

ILRLCA State Board Policies

1. Payroll and Expenses will be submitted to the President for approval. Payments will correspond to the US Postal Service Pay Period.
 2. Sub-hire (UDOP)) will be paid at the current 46-K Step 12 daily salary.
 3. Each officer, while in travel status, is allowed \$40.00 per day (\$10.00 per quarter hour as follows: midnight – 6:00 AM: 6:00 – Noon; Noon to 6:00 PM; 6:00 PM – Midnight) when attending meetings. Time must be recorded and noted when traveling starts and ends and contains an overnight stay with the approval of the President.
 4. Mileage will be paid at the current IRS rate.
 5. All Part-time Board members will be reimbursed \$75 per month for phone, internet and other incidentals.
 6. Receipts are required for reimbursement of expenses.
 7. President and Secretary/Treasurers salary are paid monthly.
 8. The President will work with the Board to determine office equipment needs.
 9. Only the President and Secretary-Treasurer will be issued union credit cards.
 10. Board Meetings will be called by the President or majority of the Board to conduct business between state meetings or as appropriate to circumstances.
 11. Email is not considered an official method of communication.
 12. Lost Time and Benefits Policy
 - A. All employees must keep a current form 50 on file with the Secretary-Treasurer.
 - B. Payroll and expense sheets must indicate if LWOP was taken for any UDOP days.
 - C. All lost days are to be paid or tracked at the leave earning status on the current form 50.
 - D. Lost time wages will be paid out annually with partial day balances carried forward until your term or appointment has ended. At that time the partial day balances will be rounded up to a full day and paid out.
 - E. One leave increment is earned at the following levels of LWOP: K=10, J=11, H=12
 - F. Part time UDOP will have 5% added to incorporate the 5% match normally paid into the TSP by the employer.
 - G. Any officer or employee leaving will be paid any lost wages and/or benefits to them within six (6) months of last day of the final pay period employed.
 13. **Earned annual leave may be paid out, at the employee's discretion in conjunction with the Lost Time Wages payout.** Earned annual leave in excess of 10 days shall be paid out at the close of the fiscal year.
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Policy Regarding Financial Inquiries

Questions pertaining to specific items, events, etc. on the Association financial records must be submitted in writing to the ILRLCA President, by mail. At the Presidents' discretion the board and/or Finance Committee will be consulted.

Candidate and Political Mailing Policy

Candidate and political mailings may be done based on availability of data requested. All mailings are to be done by an outside printing company which is to be determined by the State Board or designee. The following process is to be used for all mailings:

1. All mailings will be done by an outside printer, which will be determined by the IL RLCA State Board or designee.
2. The designated printer will provide the printing and mailing services.
3. An electronic file is to be submitted to the printer for an estimate of cost by the person making the request.
4. Payment for 110% of the printers estimated cost of completing the mailing must be received by the IL RLCA State Secretary Treasurer prior to the order being placed with the printer.
5. The State Secretary Treasurer will provide the mailing list to the printer.
6. Any overpayment will be returned to the candidate upon receipt of final bill from the printer.

CAPITALIZATION POLICY

The Illinois Rural Letter Carriers' Association hereby adopts the following policies, which collectively will be referred to as our Capitalization Policy:

1. All assets (whether an improvement, betterment, restoration, or adaption) or material and supplies expenditures of \$1,000 or less will be written off for our books for financial statement purposes when paid or incurred. These items will not be considered whether they are, in fact, and improvement, betterment, restoration, or adaption, but will be written off as an ordinary and necessary business expense.
2. This includes any and all assets, whether leased, leasehold improvements, financed, or paid for outright by Illinois Rural Letter Carriers' Association.
3. The \$1,000 will be measured on a per item, per invoice basis.
4. This policy does not apply to purchases for land, inventory, or any expenditure that we elect to capitalize and depreciate.
5. Any asset expenditure that is expected to last one year or less when placed in service in our business, no matter what dollar amount of expenditure will be written off when the expenditure is paid or incurred, in accordance with our regular method of accounting employed in our IRS return preparation.

Conflict of Interest Policy

It is the obligation of all voting members of the State Board, when acting on behalf of the ILRLCA, to comply with all applicable federal and state laws, to uphold the principle and purposes of the Association, and to comport themselves in accordance with the highest standards of ethical business conduct. In furtherance of that goal, the State Board of the Association has adopted the following policy in order to avoid or minimize possible conflicts between the personal interests of the persons subject to the policy and the interests of the Association.

PREAMBLE

The purpose of the policy is to ensure that decisions about ILRLCA's operations and the use or disposition of ILRLCA's assets are made solely in terms of the benefits to the Association and are not influenced by the possibility of private profit or other personal benefit accruing to the persons subject to this policy. In addition to actual conflicts of interest, all persons subject to the policy are obliged to avoid actions that could be perceived or interpreted as being in conflict with the Association's interest.

To avoid actual, potential, or even the appearance of, conflicts of interests, persons subject to the policy should disclose any connection or relationship with organizations or enterprises doing business with the Association and refrain from participating in decisions affecting transactions between the Association and the other organization or enterprise. The mere existence of a connection or relationship shall not prevent a transaction from taking place, however, so long as: the relationship is disclosed; disinterested individuals make the necessary decisions; and the terms of the transaction are fair and reasonably comparable to those available in other commercial transactions where the parties are entirely independent of one another.

POLICY

Board members of the ILRLCA have a duty to be free from the influence of any conflicting interest when they represent the Association or make recommendations with respect to dealings with third parties. They are expected to deal with all parties doing business with the Association on the sole basis of what is in the best interest of the Association without favor or preference to third parties based on personal considerations. In particular:

- a. Board members who deal with parties doing or seeking to do business with the Association, or who make recommendations with respect to such dealings or pass judgment upon them, shall not own any interest in or have any personal agreement or understanding with such third parties that might tend to influence the decision of the employees with respect to the business of the Association, unless expressly authorized in writing after the interest, agreement, or understanding has been disclosed.
- b. No covered board member shall seek or accept, directly or indirectly, any personal payments, loans or services, excessive entertainment, or travel or gifts of more than nominal value from any individual or business concern doing or seeking to do business with the Association. (This provision shall not apply, however, to prevent individuals from accepting or making use of hotel rooms or entertainment provided by a hotel on a complimentary or upgraded basis in connection with an Association meeting where such room or entertainment is part of the negotiations for the overall contract with the hotel or conference facility. Such use facilitates the conduct of Association business and thereby benefits the Association).
- c. No covered board member shall do business with a relative on behalf of the Association unless expressly authorized in writing after the relationship has been disclosed.

The requirement of freedom from conflicting interests extends to situations involving the relatives of all board members. Relatives include spouse, domestic partner, parents, children, brothers and sisters, grandchildren, stepchildren, grandparents and immediate family in-laws. Board members shall take

reasonable steps to become informed of conflicting interests involving relatives. For such known actual or potential conflicts of interests involving relatives, board members shall disclose in writing such conflicting interest prior to the Association's doing business with any organization to which relatives are affiliated or hold an interest in.

With respect to individual board members, the State Board of the ILRLCA has the ultimate authority to determine what remedial steps should be taken in situations involving an actual or potential conflict of interest. The conflicting party(s) **shall not** participate in any decision.

As used in this policy, the voting board members are set forth in the ILRLCA Constitution.

A copy of this policy shall be given to all board members upon commencement of such person's relationship with the Illinois Rural Letter Carriers' Association or at official adoption of stated policy. Each board member shall sign and date a "Conflict of Interest Compliance Certification" at the beginning of his/her term of service and each year thereafter. Failure to sign does not nullify the policy.

Newspaper Announcement Policy

Announcement Notice for candidates for national delegate and/or state officers for May issue will appear in the February and April newspapers. Rigid specifications for candidate announcements are 125 words, plus candidate's name. Picture must be able to be sized to 1 x 1 ½". Announcements will not be edited for content, grammar or punctuation. The only exception is to eliminate fully capitalized, bold faced or italicized type. The announcement is ended upon reaching the word limit. Publication program count will be utilized. **No graphics or images may be added to the photo. Announcements by mail or email must be submitted after March 1st of the Convention calendar year. All announcements will be printed in the order received**, allotted the same amount of space and the same size type. Absolute deadline is 11:59 pm for electronic submissions and the close of business day for Postal mail submissions, on April 10th. Electronic submissions must be received at illinoisrlca@gmail.com Postal mail submissions must be **received at the Illinois National Delegate Nomination PO Box designated by the NRLCA Nomination announcement and listed in this policy announcement;**

Illinois National Delegate Nomination

PO Box _____

City _____, ST _____ Zip code _____

No National Officer Candidate Announcements are printed.

ILRLCA Record Retention and Destruction Policy

GENERAL POLICY

Documents that are not necessary for legal and/or business purposes should be destroyed in order to reduce the high cost of storing, indexing and handling the vast amount of electronic and hardcopy documents which would otherwise accumulate. Documents provided with a specific retention period, as set out in the Association's standard record retention schedule, should be destroyed at the conclusion of the retention period.

SUSPENSION OF POLICY IN CONNECTION WITH LITIGATION AND DISCOVERY

Documents and records that are beyond the policy retention period or that are without a normal archive requirement must, *nonetheless*, be retained under the certain circumstances, including, but not limited to: (a) where the information has been subpoenaed in a civil or criminal case, or is the subject of an information request letter from a government agency, (b) where the information relates to civil or criminal litigation against the Association or a subsidiary that is either pending, imminent or contemplated, or (c) where destruction of the information would impede, obstruct or influence the administration of any matter within the jurisdiction of the federal government, where such matter is pending, imminent or contemplated.

It is the policy of the Association to suspend all regularly scheduled document destruction when litigation against the Association or against a subsidiary is pending, imminent or contemplated. Upon receipt of notification the State Secretary/Treasurer shall assure that no documents are destroyed. Once the relevant documents have been identified and segregated from destruction/deletion, the operation of the policy regarding remaining Association or subsidiary documents, including regularly scheduled destruction, shall recommence.

RETENTION SCHEDULE

PAPERWORK	SUGGESTED RETENTION PERIOD
BANK INFORMATION	
➤ Audit Reports	Permanently
➤ Reconciliations	5 Years
➤ Checks—Canceled	7 Years
➤ Checks—Canceled for important payments	Permanently
➤ Checks—Payroll Related	7 Years
➤ Deposit Slips	2 Years
➤ Voided Checks	5 Years
CASH RECEIPTS	7 Years
CREDIT CARD RECEIPTS	5 Years
ELECTRONIC DOCUMENTS & SOFTWARE TO READ IT (QuickBooks, Bank Reconciliations, LM Forms, etc.)	5 Years
EMPLOYEE PERSONNEL RECORDS (I-9's; W-4's, etc)	3 Years after no longer employed
EXPENSE RECEIPTS	5 Years
FINANCIAL STATEMENTS (END OF YEAR)	Permanently
ING/401K/RETIREMENT PAPERWORK	Permanently
INSURANCE POLICIES (EXPIRED)	3 Years
INVOICES/BILLS FROM VENDORS	7 Years
IRS FORM 940 or 940EZ (FUTA) TAX RETURN	7 Years
IRS FORM 941	7 Years
IRS FORM 990, 990-EZ, 990-N	7 Years
IRS FORM I-9	7 Years
IRS FORM W-2, W-3, W4	7 Years
IRS FORM 1099	7 Years
DOL FORM LM-2, LM-3, LM-4	5 Years
LICENSE AGREEMENT/TRADEMARK PAPERWORK	Permanently
PAYROLL RECORDS	7 Years
TAX EXEMPTION DOCUMENTATION & REPORTS FROM IRS	Permanently

VOUCHERS (For vendors, employees, etc.)	7 Years
BALLOTS FOR STATE DELEGATES	1 Year
BALLOTS FOR NATIONAL DELEGATES	1 Year
BOARD POLICIES	5 Years
BONDING INFORMATION (Expired)	5 Years
CONSTITUTION	Permanently
CONVENTION REGISTRATIONS	3 Years
CORRESPONDENCE—GENERAL	3 Years
CORRESPONDENCE (LEGAL & IMPORTANT MATTERS)	Permanently
ELECTION NOTICES	1 Year
INSURANCE POLICIES (Expired)	5 Years
MEMBERSHIP APPLICATIONS—FORM 1187 & 1187-R	3 Years
MEMBERSHIP CASH CARDS	5 Years
MEMBERSHIP & ELIGIBILITY LISTS FOR ELECTIONS	1 Year
MEMBERSHIP ROSTERS	5 Years
MINUTES (Board Meetings and Convention)	Permanently
NOMINATION NOTICES	1 Year
STATE CHARTER	Permanently
UNION DUES DEDUCTION/PER CAPITA REPORTS	5 Years
VOTING INSTRUCTIONS (All Return envelopes, marked, challenged, unused ballots)	1 Year

“Recruit a Friend Today” RAFT Policy

Since the RAFT program has been transferred from the NRLCA to the ILRLCA it will be revised as follows: No payment will be made to recruiters who are otherwise compensated by the NRLCA or ILRLCA except, *Appointed Retired Recruiters* who are paid a flat rate stipend towards expenses. *Appointed Retired Recruiters* and other members will be paid, the \$15 RAFT payment for Relief carriers and \$50 for Regular and PTF carriers, for all 1187’s they submit for new members who remain on the rolls for 90 days. Any future changes in the funding awarded by the NRLCA for RAFT may be reflected in RAFT payments at the discretion of the ILRLCA State Board with no advance notice. All RAFT payments are made quarterly.

RULES FOR OBSERVERS

In the Election of Officers and National Delegates for the IL RLCA

1. Each observer should identify himself/herself to the election officials, sign the observer log, and indicate which candidate he or she represents. An observer should notify election officials if he or she is scheduled to be replaced by another observer. A candidate may select themselves or some other person to be their designated observer.
2. While present during the collection of the voted ballots or in the tally area, each observer should wear a badge provided by election officials clearly marked “Observer” if requested to do so.
3. Observers, accompanied by election officials, may inspect the area in which the ballots are to be tabulated prior to the start of the voted ballot verification and tabulation process.
4. Observers must not campaign in the ballot collection or tabulation area in any way. They may not wear buttons or other campaign apparel, distribute campaign material, or engage in conversations with voters about candidates or the election campaign.

5. Observers should remain in the area(s) approved by election officials where they are able to see the voter tabulation process.
6. Observers may not roam around the tabulation area or disrupt the tabulation process in any way. They should direct any questions or report any problems directly to election officials as soon as possible so that any necessary corrective action can be taken.
7. Observers may challenge the eligibility of any voter by clearly specifying the basis for the objection to election officials. (For example, "I challenge the eligibility of Voter X because he has not paid dues.")
8. During the tally of ballots, observers may challenge the accuracy of the way votes are read from marked ballots and recorded on tally sheets and should state any objection to election officials as soon as possible so that any necessary corrective action can be taken.
9. Observers may not touch or handle ballots at any time or interfere with the tally process.
10. Prior to the start of the ballot verification and tally, the election officials will review the counting procedures with observers including voiding rules.
11. Observers will be requested to sign a Ballot Tally Certification at the end of the ballot tally process.
12. With regard to Rule #3 the election officials will meet with the observers to discuss the verification and tally rules as follows.

Date: _____ Location: _____

Please contact the Secretary Treasurer at (____) ____-____ for exact time and location.

ILLINOIS RURAL LETTER CARRIERS' WHISTLEBLOWER POLICY

I. GENERAL

The Illinois Rural Letter Carriers' Association (ILRLCA) expects its directors, officers, employees and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the ILRLCA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. REPORTING

It is the responsibility of all directors, officers and employees to report Wrongful Conduct in accordance with this Whistleblower Policy.

III. WRONGFUL CONDUCT

"Wrongful Conduct" is defined in this Whistleblower Policy to include: a serious violation of the ILRLCA Constitution and Board Policy; a violation of applicable state and federal law; or the use of the ILRLCA property, resources or authority for personal gain or other non-organization related purposes except as provided under ILRLCA Constitution and Board Policy.

This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the ILRLCA.

IV. NO RETALIATION

No director, officer or employee who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse consequences. Any director, officer or employee who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline as per the NRLCA and ILRLCA Constitution. The Whistleblower Policy is intended to

encourage and enable employees and the others to raise serious concerns within the ILRLCA prior seeking resolutions outside the ILRLCA.

V. REPORTING WRONGFUL CONDUCT

The ILRLCA encourages its directors, officers and employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. Any director, officer or employee may report Wrongful Conduct to the Executive Committee chairman or the President of the Association. If the Wrongful Conduct implicates one or both of the Executive Committee chairman or the President, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Executive Committee. The Executive Committee chairman, President of the ILRLCA and all members of the Executive Committee to whom a report of Wrongful Conduct is made are required to immediately advise the full Executive Committee of such report of Wrongful Conduct.

VI. ACTING IN GOOD FAITH

Anyone filling a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

VII. CONFIDENTIALITY

Reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VIII. HANDLING OF REPORTED WRONGFUL CONDUCT

A representative of the Executive Committee will notify the sender and acknowledge receipt of the reported Wrongful Conduct or the suspected Wrongful Conduct within five business days, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.