



# Auburn Education Association

*Making Public Education in Auburn All It Can Be!*

August 24, 2020

Welcome to Auburn School District!

The 1,100+ teachers of Auburn invite you to join us in the Auburn Education Association (AEA), the Puget Sound Uniserv Council (PSUC), the Washington Education Association (WEA) and the National Education Association (NEA).

As a member of the AEA, you are part of a national network of professional educators who advocate for our profession every single day. The excellence of our organization and the quality of public education in Auburn depends on the active involvement of us all.

The collective bargaining agreement between Auburn School District (ASD) and the AEA has long been one of the best contracts in our region with last year's negotiations increasing educator pay 13% over 2 years and we are bargaining right now for the 2020-2021 school year. Please fill out your WEA membership form **today** to become a member of our incredible union family!

Here's how to join AEA/WEA/NEA: <https://www.washingtonea.org/eJoin/>

Your monthly dues for full-time staff includes being a member of the following organizations within our union:

- Auburn Education Association (local union)
- Puget Sound Uniserv Council (region union)
- Washington Education Association (state union) & WEA Community outreach
- National Education Association (national union)

*(part time employees pay pro-rated dues)*

Optional dues:

Total dues per month for full-time staff:

NEA-FCPE (\$1.00 month)

\$ 111.81

\*NEA-FCPE (National Education Association Fund for Children and Public Education)-national political action including state congressional elections

WEA-PAC (\$2.25 month)

\*\* WEA-PAC (Washington Education Association Political Action Committee) –state political action committee endorsing PRO EDUCATION candidates regardless of party affiliation

NEAFCPE and WEA-PAC memberships are critical to our collective voice in supporting pro educational candidates at the local, state and national levels. The **optional political contributions** are used to help elect pro-education candidates for school board, state legislative and national Congressional and Executive Branch offices. Since NEA-FCPE and WEA-PAC funds may be used for direct contributions to candidate campaigns, these money form a separate voluntary –but integral-part of the dues structure. Sign up to join NEA-FCPE and WEA-PAC here: [join Wea-Pac](#)





# **Auburn Education Association**

*Making Public Education in Auburn All It Can Be!*

## **We Are Your Union**

Welcome to Auburn Education Association (AEA). We are a part of the Washington Education Association (WEA) and the National Education Association (NEA), our state and national public education family. Membership gives you the benefit of strength in numbers and a connection with other educators who believe in the promise of public education. Together, we stand strong for our students and for our profession.

WEA represents employees in nearly every public school district in Washington. We are the state's largest public employee union and the most powerful voice and advocate for public education. AEA is a proud part of that voice.

Joining means you have access to ...



## **QUALITY PROFESSIONAL DEVELOPMENT**

We support one another in becoming better educators. Whether you are a teacher or ESP navigating evaluation and certification requirements, figuring out how to better implement the Common Core State Standards, wanting to become nationally certified, looking to improve your leadership skills or how to improve your culturally responsive teaching techniques, we offer cutting edge professional development accessible all over our state.

Our WEA Professional Development Network provides trainings for certificated and classified staff on a variety of topics reflecting our members' interests. Our classes are developed, reviewed and led by member educators and staff who know and understand what works in the classroom. Classes and workshops are offered at discounted prices or no cost to members. We offer valuable clock hours and credit to help you stay on top of your game.

- Learn more about the Professional Development Network at [www.WashingtonEA.org/pd/](http://www.WashingtonEA.org/pd/)

## **BETTER PAY AND BENEFITS THROUGH LOCAL REPRESENTATION**

Our salaries, benefits and working conditions are bargained into a local contract by union leaders and staff. Our local leaders turn to YOU, the members, in order to know the issues and concerns you care about to make sure your interests are reflected in our contracts.

Our local association bargains hard to meet the specific needs of our members, including benefits like paid time for digging deeper into new requirements, increased compensation, smaller class sizes and other working condition improvements.

## **IMPACT ON PUBLIC POLICY**

Education shouldn't be a partisan issue. We support people and policies that are good for public education and public educators. We are active in supporting levies, issues and candidates at the local, state and national levels to promote pro-education outcomes that improve your life and work.

One voice can be powerful. Collectively, 90,000 voices are nearly unstoppable. Together, we create a strong and credible voice in debates to advance legislation and policies that benefit our students, public schools and school employees.

- Learn more at [www.WashingtonEA.org/ourvoice/](http://www.WashingtonEA.org/ourvoice/)



**2019-2020 Auburn Education Association Executive Board members**



## STRETCHING YOUR DOLLARS

Membership includes access to NEA Member Benefits, which offers a variety of ways to help you save money, whether on daily purchases, insurance or supplemental retirement savings. The NEA Member Benefits program works with highly trusted vendors who provide high-quality customer services and products.

- Learn more at [www.neamb.com](http://www.neamb.com)

## OUR VOICE — OUR PRIORITIES

As members of WEA, we have a voice in running our Association. We engage in decision making in our buildings, local, state and national associations. Together, we decide the issues our union champions, such as working conditions in our schools and improving the quality of education for all of our students.

## WHAT IF?

Most of us don't want to think about what happens if things go wrong. Joining WEA enables us to have peace of mind. We provide a variety of services to help navigate through difficult times, if the need arises:

- Attorney Referral Program – two free attorney consultations and discount on personal legal services.
- WEA Legal Defense Program – pays the attorney fees to defend you if your employer takes action (e.g. discharge, non-renewal) which is not covered by a collective bargaining agreement.
- NEA Liability Insurance (includes \$1,000,000 of employment liability insurance protection).

# We're here for you!

Please feel free to contact us any time with a question, concern, idea or any other feedback. We look forward to working together and encourage you to learn more.



**AUBURN EDUCATION ASSOCIATION**  
1802 A Street SE, Suite B  
Auburn, WA 98002  
253-804-6010 (office)  
253-670-8801 (cell)

 [Facebook.com/AuburnEducationAssociation](https://www.facebook.com/AuburnEducationAssociation)



[WashingtonEA.org](http://WashingtonEA.org)

 [Facebook.com/WashingtonEducation](https://www.facebook.com/WashingtonEducation)

 [@washingtonea](https://twitter.com/washingtonea)



**Auburn Education Association**



**Members**  
(1,150+ strong)



**Representative Council**  
(approximately 100 members from all worksites)



**Executive Board**  
(11 Members + President)



**President**



# Your Dues Dollars at Work

## Auburn Education Association (AEA) 1100+ members strong

- Bargaining of contracts
  - AEA Negotiated Agreement for certified employees
    - ⇒ Base/Enrichment Compensation
    - ⇒ Tuition Reimbursement
    - ⇒ Work Relief Days
    - ⇒ Waiver Days
    - ⇒ IEP Days/Compensation
  - AC-AEA Agreement for advisors and coaches
- Member Benefits
  - Member grants
  - Informational newsletters
- Discount programs
  - Movie tickets
  - Wild Waves
- Representation
  - Investigations
  - Discipline hearings
  - Evaluations
- Trainings
  - Scholarships to conferences and trainings sponsored by WEA/NEA

## Puget Sound UniServ (PSUC) 6000+ members strong

- Bargaining of Contract
  - Staff members to help with bargaining and contract maintenance
- Representation
  - Represent members during investigations or discipline hearings
- Classes
  - Educational topics for credit or clock hours
- Trainings
  - Executive Board Training
  - Building Rep Training
  - Retirement seminars

## Washington Education Association (WEA) 90,000+ members strong

### National Education Association (NEA) 3.2 million members strong

- Advocate at the state and national levels
  - For improvements in public education
  - Against legislation that diminishes public education
- Trainings and Research
  - WEA Leadership Academy to learn about the association
  - Education guides at no cost
  - Owl.org website for ideas
  - Retirement seminars
- Insurance
  - Dues Tab Insurance
  - Liability Insurance
- Discount Programs
  - Auto/Home Insurance
  - Saving and Investment offers
  - Credit and loan programs
  - Magazine service
  - Entertainment specials
  - Attorney Referral
- Special Programs
  - Read Across America
  - WEA Children's Fund
  - Jobline
  - NEA Innovative Grants

[www.washingtonea.org/my/local/](http://www.washingtonea.org/my/local/)



[www.washingtonea.org](http://www.washingtonea.org)

[www.nea.org](http://www.nea.org)



## WEA Policy and Procedures on Service to Members and Non-Members

| Services and Benefits of membership  | For Members?                             | For Nonmembers? |
|--|--|-----------------|
|  |  |                 |
| <i><b>Professional Matters:</b></i>  |  |                 |
| Jump Start National Board Certification.   | Yes                                      | No              |
| Training and clock hours on special education, employment law, bargaining, legal issues, Common Core, evaluation, grievance processing, leadership, etc. | Yes                                      | No              |
|  |  |                 |
| <i><b>Legal Services for:</b></i>  |  |                 |
| Wage and hour complaints.  | Yes – if approved by WEA General Counsel | No              |
| Certification disciplinary hearing, representation at statutory adverse employment action hearings, and related legal assistance.                        | Yes – if approved by WEA General Counsel | No              |
| Retirement seminars.   | Yes                                      | No              |
| \$1 million legal liability coverage (EEL).  | Yes                                      | No              |
| \$ reimbursement for legal fees/costs for the defense of criminal proceedings arising out of employment if exonerated.                                   | Yes                                      | No              |
| Discounted personal legal services from participating attorneys.   | Yes                                      | No              |

| <b>Services and Benefits of membership</b>   | <b>For Members?</b>   | <b>For Nonmembers?</b>  |
|--|---|---|
| <b><i>Legal Services for (cont.):</i></b>  |   |   |
| Discharge arbitrations.  | Yes - only if allowed under CBA and approved by local association | Yes – only if allowed under CBA and approved by local association |
| <b><i>Association Activities and Services:</i></b>   |   |   |
| Eligible to attend local association meetings and social functions.  | Yes   | No  |
| Eligible to attend meetings to discuss contract grievances concerning the Individual.                      | Yes   | Yes   |
| Eligible to participate in bargaining surveys/provide input into bargaining                                | Yes   | No  |
| Voting privileges (contract ratification, officers, etc.).   | Yes   | No  |
| Eligible to hold elected office at local, state, national levels.  | Yes   | No  |
| Ability to attend local, state and regional WEA conferences, briefings and trainings.                      | Yes   | No  |
| Access to the Children’s Fund (reimbursement for preapproved spending on school necessities for students). | Yes   | No  |
| <b><i>Contractual Rights</i></b>   |   |   |
| Grievances up to arbitration.  | Yes, if local association is in support                           | Yes, if local association is in support                           |
| Arbitration of a grievance.  | Yes – only if approved by local association                       | Yes – only if approved by local association                       |
| <b><i>From NEA Member Benefits:</i></b>  |   |   |
| <input type="checkbox"/> NEA Term Life Insurance at no cost  | Yes   | No  |
| <input type="checkbox"/> Home Financing  | Yes   | No  |
| <input type="checkbox"/> Student Loans   | Yes   | No  |
| <input type="checkbox"/> Personal loans  | Yes   | No  |
| <input type="checkbox"/> NEA Academy Online learning   | Yes   | No  |
| <input type="checkbox"/> NEA Click and Save Discounts  | Yes   | No  |
| <input type="checkbox"/> NEA Auto Purchase Program   | Yes   | No  |
| <input type="checkbox"/> NEA ID Theft protection   | Yes   | No  |
| <input type="checkbox"/> NEA Magazine Service  | Yes   | No  |





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## Question or Concern?

### Building Concerns?

Examples: scheduling, staff conflicts, classroom temperature, use of building determined hours, etc.

1. Consult your Building Decision Making Model if appropriate
2. If there is not a resolution, contact your building administrator
3. If there is not a resolution, contact your AEA building rep for safety or building concerns and how to address them

### Benefits?

Examples: payroll, credits and clock hours, retirement, health insurance, supplemental insurance, Employee Access, etc.

1. Contact your office manager
2. If there is not a resolution, contact HR person in charge of your strand
3. If there are still questions, contact Building Rep/Head Rep

### Negotiated Agreement?

Examples: planning time, waiver days, duty-free lunch, transfers, observations, work-relief days, etc.

1. Check the agreement at [auburnea.org](http://auburnea.org)
2. If questions, contact your building rep
3. If still have questions, then contact the Head Building Rep
4. If there are still questions/ no resolution, contact your Executive Board Member
5. If there are still questions/ no resolution, then contact the AEA president

### Is Disciplinary Action Possible?

Contact the AEA President *immediately*  
253-804-6010  
office  
253-670-8801 cell





## Weingarten Rights

### The Right to have Union Representation



Unionized employees have the right to have a union representative present during any investigation by a supervisor when the employee has reason to believe that discipline or other adverse consequences may result from what he or she says. This right is commonly referred to as “Weingarten Rights”.

The Auburn Education Association has bargained an additional right for employees, the right to be informed that the meeting may lead to discipline and that you are entitled to representation.

The Auburn School District or building administrator will call the employee in and inform them they have a right to representation. In order for an employee to gain the right of union representation, employees must take the step of requesting representation. Once representation is requested the district will schedule a meeting with the employee when their union representative is available.

Once an administrator informs an employee of his/her right to union representation, **that is a warning that that the allegation is serious** and the employee **needs** representation. At this point, an employee should call the Association President, **Elaine Hogg**, at 253-670-8801. If the Association president is unavailable, an employee should call **Debbie Bickert**, our Uniserv staff person, at the Puget Sound UniServ Council office 253-852-2002.

Once an employee is notified of the need for representation, such representation will occur within a reasonable period of time. No investigation will take place until appropriate representation is available.



## Questions and Answers

**What action do I take as a building representative if a member asks me to represent them?**

Ask the member if he/she believes that the meeting may lead to discipline. If the member believes that discipline may occur based upon what is said, have the member call the Association president, **Elaine Hogg**, at 253-804-6010 or cell 253-670-8801.

**My building administrator wants me to be present while questioning of an employee takes place. What should I do?**

Let your building administrator know that you need to call the Auburn Education Association President before any meeting occurs.

**All of our staff members have a great relationship with our building administrator. Is union representation really needed?**

If a building administrator notifies an employee that they have a right to representation, the employee needs to understand the allegation is **serious**. **No employee should ever waive their right to have experienced union representation available when notified by their administrator.**

**Is there ever a time when union representation is not necessary?**

During the normal course of day-to-day interactions and conversations; such as giving instructions, training or correction of work techniques, employees would not need to have union representation.

# Auburn Education Association

## Explains the Days

Here is an explanation of the different types of days offered in our contract:

**Student Days:** These are the days in which students are in school. Your base salary is made up of 180 Student Days. You will be asked to sign a contract agreeing to work these days. You will be paid for this work in 12 equal monthly installments.

**Base Contract:** Each 1.0 FTE certificated employee receives a **base contract** for typical work associated with being a quality educator (examples: teaching, creating lesson plans, room prep, staff meetings, elementary conferences, report cards etc..)

**Enrichment Contract:** Each 1.0 FTE certificated employee also receives an **enrichment contract** for 164.5 hours for work done outside of the school day that does not fall into the base category. These are broken up into 44.5 district designated, building determined and principal hours and 120 hours which are individually determined. There are no sign in sheets for these days/hours (unless there are clock hours being offered and you want them). As a professional you are **expected** to attend all district/building and principal designated hours and track your 120 individually determined hours. However, if you have an emergency or extenuating circumstance that prevents you from attending district/building/principal hours, you need to notify your building administrator. You are also responsible for obtaining any information you missed and implementing into your classroom. If you do not, it may show up in your evaluation.

**District Designated (10.5 hours)** These hours are typically the week before school starts. 3.5 hours are designated for the Superintendent's address and 7.0 hours are another day depending on the level you teach. These 7 hours are also known as Learning Improvement Days (LID). You are compensated for this time in your enrichment contract. There are no sign in sheets unless clock hours are offered and you want them. *You do not need to call into the absence management system.*

**Building Determined (28 hours):** Many of these hours are offered during the week before school starts in full day increments and the remaining are throughout the school year. When they are held is determined at the building level but most of the time they are held after school hours in 2-3 hour increments. Topics should be determined through your Building Decision Making Model. You are compensated for this time in your enrichment contract. There are no sign in sheets unless clock hours are offered and you want them. *You do not need to call into the absence management system.*

**Principal Determined (7 hours):** These are typically offered during the week before school starts and many times in a full day increment. These hours and topic(s) are determined by the Principal. You are compensated for this time in your enrichment contract. There are no sign in sheets unless clock hours are offered and you want them. *You do not need to call into the absence management system.*

**Individually Determined Day (IDD):** This is the day after Labor Day. This day is a **NON PAID; NON WORK** day. Employees **ARE NOT** required to work or come in to work at anytime of the day. The intent is to "save" this day for employees to use as they deem needed whether it is last minute prep for the first day of school or to enjoy an extended holiday weekend. It is a violation of the contract to hold a vote to have building activities on this day/evening (Open House, Meet the Teacher etc..) as this is a day for **individuals** to determine how they spend their time. If you choose to work on this day and the work aligns with the 4 enrichment areas, you can choose to count the hours toward your 120 enrichment hours.

**Secondary Grading Day:** This day is the last Monday in January. This day is **NOT** part of our 180 day contract and as such it is a **NON PAID; NON WORK** day for secondary staff. You are required to have your grades posted by the required time. If you choose to work on this day and the work aligns with the 4 enrichment areas, you can choose to count the hours toward your 120 enrichment hours.

**Waiver Days:** The District applies for 3 waiver days from OSPI annually. These are days that students do not attend school but is a full work day for staff. If you are absent, you must call into the [absence management system](#). The intent of a waiver day is to provide educators the time they need to complete the work the District asks us to do. Waiver days are teacher directed, meaning YOU decide what you want to do on this day in your classroom, you cannot be directed by your Principal or anyone, on how you spend your time on these days. The District and Buildings often offer PD on these days, you can go if YOU choose to go but you can also stay in your room and work. The choice is YOURS! See page 112 of contract ([auburnea.org](#)) for more information.

**Personal Leave:** Each member has 3 annual Personal Leave Days to use at his/her discretion. No reason needs to be given to use a Personal Leave Day, but the following restrictions apply: they may not be used during the first week or last week of school and no more than thirty-five (35) employees may access Personal Leave before or after holidays or breaks. Leave at that time will be allocated on a first come first serve basis. The district requests that you schedule Personal Leave 48 hours in advance, if possible. You must submit your absence in the [absence management system](#).

At the end of the year, you can carry over unused Personal Leave Day(s) and accrue up to 7 days. Anyone with beyond seven (7) Personal Leave Days at the end of the year may cash in unused day(s) at the Column I, Step 0 **professional rate of pay** for each unused Personal Leave Day by completing an Unused Personal Leave Cash Out for Teachers/Certificated Staff form and submitting the form to the payroll office by June 30th.

**Work Relief:** Each 1.0 FTE certificated employee has access to two (2) days of release for the purpose of work relief. Up to thirty-five (35) employees are guaranteed access to work relief on any given day. Work relief cannot be used to extend holidays, breaks or personal leave. Certificated Special Education teachers, SLP/OT/PT's receive an additional three (3) days for total of five (5) annually. You must submit your absence in the [absence management system](#). See page 24 of current contract ([auburnea.org](#)) for more information.

**Kindergarten Assessment:** Kindergarten teachers receive two (2) days classroom release time per trimester for the purpose of trimester assessment.

**Structured Learning Center (SLC) Assessment:** SLC teachers who provide the Wa-AIM assessment to eligible students receive one (1) day of release time for 1-3 assessments; two (2) days for 4-6 assessments; and three (3) days for 7 or more assessments. If two (2) or more days are allotted then at least one (1) day must be taken before winter break to create assessments.

**Sick leave:** Each 1.0 FTE certificated employee is credited with 12 Sick Leave Days on September 1. These days are used for illness, injury, medical diagnosis, care, treatment and preventative treatment of a mental or physical illness, injury, health condition of the employee or a family member. You must submit your absence in the [absence management system](#).

A family member includes spouse, domestic partner, parent, parent-in-law, child (regardless of age), grandparent, grandchild, or sibling.

**Bereavement Leave:** In the event of a death, employees are allotted leave with pay as follows:

**Five (5) days:** spouse, domestic partner, son, daughter, or other member of the household.

**Three (3) days:** father, mother, parent surrogate, sister, brother, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren or any other relative for whom the Employee is the sole support.

**One (1) day:** A relative not listed above, or close personal friend.

You must submit your absence in the [absence management system](#).

At the discretion of the superintendent, or designee, two (2) additional days of emergency leave may be granted for the purpose of accommodating extended travel. Emergency leave is deducted from your sick leave balance.

**Family Medical Leave (FMLA):** Leave is available for family medical purposes. These days are paid if the employee has accumulated sick leave or other appropriate leave. The remainder is unpaid but the employee's benefits are paid by the District for up to 12 weeks from the beginning of the leave. If you need to use this leave, please contact [Human Resources](#).

**Paid Family Medical Leave:** Please see [Human Resources](#) for information on this leave.

**Other Leaves:** There are a few more leaves that are available which are defined our contract. They include: Leaves of Absence, Child Rearing, Adoption, Military, Sabbatical, Short Term Educational, Leave Without Pay, Jury Duty/Legal Responsibilities and Job Sharing. You can read about these leaves in the current contract on pages 42-46 ([auburnea.org](#)).

**Transfers/Reassignment:** Certificated employees who are *voluntarily* transferred after July 31, will receive compensation for two (2) days pay at the professional rate of pay. Certificated employees who are *involuntarily* transferred will have the option of two (2) days instruction-free time for planning or preparation or two (2) days paid at per diem rate (see page 29 of contract for more information).

**Extended Contracts:** Elementary library media specialists, CTE and ESA Specialists receive additional days to perform extra work. Use the search function in current contract ([auburnea.org](#)) for more information.

## Questions?

Contact your building reps or AEA President Elaine Hogg

253-670-8801



