



## STIPEND POLICY

Adopted April 14, 2021; Revised July 13, 2022

The following stipends will be payable for Board of Governors (BOG), Unit Council (UC), Board Committee and Stewards meetings:

<b>MEETING</b>	<b>STIPEND PAYABLE</b>
BOG (Regular)	\$70
BOG (Special)	No stipend
BOG Executive Committee	\$70
Unit Councils	\$70
Board Committee (All)	\$70
Stewards	\$50*

\*Supplemental Stewards Bonus Program remains in effect (See Appendix C).

### TERMS & CONDITIONS

1. Each member leader is eligible for a maximum of three (3) stipends per calendar month. The purpose of this restriction is to encourage and solicit more diverse member participation in the committees and to avoid creating a monetary motivation for participation.

#### EXAMPLE:

If a Unit Governor attends a BOG Regular Meeting (\$70), an Executive Committee Meeting (\$70), a UC Meeting (\$70), and a Steward meeting (\$50), they will only receive three (3) stipends for attending these four meetings. The member can elect for which three meetings they wish to receive a stipend.

2. Each member leader is eligible for a maximum of one (1) stipend per committee per month. The Chairperson of each Committee and UC is responsible for convening their committees as needed and ensuring the meetings are productive. Committees may have more than one meeting per calendar month, but only one (1) stipend will be payable regardless of the number of meetings.



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3. Stipends for additional Committee/Unit Council meetings to attend to specific tasks and projects must be pre-approved by the Board by a simple majority vote. Additional BOG-only meetings are not eligible for additional stipends e.g. Special BOG meetings.
4. Refreshments/dinner will not be provided for remotely hosted meetings. Currently, only the Finance Committee is **required** to meet in person at EAA Headquarters (2911 W. Temple Street, Los Angeles, 90026) given the nature of their work and is therefore the only committee for which refreshments shall be provided, if requested.
5. Stipends are not payable for BOG Special Meetings. Governors are expected to make themselves available for Special Meetings in order to attend to the business of the Union as part of the fiduciary obligations.
6. The Chairperson (or designee) is responsible for circulating the [Meeting Stipend Form](#) (Appendix A) or [Stewards Meeting Stipend Form](#) (Appendix B). Submissions are due by the end of the calendar month in which the meeting occurred. Failure to submit stipend requests by the last of the month in which a meeting occurs, will result in forfeiture.
7. Requesting stipends for meetings that are not eligible for stipends is not allowed. Audits will be conducted to ensure that stipends are only requested for eligible meetings and do not exceed the three (3) stipend per month maximum.
8. Stipend eligibility is also dependent upon punctuality, duration of attendance, and participation i.e. not at another virtual/in-person meeting/event, working, driving or running errands etc. Non-compliance with these requirements may impact your eligibility for stipends.
9. Stewards are eligible for the Stewards Bonus Program. See Appendix C.
10. Remotely hosted meetings are subject to the Remote (Electronic) Meeting Rules. See Appendix D.



**STIPEND POLICY APPENDIX A  
MEETING STIPEND FORM**

**BOARD OR COMMITTEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Signature acknowledges request of \$70.00 for the above meeting:**

	<b>PRINT NAME</b>	<b>SIGNATURE</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

**Charge to Account #5051**



**STIPEND POLICY APPENDIX B  
STEWARDS MEETING STIPEND FORM**

DATE: \_\_\_\_\_

Signature acknowledges request of \$50.00 for the Stewards Meeting on the above date:

	<b>PRINT NAME</b>	<b>SIGNATURE</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

**Charge to Account #5051**



**STIPEND POLICY APPENDIX C  
STEWARD BONUS PROGRAM**

In addition to the monthly paid stipend indicated in the Stewards Policy, a Steward may be paid a maximum yearly bonus of \$250.00. The bonus is to be paid in one lump sum at the end of the calendar year if the Steward attends at least nine (9) monthly Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards meeting and participates in any combination of four (4) additional Union activities in a calendar year.

A Steward must attend a minimum of nine (9) Stewards meetings, or Stewards Trainings designated in lieu of a Stewards Meeting, to be eligible for the bonus. This allows for a Steward to miss three (3) regularly scheduled Stewards Meetings, or Stewards Trainings designated in lieu of a monthly Stewards meetings, per year.

The following events shall qualify as additional union activity that are eligible to count for Stewards to receive a bonus beyond attending the Stewards meetings and trainings:

- EAA organized Community Outreach Event
- EAA organized Political Action Committee (PAC) Event e.g. Precinct walking, telephone banks, BOG approved attendance at political functions on behalf of the BOG etc.
- Attendance and active participation at Stewards Trainings and Conferences that are not designated as in lieu of monthly Stewards meeting

**EXAMPLES OF BONUS**

1. A Steward attends at least nine (9) Stewards Meetings, or Stewards Trainings designated in lieu of a monthly Stewards Meeting, and does not attend any of the additional union activities listed above will only be entitled to the monthly payment of \$50.00 for each Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards Meeting.
2. A Steward attends at least nine (9) Stewards Meetings, or Stewards Trainings designated in lieu of a monthly Stewards Meeting, and attends additional union activities listed above will be entitled to the monthly payment of \$50.00 for each Stewards Meetings or Stewards Trainings designated in lieu of a monthly Stewards Meeting and a bonus as outlined below:



**STIPEND POLICY APPENDIX C  
STEWARD BONUS PROGRAM**

- Attendance at four (4) additional Union activities = \$250.00 bonus
- Attendance at three (3) additional Union activities = \$200.00 bonus
- Attendance at two (2) additional Union activities = \$150.00 bonus
- Attendance at one (1) additional Union activities = \$100.00 bonus



## **STIPEND POLICY APPENDIX D REMOTE (ELECTRONIC) MEETING RULES**

Due to the COVID-19 pandemic, EAA continues to conduct electronic meetings for the Board of Governors, Committee, Unit Council, and Stewards meetings. Due to the evolving nature of work and official EAA business, this policy intends to set guidelines and procedures for remotely hosted (electronic) meetings.

### **BOARD OF GOVERNORS MEETINGS (REGULAR & SPECIAL)**

- Must be hosted on EAA's Zoom Account and shall be recorded.
- All participants must use the Zoom app (no calling in is permitted) to access the meeting as all participants need to be identifiable.
- All Governors must be on camera.
- The Chat feature\* will **not** be used.

### **UNIT COUNCIL & BOARD COMMITTEE MEETING**

- Personal Zoom/Google Meets Accounts may be used
- All participants must use the Zoom app (no calling in is permitted) to access the meeting as all participants need to be identifiable.
- All participants must be on camera.
- Shall only be recorded with informed consent of all participants **and** only if hosted on EAA Zoom Account.

### **STEWARDS MEETINGS**

- Must be hosted on EAA's Zoom Account.
- All participants must use the Zoom app (no calling in is permitted) to access the meeting as all participants need to be identifiable.
- All participants must be on camera.
- The Chat feature\* will **not** be used.

\*The Chat feature shall not be used for BOG or Stewards meetings. While we are meeting remotely the in-person experience should be replicated as much as possible. These are meetings that have a larger number of participants and the Chat feature is distracting and cumbersome to manage simultaneously for the meeting host(s). Additionally, participants are expected to participate as they would in an in-person meeting.