

**SEATTLE EDUCATION ASSOCIATION  
STANDING RULES**

As written in the June 14, 2004 Policy and Procedures Manual  
Reorganized April 21, 2008

Includes amendments adopted up to December 11, 2023.

**1.A.** These SEA Standing Rules may be reorganized or rearranged as the president or their designee determines. The Standing Rules shall be dated and titled according to current status and source, (proposed, revised proposal, adopted, etc.)

**1.B.** The SEA Standing Rules shall include SEA rules which concern the administration of the Association.

**2. Document Identification**

**2.A.** The SEA shall maintain an index system for all adopted documents.

**2.B.** The SEA documents shall be dated and titled according to current status, when revised and adopted.

**3. Governance**

**3.A. President**

3.A.1. Release Time: The SEA shall negotiate with the Seattle School District for leave of absence to provide full released time from their regular district assignment to perform SEA duties of President.

3.A.2. Compensation/Benefits: The President shall be entitled to compensation/benefits that they would have earned in their last assignment, including increments. This shall include total pay but does not include other supplementary assignment stipends. The President will be paid based on the current school year classified salary schedule, PA8 step 9 grade 22, or their current salary, whichever is greater.

3.A.3. The Association shall make provisions to fully reimburse the district monthly according to the Collective Bargaining Agreement for salary, summer stipend and fringe benefits such as retirement, health, and workers compensation.

3.A.4. The SEA President's stipend will reflect work for extra time and responsibility beyond the school district calendar of 180 days.

Summer stipend:

- The President shall receive a summer stipend of 30 days.
- Regardless of the president's bargaining unit, Summer Stipend pay will be calculated upon OSPI's Seattle "average classroom teacher salary" per day of that year.

School year stipend:

- \$5,000 paid during the current school year.

Stipend Calculation: Summer stipend and School year stipend are combined and paid in 10 or 12 equal monthly installments starting from the Oct. 1 pay warrant of the current school year in accordance with the employee's pay warrant schedule with SPS.

3.A.5 Compensatory time (10 days) and /or holiday and school breaks during the school calendar may be utilized for sick leave or time off. Any personal or sick days taken above the compensatory time are required to be withdrawn from accrued sick leave on pay warrants.

### **3.B. Vice President**

3.B.1. Release Time: The SEA shall negotiate with the Seattle School District for leave of absence to provide release time from their regular district assignment to perform SEA duties of Vice-President as set by the Representative Assembly. The board of directors shall make a recommendation to the RA for the amount of release time the Vice-president is obligated to. This recommendation will align with the proposed SEA operating budget and must be presented by the December RA and ratified prior to the elections of SEA officers. The Representative Assembly shall establish the amount of release time to which the Vice-President is entitled.

3.B.2. Compensation/Benefits: The Vice-President shall be entitled to compensation/benefits that they would have earned in their last assignment including increments. This shall include TRI but does not include other supplementary assignment stipends. The Vice President will be paid based on the current school year classified salary schedule, PA8 step 7 grade 22, or their current salary whichever is greater.

3.B.3. The Association shall make provisions to fully reimburse the district monthly according to the Collective Bargaining Agreement for salary,

stipend, and fringe benefits such as retirement, health, and workers compensation.

3.B.4. The SEA Vice-President's stipend will reflect work for extra time and responsibility beyond the school district calendar of 180 days.

Summer stipend:

- The Vice President shall receive a summer stipend of 30 days.
- Regardless of the vice president's bargaining unit, Summer stipend pay will be calculated upon OSPI's Seattle "average classroom teacher salary" per day of that year.

School Year stipend:

- \$2,500 paid during the current school year.

Stipend Calculation: Summer stipend and School Year stipend are combined and paid in 12 equal monthly installments starting from the Oct.1 pay warrants of the current school year.

3.B.5 Compensatory time (10 days) and/or holiday and school breaks during the school calendar may be utilized for sick leave or time off. Any personal or sick days taken above the compensatory time are required to be withdrawn from accrued sick leave on pay warrants.

### **3.C. Treasurer**

Stipend Calculation:

- An \$1,800 stipend will be paid during the current school year for duties beyond the school day. Payment will be in equal monthly installments through SPS pay warrants.

3.C.1: Up to 8 hours of release time per month shall be provided when needed to complete Treasurer duties including, but not limited to, attending meetings of Executive Officers, performing necessary communications and duties in regard to the SEA Budget.

### **3.D. Center for Racial and Social Justice (CRSJ) Director**

3.D.1. Release Time: The SEA shall negotiate with the Seattle School District for leave of absence to provide release time from their regular district assignment to perform SEA duties of CRSJ Director as set by the Representative Assembly. The Board of Directors shall make a recommendation to the RA for the amount of release time the CRSJ Director is obligated to. This recommendation will align with the proposed

SEA operating budget and must be presented by the December RA and ratified prior to the elections of SEA officers. The Representative Assembly shall establish the amount of release time to which the CRSJ Director is entitled.

3.D.2. Compensation/Benefits: The CRSJ Director shall be entitled to compensation/benefits that they would have earned in their last assignment including increments. This shall include TRI but does not include other supplementary assignment stipends. The CRSJ Director will be paid based on the current school year classified salary schedule, PA8 step 7 grade 22, or their current salary whichever is greater.

3.D.3. The Association shall make provisions to fully reimburse the district monthly according to the Collective Bargaining Agreement for salary, stipend, and fringe benefits such as retirement, health, and workers compensation.

3.D.4. The SEA CRSJ Director stipend will reflect work for extra time and responsibility beyond the school district calendar of 180 days.

Summer stipend:

- The CRSJ Director shall receive a summer stipend of 15 days and may be extended to 30 days with prior approval of the Executive Director and President.
- Regardless of the officer's bargaining unit, Summer stipend pay will be calculated upon OSPI's Seattle "average classroom teacher salary" per day of that year.

School Year stipend:

- \$2,500 paid during the current school year.

Stipend Calculation: Summer stipend and School Year stipend are combined and paid in 12 equal monthly installments starting from the Oct.1 pay warrants of the current school year.

3.D.5 Compensatory time (10 days) and/or holiday and school breaks during the school calendar may be utilized for sick leave or time off. Any personal or sick days taken above the compensatory time are required to be withdrawn from accrued sick leave on pay warrants.

#### **4. Board of Directors' Relationship to SEA Office Staff**

**4.A.** Any member of SEA Board of Directors must check with the SEA Executive Director or their designee to make requests for assistance involving SEA office personnel.

**4.B.** Any member of the SEA Board of Directors must clear meeting times, places, and dates with SEA staff who maintain the SEA building calendar.

## **5. Release Time for Association Activities**

To obtain release time for an association activity, the member must seek prior approval from the SEA President and/or Executive Director. The activity must be clearly identified so it can be encumbered and charged to the appropriate account.

## **6. Departmental Issues:**

**6.A.** Substitute Department: SEA requests each Association Representative to post on the building SEA bulletin board a copy of the Seattle School District GUIDE.

**6.B.** Paraprofessional Department: That the Seattle Education Association Board of Directors be directed ensure that a professional staff person be the chief negotiator for the paraprofessional bargaining unit in fact, practice, and spirit as well as in name unless the paraprofessional department votes at a departmental meeting at which a quorum is present to have a member assume that role.

## **7. Commission and Committees:**

**7.A.** Chairpersons will coordinate all activities and reports with assigned staff.

**7.B.** Chairpersons will assure that member and staff roles are appropriately delineated.

**7.C.** Chairpersons will coordinate all meeting preparations with assigned staff.

**7.D.** Relationship to SEA Office Staff:

7.D.1. Any member of an SEA commission or committee must check with the SEA Executive Director or their designee to make requests for assistance involving SEA office personnel.

7.D.2. Any member of an SEA commission or committee must clear meeting times, places, and dates with the SEA receptionist who maintains the SEA building calendar.

**7.E. Use of SEA Machines:** Members of SEA governance structure may have access to SEA office machines if they have had appropriate orientation and if they have made necessary scheduling arrangements with the office manager. Materials run must relate to SEA business; if they are of a personal nature, the member must reimburse the SEA at the fee set by the office manager.

## **8. Joint SEA-SSD Committees/Commissions and Task Forces**

**8.A.** Only active and/or reserve members may participate on appointive bodies of the SEA.

**8.B.** Guidelines and role of SEA designee on joint SEA-SSD committees:

8.B.1. The role is primarily one of being liaison to the Association.

8.B.2. The SEA designee should periodically keep the Association informed about issues, and progress.

8.B.3. The SEA designee should consult SEA leadership and/or staff as to Association policy and/or procedures.

8.B.4. The SEA designee should keep SEA leadership informed as to any in-service training involved.

8.B.5. Although the SEA designee cannot speak for the Association, the designee plays a key role in committee decisions (the bylaws limit spokesperson role to president and executive director).

8.B.6. The SEA designee, as an individual, can take positions on recommendations within the committee, as well as support positions taken by the committee. The designee's positions do not commit the SEA.

8.B.7. The SEA designee may request the Association to support committee action.

8.B.8. The presence of the SEA designee at sessions in which a committee action or position is taken does not constitute notice to the Association.

8.B.9. SEA designee should be aware of any bias in materials and respond to such bias appropriately.

8.B.10. The SEA designee should request whatever assistance they need from SEA.

**8.C.** The SSD Budget Advisory Committee: The SEA will participate in the District's Recommended Budget Advisory Committee as providers of resource information but not as members of the committee.

**9. SEA Presenters at SEA Workshops:** At workshops that are solely sponsored by the Seattle Education Association and presented outside of the regular 40-hour workweek, presenters who are SEA represented employees should receive from SEA:

**9.A.** Release time as needed to prepare for the workshop, up to 8 hours;

**9.B.** Vouchers for mileage, meals, or necessary childcare;

**9.C.** Access to the SEA copy machine to reproduce workshop materials;

**9.D.** Access to pens, marking pens, paper, etc., that may be used in the presentation.

**9.E.** It is recommended that a follow-up letter be sent to the presenter regarding the content and presentation. The SEA should also keep a reference file of presenters and areas of expertise to share with incoming inquiries.

## **10. Staff**

**10.A. Employment Statement:** The following shall be guidelines for the Association concerning employment:

*[note: SEA staff union contract, rights and responsibilities are under the Washington Education Association Staff Organization (WEASO).]*

10.A.1. The SEA shall utilize an equal opportunity employment policy without regard to race, creed, national origin, sex, sexual preference, age, or marital status at every job classification; and, further, an affirmative action program shall be instituted to correct under-representation of minorities and women.

10.A.2 All staff positions open shall be publicized in SEA/WEA publications when practical.

### **10.B. Affirmative Action**

10.B.1. SEA is committed to affirmative action and equal employment opportunity for all persons and shall aggressively recruit, hire, train, and promote individuals in all job classifications solely upon their job-related

qualifications and ability or potential ability to do the job; and shall not discriminate against any person because of race, creed, color, national origin, sex, sexual preference, age, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bonafide occupational qualification.

10.B.2. It is not the intent of this affirmative action policy to create any actions that shall adversely affect any current staff person. Job openings shall not be created by the dismissal or demotion of any SEA/WEA employee.

10.B.3. The SEA shall continue to study and revise its personnel policies, practices, and agreements that may tend to discriminate on the basis of race, creed, color, national origin, sex, sexual preference, age, or the presence of any sensory, mental, or physical handicap; to increase the staff profile of racial and ethnic minorities and women at all levels of employment when underutilization may exist; and shall attempt to do business with only those companies and/or businesses that are also equal employment opportunity employers. SEA in its written and pictorial communication shall be sensitive to the concerns of the "protected classes" in all illustrations and publications.

10.B.4. The SEA shall conform to all local, state, and federal laws and regulations and will actively assist affiliated local associations to comply with the Washington State Law Against Discrimination, RCW 49.60, and their associated rules and regulations; the Federal Civil Rights Act of 1964; Titles VI and VII as amended by the Equal Employment Act of 1967; Presidential Executive Order #11246 as amended by Executive Order #11375; the rules and regulations of the Office of Federal Contract Compliance, Department of Labor, Title 41, Chapter 60; the Equal Pay Act of 1963 as amended by the Education Amendments of 1982 and Title IX.

10.B.5 The SEA's goal is to employ the protected class proportional to their representation in the general population utilizing statistical data for the City of Seattle as the standard. For the purposes of hiring in the professional staff category, SEA shall strive to attain the national statistical data where these figures exceed City of Seattle statistical data. An affirmative action program, however, must be flexible and adjustments should be made as time, successes, and failures are identified.

10.B.6 It is the responsibility of the Executive Director to administer and enforce the affirmative action responsibilities of the SEA. Any other hiring or personnel actions delegated or authorized by the Executive Director shall be in line with the purposes of this affirmative action policy.



**11. Executive Director:**

- 11.A.** The Executive Director shall: Visit schools and sites in order to develop and maintain good relationships with the Association Representatives and staff. Such visits shall be reported to the Board of Directors.
- 11.B.** Assign staff to support departments (Para, SAEOP, Subs) upon request of the Department President.
- 11.C.** Provide for the development of proposed long and short-range goals, objectives, programs and budgets.
- 11.D.** Provide liaison with WEA and NEA on matters relating to member services and programs.
- 11.E.** Coordinate and direct any needed professional or support assistance from external sources, including NEA/WEA, and legal services.
- 11.F.** Provide for the monitoring/reporting of current national and state trends.
- 11.G.** Seek coalitions with and support of other groups and organizations for the promotion of SEA goals, objectives, and programs.
- 11.H.** Provide for the assignment, management, supervision, and performance evaluation of staff,
- 11.I.** Recommend the employment of regular professional staff for SEA Board approval.
- 11.J.** Employ clerical and technical staff.
- 11.K.** Implement the SEA Board approved affirmative action staffing program.
- 11.L.** Provide for periodic reports to the SEA Board of Directors regarding program implementation progress, business affairs, financial conditions, and staff performance.
- 11.M.** Oversee all official Association files and establish and maintain appropriate mailing lists.
- 11.N.** Oversee the writing, printing, and dissemination of all Association publications.
- 11.O.** Provide for appropriate training for policy bodies, committees, and members.

**11.P.** Develop and maintain appropriate research to support Association policy development and program implementation.

**11.Q.** Be responsible for the proper maintenance and operation of the SEA building and property.

## **12. SEA Board/Executive Director Negotiations**

### 12.4.1 Introduction

The purpose of SEA Board/Executive Director negotiations is to establish and maintain equitable compensation and working conditions for the Executive Director of SEA.

### 12.4.2. Procedure

Developing proposals as the initial position in negotiations.

B. Establishing initial negotiations parameters.

12.4.2.1 The president shall be responsible for:

A. Appointing or removing the staff bargaining team members for the SEA Executive Board.

B. Acting as the representative of the SEA Board in advising the team.

12.4.2.2. The SEA Executive Board shall be responsible for:

A. Adoption of general parameters for the staff bargaining team.

B. Ratification of all agreements reached in negotiations.

12.4.2.3 The SEA Board of Directors shall be responsible for:

12.4.2.4 The SEA Executive Director Bargaining Team shall be responsible for:

A. Training and orienting new members on the team.

B. Acting in an advisory capacity to the SEA Board of Directors concerning the comprehensive agreement and its interpretation.

C. Acting as the representative of the SEA Board of Directors in negotiations.

- D. Advising the SEA Board of Directors and the Governance Leaders concerning the status of negotiations.
  - E. Drawing up the Memorandum of Agreement for all completed items in negotiations.
  - F. Meeting before and after negotiating sessions for preparation and debriefing.
  - G. Making recommendations to the SEA Board of Directors concerning the negotiations process.
  - H. Making recommendations to the Representative Assembly.
- 12.4.2.5 The SEA Board of Directors Personnel Committee shall have negotiating authority within the parameters established by the SEA Board of Directors.
- 12.4.2.6 Confidential information copies of the completed, tentatively agreed-to package shall be available to the SEA Board of Directors at its meeting at which ratification shall be considered.

### **13. Standing Rules Personnel Committee**

#### 13.3.3 Executive Director Employment/Evaluation

2.3.2.1 The following shall serve as guidelines for the employment and evaluation of an Executive Director:

- A. The Executive Director's original and continued employment shall be subject to the control of the SEA Board of Directors in accordance with:
  - 1. The provisions of an employment agreement or contract approved by the SEA Board of Directors.
  - 2. The provisions of a description of the Executive Director's job description approved by the SEA Board,
  - 3. The provisions of any Executive Director's performance evaluation or appraisal tool(s) approved by the Board shall be based on the employment agreement and provisions of the Executive Director's job description.

2.3.3.2 The signed evaluation shall be completed by the Personnel Committee by the annual June Board meeting.

2.3.3.3 The completed and signed evaluation shall be placed in the Director's personnel file and shall also be filed with the SEA President.

## **14. Standing Rules Elections Committee**

### **14.A General Guidelines - Elections**

14.A.1 The Chairperson of the Elections Committee shall prepare and distribute copies of the rules and regulations governing proper election procedures. These are to be distributed for each election and to all candidates at the time of their filling for office. Rules and regulations will be posted on the SEA website and available upon request at the SEA office and at the SEA Representative Assembly.

14.A.2 Use of SEA Building. Candidates for any SEA office or departmental office may not use the SEA building for any campaign related meeting or work party.

14.A.3 Use of SEA Equipment. Candidates for any office or departmental office may not use SEA equipment for any campaign purpose.

14.A.4 SEA membership computer lists may not be given to any candidate or their representative.

### **14.B Candidates' Statements**

14.B.1 Each candidate has a right to submit a statement which will be distributed with the ballot. In the event of electronic elections, approved candidate statements will be posted on the appropriate website.

14.B.2 The maximum candidate statement length shall be as follows:

President 250 words  
Vice President 200 words  
CRSJ Director 200 words  
Treasurer 200 words  
Board of Directors 150 words  
Department President 200 words  
Department Vice President 150 words  
Department Other 100 words  
Delegates to WEA and/or NEA RA 100 words

14.B.3 The Chairperson reserves the right to eliminate words over the limits described in 14.B.2.

### **14.C Campaigning**

14.C.1 Duplication and Distribution of Campaign Materials: The expense of duplication and distribution of campaign materials is the responsibility of the candidate(s).

14.C.1.a For mail balloting SEA will be responsible for only one separate mailing with approved campaign materials. Materials for mailing can be no larger than 8.5in x 11in.

14.C.1.b For electronic balloting, SEA will be responsible for posting approved campaign materials on the appropriate website. In this event there will not be a coordinated official mailing from SEA.

14.C.2 Official Distribution of Campaign Materials by Coordinated Mailing: Candidates may participate in a single coordinated campaign mailing in conjunction with an SEA Publication provided they meet the timelines established. Such materials shall bear the name of candidates and members responsible for them.

### **14.D Other Campaigning Rules**

14.D.1 Campaigning in Buildings: The rule does not preclude the use of U.S. Mail or hand-delivered materials to the building at a candidate's own expense. Candidates may request and be furnished at no charge, one set of building mailing labels. They may request and be furnished the names and work phone numbers of current Association Representatives and a staff count of each worksite. Such material shall bear the name of candidates and members responsible for it. Candidates or their designees are permitted to post campaign materials at worksites in places designated for Association communications. In the event of a building vote, candidates or their designees may not circulate or post any campaign materials at the voting locations during the time the polls are open.

14.D.2 Campaigning at Representative Assemblies: Campaign materials may be distributed to members as they enter or leave the Representative Assembly. Candidates may not distribute any campaign materials on the floor of the Representative Assembly. Campaign materials may not be posted in the Representative Assembly meeting area.

14.D.3 All campaign materials outside of the coordinated mailings are subject to the same content standards as delineated in section 15.3a .

**14.E Sanctions:** If any SEA member is alleged by the Chairperson to be violating campaign rules or timelines, they may be disqualified by the Board of Directors from the election process. A special session of the Board of Directors can be called to rule on the alleged violation.

**14.F Ballot Security:** SEA shall ensure ballot integrity and secrecy by providing adequate safeguards and controls.

14.F.1 If paper ballots are used:

14.F.1.a they shall be returned (mailed or returned in person) to an independent third party or independent auditor for safekeeping prior to counting.

14.F.1.b the independent third party or independent auditor shall maintain an accounting of ballots and will send ballots to WEA for counting.

14.F.2 In elections conducted by remote access/electronic voting:

14.F.2.a the provider of such services shall show evidence that sufficient safeguards and controls are in place to ensure the integrity of the election process and the authenticity of votes cast.

14.F.2.b the provider of such services shall maintain a separation of voter information from the contents of individual votes in such a manner that precludes the association or any of its members from identifying a voter with the contents of their vote.

## 15. Fiscal Management

### 15.A General

15.A.1 Bank Account Signature Authorization: The SEA President, SEA Vice President, SEA Treasurer, and Executive Director, are authorized to sign on all bank accounts, to sign other official documents, and to execute loans on behalf of the Association.

15.A.2 Two (2) signatures shall be required on checking accounts, and two (2) signatures shall be required on savings accounts.

15.A.3 Annual Audit: There shall be an annual audit of the SEA financial records by an independent certified public accounting firm. SEA shall change its auditing firm every five to seven years or upon the recommendation of the SEA Executive Director. Auditing firms will be solicited and evaluated on the following criteria:

- Experience with public organizations.
- Number of people of color and women in professional positions.
- Competitive costs.

15.A.4 All Executive Board members and officers must sign the SEA Acknowledgement of Conflict of Interest Policy document annually.

15.A.5 Separate Bank Accounts: Departments, commissions, and committees shall be prohibited from establishing separate bank accounts, unless this right was reserved in their original alliance agreement with SEA.

15.A.6. Estimate Prior to Service: Before contracting for outside services, it shall be the practice to obtain a written estimate, specifying the services and costs.

15.A.7. Monetary Gifts: Officers and staff shall not accept monetary gifts from members (see Conflict of Interest Policy).

## **16. Governance/Governance Advisory Expenses**

**16.A. General:** The following guidelines shall be used for reimbursement of expenses of members while on SEA business:

16.A.1 Individuals traveling on SEA business, or incurring reasonable expenses related to WEA business, shall be reimbursed for such expenses. Such authorized persons are expected to exercise the same care in incurring expenses that a discreet person would exercise in incurring personal expenses.

16.A.2 Authority to incur expenses chargeable to the SEA shall be approved by the SEA Board of Directors, the President, or the Executive Director of the Association. Such approval shall be within the budgetary limitations of the current fiscal year and within the limits of these guidelines.

16.A.3 Exceptions to these guidelines may be granted in advance by the SEA Board of Directors, the Executive Director, or the President.

16.A.4 The limitations imposed by the budget shall give the President the authority to cancel further meetings of any governance or governance advisory body when the holding of such meetings would overspend the budget.

**16.B. Allowable Expenses**

16.B.1 Travel: Methods of transportation shall include the use of public transportation and personal autos.

16.B.1.a. Mileage Reimbursement - A maximum reimbursement for mileage for SEA business shall be paid at an amount equivalent to the prevailing rate established by the IRS for tax deduction purposes. The maximum reimbursement for mileage to conferences attended by more than one SEA member shall be contingent upon reasonable effort to carpool in order to reduce cost.

16.B.1.b. Indirect-route Travel - If authorized members for their own convenience travel by an indirect route or interrupt travel by direct route, the extra expense will be borne by that person.

16.B.1.c. Reimbursement for auto mileage shall not exceed coach airfare and related expenses,

16.B.2. Meals/Lodging: Actual expenses for meals and lodging shall be paid subject to the following restrictions:

16.B.2.a. Per diem will be limited to the amount charged SEA in the designated lodging.

16.B.2.b. Per diem for meals shall be a maximum of an amount equivalent to that allowed by the WEA for meal expenses.

**16.B.3. Vouchers**

16.B.3.a. Vouchers must have original receipts attached for lodging, meals, airfare, car rentals, etc. When individuals other than the claimant are part of the request for payment, their names must be included on the receipt or voucher provided they are members of the governance body.

16.B.3.b. Vouchers shall be submitted within thirty (30) days of the earliest date on said voucher. Expenses that are submitted more than thirty (30) days from the month they are incurred will not be honored. Exceptions to this regulation must be approved by the



entire Governance Team (SEA President, SEA Vice President, Treasurer, CRSJ Director, Paraprofessional President, SAEOP President, and Substitute President) or the Executive Director. Exceptions to the 30-day timeline shall not be approved beyond the end of the fiscal year (i.e., the last possible date to submit vouchers is September 30).

16.B.3.c. All expense reimbursement requests are to be submitted on the standard SEA voucher request and must include the payee's signature.

16.B.3.d. No more than two (2) vouchers per month may be submitted by any one member.

16.B.3.e. The Executive Director and bookkeeper will review and update as needed the standard SEA voucher request form annually to ensure the voucher remains in compliance with applicable regulations.

## **17. Professional Staff Expenses**

### **17.A. General Guidelines**

17.A.1. Professional staff employees shall be reimbursed for such travel and business expenses as the employees reasonably and necessarily incur in the performance of SEA business and in attendance at local, state, and national professional meetings.

17.A.2. A voucher system shall be used for submission of all expenses reimbursed by SEA or charged to SEA.

17.A.3. All expenses shall be itemized and receipted.

17.A.4. Expenses paid by WEA or NEA shall be reported and charged to SEA. The WEA or NEA check for reimbursement shall be payable to SEA. The professional employee shall instruct WEA or NEA to transmit the reimbursement check to the SEA Accounting Department.

### **17.B. Allowable expenses**

#### **17.B.1. Travel/automobile**

17.B.1.a. Mileage reimbursement shall apply to automobile mileage accumulated on SEA business outside the Seattle School

District. The reimbursement rate shall be the rate listed in the professional staff contracts.

17.B.1.b. Travel reimbursement shall not exceed coach airfare covering the same distance.

17.B.1.c. Employees who, for their own convenience, travel by an indirect route or who interrupt travel by a direct route shall bear the extra expense and shall not expect to be reimbursed for it by SEA.

17.B.1.d. All professional staff employees shall receive a fixed monthly automobile reimbursement to cover all automobile related expenses plus automobile liability insurance. Payment will not be made while the professional employee is on an unsalaried leave of absence from the Association.

17.B.1.e. Each professional employee covered by these guidelines shall maintain a separate record of reimbursable Association business miles and submit such record to the SEA bookkeeper or Treasurer he/she is requesting reimbursement for out-of-district mileage. Mileage reimbursement shall be at the rate specified in the professional staff contracts.

17.B.1.f. Each professional employee must carry automobile insurance with liability limits of at least \$100,000/\$300,000 on any car used for SEA business and maintain a valid Washington State drivers license. Evidence of these items shall be provided to the SEA Board of Directors.

#### 17.B.2. Meals

17.B.2.a. Meal expenses are paid for staff while on assignment based on the following schedule for personal meals:

##### Individual Meal Maximums

Breakfast \$9.00

Lunch \$15.00

Dinner \$24.99

17.B.2.b. Meal and beverage expenses shall not exceed the individual meal maximums listed above unless approved by the President in the case of the Executive Director and by the Executive Director in the case of the professional staff.

17.B.2.c. Meals shall be defined as food and beverages.

17.B.2.d. Reimbursable meal expenses shall be submitted with a voucher.

17.B.3. Lodging. Lodging for professional employees shall be paid in full for budgeted meetings or meetings authorized by the Board of Directors subject to the following conditions:

17.B.3.a. A professional employee shall be entitled to overnight accommodations in a single room. Single rooms may be utilized while on professional staff training sessions, at WEA Representative Assemblies, and for work at night or overtime if such work results in traveling sixty or more miles away from the Seattle School District.

17.B.3.b. Lodging expenses must be submitted with vouchers and receipts unless billed directly to the Seattle Education Association.

17.B.4. Other Expenses

17.B.4.a. Moving expenses shall not exceed the amount bargained between the employee and the Board of Directors or its representative. New employees for whom moving costs were paid shall reimburse the Association if their SEA employment is voluntarily terminated within the first twelve (12) months.

17.B.4.b. Professional employee personal business expenses shall be charged to the employee's own personal credit cards, personal charge accounts, or paid for in cash. SEA credit cards shall be used only for SEA business.

17.B.4.c. Long distance or other charges resulting from a professional employee's use of the SEA telephones for personal business shall be charged to the employee's personal telephone.

17.B.5. SEA Credit Card Charges and Vouchers

17.B.5.a. SEA credit card charges that do not require reimbursement shall also be accompanied by original receipts and shall list the budget items to which the employee shall be applied.

17.B.5.b. When individuals other than the professional employee incur part of the expenses charged to the Association, their names must be included on the receipt and/or the voucher. Exceptions must be approved by the President in the case of the Executive

Director or by the Executive Director in the case of the professional staff.

17.B.5.c. Professional employee expenses must be itemized and submitted on a standard SEA voucher form when reimbursement is requested by the employee.

17.B.5.d. All expenses shall be accompanied by original receipts. Exceptions to this requirement must be approved by the President in the case of the Executive Director or by the Executive Director in the case of the professional staff.

17.B.5.e. All vouchers shall indicate the budget item to which the expenditure is charged.

17.B.5.f. Vouchers shall be submitted within thirty (30) days after the earliest date recorded on the voucher. Vouchers submitted beyond the thirty (30-day limit must be approved by the Board of Directors.

17.B.5.g. Only original vouchers shall be used when reimbursement is requested. The vouchers must include the employee's signature.

## **18. SEA Delegate Reimbursement for the WEA/NEA Representative Assemblies**

The following shall serve as guidelines concerning reimbursement of delegates to the WEA/NEA Representative Assemblies:

**18.A.** The amount of funding available each year for reimbursement of delegates or successor delegates to the WEA/NEA Representative Assemblies shall be determined by the SEA Board of Directors.

**18.B.** The rate of reimbursement for each delegate or successor delegate to the annual WEA/NEA Representative Assemblies shall be equal.

**18.C.** Unless excused by the President, a delegate's reimbursement may be proportionally reduced for lack of attendance at either delegation meetings or Representative Assembly business sessions. Appeals of any reduction of a delegate's reimbursement may be filed with the President for final determination by the SEA Board.

**18.D.** SEA/WEA/NEA delegates must attend two out of three delegate meetings in order to receive maximum funding from the SEA for the WEA/NEA SEA.

## **19. Child Care**

**19.A.** Child and/or dependent adult care expenses incurred by members performing authorized, voluntary local service or attending authorized local meetings will be paid.

**19.B.** Child and/or dependent adult care expenses shall be a maximum of \$3.75 per hour and paid only for the time of the meeting or service performed and travel to and from such meeting or service.

**19.C.** Child and/or dependent adult care expenses must be authorized for the individual by the SEA President, using guidelines established by the SEA Board of Directors prior to the local meeting(s) or service.

## **20. Association Representative and Board Directors' Local Dues Reimbursement**

**20.A.** Association Representatives, and members of the Board of Directors will receive a rebate of their SEA dues, excluding WEA and NEA dues, based on their attendance at SEA Representative Assemblies. To be eligible for the rebate the Association Representative and Board Directors must attend at least five (5) meetings of the Representative Assembly and must be elected according to the SEA bylaws.

**20.B.** At the end of each school year, Association Representatives and Board Directors will have remitted to them a portion of their SEA dues. This portion would be calculated by multiplying the individual's total SEA dues for the year by the number of assemblies attended and dividing this product by the total number of representative assemblies held during the year. In order to qualify for the dues remission for an RA, an AR would have to sign in on the official sign-in sheet and attend the major part of the RA. AR's would have to attend 5 RA's in order to be eligible.

**20.C.** Association Representatives and their alternates may share a rebate provided the alternate signs the attendance sheet with the representative's name and initials the signature. The rebate will be paid to the representative, and it will be the responsibility of the representative to divide the rebate with the alternate(s).

**21. Union Goods/Labels:** The SEA shall purchase union goods and services and use union labels wherever feasible.

**22. Dues Refunds:** Dues refunds will be processed and become effective at the end of the semester in which the request is received. Therefore, should a person leaving the bargaining unit desire to drop membership, he/she must notify the SEA office in writing. At that time the request will be processed.

**23. Funds in Lieu of Dues:** It shall be the policy of SEA not to accept funds from nonmembers in lieu of established membership dues.

**24. Public Relations:** SEA, through Board of Directors approval, may purchase tickets or tables at certain community/civic functions of organizations that impact public education in the district. Such funds should be taken from budget items relating to public relations.

**25. Contribution to Charities:** The SEA through Board of Directors approval may give to charities that have involvement with public education. Such contributions will come from the "Community Outreach" budget. Political contributions should be referred to SEA-PAC or solicited from individuals.

**26. Ratification of Memoranda/Letters of Understanding During the Life of the Contract:** Memoranda/Letters of Understanding are substantive changes to the provisions of the Collective Bargaining Agreement.

**26.A.** The Executive Director, President, and Vice President shall present the Tentative Memoranda/Letters of Understanding reached during the life of a current contract to the Board of Directors.

**26.B.** The Board of Directors shall review the Tentative Memoranda/Letters of Understanding and the recommendations and recommend action regarding the Tentative Agreement to the Representative Assembly.

*Note: [ See Bylaws 5.48, 3.1, 12.13, and section 27.J of these Special Rules of Order: No officer or staff of SEA shall be allowed to make any Memoranda/Letters of Understanding with the school district unless a report is made to the Representative Assembly for approval.]*

**26.C.** The Tentative Memoranda/Letters of Understanding shall be distributed to the Representatives for consideration at least two (2) weeks prior to the Representative Assembly where it is to be ratified.

**26.D.** The procedures described above (1-3) will be the accepted procedure, provided that the timelines permit completion of the process in a timely fashion.

**26.E** The Tentative Memoranda/Letters of Understanding affecting individual SEA departments will be presented to the appropriate SEA department(s) for recommendation of "pass" or "do not pass" by the Representative Assembly.

*Note: [Each department will establish guidelines for how their vote will be conducted.]*

## **27. Tentative Agreement and the Ratification Procedure**

**27.A.** Once bargaining sessions start with the district and throughout the duration of the bargaining season, the SEA Bargaining/Negotiating Team shall prepare and disseminate regular electronic updates about bargaining. These updates will be sent out to members' home emails. SEA will also use other media to make sure that as many members as possible are aware of these updates. Upon completion of bargaining, the SEA Bargaining/Negotiating Team shall present its Tentative Agreement to the Bargaining Support Team for its recommendations.

**27.B.** The SEA Bargaining/Negotiation Team will make every attempt to bring Negotiations to closure by August 25 on the year in which the contract expires. This deadline is for the purpose of providing the bargaining committee with adequate time to prepare the Tentative Agreement to be considered by the membership.

**27.C.** To the extent possible the tentative agreement will consist of actual contract language. Where actual contract language has not been prepared, a clear statement of the agreed concepts and the impact the language will have on membership will be written into the Tentative Agreement.

**27.D.** The bargaining team will make note of “housekeeping” matters that have been included in the tentative agreement.

*Note: [Housekeeping refers to those sections of the contract that were interpreted via the grievance procedure or by arbitrations during the life of the prior agreement, or to Memoranda of Understanding that had been ratified by the Representative Assembly during the life of the prior agreement.]*

**27.E.** The Board of Directors shall review the Tentative Agreement and the Bargaining/Negotiating Team recommendations. The Board of Directors will recommend action regarding the Tentative Agreement to the Representative Assembly.

**27.F.** The Representative Assembly shall review the Tentative Agreement and recommend action to the General Membership.

**27.G.** The Bargaining/Negotiating Team shall distribute electronically to members' home emails a summary of the Tentative Agreement as soon as possible after the conclusion of negotiations, but at least seventy two hours in advance of any General Membership Meeting ratification vote. However, if a Tentative Agreement is reached during a work stoppage, strike, or employer lock-out, or if a delay in membership approval would result in a work stoppage,

strike, lockout, then advance distribution of the Tentative Agreement may be waived at the discretion of the SEA Board of Directors.

**27.H.** The procedures described above (A-G) will be the accepted procedure, provided that the timelines permit completion of the process in a timely fashion.

**27.I.** The ratification vote shall be conducted so that each separate bargaining unit votes on its individual contract.

27.I.1. The ratification and/or subsequent action decisions of the General Assembly will be made on the basis of a simple majority, except where noted in the Standing Rules and Bylaws.

27.I.2. Subsequent to the ratification of an agreement by the membership, the Bargaining/Negotiating Team may make editing changes to the agreement such as *modifications to punctuation, spelling, location, and layout.*

**27.J.** No officer or staff of SEA will be allowed to make any tentative agreement of the Collective Bargaining Agreement with the school district without a report being made to the Representative Assembly for approval by the membership.

## **28. Communications/Publications**

**28.A.** Printed or written communications: All printed or written communications to the staff and the public coming from the Seattle Education Association office on SEA letterhead shall include the date and shall carry the signature and title of the President, the Executive Director, or the originator of the communication.

**28.B.** The Seattle Education Association President shall charge the appropriate committees and/or commissions to remove restrictive membership language from official SEA publications and documents.

**28.C.** All political advertising shall contain the wording, "This is a paid political advertisement paid for by . . ."

**28.D.** All advertising of SEA-endorsed programs and services shall include the SEA logo to designate such endorsement.

**28.E.** All SEA publications and those of its departments shall include the logo of the authorizing body and the SEA logo.

**28.F.** Official SEA publications:

*[Note: The official SEA Publication once known as the ADVOCATE is currently known as UNITY.]*



28.F.1. The SEA shall encourage through announcement the submission of Letters to the Editor. Such letters shall be published in its official publications as space permits and when appropriate.

28.F.2. The SEA's official publications shall include whenever possible a successful instructional project involving buildings or worksites that will be written from a member's point of view.

### **29. Political Action/WEA-PAC**

Although WEA-PAC is separate from SEA in its organization and operations, SEA nevertheless supports the goals of WEA-PAC and urges its members to give their financial support to and channel their political efforts through WEA-PAC.

### **30. Miscellaneous Procedures**

#### **30.A. Parking Lot Procedures:**

30.A.1. Members should place the SEA parking sticker in the back window of their car.

30.A.2. The SEA sticker will permit members to use the lot during certain periods of time.

30.A.3. During the hours which SEA is open for business, the parking will be restricted to those members on association business.

30.A.4. After business or on weekends when SEA activities are not occurring, the parking stickers will allow members to use the lot.

30.A.5. Should a member have more than one vehicle, the member may request a second parking sticker by coming to SEA and presenting a membership card to the Receptionist.

**30.B. Co-sponsorship of an Event:** Co-sponsorship of an event shall mean that SEA may make monetary contribution to the event, may help publicize the event, may actively solicit participation, and may make "in kind" contributions. The SEA logo and internal communications may be used. The SEA Board of Directors shall set the parameters.

**30.C. SEA Endorsement of an Event:** Endorsement of an event shall mean that the sponsoring group is permitted to use the SEA name and logo.

**31. Privileged Information:** Information about SEA individual members is privileged information. Such membership information should be protected and given only to people responsible for carrying out approved association business.