

# 2011-2012 Membership Form - Educational Support Professionals

Lincoln Education Association, Nebraska State Education Association, National Education Association

4920 Normal Blvd., Lincoln NE 68506 \* (402) 489-7500 \* www.lincolneducationassociation.org

Inter-School Mail Delivery = LEA Office, No Box Number

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Personal E-Mail \_\_\_\_\_

Local Association: **Lincoln Education Association**

Employer Name: **Lincoln Public Schools**

LPS Employee ID# \_\_\_\_\_

Building Name \_\_\_\_\_

LPS Phone \_\_\_\_\_ LPS E-Mail \_\_\_\_\_

Hire Date (Your 1st Paid Contract Day) \_\_\_\_\_

Were you a member in 2010-2011? Yes / No \_\_\_\_\_

If yes, indicate the Local Association \_\_\_\_\_

**Please circle your choice in each column. (Optional)**

<b>Gender</b>	<b>Ethnic Group</b> <small>(See note 1 on back)</small>	<b>Registered Voter</b>	<b>Position</b>	<b>Payment Method</b>
Male	Black	Yes	Educational Support Professional	<input type="checkbox"/> Check/Payment in full <small>(Payable to: Lincoln Education Association)</small>
Female	American Indian/Alaska Native	No		<input type="checkbox"/> Payroll Deduction <small>(Payroll Deduction Authorization Form Attached)</small>
	Asian			
	Caucasian <small>(not of Spanish origin)</small>	<b>Political Party</b>	<b>Job Title (Required):</b> _____	
	Hispanic	Democrat		
	Multi-Ethnic	Republican		
	Native Hawaiian/Pacific Islander	Independent		
	Other	Other		

**Membership Type: Please mark appropriate box.**

**Educational Support Professional (ESP)** Custodians, bus drivers, para-educators, secretaries, cooks, and other support professionals who work for Lincoln Public Schools.

- |  |  |
|--|--|
| <input type="checkbox"/> My ESP annual salary is \$26,500 or above             | \$41.96 /month, if join by Sept. 15 (\$503.50/year)  |
| <input type="checkbox"/> My ESP annual salary is between \$21,200 and \$26,499 | \$38.86 /month, if join by Sept. 15 (\$466.30/year)  |
| <input type="checkbox"/> My ESP annual salary is between \$15,900 and \$21,199 | \$29.08 /month, if join by Sept. 15 (\$348.90/year)  |
| <input type="checkbox"/> My ESP annual salary is between \$10,600 and \$15,899 | \$22.88 /month, if join by Sept. 15 (\$274.50 /year) |
| <input type="checkbox"/> My ESP annual salary is between \$5,300 and \$10,599  | \$14.88 /month, if join by Sept. 15 (\$178.60/year)  |
| <input type="checkbox"/> My ESP annual salary is \$5,299 or less.              | \$ 8.68/month, if join by Sept. 15 (\$104.20/year)   |

Note: Until LEA becomes the bargaining agent for ESPs, LEA dues are \$25 (which is included above).

Please see notes regarding additional optional payroll deductions. If optional deductions are selected, use the box on the right to calculate your total yearly dues.

<b>Dues Calculation</b> <small>(Enter Yearly Amount)</small>	
LEA/NSEA <sup>2</sup> /NEA <sup>3</sup> Dues	
NEA Fund <sup>4</sup> (Optional)	
LEA-PAC <sup>4</sup> (Optional)	
LEA Advocacy Fund <sup>5</sup> (Optional)	
<small>(see notes 2, 3, 4 and 5 to above on back)</small>	
<b>Total Yearly Dues</b>	

## 2011-2012 MEMBER ENROLLMENT AUTHORIZATION

Pursuant to Article I, Section 2(c) of the By-Laws of the Lincoln Education Association membership in the unified professional associations (NEA, NSEA and LEA) is on a continuing basis. Members may only resign their memberships in writing between March 1 and April 15 for the following school year. Neither the completion of or the failure to complete this form shall act as a resignation of membership. Any resignation must be separate, in writing, to the Lincoln Education Association between March 1 and April 15 for the following school year. Failure to resign in writing between March 1 and April 15 results in continuing membership through the following school year.



SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ (Please read note 6 on back, if dated before September 1st.)

(Please read note 7 on back, if dated after September 30 or 60 days after hire date if hired anytime after start of school year.)

<sup>1</sup>**Ethnic Group:** Ethnic minority information is optional, and failure to provide it will in no way affect your membership status, rights or benefits in LEA, NSEA or NEA. The information will be kept confidential. This data is collected to ensure ethnic minority guarantees in the governance of the Association.

<sup>2</sup>**NSEA Political Action Funds and Refunds—Dues:** NSEA is actively involved in financial support for recommended candidates for state and local office. NSEA's political action program is supported by voluntary contributions collected with the membership dues. This year's contribution is \$15.00 for full-time active members and \$7.50 for half-time and active substitute members. Individuals in other membership classifications make no PAC contributions. Any NSEA member may request a refund of their contribution for the current membership year. Refunds are made after January 1 of each year, upon written request from an individual member. A refund notice will appear in the NSEA Voice. Of the total Nebraska dues, \$8.00 is for a one-year subscription to NSEA Voice. Membership is open only to those who agree to subscribe to the goals and objectives of the Association and to abide by its constitution and bylaws. Membership dues are not deductible as charitable contributions but may be deductible under miscellaneous if you itemize deductions on your income tax form.

<sup>3</sup>**NEA Life Members:** NEA Life members need to subtract the appropriate NEA dues amount from the amounts listed on the front. Specific information is available from the NSEA Membership department 475-7611.

<sup>4</sup>**The NEA Fund and LEA-PAC:** The National Education Association Fund for Children and Public Education (NEA Fund) collects voluntary contributions from Association members and uses these contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal office. Only U.S. citizens or lawful permanent residents may contribute to the NEA Fund. Contributions to the NEA Fund are voluntary. The Lincoln Education Association Political Action Committee (LEA-PAC) performs a similar function in connection with local political activities. Contributions to the NEA Fund and LEA-PAC are voluntary; making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal. Although the NEA Fund requests an annual contribution of \$15.00 and LEA-PAC requests an annual contribution of \$12.00, these are only suggestions. A member may contribute more or less than the suggested amounts, or may contribute nothing at all, without it affecting his or her membership status, rights, or benefits in LEA, NSEA or NEA.

Contributions or gifts to the NEA Fund and LEA-PAC are not deductible as charitable contributions for federal income tax purposes.

Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of the employer for each individual whose NEA Fund contributions aggregate in excess of \$200 in a calendar year. Federal law prohibits the NEA Fund from receiving donations from persons other than members of NEA and its affiliates, and their immediate families. All donations from persons other than members of NEA and its affiliates, and their immediate families, will be returned forthwith.

State law requires us to use our best efforts to collect and report the name and mailing address for each individual whose LEA-PAC contributions aggregate in excess of \$250 in a calendar year.

<sup>5</sup>**LEA Advocacy Fund:** The LEA Advocacy fund collects voluntary contributions from Association members and uses these contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of issues and candidates who are supporters of public education for state and local races.

<sup>6</sup>**Dated Before September 1, 2011:** As a participant in the LEA/NSEA/NEA Early Enrollment Membership Incentive Plan, I am eligible to receive prior to September 1, 2011 (but in no event before April 1, 2011) benefits under the NEA Educators Employment Liability (EEL) Program, as well as access to select NEA Member Benefits programs. As a condition of eligibility for these benefits, I agree to pay the appropriate unified **Active** membership dues for the 2011-2012 membership year in accordance with established payment procedures. Should I fail to do so, my eligibility to receive benefits under the NEA EEL Program shall immediately terminate. In addition, I shall become liable for the cost of any benefits that were provided to me under the NEA EEL Program prior to September 1, 2011, through the date of the NEA EEL Program termination.

<sup>7</sup>**Dated After September 30, 2011 or 60 Days After Hire Date if Hired Anytime After the Start of School Year:** If the Membership Enrollment Form is dated after September 30, 2011 or 60 days after hire date if hired anytime after the start of school year, a Memorandum of Understanding must be filled out, signed and returned with the Membership Enrollment Form for membership to be valid (not required with Early Enrollment Membership Program in note 6 above). The Memorandum of Understanding is available on the LEA website after September 30.

**What will my monthly payroll deduction be?**

If your hire date was at the **start of school year**, you will pay the full year's dues. If you were hired anytime **after start of school year**, you will pay prorated dues based upon your hire date (your 1<sup>st</sup> paid contract day).

**To figure your monthly payroll deduction based on start of school year hire date with full annual dues of \$719 ...**

If joining *prior to* September 15<sup>th</sup>: Example (\$719 divided by 12 months): .76 FTE & Above = \$59.92; .51 FTE—.75 FTE = \$52.83; .26 FTE—.50 FTE = \$30.75; .25 FTE & below - \$24.65.

If joining *after* September 15<sup>th</sup>, take the full annual dues amount and divide by the number of months left in the school year. Example: If joining in March and you are a FT certificated member, take \$719 divided by 6 months (March through August) and your monthly deduction will be \$119.83.

**To figure your monthly payroll deduction based on after start of school year hire date with prorated dues ...**

If joining October 1<sup>st</sup> or after, take the monthly amount for full annual dues x the number of months left in the school year from your hire date. Example: If joining in March, you are a FT certificated member and your hire date was October 1<sup>st</sup>, take \$719 divided by 12 months = \$59.92, take \$59.92 x 11 months (October through August) = \$659.12. Your annual dues amount is \$659.12. Take \$659.12 divided by 6 months (March through August) and your monthly payroll deduction is \$109.85.

**Note: The 15<sup>th</sup> of the month is the cutoff date for dues to be processed for the current month's paychecks. If received after the 15<sup>th</sup> of the month, your deduction will be prorated for remaining paychecks beginning with the following month's paycheck.**



# Lincoln Education Association

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## PAYROLL DEDUCTION AUTHORIZATION

Pursuant to Article I, Section 2(c) of the By-Laws of the Lincoln Education Association membership in the unified professional associations (NEA, NSEA and LEA) is on a continuing basis. Members may only resign their memberships in writing between March 1 and April 15 for the following school year. Neither the completion of, or the failure to complete this form shall act as a resignation of membership. Any resignation must be separate, in writing, to the Lincoln Education Association between March 1 and April 15 for the following school year. Failure to resign in writing between March 1 and April 15 results in continuing membership through the following school year.

Pursuant to 79-12, 102 of Nebraska Statutes, the undersigned teacher hereby authorizes and directs the School District of Lincoln to withhold from wages to be paid the Annual Deductible Sum determined as herein provided.

Annually, the Lincoln Education Association, a professional organization of which the undersigned is a member, will certify to the School District - Employer, the Annual Deductible Sum which shall be deducted from wage payments. The Annual Deductible Sum shall be deducted rateably from each payroll check issued by the School District - Employer following receipt of certification of the Annual Deductible Sum for the contract year, provided however, any portion of the Annual Deductible Sum which remains unpaid shall be deducted from the last payroll check issued for the contract year.

Pursuant to Article II, Section 2-1 (j) of the professional Agreement between the Lincoln Public Schools and the Lincoln Education Association authorization for payment of dues by automatic payroll deduction shall be continuing except if revoked in writing during the period of March 1 through April 15 of any year to be effective September 1 of the year of the revocation. Written notice of revocation must be made both to the Lincoln Education Association and the payroll department of the Lincoln Public School District. Revocation of the automatic payroll deduction does not revoke membership in the unified professional associations (NEA, NSEA and LEA).

**NAME (print):** \_\_\_\_\_

**EMPLOYEE ID:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**WORK LOCATION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



LINCOLN EDUCATION ASSOCIATION

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## MEMORANDUM OF UNDERSTANDING

I, \_\_\_\_\_, understand, agree, and accept that the NSEA Member Rights Legal Assistance Policy dictates that by not joining the Association during open enrollment and more than 30 days after the start of the Association year (after September 30<sup>th</sup> or more than 60 days after hire date (your 1<sup>st</sup> paid contract day) if hired anytime after the start of school year), I shall not be entitled to any attorney services related to any job security or employment situation, unless specifically approved by the NSEA Executive Director. I shall, however, be entitled to receive LEA staff services related to any job security or employment situation arising after the date of the activation of my membership application. **My membership is not valid and will not be processed until such time as this form is signed and returned to the LEA with the Membership Enrollment Form.**

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Return this form to:  
The Lincoln Education Association  
4920 Normal Blvd \* Lincoln NE 68506  
or through school mail  
LEA Office (no box number)**