
**Proposed Amendment To
ASEA/AFSCME Local 52 Policies and Procedures**

**Deadline for receipt of comments:
February 7, 2018**

The ASEA State Executive Board has proposed an amendment to the ASEA Policies and Procedures (P&Ps) section 17.01.

[Submit Comment](#)

- 1 chapter purposes as determined by the chapter that are consistent with the
2 objectives and principles of ASEA/AFSCME Local 52. The request shall include
3 a sample of what will be distributed and indicate the purpose for which the
4 information will be used and certify to confine the use of the information to such
5 purpose. A mailing house will provide a confidentiality statement to the Union.
6 B. For all ASEA/AFSCME Local 52 election issues, please refer to Policy 22.00.000.

7 **17.01.020 Roster of Chapter Members**

8 Upon receipt of the information request from a chapter president, secretary, or chief
9 steward, the Union shall release a roster of chapter members which may include work
10 telephone numbers and work locations, to include departments and member status, for
11 chapter purposes as determined by the chapter that are consistent with the objectives and
12 principles of ASEA/AFSCME Local 52. The request shall indicate the purpose for which
13 the information will be used and certify to confine the information to such purpose.

14 **17.01.030 Requests for Financial Information**

15 Financial records shall be made available to union members to view in an ASEA office
16 utilizing the information request procedure. Where a union office is not accessible to the
17 member, ASEA Headquarters will coordinate with a local chapter officer or steward to
18 provide the requested information. The Executive Director's contract is deemed a financial
19 record for purposes of Information Requests. Financial information requested by a State
20 Executive Board Member shall be transmitted directly to that member.

21 **18.00.000 FINANCIAL**

22 The Executive Director will report on the status of the Annual budget to the Board during
23 the Executive Director's Report at the State Executive Board meetings.

24 **18.00.010 Disbursement of Funds**

- 25 A. The disbursement of ASEA/AFSCME Local 52's union funds will be by ACH,
26 EFT, Wire Transfer or check and shall require the authorization by two Executive
27 Board Members specified in Article 8 of the ASEA/AFSCME Local 52
28 Constitution.
29 B. The Executive Director shall have the authority to use electronic signatures in the
30 payroll and payables check writing process, insofar as either process involving
31 check creation meets all AFSCME Financial Standards Codes and FASB Codes.
32 Any utilization of the electronic signatures shall be under a secure environment
33 with ASEA/AFSCME Local 52 Headquarters.
34 C. The Executive Director shall approve all vouchers and payroll time sheets before
35 creation of any checks and advise slips for review by the authorized Executive
36 Board members. A Check Detail Report (Account Payable or Payroll) shall be
37 prepared by the appropriate accounting staff.
38 D. Upon completion of the Check Detail Report, the preparer shall initial and verify
39 the accuracy of the Check Detail Report.
40 E. The Check Detail Report will then be forwarded to the Treasurer (or his/her board-
41 approved designee) and, upon approval by the Treasurer (or his/her board-