

## YusApuY Policy - Reimbursement for printing during COVID

The following shall apply to union officials who need to print union materials at home during the Working From Home situation during COVID-19.

- Members are encouraged to conserve paper and toner and only print when necessary.
- If printing is necessary, then members are also encouraged to print on black and white when appropriate.
- If a member requires an accommodation where they need to print materials for a medical reason they make the union aware of their accommodation needs.
- If members need to print union documents on their home printers then they can submit an expense reimbursement claim. The expense claim should indicate the number of pages printed and the purpose of the printing.
- Printing will be reimbursed at a rate of five (5) cents per page for black and white and twenty (20) cents per page for colour.
- If members foresee that they will be printing a large volume of materials (more than 100 pages in a year) they shall request prior approval from the union office.

Enacted Nov 17, 2020 – YusApuY Executive Board