

Small Local TECHNOLOGY FUND

FOR LOCAL UNIONS

June 1, 2020



What is this fund?

With the concerns of the COVID-19 pandemic and restrictions on gatherings, CUPE Saskatchewan's Executive Board has established a fund to assist affiliated small Local Unions with the transition to a digital means of communicating with their members, conducting meetings and information management.

CUPE Saskatchewan will reimburse affiliated Local Unions of fifty (50) full-time equivalent members or less up to two hundred and fifty dollars (\$250) each per calendar year for the purchase of software, digital subscription services, or electronic equipment meant for member communication and Local management.

Qualifying Local Unions

- 1 Local must have 50 full-time equivalent members or less;
- 2 Local must be affiliated to CUPE Saskatchewan and not in arrears with CUPE Saskatchewan; and
- 3 Local applying for reimbursement must have a dues structure of no less than 1.5%.

How does the fund work?

Your Local Union would first make a purchase and then seek reimbursement of up to \$250 per calendar year through the fund.

Categories of qualifying reimbursements:

- 1 **Software** used for word processing or information management.
Examples: Microsoft Office Suite and Adobe products.
- 2 **Digital subscription services** used for contacting members such as for telephone or video conferencing systems, and/or member contact data management or email distribution systems.
Examples: Skype, Microsoft Teams, DropBox and Webex or Zoom.
- 3 **Digital equipment** that is owned by the Local Union.
Examples: Tablets, laptops and/or smart phones.

How do Locals seek reimbursement?

Forms are available at:
www.sk.cupe.ca/forms

Complete and submit a Request for Reimbursement Form along with proof of payment (receipts) either by email or by regular mail (as pictured above). The form must be signed by the Local President and Secretary-Treasurer.

Reimbursement requests must be submitted **within one (1) month of the Local Union purchasing the qualifying product.**

Expenses are eligible beginning June 1, 2020.