



CWA LOCAL 7476

OPERATING PRACTICES

CWA Local 7476

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OPERATING PRACTICE #1

ALBION DIVISION

- A. Albion, Randolph
- B. O'Neill, Ainsworth
- C. Ansley, Broken Bow, Ord, St. Paul

HASTINGS DIVISION

- A. Doniphan
- B. Hastings, Sutton, Red Cloud
- C. York

HOLDREGE DIVISION

- A. Holdrege, Kearney, Minden
- B. McCook
- C. Cozad

SCOTTSBLUFF DIVISION

- A. Bridgeport, Scottsbluff
- B. Alliance, Chadron, Gordon

SIDNEY DIVISION

- A. Chappell, Kimball, Sidney
- B. Imperial, Grant, Ogallala, Sutherland

CASPER DIVISION

- A. Casper, Douglas, Glenrock, Torrington, Wheatland
- B. Lander, Riverton
- C. Gillette, Newcastle

LARAMIE DIVISION

- A. Hanna, Laramie
- B. Rawlins, Saratoga, Medicine Bow

COLBY DIVISION (Midwest Energy)

- A. Atwood, Colby, Hoxie, Oakley, Oberlin, Quinter, Sharon Springs, St. Francis

SCOTT CITY DIVISION (Midwest Energy)

- A. Dighton, Ingalls, Lakin, Leoti, Scott City, Tribune

PHILLIPSBURG DIVISION (Midwest Energy)

- A. Hill City, Norton, Phillipsburg, Plainville, Stockton

Amended: May, 1974 : February, 1977 : December, 1977 : December, 1983 : February, 1984 : December, 1984 : February, 1987 : February, 1988 : May, 1988 : August, 1992 : May, 1992 : July, 2003 : May, 2007 : June, 2011 : May, 2017 ; May, 2026

OPERATING PRACTICE #2

The Local Secretary-Treasurer shall maintain a record of all motions adopted that pertain to the rules of the Local and this list shall become known as LOCAL 7476's OPERATING PRACTICES. This list can be added to or deleted from as seen fit by the Local.

These practices are effective and will be adhered to until changed by the membership in regular membership meetings, or the General Policy Committee.

September, 1968

OPERATING PRACTICE #3

The settlement reached as a result of contract negotiations must be submitted to the membership for ratification before such settlement may be made effective.

April, 1968

OPERATING PRACTICE #4

The Local officers shall be authorized to purchase supplies necessary to carry out the functions of the Union.

April, 1969

Amended: June, 2011 : June 2024

OPERATING PRACTICE #5

Local representatives shall be reimbursed for exact lost time plus 10% for benefits lost. An additional 10% of lost time wages shall be paid to the President, Executive Vice President, Secretary-Treasurer and any member of the Bargaining Committee.

April, 1969

Amended: August, 1980 : May, 2007

OPERATING PRACTICE #6

The Local officers shall be authorized to make advances to Local representatives necessary to carry out the functions of the Local Union.

April, 1969

OPERATING PRACTICE #7

The Local shall reimburse meals at actual expense up to the current U.S. General Services Administration per diem limit; lodging and transportation expenses with receipt.

April, 1969

Amended: May, 1974 : August, 1980 : August, 1998 : May, 2017 : June 2024

OPERATING PRACTICE #8

Five percent (5%) of the average member's dues shall be returned to his division for the purpose of Internal Organizing. The average shall be based on the October membership as provided by the International Union.

The Internal Organizing Fund shall be advanced, as needed, to the Division Representative during the fiscal period of October 1 through September 30, or the money will be returned to the general fund; the money used for Internal Organizing at the discretion of the Division Representative.

All advances are to be accountable by the Division Representative and all expenditures will have proper receipts.

RULES & REGULATIONS FOR INTERNAL ORGANIZING FUND:

Before any money is issued, the purpose for which the money is to be used has to be stated on the voucher.

RECEIPTS: Show date and location of meeting and number of members in attendance on receipt. Receipts will not be honored for meeting expenses without meeting attendance form. Return receipts to Local office within seven (7) days after money is spent. All receipts will be sent in on a voucher marked Internal Organizing Fund (IOF).

April, 1969

Amended: November, 1973 : December, 1977 : April, 1985 : December, 1985 : May, 2007 : May, 2017 : June 2024

OPERATING PRACTICE #9

The Local shall pay the President \$374; the Executive Vice President \$203.50; the Secretary-Treasurer \$330; and Area A, B, and C Vice Presidents \$94.50, each month.

April, 1968

Amended: January, 1973 : December, 1977 : March, 1979 : August, 1980 : August, 1981 : February, 1985 : May, 1989 : August, 1998 : December, 2010

OPERATING PRACTICE #10

The Local shall pay mileage for the Executive Board when required to use their personal car for Union business at the IRS allowable mileage rate. Only under authorization of the President, Executive Vice President, or Secretary-Treasurer, can any other member of Local 7476 be authorized to receive this expense. All commercial transportation is to be reimbursed at actual cost. Airline rates shall be at economy fare, except in the case of an emergency when no economy fare is available.

In addition and by approval of the Division Representative, a designated driver or drivers who use their personal vehicles to transport members to area meetings, shall be reimbursed at the IRS allowable mileage rate, if mileage is over a minimum of fifty (50) miles, round trip.

April, 1969

Amended: January, 1973 : November, 1974 : May, 1978 : December, 1978 : August, 1980 : April, 1989 : February, 1991 : June, 2011 : June 2024

OPERATING PRACTICE #11

The Union Local 7476 shall pay in the amount of twenty dollars (\$20) an hour, not to exceed eight (8) hours in any given twenty-four (24) hour period, to General Policy Committee, Bargaining Committee, and Executive Board meetings.

These payments, by approval of the officers: President, Executive Vice President, and Secretary-Treasurer, to become effective May 6th, 2017.

April, 1969

Amended: May, 1974 : November, 1974 : December, 1978 : August, 1980 : May, 2006 : May, 2007: May, 2017 : June 2024

OPERATING PRACTICE #12

The Local shall reimburse to the Delegates of the CWA International Convention and District 7 Convention at actual expense, with; lodging, actual expense with receipt.

August, 1973

Amended: April, 1985 : May, 2017 : June 2024

OPERATING PRACTICE #13

The Local shall pay the Executive Board fifty-two dollars and fifty cents (\$52.50) a month undistributed expense allowance beginning October 1, 2023.

February, 1974

Amended: January, 1981 : December, 2010 : June 2024

OPERATING PRACTICE #14

The Local Office Manager shall be paid in accordance with the current agreement between the Office Manager and CWA Local 7476.

November, 1974

Amended: February, 1977 : February, 1981 : January, 1992 : April, 1997 : January, 2006

OPERATING PRACTICE #15

The Building Committee shall be appointed by the President and confirmed by the Executive Board.

The Building Committee will include of the President, Secretary-Treasurer and the Finance Committee chairman.

May, 1981

Amended: May, 2007 : June 2024

OPERATING PRACTICE #16

All time off for Union business must be approved first by the President, or if not available, by the Executive Vice President, or if not available, the Secretary-Treasurer.

If time off for Union business is required and none of the officers are available for authorization, post-approval can be made if the proper documents accompany the voucher.

August, 1988

OPERATING PRACTICE #17

Members of the Bargaining Committee shall include the President of the Local and selected members from the unit affected by the contract to be negotiated. Bargaining Committee members will be elected at contract proposal GPC Meeting prior to bargaining.

August, 1990

Amended: May, 2007 : June 2024