

# WELCOME BACK HEA BUILDING REPS – FALL 2016!!

***\*\*Save the Date for September 30 Dinner at Cornelius Pass Roadhouse and October 1<sup>st</sup> Training at our Tannesborne union office  
Details coming soon!***

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## First things First – What to do between now and October 1

- Introduce yourself to your principal as the HEA Building Rep. and **inform them that your role is to help solve membership problems at the building level. Request that they call you if a member meeting will occur that involves or could involve discipline. Let them know that you need to calendar the monthly Rep/Principal meetings for the school year, (October through June.) Follow up with an email with your available dates and times.**
- Introduce yourself personally to each new member in the building as the Building Rep (you have a building roster from us that indicates who's new)
- Give all members a copy of the Weingarten Rights card – this is right to representation in meeting which could lead to discipline.
- Complete fall membership by having each member in the building complete a contact sheet. There should be one for everyone in your building. These are due September 16. **(Sarah, should this be completed in person or tossed in their mailboxes. This is a great opportunity for conversation but am not sure OEA's expectation)**
- Encourage all members to sign up for ONE SHIFT only to help ensure that Measure 97 passes this fall. All members will receive a phone call asking for them to sign up for one shift.

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## Important Contacts

### **Your Local HEA President**

Jill Golay (503) 352-8293  
[HillsboroEA@oregoned.org](mailto:HillsboroEA@oregoned.org)

Anytime you have a contract or union related question

### **Your OEA UniServ staff person**

Sarah Moskoff (503) 352-8292  
[sarah.moskoff@oregoned.org](mailto:sarah.moskoff@oregoned.org)

Anytime you have a legal or contract question; **or if police might be involved**

### **The HEA office**

Betsy Vandersluys (503) 645-6776  
[Betsy.vandersluys@oregoned.org](mailto:Betsy.vandersluys@oregoned.org)

Questions about dues or your HEA membership

## Top 10 Tips for Building Reps

### 10. Introduce Yourself to Principal and Members (something here about the 10 minute meetings)

Introduce yourself as the rep to the principal and all members – email to members is an ok way to start.

### 9. Introduce Yourself in person to New Members (let them know that President will be making site visits and will check in with them)

### 8. Save member from Insubordination – Do as asked now; grieve later

If a member is being asked to do something by the principal, even if unreasonable, you or member can ask – “Will he/she be insubordinate if he/she doesn’t do as you ask?” If the answer is yes, the members should do what is asked and we can resolve or grieve later. Make a request that administrator put the directive in writing.

### 7. Don’t let a member put account in writing initially

If a member is asked to reduce his/her account of an issue to writing, advise against it until the local president or UniServ staff can offer support. If admin demands it with a threat of insubordination, the member should write account including the statement, “I am being forced to write this account without advice from my staff union rep.”

### 6. Members’ rights to representation – Weingarten Rights (do we have enough of these for everyone?)

If a member is called to a meeting by admin and does not know the reason, he/she should ask. If this meeting could lead to discipline or threat of employment loss (student or staff allegation, investigation, serious performance concern, etc.) the member has a legal and contractual right to union representation. If you are not experienced at doing these meetings call Jill or Sarah.

### 5. Don’t make any agreements with your principal that violate the contract.

### 4. Read your contract!

### 3. Shiny Shoes Rule – If police are involved – CALL SARAH or JILL.

If a member is ever asked to do an interview with police, or talk to admin where police have been called, make sure that Jill or Sarah is called ASAP, and advise the member not to talk to anyone. Allegations such as inappropriate physical contact or altercation will likely involve law enforcement and most certainly TSPC, so make sure the member has UniServ or legal representation before talking to anyone.

### 2. Keep your president in the loop

If you resolve an issue or have a notable principal conversation, please advise Jill.

**1. Don't Judge – Defend**

Remember, you are defending the rights of a member under the contract or under the law, it is not up to us to decide guilt or innocence