

# CWA Robert Lilja Members' Relief Fund Rules

updated 7/14

## **PART I - PURPOSE**

The purpose of the CWA Robert Lilja Members' Relief Fund (the "Fund") shall be for the relief of strikers and victims of bargaining strategy and for the defense of the Union, its Locals, the workers they represent, officers and agents, when circumstances arising out of labor disputes make such defense necessary.

## **PART II – Allocation and Maintenance of the Fund**

- A. The Fund shall be funded by an allocation of 1/4 hour of basic wages (.15%) per month of members and fee payers who are eligible to strike.
- B. The Fund shall be invested. All investment income shall be placed in the fund.

## **PART III - INTERNATIONAL ADMINISTRATIVE RULES**

### **A. ADMINISTRATIVE EXPENSE**

- 1. Costs incurred by the International Union in connection with the administration of the Fund are to be paid from the regular administrative funds of the Union. These costs are expected to include such things as:
  - a. Bookkeeping and clerical costs.
  - b. Wages, salaries and travel expenses of International Union officers, representatives, employees and agents connected with receiving, investing, disbursing and accounting for Fund monies, and for other expenditures of a like nature associated with the administration of the Fund.
  - c. Wages and salaries of agents and field representatives appointed on a temporary or part-time basis at the time of strikes.
  - d. Costs incurred by the Defense Fund Oversight Committee (DFOC) in connection with the administration of the fund are to be paid from the Fund.

## B. FINANCIAL REPORTS

1. Matters related to the Fund at both the International and Local levels are to be included in all required financial reports of the respective levels.
2. A finance report of the Fund's income and expenses shall be made to each CWA Convention and a report shall be submitted to local officers in biennial years.

## C. EXECUTIVE BOARD AUTHORITY AND RESPONSIBILITY

1. The Executive Board shall appoint one Director who will be responsible for the Fund.
2. The Executive Board may:
  - a. Appoint such necessary full-time Fund agents as may be required to aid in the administration and operation of the Fund and to fix the salary payments thereof.
  - b. Delegate authority to the Director to appoint, on a temporary or part-time basis, such agents and field representatives as may be necessary at the time of a strike to assist in the administration and operation of the Fund.
  - c. By a two-thirds vote, establish conditions under which part-time or total wage loss advances from the Fund may be made where employer disciplinary action has resulted in suspension or discharge of contributing workers for alleged activities connected with a labor dispute or bargaining strategy.
  - d. Authorize expenditures from the Fund for items not connected with approved CWA strikes by a two-thirds vote of the CWA Executive Board and a two-thirds vote of the Defense Fund Oversight Committee.
  - e. Authorize expenditures from the Fund to increase established weekly payout for approved CWA strikes by a two-thirds vote of the CWA Executive Board and a two-thirds vote of the Defense Fund Oversight Committee.
3. The Executive Board shall:
  - a. Supervise the activities of the CWA Fund Director.
  - b. Be responsible for the investment of suitable portions of the Fund.
  - c. Constantly review the operations of the Fund and the soundness of administrative rules governing the use of the Fund.

- d. Make changes and improvements in the administrative rules governing use of the Fund as time and experience dictate the need for such changes.
- e. Provide an educational program to inform CWA represented workers and Local officers as to the purposes and provisions of the Fund.
- f. Report all actions relative to this Section to the Defense Fund Oversight Committee for review.
- g. Cause an annual audit of the Fund.

D. DEFENSE FUND OVERSIGHT COMMITTEE - COMPOSITION, AUTHORITY AND RESPONSIBILITY

The Committee:

1. Shall be comprised of one (1) elected representative from each district, one (1) elected Public Worker Sector representative, one (1) IUE Representative, one (1) Media Sector Representative and one (1) from the Airline Industry. The Fund Director will be a non-voting member of the committee.
2. Chair is to be elected by and from the Committee.
3. Shall have terms of office of four (4) years with staggered terms.
4. The Committee is responsible to review receipts, disbursements, educational programs, administration and investment of the Fund.
5. Shall make reports to each regular CWA Convention and submit a report in biennial years.
6. Shall meet at least twice a year and at the Convention.
7. Shall establish rules and procedures for the Fund, subject to the approval of the Convention.
8. May recommend changes and improvements in the Fund's Rules and/or the Administrative Rules governing use of the Fund as time and experience dictate the need for such changes.
9. Shall authorize expenditures from the Fund for items not connected with approved CWA strikes by a two-thirds vote of the Committee and a two-thirds vote of the CWA Executive Board.
10. The Committee may authorize expenditures from the Fund to increase established weekly payout for approved CWA strikes by a two-thirds vote

of the Committee and a two-thirds vote of the CWA Executive Board.

11. Shall participate in the approval and evaluation of active Strategic Industry Fund (SIF) and Growth Fund grants.

#### E. CWA FUND DIRECTOR - AUTHORITY AND RESPONSIBILITY

Under the supervision of the Executive Board, the CWA Fund Director is to administer the Fund and shall:

1. Direct the activities of the agents and field representatives in connection with the operation of the Fund.
2. Devise methods and procedures for obtaining maximum use of the Fund.
3. Furnish to the Locals such forms and instructions as are necessary for the proper operation of the Fund.
4. Furnish information and assistance to the Locals, enabling them to develop an effective Community Services program within their Locals.
5. Assist the Executive Board and the Oversight Committee in their responsibilities to constantly review the operation of the Fund.
6. Approve, as required, expenditures which may be made at the Local and International levels.
7. Serve as a non-voting member of the Oversight Committee.

#### F. AGENTS AND FIELD REPRESENTATIVES - AUTHORITY AND RESPONSIBILITY

Agents and field representatives of the Fund Director shall:

1. Work under the direction of the Fund Director.
2. Within the principles and administrative rules governing the Fund, make decisions related to Fund's expenditures in the area assigned. Such decisions may be appealed to the Fund Director, but shall remain in force pending a decision and thereafter unless modified or reversed.

#### G. AUTHORIZATIONS AND LIMITATIONS APPLYING TO SPECIFIC EXPENDITURES FROM THE FUND

1. Expenditures for communications and postage expense incurred by the International Union and directly related to defense activity may be paid from the Fund.
2. Expenditures for unusual additions to office supplies, printing, and things

of that nature directly related to defense activity may be paid from the Fund. Such expenditures require advance approval by the Fund Director.

3. Travel expenses of officers, representatives, and employees of the International Union who are involved in operations directly related to defense activity may be paid from the Fund when approved by the Fund Director.
4. Expenditures of Fund money for publicity purposes related to a CWA strike is prohibited, except upon specific approval of the CWA Defense Fund Director.
5. Application for reimbursement of expenditures from Fund advances may be made when thirty percent or more of the working advances has been spent.

#### H. ADVANCES OF FUNDS TO LOCALS

1. The CWA Fund Director shall authorize the issuance of Local Fund advances for use in connection with an approved strike.
2. Such advances will be issued in a timely manner to allow Local accounts to be established.
3. The amount of advance to a particular Local shall be determined by the Fund Director based on recommendations of the agents, field representatives and the Vice President. Additional advances may be issued upon request from a Local. Fund advances not distributed to strikers or victims of bargaining strategies must be returned to the Fund.
4. Locals are prohibited from transferring to any other Local any portion of the advances they receive.
5. Local Fund advances are to be deposited and maintained in separate checking accounts designated "CWA Local\_\_\_\_\_ Robert Lilja Members' Relief Fund," and shall be kept separate from all other funds of the Local.
  - a. The account must be established and maintained in an accredited banking institution.
  - b. Checks drawn on the account must bear the signature of at least two officers as required for Locals under the provisions of the CWA Constitution.

#### I. CONTROL OF THE FUND AT THE INTERNATIONAL LEVEL

1. The Fund is to be used when circumstances arising out of labor disputes or bargaining strategies make such use necessary.

- a. The International Union shall determine whether or not use of the Fund is necessary in given circumstances.
2. The Fund is to be administered by the Executive Board of the Union or its authorized agent in accordance with such rules as are adopted to govern use of the Fund.

#### **PART IV - LOCAL ADMINISTRATIVE RULES**

##### **A. ADMINISTRATION EXPENSE**

1. Any costs incurred by Locals in connection with the administration of the Fund are to be paid from the regular administrative funds of the Local.
2. Operating within the principles and administrative rules governing the Fund, Locals shall be responsible for strike preparation expenses, recognizing the limits of the funds available. No costs for strike preparation by the Locals shall be paid from the Fund. Strike assistance information published by the National AFL-CIO Community Services Committee should be carefully studied and tied in with the administration of the Fund.

##### **B. USE OF FUND ADVANCES BY LOCAL**

When a strike has been authorized in accordance with the CWA Constitution and during the time a Local is actually on strike, or when workers represented by a Local are off the job because of an existing strike which makes defense and aid necessary, it may pay for authorized expenditures from its Fund advances for the items as provided in Part IV. In cases of emergency, Locals may extend payments beyond the official termination date of the strike if advance approval in writing is secured from the Fund Director.

##### **C. AUTHORIZED STRIKE PROSECUTION EXPENDITURES FROM THE FUND**

The following expenses may be paid from the Fund subject to proper authorization:

1. Necessary actual travel expense for strikers, stewards, representatives, officers and agents incurred in connection with strike activity.
2. Necessary common carrier fares or actual gasoline expenses where required for picket line maintenance.
3. Except for actual out-of-pocket expenses authorized under (1) and (2) above, no amount of money is to be paid to strikers as such, or as compensation for picket duty or any other strike duty.
4. Duly authorized bail bonds as a means of protecting our strikers who, despite their desire to avoid untoward incidents, are sometimes forced

unwillingly into situations beyond their control.

5. Subject to prior approval of the Fund Director, agents or field representatives, fines imposed by the courts or other legally constituted authority and legal aid.
6. Necessary placards, armbands, handbills and picket line refreshments.
7. Necessary medical and hospital expense incurred as a result of injuries received due to strike activity, or that portion of the expense not covered by insurance.
8. Necessary rentals on meeting halls and strike headquarters, over and above any rentals, which normally would become due.
9. Necessary communications expense, postage and office supplies directly related to strike activity over and above that which would normally be required.
10. Any other item of strike expense that a Local may consider necessary for the prosecution of the strike will not be paid from the Fund without prior approval of the CWA Funds Director, agents or field representatives.

#### D. ASSISTANCE FROM THE FUND

##### Payout Plan:

1. Commencing on the fifteenth (15<sup>th</sup>) day of a strike, \$200.00 per striker per week will be provided (subject to availability of funds) for use by the Local for strikers' assistance. Commencing on the twenty-ninth day of a strike, \$300.00 per striker per week will be provided (subject to availability of funds) for use by the Local for strikers' assistance. Commencing on the fifty-seventh (57) day of a strike, \$400.00 per striker per week will be provided (subject to availability of funds) for use by the Local for strikers' assistance. Payments to Locals will end on the seventh day following the conclusion of the strike. In the event the last week of a strike is not a full week, the payments to the Locals shall be prorated.
2. Payments may also be made on a case-by-case basis for victims of collective bargaining strategies, this to be determined by the Fund Director.
3. The Defense Fund Oversight Committee will monitor the progress of the Fund and recommend changes in payouts when applicable.
4. A uniform method for payout to the strikers shall be determined by the Locals for each employer group, which may be struck within each District.
5. Striker relief and medical/hospital costs shall be paid from the Fund.

## E. RESPONSIBILITY AND ACCOUNTABILITY OF LOCALS

1. A Local shall be responsible for all Fund monies received and expended and all expenditures shall be properly vouchered and reported to the CWA Fund Director, agents, or field representatives on forms furnished by the International.
2. A Local shall be responsible and held accountable for the Fund monies that may have been disbursed by the Local in violation of Funds rules.
3. Each Local shall make a complete financial accounting of all Fund monies received and shall submit a final report to the field representative within ninety (90) days after the termination of a strike. The Local shall retain all supporting documents for a period of five (5) years.
4. All expenditures from the CWA Fund shall be properly vouchered and reported to the Fund Director on forms furnished by the International

## **PART V - LOCAL ROBERT LILJA MEMBERS' RELIEF FUND GROUND RULES**

- A. Local Robert Lilja Members' Relief Fund Ground Rules, issued by the CWA Fund Director in accordance with the principles and administrative rules governing the Funds, shall serve as specific instructions to Locals for their use of the monies from the Fund.
- B. Such instructions may be amended, supplemented, or revised by the CWA Fund Director from time-to-time as conditions and circumstances warrant.



# Robert Lilja Members' Relief Fund Ground Rules

updated 7/14

## ADMINISTRATIVE SECTION

### SECTION I - GENERAL

The following Ground Rules are established for CWA Locals in accordance with the rules of the CWA Robert Lilja Members' Relief Fund (the "Fund"). They may be amended, supplemented, or reviewed by the CWA Fund Director from time to time as conditions and circumstances warrant.

#### A. STRIKE DUTY POLICY

1. All strikers for the Local shall be expected to do their fair share of strike duty, unless excused for just cause by the Local.

#### B. AUTHORITY AND RESPONSIBILITY OF AGENTS AND FIELD REPRESENTATIVE

1. Fund Agents and Field Representatives work under the direction of the CWA Fund Director. They assist the Director in the administration and operation of the Fund and shall have the authority to make decisions relating to Fund activities in their assigned responsibility. Such decisions shall be final and binding, subject to appeal to the CWA Fund Director.

#### C. LOCAL STRIKE PREPARATION

##### 1. USE OF COMMUNITY SERVICES

The successful conduct of any strike requires full usage of all facilities at hand. In recognition of this, the AFL-CIO has established its Community Services Committee. The program of these Committees dealing with strike relief places special emphasis upon the use of the facilities and aid to be obtained from Community Welfare Organizations during strikes.

Organized labor, including CWA, is a mainstay in the support of such community agencies, contributing through its memberships millions of dollars annually. There should be no reluctance of any kind attached to the utilization of the relief facilities of these organizations during periods of economic stress, since we have helped to make them possible. Good sense, therefore, dictates that we first utilize these means wherever possible to alleviate suffering during such periods.

The CWA Constitution requires all Locals to establish Community Services Committees. Such committees are designed to meet the immediate health

and welfare needs of the CWA represented workers for medical care, hospitalization, family and child guidance, legal aid, recreation, and other services on the basis of need regardless of cause. Utilization of such assistance from community-supported groups is a part of our growing understanding of our place in our respective communities. Since workers contribute generously to all such campaigns in times of distress, workers are entitled to receive these benefits, and techniques have been developed to do so. Successful development of such a program within CWA should take a great burden off the Fund and in many cases supplement expenditures from the Fund.

It is apparent, however, that we must extend our activities in this field on a year-round basis, in order to benefit properly in times of need.

2. In accordance with provisions of the CWA Constitution, a Community Services Committee must be appointed to function in at each headquarters town of a Local. There should be a chair of this committee appointed by the appropriate authoritative body of the Local and subject to the supervision and authority of the governing structure of the Local. The Committee should consist of not less than five (5) members at all times and should, during periods of emergencies, be expanded to the particular needs of the Local.
3. In multi-Local locations, the committee should be composed of members from all Locals affected by the strike operating as a single unit under the supervision and governing authority of the CWA City Council to insure and carry out uniform assistance treatment for all strikers of the Locals on strike in the community. The committee should have a number of subcommittees to handle and take care of the overall Fund program for the Local or Locals affected by the strike, based on the size of the community operation.
4. Necessary subcommittees should handle specific assignments such as "counseling", "investigating", "records and files", "finance", and such other additional subcommittees as may be needed to assist the Community Services Committee in the overall operation of an efficient and well-operated assistance program. The committee, during the strike, should meet daily to work on the overall assistance program. The committee should have joint meetings with all of the subcommittees as the need arises to cover matters applicable on the overall assistance program. The committee should also hold separate meetings with each subcommittee as the need arises to cover specific problems as applies to each subcommittee function.
5. Locals shall be responsible for administering the fund and any strike preparation costs.
6. After a strike has commenced, Locals shall be responsible for establishing an account for the CWA Fund. The account must be kept separate from all other funds of the Local.

7. The amount advanced from the Fund to a particular Local shall be determined by the CWA Fund Director, based on recommendations of the Fund Agents, Field Representatives, and the Vice Presidents.
8. Allocations to the Locals from the Fund shall be set by the Fund Director consistent with the Fund Rules, and subject to the availability of funds. The amount of the allocation will be based on the Locals' current number of members and agency-fee payers.
9. Fund advances issued to a Local are to be deposited and maintained in checking accounts designated "CWA Local \_\_\_\_\_ Robert Lilja Members' Relief Fund."

#### D. ADMINISTRATION

1. The administration of the CWA Fund shall be consistent with the Ground Rules in Section II.
2. Regardless of the payout option selected, a Local shall not receive more than the amount designated per striker.

### **SECTION II - CWA ROBERT LILJA MEMBERS' RELIEF FUND GROUND RULES**

#### A. STRIKE EXPENSE REIMBURSEMENT

1. At the time Locals go on strike, they shall have authority to pay for authorized strike expenditures chargeable to the Fund.
2. The following expenses may be paid from the Fund subject to proper authorization.

- a. Necessary actual travel expenses for strikers, stewards, representatives, officers, and agents incurred with strike activity.

**Note . . .** This does not include travel expenses for meetings such as ratification and bargaining unit meetings that would normally take place if there were no strike. In addition, no payments are authorized as compensation for picket duty or any other strike duty.

- b. Necessary common carrier fares or actual gasoline, tolls and parking expenses where required for picket line maintenance.
- c. Duly authorized bail bonds as a means of protecting our strikers, who, despite their desire to avoid untoward incidents, are sometimes forced unwillingly into situations beyond their control.
- d. Subject to prior approval of the Fund Director, fines imposed by the courts and other such legally constituted authorities. Legal aid may

be authorized with prior approval of the Fund Director.

- e. Necessary placards, armbands, hand bills, picket line refreshments.

**Note . . .** This does not include meals or refreshments for Local activities that are not directly related to picket line maintenance.

- f. Necessary medical and hospital expenses incurred as a result of injuries received due to strike activity, or that portion of the expense not covered by insurance.

- g. Necessary rentals on meeting halls and strike headquarters, over and above any rentals which normally would become due.

**Note . . .** This does not include facilities for meetings such as ratification or unit meetings that would normally take place if there were no strike. Normal office operating expenses of Local facilities remain the responsibility of the Local.

- h. Necessary communications expense, postage, and office supplies directly related to strike activity over and above normal activities.

- i. Any other items of strike expense that a Local may consider necessary for the prosecution of the strike will not be paid from the Fund without prior approval of the CWA Fund Director, Agents, or Field Representatives.

- 3. When the Local has spent 30 percent or more of the working advance, the Local may apply for additional funds. All applications are to be submitted on forms furnished by the International Union and must include receipts where applicable.

- 4. A Local shall maintain records of all Fund expenditures. Such records shall be maintained on forms furnished by the International Union and shall include an itemized breakdown as required on the forms. The Local shall make a complete financial accounting of all Fund monies received and shall submit a final report with the supporting receipts, canceled checks, and Fund records to the Field Representative within ninety (90) days after the termination of the strike.

The Local shall also be responsible for any additional reports, such as Federal and State tax filing requirements. The Local shall be held responsible and accountable for Fund monies it may have spent in violation of the Fund Rules or these Ground Rules.

Locals will be notified of the name and address of the Fund Field representative assigned to a Local. Should a Local need additional information or have any questions in connection with the administration of the Fund, they should contact the Fund Representative.

Regardless of the payout option selected, a Local shall not receive more than the amount designated per striker.

## B. PAYMENT TO ELIGIBLE STRIKERS

1. Fund Payments - Eligibility: Strikers must perform strike duties as defined by the Local to be eligible for payments from the Fund. For eligibility purposes, a striker is defined as a member or agency fee payer.
2. Accounting: The Locals shall account for all monies that are advanced from the Fund. This accounting is necessary regardless of which option is utilized to distribute the Funds. (i.e., flat payout, needs basis or combination basis).

Locals are responsible for all administrative costs incurred in the administration of the Fund.

**Note:** The term "striker," when used hereafter, also includes victims of collective bargaining strategy.

## C. Option Selection

- a. A uniform method for payout to strikers shall be determined by the Locals for each employer group that may be struck within each District.

When determining the method of payout, fair representation must be assured for all segments of strikers in the employer group, which may be struck.

Selection of the payout method should be made at any of the following:

- At the time of bargaining committee election during Convention.
- At bargaining unit meetings.
- At District meetings.
- At specially called meetings of the employer group.

It is recommended the voting be on a per capita basis consistent with the Locals' membership in the affected bargaining unit(s). Any selection made should provide for flexibility to change the payout method as circumstances change during a strike.

Strikers of the same employer, in the same districts, are eligible for the same benefits.

The District Vice Presidents shall ensure these principles are adhered to and a method is selected in a timely manner. This is especially important when more than one Local has members in the same employer group.

When the employer group is within a single Local, the Local's governing body is responsible for notifying the District Vice President, in a timely manner, of the method of payout selected for the employer group.

Fund payments may be distributed to strikers in one of the following methods:

- a. Flat payout each week regardless of need;
- b. A need basis;
- c. A uniform combination of need basis and flat payout.

Regardless of the payout option selected, a Local shall not receive funds greater than the amount designated per striker, multiplied by the number of strikers in the Local.

The rules regarding the distribution of funds under these options are explained in sub sections D, E, and F.

- b. Locals are to inform all Local represented workers of the benefits that are available under the Fund option that was selected by the employer unit.

#### D. FLAT PAYOUT OPTION

Bargaining units within a District who select the "Flat Payment" option shall use the following Local ground rules when administering flat payouts from the Fund. All payments to strikers or victims of collective bargaining strategies must be in accord with the CWA Constitution and properly authorized under these rules.

In no event will a striker receive flat payout payments and unemployment insurance which in total are greater than their regular weekly gross earnings. Locals are to calculate flat payout payments of strikers who are eligible to apply for and receive unemployment insurance benefits as if they were receiving them to determine the amount of the flat payout Fund Payment.

Who is eligible for a flat payout?

A striker or victim who is a member or agency-fee payer performing strike or mobilization duties as defined by the Local.

Locals are responsible for the following:

- To certify and document the eligibility of each striker through use of the Robert Lilja Members' Relief (formerly Defense Fund) Certification Form. The Robert Lilja Members' Relief Fund Certification Form must be completed fully for each striker before distribution of benefits occurs, (i.e., striker ID, address information, strike duty, etc.).

- To prepare and distribute checks to strikers (as defined above) on a weekly basis. No retroactive or advance payments are authorized.

**Note:** Any funds advanced to Locals and not paid out to eligible strikers as flat payments must be returned to the Fund on a timely basis.

**Reminder:** The Local will not receive funds greater than the amount designated per striker times the number of strikers in the Local.

- To maintain accurate records of canceled checks, bank statements, and certification forms for reconciliation and audit of funds advanced to the Local. (Audits will be conducted by the Union).

## E. NEEDS BASIS OPTION

The policy of the Community Services Committee Counselors for recommending assistance is within the framework of the established purpose of the Fund.

All questions regarding eligibility for assistance must be based on actual hardship needs of the individuals and that all other means for assistance have been exhausted.

### 1. Food Assistance Policy

- a. Necessary food assistance may be granted by the Local to eligible strikers. The Local shall establish the guidelines for payment of such assistance in each strike situation in accordance with the uniform plan established by the unit.

Note . . . All payments are contingent upon the availability of funds in the Local's account at the time of the strikers' request.

- b. No food assistance shall be granted from the Fund until after the first fifteen (15) calendar days of a strike.

### 2. Utility Policy

The Local Community Services Committee shall assist strikers in attempts to defer payment of all utility bills such as water, fuel, and electricity. After the first thirty (30) calendar days of a strike, Counselors may recommend, where necessary, payment of such bills which cannot be deferred, in order to prevent termination of service.

**Note:** All payments are contingent upon the availability of funds in the Local's account at the time of the strikers' request.

3. Rent, Lodging, and Mortgage Payment Policy

The Local Community Services Committee shall assist strikers in attempts to defer payment of rent and mortgage payments. After the first thirty (30) calendar days of a strike, Counselors may recommend, where necessary, payment of such items in those cases where all else has failed and foreclosure is about to be enforced.

**Note:** All payments are contingent upon the availability of funds in the Local's account at the time of the strikers' request.

4. Automobile / Mortgage Policy

The Local Community Service Committee shall assist strikers in attempts to defer payment of automobile or mortgage payments. After the first sixty (60) calendar days of a strike, Counselors may recommend, where necessary, payment of extension costs, interest, or full payment for one month, where all else has failed and in order to prevent repossession.

**Note:** All payments are contingent upon the availability of funds in the Local's account at the time of the strikers' request.

5. Insurance Policy

An attempt shall be made by the Local with the employer or the insurance companies, as appropriate, carrying hospitalization, accident, and life insurance coverage on our strikers to keep such coverage in force without premium payments during the period of the strike. A Local may seek international assistance where contacts with top company negotiating personnel may be needed.

6. Medical Assistance Policy

With prior approval from the Fund Director the Community Services Committee shall determine the necessity for granting assistance for Medical/Hospital and prescriptions not otherwise obtainable for strikers or their immediate family. Payment for such assistance may be reimbursed to the Local from the Fund.

7. Striker Assistance Records

The Community Services Committee shall maintain a striker assistance record card (DFR-4) or equivalent record for each striker who is requesting assistance. You may order the DFR-4 card from the Headquarters Stockroom. The record card is confidential and combined assistance recorded on one form is invaluable to the CSC Counselors during the period of the strike. The card includes a sample code for posting to the record card the various items the striker may receive during the period of the strike.



**Reminder:** Local shall not receive funds greater than the amount designated per striker times the number of strikers in the Local.

8. Procedure to Process Applicants for Assistance

Every Local shall develop a method of processing applicants, in accordance with the directions given by the District Defense Fund coordinator. Copies of the procedure developed by the Local or Locals should be furnished to all CSC members. Copies of these Rules should be reproduced and furnished to CSC members before strikers apply for assistance.

9. Necessity

- a. The most difficult part of a Counselor's job is the determination of the existence of "necessity" associated with a striker's application for assistance. Each application for assistance must be recorded on an "Application for Assistance" form (DFR-5). You may order this form from the Headquarters Stockroom. Based on the answers obtained from the striker, plus information stemming from later investigations, a Counselor shall make recommendations as to whether or not there is a need for assistance. Points to be considered are included on the front of the form, which must be dated and signed by the striker to qualify for assistance. The mere fact that a bill is due does not by itself make it "necessary" that it be paid from the RLMRF.

Because of limited availability of funds, the following criteria should be taken into account when establishing need:

1. Is there other family income?
2. Does a striker have readily accessible assets?
3. Can a loan be obtained?
4. Is the striker currently employed?
5. Can the striker defer payments or extend credit?

- b. Counselors shall use the back of the form to record their recommendations. Counselors should take into consideration the time limits and allowable items set forth in these Rules and the existence or degree of "necessity" when making their recommendations. Counselors may recommend payments, or partial payments for those items covered under Section F, Items 1 thru 6. Counselors also may reject all or any part of a striker's application for assistance based on the absence or degree of

“necessity.” In the case of such rejections, a striker should be referred to the other CSC subcommittees as appropriate.

- c. Counselors should keep in mind that Fund money cannot be spent unless and until all other means and methods for assistance have been exhausted and a real and actual case of hardship or “necessity” has been developed.

#### 10. Assistance Program Notification to Represented Workers

It is important that Fund assistance be discussed at Local membership meetings before a strike gets underway. In preparation for a strike, a notice should be sent to all strikers and agency-fee payers explaining what assistance is available. The notice should advise where the striker can apply for assistance, the procedure for applying, and the requirements to qualify for assistance. To prevent strikers from all showing up on one day, the notice should contain instructions that assign strikers by groups on separate days based on the alphabet listing of their last names. For example: A through C on Monday, D through J on Tuesday, K through M on Wednesday, N Through R on Thursday, and S through Z on Friday. Each Local membership roster should be averaged out to cover a five (5) day period. The CSC and Strike Counselors have one of the hardest and longest assignments. So, it is recommended that Locals adopt a procedure that reduces the chance of all strikers showing up at the same time.

#### F. COMBINATION OPTION

If the Combination Option is selected by the unit, the rules described in Section D and Section E must be followed. Flat payouts, as determined by the unit, will be distributed to strikers on a weekly basis as described in Section III-D. Assistance on a needs basis will be distributed to strikers on a needs basis as described in Section III-E.

All uncollected and/or undistributed funds may be distributed on a needs basis as described in Section III-E.

**Reminder:** A Local shall not receive funds greater than the amount designated per striker times the number of strikers in the Local.