

# KENT EDUCATION ASSOCIATION EXECUTIVE BOARD ADMINISTRATIVE POLICIES

## 10 – STAFF

- 11 - The Kent Education Association recognizes that staff working conditions are governed by the collective bargaining agreement between Washington Education Association Staff Organization and Washington Education Association.

## 20 - BUDGET

- 21 - KEA shall reimburse delegates the current IRS rate to in-state and out-of-state trainings and/or conventions for per diem expenses.
- 22 - Money gained from profits of discount service to members will be credited to Miscellaneous Revenue.
- 23 - The KEA President's mileage rate and all other authorized and/or specified drivers using their own personal cars for Association business shall be the same rate as the current IRS rate.
- 24- The KEA Secretary/Treasurer in conjunction with KEA Field Assistant for Membership and Finance, shall present a monthly written review of the budget expenditures to the Executive Board.
- 25 - The KEA President's Stipend will reflect 10% of the top of the District Salary Schedule for the first year of the President's term, 12% for the second year, and 14% for the third year, 16% for the fourth year, 18% for the fifth year, and 20% for the sixth year. In addition, an amount equal to the employer share of FICA and Medicare (e.g. 7.65% for tax year 2016), will be added to the stipend. If the district ever decides to allow the Presidential stipend to be paid via normal payroll, this addition to the stipend will expire.
- 26 - The KEA President shall receive the use of a KEA owned cell phone and related internet fees for KEA business and paid for by KEA.
- 27- The Executive Board shall annually review the financial practices of KEA as outlined in this policy. It shall also review all recommendations of the accounting firm for possible implementations of policy changes and practices.
- 28- A KEA credit card shall be issued to the KEA president, and associate staff members for business purchases only.
- 29- Staff must sign and itemize purpose and person(s) for the voucher prior to review and approval and attach all receipts required for documentation prior to submission. If a receipt is not available, the staff member should annotate on the voucher that a receipt is not available and the reason why.
- 30 - Vouchers of a single item over \$50.00 or a purchase over \$100 shall have prior approval of the KEA President or Executive Board, except in the case of an emergency.

- 31 - No purchase over \$500.00 may be made without prior approval of the KEA President or Executive Board.
- 32 - Any voucher or expense that has been denied must be referred to the Executive Board for a final decision.
- 33 - Bargaining Team members will receive an annual stipend of \$599, payable in August of each year, upon submission of a KEA voucher with the understanding that although KEA will not file an IRS form 1099-Misc for said stipends, payment received may be considered taxable income by the IRS. Members should consult their tax professional.

**30 - PUBLICATIONS**

31 – Advertisements: The President and/or designee shall determine if there is space available for advertisements and whether the advertisement shall be included in the newsletter. Determination to include an advertisement may be based on the following or criteria determined by the President and/or designee:

- 1. The content of the advertisement is a benefit to members
- 2. The vendor is WEA or NEA endorsed

If approved the following rates shall apply

- a. 1 – 2X 3 ½ ad - \$30.00 per issue
- b. 1 – 3X 3 ½ ad - \$60.00 per issue

No printed inserts shall be included unless approved by the President and/or designee and clearly indicates that distribution does not indicate KEA endorsement. If an insert is approved for distribution the fee shall be \$250.00 for issue.

Want Ads: The President and/or designee shall determine if there is space available for want ads and whether the want ads shall be included in the newsletter.

If approved, the following rates shall apply:

- a. 1 – 1 X 1 ½ want ad per issue is free to KEA members.
- b. 1 – 1 X 1 ½ want ad per issue for member owned business is \$15.00
- c. 1 – 1 X 1 ½ want ad – one ad per issue at a cost of \$15.00 for non-members.

32 - Public Relations Policy for Bargaining:

Public Relations is critical to bargaining. Effective Public Relations during crisis demands that all Association parties – bargaining team, and executive board members communicate and agree on communication strategies at every turn.

There are three (3) general types of interactions with the press:

- (1) The press release. All press releases shall be reviewed by the highest ranking governance person available or the UniServ Representative or staff designee. Press releases generally equate with position papers. All such position statements shall agree with bargaining positions previously established by the Association.
- (2) The pre-scheduled interview. Any Association representative to be interviewed shall consult with the president, the UniServ Representative, and/or designee.
- (3) The unscheduled interview. Calls from the press shall be referred to the President, UniServ Representative, or the designee.

#### **40 - OFFICE**

41 - KEA's office hours shall be from 7:30 AM to 4:30 PM Monday through Friday. Summer hours are from 8:30 AM to 4:00 PM.

42 - Building Rental:

- Building use is available for KEA members to conduct association and/or school district business free of charge (opening and closing fees apply).
- KEA Members may rent the building for personal use for \$10.00 per hour, not to exceed \$50.00.
- Non-Members will be charged \$100.00 per hour, not to exceed \$500.00 per day.
- Use is subject to \$50.00 per open and \$50.00 per close if no one is already there.
- A \$100 refundable damage deposit will be required.
- An application/rental agreement form must be completed and turned into the KEA Office at least seven (7) calendar days prior to building use.
- All charges are due upon approval of the application.
- All building use is subject to the approval of the president or designee.

43 - Copy Machine

- All members are entitled to 5 free black/white copies per year.
- Black/white copies beyond that, are \$0.05 each; color copies are \$0.10 each
- Members making copies for personal use, including members running for KEA office, must make their own copies.

**50 - MEMBER SERVICES**

51 - Any company, program or service that requests access to our membership, must receive approval of the KEA President or the Executive Board, at their discretion and meet the following criteria:

A. The company's proposal must:

1. Demonstrate a nexus to member needs or benefits;
2. Terms of service;
3. Cost;
4. Comparable product (at least two) cost;
5. Guarantee of ability to service product in a reasonable amount of time and;
6. Prove price, if offered as a discount price, not readily available in the area.

B. The company must have two references:

1. The Better Business Bureau;
2. Consumer Protection Agency; and/or
3. A member of the Association;
4. Affiliated with or endorsed by WEA and/or NEA.

52. Discount offers for KEA members shall receive KEA office support upon approval of Executive Board.

**60 - FINANCIAL & OPERATIONAL STANDARDS      Code of Ethical Conduct**

61 - We, the governance and employees of the Kent Education Association acknowledge our special responsibility to ensure the integrity, honesty and reputation of the Association. We pledge our support to the members, students and communities we serve.

As leaders and employees, we are entrusted fiduciaries of the Association and the keepers of its voice. Members believe in us, support us and trust us with Association resources. We, the governance and employees of the Association, accept the responsibility to treat Association resources with the utmost of care and to adhere to the highest ethical standards. To that end, we acknowledge the principles that will guide us, the control activities we use to protect the resources entrusted to us, and our process to monitor those controls.

A. Code of Ethical Conduct

In fulfillment of our obligation we commit to:

1. Exercise appropriate fiduciary responsibilities over Association resources;
2. Fully and fairly disclose and act appropriately in avoiding actual or apparent conflicts of interest;
3. Comply with applicable rules and regulations of the Association and government agencies;

4. Respect confidentiality of information acquired in the course of our work;
5. Provide Association constituents with information that is complete, accurate and appropriate;
6. Carry out activities professionally, with honesty and integrity;
7. Not knowingly be a party of any illegal activity or breach of fiduciary responsibility;
8. Report violations of the Code in accordance with all applicable rules of procedure;
9. Institute due process policies for violations of the Code of Ethics;
10. Be accountable for adhering to this Code.
11. Sign a Conflict of Interest Statement.