



**HILLSBORO
EDUCATION
ASSOCIATION**

HEA OFFICE

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BUILDING REP REFERENCE FLIP-GUIDE

- 1** Make person to person, face to face contact with everyone in your building.
- 2** Welcome new staff and ask them how you can be helpful.
- 3** Map your building – it helps you do your job!
- 4** Hold 10-Minute meetings in your building on a monthly basis.
- 5** Distribute up to date information about unions, local, and state issues.
- 6** Learn about the issues that are important to your members by listening to them on a regular basis.
- 7** Look for ways to advocate for, not judge, your members.
- 8** Ask your building members for help!
- 9** Investigate before you take action – rumors are not fact.
- 10** Ask for help and advice. Always be willing to say, “I’ll find out.”
- 11** Follow up! It builds credibility.
- 12** Keep confidential conversations private.
- 13** Represent all licensed staff in your building. Every licensed staff person (even a non-member) has a right to an OEA Representative on matters of the contract, or in a meeting with management that could lead to discipline.
- 14** Remember that you are on equal ground with admin when you are wearing your rep hat – do not be worried about going toe to toe on an issue.



BUILDING REP BEST PRACTICES

Monthly Rep Meetings at HEA Office: 3rd Wednesdays!

Listen to and answer members' questions about contract or other work-related matters.

Attend monthly rep meetings at HEA office – typically 3rd Wednesdays.

Communicate

- With members about Association activities, news, events, etc.
- Hold a 10-min meeting in my building each month (get on agenda of staff meeting).
- Relay employee concerns and opinions to Association leadership.
- Answer contract questions.
- Hold monthly principal meetings to problem solve, check in.
- Post monthly bulletin board items, distribute materials.

Investigate concerns or potential problems. Do thorough fact-finding and keep everything confidential. Involve the impacted employee(s) in process.

Represent licensed staff member if called to a meeting with admin and discipline could be involved.

Problem-solve by meeting with your building admin once monthly or as needed to resolve concerns at the lowest level.

Enforce the contract. Make sure that the contract is being followed and take action if it is not. That means investigate, confirm facts, contact local president, and meet with principal as applicable.

How should co-reps work together? You should divide the work as equally as possible. One can come to meetings and share information at 10-min meetings, and the other can handle the principal meetings and any member concerns, for example. If you need to alternate meetings, work it out however best fits the strengths of the individuals.

LET YOUR ADMIN KNOW YOUR ROLE FOR THE YEAR AS A REP

- You will bring appropriate information to them during your monthly meetings and as needed to solve issues.
- You will be a source of contract expertise.
- Your job is to enforce the contract.
- You will communicate from admin to staff where appropriate (sharing out about monthly meeting outcomes, for example).
- Ask them to alert you before asking a member to a meeting that might require UniServ or legal representation.
- Above all, your goal is problem solving.

Schedule principal monthly meetings at the start of the year. **The goal of the meetings is to build a collaborative relationship so that you can problem-solve at the lowest level.**

MONTHLY MEETINGS TIPS

- Prepare an agenda ahead of time.
- When you wearing your rep hat, you are an equal to admin.
- Take thorough notes about decisions and follow up with an email if necessary.
- Don't make any agreements that violate or change the contract.
- When you meet, recognize that they might need time to get answers or confirm solutions, so be flexible to allow for that time.

One important goal is to form a personal relationship of trust. Use your time together to try and be a problem-solving team - it goes a long way to create trust!

Budget for monthly admin meetings is \$10, bi-monthly (admin should trade off). Can be reimbursed with an HEA voucher online or at HEA office.



10-minute meetings are a great way to share information and to get information from your building members.

Tips to get folks there

- Consider scheduling your 10-minute meeting at the beginning or end of a staff meeting or Academic Seminar. It is a contractual right.
- Bring snacks or raffle prizes to the meeting and tell members that those treats will be there (example: a raffle for a \$5 gift card if a member attends).
- Stick to the timeline! No more than 10 minutes! Use a timer. Members appreciate the guarantee of a 10 minute meeting.
- Follow a brief agenda that includes information, request for action, success and/or time for quick input. Don't let it become a gripe session.
- You can pass out a feedback form, or send a link to a Google form to get feedback and info to take back to your local or for problem-solving with admin.

You can buy treats or offer a drawing prize. You are allocated:

- \$15 – buildings Of 1-25 members
- \$20 – buildings Of 26-50 members
- \$25 – buildings Of 51-75 members
- \$30 – buildings Of 76-100 members



Shiny Shoes (i.e. police COULD be involved)

If a member is called in for meeting, and told to have a rep, you should find out the nature of the accusation or concern.

If allegations include sexual harassment, physical contact or physical abuse, drugs, alcohol, or anything potentially criminal, **do not attend this meeting - call your President or UniServ Consultant (Sarah Moskoff).**



Inform Administration that the member needs proper representation, i.e. President, UniServ Consultant, or lawyer. Let admin know you need a few minutes to make these calls.

Washington County UniServ Office (503) 645-6776

Member-to-Member

It is not uncommon for grade level teams, PLCs or other pairs or groups of colleagues to have friction which becomes intrusive to the workplace. Often, those folks will turn to you for help.

Your options:

1. Try to have the involved parties work it out amongst themselves.
2. If the above does not work, call your local president or UniServ Consultant. There are mediation and other resources available.



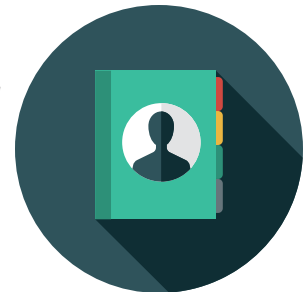
A **Grievance** is a violation of a provision of our collective bargaining agreement. If you believe that a portion of the contract is not being followed correctly, email or call your local president.

1st - Determine if this is a contract violation, check your contract. If it is, contact your local president.

2nd - Collect all necessary information including researching possible contract language; Listen to impacted member/s, take notes.

3rd - Attempt to problem-solve by asking member, "what do you want me to do for you?" If the member needs support, offer to go with him or her to admin for a conversation or offer to advocate to admin on the member's behalf.

If this is not a contract violation (Grievance) follow steps 2 and 3 above. In all cases, loop in your local president.



TIMELINES

Level One – Principal/Supervisor level

Your role above all is to make sure we don't "miss" timelines. Per our contract language below, please make sure that you follow this and report any possible grievance concern to your local president within these timelines:

Informal: *The aggrieved shall, **within 15 days** of his or her knowledge of the facts upon which the grievance is based, discuss it with his or her principal or immediate supervisor with the objective of resolving the matter informally, individually, through an Association Representative, or accompanied by an Association Representative. **The immediate supervisor will respond to the aggrieved within ten (10) days.***

Formal: *If the aggrieved is not satisfied with the response to the grievance at the informal level, he or she may file a written grievance with his or her immediate supervisor within ten (10) days after the informal response.*

*All reference to days is member workdays, except during summer when days mean those days that the District office is open for business.

IS IT A GRIEVANCE? AND WHAT TO DO NEXT...

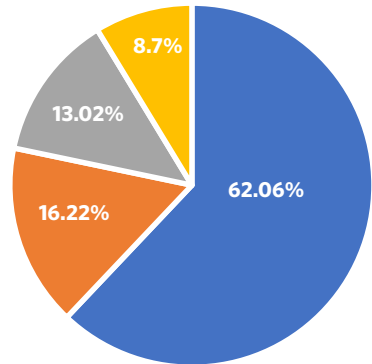
WHERE YOUR OEA DUES GO:

CONTRACT BARGAINING, MEMBER REPRESENTATION AND PROTECTION (\$395.07)

PROFESSIONAL DEVELOPMENT AND TRAINING (103.32)

POLICY AND POLITICAL ADVOCACY (\$82.93)

MEMBER LEADERSHIP AND GOVERNANCE (\$55.41)



FTE	NEA	OEA	HEA**	TOTAL OEA/NEA/HEA DUES
100% (full time)	\$202.00	\$637.00	\$176.22	\$1,015.22
51-99%	\$202.00	\$351.00	\$176.22	\$729.22
50% (half time)	\$112.50	\$351.00	\$88.11	\$551.61
26-49%	\$112.50	\$208.00	\$88.11	\$408.61
25% or Less	\$67.50	\$137.00	\$88.11	\$293.11

**HEA Dues are deducted over 2 pay periods (Sept/Oct or first two months following hire date). Dues are prorated for those hired after start of year.

NEA/OEA dues are deducted over the following 10 pay periods (November - August)

OEA-PAC, NEA Fund and OEA Foundation **voluntary deductions** are deducted over 10 pay periods (November-August)



Top 10 Reasons to Belong to HEA

1. Collective Strength is what gives the union its voice to negotiate and advocate for you - we need every one of us to be a strong voice!
2. Right to an attorney for employment-related cases such as TSPC licensure complaints, Fair Dismissal Appeals Board, and other state agencies.
3. Coverage by a \$1 million educator liability insurance policy for civil claims arising from your employment.
4. Right to seek appointment to joint School District and Union committees for a voice in your district decisions.
5. Right to run for elected office in the Union and to participate and have a say in the direction of the Union.
6. Access to building representation for evaluation meetings and other meetings with administration that go beyond the scope of the contract.
7. Access to merchandise and service discounts for auto and home insurance, travel, credit cards, etc.
8. NEA Complimentary Life Insurance (no cost)
 - Up to \$1,000 of term life insurance
 - Up to \$5,000 of AD&D insurance
 - \$50,000 of AD&D insurance for any covered accident that occurs on the job or while serving as an Association Leader
 - \$150,000 of life insurance for unlawful homicide while on the job.
9. Right to vote on the contract.
10. Ability to attend local and regional events, trainings and conferences.

Association dues do not pay for support of political candidates. Members may contribute to a voluntary fund to support candidates.

WHY BE A MEMBER?

WEINGARTEN RULE

Workers may be represented by the union at an investigatory meeting when the worker reasonably believes that the interview may lead to disciplinary action.

Before the interview:

- Ask the principal/supervisor, "what is the purpose of this meeting?" Determine as many specifics as you can before the meeting.
- Talk to the educator privately about what happened before the meeting.
- Have educator write down their version of the event (where, when, how) for your own use - do not turn it in to admin.
- Advise the educator to answer questions simply and honestly - less is more.
- Advise the educator to answer only the question being asked - do not elaborate if not necessary.
- If educator doesn't remember then answer "I don't know or don't recall". It is not up to the employee to fill in the blanks.

During the interview, your job is to:

- Help keep the investigation on track - ensuring that the district is conducting a fair interview - with presumption of innocence. Leading questions that appear to presume guilt would be something to call out, for example.
- Ask clarifying questions of the interviewer if necessary.
- Caucus with employee during meeting if needed (stop meeting for a few minutes).
- Make a closing statement that summarizes the things that came out in the employee's favor.
- Take good notes of the proceedings. Be sure to date and name who was there.
- Give a copy of your notes to the member and keep the original to give to the HEA president.

After the interview:

- Debrief with the educator to check in with how it went.
- Contact your local president ASAP to report what occurred.
- Provide notes from the meeting to your local president.



WHAT THE MEMBER SHOULD SAY:

If this discussion could in any way lead to my being disciplined, terminated, or affect my personal working conditions, I respectfully request that my union representative, officer or building representative be present. Until my representation arrives, I choose not to participate in this interview.

Contract Date	Article	Article / Item
June 30	5 D.	Member notified of specific teaching assignment
August 15	12, A	Date by which transfer requests expire from previous school year
August 15	12, E	Date after which member is paid up to 2 days for change in 50% of assignment
September 11	16, C	Date by which to opt out of insurance
September 15	5, B.4	Evening events list turned into HEA President
October 1	15, E	Submit proof by this date for column movement
October 1	9, A.2	Date AFTER which probationary 1 first formal eval completed
January 10	9, A.2	Date AFTER which 2nd probationary eval done
February 1	11, J.2	Date by which staff must request rest and recuperation for 1-year unpaid leave
March 1	12	Transfer Requests due
March 1	12	2nd date by which member must submit proof for column movement
March 1	15, A	Date by which retirement must be announced to receive a non-time payment of \$500
May 1		Transfer Request decisions due
May 1	9, B.2	Date after which vacancies must be posted on website
June 1	7, A.3	By this date, all staff must give input into bldg discipline plan
June 15	9, A.3	Contract teachers eval done by this date
June 30th	15, D.2	Final check mailed by this date
October 1, Feb 20	Appendix D	Dates used for student counts for HOA stipend payment amounts

CONTRACT DEADLINES

Article 5 - Work Year/Work Day - p. 9

- Elementary prep time is at least 400 minutes per week, and occurs during specials, before and after students are present.
- 15 min break is separate from prep time, or if it's attached must be in addition to the minimum 30 minutes (elementary only).
- Secondary prep time is a class period during the day, before and after students are present.
- Prep time is your time to plan and cannot be directed by admin.
- Up to 3 evening events are unpaid and should generally be no more than two hours.
- Department, building or district meetings should be held within the work day and should start no later than 20 min after students leave.
- Teacher-directed Academic Seminar must be collaborative (not done alone) but is at the discretion of staff as to content and location.

Article 7 - Safety and Student Discipline - p. 15

In all cases building discipline plan must be followed:

- A disruptive student can be removed from class and sent to designated location.
- When a student's behavior is threatening, aggressive or seriously disruptive, the student can be sent to designated location and there are parameters around the return to classroom.

Article 9 - Evaluation - p. 20

- SLLG goals "originate" with the educator and developed in collaboration with the supervisor.
- Evaluators shall share observation notes (formal/informal) with the educator within reasonable time, generally 5 days.



Article 11 - Leaves - p. 24

- Licensed staff have 1 day per year called "personal leave". They also have access to up to 16 hours of sick leave to use as personal leave days.
- No more than 3 personal leave days can be used consecutively in a year and no more than 4 total in a year.
- A maximum of 3 "regular personal leave days" can be accumulated for use.

Use of School Email

Association Leaders and licensed staff can use email for union related matters during work hours as long as certain guidelines are followed:



Acceptable communication topics for school email include:

- Meetings, elections of officers or reps, Association publications, Association decisions or positions

Non-acceptable use for school email:

- Personal Facebook, online purchases for non-school related materials, vacation planning, porn, etc.
- Use for financial gain (to solicit business including tutoring that is not part of the district assignment)

**Expect the district to read ALL of your emails.*

Use of Facilities

School buildings are public buildings, but for any meetings or events, we need to follow the district's building use policies. During the workday, we have legal and contractual rights to be in the buildings and visit our members.

Political guidelines

- **Do not** use district email, inter-district mail, facilities or copiers for any political campaign.
- **Do not** disrupt the workday or educational environment for a political item.
- **Do not** engage in "political" activities during normal working hours or if you are acting in your professional capacity.
- **Do not** solicit your colleagues to work on behalf of or vote for a particular candidate or ballot measure unless it is in the Association context such as an Association newsletter or Association activity.

- **Do** engage in political activities except as referenced above only during duty free lunch or duty-free breaks. Prep time is work-time.
- **Do** wear campaign buttons.
- **Do** use bumper stickers and signs on cars and personal belongings.
- **Do** put newsletters and flyers in district mailboxes or send emails per above as long as the materials state "read or open on non-work hours."
- **Do** use home emails or texts for political messaging.