POLICY

The ONA Board of Directors will allocate an amount in the ONA general fund budget for Bargaining Units to be administered by the Cabinet on Economic & General Welfare.

INTENT

To financially support the activities of Local Bargaining Units.

PROCEDURE

1. The Cabinet on E&GW may approve allocation from the Bargaining Unit Grant Fund for the following:
   a. reimbursement to member(s) for bargaining unit related expenses such as mailing, printing, phone, room and refreshments expense, family care, mileage, office supplies;
   b. educational activities; and
   c. advertising expenses in support of unit negotiating goals.

2. To receive Bargaining Unit Grant Fund monies, the Bargaining Unit must submit a Grant Fund form. Receipts must accompany all requests.

3. Monies may be disbursed prior to the expense being incurred in exceptional situations (utilizing the "Application for Bargaining Unit Assistance Grant" form.

4. All fund advance requests will follow the same procedures as identified in Step 2.

5. The Assistant Executive Director for Labor Relations is authorized to approve up to $300.00 per Bargaining Unit per fiscal year, either in single or multiple requests.

Attachment: A – Request for Disbursement of Funds Application
Attachment: B – Budget Tool and Worksheet
Attachment: C – Application for Bargaining Unit Assistance Grant Application