A- or higher

Prohibited Asset Classes:

- Venture Capital
- Purchases of Letter Stock, Private Placements, or Direct Payments
- Puts, Calls, Straddles, or Other Option Strategies
- Direct Purchases of Real Estate

Other Investment Policies:

The Portfolio and its Fund Advisor are prohibited from:

- Purchasing securities on margin or executing short sales.
- Purchasing or selling derivative securities for speculation or leverage.
- Engaging in levered investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected, given the objectives of the Portfolio.

Rebalancing Policy:

It is expected that the Portfolio's actual asset allocation will vary from its target allocation as a result of the varying periodic returns earned on its investments in different asset classes. The Portfolio will be rebalanced to its target normal asset allocation under the following procedure:

- The Fund Advisor will review the Portfolio quarterly to determine the deviation from target weightings. During the quarterly review, the following parameters will be applied:
    - If the actual weighting differs from the target weighting by +/- 5 percentage points from its target weighting, unless due to a strategist recommendation, the Fund Advisors shall rebalance the portfolio back to the recommended weighting within 10 days of the quarterly meeting.
    - The Fund Advisor will notify the IRB seven business days before rebalancing occurs. If so directed, the Fund Advisor will not perform or authorize the rebalancing.

Monitoring Portfolio Investments and Performance:

The IRB will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives.

The Fund Advisor will meet with the IRB at least once per year and will provide the IRB with a quarterly report that lists all of the assets held by the Portfolio, the values for each asset and all transactions affecting the assets, including additions and withdrawals.

In addition, the Fund Advisor will provide the following quarterly management reports:

- Portfolio performance results over the last quarter, year, three years and five years.

- Performance results of each individual manager for the same periods.
- Performance results of comparative benchmarks for the same periods.
- End of quarter status regarding asset allocation – current vs. policy.
- Any recommendations for changes.

The balanced portfolio's (excluding cash and cash equivalents) composite investment performance (net of fees) will be judged against a composite benchmark consisting of the following unmanaged market indexes weighted according to the expected target asset allocations stipulated by the Portfolio's investment guidelines:

- 55% Vanguard Total Stock Market Index Fund (VTSMX)
- 30% Vanguard Total International Stock Index Fund (VGTSX)
- 15% Vanguard Total Bond Market Index Fund (VBMFX)

In keeping with the Portfolio's overall long-term financial objective, the IRB will evaluate the Portfolio and the Fund Advisor over a suitably long-term investment horizon, at a minimum, on a rolling five-year basis.

Purchasing Policy

Original Policy Approval Date: 4/20/2001
Board of Directors Revision Dates: 5/6/2010, 1/18/2013, 2/17/2017, 2/15/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guideline for authorization of funds.

Policy:

	Assets/Contract Services	Operating Supplies
Statewide President, Treasurer, Executive Director, Finance Director	Up to $ 10,000	Up to $5,000
Board of Directors' Finance Workgroup	Up to $20,000	From $5,000 and up
Statewide Committees	No authority	Up to $5,000, within committee budget

1. Three bids will be obtained when possible for purchases exceeding $10,000.00 for a year of services, equipment or supplies: The Finance Workgroup will recommend a bid to the Board of Directors for approval. For recurring expenditures over $10,000 (i.e. printing, office supplies, service contracts, etc.), contracts will be reviewed every third (3rd) year or as directed by the Board of Directors' Finance Workgroup.
2. Purchases in excess of the limits above require Board of Directors' approval.
3. All contracts must be signed by the Executive Director or Finance Director.
4. In cases of emergency:

The Executive Committee is authorized to spend up to $25,000 for emergency situations as defined. All such expenditures will be reflected on a MAPE income/expense statement. This statement will be presented to the next scheduled meeting of the Board of Directors' Finance Workgroup and the Board of Directors for review. The Board of Directors must be convened to authorize emergency moneys over the initial $25,000. The same procedures for accounting will be followed.

For the purposes of this policy, emergency situations include, but are not limited to, the following:

- Maintenance of essential daily operations.
- Commitment, renting, or replacing of temporary locations that are necessary due to fire, storm, floods, electrical and utility disasters, or other unforeseen circumstances that prevent normal MAPE activities.

Asset Disposal Policy

Original Policy Approval Date: 10/18/2002
Board of Directors Revision Dates: 05/06/2010, 7/20/2012
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guideline for liquidation/disposal of assets.

Related Information:

Policy:

1. Finance or Executive Director will propose assets to be liquidated.
2. Assets of less than $1,000 fair market value shall be liquidated/disposed of by the Finance or Executive Director in an appropriate manner.
3. Any asset with a fair market value of $1,000 or more shall be sold by sealed bid. The bidding process shall be supervised by the Executive Director. Advertising of the sale items will include the date, time and location for inspection, the bidding procedure, the closing date and the minimum acceptable bid.
4. Bids must be submitted to the MAPE office (to the attention of the Treasurer), must be clearly marked as bids and must state the asset the bid is for. Bids must be received on or before the closing date to be valid.
5. Assets will be sold to the highest bidder at or over the minimum acceptable bid. A random drawing will be used to break any ties.
6. The Treasurer will notify the successful bidder.
7. Successful bidders pay for the asset within the time specified in the bidding.

Donations Policy

Original Date of Policy: 8/8/2008
Board of Directors Revision Dates: 5/6/2010, 8/17/2012, 7/19/2024
Delegate Assembly Revision Dates: 10/1/2010, 9/18-19/2026

Summary: Guideline for donations and acknowledgement of life events.

Related Information:

Policy:

For MAPE Members and Staff	How Handled:
Recognition of significant member life events such as birth/adoptions, wedding, retirement, leaving MAPE position, illness or hospitalization, or death (including of a spouse/partner, child, parent, or close family member).	Greeting card, floral arrangement, gift basket, gift card to a local merchant, memorial, or plaque not to exceed $125.00.

For Others	**How Handled:**
Labor Causes (MAPE & General), Natural Disasters, and Emergencies	Board of Directors if $1,000 or more; Executive Committee if less than $1,000.
Support Labor Lawsuits*	Board of Directors or Executive Committee.
Charitable	Neither the Board of Directors nor Executive Committee will make charitable donations.
Religious	No Involvement. This supersedes all other policies.

*Locals may contribute to support labor lawsuits only if such contributions are approved by the Board of Directors or Executive Committee.

All donation requests to the Board of Directors must be submitted a minimum of 10 days prior to the Board of Directors meeting.

Credit Card Policy

Original Date of Policy: 4/20/2001
Board of Directors Revision Dates: 05/06/2010, 04/19/2013
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guideline for use of MAPE credit card account

Related Information:

Policy:

The MAPE credit card account may be used for MAPE Central expenses such as subscriptions, trainings, conferences, equipment/furniture, office supplies or other expenses approved with a purchase order form. The credit card account may also be used by the Executive Director, Statewide President, Statewide Treasurer, or Finance Director for business meals, travel, or lodging expenses.

Credit cards may be issued to the Executive Director, Statewide President, Statewide Treasurer, and/or Finance Director.

Petty Cash Policy

Original Policy Approval Date: 4/20/2001
Board of Directors Revision Dates: 5/6/2010, 2/15/2013
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guideline for petty cash.

Related Information:

Policy:

- The petty cash fund shall have no more than $1,000.
- Disbursements from petty cash should be signed by the person receiving the funds and also by the person distributing the funds. There must be two people involved in this transaction.
- Appropriate expenditures are those that are reasonable and legal in accordance with MAPE Reimbursement Policy.
- When disbursing funds from the petty cash fund, the financial specialist must assure that a vendor receipt or a cash disbursement record is present to support each transaction.
- When replenishing the petty cash fund, the financial specialist must present a vendor receipt or a cash fund disbursement record to support each transaction.
- It is recommended that all local meeting expense advances have five (5) days advance notice for disbursement of petty cash. Substantiating receipts and membership lists must be returned to MAPE Central within five (5) business days of receipt of monies. Return of documentation may be by U.S. mail, email, or in person.

Billing Procedure Policy

Original Policy Approval Date: 4/20/2001
Board of Directors Revision Dates: 5/6/2010, 4/19/2013
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guideline for providing goods and services.

Related Information:

Policy:

Before MAPE provides any goods or services to another entity, a written order or contract must be created. The order/contract must specify the goods or services being requested and a desired time frame.

- The order or contract will be routed to the President, Executive Director, or the Finance Director for signature, date and approval/denial decision.
- In the case of a denial of the order/contract, the financial specialist will inform the requesting entity of the decision in writing.
- For approved orders/contracts, the President, Executive Director, or Finance Director will direct the employee to fill the order/contract, with ongoing records of time spent and materials used in filling the order/contract maintained by the Finance or Executive Director.
- After the order/contract is filled, the Finance or Executive Director will provide the financial specialist with the original order/contract, which includes the date the order/contract was completed. Also attached will be sufficient information to allow the financial specialist to prepare a billing. The billing must reference the written order or contract. When materials have been produced or mailed, a summary must be attached.
- The financial specialist will prepare the billing and post the billing to the accounts receivable ledger. The billing must be mailed within thirty (30) days of the receipt of goods/services. A file of all billings will be maintained by the financial specialist.
- When payment is received, it will be posted to the accounts receivable journal and the financial specialist's copy of the bill will be marked paid. The financial specialist will deposit the funds received.

Funds Policy

Original Policy Approval Date: 4/20/2001
Board of Directors Revision Dates: 5/06/2010, 6/21/2013, 4/18/2014, 5/16/2014, 6/19/2014, 6/19/2015, 5/19/2017, 2/15/2019
Delegate Assembly Revision Dates: 9/20-21/2013, 9/23-24/2016, 9/18-19/2026

Summary: Definition of fund categories.

Policy:

- **Operations Continuity Fund**: Disbursements from this fund are to cover MAPE operating expenses during a labor action and is funded with 1 percent of dues income.
- **Capital Improvement Fund:** Expenditures from this fund are for capital improvements such as furniture and computer equipment and is funded with 1 percent of dues income plus depreciation transfers.
- **Negotiations Team Fund:** Expenditures will be for negotiation expenses consistent with the MAPE Reimbursement Policy. This is funded at the monthly pro rata share of the negotiations budget. If negotiation expenses exceed this fund balance, a transfer must be made from the undesignated reserve.
- **Undesignated Reserve Fund:** This will be funded with unused income.
- **Local Funds:** The purpose of this fund is to promote local member engagement through general member meetings, organizing efforts, solidarity building, community coalition building, labor education opportunities, member engagement activities, and other activities intended to help achieve local objectives. In January of each calendar year, locals will receive an amount equal to 2 times the previous calendar year's dues cap amount times the number of dues paying members in the local on June 30th of the previous calendar year. The number of locals' dues paying members will be calculated by the Finance Workgroup. If a local's balance exceeds the amount calculated above as of December 31 of the previous calendar year, the local shall not receive this January transfer. [1]
- **Local Supplementals:** Locals with 200 or less MAPE represented employees shall have funds replenished monthly with $1000 if their balance falls below $1000. Money will be used for operations of the Local in providing services to their members. A budget supplement may also be obtained by any local

through a request to and approval by the Finance Workgroup and the Board of Directors.

- **Crisis Fund:** Disbursements from the Crisis Fund will be for MAPE job actions or needs arising from a full or partial government shutdown and are available to all members of the bargaining unit, including all employees represented by MAPE, based on the guidelines developed by the Board of Directors. It is funded with 4 percent of dues income.
- **Delegate Assembly Fund:** Expenditures will be for Delegate Assembly expenses consistent with the MAPE Reimbursement Policy. This is funded at the monthly pro rata share of the Delegate Assembly budget. If Delegate Assembly expenses exceed this fund balance, a transfer must be made from the undesignated reserve.
- **Future Years Operations:** Funded by accumulation of undesignated reserve and based on current knowledge of future business needs. This fund serves as a reserve account to reduce the need for future dues increases.
- **Educational/Independent Expenditure Political Fund:** Expenditures will be for non-candidate specific political actions based on the priorities of MAPE and political climate regarding legislative/contractual issues. This is funded at the monthly pro rata share of the yearly budget.

[1] Proviso – Prior to December 31st, 2026, locals shall be funded at a rate of $1.25 per member, per pay period.

Room Rental Policy

Board of Directors Revision Dates: 5/6/2010, 07/19/2013

Summary: Policy for renting meeting rooms at the MAPE office.

Related Information: Billing Procedures

Policy:

The MAPE Board Room is available 9am-4pm Monday through Friday on a rental basis, when not in use for MAPE activities. Rates are as follows:

- $25 per hour or $120 per day for MAPE members and other unions.
- $30 per hour or $150 per day for others.

This fee may be waived upon mutual agreement of the MAPE Statewide President and Treasurer with appeal to the Executive Committee and/or Board of Directors.

Local Budgets Policy

Original Policy Approval Date: 6/20/2003
Board of Directors Revision Dates: 5/6/2010, 6/21/2013, 5/16/2014, 6/19/2014, 2/15/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guidelines for local budgets and allocations.

Policy:

1. **Local budget**
   Locals will prepare an annual budget and submit their budget to the Board of Directors' Finance Workgroup by January 1st of each year. Establishing a local budget and approval by membership allows local officers to spend funds throughout the year within their budget.
   Locals that do not submit a budget in a timely manner may be subject to losing access to their local funds until an approved budget is in place.

2. **Budget supplement**
   Locals with 200 or less MAPE represented employees shall have funds replenished monthly with $1,000 if their balance falls below $1,000. Money will be used for operations of the Local in providing services to their members. A budget supplement may be obtained by any local through a request to and approval by the Board of Directors' Finance Workgroup and the Board of Directors.

3. **Training and local/regional election costs**
   Costs associated with local elections (including special elections) will be covered by MAPE Central.
   Training costs for lost time, mileage, meals, lodging and any other expenses will be covered by the MAPE Central training budget for statewide training initiatives. This also applies to locally initiated basic steward training of five or more members at one location. This does not prevent a local from funding additional training for their officers or members.

4. **Financial ramifications of members changing locals**

When buildings are closed or when 15 or more members are moved between locals, the director(s) of the affected region(s) shall meet with the leadership of the locals that are involved and mediate a solution. If all attempts at resolution are exhausted, the issue shall be presented to the Board of Directors' Finance Workgroup for resolution, with final approval by the Board of Directors.

Local Checkbook Policy

Original Policy Approval Date: 8/8/2008
Board of Directors Revision Dates: 5/6/2010, 1/18/2013, 11/21/2014, 5/19/2017, 2/15/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Financial guidelines for locals with checkbooks.

Related Information: Local Treasurer's Manual, MAPE Local Audit Committee Report.

Policy:

1. Locals may not issue payment for lost time or any other items (such as mileage for ride sharing or an individual's meal reimbursement if no overnight stay occurs) requiring tax withholding. These must be sent to a MAPE financial specialist for reimbursement.
2. An Affinity Plus Membership Form is to be completed by the local treasurer. Signature cards are required from each authorized signer. The local treasurer shall complete and send the form and signature cards to a MAPE financial specialist for submission to the bank. Authorized signers can be the regional director and local officers. A local is required to obtain three authorized signers on the account. A local unable to acquire three authorized signers will not be allowed to have a local checkbook, and all expenditures will have to be processed through MAPE Central. Any change in officers who were authorized signers on the account requires an update in signature authorization. The local treasurer should keep a list of authorized signers.
3. Locals may request up to two debit cards per account for authorized signers. Debit cards must not be used for cash withdrawals.
4. The treasurer shall reconcile check register to bank statement monthly.
5. The local must submit the checkbook replenishment form and all supporting documentation (receipts, attendance sheets, etc.) to a MAPE financial specialist in order to receive replenishment to the local checking account. All transactions must be recorded on the local checkbook replenishment form(s). Replenishment (s) shall be done monthly.
6. Local checkbooks may have a balance limit up to $5,000. Locals with a limit of less than $5,000 who are seeking an increase must send a MAPE financial

specialist minutes from a local membership or executive team meeting with the passed motion indicating the new limit.

7. Bank fees such as overdraft, check printing, and debit card are the responsibility of the local.
8. Prior to the annual checkbook audit, the local treasurer will provide the following to the Local Audit Committee:
    - Completed Expense Reconciliation Form
    - Annual budget
    - Expense forms and receipts
    - Bank statements
    - MAPE Reimbursement, Donations, and Local Checkbook Policies
    - Local Audit Committee Report
9. Local Audit Committee shall consist of at least three members who are not local or regional officers. The committee members shall be in good standing and appointed by motion by the local, multiple locals may use the same audit committee. The committee shall review the local financial records as needed, at least annually. A report covering the period of January 1 to December 31 of the prior calendar year must be submitted by March 15th of each year to the Finance Workgroup after being presented to the local membership and will consist of the following:
    - Review expense forms for appropriate expenditures and signatures
    - Review expenditures in accordance with the local's budget as submitted
    - Review that no checks are written payable to CASH
    - Review that the checking account reconciles to the local's maximum account balance
    - Review that expenses are within the guidelines of the policies of MAPE
10. If the local does not submit a completed Audit Committee Report to MAPE by March 31, the Finance Workgroup shall serve as the audit committee and will audit the local's financial records. The local will be billed by MAPE Central for all expenses incurred by the Finance Workgroup members to perform the review.
11. Failure to comply with the above checkbook policy and the MAPE Local Reimbursement Policy shall result in revocation of checkbook privileges.

Local Advertisement Approvals and Contributions Policy

Board of Directors Revision Dates: 2/19/2010, 6/21/2013
Delegate Assembly Revision Dates: 11/20/2009, 9/18-19/2026

Summary: Guidelines for the approval process for advertisement campaigns funded by local funds and individual contributions and how those contributions to those media campaigns will be used.

Related Information: On July 17, 2009, the MAPE Board approved the creation of a dedicated MAPE budget line item to provide locals a viable avenue and the opportunity to contribute local funds specifically designated for print and radio advertising that promotes MAPE represented employees as part of MAPE's ongoing communications.

Policy:

It is the policy of MAPE to support the local-funded presentation of positive media messages that highlight the services our members provide.

All advertisement campaign proposals and advertisements shall be sent to the Board of Directors:

- Review proposals from members for external communications targeting various public media outlets.
- Evaluate proposals with consideration to their feasibility given the constraints in the budget or established criteria.
- Make recommendations for approval by the Board of Directors on proposed media campaigns.
- Approve advertisements and/or make recommendations to the proposing members for alternative ways to advertise. The criteria for advertising includes:
    - Compliance with MAPE Governing Documents.
    - A focus on services provided to the public by MAPE members.
    - A non-partisan message.
    - Positive messaging consistent with MAPE's overall message.
    - An inclusion of MAPE or Minnesota Association of Professional Employees in the advertisement

The Board Communications Work Group will meet as needed to discuss and recommend to the MAPE Board of Directors advertisements that have been

suggested and prioritize the placement of ads. The Board Communications Work Group will continue to report to the Board actions taken, as other Board committees are required to do. Any expenses of the Board Communications Work Group members shall come out of the Board of Directors budget.

Locals can designate funds to specific approved advertisements, advertising campaigns, or to the general local external advertising budget. Members are also allowed to individually contribute.

Crisis Fund/Job Action Policy

Original Policy Approval Date: 6/24/2005
Board of Directors Revision Dates: 5/06/2010, 4/19/2013, 11/21/2014, 2/15/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Policy for job action and crisis fund distributions.

Policy:

A job action or crisis may include, but is not limited to, a strike, shutdown, or an extreme legislative attack.

Crisis Fund balance:

1. **Local Support -** A portion of the Crisis Fund will be set aside as a reserve earmarked for local job action use only (see policy C, below).
2. **Statewide Action/Crisis Expenses:**
    - Strike pay (at minimum wage and limited to 40 hours per week)
    - Public relations/communications (targeted)
        - To members
        - To media/legislators/public
    - Materials
        - Printing
        - Phone banks
        - "Sticks"
    - Member Support
        - Food
        - Transportation
3. **Expenditure Priorities**

Priority	Expense	Description
1	Communication	This would include tele-town hall meetings and paid media
2	Printed Materials	Signs and materials for picket lines

3	Local Support	Meeting space, food, beverages for those on the picket line
4	Health Care	Assist in paying health care premiums for represented employees that participate in the picket line
5	Strike Pay	Minimum wage for represented employees for hours spent on the picket line
6	Hardship Fund	Establish a hardship fund to assist members in paying their bills during a job action

Policy definitions:

A. Reserve Fund order of dissolution: In the event of a major job action, the dissolution and use of Reserve Funds shall be, in order:

a) Crisis Fund
b) Undesignated Reserve
c) Building Line of Credit
d) Capital Improvement Fund
e) Future Years Operations Fund

The Operations Continuity Fund is reserved for the use of MAPE in continuity of business.

B. Strike pay: Shall be paid to bargaining unit members, including all employees represented by MAPE, at the federal minimum wage rate for reimbursements based on time or in-kind services to MAPE during a major job action totaling more than 20 hours per pay period. To be eligible, the bargaining unit member, including all employees represented by MAPE, must honor the job action from beginning to end and perform a service to MAPE.

C. Local job action funds: An initial proposed amount of $850 is to be set aside for each local with a balance less than $15,000, as an emergency reserve not to be included in the local's annual budget. These funds shall be used in the event of a job action as an infusion of needed capital at the local level for use by the local job action committee in support of a MAPE job action. To support job actions on the local level, a portion of the total balance of the Crisis Fund will be earmarked toward that end.

D. Authorization: Once the Board of Directors approves the use of the Crisis Fund, the decision of dispersal of funds for job action purposes ultimately resides in the Executive Committee. Advice from the Statewide Job Action Committee, Board of Directors, Finance Workgroup, and staff should be sought and considered.

Hardship Loan/Grant Policy

Original Policy Approval Date: 5/6/2010
Board of Directors Revision Dates: 6/21/2013, 2/15/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Procedures to disseminate hardship loans or grants.

Policy:

1. In the event of a strike or a full or partial shutdown of state government MAPE will, through its President, Treasurer, or Executive Director, secure arrangements for hardship loans which may be required by its members to meet their financial commitments for the duration of the strike or state government shutdown.
2. All such loan decisions shall rest with the lending policies of the financial institution selected.
3. In the event that a member does not qualify for a hardship loan under the guidelines of the selected financial institution, the member may apply for a hardship grant, which may also be administered by the same selected financial institution with oversight from the MAPE Hardship Loan and Grant Committee.
4. The Hardship Loan and Grant Committee shall be composed of the MAPE Statewide Vice President, the MAPE Statewide Treasurer, and the MAPE Statewide Secretary.
5. In working with the selected financial institution, the Hardship Loan and Grant Committee will define "hardship" and establish criteria for the financial institution to use to ensure consistency of determinations as well as auditable loan and grant program documentation while maintaining the confidentiality of those submitting applications or receiving hardship loans or grants.
6. Funds for the Hardship Loan and Grant Program will be from:
    - Donations to MAPE Central for strike assistance.
    - Donations of hours of strike pay.
    - Donations from outside organizations or individuals.
    - Specific appropriations approved by the MAPE Executive Committee from the MAPE Crisis Fund.
7. Any member meeting the following criteria is eligible for hardship grants:
    - Must be supporting or participating in job action activities.

- Must have applied for and been denied a hardship loan by the selected lending financial institution administering the Hardship Loan and Grant Program.
- Must take advantage of financial planning services (if offered free of charge by the selected financial institution administering the Hardship Loan and Grant Program).

8. Denial of a hardship grant and all limitations, inclusive of the following limitations on the Hardship Loan and Grant Program, can be appealed to the Hardship Loan and Grant Committee:
    - No funds will be disbursed until at least two weeks (or a full pay period) after the start of the strike or state shutdown.
    - A hardship loan or grant will not exceed the member's normal net biweekly compensation.
    - Disbursement of hardship loans and grants will be made payable only to creditors, not to the members.
9. If a strike or state shutdown continues beyond two weeks, members may apply again for a hardship loan or grant every two weeks by meeting the above requirements.
10. If the need or circumstances for the hardship loan / or grant are deemed critical by the Hardship Loan and Grant Committee, the committee may, by majority vote, waive program limitations.
11. The Hardship Loan and Grant Committee shall be responsible for publicizing information on the Hardship Loan and Grant Program to the local leadership and the membership in general prior to a job action.

Local Member Assistance Fund Policy

Board of Directors Revision Dates: 6/18/2010, 7/19/2013, 2/20/2015
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Policy for MAPE Locals to establish a Local Member Assistance Fund (LMAF).

Policy:

Establishment and Operation

1. Locals may establish hardship funds for qualified recipients.
    - The local executive committee will be responsible for the establishment of the LMAF and policy/procedures.
    - The LMAF will operate in a manner similar to MAPE's current Donations Policy.
    - MAPE Locals may utilize local funds and seek area donations, including donations from other MAPE locals, to capitalize their LMAF.
    - MAPE locals may utilize area financial institutions.
    - Disbursement of funds is limited to the approved local budget line item.
2. Qualified recipients:
    - A MAPE member and/or spouse, domestic partner, or dependent child who has been financially impacted due to a recent major personal/family catastrophe or medical condition.
3. Eligible requests:
    - Each qualified recipient is eligible to receive grants not to exceed a total of one thousand dollars ($1,000) of LMAF assistance during a 12-month period.
4. Marketing:
    - MAPE locals are encouraged to market their LMAF by using the MAPE name, logo and website and by using cost effective web-based social marketing and networking technologies.
5. Accountability:
    - The local executive committee operates and oversees the LMAF and considers each application request. Requests and decisions are subject to review and audit by the MAPE Executive Committee.

6. Policy justification:
    - The purpose of this policy is to provide clarity for local member assistance.
    - The MAPE Central Office does not sanction or endorse any charity or fundraising event.

Local Recruitment Reimbursement Policy

Board of Directors Revision Dates: 2/17/2012, 5/16/2014, 2/20/2015
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Local Recruitment Reimbursement

Related Information:
2010 MAPE Delegate Assembly (DA) Resolution "MAPE Membership 2010"

2009 MAPE DA Resolution "MAPE Establish a Goal of 80% Membership"

Policy:

1. Locals may receive up to 240 hours lost time and mileage per year for activities to increase membership percentage.
2. The MAPE Membership Committee budget will include a line item for reimbursement of members' lost time, and expenses spent on activities to increase the percentage of MAPE members. The reimbursable recruiting activity may be for the benefit of the member's local or another local, but must be approved by two of the benefitting local's officers, one of which must be the President.
3. Appropriate activities may include, but are not limited to:
    - Contacting non-members to encourage them to become members.
    - Providing training/mentoring to current or potential recruiters.
    - Receiving recruiting training/mentoring.
4. Reimbursable expenses will be recorded on MAPE's standard expense forms, charged to the Membership Committee. Food reimbursement amounts will be allowed per MAPE contract language in Article 18 section 5 sub. D Meal Allowance. MAPE merchandise up to $20.00 is allowed per non-member.
5. Once planned, the locals are encouraged to contact the Membership Committee Chair with the planned activity dates. When possible, assistance from the Membership Committee will be made available to the local.

Upon completion of the recruitment activity, the local will share a summary report with the Membership Committee on what did or did not work.

Stipend and Recognition Policy

Original Date of Policy: 3/21/2014
Board of Directors Revision Dates: 11/21/2014, 2/17/2017, 5/19/2023, 9/20/2024
Delegate Assembly Revision Dates: 9/20/2025, 9/18-19/2026

Summary: This policy outlines what is allowable in regards to stipends and recognition for MAPE members.

Policy:

Stipends

Only local officers and dues paying members who are approved by a majority vote of the relevant governing entity at the local, regional, or statewide level of MAPE are allowed to receive a stipend to account for the use of personal time and incidentals that come with the position of being a local officer or specific volunteer activities approved by a majority of the members of the relevant governing entity on a case-by-case basis.

Each local officer and approved dues paying member may receive a stipend equivalent to up to 52 times the average hourly wage of MAPE-represented employees per calendar year (such as 2 hours at $20 per hour per month) to offset incidental expenses. The average hourly wage of MAPE-represented employees is calculated using the first six months of the previous MAPE fiscal year. Stipends must be processed as payroll and need to be determined using a number of hours and rate of pay. Stipends are considered taxable income and are subject to withholding taxes.

Each local has the authority by vote of their membership to determine the amount of the stipend their local officers and local-approved dues paying members may receive, and each governing entity within MAPE has the authority by majority vote to determine the amount of the stipend they issue to volunteers.

Stipends shall be paid out on a yearly or 6 month timeline as decided by the local officer team or governing entity. Stipends for local officers shall be prorated for time served as a local officer if their stipends are not based on specific periods of time spent performing local officer tasks. Stipends will be claimed using the Local Officer Stipend and Approved Member Stipend form and submitted to MAPE's Financial Specialist.

Those who receive a stipend based on specific periods of time spent performing local officer tasks or specific volunteer activities may not receive lost time or individual meal reimbursements based on the same period of time spent performing the same tasks or activities. A governing entity may choose not to provide stipends. If a governing entity does provide stipends, they may set their own stipend limit below the maximum limit provided in this policy.

Recognitions

Recognition for members is allowed. Recognitions are intended to reward members for specific actions (e.g. service award or drawing for local meeting attendance). Recognition should not be cash or cash equivalent such as VISA cash cards. Examples of allowable recognition would be MAPE apparel/items. General distribution of local funds to members is not permitted.

Organizing and Political Grant and Procedures Fund

Board of Directors Revision Dates: 8/17/2026
Delegate Assembly Revision Dates: 9/18-19/2026

Summary:

Related Information:

Policy:

MAPE has two funds from which committees, subcommittees, ad hoc committees, locals, regions, members, and/or staff can request funding. Funds will be dispersed on a quarterly basis. They are a Political Fund and an Organizing Fund. The amount available will be decided by the yearly budget passed at Delegate Assembly.

The Political Fund shall be used to further MAPE and state employee causes and interests in the political arena. Approved Legislative Priorities shall be used as a guide for allocating funds, as well as emerging needs and issues that present themselves. This fund cannot be used to give money to candidates directly.

The Organizing Fund shall be used to build power, increase membership, develop leaders, and for campaigns to better employment conditions and the contract. The fund should be used to generate action and get results, not just to raise awareness.

Confidentiality and Recusal

It is imperative that all members of the relevant governing entities keep the status and outcomes of application submissions and review confidential until decisions have been made and grantees are notified.

Recusal: If a member of abovementioned subcommittee is part of a grant or member of the local which is submitting an application, it is important that the member recuses themself from the review of the particular application. This avoids a potential "conflict of interest" and keeps the review process intact.

- The Board of Directors will decide on the distribution of the funds based on applications from requesting groups/persons. The President will appoint 2 members to a Political Fund subcommittee and 2 members to an Organizing Fund subcommittee. The board will appoint up to three board members to each subcommittee.

- The subcommittees will review all applications for funds received by the established due date for each quarter.
- The subcommittees will make recommendations to the Board of Directors each quarter.
- Once approved by the Board of Directors, funds will be available to the grantee. Those funds must only be spent on the stated reasons provided in the application during the time period indicated on the application. Any unused funds will be returned to the fund from which it was granted.

Applications will be due on the 15th of the month prior to the quarterly board meetings in March, June, October, and December. Funding will be made available on the first day of the month following board meeting approval.

If circumstances arise where a person or group needs funds before the next application cycle outlined above, they may request funds using an expedited process. This process can be used if the following conditions are met:

1. The request is due to unforeseen circumstances. No reasonable person would have been able to predict the funds would be needed during the last quarterly application cycle.
2. The request is time limited. Funds should only be provided for short term needs. If the need extends beyond the current quarter, only funds should be requested for what is needed until the next application cycle.
3. The request must be $10,000 or less. The Executive Committee, by recommendation of the subcommittee chairs and without approval of the full board, may only approve funding of less than this amount by electronic means. If these conditions are met, the person or group requesting funds can submit an expedited application. They are to complete the same application as for all other requests but mark it “expedited” when submitting. The Executive Committee will review and approve, amend, or deny the request within 10 days using the same criteria as for other proposals, but also ensuring the above conditions are met.

Decisions on awarding funds will be based on the priorities of MAPE and criteria determined by the Board of Directors.

1. Scoring matrices, a grant plan, and budget template will be used in evaluating each proposal. The scoring matrices may be different for the two different funds.

2. Scoring matrices, grant plan, and budget template will be developed by the subcommittees and approved by the board.
3. Grant request materials and scoring matrices will be available to all potential requesters ahead of the applications being due for each quarter.
4. The subcommittees will use the matrices and grant materials as a tool for evaluating each proposal, but they are just a tool to help determine which will be funded and not the only items to be considered when deciding how to allocate funds.
5. The subcommittees will recommend funding proposals, reduced funding of proposals, or not funding proposals. The Board of Directors will vote on the subcommittees' recommendations.

To apply for funds, applicants will need to submit an application and supporting documents indicating which fund they are requesting assistance.

1. Applications will be submitted via email to: grants@mape.org.
2. Application forms will be available for each fund along with guidelines as to what should be included as supporting documentation and the scoring matrices that have been approved.
3. Applications must include an application, draft budget and grant plan indicating how much money is requested, how the money will be spent, and specific and measurable goals that will be met with the funds.
4. Applicants can come each quarter for funds. Approval or denial from one quarter does not ensure approval or denial in a subsequent quarter.

Applicants that are denied funding or approved for funding less than requested, may appeal.

1. Appeals should be sent in writing to the grants@mape.org email box
2. Applicants appealing funding decisions will be allowed to present to the Statewide President and subcommittee chairs. This three-person panel will provide a recommendation to the Board of Directors at the next board meeting.
3. The Board of Directors will make a final decision. The subcommittee chairs will notify the applicant of their decision. Grantees are responsible to report back to the Board on how funds spent and how their goals were met.

4. Grant status reports are due by noon on the second Friday of the month. Grantees shall submit their reports to: grants@mape.org. MAPE staff will provide the subcommittees with the monthly status reports via email.
5. Grantees will work with the grant subcommittee to obtain budget status. The grant budget status is contained in the MAPE financial report.
6. The grant status report must include specifically how the money was spent and evaluation of the goals that were stated in the application.
7. Failure to submit a timely report will exclude a grantee from submitting a subsequent application. If circumstances exist where a report cannot be submitted, a future applicant can appeal to the board to waive the report requirement. The board will vote on the appeal.

Merchandise or Swag Purchase Policy

Original Policy Approval Date: 10/16/2026
Board of Directors Revision Dates:
Delegate Assembly Revision Dates:

Summary: To provide parameters for purchasing merchandise or swag that bears the MAPE logo.

Policy:

Purchased merchandise bearing the MAPE logo must adhere to the following requirements:

- Purchases must adhere to MAPE's Logo and branding standards, as determined by the MAPE Communications Director and the Executive Director.
- Purchases must be made through established vendors. Established vendors are determined by the MAPE Operations Director and the Executive Director.
- Only authorized individuals may submit orders. See the list of authorized parties below.
- Proper documentation must accompany the purchase request:
    - If the purchase is not already approved in the current budget: minutes of a properly recorded motion with majority approval from the committee or local
    - If the purchase is already approved in the current budget: approval from the authorized individual of that budget.
- Merchandise purchase requests submitted to MAPE Central will be managed by the MAPE Operations team and be submitted according to the Merchandise Procedure.
- Items purchased must be Union-Made or USA Made whenever possible.
- Items purchased must not be used for bribery or manipulation.

The Operations Department along with the Executive Director may question the validity of any item requested for purchase. The Statewide Executive Team shall make the determining decision whether the product or item does not adhere to the quality of standards. The determining factor regarding validity shall be based on the direct benefit to MAPE being greater than the benefit to the individual.

The MAPE Webstore is maintained by the MAPE Operations Department and may have a rotating assortment of merchandise for members, locals, and committees to purchase.

Merchandise purchases reflect MAPE as a union, and due diligence must be taken to ensure that items are not wasteful of member dues and shall maintain high quality standards of the products purchased.

All authorized individuals must comply with the MAPE Merchandise or Swag Purchase Policy.

The invoice records shall be retained by the Statewide Treasurer, via the MAPE Financial Staff and accounting system, in their original form based on accounting standards, relevant policy, and law.

All authorized expenditures shall be paid in accordance with MAPE's financial policies.

Supplement information - List of Authorized Roles (include MAPE Central) Crosswalk table - committees, budgets, and authorities.xlsx (DRAFT)

Committees

Committee Principles Policy

Original Policy Approval Date: 12/13/99
Board of Directors Revision Dates: 5/6/2010

Summary: Committees established by the Board of Directors.

Policy:

The Board may establish committees in addition to the MAPE Bylaws (Article 6, Statewide Standing Committees) to help carry out its responsibilities. Committees should not interfere with the Board's job and, in particular, never interfere or circumvent the delegation of authority from the Board to the President or the Executive committee.

Committees may not speak or act for the Board, unless formally given such authority for specific and time-limited purposes. The Board will carefully state such committee authority so as not to conflict with authority already delegated to the president or other statewide officer.

Committees are to help the Board do its job, not to help the staff do their jobs. Committees will assist the Board chiefly by preparing policy recommendations, position statements and implications for board deliberation. Committees should not be created to advise the staff.

Committees do not exercise authority over staff. Committees will not impede the constitutional or Board delegated authority of the President or other Statewide Officers.

Employee Rights Committee

Arbitration Team Policy

Board of Directors Revision Dates: 1/3/1995, 3/24/2006, 10/10/2008, 10/16/2020
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: To identify the composition of the MAPE Arbitration Team and the responsibilities of the MAPE Vice President in the Arbitration Team process.

Related Information:

Policy:

The Arbitration Team will consist of the Business Agents, the MAPE Statewide Vice President, and steward of record.

The MAPE Statewide Vice President, as chair of the Employee Rights Committee or its designee, shall serve as a voting member of the Arbitration Team.

The MAPE Statewide Vice President should make every effort to appoint the most appropriate steward (steward of record if available or most knowledgeable) to serve as a voting member of the Arbitration Team when grievances or class action grievances of their concern are being considered by the Arbitration Team. If no steward from the grievant's region is available, a steward from another region may be appointed.

As feasible, every arbitration will have at least one steward present. The steward present should be the steward of record if possible.

Arbitration Appeal Policy

Board of Directors Revision Dates: 1/3/1995, 6/18/2010, 8/16/2019
Delegate Assembly Revision Dates: 10/10/2008, 9/18-19/2026

Summary: The Arbitration team shall consist of Business Agents, Steward(s) of record, and the MAPE Statewide Vice President. This policy shall identify the procedures used during an Employee Rights Committee (ERC) arbitration Appeal Hearing.

Related Information:

Policy:

If a grievance is not resolved through the steps of the grievance process, it ultimately gets moved to MMB (Minnesota Management and Budget). Unless the grievance is settled or the grievant wishes not to arbitrate, the grievance shall go through the following process to determine whether MAPE will arbitrate a case.

1. The Arbitration Team shall vote whether to arbitrate the grievance using a majority vote.

    - If approved for arbitration, the grievant is notified and arbitration is scheduled.

    - If denied for arbitration, notification shall be sent to the grievant via e-mail with a read receipt and delivery receipt as to the Arbitration Team's decision. If the grievant does not have a home email address on file, the letter shall be sent via certified mail.

    The grievant may appeal in writing no later than 14 days from the receipt of the notice to the MAPE Statewide Vice President.

2. If an appeal is made, an appeal hearing will be scheduled to take place within forty-five (45) days of receipt of the appeal request.

3. The MAPE Statewide Vice President shall provide the grievant with written instructions as to how to proceed and the date of their hearing, within 14 days of the receipt of the appeal.

4. Appointed steward(s): The MAPE Statewide Vice President should make every effort to appoint the most appropriate steward (steward of record if available or most knowledgeable) to be paid a maximum of 16 hours lost time and mileage to assist the grievant in preparation and presentation of the appeal. Additional lost time for travel and/or other need may be requested and is at the discretion of the MAPE Statewide Vice President). If no steward from the grievant's region is available, a steward from another region may be appointed.

   The MAPE Statewide Vice President will inform the grievant that documentary evidence to be referenced at the hearing is available upon request. The Business Agent of record will be available to the appellant and assisting steward, for a reasonable amount of time, to answer questions after the Arbitration Team decision and prior to the ERC Appeal Hearing.

   One week prior to the hearing, the grievant shall provide to the MAPE Statewide

   Vice President any additional documentary evidence that they wish to present at the Appeal Hearing one week prior to the hearing via e-mail or U.S. mail. If by the U.S. mail, it should be sent certified at MAPE's expense.

   Lost time and mileage for the appointed steward is to be paid from the ERC budget.

   All the documentary evidence should be page numbered, dated and show authorship.

5. The Appeal Hearing shall include a quorum of seven (7) or more ERC members, along with the grievant, the steward of record assisting the grievant and the Arbitration Team representative (different than the

Business Agent of record who represented the grievant). The Business Agent of record will be available to provide factual information.

6. The MAPE Statewide Vice President shall provide notification of the committee's recommendation to the Executive Committee and the grievant within seven days of the hearing. In the case of a Class Action Grievance Appeal, the presenting grievants shall receive such notification.

7. The MAPE Statewide Vice President will present the recommendation of the ERC to the Board of Directors at the next scheduled board meeting

ERC Arbitration appeal presentation procedure

1. All written materials are to be distributed at least one hour prior to the appeal hearing for review
2. Arbitration Team representative's presentation – maximum 15 minutes
3. Grievant's presentation – maximum 15 minutes
    a. When a Class Action Grievance Appeal is being presented, up to three members may present.
4. Questions from the committee
5. Summation by Arbitration Team representative – two minutes
6. Summation by grievant(s) – two minutes
7. Deliberation by committee (executive session)
8. Decision by majority vote

Guidance for decisions on recommendations for or against arbitration:

1. **Nature of decision.** The ERC's decision shall be either to recommend upholding a) the decision of the Arbitration Team not to seek arbitration of a grievance that has been denied, or b) to recommend that the decision of the Arbitration Team not be upheld and that the grievance be submitted for arbitration. The ERC shall base its decision on the information gathered during the grievance process and the appeal hearing before the ERC.

2. **Record of decision.** If the decision of the ERC is to recommend that the Arbitration Team not be upheld, the ERC shall prepare a written explanation supporting its decision to the Executive Committee.

3. **Standard for decision.** A determination to recommend that the decision of the Arbitration team not be upheld and to recommend that the grievance be submitted for arbitration should be made for cases that have the potential for a significant adverse effect on a member(s) of the bargaining unit, or on the rightful interpretation of one or more contract provisions and the merits of the case based on the evidence provided

4. **Insufficient information.** If the ERC determines that information necessary for an informed decision is not available at the time of the hearing, and that such information can be reasonably obtained, the ERC may postpone the decision for not more than 30 days. If the decision is postponed, the ERC shall provide a description of the requested information to the Business Agent, Steward of record, and grievant.

Steward Affirmation, Revocation, and Reinstatement Policy

Board of Directors Revision Dates: 7/2010, 10/2020
Delegate Assembly Revision Dates: 9/23-24/2016, 9/18-19/2026

Summary: Procedures to affirm MAPE stewards, track changes in steward status, and revocation of steward designation.

Policy:

Steward Affirmation Form:
The Steward Affirmation Form allows for the designation of a MAPE steward after completing basic steward training. Stewards shall make the recommitment of their representational role by signing Affirmation Forms in each region bi-annually.

Affirmation Forms and steward status updates will be sent by the Regional Steward Director to the MAPE office to include change in steward status and steward contact information.

Revocation of Steward Designation:

- All complaints, filed against a steward and relating to a breach of the MAPE Steward Code of Conduct, shall be submitted in writing. Such complaints will be investigated by the MAPE Statewide Vice President, a member of the Judicial Committee (Article 12) and the Regional Steward Director of that region. If the Regional Steward Director is the subject of the complaint or the person lodging the complaint, the MAPE Statewide Vice President along with the MAPE Statewide President will determine if the charges are founded and if the violation warrants action. Results of findings shall be documented.
    - A statement of charges;
    - A summary of the evidence in support of the charges;
    - A summary of the evidence in refutation of the charges;
    - A finding of facts;
    - A conclusion of proceedings;
    - The assessment of a penalty, if any; or an order setting aside or modifying a previously imposed penalty.
- The named steward shall be notified by the MAPE Statewide Vice President of the complaint in writing. If the MAPE Statewide Vice President, in consultation with the Regional Steward Director and/or MAPE Statewide President, finds no merit to the complaint, it shall be dismissed.

- The MAPE Statewide Vice President will determine if complaints will be resolved informally unless the seriousness of the complaint could lead to removal of the steward's designation. An example of an informal resolution includes training. Individuals are encouraged to informally resolve concerns whenever possible. Possible resolutions may be reached through facilitated discussions, or agreements reached, including but not limited to counseling and mentoring.
- The MAPE Statewide Vice President, in consultation with the Regional Steward Director, or the MAPE Statewide President, may (if appropriate) suspend the activities of the steward before, during, or after the investigation, depending on the severity of the charges. The MAPE Statewide Vice President, Regional Steward Director of the affected region, and member of the Judiciary Committee must vote on actions to be taken as a result of findings. The MAPE Statewide Vice President will inform the accused steward, in writing, of the suspension and the reason(s). The steward shall be advised they must immediately stop the performance of all steward duties pending the outcome of the investigation. The Regional Steward Director of the affected region will be informed that the steward is not active.
- The MAPE Statewide Vice President will present the results of the investigation to a decision team comprised of three Employee Rights Committee (ERC) members and two ERC alternates appointed by the MAPE Statewide Vice President. This decision team will vote on a majority basis whether the charges warrant loss of steward designation.
- If the decision is to revoke the steward's designation, the MAPE Statewide Vice President will inform the steward, in writing, of the revocation and the reason(s). The steward shall be advised they must immediately stop the performance of all steward duties. The Regional Steward Director of the affected region and the State of Minnesota will be informed that the steward designation is revoked. The letter will also advise the steward that they have 30 days from the date of the letter to appeal the revocation decision to the ERC. The request for appeal must be in writing to the MAPE Statewide Vice President at the MAPE office.
- If there is not a majority vote to revoke the designation, the steward shall be informed immediately and in writing that their suspension is lifted.
- If a written request is not received in the MAPE office within the allotted 30 days, the steward's revocation of designation will be final. The Regional Steward Director of the revoked steward's region will be immediately informed of the

revocation by mail or e-mail. All revocations will be reported to the ERC at the next ERC meeting.

Appeal to Employee Rights Committee (ERC)

If a steward who has had their designation revoked files a written appeal to the MAPE Statewide Vice President at the MAPE office within 30 days of the date on the notice of revocation, the ERC will hear the appeal at its next scheduled meeting (if possible). The ERC will hear the appeal under the same rules as apply to an arbitration appeal, with the decision team presenting their findings. If the ERC votes (by majority exclusive of the decision team) to uphold the decision to revoke the steward's designation, the steward's designation will be revoked. If the ERC votes (by majority exclusive of the decision team) to not uphold the decision team's revocation, the steward will be reinstated as a MAPE steward.

Appeal to MAPE Board of Directors

If the ERC upholds the decision to revoke the steward's designation, the steward may appeal the decision to the MAPE Board of Directors at the next scheduled meeting (if possible).

Reinstatement:

1. On an annual basis, a member who has had their steward designation revoked may make a request in writing to the Statewide Vice President for reinstatement.
2. The MAPE Statewide Vice President may reinstate a steward's designation with majority approval of the ERC.

Regional Steward Director Elections Policy

Original Policy Approval Date: 11/21/2014
Board of Directors Revision Dates: 8/16/2019, 3/15/2024

Summary: Describes the Regional Steward Director Elections Process.

Policy:

1. Regional Steward Director Elections will be coordinated by MAPE's Statewide Vice President
2. Regional Steward Directors will be elected only by stewards from within the region. Only those stewards that have been certified as completing Advanced Steward Training are eligible to be nominated.
3. Regional Steward Elections will take place during the years where Local Officers are elected and shall follow the approved timetable for elections for Local Officers
4. Written notification shall be sent by MAPE's Statewide Vice President prior to the opening of the nominating period to all stewards in regions that are open for elections.
5. Should a regional vacancy occur; the MAPE Statewide Vice President will initiate the special election process to fill the vacancy as soon as possible.

Resolutions

Resolution Requirements

Board of Directors Revision Dates: 6/18/2010, 5/16/2014
Delegate Assembly Revision Dates: 9/25/2009, 9/19/2015, 9/20/2025, 9/18-19/2026

Summary: Requirements for resolutions.

Related Information:

Resolutions can be submitted by:

- Two or more members.
- Local and statewide executive committees.
- Locals.
- Statewide standing committees identified in the Bylaws.
- Board of Directors.
- Board of Trustees.

Resolution writers may call upon members of the Constitution and Rules Committee for advice, but creating the resolution or proposal is the responsibility of the writer.

Resolutions must be on the document form and format provided on the MAPE website.

When existing text, such as in a governing document or policy, is to be changed, the submitter is responsible for using a format required by the Constitution and Rules Committee.

Resolutions must be submitted via e-mail to MAPECRCommittee@mape.org .

The submission deadline for Delegate Assembly resolutions and proposals may be no later than 11 weeks and no earlier than 15 weeks before Delegate Assembly. The exact date will be published on the MAPE website. Board of Directors resolutions may be submitted at any time of the year.

The Constitution and Rules Committee will acknowledge, by e-mail, receipt of resolutions.

Time permitting, the Constitution and Rules Committee may contact a resolution's submitter to suggest clarifying changes be made to their resolution , but the final wording will be that of the submitter.

Resolutions must have fiscal notes, excluding those introduced at Delegate Assembly.

Privacy Policy and Terms & Conditions

Privacy Policy

Board of Directors Revision Dates: 7/17/2026

Summary: Privacy Policy

Related Information:

Policy:

By accessing or using the Minnesota Association of Professional Employees (MAPE) website www.mape.org, you accept the terms and conditions of this Privacy Policy. We reserve the right to change the Minnesota Association of Professional Employees Privacy Policy at any time. This privacy policy will explain how Minnesota Association of Professional Employees uses information you may provide while visiting www.mape.org.

MAPE will not sell, rent, or otherwise share your personal data to third parties for promotional/marketing purposes. However, we may share your information with service providers for business operations and/or legal authorities when required by law or to protect our rights.

You can opt out of receiving text messages at any time by texting STOP to any text you receive from MA

Terms and Conditions:

By providing your cell phone number, you agree to receive texts to your number from Minnesota Association of Professional Employees (MAPE). Texts will include messages about member updates and inquiries. Msg frequency varies. Reply STOP to opt-out. Reply HELP for help or more information. Msg and data rates may apply. Privacy Policy and Terms & Conditions can be found here.

Cybersecurity Policy

Board of Directors Revision Dates: 2/20/2026

Summary: Guidelines for cybersecurity.

Related Information:

Policy:

It is the policy of MAPE to strive for compliance with the 18 CIS Critical Security Controls (as of February 20th, 2026) for small businesses.

Implementation and ongoing compliance of these controls are considered part of member officers' fiduciary and duty of care responsibilities.

The MAPE executive committee and board of directors shall ensure that proper staffing, contracts, and funding are in place to implement these controls.

Data Practices Records Policy

Board of Directors Revision Dates: 6/18/2010, 2/15/2019
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guidelines for releasing data.

Related Information: MAPE Bylaws, Article XIII, Judicial Procedure, Section 2 - #9.

Policy:

It is the policy of MAPE that all records are open only to MAPE members upon written request to the appropriate Statewide Officer. The request must state specifically what information is requested. Photocopies, not to exceed 20 pages for any request of information, shall be provided. No original records of MAPE will leave the MAPE office, except in the possession of appropriate Statewide Officers. After 20 copies, $.25/copy will be charged. Requests for membership lists are necessarily excluded from this 20-page limit. If necessary, you may be asked to sign the "Agreement to Safeguard MAPE Provided Data."

When a member wishes to review records which may not leave the MAPE office, a member of the Board of Trustees and the Constitution and Rules Committee must be present to monitor the review to ensure the member is adhering to this policy.

The following information will not be made available:

- Social Security numbers.
- Amount of state or federal withholding or number of exemptions claimed of anyone receiving payment or reimbursement from MAPE (but, you may find out the rate of pay and the hours worked of anyone receiving compensation from MAPE).
- Personal/home phone numbers.
- Home and personal e-mail addresses.
- Any other information of a personal nature.

Membership lists will not include Social Security numbers, home addresses, or home phone numbers, and it is understood that regional and local officers must use the utmost discretion in the use and distribution of membership lists (See MAPE Bylaws, Article XIII, Judicial Procedure, Section 2 - #9).

All requests will be processed and given to the requestor within ten (10) working days, or the individual will be given a written statement describing why the information was denied or delayed. Excluding membership lists, the subject of the request must also be notified at the time of the request and must be given a copy of the response.

Further, it is the policy of MAPE that membership mailing label runs shall not normally leave the MAPE office. Exceptions to this policy must be warranted and receive prior authorization from the Vice President or, in their absence, the President.

Data Practices Policy

Board of Directors Revision Dates: 6/18/2010
Delegate Assembly Revision Dates: 9/18-19/2026

Summary: Guidelines for the release of member home addresses, e-mail addresses, phone numbers and state employee identification number.

Related Information: Article XI of the MAPE Bylaws; Article XII, Section 2 (a).

Policy:

The Statewide MAPE President may authorize the release of members' home addresses, e-mail addresses, phone numbers and state employee identification numbers for MAPE or MAPE PAC official business to local or regional officials upon their written assurance to protect said information from unauthorized release.

Local and regional officials may collect members' home addresses, e-mail addresses and phone numbers for official MAPE purposes. These purposes include organizing, disseminating information, association sponsored social functions and information on benefits. Local officials must indicate if they are collecting information for the local's sole use or if the information will be entered in MAPE's central database.

MAPE members' and employees' names, home addresses, home e-mail addresses, home phone numbers, and Social Security numbers are classified private information by this policy. When collecting or handling private information for MAPE, each person collecting or handling the private information shall:

1. Prevent the unintentional release of the information to anyone who is not a member or employee of MAPE.
2. Prevent the intentional release of the information to anyone who is not a member or employee of MAPE.
3. Prevent the transfer of the information to MAPE Central, if the information is provided for the local's sole use (not for entering in MAPE's central database).
4. Upon collection of private information, inform the person of the requirements of this policy.
5. Sign the "Agreement to Safeguard MAPE Provided Data."

Infractions of this policy are punishable under Article XI of the MAPE Bylaws.