

CHRISTINA EDUCATION
ASSOCIATION
POLICY MANUAL

ADOPTED

12-20-17

TABLE OF CONTENTS

Article I.	General Management	3
Article II.	Inclement Weather Policy for Executive Board or Representative Assembly Meetings	4
Article III.	Policy Adoption and Revision	5
Article IV.	Violations of Policy	6
Article V.	Election Campaign Procedures for CEA/DSEA/NEA Officers	7
Article VI.	Election Procedures for CEA Officers/Executive Board	8
Article VII.	Recall and Removal Procedures	9
Article VIII.	Local Endorsement Procedures	10
Article IX.	Guidelines for Use of Title and Meaning of No Endorsement	11
Article X.	Payment of Stipends	12
Article XI.	Reimbursable Expense Procedures	13
Article XII.	Budget Adjustments	14
Article XIII.	Workshop/Conference Expenses	15-17
Article XIV.	Service for Members	18
Article XV.	Service for Non-Members/Agency Fee	19
Article XVI.	Grievance/Arbitration Request Process	20-21
Article XVII.	Communication of Grievance Information	22
Article XVIII.	CEA Contract Mandated Committees	23
Appendix A	Buildings of Supervision for Area Directors	24
Appendix B	CEA Executive Board Members and Terms of Office	25
Appendix C	CEA Incident Form	26
Appendix D	Member Procedural Chart	27-28
Appendix E	Membership Dues 2017-2018	29
Appendix F	Time Log Templates	30-31
Appendix G	Expense Voucher for Reimbursement	32

GENERAL MANAGEMENT

- 1.1 The Executive Board of the Christina Education Association will establish the annual Goals and Objectives and submit them to the Representative Assembly for approval. Each committee will receive its charge and, consistent with the adopted Goals and Objectives, develop an annual Action Plan. The Executive Board will review the Association's progress in meeting the adopted Goals and Objectives at least annually. Once a year, a summary of the adopted Goals and Objectives will be published for the general membership. The general membership may be asked to submit both feedback and suggestions for future goals and objectives.
- 1.2 As soon as possible each year, the officers of the Association will develop a calendar of meetings for both the Executive Board and Representative Assembly. These dates will be distributed at the first Representative Assembly of the school year for adoption.
- 1.3 The Association will use a planned budget format for developing and recording its expenditures. All standing committees will submit budget requests based on program expenses. The Representative Assembly will receive monthly financial statements from the Treasurer.
- 1.4 Authorizations to the Treasurer for checks drawn against the CEA budget will require two of the three authorized signatures. If any authorized signer is unavailable due to illness or prolonged absence, the President will designate another officer to temporarily substitute. The Treasurer will be notified in writing by the CEA President.

INCLEMENT WEATHER POLICY FOR EXECUTIVE BOARD OR REPRESENTATIVE ASSEMBLY
MEETINGS

- 2.1 If the Christina School District is closed or dismisses early for inclement weather, the Executive Board or Representative Assembly meeting will also be postponed.
- 2.2 The postponed meeting will, if needed, be rescheduled and prompt notice will be emailed.

POLICY ADOPTION AND REVISION

- 3.1 Proposals to adopt or revise policy shall be submitted in writing to the President, who will place the item on the agenda of the next Representative Assembly meeting for a first reading. The proposal shall be acted on at the subsequent regular meeting of the Representative Assembly. By a two-thirds (2/3) vote of the Representative Assembly present, the waiting period may be waived and policy voted upon at the time of submission
- 3.2 Proposals shall be adopted by a majority vote of those present.

VIOLATIONS OF POLICY

- 4.1 If a member cites an alleged violation of a policy, the charges are to be brought before the Executive Board which shall determine the validity of said charges and initiate corrective actions consistent with all procedural due process rights a member retains both within the Association structure and under the Constitution of the United States.

ELECTION CAMPAIGN PROCEDURES FOR CEA/DSEA/NEA OFFICERS

- 5.1 If a candidate for any Association office requests to address the Representative Assembly, he/she will be accorded time as determined by the agenda. Questions from the floor will be permitted at the conclusion of all presentations.
- 5.2 The CEA Representative Assembly will not take a position supporting candidates for CEA offices, but will have the option to support candidates for DSEA or NEA offices.
- 5.3 Upon request, CEA will provide a count by building of current members. CEA will include no campaign materials in regular Association Representative mailings for local offices, but may do so with supported candidates for DSEA or NEA.
- 5.4 The Representative Assembly may establish a candidate night, available for all candidates to speak to members in attendance.
- 5.5 No member shall receive mileage reimbursement for campaign activities.

ELECTION PROCEDURES FOR CEA OFFICERS/EXECUTIVE BOARD

- 6.1 The Vice President shall convene a committee for the purpose of counting ballots in any election. In the absence of a Vice President, the President will appoint a person to convene the committee, with the majority vote of the Executive Board.
- 6.2 The elected Executive Officers of the Association shall be the President, Vice President, Treasurer and Secretary.
- 6.3 Building/worksites will be clustered together in a manner consistent with the needs of the Association. Each area's membership will elect an Area Director (AD) to facilitate Association activities and represent the area on the Executive Board. The Area Director must work in one of the buildings under their assigned supervision.
- 6.4 Committee Directors will be elected in the following areas: Political Action, Communications, Membership, and Liaison. Special Committee Directors will be established as provided for in Article IX of the Christina Education Association Bylaws.
- 6.5 Ballots are filed by written notice to the President or through nomination from the floor of the Representative Assembly. No write-in ballots are accepted.
- 6.6 Ballots must be returned by the Association Representative or Alternate Association Representative by school, in a sealed envelope, to the Vice President or designee by a date and time announced prior to the election. Ballots received at a time later than the designated time will not be counted.
- 6.7 Ballots are distributed to Association Representatives prior to the election in a sealed envelope.
- 6.8 A time period of five full school days will be allotted between delivery day of ballots and the day on which they are returned to the Vice President or designee.
- 6.9 A candidate may send a representative to witness the counting of ballots.
- 6.10 The elections for officers/executive board positions will use the following process:
 - 6.10.1 Paper ballots will be distributed by Officers/Area Directors to Association Representatives.
 - 6.10.2 Association Representatives will carry out the election in their respective buildings based upon the membership roster. A ballot will be hand delivered to each member in an individual or group meeting setting.
 - 6.10.3 Each member will cast only one vote for each of the positions that are up for election.
 - 6.10.4 Association Representatives will collect ballots while checking off on the membership roster to verify one person, one vote.
 - 6.10.5 Ballots will be sealed in an envelope and hand delivered to the Vice President or designee during a specified time period as determined by the Election Committee.
 - 6.10.6 Ballots will be counted according to the CEA Bylaws by the Election Committee.

RECALL AND REMOVAL PROCEDURES

- 7.1 Recall and removal shall be initiated by submitting a letter which outlines how the person has not adequately fulfilled their duties or has exhibited misconduct. Such letter must be signed by two (2) members.
- 7.2 The letter shall be submitted to the Secretary or President. If the letter is addressing the Secretary then the letter will go to the President and vice versa.
- 7.3 A notice will be issued by the Vice President to the named person with a request for them to appear at the next Executive Board Meeting, to which meeting another member may attend along with or on behalf of the named person. If the Vice President is the officer in question, the Secretary will issue the notice.
- 7.4 The President and Vice President will make the decision as to whether the issue at hand warrants an emergency Executive Board Meeting or may wait for the next scheduled Executive Board meeting. If either the President or the Vice President are the officer(s) in question, the Secretary (and Treasurer, if both) will make the decision.
- 7.5 At the meeting with the named person present, an Executive Board member will present the case against the named person.
- 7.6 Questions during the meeting, from the Executive Board members will be written down and submitted to the President for the President to then present questions to the named person.
- 7.7 The case will be made for and against the named person to the Executive Board.
- 7.8 A voice vote will be held after the named person and their member who is serving on their behalf has left the room.
- 7.9 Upon the conclusion of this meeting, the Executive Board will vote a recommendation in which to present to the impacted body.
- 7.10 If the vote is then moved to the RA, a vote will become an action item on the next Representative Assembly (RA) meeting agenda.
- 7.11 At the RA, a motion is made and seconded for the recall or removal. The maker of the motion may speak to the issue. The accused may speak on their behalf. Upon conclusion of the hearing, the question will be called. At the RA, according to the Bylaws, a vote will be conducted.
- 7.12 Upon the recall and removal vote finding just cause for removal or recall, then the position is recalled immediately.
- 7.13 The named person, upon a finding of removal or recall, will remit CEA property, in full, within 24 hours.
- 7.14 If the vote is then moved to the Area, following the procedure for Guideline for Elections in Section 6 will determine how votes are handled in each building.
- 7.15 Association representatives, along with a member from the Executive Board will be on hand to present information to speak to the motion. The named person may be present to speak to their case.

LOCAL ENDORSEMENT PROCEDURE

- 8.1 The Political Action Committee shall nominate candidates for endorsement for elected offices. The committee chairperson shall be present at the Representative Assembly to explain the results of each interview and to give the committee's recommendation(s).
- 8.2 The Representative Assembly will have final authority in the endorsement procedure.
- 8.3 If a decision must be made prior to a regularly scheduled Representative Assembly meeting, the Political Action Committee will contact Representative Assembly members with recommendation(s) for a decision.

GUIDELINES FOR USE OF TITLE AND MEANING OF NO ENDORSEMENT

- 9.1 Use of Titles - Any CEA title may accompany the name of the person holding that title when that person is speaking on behalf of the Association. The title should be used when the person is expressing the view of the Association on a particular matter or is expressing an opinion, which would be consistent with that which is held by the Association. If this person as an individual feels compelled to disagree with the Association's position and must do so publicly, and if the title is mentioned, the person must also acknowledge that that is not the position consistent with that of the Association.
- 9.2 Acting as an Individual - Although each officer and program director is strongly encouraged to uphold any position adopted by the Association, it is his or her right to disagree as an individual if he or she feels compelled to do so. However, unless he or she has also openly acknowledged that his or her position is different from that of the Association, the title should not be carried with his or her name.
- 9.3 Meaning of No Endorsement - The term "no endorsement" when used with a political candidate means the Association is not endorsing an individual. Therefore, any person who chooses to work for a candidate does so as an individual and may not carry the name of the Association or his title connected with the Association in any statements which he or she would make while involved with the candidate's campaign.
- 9.4 Communicating with Media - The individual must make every effort to be sure that the media adheres to the Association policy regarding use of titles.

PAYMENT OF STIPENDS

- 10.1 Any Executive Board member receiving a stipend and/or reimbursable expenses must meet the following criteria: Attend scheduled Representative Assemblies and Executive Board meetings, turn in monthly time-logs designating which Unit Responsibility stipend option they are documenting, turn in monthly written reports accounting for the activities of the Executive Board member, and submit appropriate documentation of union organizing activities (such as one-to-one member meeting logs).
- 10.2 A member may only hold one stipend-paying position on the Executive Board of the Association.
- 10.3 A member may be a member of the Executive Board and a building representative serving concurrently in a voluntary role as a representative while only receiving one stipend from the association.
- 10.4 Payment of all stipends is aligned based on the recommendations of our auditor.
- 10.5 Members of the Negotiations Team will receive a \$750.00 stipend at the conclusion of the ratification of the contract.
- 10.6 Any Association Representative receiving a stipend and/or reimbursable expenses must attend all Representative Assemblies/pertinent Area Meetings. If the AR cannot attend a Representative Assembly, they must submit a time log detailing association activities for the month in order to receive that month's stipend. The AR must also notify the Area Director and President of their absence. Time logs should be submitted by the next Representative Assembly to the CEA Treasurer or faxed to the CEA office.
- 10.7 For full payment of stipend, excluding summer months:
 - 10.7.1 All time logs must be submitted on time, with June and July time logs due by the date of the New Hire Orientation breakfast.
 - 10.7.2 Attend four (4) of six (6) scheduled meetings, for at least 90% of the scheduled time.
 - 10.7.3 All written reports must be submitted on time, with June and July reports due by the date of the New Hire Orientation breakfast.
 - 10.7.4 Turn in six (6) one-to-one documentation forms by the end of the quarter.

REIMBURSABLE EXPENSE PROCEDURES

- 11.1 Mileage incurred while conducting association duties by officers or Executive board members on expense lines or CEA travel lines will be reimbursed based on current IRS procedures. Mileage reimbursements should be submitted with a printout of miles travelled (i.e. Google Maps or Mapquest).
- 11.2 When official functions require Executive Board members or officers on expense lines to be away from home through normal meal hours or participate in other official obligations, meal expenses are to be reimbursed at a per diem rate of \$65.00. An itemized receipt is required for any purchase.
- 11.3 When official functions require Executive Board members or officers on expense lines to be away from home, lodging will be provided at the expense of the Association. Officers of the Association (President, Vice President, Secretary, and Treasurer) have the option of single rooms.
- 11.4 Vouchers must be accompanied by receipts for all expenses and be submitted to the Treasurer within thirty (30) days of incurred expenses.
- 11.5 Undocumented expenses will not be reimbursed by the Association.
- 11.6 Expenses under \$500.00 must have prior approval of the Treasurer. Expenses over \$500.00 must have prior approval of the Executive Board.

BUDGET ADJUSTMENTS

- 12.1 The Executive Board will have the authority to adjust line balances within the approved budget with the following exceptions:
- a) Salary / stipend amounts will not be altered without the approval of the Representative Assembly.
 - b) Reimbursable expense allowances for officers and program directors will not be altered without approval of the Representative Assembly.
 - c) Travel and/or conference lines will not be altered without the approval of the Representative Assembly.
- 12.2 Expenditures in excess of \$500.00 must be approved by the Executive Board. Amounts under \$500.00 require the approval of the Treasurer.

WORKSHOP/CONFERENCE EXPENSES

- 13.1 Payment of material/registration fees for any NEA / DSEA workshops/conferences/dinners for any member who is not on the Executive Board will be on a reimbursement basis, following attendance at the workshop/conference/dinner only if the member presents their request in writing to the President prior to the event and has prior approval by the Executive Board to attend the function.

If registration fees are paid in advance by CEA, the participant must reimburse the Association if unable to cancel before the deadline established by NEA/DSEA. Emergency situations will be reviewed by the Executive Board. The Treasurer will bill the individual. Fees will be due within thirty (30) days of the date of the invoice.

- 13.2 The Executive Board will determine the number of participants to send and the amount of funding per participant for workshops/conferences/dinners.

- 13.3 Cash advances of the delegate stipend for NEA and other out-of-state conferences will be available. An accurate accounting of expenses with receipts will be required. Participants are expected to attend the full RA/conference schedule and make a report to the Representative Assembly. The total amount budgeted for the NEA RA will be divided evenly among CEA's delegates; however, it will not exceed the allowance for DSEA's NEA RA delegates unless amended by the CEA Executive Board.

13.4 NEA RA Delegate Job Description

- a) Attend all state caucus meetings, unless on NEA elections committee.
- b) Attend at least one hearing.
- c) Attend all sessions of the Representative Assembly, unless on NEA elections committee
- d) Vote in all elections at the RA and return ballot stub to DSEA President
- e) Be a contact for at least one state (if needed by DSEA).
- f) Submit a voucher and receipts to account for all expenses covered by the stipend from state or local funds (within 30 days).

- 13.5 Delegates are strongly encouraged to contribute to the NEA Advocacy Fund for Children (PAC fund).

13.6 NEA RA Delegate Expense Voucher Guidelines

The following expenses are allowable expenses:

- a) *Mileage at DSEA rate per mile, train fare, or plane fare.
- b) Hotel room and tax.
- c) *Parking at hotel.
- d) Meal expenses (DSEA rate).
- e) Mileage to Dover for delegate meetings.
- f) One telephone call to Delaware from the convention city on hotel bill.
- g) Cab fare on convention business or to dinner.
- h) Tips for bell person, baggage person etc.
- i) Contact gifts (up to \$15.00 per state).
- j) Car rental when approved by President.

*Combined parking and mileage should not exceed average air fare/train fare and shuttle service.

WORKSHOP/CONFERENCE EXPENSES

The following expenses do not qualify for funding and should not appear on your voucher:

- a) Contributions to NEA Advocacy Fund for Children.
- b) Other donations.
- c) Car rental for personal use.
- d) Entertainment.

13.7 Payment of Stipends for NEA RA Delegates

- a) Each NEA RA delegate is expected to attend the following fifteen functions and sign in on the official sign in sheet. The President may excuse for NEA business:
 - 1 First caucus
 - 1 Second caucus (on day of hearings)
 - 1 One hearing
 - 4 Caucus on each business day
 - 4 Morning of each business session
 - 4 Afternoon of each business session (For the last (8th) session, a delegate must be in attendance until a time announced as appropriate to the location).
 - 15 (Total)
- b) A base amount will be determined by subtracting the allowable airfare or mileage from the CEA stipend. This base amount will then be divided by fifteen (called the unit amount). The number of the fifteen functions completed or attended will be multiplied by the unit amount. This will be the stipend allowed in addition to the allowable airfare or mileage.

Example:

Stipend	\$800	
Airfare	\$500	
Base amount	\$300	(\$800-500)
Unit amount	\$20	(\$300/15)

If a delegate misses one function, he/she will receive

14 x \$20 =	\$280
Airfare	<u>+500</u>
	\$780

- c) Reasons for possible excused absences from the functions listed in item "a" are
 1. other official RA activities
 2. illness
 3. other reason at the discretion of the CEA President.

Decisions of the President can be appealed to the CEA Executive Board.

- d) If a delegate knows in advance that he/she will miss more than two of the fifteen functions, he/she should relinquish his/her place to an alternate delegate.

WORKSHOP/CONFERENCE EXPENSES

- e) If a delegate has received a stipend and is unable to meet his/her obligations, he/she must remit the appropriate portion of the stipend to CEA. Failure to remit funds will result in filing an IRS 1099 form for income received.

- 13.8 Spaces for the NEA RA will be determined by the membership numbers given to CEA by the parent Associations, NEA and DSEA. Four of these spaces will be designated for the Officers of the Association, according to the bylaws.
- 13.9 The remaining Association spaces will be filled by election of the general membership. Members who wish to put their name on the ballot need to notify the President in writing of their interest in one of the spaces.
- 13.10 An election will be held following election procedures established in the Bylaws and the Policy Manual.
- 13.11 In the event that one of the Officers cannot attend the NEA RA, that space will be added to the other remaining spaces for the election by the Representative Assembly.
- 13.12 All delegates must be elected.

SERVICE FOR MEMBERS

- 14.1 The Association recognizes its duty of fair representation of all bargaining unit members in negotiations and contract enforcement. However, only Association members or their governance representatives may determine Association policy decisions.
- 14.2 If a member of the bargaining unit, as described in the local Association contract, approaches the Association for assistance on a contract issue, the local has the legal obligation to secure the procedural due-process rights contained in the contract. Any requests for representation must be made to the President or Area Director on the proper grievance form. After reviewing the merits of the request, the President and Area Director will make a decision as to the appropriate representation to be provided at the building level. A DSEA UniServ Director will represent the grievant at the District level. It is essential to document all contacts, retain copies of all correspondence, and keep clear records of any conferences/meeting.
- 14.3 Only Association members are entitled to participate in Special Services offered by the Association.
- 14.4 Only Association members are covered by the Educators Liability Insurance. Furthermore, the Association assumes no liability whatsoever for actions of an individual that occurred prior to enrollment as a member (pre-existing conditions).
- 14.5 Only Association members generally will receive publications, newsletters, and other forms of Association information distributed by the organization or its representatives.
- 14.6 Appendix A will list the buildings of supervision for the Area Directors, as designated by the Executive Board.
- 14.7 Appendix B is a list of the Executive Board Members with their respective lengths of time in office.
- 14.8 Appendix C is a record keeping form used for documenting cases that require assistance.
- 14.9 Appendix D is the chain of action for situations that require assistance as they progress up through the Association.
- 14.10 Area Directors will turn the file of the case, with all supporting documentation, to the CEA Secretary for record keeping.

SERVICE FOR NON-MEMBERS/AGENCY FEE

- 15.1 The Association recognizes its duty of fair representation of all bargaining unit members in negotiations and contract enforcement. However, only Association members or their governance representatives may determine Association policy decisions.
- 15.2 If a member of the bargaining unit, as described in the local Association contract approaches the Association for assistance on a contract issue, the local has the legal obligation to secure the procedural due-process rights contained in the contract. Any requests for representation must be made to the President or Area Director on the proper grievance form. After reviewing the merits of the request, the President and Area Director will make a decision as to the appropriate representation to be provided. It is essential to document all contacts, retain copies of all correspondence, and keep clear records of any conferences/meetings.
- 15.3 The Association will not generally provide assistance to non-members concerning situations arising from statutory provisions of the Delaware Code such as termination, unemployment compensation, assault, workmen's compensation, or retirement.
- 15.4 Information available to non-members through other sources, i.e., local school district office, will not be provided by the organization or its representatives.
- 15.5 Non-members wishing information that is not available from other sources must establish the need by meeting with appropriate Association representatives. After consideration of the request, the Association will determine whether or not the information will be provided.
- 15.6 Non-members may be invited to participate in Association programs or workshops providing they pay a non-member registration/materials fee.
- 15.7 Area Directors will turn the file of the case, with all supporting documentation, to the CEA Secretary for record keeping.

GRIEVANCE/ARBITRATION REQUEST PROCESS

- 16.1 If a member of the bargaining unit, as described in the local Association contract, approaches the Association for assistance on a contract issue, the local has the legal obligation to secure the procedural due-process rights contained in the contract. Any request for representation must be made to the President or Area Director on the proper grievance form.
- 16.2 After reviewing the merits of the request, the President and the Area Director will make a decision as to the appropriate representation to be provided prior to the arbitration level according to the policies for services to members and non-members. It is essential to document all contacts, retain copies of correspondence, and keep clear records of any conferences/meetings.
- 16.3 All decisions for expenditures of funds are predicated on the merits of the case, contract integrity, precedent-setting issues, potential impact on other members, and organizational considerations consistent with the Association's responsibility to fairly represent members of the bargaining unit.
- 16.4 The Association will not generally provide assistance to non-members concerning situations arising from statutory provisions of the Delaware Code such as termination, unemployment compensation, assault, workmen's compensation, or retirement.
- 16.5 Any request for arbitration must be made to the President in writing, within five (5) calendar days of the receipt of the Superintendent's decision at Level Two so that the President can submit a demand for arbitration within ten (10) days after receipt of the Superintendent's decision.
- 16.6 The DSEA UniServ staff will be requested to review and prepare the arbitration case documentation. The written case report should include, but not be limited to, the statement of grievance, remedy sought, factual data, supporting data such as interviews with Area Directors, and the grievant (s) or other documentation, policy statements, facts of law, etc., as necessary with a staff recommendation giving their opinion regarding the arbitration request. If the nature of the case has required a referral to the attorneys under retainer, the legal opinion should also be included in this report.
- 16.7 The report will be presented to and reviewed by the President and Area Director for their recommendation to the Executive Board.
- 16.8 The President will place the case on the agenda for the next Executive Board meeting. Should the grievant(s) disagree with the recommendation(s), he/she/they should inform the President of this disagreement and prepare an individual written statement along the same lines and form as the staff report. The grievant(s) should also be prepared to attend the Executive Board meeting scheduled for consideration of the case. The written report(s) should be available to the Executive Board members three (3) days prior to the meeting for study. In the event there is no meeting scheduled, and the Executive Board cannot meet in a timely fashion, a phone / email vote will be taken by the President.
- 16.9 The Executive Board will be provided with all grievance forms and records at the meeting and review them prior to hearing the grievant(s). The grievant(s) will then be invited into the meeting to present the case and answer questions. Upon completion, staff will present its rationale and respond to questions. The grievant (s) should then be allowed to respond. Time limits for the meeting may be imposed by the Executive Board, should they desire.

GRIEVANCE/ARBITRATION REQUEST PROCESS

- 16.10 The Executive Board will take action on the appeal request without the grievant (s) present. The results of the action will be conveyed to the grievant(s) in writing by the President.
- 16.11 Area Directors will turn the file of the case, with all supporting documentation, to the CEA Secretary for record keeping.

COMMUNICATION OF GRIEVANCE INFORMATION

- 17.1 No grievance shall be publicized externally without the consent of the Executive Board and the grievant (s).
- 17.2 Any class action grievance may be discussed or publicized, unless specifically prohibited by the Executive Board. Class action grievances are to be filed under the direction of the Executive Board.
- 17.3 A grievance filed by an individual shall remain confidential except:
- a) As a basic report to the Representative Assembly, listed only by contract article and the present grievance level.
 - b) When the individual gives permission to publicize the grievance during its progress.
 - c) At the completion of the grievance, it may be publicized but may not include an individual's name or building without that individual's consent.
- 17.4 Grievance information shall be submitted to the Communications Director according to the preceding guidelines for use in the newsletter or other Association publications.

CEA CONTRACT MANDATED COMMITTEES

- 18.1 The following list is to ensure oversight of the Contract Mandated Committees from the Association.
- 18.2 Each Officer and Executive Board member will chair one of these committees to effectively oversee the work of the committee.
- 18.3 Each Officer and Executive Board member will report back to the Executive Board on the status and discussions of each Committee.
- 18.4 The Executive Board will arrange the chairpersons of the committees based upon expertise and experience.

Joint Committees

Discipline – Mike Kempski

Appraisal –

Professional Development – Darren Tyson, Mary Pieri

Technology – Najma Landis

Grade Reporting – Mary Pieri, Ariel Hardy, Leslie Footman, Teresa Arban, Gretchen Wolfe

Special Education

Mentor and Peer Assistance – Mary Pieri

EPER – Dave Kohan

Finance – Dave Kohan

Representative Committees

Calendar – Najma Landis, Amy Cruz

Drug and Alcohol Testing –

Screening – Mike Kempski, Dave Kohan, Mary Pieri

Donated Leave Program –

Benefits –

Instructional Materials –

Shared Decision Making/Restructuring – Dave Kohan

Appendix A

AREA DIRECTOR BUILDINGS

AREA A	AREA B	AREA C	AREA D
Glasgow	Gauger	Networks	Bayard
Newark	Shue	DE School for the Deaf	Sarah Pyle Academy
Christiana	Kirk	Brennen	Douglass
		Eden	
		Special Services	

AREA E	AREA F	AREA G	AREA H
Bancroft	Gallaher	McVey	Brader
Pulaski	Wilson	Brookside	Leasure
Palmer	Christina Early Education Center	Downes	Oberle
Stubbs	Jones	West Park	Keene
	Smith	Maclary	Marshall

Appendix B

CEA Executive Board Members

<u>OFFICER</u>	<u>NAME</u>	<u>TERM LENGTH (3 Year)</u>			<u>ELIG. TO RUN</u>
President	Darren Tyson	Aug 1, 2017	To	Jul 31, 2020	YES
Vice President	David Kohan	Jan 17, 2018	To	Jul 31, 2020	YES
Treasurer	Najma Landis	Aug 1, 2017	To	Jul 31, 2020	NO
Secretary	Mary Pieri	Aug 1, 2017	To	Jul 31, 2020	YES

<u>AREA DIR.</u>	<u>NAME</u>	<u>TERM LENGTH (3 Year)</u>			<u>CONTACT</u>
Area A	Wendy Johnson	Jan 17, 2018	To	July 31, 2020	Tyson
Area B	Donya Crichlow	Sept. 1, 2015	To	Aug 31, 2018	Tyson
Area C		July 1, 2015	To	July 31, 2018	Kohan
Area D	Michael Herring	Sept 1, 2017	To	July 31, 2020	Landis
Area E	Tonya Frazier	Sept. 20, 2017	To	July 31, 2018	Landis
Area F	Jessi Smeigh	Dec 18, 2015	To	July 31, 2018	Kohan
Area G	Ariel Hardy	Dec 18, 2016	To	July 31, 2019	Pieri
Area H	Belinda Young-Payne	Feb 12, 2017	To	July 31, 2020	Pieri

<u>COM. DIR.</u>	<u>NAME</u>	<u>TERM LENGTH (3 Year)</u>			<u>CONTACT</u>
Liaison	Leslie Footman	Sept 20, 2017	To	July 31, 2018	Pieri
Membership	Mike Kempfski	Sept 20, 2017	To	July 31, 2018	Landis
Political Action	Woody Woodruff	Aug 1, 2015	To	July 31, 2018	Tyson
Communications	Jenn Dalgarn	Aug 1, 2017	To	July 31, 2020	Tyson

<u>SPECIAL COM. DIR.</u>	<u>NAME</u>
Negotiations	Dave Kohan/Amy Cruz

Notes:

Jessi Smeigh serving unexpired term of Mary Pieri for Area E (now Area F) expiring 8/31/18
 Mike Kempfski serving unexpired term of Susan Norris for Membership Chair expiring 8/31/18
 Tonya Frazier serving unexpired term of Leslie Footman for Area E expiring 8/31/18
 David Kohan serving unexpired term of Jackie Kook for Vice President expiring 7/31/20
 Wendy Johnson serving unexpired term of David Kohan for Area A expiring 7/31/20

Appendix C

Christina Education Association Incident Report

Member: _____ School: _____

Home/cell #: _____ / _____ School #: _____ EXT.: _____

Certification: _____ Assignment: _____

Today's date: _____ Incident date/time: _____ / _____

Type of meeting: _____ (48-hour, grievance - include level)

Names and positions of those in attendance: _____

Reason for meeting: _____

List chain of events by date:

List of documents attached:

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

Result/action/outcome of meeting: _____

Comments/follow-up contacts: _____

Signature of CEA Representative attending meeting: _____

Print name here

All documents are to be kept on file at CEA Office once they have reached closure.

Revised 3/21/06

Appendix D

SUGGESTED COMPLAINT AND/OR GRIEVANCE FLOW CHART

Purpose of the chart is:

- To move member concerns to closure as quickly as possible by moving their issue to the proper union official
- To empower the AR to conduct the initial investigation and to make the first contact with the building administrator to remedy the issue
- To empower both the AD and the AR to advocate the issue or move the issue to the union official who can bring the issue to closure
- To have ongoing communication and input up and down the chart as the issues are addressed and brought to closure

OFFICERS

President
Vice President
Treasurer
Secretary



Area Director and Uniserv Director

- If the CBA has been violated, the chair will advocate the case and will communicate with the Executive Board, the AD, and the AR throughout the process
- If the case is one that may impact the CBA, the chair will consult with the Negotiations Team



Area Directors (AD's)

Area A Area B Area C Area D Area E Area F Area G Area H

The AD will advocate to resolve the complaint and will update the AR throughout the process.
If the AD is unable to solve the complaint he/she will contact the appropriate Officer.

SUGGESTED COMPLAINT AND/OR GRIEVANCE FLOW CHART



Association Representatives (AR)

- If after the investigation the AR can't solve the complaint he/she will contact their assigned AD.
- If after the investigation the AR believes there has been a CBA violation he/she will contact their Area Director.



Membership

Member will first contact their AR if they believe they have a complaint/grievance

Appendix D (cont.)

MEMBER PROCEDURAL CHART

Building Representative: Grievance and/or Complaint Responsibilities

1. Complete the *Incident Report* form.
2. First level meeting/48 hour for:
 - a. Non-contractual complaints
 - b. Advocacy (e.g. negative lesson analysis, minor offenses)
 - c. Investigations (only to gather information)
3. Cases that do not meet the criteria in Bullet #2 should be moved to the Area Director within five (5) days after the initial contact.
4. Call Uniserv Director for support concerning any case.

Area Director: Grievance and/or Complaint Responsibilities

1. You will receive from the RAs a completed *Incident Report* form and any notes from the first level meetings for your review and preparation.
2. Meet with the member and begin to move the case within five (5) working days of receipt of the case.
3. Call Uniserv Director for support and/or prior to moving the case to the next level.

**All forms at all levels must be faxed to
CEA**

454-7600

Appendix E

Active Professional Membership

	Full Time	Part Time (<4hrs)	Part Time (<2hrs)
NEA (42.03%)	\$189.00 (\$79.44)	\$106.00 (\$44.55)	\$64.75 (\$27.21)
DSEA (89.00%)	\$463.00 (\$412.07)	\$234.00 (\$208.26)	
ChEA (63.89%)	\$76.00 (\$48.56)	\$76.00 (\$48.56)	
Total	\$728.00 (\$540.07)	\$416.00 (\$301.37)	

*The value in parentheses indicates the obligation for agency fee.

Dues are Prorated: 75% - if hired on or after 11/1/2017

50% - if hired on or after 1/15/2018

(Local Dues are not Prorated)

Appendix F Time Log Templates

Secretary's Initials

Christina Education Association Association Representative Time Log

Treasurer's Initials

Name _____ Date _____
Title _____ Month/Year _____
Signature _____

DATE	ACTIVITY DESCRIPTION	CODE	HOUR(S)
Total Hours for the month			0.00

CODE	CATEGORY DESCRIPTION	
1	Problem Solving	
2	Grievance	
3	Representation	
4	Membership Recruitment	
5	RA/Area/Building/Liaison Mtgs (CEA, DSEA, NEA)	
6	Political Action	
7	Training	
8	Other	

Instructions: Each Association Representative shall complete and return this form to the CEA Secretary by the Representative Assembly of the next month in order to receive full stipend.

Appendix F
Time Log Templates

Secretary's Initials

**Christina Education Association
Executive Board Time Log**

Treasurer's Initials

Name _____ Date _____
 Title _____ Month/Year _____
 Signature _____

DATE	ACTIVITY DESCRIPTION	CODE	HOURL(S)
Total Hours for the month			0.00

CODE	CATEGORY DESCRIPTION	
1	Negotiations	
2	Problem Solving/Grievance/Representation	
3	Membership Recruitment	
4	Association Administration	
5	Exec Board/RA Mtgs (DSEA, NEA, CEA)	
6	District/State Committee	
7	Conference/Convention	
8	Political Action	
9	Training	
10	Other	

Instructions: Each Executive Board member shall complete and return this form to the CEA Secretary by the Executive Board meeting of the next month in order to receive full stipend.

Appendix G
Expense Voucher for Reimbursement

Christina Education Association
4135 Ogletown-Stanton Road, Suite 102
Newark, DE 19713
Phone: (302) 454-7700
Fax: (302) 454-7600

Date: _____
 Receipts attached: _____
 Reviewed by: _____
 Approved by: _____

www.christinaeducationassociation.org

GOVERNANCE & STAFF EXPENSE VOUCHER

Mileage Rate: 0.535

(abbreviated form)

First Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
DATE								
a. Miles								0.0
\$\$\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Parking/Tolls								
c. Telephone								
d. Other (Please explain)								
e. TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Second Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
DATE								
a. Miles								0.0
\$\$\$	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Parking/Tolls								
c. Telephone								
d. Other								
e. TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

List the committee or activity for which the expense was incurred.	
FIRST WEEK	SECOND WEEK
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday:	
Friday	
Saturday	

Two Week Total
 Less Advance
 Due to CEA
 Due to Traveler

\$0.00

Account	Amount

Payee: _____
 Address: _____
 Signature _____

This voucher must be submitted within 30 days of the incurrence of the expenses with all receipts attached.