



# Pittsburg Education Association

159 East 4<sup>th</sup> Street, Pittsburg, CA 94565

Phone: 925-432-0199 email: [president@peateachers.org](mailto:president@peateachers.org)

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## POLICIES AND PRACTICES

- ❖ These policies and practices shall be reviewed and revised at the end of each teaching year at the June Executive Board meeting.
- ❖ PEA does not replace any members' salary if they miss any paid teaching days from summer school, intervention, Saturday school, etc. so that they can attend to PEA/CTA/NEA business.
- ❖ PEA Stipends:
  1. Executive Board members receive \$300.00 in January and June. These members include the Secondary Vice President, Elementary Vice President, Secretary, Elementary Grievance Chair, Secondary Grievance Chair, and Bargaining Chair. Treasurer receives \$350.00 in January and June.
  2. Bargaining Team members receive \$180.00 in January and also in June.
  3. Site Rep Council members receive \$30.00 per meeting of attendance and get paid in June. A minimum of 4 meetings per year must be attended in order to receive the stipend.
  4. Members shall receive a stipend for each position in which they serve. Every effort shall be made to ensure the greatest number of members are involved and hold leadership positions including committee chairmanships and executive board appointments. In the case of vacant positions, the president will solicit members who do not serve in a leadership position before appointing members who already serve in another capacity.
  5. Executive board members shall not receive a stipend for being a site rep.
  6. GLBTQ+ Chair shall receive \$100 in January and also in June.
  7. Equity and Human Rights Chair shall receive \$100 in January and also in June.
  8. Elections Chair shall receive \$100 in January and also in June.
- ❖ Honorariums: The Executive Board must authorize honorary payments to members who have performed extraordinary services to PEA. These payments can be for no more than \$200.00.
- ❖ For the WHO nomination, it is first brought up at the Rep Council meeting for suggestions and nominations and then followed up with the Executive Board making the final decision.
- ❖ Members who need a pre-approved release day must make this request in writing to the PEA President at least 1 week before the desired day of release.
- ❖ After a Rep Council member misses 3 consecutive Rep Council meetings in a row, or 4 meetings missed total in a year, they will no longer be a Site Rep Council member.
- ❖ Catastrophic Sick Leave Bank Addendum: Bargaining unit member must have a complete and detailed description of factors contributing to leave. Additionally, bargaining unit member must acquire a doctor's note detailing exactly the nature of illness or disability. The note must contain specific time period necessary for leave as documented by the physician. The nature of the

illness or disability must be of a kind that makes it impossible for the member to conduct his/her duties. The two documents must be on the same circumstantial illness or disability. (The complete details of Catastrophic Sick Leave Bank policy are written within the Collective Bargained Agreement 7.17.)

- ❖ PEA E-mail Privacy Agreement: PEA may request e-mail addresses and/or contact information from its members, so PEA makes the following agreements to its members:
  1. District email use: To maintain unified and consistent messaging from PEA, authorization by PEA President and/or PEA Bargaining Chair is needed to send messages using PEA employees PUSD district email server group email tag. This does not affect member-to-member or site-based email.
  2. PEA reserves the right to share regular members e-mail addresses and/or contact information with their direct site representatives and the residing PEA President.
  3. PEA reserves the right to share site reps' e-mail addresses with other site reps, school site members, and Executive Board (President, VP, etc.)
  4. PEA will not sell or give your contact information to anyone not specified in this agreement.
  5. PEA reserves the right to contact you about official PEA updates, information, happenings, and as a form of communication between members and the representatives including the Executive Board.
- ❖ If a member plans to attend a PEA event (such as the WHO Award, School Board Breakfast, Teacher of the Year Dinner, etc.), payment from the member is due up front and will be refunded after the member has attended the event. The payment is non-refundable if the member, or his/her replacement, does not attend the event.
- ❖ All PEA members attending conferences paid by PEA shall report back to Executive Board and Rep Council, write an article for the FOCUS, and participate in organizing events around the conference topics.
- ❖ PEA Members that have been elected to the position of the PEA State Council Representative will be expected to attend all Executive Board meetings and Rep Council meetings to report out and seek input from members in order to best represent PEA at State Council Assemblies. An Article for the FOCUS shall be submitted quarterly. PEA shall provide 4 Friday release days for the elected State Council Representative or alternate to attend State Council meetings in Southern California.
- ❖ Members that are appointed to the positions of Human Rights Chair and Women's Issues Chair will be granted full scholarships to the CTA Equity and Human Rights Conference North for Friday night until Sunday afternoon. Costs covered will be conference registration fees, hotel and mileage (\$500 per person maximum based on double occupancy). If the CTA Equity and Human Rights Conference South is held instead of CTA Equity and Human Rights Conference North of that year, costs covered will be conference registration fees, hotel, airfare, and mileage (\$700 per person maximum based on double occupancy).
- ❖ PEA members that represent PEA as an elected representative to the NEA-RA assembly for whom PEA pays the cost will be expected to attend the Executive Board meetings and the Rep Council meetings immediately prior to and following NEA-RA assembly meetings (May and

September) to report out and receive input from the local membership. An article for the FOCUS shall be submitted after attendance in September.

- ❖ PEA will only reimburse members for the costs incurred in attending a conference or a workshop if the Executive Board has agreed to allow the member to attend. These costs shall only include mileage, hotel, parking fees, bridge tolls and conference registration fees. All reimbursement requests must be accompanied by a receipt and be submitted to the Treasurer within 30 days of attending. The exact dates of the conference determine the costs PEA will reimburse. PEA will not reimburse for hotel stays the day before the conference. Furthermore, PEA will not reimburse for hotel stays after the last full day of the conference. Unless an emergency arises, prior approval is needed from PEA president.
- ❖ PEA will only provide rebates for members attending conferences or workshops with prior approval. The \$50 reimbursement may be used for mileage, parking fees, meals or bridge tolls. All requests for reimbursements must be accompanied by receipt(s) and be submitted to the treasurer within 30 days of attending.
- ❖ When a PEA member is seeking reimbursement for attending conferences, with prior approval, and the member has paid up-front, it is requested that the credit card statement or debit receipt showing the charged amount be attached to the Member Expense Report. At that time the member will receive a check from PEA covering the expense.
- ❖ PEA will not reimburse State Council members for the additional cost of a single occupancy room when staying in a hotel for State Council Conferences.
- ❖ PEA has a budget of \$2,500 total set aside for the NEA/RA representative and a budget of \$2,000 total set aside for two CTA Summer Institute attendees. When attending these events, the member must pre-pay all costs. Under special circumstances, members may receive a \$500 advance to help defray costs; the Executive Board will consider such circumstances on a case-by-case basis. (Expenses may include: plane fare, hotel accommodations, shuttle, registration fees and meals.) Upon completion of conference and related travel, expense report must be submitted to the treasurer within 30 days of returning for reimbursement.
- ❖ Reimbursements, NEA/RA, and Summer Institute policies will be reviewed yearly by the Executive Board.
- ❖ Checks issued by PEA for reimbursements of stipends must be cashed within 90 days. Checks that are not cashed shall not be reissued except in special circumstances. Any check that must be reissued will be deducted the stop payment fee of PEA's financial institution. (Currently it is \$25 for online stop payment, \$30 in person stop payment at financial institution, and \$30 by phone stop payment of financial institution.)
- ❖ When PEA has agreed to pay the reimbursement for auto mileage as documented in the policies and practices the mileage rate will be based on the IRS auto mileage rate. This is also the rate accepted by CTA. (Currently the IRS rate is .58 cents a mile as was effective on January 1, 2019.)
- ❖ It has been decided by the Executive Board and Rep Council to add an additional Secondary Grievance Chair which shall be appointed by the President.

- ❖ The PEA Logo use by members must be authorized by President and ExBoard
- ❖ All private groups in our member association cannot use PEA name title without authorization from President or ExBoard
- ❖ To maintain a united and consistent messaging from PEA, authorization by PEA President and/or PEA Bargaining chair is needed to send messages using PEA Employees PUSD district email server group email tag. This does not affect member to member or site based email.

Adopted by PEA Executive Board and Rep Council February 2022