



PITTSBURG EDUCATION ASSOCIATION

est. 1949

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📍 159 East 4th Street Pittsburg, CA 94565

Pittsburg Education Association's Policies and Procedures



Table of Contents

- I. Introduction..... page 3**
- II. PEA Communications & Privacy Agreement..... page 3**
- III. Media page 4**
- IV. PEA Member Dependent Scholarship..... page 5**
- V. Annual Events..... page 5**
- VI. Catastrophic Sick Leave Bank..... page 6**
- VII. Committees/Interview Panels..... page 6**
- VIII. Business Practices..... page 7**
 - A. Budget Process.....,... page 7**
- IX. Stipends..... page 10**
- X. Segregation of Duties..... page 13**
- XI. Bank Reconciliations..... page 14**
- XII. Capital Expenditures..... page 15**
- XIII. Conferences..... page 16**
- XIV. Member Expense Reimbursement Policy..... page 20**
- XV. Credit Card Policy..... page 22**
- XVI. Credit Card Usage..... page 25**
- XVII. Endorsement Standing Rule page 27**



I. INTRODUCTION

These policies and practices shall be reviewed and revised at the end of each teaching year at the June Executive Board meeting and presented for a vote at the next Representative Council meeting. Once approved by both the Executive Board and Representative Council the policies and practices must be made readily available to all members of the association. In the event that new Executive Board members are transitioning into their role, the new elects will sit in to observe the June meeting to be aware of the updates. However, it is the sole responsibility of the current Executive Board to update, document and provide electronic and written records of the policies and procedures and proposed changes, if any. The first Executive Board meeting in August can approve previous changes or keep as is and take to the August Representative Council Meeting for final approval. These policies & procedures serve to give clarity to PEA's Bylaws, but are not intended to replace adopted current PEA Bylaws. For the purpose of this the document program can and does include union activities.

II. PEA Communications & Privacy Agreement

2.1 PEA Site representatives will receive yearly training on best practices regarding the preservation of members' privacy as directed by CTA training videos.

2.2 PEA may use personal email addresses, mobile numbers and/or other contact information from its members, so PEA makes the following agreements with its members.

2.3 District email use: To maintain unified and consistent messaging from PEA regarding union organizing issues, authorization by the Executive Board is needed to send messages using PEA employees' PUSD district-wide and site-based email server group email tag. This does not affect personal communication between members on site-based email.

2.4 PEA reserves the right to share members' email addresses and/or other contact information with their direct site representatives and the residing PEA President.



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2.5 PEA reserves the right to share site representatives' information with other site representatives, and the Executive Board:

2.6 PEA will not sell or give your contact information to anyone not specified in this Agreement.

2.7 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.

2.8 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.

2.9 The PEA Logo used by members must be authorized by the Executive Board.

2.10 All private groups in our member association cannot use PEA name title without authorization from Executive Board.

2.11 If a member does not want their contact information to be shared with Site Representatives or PEA Chairs and Executive Board, they must email the PEA President.

III. Media

3.1 The purpose of the Pittsburg Education Association's media relations program is to enhance PEA's standing with the public at large and with specific constituencies, including public policymakers. The program shall be designed to protect and advance the interests of its members. These interests include member salaries, benefits, and working conditions as well as the quality of education, the well-being of students, and the promotion of human and civil rights throughout our society. To that end the following rules govern contacts with the media by PEA elected leaders.

3.2 The President is PEA's official spokesperson on all issues including, but not limited to, organizational, political, and educational policy and positions.



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3.3 The PEA President may designate other elected leaders to articulate the organization’s policies or positions either on a specific occasion or, within defined limits, on a continuing basis. The president will determine any occasions and will define any limits.

3.4 No PEA member or elected leader shall initiate contact with any print or broadcast journalist to encourage or develop an article that in any way reflects on PEA policies or positions without the specific authorization of the PEA president or their designee.

3.5 A request for such authorization will include a detailed account of the subject(s) the journalist wishes to discuss as well as the approach(es) they may be expected to take.

3.6 Any PEA member or elected leader who is contacted by a journalist for comment, on or off the record on any organizational, political, or educational issue will first suggest that they would prefer that the journalist speak with the PEA President.

3.7 In the event the President is unavailable to respond to any such request, the elected leader will endeavor to find a spokesperson.

3.8 A PEA elected leader who is contacted by a journalist asking for specific data or information about the “average class size in California,” for example, may give that data or information, either for or not for attribution. Any other elected leader contacted for such information shall refer such a call to the office of the President.

IV. Pittsburg Education Association Member Scholarship for current dependents

4.1 Scholarship information along with due dates and forms will be readily available on the Associations’ website.

4.2 The Scholarship Committee shall consist of one Executive board member, one Representative Council member and one General Member.

V. Annual Events

5.1 Payment for these events are due up front and will be refunded after the member has attended the event (members can apply policy under MEMBER EXPENSE REIMBURSEMENT POLICY subsection I-2).



5.2 The payment is non-refundable if the member, or their replacement, does not attend the event. Members attending must be pre-approved by the Executive Board and Representative Council.

5.3 For the WHO nomination, it is first brought up at the Representative Council meeting for suggestions, ensuring site representatives solicit general membership input at their prospective site and nominations and then followed up with the Executive Board making the final decision.

5.4 School Board Breakfast, it is first brought up in the Executive Board for volunteers, then Representative Council and then general membership.

5.5 Teacher of the Year Dinner is first brought up in the Executive Board for volunteers, then Representative Council and then general membership.

VI. Catastrophic Sick Leave Bank

The complete details of the Catastrophic Sick Leave Bank policy are written within the Collective Bargained Agreement 7.17

6.1 A list of current participants must be readily available and updated to ensure accuracy, this shall be carried out by elected Executive Board members.

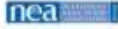
VII. Committees/Interview Panels

7.1 Committees will be reviewed at the May Executive Board Meeting and any changes, if any, must be made and approved by the Representative Council at the following meeting (in accordance with PEA Bylaws).

7.2 Every effort shall be made to ensure the greatest number of members are involved and hold leadership positions including committee and/or interview panels.

7.3 When approached by the District for committee work or interview panels the association will take the following steps to ensure greatest number of membership involvement starting with:

- a) Inform elected executive board members.
- b) Inform Representative Council members.



- c) Inform general membership, if applicable solicit membership from specific sites where the committee or interview panel will have the greatest impact.

VIII. BUSINESS PRACTICES

8.1 Budget Process

The budget process is an essential and ongoing part of the organization's operations. The budget process includes:

- Selecting a Budget Committee.
- Developing a budget calendar.
- Formulating an organization's goals and objectives.
- Developing the budget:
 - Selecting the budget format
 - Forecasting revenues
 - Allocating resources to meet the organization's goals and objectives
 - Only utilize reserves for transition purposes (not as a long-term solutions)
- Monitoring the budget and evaluating the effectiveness of the programs and allocations. Excess amounts budgeted for stipends may compromise the tax-exempt purpose.
- Monitoring budgeted expenses to actual expenses and reporting out to the Executive Board and Representative Council.
- PEA Bylaws should designate the person or committee assigned to prepare the budget, the timeline for budget preparation and submission for approval and the governing body authorized to approve the budget.

8.2 Select a Budget Committee:

8.2.1 The Committee should include the Treasurer (Chair), President and other Executive Board members who wish to contribute along with one or two members. The formation, size and responsibilities of the committee are at the local's discretion.



8.2.2 The Committee’s purpose is to coordinate the development of the budget in an inclusive environment, to make recommendations to the leadership on potential adjustments to the budget and to monitor budgeted expenses against actual expenses.

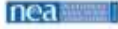
8.2.3 Selection of Budget Committee members can be a component of the local leadership development program aligned with the Strategic Plan to train and transition potential future candidates for the office of the Treasurer.

8.3 Develop a Budget Calendar:

The budget fiscal year is September 1st - August 31st. PEA’s budget for each fiscal year shall be adopted by the Executive Board and Representative Council before the first regular meeting of the school year, preferably in the spring of the preceding year. This way, if dues levels need to be increased, you can notify the membership, CTA and school districts of the payroll deduction change on a timely basis. To have the budget prepared in a timely manner, the organization should establish a budget calendar to outline the process for budget preparation and adoption.

8.3.1 The budget calendar shall follow these guidelines and timelines:

- a) Fall: Fiscal year begins September 1st:
 - 1) Before August- Develop and outline a projected program.
 - 2) Obtain membership input via hearings or surveys on budgeting priorities.
 - 3) Determine a dues level to finance the program.
 - 4) Consider establishing a dues level based on employment status to qualify for crisis arbitration funding.
 - 5) Prepare a recommended budget, including estimated expenses for each projected program.
 - 6) Oct. 30th PERB report deadline. Before August- Develop and outline a projected program.
- b) Winter: IRS and Taxes
 - 1) Jan. 15th IRS and FTB Tax Information Returns due.
 - 2) Jan. 31st IRS W2 and 1099 NECs due to recipients paid \$600 or more. IRS W2, W3, 1096, and 1099 NECs due to the IRS.



- c) Early Spring:
 - 1) Review the suggested program and make necessary adjustments.
 - 2) Outline committee procedures for action.
- d) Late Spring:
 - 1) Prepare the final budget.
 - 2) The Executive Board approves the budget.
 - 3) Meet with the Representative Council or general membership for adoption.
 - 4) By May 31st, adopt the budget (dues increase proposal, if necessary).

8.4 Formulating Your Organization's Goals and Objectives

Before preparing the budget, PEA should establish its goals and objectives for the coming year. Once these goals have been outlined, PEA should:

- a) Design programs to meet its objectives.
- b) For continuing goals, PEA should review its prior year programs to determine their effectiveness in achieving the organization's goals. Programs deemed to be effective may continue, while programs deemed to be less effective may be modified or redesigned for the coming year.
- c) Eliminate those past programs not corresponding to current goals.
- d) Remember, when preparing a budget, you must keep the following in mind:
 - 1) Be conservative, especially when forecasting membership growth or the organization's ability to contain program costs. This will prevent overestimating dues revenues or underestimating program costs in the coming year.
 - 2) Remember to account for inflation. You must consider inflation when determining projected expenditures to avoid distorting the true projected cost of a program or service.
 - 3) Consider both historical and anticipated trends when



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projecting membership numbers and the organization's estimated costs. Ask what the organization expended for the program or service in the prior year and whether any changes are anticipated that will affect the cost next year (i.e., expansion or contraction of a program).

8.5 Developing the Budget: the committee will follow these steps:

- a) Select the budget format.
- b) Forecast revenue.
- c) Allocate resources to meet the organization's goals and objectives.
- d) Only utilize reserves for transition purposes (not as a long-term solution).

IX. STIPENDS

- 9.1 Members shall receive a stipend for each position in which they serve as stated in sections 1-6. Appointed Committees may be led by co-chairs; resulting in the stipend equally divided among co-chairs.
- 9.2 Elected Executive Board members (President, Secondary Vice President, Elementary Vice President, Secretary, and Treasurer) shall not receive a stipend for being a site representative or chair of committee.
- 9.3 Stipends will be reviewed annually at the June Executive Board meeting and any changes must be made and approved by the Representative Council at the following meeting. Every effort shall be made to ensure the greatest number of members are involved and hold leadership positions including committee chairpersonships and Executive Board appointments.
- 9.4 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 leadership capacity (in



accordance with PEA Bylaws).

- 9.5** President receives \$360.00 monthly: includes President's stipend (\$300.00) and mobile phone (\$60.00).
- 9.5** Executive Board members receive \$299.00 in January and June. These members include the Secondary Vice President, Elementary Vice President, Secretary, and Treasurer.
- 9.6** Bargaining Chair receives \$299 in January and June. Bargaining Team members receive \$180 in January and June.
- 9.7** Site Representatives
In efforts to comply with PEA Bylaw VII-A through G, at the April Representative Council Meeting site representatives will be given the opportunity to declare their intent to serve for the following school year. After the May Representative Council meeting, and once representatives have had sufficient time to declare their intent the President or their designee must:
 - 1) Send an email to the active members at their perspective sites with proposed site representative(s) and give the opportunity for members to accept the Site Representative(s) and to self-nominate if they chose via email.
 - 2) If an election is needed because the ratio of representation exceeds the 1:10 ratio (one site representative for every active PEA member), the President or its designee will hold an election for that perspective site. Ensuring to provide five business days to allow members at that site to vote and following CTA voting rules of one-vote per member.
 - 3) Members at their perspective sites will be notified of the outcome of the election on the sixth business day.
 - 4) At the June Executive Board meeting the Site Representatives may be approved and that information must



be made readily available to general membership.

- 9.8** Site Representative Council members receive \$30.00 for each month of fulfilling duties, which can include: Attending Representative Council Meeting. Facilitating/leading 10-minute meetings and ensuring 10-Minute Meeting attendance is submitted.
- 9.9** Site Representative stipends are dispersed in June. A minimum of 4 meetings per year must be attended to receive the stipend. After a Representative Council member misses 3 consecutive Representative Council meetings in a row, or 4 meetings missed total in a year, they will no longer be a Site Representative Council member.
- a) After the second absence, site representative members will be called into a hearing to determine next steps (i.e. continue, resign, accommodations). Members will be called into a private hearing to determine the next steps (i.e. continue, resign, accommodations) through a member support form with a follow-up meeting as indicated on the Member Support Form.
- 9.10** The Human Rights Chair, LGBTQ+ Chair, Organizing Chair, Grievance Chair, Bargaining Chair, PAC Chair, PAC Treasurer, Elections Chair, Dual Immersion Chair, Communications Chair, SpED Chair, Women’s Issues Chair, and Community Schools Chair, shall receive \$200.00 in January and June.
- 9.11** Honorariums: The Executive Board may authorize honorary payments to members who have performed extraordinary services to PEA. These payments can be for no more than \$200.00 in a fiscal year.
- 9.12** Pittsburg Education Association members who receive stipend(s) of \$600 or more in a year will be mandated to complete a IRS W-9 form providing their social security number, legal name, and address to the Pittsburg Education Treasurer for the sole purpose



as follows: IRS 1099 form needs to be provided to keep the association within IRS compliance. A member may decline to provide such information but will also forgo stipend payments.

- 9.13** To ensure maximum effectiveness in leadership and functionality of our union, after the second no call, no show, no report absence of an Executive Board member to the Executive Board Monthly Meeting and/or the monthly Representative Council meeting the Executive Board member will be called to a private hearing with the elected Executive Board to determine the next steps (i.e. continue, resign, accommodations). Through a member support form with a follow up meeting as indicated on the Member Support Form.

X. SEGREGATION OF DUTIES - CASH RECEIPTS AND DISBURSEMENTS

The policies and procedures regarding the funds receipts and disbursements should be documented and readily available to all members.

10.1 Funds receipts must be:

- (a) Reported in a log on the date received with the line-item number included.
- (b) Copied and filed with the bank deposit confirmation slip.
- (c) Deposited on a timely basis.
- (d) Recorded in the book balance with the line-item number included.
- (e) Accounted for on the bank statement as part of the bank reconciliation process.
- (f) Monitored against the budget on the Treasurer's Report.
- (g) Researched immediately for discrepancies.

10.2 Funds disbursements:

- (a) Funds should not be disbursed without the budget code and proper documentation such as an approved invoice, check requisition, or reimbursement statement.
- (b) Dual signature policy required for all disbursements.



- (c) Signators cannot sign for their own disbursements.
- (d) The signature card with the bank is limited to the following Executive Board members: President, Secondary Vice President, and Treasurer.
- (e) Primary signatories are the President and Treasurer.
- (f) In the case when one or both are not available, then the Secondary VP on the signature card may with proper approval disburse funds that are routine in nature.
- (g) The President and the Treasurer must not sign blank checks or use a signature stamp.
- (h) Prior to departure or termination of duties as President, Secondary VP, Treasurer, the departing Executive Board member must ensure their account is settled prior to departure and the incoming Executive Board member(s) become the new designated user(s) to the account.

XI. BANK RECONCILIATIONS

11.1 Bank reconciliations should be prepared by the Treasurer on a monthly basis and be approved by the President or Secondary VP. A good practice is to research reconciling items such as outstanding deposits and payments (ie. owed payments) mediately.

11.2 Follow-up should be required on checks that have been outstanding for more than 90 days.

11.3 Checks issued by PEA for reimbursements or payment must be cashed/deposited within 90 days.

11.4 The treasurer or designee will contact the recipient (must document the written communication with date, time and form of contact) to inform them at the 30 and 60 day mark after the check issue date the need to cash the check and refer to the policy on re-issuing the check after the 90 days below.

11.5 If a member loses a check, they must notify the Treasurer and Approving Officers immediately and a stop payment will be issued in line with section 5 below.

11.6 Checks that are not cashed shall not be reissued until the members



or company contacts the Executive Board requesting reissuance of the check. The PEA Treasurer will then reissue the check while deducting the fee of stop payment imposed by the financial institution.

- 11.7 Other transactions such as bank fees and interest income should be reflected in your books and records for an accurate reconciled book balance.
- 11.8 The Approving Officers should be reviewing:
 - 11.8.1 Balance per Bank Statement reconciling items to the Balance per Books.
 - 11.8.2 Transfers of cash from savings to checking (to pay the bills).
 - 11.8.3 Check images to compare payee on checks to books and records.
 - 11.8.4 MUNIS Report in comparison with active membership list to ensure accuracy of dues.

XII. CAPITAL EXPENDITURES

- a) There are many vendors to choose from during the selection process when making capital purchases (such as a building, office furniture and appliances, and/or computer equipment).
- b) The Budget Committee's charge would be to seek out multiple bids (within budgeted guidelines), compare and evaluate the options, report to the Executive Board (including purchase price options), and voted on by the Representative Council.
- c) If a potential conflict of interest exists for a committee member, the Committee member should be excused from the decision-making process. The Board approved process and purchase price should be included in the Treasurer's Report at the following Representative Council meeting.
- d) Smart phones, laptops, iPads, etc. assigned and in the possession of local leaders are the property of the association and should be returned at the expiration of the



term or purchased at the fair market value.

XIII. Conferences

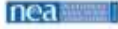
For the 2024-2025 school year as approved in the PEA Executive Board and Site Representative Council of April 2024 Meetings there will be a moratorium on conferences, except for CTA region 1 leadership Conference, NEA RA, and State Council.

13.1 Each year during the May pre-scheduled meetings the Executive Board and Representative Council will review and approve the budget and policies surrounding conferences for the following year.

13.2 It is the intent of the member(s) attending to be financially conscious and when applicable coordinate with other members attending the same conference to keep the cost down. Members are encouraged to apply for CTA/NEA/ALCOSTA grants/scholarships to help offset the cost.

13.3 Conference reimbursement must adhere with PEA’s MEMBER EXPENSE REIMBURSEMENT POLICY (section XIV including all subsections of 14.1 through 14.10).

13.3.1 With prior approval from the Executive Board and Representative Council, members that are appointed to the positions of The Human Rights Chair, LGBTQ+ Chair, Organizing Chair, Grievance Chair, Bargaining Chair, PAC Chair, PAC Treasurer, Elections Chair, Dual Immersion Chair, SpED Chair, Communications Chair, Community Schools, Women’s Issues Chair and members of the Bargaining Team will be granted full scholarships to one (1) CTA Endorsed/Sponsored Conference listed below of their choosing (in the case of Co-Chairing, priority will be given to newly appointed chairs that have not attended conferences and/or in the case where applicable Co-Chairs rotate attendance yearly to a conference):



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- LGBTQ+ Issues Conference
- Equity and Human Rights Conference
- Special Education Conference
- Issues Conference
- Good Teaching North Conference
- Region 1 Leadership Conference
- New Educator North Conference
- Political Academy

13.3.2 With prior approval from the Executive Board and Representative Council. Members that are elected to the positions of President, Secondary Vice President, Elementary Vice President, Secretary, Treasurer will be granted full scholarship to one (1) conference listed below of their choosing:

- NEA Conference on Racial and Social Justice
- NEA Leadership Summit
- NEA West Coast Minority Leadership Training & Women's Leadership Training
- LGBTQ+ Issues Conference
- Equity and Human Rights Conference
- Special Education Conference
- Issues Conference
- Good Teaching North Conference
- Region 1 Leadership Conference
- New Educator North Conference
- Solidarity Conference
- Political Academy

13.3.3 Pittsburg Education Association Treasurer will be granted full scholarship to CTA's annual Treasurer Training.

13.4 The Pittsburg Education Association President will be granted a full scholarship to CTA's annual Presidents' Conference. (section XV including all subsections of 14.1 through 14.10)



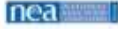
13.5 PEA State Council

Members that have been elected to the position of the PEA State Council Representative will attend all Executive Board meetings and Representative Council meetings to report out and seek input from members to represent PEA at State Council Assemblies.

- a) An Article for the FOCUS shall be submitted quarterly (The month following State Council)
- b) PEA shall provide four Friday release days for the elected State Council Representative the weekend of to travel to State Council.
- c) PEA will only reimburse the State delegate for half of the lodging not covered by CTA.

13.6 PEA NEA RA Local Delegates

- a) 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 PEA Executive Board meetings and the Representative Council meetings before and after the NEA-RA assembly meetings. It is the intent of the elected delegates attending to be financially conscious and when applicable coordinate with the other delegates attending to keep the cost down.
- b) 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 all California Caucus meetings at the RA, in addition to all general sessions.
- c) For the entire year following the attendance at the NEA RA, delegates must continue attending the NEA RA meetings as scheduled by CTA/NEA/ALCOSTA.
- d) When applicable NEA RA Local delegate(s) report out and seek input from the local membership at the May and August meetings.



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- e) An article for THE FOCUS shall be submitted after attendance in September.
- f) Once the association is made aware of how many allotted delegates the Executive Board must:
 - (1) Decide how many delegates to fund. The decision must first be presented and passed in the Executive Board, and thereafter presented to the Representative Council for final approval.
 - (2) Effective 2025 PEA will revise the budget in line with the CTA NEA RA State Delegate rate for the NEA RA local delegate.
 - (3) Hold elections for the allotted NEA RA local delegates.
 - (4) Elections will be run by the Elections Committee as outlined in the current years' CTA elections handbook.

13.7 NEA RA local delegate Reimbursement must adhere with PEA's MEMBER EXPENSE REIMBURSEMENT POLICY (section XIV including all subsections of 14.1 through 14.10).

13.8 Summer Institute (SI):

- a) PEA members attending SI paid by PEA must be pre-approved by the Executive Board and Representative Council. The attendee(s) shall report back to the Executive Board and Representative Council in September.
- b) Attendee(s) of SI will write an article for THE FOCUS in September and participate in organizing events around the Summer Institute strands throughout the school year.
- c) The Pittsburg Education Association will set aside funding for at least two (2) members to attend of the Summer Institute. Any revision to the allotted budget



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for SI must occur at the May Executive Board and Representative Council meetings.

- d) Reimbursement for SI must adhere to PEA's MEMBER EXPENSE REIMBURSEMENT POLICY (section XIV including all subsections of 14.1 through 14.10)
- e) Priority to attending SI will be given to members that have not attended Summer Institute funded by PEA.

XIV. MEMBER EXPENSE REIMBURSEMENT POLICY

14.1 Pittsburg Education Association 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 Pittsburg Education Association (PEA), California Teachers Association (CTA) or National Education Association (NEA) business.

14.2 General Authorization. The rules governing the control for necessary expenses of members of PEA, including travel of members on business, including conferences, of the Association are authorized by the Executive Board as follows:

14.3 Travel

- a) PLANE: The most economical coach round trip fare (based on a 21-day advance purchase, with receipt).
- b) TRAIN OR BUS: Actual fare (based on a 21-day advance purchase with receipt).
- c) AUTO:
 - (1) The standard business mile rate as set by the Internal Revenue Service for transportation expenses. The mileage reimbursement will be calculated using the shortest highway route. Mileage reimbursement cannot exceed the cost of coach plane fare or train (price based on a 21-day advance purchase).
 - (2) Mileage to and from the member's home airport



at the standard business mile rate as set by the Internal Revenue Service.

- d) AIRPORT SHUTTLE: PEA will reimburse the cost of airport shuttles, taxi, or ride share company (i.e. Lyft, Uber) to and from the meeting site. (with receipt)
- e) PARKING: Actual costs of airport parking when flying or using train (with receipt or credit statement with clear vendor, dates, amount).
- f) With prior approval of the Executive Board; PEA will only cover the cost of a rental when it does not exceed the cost of C1 and C2 of this member expense policy. Additional cost associated with rental will not be reimbursed ie. Parking at airport, car-rental insurance
- g) Members will not be reimbursed for any mileage when renting a vehicle.
- h) If travel by private or rental car incurs additional charges those charges will not be reimbursed ie extra lodging meals, tolls.

14.4 Lodging in Hotel/Motel/AirBnB:

- (a) The group rate offered by CTA/NEA will be reimbursed (with receipt).
- (b) Extra lodging days before or after the conference is not reimbursable.
- (c) Personal charges such as laundry, valet, telephone calls, snacks, and entertainment is not reimbursable.
- (d) Portage rate as stated by CTA will be reimbursed.

14.5 Meals:

- (a) There will be no reimbursement for meals when CTA/NEA/PEA already provides them, unless CTA/NEA/PEA does not make dietary accommodations that have been communicated by the member in advance during registering. (ie. vegan, gluten-free)
- (b) When meals are not provided by CTA/NEA/PEA during a conference, actual amounts paid, including tax and tip, must not to exceed \$50.00 total. Itemized receipts



are required for all meals.

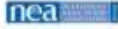
14.6 Deadline for Filing Claims: All claims must be filed within thirty days from the last day of the conference/event in which they are incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim to the treasurer.

14.7 Claims filed more than sixty days after the end of the month in which they are incurred shall require approval by the Executive Board. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim at which the Executive Board will review and give directions for next steps.

14.8 Report of Missing Receipt must accompany the Member Expense Statement when an itemized receipt is not available.

14.9 Exceptions Any exceptions or variations from the above Rules covering travel and other expenses shall be allowed only by authorization within supplemental policies adopted by the Executive Board.

- a) Unless an emergency arises that prevents the member from traveling to their returning destination, prior approval is needed from the PEA president to extend the stay.
- b) Under special circumstances, members may receive a advance to help defray costs; the Executive Board will consider such circumstances on a case-by-case basis. If approved a W-9 will be completed by the member and must be returned to the Treasurer upon receiving the advance.
- c) Members are required to:
 - (1) Only use the advance for approved travel expenses
 - (2) Submit expense form within thirty (30) days of the event.
 - (3) Deduct the amount of the advance from the



- amount due or
- (4) Include check for the unused advance.
- d) Members who do not submit a member expense form are subject to:
 - (1) Being issued an IRS Form 1099 for the total amount of the advance
 - (2) Not eligible to receive further advances.

14.10 State NEA RA Delegates should make their advance requests directly to CTA.

14.11 Honoraria. PEA members will not be provided honoraria or remuneration for speaking at PEA conferences or conducting PEA workshops beyond reimbursement for expenses as prescribed above.

XV. CREDIT CARD POLICY

- 15.1** Effective Date: 04/09/2024 approved by the Executive Board. This document establishes a policy governing the reimbursement of business expenses (travel, meals, and other expenses) incurred conducting PEA business, as well as a policy for the appropriate utilization and accountability for the use of the PEA business credit card.
- 15.2** PEA business credit card shall only be issued to the PEA President.
- 15.3** It is PEA’s policy to comply with the Internal Revenue Service regulations by requiring the accounting for ordinary, necessary, and reasonable expenses on a timely basis in accordance with an “Accountable Plan”. An “Accountable Plan” is a system in which charged or reimbursed expenses are accounted for on a timely basis and includes the following requirements:
 - 15.3.1** A valid business connection.
 - 15.3.2** Substantiation in the form of a receipt and/or invoice.
 - 15.3.3** Substantiation must be submitted within (30)



days of the charge.

15.3.4 Requests for reimbursement of business expenses and/or the accounting of charged expenses on PEA’s business credit card must be submitted on the PEA’s Budget Expense Report.

15.3.5 Original receipts are recommended for all expenses submitted and required for all expenses in accordance with contractual amounts.

15.3.6 To maintain an “Accountable Plan” as defined by IRS regulations, the business purpose of the expenditure and the names and business relationships of guests must be included as part of the substantiation and be accounted for within sixty (60) days of incurring the expense.

15.3.7 If required information is missing, the expense statement will be returned to the originator.

15.3.8 The PEA’s Member Expense Statement form, together with the required documentation, must be submitted for review and signature approval before payment is made and/or charged expenses are cleared.

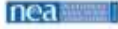
15.3.9 The reviewer is responsible to ensure that the expenses are reimbursable under this policy, validate the expense report has been filled out properly including the required documentation and receipts, and verify that the expenses are reasonable and necessary.

15.4 The following are common reimbursable expenses allowable under this policy, in line with PEA members’ expense policy:

15.4.1 Lodging (statement required)

15.4.2 Travel expenses including airfare, taxi, mileage (at IRS standard mileage rate and when applicable at the 21 day in advance purchase rate).

15.4.3 Reasonable meal costs necessitated by travel,



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including tips up to 18%

15.4.4 Business telephone calls

15.4.5 Hotel or airport parking, tolls

15.4.6 Internet Connection (President)

15.4.7 One checked luggage (up to 50 pounds) for air travel

15.4.8 Meals to and from while traveling to conferences with itemized receipts.

15.4.9 Meals for committee work or when meals not provided at conference with itemized receipts.

15.5 Expenses not reimbursable include:

- (a) Personal expenses
- (b) Airline club dues
- (c) Traffic fines
- (d) Tips more than 18% and tips in addition to pre-applied gratuity
- (e) Hotel room movies and snacks
- (f) Luggage, briefcases, etc.
- (g) Alcohol, unless reasonable in cost and consumed during business entertainment activities.
- (h) Parties and gifts for personal use.
- (i) Reimbursement for business miles more than the cost of airfare to the same destination.
- (j) First class airfare

15.6 No policy can anticipate every situation that might give rise to legitimate business expenses. Everyone must use their best professional judgment in determining if an expenditure is reimbursable under this policy. Business travel will be reimbursed at the per mile rate established by the IRS rates or at actual costs, whichever is lower.

XVI. CREDIT CARD USAGE:

16.1 Credit cards represent an extension of credit to the union and may only be issued with the approval of the Executive Board.



16.2 Business Cards issued by PEA are not to be used for personal expenses. This would include invoices that are bundled such as a high-speed internet connection (business) and a TV cable bill (personal).

16.3 The card must not be used to obtain cash advances or for expenses other than those incurred by the cardholder.

16.4 Charges incurred on the business card should only be made by the person whose name is on the card. The charging of personal transactions is not acceptable.

16.5 Infractions of the conditions of this policy would result in cancellation of the card and withdrawal of credit card privileges.

16.6 Breaching this policy may lead to action against the cardholder concerned.

16.7 In all cases of misuse, PEA reserves the right to recover any monies from the cardholder. PEA may recover from reimbursable expenses, any unauthorized amount claimed.

16.8 Credit card expenditures must be reconciled and submitted within at least 15 days before the payment due date to avoid late fees or carry interest charges.

16.9 Those who do not submit the required monthly expenditure report will be sent a written reminder.

16.10 At the end of 60 days the card may be canceled if no report has been submitted. The Executive board must meet to discuss and take action regarding the President's lack of financial responsibility.

16.11 At the end of 120 days, the amount charged will be added to compensation (with the appropriate taxes withheld).

16.12 Cardholders are expected to exercise prudent business judgment regarding expenses covered by this policy. The business activity or connection must be necessary in the performance of the cardholder's duties or responsibilities, and there must be a clear business purpose for the expense.



16.13 The PEA business credit card will have a credit limit of \$10,000 in accordance with the Budget. Both the name of the local and the Officer must be displayed (embossed) on the business card. The business card account should be under the local's EIN (Employer Identification number).

16.14 Cardholders are required to have on file with the affiliate either the IRS Form W-4 (for employees) or IRS Form W-9 (non-employees) for the affiliate to be able to report imputed income to the IRS for non-compliance with the Accountable Plan.

16.15 The credit card is to be used for local association business only where a check payment is not feasible.

16.16 The credit card is not to be used as a line of credit for CTA, NEA, UniServ or Service Center Council travel expenses (conferences, workshops, or meetings), when the PEA member holds a leadership role within CTA, NEA, UniServ or ALCOSTA SCC.

16.17 Cardholders not in compliance with this policy risk suspension of the card and potential legal ramifications.

16.18 Lost or stolen cards must be reported immediately to the Executive Board. The President will then be directed to cancel the card.

16.19 Prior to departure or termination of duties as President, the cardholder must ensure their account is settled prior to departure and the incoming President becomes the new designated user to a new card/account.

16.20 The card must be surrendered upon request by the incoming President or Treasurer.

XVI. ENDORSEMENT STANDING RULE

17.1 In accordance with current PEA Bylaws, the President of the Association shall appoint a Chair for the Political Action Committee (PAC). If an Organizing Committee already exists, the President may consider expanding the role of this committee to include political organizing.



17.2 The Chair, working in conjunction with the President, shall recruit team members for the Committee. A good-faith effort will be made to assure the committee is representative of the overall membership. This shall include an effort to represent the various school sites or grade levels, gender, age and ethnicity. On average, the size of the committee will consist of 3-7 members.

17.3 The Committee shall be charged with the task of developing a recommendation timeline and budget for the chapter endorsement process. The Committee will work with the CTA Regional Political Organizer to help plan and budget all campaign-related activities. The timeline and budget shall be adopted by the Executive Board and ratified by the Representative Council.

17.4 All known, viable board of education candidates, including all incumbents up for reelection, shall be invited to interview. The Committee shall decide how, when and where interviews will be conducted.

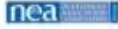
17.5 Committee. The Committee is encouraged to create a written questionnaire to be sent out to all candidates electronically, with a separate set of questions developed for the oral interview portion.

17.6 The Committee shall operate on a consensus basis. Only candidates that receive a consensus of support will receive a recommendation from the Committee to be moved to the next meeting of the Executive Board and Representative Council.

17.7 The Committee may recommend one of the following positions regarding candidate endorsements:

- a) Endorse – one or more candidates warrant endorsement.
- b) Neutral – This keeps the Chapter out of the race but allows for individual Chapter members to endorse if they so choose.
- c) No Recommendation – None of the candidates were worthy of endorsement.

17.8 Under no circumstances will the chapter endorse more candidates than there are available seats.



a) Optional: The Committee may also consider endorsing in other local, non-school board elections within the boundaries of the county, by recommending to the Executive Board and Representative Council that the endorsements of the local labor council be forwarded for approval in lieu of a separate interview process.

17.9 The Committee will report recommendations to the Executive Board immediately following the interview process. A supermajority (60%) of the Executive Board will be required to adopt the report of the Committee. The Representative Council must also ratify the recommendation by the same (60%) threshold before the Chapter endorsement is official. Every attempt shall be made to finalize this process by late August or early September of an election year.

(a) Optional: The Committee may consider conducting interviews prior to the candidate filing process (mid-July) if the Chapter has either recruited candidates or would like to recommend incumbents who have been rated as “friendly” by the Executive Board and the Representative Council.

17.10 If the Chapter has a PAC fund, no funds will be allocated out of the PAC for any candidate or local measure without an official endorsement vote of the Executive Board and the Representative Council.