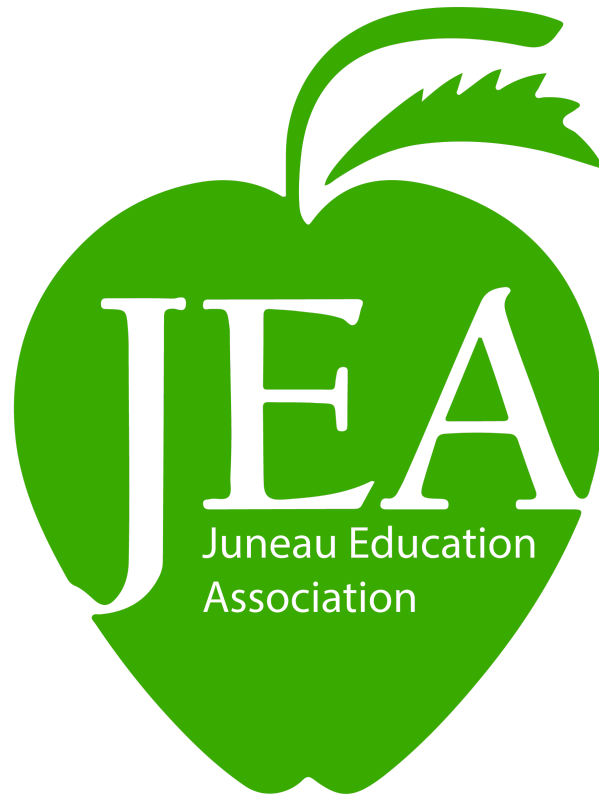


JUNEAU EDUCATION ASSOCIATION



POLICY MANUAL

11/2021

JEA POLICY MANUAL

| | |
|---|----|
| ASSOCIATION LEAVE | 4 |
| CO-CHAIRS | 4 |
| COMMUNICATIONS | 4 |
| COMPUTERS | 5 |
| COMPUTER BUY-BACK | 5 |
| CONFERENCE PARTICIPANT/COMMITTEE APPOINTMENT SELECTION CRITERIA | 5 |
| CONFLICT OF INTEREST | 6 |
| DEPARTING GIFT FOR OUTGOING JEA LEADERS | 6 |
| DUES | 6 |
| ELECTIONS | 6 |
| ELECTION BALLOT OR VOTING CONCERNS | 6 |
| ELECTION PROCESS REVIEW COMMITTEE | 6 |
| EXECUTIVE BOARD MEETINGS | 7 |
| GRANT PURSUITS | 7 |
| HONORING LIFE CHANGING EVENTS | 7 |
| JEA SCHOLARSHIP | 7 |
| MEETING ATTENDANCE | 8 |
| MEMBER RECOGNITIONS | 8 |
| PER DIEM AND TRAVEL STIPENDS | 9 |
| POLITICAL ACTIVITY | 9 |
| POLITICAL ENDORSEMENT | 9 |
| REPRESENTATIVES-AT-LARGE | 10 |
| REIMBURSEMENT | 11 |
| | 2 |

| | |
|--|----|
| SICK LEAVE BANK COMMITTEE | 11 |
| SICK LEAVE BANK DAY(S) ASSESSMENT | 12 |
| SICK LEAVE BANK ELIGIBILITY | 13 |
| SICK LEAVE BANK RECONCILIATION | 13 |
| STIPENDS | 13 |
| TEACHER OF THE YEAR RECOGNITION FOR JEA MEMBER | 14 |
| APPENDIX A-POLICY MANUAL ITEMS REMOVED AND LOCATION IN BY LAWS | 15 |

ASSOCIATION LEAVE

Under ordinary circumstances, Association Leave may only be granted for actual attendance time at Association activities and the necessary travel time.

CO-CHAIRS

When an elected member desires to share his or her position for purposes of training and/or sharing duties of the position, the President must be notified of the request for a consideration of a Co-Chair, and it will be shared with the Executive Board for discussion and action at the next Executive Board meeting. If approved by the Executive Board, the Co-Chair position will be notified to the general membership and an election for the remaining portion shall be held in accordance to the by-laws.

COMMUNICATIONS

- A. JEA will maintain an email system for internal and external Association Communication.
 - a. Officers, Board Members, Committee Chairs are encouraged to use the JEA system for JEA business.
 - b. The JSD email system should be used to make general announcements or make contact with members who may not be monitoring other email.
 - c. JEA members need to be aware that JSD email can be monitored, and that partisan political discussion is prohibited on any public agency email system.
- B. The Secretary and Communications Chair will coordinate to produce and forward the Representative Council Meeting minutes (draft for approval) to JEA members within a week of the meeting, embedded within the monthly newsletter's email distribution. If a special Representative Council meeting is held, those minutes will be sent out separately within one week of the meeting.
- C. Any formal letter written on behalf of JEA shall be approved by majority of the Executive Committee. If the Representative Council or Executive Board has taken a formal position on a topic, then approval from the Executive Committee has been granted and no need for further approval is necessary. When public statements are to be posted on JEA's website, they must be approved by the Representative Council.

- D. JEA Executive Board Minutes will be made available to any member upon request from the JEA Secretary or JEA President.

COMPUTERS

In order to carry out the duties expected in a confidential manner, devices will be purchased by and remain the property of JEA unless purchased per the JEA Buyback policy by an outgoing officer. Devices will be purchased for the following positions: President, Vice President, Secretary, Treasurer, Membership, Rights Chair, and Communications Chair. These positions may opt to use a personal device by notifying the Treasurer.

COMPUTER BUY-BACK

Juneau Education Association will allow Executive Board Members to purchase the computer originally purchased by JEA for his/her position's association business using a formula of 25% depreciation per year based on the purchase price.

CONFERENCE PARTICIPANT/COMMITTEE APPOINTMENT SELECTION CRITERIA

- A. The JEA President or Communications Chair shall email information on conference opportunities to all members.
- B. The JEA President shall consider the following when making appointments and selecting conference participants.
 - a. If the conference offers basic training, or the activity focuses on general issues, priority should be to identify potential leaders.
 - b. If the conference or activity calls for special interests or skills, appointment should consider persons with:
 - i. Expertise in the relevant area;
 - ii. Interest;
 - iii. And specific potential.
 - c. In some cases, appointments will be determined by role in the Association.
 - d. In general, appointments should be used to cultivate new leadership and/or to develop or capitalize on specific expertise.
 - e. Other factors to be considered include: ethnic minority (at least the same percentage of ethnic minority membership of JEA); gender; grade level/job location.

- C. The President shall notify the appointees of their selection and responsibilities.
- D. Conference participants shall:
 - a. Attend all conference sessions unless specifically excused by the President.
 - b. Submit all vouchers to the JEA Treasurer within thirty (30) days.
 - c. Prepare a written summary or evaluation of the conference either individually or collectively to the JEA Communications Chair.

CONFLICT OF INTEREST

No elected officer of the Association nor staff member shall have any undisclosed financial relationship with any form of direct or indirect special service available to or rendered to members of the Association.

DEPARTING GIFT FOR OUTGOING JEA LEADERS

A gift (not to exceed \$50 unless approved by the Representative Council) may be given to outgoing JEA leaders in appreciation for their service to the Juneau Education Association.

DUES

Association dues will be set by the Representative Assembly.

ELECTIONS

Regularly scheduled elections of the Association are elections for Delegate Assembly Representatives and Executive Board positions.

ELECTION BALLOT OR VOTING CONCERNS

If a member has concerns about the election ballot or voting protocols, the process for inquiry is outlined below:

1. Within 2 weeks of the Election closing, the member must notify the President, Vice President, or Rights Chair of the concern
2. The concern will then be referred to the Elections Process Review Committee.

ELECTION PROCESS REVIEW COMMITTEE:

- A. The Elections Process Review Committee (EPRC) is responsible for expeditiously reviewing election, ballot, or voting complaints, making necessary factual findings and recommending response or action to the full Board.
- B. The Committee shall be composed of three (3) JEA members and two (2) alternates none of which are currently serving on the Executive Board, appointed by the President and confirmed by the Executive Board.
- C. Terms shall be for two (2) years, on a staggered basis, and members may be reappointed twice. No member of the EPRC may participate in any way in JEA election campaigns while serving on the committee. A member of the committee shall not be a candidate for any office or offer any support to a candidate running for election during their term. A quorum of three (3) EPRC members is required for committee action.
- D. The EPRC will report their findings and decision to the inquirer and the Executive Board within three weeks of the reported concern.

GRANT PURSUIT

JEA will pursue grant opportunities as they arise and fit the organization's needs and vision.

HONORING LIFE CHANGING EVENTS

The Membership Chair is authorized to send a card and/or flowers (expenses over \$10 will need to be approved by the Representative Council) in the event of a death or serious illness of an active or retired JEA member. Cards can also be sent to JEA members for life changing events such as, birth or adoption of a child, marriage, etc.

JEA SCHOLARSHIP

JEA provides a scholarship to graduating high school students who are dependents of current JEA members or teachers who were current members at the time of their retirement or passing.

Award(s) are based solely on the strength of the application. Awards will be determined at the committee's discretion. Application does not guarantee an award. The highest award will be equivalent to the year and the lowest amount awarded will be no less than the amount of JEA local annual dues.

MEETING ATTENDANCE

This policy has been developed to set a clear shared expectation for meeting attendance to which we will hold ourselves accountable.

- A. Executive board members are expected to attend (in person, virtually, or by phone) at least 80% of all regularly scheduled meetings. Routine schedule conflicts are not acceptable.
- B. Board members occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences and will not count as being present.
- C. In all cases, board members are expected to notify the President of meetings they know they will miss. "Silent failure" (i.e. missing a meeting without notification) is unacceptable.
- D. In order to make the board more accountable internally and to the members we serve, we will institute the following "transparency" measures: Executive Board attendance and the Representative meeting minutes (with attendance, and excused/unexcused absences recorded) will be sent via email to membership by the Secretary.
- E. Absent board members will be noted in the meeting minutes, as well as those who leave before meeting business concludes.
- F. Annual stipends are contingent on at least 80% attendance and doing all assigned duties.

MEMBER RECOGNITIONS

- A. In recognition of commitment to public education for the Juneau community, JEA will celebrate members with twenty plus years of service in a gathering on a yearly basis, some time in April or May.
- B. Members will be recognized by JEA at each 5 year commitment to Juneau's public education.

- C. Members will be recognized by JEA upon retirement.

PER DIEM AND TRAVEL STIPENDS

JEA Approved Travel Stipends and Leave

Each JEA member is provided one (1) day of Association Leave for each day of the JEA-approved travel that occurs on a JSD teacher contract day.

The following rules shall apply when NEA-Alaska/NEA is not covering travel costs:

- A. Members may receive a JEA Stipend equal to the full amount of the published hotel negotiated block room rate for the conference.
- B. JEA members may submit receipts and a reimbursement form and voucher to NEA-Alaska/NEA for parking and airfare at the completion of the JEA-approved travel if offered by NEA-Alaska/NEA.
- C. Upon receipt of a hotel bill, an elected member shall receive a refund from the JEA Treasurer for the full cost of a hotel room based on double occupancy.
- D. The JEA President will receive full room reimbursement from JEA. This cost shall not exceed the negotiated room block rate for the conference or event.
- E. Per diem shall be paid out prior to travel at \$60 for each night of attendance while on JEA approved travel.
- F. The JEA President or designee will be reimbursed for a rental car. If more than one vehicle is needed, prior approval from the Executive Board is required. The rental car is to be used for the entire group and for transfers to/from the airport/conference venue.

POLITICAL ACTIVITY

JEA officers, PACE Committee members, and staff shall not use their official position to enhance the candidacy of an opponent of a JEA endorsed candidate. It is not the intent of this motion to disenfranchise any member's or staff member's right to be active within his/her political party.

POLITICAL ENDORSEMENT

The JEA PACE Chair and/or committee chosen representative shall present such recommendations for endorsements after reviewing the candidate questionnaires at the next Representative Council. Recommendations for endorsement will not be final until presented and

voted on by the Representative Council. All candidates will be invited to speak at the JEA Fall Social arranged forum.

REPRESENTATIVES-AT-LARGE

Districtwide/Alternative Programs Representative-at-Large

District Wide/Alternative Programs Representative-at-Large represents all district-wide employees who are not special education teachers, such as Occupational Therapists, Physical Therapists, School Psychologists, Speech/Language Pathologists, Deaf Education Teachers, and Vision Specialists as well as educators assigned to Juneau Community Charter School, Montessori Borealis, Homebridge, Kinder Ready Programs, Montana Creek, Miller House, and Johnson Youth Center.

Elementary Representative-at-Large

Elementary Representative-at-Large represents the members of each of the district's elementary schools. Each elementary representative reports to either of the Elementary Representatives-at-Large.

High School Representative-at-Large

High School Representative-at-Large represents the members of each of the district's high schools. Each high school representative reports to either of the High School Representatives-at-Large.

Middle School Representative-at-Large

Middle School Representative-at-Large represents the members of each of the district's middle schools. Each middle school representative reports to either of the Middle School Representatives-at-Large.

Special Education Representative-at-Large

Special Education Representative-at-Large represents all district-wide special education certificated members including special education support teachers, and with the exception of any position represented by the Districtwide/Alternative Programs Representative-at-Large.

REIMBURSEMENT

Approved expenses must be supported by an original receipt due to accounting requirements before the treasurer can issue reimbursement.

SICK LEAVE BANK COMMITTEE

The Sick Leave Bank Committee shall be composed of JEA Membership, JEA Health Chair, and JEA Rights. The JEA President is a de facto member. The responsibilities of each position shall be as follows:

JEA Membership Chair

- Houses all sick leave bank enrollment forms.
- Maintains a digital membership list for the sick leave bank which includes date signed and enrollment status. The list shall be shared with the Sick Leave Bank Committee.
- Casts a vote on sick leave bank approval.

JEA Health Chair

- All sick leave bank requests go to this position.
- Completes sick leave bank request form:
 - Confirms the person is a Member of the Sick Leave Bank.
 - Confirms the need for the leave with the Member (contacts Member).
 - Confirms receipt of documentation for the reason for the leave.
- Corresponds with Payroll/HR to calculate hours and track balance; confirms with Payroll/HR prior to moving forward with individual request.
- Sends calculations for usage request (member's potential hours from the sick leave bank) to the Sick Leave Bank Committee.

- Provides/discusses identifying eligible usage documentation for member's request with the Committee upon request.
- Membership Chair, Rights, and Health Chair will confirm the hours the member is eligible for.
- The Membership Chair, Rights, and Health Chair decision will be forwarded to the JEA President.
- May delegate responsibilities to President, Rights, or Membership if necessary.
- Other Sick Leave Bank duties designated in By-Laws.

JEA Rights

- Assures the negotiated agreement is followed (Article 18 Sick Leave).
- Assures the leave request complies with the sick leave bank protocol (documentation, eligible illness, etc.)
- Membership Chair, Rights, and Health Chair will confirm the hours the member is eligible for.
- The Membership Chair, Rights, and Health Chair decision will be forwarded to the JEA President.

JEA President

- Works collaboratively with all three positions to ensure the process is completed in a timely manner.
- Acts as the spokesperson for the Sick Leave Bank committee should the need arise.
- The JEA President will forward the approved usage and calculations to Payroll.

If a member of the Sick Leave Bank Committee states a conflict of interest with the specific request, the President will assign a designee to act on behalf of that committee member for that request only.

SICK LEAVE BANK DAY(S) ASSESSMENT

Refer to Negotiated Agreement and LOA **signed DATE**

SICK LEAVE BANK ELIGIBILITY

In order for a teacher to draw from the Sick Leave Bank, a teacher must contribute at least one (1) day to the Bank during the first thirty (30) calendar days after commencement of services or during the open enrollment period which shall be the month of October. (Article 18, Section B Negotiated Agreement)

- A member of the Sick Leave Bank is eligible for up to twice the amount of accrued sick leave the member is credited at the start of the school year or 24 days, whichever is the greater.
- Leave Bank days may only be used when all accrued sick and personal leave have been exhausted.
- Leave Bank days may only be used for the member's **own** illness/injury. They may not be requested to provide care for dependents or family members.
- Leave Bank requests must be made for each separate injury/illness. The Sick Leave Bank will not approve "blanket" requests to cover incidental day to day illnesses for the duration of the year, or for the duration of the member's available SLB amount.
- Doctor/medical care provider's note stating the need for absence from work is required to process the request. If documentation is not currently available please attach an explanation.
- Requests not covered by the Sick Leave Bank may be covered by sick leave donations. More information on leave donations available through Human Resources.

SICK LEAVE BANK RECONCILIATION

Refer to Negotiated Agreement, JEA By-Laws, and LOA Signed **DATE**

STIPENDS

The following Executive Board positions will receive annual stipends. The President, Vice President, Secretary, Treasurer, and Rights Chair will receive half at the last December meeting and half at the last May meeting. Annual stipends are contingent on at least 80% attendance and doing all assigned duties.

Annual Stipends

President-\$3400, Vice President-\$1,750, Secretary-\$1,000, Treasurer-\$2,400, Rights Chair-\$3100, Membership Chair-\$750, All Other Chairs-\$500, At-Large Representatives-\$250, Past President-\$250 (for one year only per bylaws), NEA-AK Region I Rep (JEA Member)-\$250. JEA will publicize the annual stipend amounts for the positions during nominations and elections.

Meeting Stipends

Building Representatives shall receive a \$20 stipend for holding a building meeting for the purpose of gathering and dissemination of JEA information. A dated member sign-in sheet must be submitted in order to receive the stipend or virtual meeting screen shot(or the like).

Multiple Stipends

No member should receive or be paid for more than one stipend in any given year except for any member that is elected to NEA-AK Region I Rep.

TEACHER OF THE YEAR RECOGNITION FOR JEA MEMBER

JEA will recognize any JEA member that earns the State or National recognition as Teacher of the Year. Recognition should include an award ceremony at a JEA meeting, or other district and community recognition. Moreover, all JEA nominees for Teacher of the Year will also be recognized at the JEA award ceremony, such as the 20-year recognition gathering. JEA will also recognize the JEA Teacher of the Year awardee with a \$250 award for his/her continued commitment to education.

Appendix A

Items Removed from JEA Policy Manual that can be Found in the JEA By Laws (2021)

Amendments to JEA By Laws-Article IX
At-Large Representatives-Article IV
Authority-Article X
Board President's Job Description-Article IV
Board Secretary's Job Description-Article IV
Board Treasurer's job Description-Article IV
Board Vice President Job Description-Article IV
Chairs-Article IV
Committees-Article VI
Delegate Assembly (NEA-Alaska)- Article VII
Elections
 Officers-Article IV
 Representatives-Article III
Executive Authority-Article IV
Impeachment-Article IV
Legislative Authority-Article III
Meeting Schedule
 The Executive Board-Article IV
 General Membership-Article V
 Representative Council-Article III
Membership-Article II
Policy Changes by the Board of Directors-Article IV
Policy Manual Revision-Article IV
Quorum-Article VIII
Representative's Duties-Article III
Representative Council Meetings-Article III
Representative Council-Article III
Ratification of Agreements-Article V