

SECTION 7 APC OFFICER POLICIES

7.1 OFFICER SUPPORT POLICY

APC will provide to its statewide officers support related to and appropriate for the carrying out of their union responsibilities. Expenses incurred related to those responsibilities will be reimbursed according to APC's reimbursement policies and procedures. Additionally, officers will be provided support in the following areas that are directly related to the expectations of their respective positions.

1. In the case of a home office, APC will lease the necessary space from the officer for \$500 per month; in such situations, the cost of utilities is not reimbursable to the officer. Alternatively, if the office is not in the officer's home, APC will reimburse the officer for the cost of space and utilities to a monthly maximum of \$500.
2. Officers will be provided monthly stipends as follows: President, \$1000; Vice President, \$600, Secretary-Treasurer, \$600, Recording Secretary, \$600; Council Member at Large, \$600.
3. Officers will be eligible for leave and provided compensation for unused leave pursuant to the APC Officer Leave Guidelines.

(approved by the APC Council – May 2000, amended by the APC Council – November 2001, amended by the APC Council – February 2008, amended by the APC Council – October 2010, most recently amended by the APC Council – February 2023)

7.2 OFFICER LEAVE GUIDELINES

The following guidelines are established pursuant to the APC Officer Support Policy:

A. APC officers shall accrue three (3) personal leave days per month minus any CSU leave accrued that month. APC officers will be reimbursed up to a maximum of 26 days of accrued APC leave that is not taken as a result of having worked on behalf of the union. An officer seeking reimbursement pursuant to this policy must provide appropriate documentation of days not taken, as well as appropriate documentation of CSU compensation and CSU accrued time. Reimbursement is subject to approval by the APC Executive Board. Compensation will be made at the end of each calendar year and upon leaving office and will be at the officer's CSU salary rate in effect at the time payment is made.

B. APC officers shall be entitled to observance of holidays consistent with APC's policy regarding holidays for APC employees. While it is expected that officers shall observe holidays as scheduled, an officer who does not observe a holiday as a result of having worked on behalf of APC may observe the holiday on another day within six months. Unused holidays are not reimbursable.

(approved by the APC Council – May 2001, amended by the APC Council – February 2008, most recently amended by the APC Council – October 2011)