



# Policy Manual

[Revisions to the Policy Manual adopted by FR  
Council: February 2009.]

**2008-2009 BYLAWS AND POLICY COMMITTEE**

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# LEA POLICY MANUAL

The policies and procedures of the Lincoln Education Association (LEA) contained herein are the result of LEA Board of Director and Faculty Representative (FR) Council motions and governance and staff recommendations and practices.

FR Council reviewed and adopted the ten resolution statements which help define the LEA on November 21, 1992. The policies contained herein continue to be reviewed, revised, and adopted by Council on an annual basis.

No policy of the Lincoln Education Association shall supersede or conflict with Association bylaws.

## I. ASSOCIATION PHILOSOPHICAL STATEMENTS AND RESOLUTIONS

The Lincoln Education Association believes that the bylaws, policies, and actions of the Association need to reflect the spirit and intent of the following resolutions:

- A. The Lincoln Education Association believes its mission is to be an organization of professional educators which advocates for the education of students and for educators by using sequential problem solving techniques and by participating in assertive bargaining procedures.
- B. The Lincoln Education Association believes it best can fulfill its mission by being a democratic organization with policy and decisions being determined by an elected representative Council.
- C. The Lincoln Education Association believes the purpose of its leadership is to serve and represent the education profession and the needs of its members.
- D. The Lincoln Education Association believes successful conflict resolution entered into by the Association needs to accurately reflect the values, the concerns, the priorities, and the professional rights of its membership.
- E. The Lincoln Education Association believes its activities and rhetoric must always begin in a cooperative mode and then, if warranted, proceed through additional avenues of address as long as those additional steps are based upon reason and logic.
- F. The Lincoln Education Association believes the role of the Board of Directors, officers, committee chairs, and the Executive Director (full and/or part time) is to carry out the policy initiated by the Faculty Representative Council as the Association's legislative body.
- G. The Lincoln Education Association believes it can best fulfill its mission if the Board of Directors is responsible for setting the terms of employment, direction, and job expectations for the Executive Director.
- H. The Lincoln Education Association believes the role of the Executive Director in relation to the standing committees and their chairs is to facilitate and serve the needs of the committees in the fulfillment of their charges.
- I. The Lincoln Education Association believes the democratic nature of the organization can only be assured when a system of checks and balances requires the accountability of all to all.

- J.** The Lincoln Education Association believes that to enable its membership to participate fully in the operation of the Association, the bylaws, policies, and actions of the Association leadership must guarantee openness and full access of information to all members.



## **II. ASSOCIATION OPERATIONS, ORGANIZATION, AND PROCEDURES**

### **A. LEA AFFILIATIONS/ORGANIZATIONAL MEMBERSHIPS**

1. The LEA is an authorized affiliation with the following organizations:
  - a. National Education Association
  - b. Nebraska State Education Association
2. and is an organizational member of:
  - a. National Council of Urban Education Associations
  - b. Academic Freedom Coalition of Nebraska (A.F.C.O.N.)
3. and such other affiliations/memberships as the Board of Directors or FR Council may authorize.

### **B. BYLAWS**

1. The LEA Bylaws shall be distributed to senior faculty representatives and Board Members.
2. Printed copies shall be available to members upon request.

### **C. POLICY MANUAL**

1. The LEA policy Manual will be reviewed and revisions taken to the Faculty Representative Council along with the previous Association policies for adoption on an annual basis.
2. The LEA Policy Manual shall be distributed to senior faculty representatives and Board Members. Printed copies shall be available to members upon request.

### **D. INTERPRETATION OF BYLAWS AND POLICIES**

Should differing interpretations of the LEA Bylaws or Policies arise between committees and the Association President and/or the Board of Directors, a ruling will be determined by the Board of Directors regarding interpretation after consulting with and receiving input from the committee and/or its chair.

### **E. PROBLEM SOLVING AND DECISION MAKING**

1. The Lincoln Education Association will engage in sequential problem solving. Sequential problem solving follows a logical progression beginning with a clear definition of the issue(s). Once those issues are defined, LEA leaders and volunteers engaged in problem solving and decision making will develop possible solutions, evaluate each, determine the best solution, implement and evaluate the effectiveness of the solution.
2. Solutions implemented by the Association must reflect the values, concerns, priorities, and professional rights of the membership.

3. Problem solving must begin in a cooperative mode and should be conducted through discussion in a timely fashion at its most appropriate level.
4. Should impasse be reached or solutions not arrived at, the issue(s) should be advanced to the appropriate governing body to investigate further possible solutions.
5. Communication of problem solving solutions or impasse must be given to the membership in a time fashion.

#### **F. MEMBERSHIP PARTICIPATION AND ASSOCIATION OPENNESS**

1. All LEA Members are welcome to and are encouraged to attend any or all LEA Meetings (i.e. FR Council, Board of Directors, standing committees, etc.)
2. Any LEA document (i.e. meeting agendas, FR training materials, monthly budget reports, Board of Directors minutes, etc.) is available to all members upon request.

#### **G. MEMBERSHIP LISTS**

1. The membership list of the LEA shall not be sold nor released in any fashion to any person, agency, or business enterprise not directly approved by the Board of Directors or FR Council.
2. The President shall be responsible for insuring this policy.

#### **H. ELECTIONS**

LEA elections shall be held prior to the March FR Council.

#### **I. NEWS RELEASE POLICY**

1. All news releases regarding LEA business or information will be sent from the LEA Office by LEA employed office personnel.
2. The procedure for sending out a news release to NEA or any of its state or local affiliates, as well as news media in the Lincoln area, will be as follows:
  - a. A rough draft of the information will be submitted to the President for content, clarity and accuracy.
  - b. Under normal circumstances LEA staff will work cooperatively with NSEA staff to produce and distribute the press release.
  - c. The news release must receive final approval from the LEA President.
  - d. The LEA President and Executive Director must receive final copies of the news release prior to sending.
  - e. Any news releases from LEA that are provided to local media will also be provided to NSEA and to the LEA Board of Directors for information purposes.
  - f. The LEA President will serve as the contact person for any follow up.

#### **J. ASSOCIATION LEAVE**

LEA members may be provided Association Leave contingent upon approval by the President and provided that the requested leave falls within the employee's contracted number of days.

#### **K. SURVEYS**

1. Surveys or requests for information asking members about their personal support of charities, civic, social, or religious organizations, etc., that are not directly linked to

and/or monitored by LEA, NSEA, or NEA shall not originate from nor be distributed to LEA members from the LEA Office.

2. All surveys sent to LEA members must have prior approval of the LEA Board of Directors and include the rationale (why it is being done, who will use the information, and how it will be used) for the survey.

#### **L. ENVIRONMENTAL RESPONSIBILITY**

The LEA shall purchase materials which are environmentally friendly and recyclable when possible for use in the office or for LEA functions.

#### **M. OFFICE CLOSING POLICY**

The LEA Office shall be closed on days during the teacher contract year when the District does not have the teachers on duty. On days the office is closed, LEA staff are not expected to be on duty. This language applies to days built into the District Calendar as well as weather related closings. In the event the teachers are on duty on District scheduled weather related make-up days, the LEA Office shall also be open.

#### **N. USE OF THE LEA OFFICE**

1. The conference rooms are generally available to Association and community groups for meetings during regular office hours on days the office is open. These shall be assigned on a first-come, first-served basis with the size of the committee considered and priority given to Association activities.
2. All meetings to be held at the LEA office shall be scheduled in advance and placed on the master calendar by the office staff.
3. Due to building security concerns, the building will not be available for meetings outside of regular office hours unless a staff member or executive officer is a part of that meeting. Keys and security codes shall not be provided to other persons nor shall there be an expectation that staff or executive officers come into the building outside of regular hours in order to accommodate a meeting of which they are not normally a part.

#### **O. OFFICE KEYS**

Office keys will be checked out to LEA Staff and members of the LEA Executive Committee, if they request a key and are trained on the security system. Such requests should be made to the LEA President or LEA Executive Director. Keys are not to be loaned to other people or duplicated.

#### **P. CRITERIA FOR VENDORS' SEMINARS**

1. LEA will endorse only products such as insurance, financial planning, etc. that have already been endorsed by NSEA and/or NEA.
2. As part of the vendor's endorsement by LEA the vendors may provide seminars to LEA members. The criteria for these seminars will be as follows:
  - a. Seminars will not be held for the purpose of selling or promoting a particular product.
  - b. The LEA is not responsible for, nor does it endorse the product.
  - c. The goal of the seminar or workshop will be educational in an effort to provide information to LEA members.

- d. Seminars and workshops will be provided at no cost to LEA elected officers, officials, and to its membership.
- e. Seminars and the services of a vendor will be open and available to all LEA members.
- f. Seminars or workshops will be provided at a time convenient for the LEA membership to attend.



### **III. THE LEA BOARD OF DIRECTORS**

#### **A. BOARD OF DIRECTORS MEETINGS**

All regularly scheduled, usually the first and third Mondays of the month, LEA Board Meetings will be held at 4:30 p.m. at the LEA Office.

#### **B. MINUTES**

1. The official minutes of all regular meetings of the FR Council and the Board of Directors shall be prepared under the direction of the Secretary-Treasurer of the Association.
2. The minutes of the Board of Directors and FR Council meetings shall be provided to all members within ten (10) working days of the meeting.

#### **C. EXECUTIVE SESSION FOR BOARD OF DIRECTORS MEETINGS**

The LEA Board of Directors will follow Robert's Rules of Order regarding executive sessions, requiring a motion and a vote of the majority of the Board to move both in and out of executive session. The motion will specifically state the topic of business to be discussed under the executive session and only that topic may be discussed under executive session. The minutes for the Board of Directors meeting shall reflect both the start and end times of the executive session.

#### **D. ELECTIONS: SPECIAL BOARD OF DIRECTORS MEETING**

1. The Board of Directors shall receive the report of the Elections Committee as soon as possible after each LEA election.
2. It will be the function of the Board to approve the report of the Elections Committee, or, as necessary:
  - a. Establish the need for a run-off election, or
  - b. Make a decision on the validity of an acceptance of ballots for counting when a discrepancy exists between signatures on the ballot and actual ballots cast.

#### **E. CIRCULATION FILE FOR BOARD OF DIRECTORS MEETINGS**

The President shall circulate at each Board of Directors meeting a folder for Board members to read containing all relevant, non-confidential, non-"junk mail" correspondence received by the LEA Office since the previous Board meeting.

#### **F. PRESENTATIONS TO THE BOARD OF DIRECTORS**

1. LEA members are welcome to attend LEA Board meetings as visitors or observers.

2. Persons and/or groups wishing to appear before the Board will contact the LEA President prior to the meeting to have their names placed on the agenda.
3. Every attempt will be made to place the presentations on the agenda right after the Secretary-Treasurer's report.
4. The presentations will be limited to 10-15 minutes.
5. Persons and/or groups who attend Board meetings and have not contacted the President expressing the desire to address the Board will introduce themselves to the Board after the Secretary-Treasurer's report and will have 5 minutes to speak.
6. Board members may wish to ask questions at the time of the presentation for clarification purposes, but shall not enter debate.
7. Action upon member presentations may be taken at any time during the regular business session of the meeting.

#### **G. PHONE OR E-MAIL POLLING OF THE BOARD OF DIRECTORS**

Should it be necessary for the President to poll Board members on any issue via phone or e-mail, the results of that phone or e-mail poll shall be made known to all Board members no later than at the following meeting of the Board of Directors. Any final action must be taken at an official Board of Directors meeting.



### **IV. THE LEA FACULTY REPRESENTATIVE COUNCIL**

#### **A. FACULTY REPRESENTATIVE COUNCIL MEETINGS**

All regularly scheduled FR Council Meetings will be held at 4:15 p.m. on the third Thursday of the month.

#### **B. MINUTES**

1. The official minutes of all regular meetings of the FR Council and the Board of Directors shall be prepared under the direction of the Secretary-Treasurer of the Association.
2. The minutes of the Board of Directors and FR Council meetings shall be provided to all members within ten (10) working days of the meeting.

#### **C. FACULTY REPRESENTATIVE COUNCIL**

1. To enhance the role of the LEA Faculty Representatives, the following policy provisions are made:
  - a. The LEA Office will annually provide to all members a flyer advertising the role, responsibilities, and rewards of being an FR in order for all to better understand that role and the time commitment.
  - b. FR's need to be notified by the LEA Office in March to begin recruiting and electing building FR's. This task should be completed in order to submit the names at the May FR Council Meeting.
  - c. When possible, buildings should hold contested elections for FR(s) and alternates.
  - d. All members should be provided with a handbook which includes the names of the building FR's and alternates, board and committee members, bylaws, etc.

- e. Some type of recognition shall be given to FR's.
  - f. Mailings from the LEA Office shall go to senior, junior and alternate FR's.
  - g. Faculty representatives need to establish regular LEA building meetings which best fit the needs of their building members.
  - h. LEA shall provide FR's with one ream of white paper for each 50 members per building each school year upon request. Recycled paper will also be made available to FR's.
  - i. The LEA leadership will lobby the district to recognize the building FR positions as equal to other unpaid/paid positions in the building and as a significant contribution to the profession.
  - j. The LEA leadership will lobby the district to promote the position of building FR as a partner with the building administration in decision making and problem solving.
2. To enhance the atmosphere and to facilitate the business of FR Council, the following policy procedures are made:
- a. FR's should receive by the Tuesday before Council the agenda, the council minutes, financial report and other necessary materials.
  - b. "Comments and Concerns" may be moved up on the agenda.
  - c. "New business Items" may be introduced throughout the FR Council Meeting.
  - d. Voice or hand votes should be taken on all motions made at the Council, unless a written ballot is requested or required.
  - e. FR's shall receive (1) treats at each meeting and (2) some sort of recognition (i.e. a name tag, mug, pen, etc.) provided by the LEA on an annual basis to both FR's and alternates. Association fund drives (i.e. LEA-PAC, contributions to candidates and ballot issues, etc.) should be kept separate from the treats and/or perks given to FR's.
3. To respond to the need for FR Training and to enhance the effectiveness of faculty leaders, the following policy procedures are made:
- a. Some basic training must be addressed to all FR's through a variety of means throughout the year including:
    - 1) The duties of the faculty representative.
    - 2) Information on the role of the LEA Officers, Board Members, Committee Chairs, and the Executive Director.
    - 3) Grievance processing.
    - 4) Member services available through NSEA and NEA
    - 5) Organizing and conducting building meetings.
    - 6) The negotiations process.
  - b. Veteran FR's are encouraged to participate as FR training facilitators.
  - c. Materials and an agenda shall be received by FR's and alternates in advance of each training session.

**D. FACULTY REPRESENTATIVE TRAINING**

An LEA Faculty Representative Training Session shall be held each fall, the first week of duty of teachers and prior to the first Faculty Representative Council Meeting. No FR Council session shall be conducted prior to this annual fall training session.



## **V. CONTRACT**

### **A. GRIEVANCE PROCESSING, MEMBER RIGHTS, AND LEA PROFESSIONAL STAFF**

1. The Executive Director (or their designee) shall maintain a filing system of all member rights cases handled by Association staff.
2. LEA Professional Staff shall be responsible for the processing of grievances and providing other member rights services to LEA members or members of the bargaining unit as required by law. Cases shall be referred to NSEA member rights for additional support or legal services when appropriate. Legal and other NSEA Member Rights services are provided in a manner consistent with NSEA policies and procedures.
3. LEA Professional Staff will report, on a regular basis, to the LEA Board of Directors and the LEA FR Council. This report will consist of general trends in member rights concerns as well as details of specific cases when appropriate, but shall not include member names.
4. Faculty Representatives or other elected or appointed officials of the Association may be used to support the processing of grievances as appropriate. The member receiving Association support must approve of the use of persons other than professional staff to process their grievance.
5. Professional Staff will keep the LEA President informed of all member rights issues upon which they are working. An exception to this provision may be made at the specific request of the member receiving services. A written copy of all grievances filed shall be made available to the Association President.
6. A grievance filed as an Association Grievance, as provided for in the Negotiated Agreement, shall be approved by the LEA Board of Directors prior to being filed. In the event timelines create difficulties in this regard, the Association President may authorize the filing of an Association grievance at step one or two subject to approval by the LEA Board at an appropriate later date.
7. In the event the Professional Staff recommends processing of a grievance to the Arbitration step, the approval of the LEA Board of Directors shall be necessary.

### **B. GRIEVANCE PROCESSING FOR NON-MEMBERS**

1. In accordance with Nebraska Statute, the Lincoln Education Association will charge non-members for grievance processing that is related to the professional agreement between the LEA and the Lincoln Public Schools and that is required of the Association as the bargaining agent for certificated staff in the Lincoln Public Schools in meeting the Association's duty of fair representation.
2. The LEA will, on an annual basis, determine a cost per hour for grievance processing based upon, but not limited to: UniServ staff salary, building and operations costs, and support staff costs associated with grievance processing.
3. Along with a cost per hour for grievance processing, the LEA will annually determine the amount of money that a non-member must deposit with the Association in advance in order for the Association to begin grievance processing. The amount required will cover grievance processing from the Informal Step through and including Step 3 of the formal negotiated grievance process. A second amount to be deposited in advance by non-

members for grievance processing at the arbitration level will also be determined on an annual basis.

4. Should the non-member fail to deposit the required advance funds, their grievance will not be processed and the Association will have determined that it has met its obligation of duty of fair representation.
5. In the event the time and costs devoted to a non-member's case exceeds the amount they have pre-deposited, LEA will bill the non-member for additional funds.
6. In the event a non-member's case generates the need for additional funds beyond the pre-deposited amount and those additional funds are not deposited, work on the non-member's grievance will cease and the Association will have determined that it has met its obligations of duty of fair representation.
7. In either case above regarding non-payment, the non-member will receive official written notice regarding their grievance from the LEA.
8. Non-members for whom the LEA processes a grievance will be provided with a record of the actual billable hours spent on their behalf. In the event the grievance is resolved or dropped by the non-member, the non-member will receive a statement accounting for the billable hours to resolve the grievance and a refund of any deposited monies not accounted for by the billing.

### **C. CONTRACT COMMITTEE GUIDELINES**

1. The LEA President will appoint a chair for the LEA contingent of the committee.
2. Committees are to frame their task and stay within the charge(s) given to them by ProCom and/or the LEA/LPS Professional Agreement.
3. All LEA members will have access to reports from the contract committees.
4. Before finalizing any recommendations, joint committees need LEA Board direction and/or approval.
5. All LEA members of committees shall meet prior to joint meetings with the District and be on an on-call basis between joint meetings to discuss LEA issues.
6. The President, Vice President, and/or Executive Director may be invited to any and/or all meetings in between joint meetings.
7. All LEA members of committees shall attend the LEA contract committee training session(s).
8. Members of the committee must make a commitment to serve out the duration of the committee.
9. Each joint committee shall appoint a secretary who will prepare minutes to be sent to the next regularly scheduled Board of Directors and Board of Education meetings.
10. Procedural rules should be discussed and agreed upon at the initial meeting of each contract committee.
11. All LEA contract committee members shall be invited to an FR Council meeting to be introduced and recognized.
12. The LEA Board of Directors will approve the LEA members to the contract committees.
13. The LEA President will contact the approved LEA members of the contract committees and call the first LEA group meeting and training session.



## **VI. FINANCIAL MATTERS AND FUNDING PROCEDURES**

### **A. CODE OF ETHICAL CONDUCT**

1. In fulfillment of our obligation, all governance and employees of this Association shall:
  - a. Exercise appropriate responsibilities over Association resources;
  - b. Fully and fairly disclose and act appropriately in avoiding actual or apparent conflicts of interest;
  - c. Comply with applicable rules and regulations of the Association and government agencies;
  - d. Respect confidentiality of information acquired in the course of our work;
  - e. Provide Association constituents with information that is complete, accurate, and appropriate;
  - f. Carry out activities professionally with honesty and integrity;
  - g. Not knowingly be a party of any illegal activity or breach of appropriate responsibility;
2. Governance should report violations of this Code to the President and employees to the Executive Director unless the alleged violation has been committed by the President or Executive Director.

### **B. FINANCIAL ACCOUNTABILITY POLICIES AND PROCEDURES**

1. Fiscal Year  
The fiscal year of the LEA shall begin September 1 of a given year and end on August 31 of the following year.
2. Association Dues
  - a. Deduction of Association dues on the basis of voluntary individual authorization shall, once signed, be on a continuing basis.
  - b. Members may revoke their membership and thereby their dues deduction by providing written notice to the LEA Office during the period of March 1 through April 15.
3. Member Death: Dues Collection  
In the event of the death of an LEA member, member benefits services (e.g. Dues Tab, life insurance, etc.) for the family will continue throughout the remainder of the contract or until no longer needed. Any remaining dues will be collected through payroll deduction.
4. Dues Waiver for Active Military Call-Up  
The LEA will waive all dues to members of the Association called up for active military duty. All services will remain in effect.
5. The LEA Board of Directors Shall:
  - a. Propose budget and dues amount to FR Council for their approval.
  - b. Adopt annual budget which authorizes budgeted expenditures.
  - c. Engage the auditing firm.
  - d. Receive and review the annual report of the auditor.
  - e. Review monthly financial statements.
  - f. Approve non-budgeted, general fund expenditures and expenditures from the cash reserve.

6. The LEA President:
  - a. Has final authority to approve vouchers of governance expenditures.
  - b. Has authority to sign checks for governance and employee vouchers and budgeted expenditures.
7. The Executive Director:
  - a. Has final authority over all expenditures.
  - b. Has final authority to approve staff vouchers.
  - c. Has authority to sign general fund checks.
  - d. Signs contracts with insurance companies, leases, and other vendors.
  - e. Signs letter of engagement with the auditor, based upon Board authorization.
8. The LEA Secretary Treasurer:
  - a. Has authority to sign checks for employee and governance vouchers and budgeted expenditures.
  - b. Membership Processor
  - c. Process and account for NSEA and NEA membership.
  - d. Receive payment of dues by LEA members from LPS through payroll deduction.
  - e. Process member benefit payroll deductions
  - f. Process billing statements of cash paid dues

### **C. LEA BUDGET**

1. Working with the President, the LEA Staff will develop a budget for presentation to the LEA Board.  
The LEA Board will make any changes necessary and take final action on the budget.
2. The following is the timeline to implement the steps of the budget process:
  - a. **January:** Staff and governance develop preliminary budget information based upon needs and last year's budget; build revenue projections.
  - b. **February:** Preliminary budget numbers to Board for discussion; Negotiations with Executive Director, UniServ and Executive Assistants as determined by contract.
  - c. **March:** Board takes action on budget and sets dues recommendation for FR Council
  - d. **March:** FR Council receives budget and dues recommendation
  - e. **April:** FR Council votes on dues proposal
  - f. After approval of a dues amount by FR Council, the Board shall adopt a final budget.

### **D. BUDGET REPORT TO FR COUNCIL**

FR's shall receive at their monthly meetings the same budget report (i.e. format, content, etc.) that is given to the Board of Directors once the Board has approved the report.

### **E. INVESTMENT POLICY**

1. Investment Objectives:
  - a. The investment objectives of the Association are to maximize return on investment while minimizing risk on funds designated for reserve investments.
  - b. Investment diversification shall be used to minimize risk. Disproportionate, high risk, extreme positions or investments contrary to policy shall be avoided.
  - c. The Executive Director, in conjunction with the investment manager(s), shall maintain prudent investment strategies, monitor market conditions, and adjust the portfolio within the guidelines of policy to take advantage of market conditions to

- increase return and/or reduce risk. The executive director shall provide a quarterly report to the LEA Board showing the current disposition of LEA funds.
2. Implementation procedures and guidelines:
    - a. Investment Authority and Process. All investments shall be made, retained, or sold only upon the authority of authorized personnel of the Lincoln Education Association. Authorized personnel of the LEA shall be the Executive Director. The Executive Director shall seek the advice of the LEA President and the Association investment advisors with regard to LEA investments.
    - b. Securities Safekeeping. The investment manager(s) shall hold and safeguard cash and securities and shall collect the income and principal thereof when due. The depository shall retain principal collections subject to the direction of the Association.
    - c. All securities will be registered in the name of "Lincoln Education Association" unless otherwise instructed.

#### **F. CASH RESERVE POLICY**

1. Maintaining an adequate cash reserve is essential to the financial health of the Association, affects the Association's ability to maintain sufficient cash flow and allows the Association to prepare for financial emergencies. The Association shall maintain an unrestricted cash reserve fund between 10 to 15 percent of the annual Association general fund budget. This fund shall be exclusive of any designated building maintenance fund or severance pay reserve.
2. Expenditures from the cash reserve shall be reported to the Board of Directors at the next practically scheduled meeting.
3. In extraordinary circumstances in which funding requests are necessary and when the cash reserve is below the 10% to 15% level every attempt will be made to take expenditures from the general budget.

#### **G. ANNUAL AUDIT**

At the close of each fiscal year, the Association financial records shall be audited by an auditing firm recommended by Management and chosen by the Board of Directors, which shall serve as the Audit Committee. The auditing firm shall present the results of the audit and any Management letter comments to the Board of Directors at a regularly scheduled Board meeting.

#### **H. INTERNAL CONTROLS**

1. Disbursements and Receipts
  - a. All receipts, either cash or money order, shall be listed as to the amount and name by individual or organization and properly posted.
  - b. All monies received other than dues shall be credited to the appropriate budget category.
  - c. All receipts will be promptly deposited after careful reconciliation.
  - d. Payments of bills shall be by check and listed on the monthly expenditure list. The expenditure list for each month shall be approved by the Board of Directors at their first meeting of the following month.
  - e. All bills received within a current month are due and payable during the following month.

- f. All checks shall be signed by the Secretary-Treasurer and the President, or, in their absence, the Vice President, the Secretary-Treasurer, or the Executive Director. No checks will be signed without advance reconciliation of the receipts and/or bills.
  - g. Cash or checks received in the LEA Office will be counted by the Governance Assistant and the Administrative Assistant simultaneously. A Check and Cash Receipt Form will be completed and given to the bookkeeper with the cash or checks to be deposited. A copy of the Check and Cash Receipt Form and the original bank deposit receipt will be given to the Executive Director who will verify both documents for accuracy. The Executive Director will initial the original bank deposit receipt and give it to the bookkeeper for filing.
2. Petty Cash Procedures
- a. The petty cash will be in a locked box and will be kept in a file cabinet that can also be locked.
  - b. A purchase must be approved before money is withdrawn from the petty cash box.
  - c. An original receipt should be given to the bookkeeper along with the approved petty cash voucher. The approved voucher and receipt will remain in the petty cash box until the cash withdrawn has been replaced.
  - d. The bookkeeper will maintain the petty cash register.
  - e. The petty cash should be replenished to a level of \$100 monthly or when cash is below \$25.00.
  - f. Periodically, the petty cash box will be counted by someone other than the bookkeeper. Any discrepancies should be noted at that time. The petty cash box must always equal \$100 (i.e. currency + coins + petty cash vouchers = \$100).

## **I. GOVERNANCE EXPENSES**

Members of LEA Governance are expected to strive for efficiency and economy when traveling. All LEA Governance members have a stewardship responsibility to conserve Association resources. When possible, members of Governance are encouraged to coordinate travel plans with others attending an Association meeting or event to reduce Association expense.

1. LEA Member/Leader Travel/Training Expenses
- a. LEA members may attend conferences outlined in the LEA budget with approval of the Board of Directors with preference being given to conferences related to current or future Association issues.
  - b. All travel/training expenses not specifically stated in the budget must be approved by the Board of Directors.
  - c. When members seek approval for the use of training funds, the following guidelines shall be used:
    - 1) Upon written notification from the President stating a specific conference is open for participation by LEA members and leaders, a request in writing stating the conference or meeting to be attended along with a reason for desiring to attend shall be submitted to the LEA President.
    - 2) A final decision is made by the LEA President based upon the criteria that follows in 1d below.
  - d. The following criteria should be used in selecting who shall attend conferences:

- 1) Members receiving travel/training expenses should be active Association volunteers or be willing to serve in an active volunteer or leadership role in the future.
  - 2) Members who are presently serving on FR Council or the Board of Directors or who are serving as committee chairs on committees should have priority.
  - 3) Members to whom the training is most relevant should have priority.
  - 4) Travel must be equitably dispersed among leaders.
  - 5) All other things being equal, priority should be given to those members who have traveled the least recently.
- e. Members receiving funds for travel are expected to report to the Board of Directors on the training. Such report shall be written. Copies of the materials received at the training shall be forwarded to the LEA President for disbursement to the LEA Board of Directors and the FR's to whom the materials are most applicable. Members receiving travel funds may be asked to participate in training sessions to help disseminate information obtained at conferences and to further develop their leadership skills.
- f. Attendance at all state caucuses and general sessions of the conference, Delegate Assembly or Representative Assembly is expected. Failure to do so may result in the forfeiture of expense reimbursement. Unavoidable absences must be cleared with the LEA President or their designee.
2. Per Diem Payments to Members
- a. When individuals attend functions on behalf of LEA and are paid a per diem amount, the payee shall submit to LEA, within thirty (30) days of the last day of the event, a voucher indicating to the best of their knowledge a break down of their actual expenses. The purpose of this voucher is for LEA records, only. Original receipts must accompany the voucher. The payee is required to return to LEA any funds not spent along with the voucher within thirty (30) days of the last day of the event. If an individual has not submitted vouchers in a timely manner according to the LEA policy, the LEA will not authorize a cash advance to that individual to any subsequent functions. [Note: The LEA Board has the authority to reinstate cash advances to individuals.] In addition, any funds not vouchered will be reported to the IRS as income.
  - b. Any deadline for housing, event tickets, etc. established by NEA, NSEA, and/or LEA must be met. If a member fails to meet the deadline, then the member assumes responsibility for any added expense(s) incurred.
  - c. Individuals who attend NSEA and/or NEA activities, for which they will be reimbursed expenses by the NSEA and/or NEA, may request a cash advance from the LEA for out of pocket expenses. Within thirty (30) days of the last day of the event, the cash advance shall be returned to the LEA.
  - d. The payee will not be given additional reimbursement except in situations regarding rooms where there are late cancellations, persons leave early, or double room occupancy is not an option.
  - e. Members of the Association who travel at the request of the Association to governance meetings or training sessions shall be reimbursed for the following expenses:

- 1) The actual lodging expense based upon ½ of the room rate when circumstances allow.
  - 2) Per diem expenses as provided by the LEA budget. Receipts are required for air transportation, hotel room, taxi and airport shuttles, parking fees at the airport, and meals/snacks. Taxi transportation shared with a group should include a list of passengers. [Note: Drivers need to be directed to give individual receipts/coupons.] Tips are allowable up to: 20% for meals (include tip with meal); 20% for taxi (include tip with fare); \$1.00 per bag for bell hop; \$3/night for housekeeping. Daily non-meal tips totaling more than \$10.00 must include an explanation on the voucher. Expenses not allowed are: wearing apparel, donations of any kind, gifts, and alcoholic beverages.
  - 3) If the member chooses to drive their own auto, the member must notify the LEA President or their designee by a deadline specified by the President. LEA will reimburse at the average or lowest airfare of the other delegate(s) or actual mileage, established at the current rate by IRS, whichever is less.
  - 4) LEA members must communicate their travel needs (i.e. extension of stays, early arrivals, etc.) to the President or their designee by a deadline specified by the President. LEA staff and/or leadership will assume the responsibility for making travel arrangements.
  - 5) When flight arrangements cannot be made economically from Lincoln, LEA will reimburse roundtrip mileage to Omaha and airport parking. LEA members should make every effort to carpool or take the shuttle to Omaha when possible.
  - 6) Registration fees.
- f. The Board of Directors may approve additional expenses (i.e. coach air fare) or lesser expenses (i.e. banquet included in registration fees) on an individual basis.

## **J. REIMBURSEMENT OF STAFF BUSINESS EXPENSES**

1. Responsibilities of Staff
  - a. Consistent with LEA Board Policies and the staff negotiated agreement, LEA employees have a stewardship responsibility to conserve the Association's resources.
  - b. Use LEA resources in a prudent and efficient manner by minimizing travel costs and avoiding unnecessary expense.
  - c. Reimbursable expenses must be for the ordinary, reasonable, and necessary expenses incurred in performing LEA duties.
  - d. Reimbursable expenses must conform to contract language and applicable Internal Revenue Service ("IRS") and Department of Labor ("DOL") regulations.
2. The Executive Director's, Responsibilities, and Expectations  
The management of LEA is accountable to the Association's membership for the prudent stewardship of the organization's funds, and maintains control over how monies are expended.
3. Responsibilities of the Executive Director
  - a. Administer these Guidelines adhering to the principles and philosophy as described in this document.
  - b. Thoroughly review travel plans and travel vouchers prior to approval.
  - c. Request additional documentation and/or explanation from employees where necessary to substantiate travel plans and expenses.

- d. Deny reimbursement for expenses outside the intent of this document or of relevant contractual provisions.
4. Hotel and Related Business Expenses
  - a. LEA will reimburse the actual cost incurred by an employee on travel status for normal, single-occupancy lodging at an appropriate establishment. [“Appropriate” means reasonable in view of the expense involved. A hotel selected by NEA, NSEA or an affiliate for a meeting, or one in which the employee is attending a session, is always appropriate. In other cases, it is expected that as part of the employee’s stewardship responsibility, lodging sites will be selected to assure reasonable comfort, convenience, and safety while avoiding unnecessary, excessive or unreasonable expenses.]
  - b. For known travel commitments, hotel reservations are to be made well in advance to secure the best possible rates.
5. Meals Purchased for Other Employees

If a group of staff, while on official business, eat together as a group and one employee pays the bill, this must be noted on the voucher along with the names of the staff members and individuals who were present.
6. Group Meals
  - a. There are occasions when it is appropriate for an employee to pay for a business meal or group function involving external personnel (non-staff individuals such as governance representatives or LEA business contacts) as part of his/her job.
  - b. The actual amount of a group meal is reimbursable if approved by Management prior to the meal.
  - c. Business meals are to be reasonable.
7. Companion Travel

LEA does not allow reimbursement for expenses incurred by a companion who is accompanying a staff person on official business.



## **VII. LEA GOVERNANCE**

### **A. JOB DESCRIPTIONS**

1. The LEA shall have written job descriptions for the following positions:
  - a. President
  - b. Vice President
  - c. Secretary-Treasurer
  - d. The Board of Directors
  - e. Faculty Representative and Alternate
  - f. Committee chairs
  - g. Board Liaisons
  - h. NSEA Delegate Assembly Delegate
  - i. NEA Representative Assembly Delegate

**B. JOB DESCRIPTION: PRESIDENT (Not Listed In Priority Order)**

**The President shall:**

1. Serve as the spokesperson for the Association to the: public, members, State and National Association.
2. Preside at all meetings of the LEA Board of Directors and FR Council and to prepare materials for these meetings.
3. Sign checks.
4. Respond to member concerns.
5. Appoint committee chairpersons to the Board for approval by the Board of Directors.
6. Establish ad hoc committees and appoint those members.
7. Visit all schools and interact with the members of that building.
8. Communicate with Lincoln Public Schools administrative staff and personnel.
9. Represent LEA through involvement with community organizations.
10. Lobby LPS School Board members.
11. Attend LPS School Board meetings.
12. Delegate to NEA Representative Assembly, NSEA Delegate Assembly, NCUEA, and NSEA Board meetings (the latter, as necessary).
13. Appoint members of contract committees for approval by the Board of Directors.
14. Organize and support member volunteers.
15. Appoint members of the Negotiations Team for approval by the Board of Directors.
16. Support the negotiations effort and serve on the Negotiations Team.
17. Serve as co-chair of Professional Committee (ProCom).
18. Supervise the LEA officers.
19. Make budget recommendations.
20. Monitor, coordinate, and support the activities of all of the LEA committees with the assistance of the Executive Director and the Board of Directors.
21. Meet regularly with the Executive Director.
22. Coordinate training for the Association with the Executive Director.
23. Make recommendations to the Board of Directors on major state and national Association projects.
24. Approve all press releases and serve as the contact person for any follow up.
25. Implement actions requested by the FR Council and the Board of Directors.

**C. JOB DESCRIPTION: VICE PRESIDENT (Not Listed In Priority Order)**

**The Vice President shall:**

1. Fulfill all expectations as a member of the LEA Board of Directors.
2. Act as presiding officer at FR Council and Board of Directors meetings at the request of or in the absence of the President.
3. Assume duties as assigned by the Board of Directors, FR Council, or the President.
4. Plan, delegate responsibilities, preside, and develop the evaluation in conjunction with FR's, committee chairs, the President and the Executive Director for the FR workshop.
5. Be a delegate to NSEA Delegate Assembly.
6. Be a delegate to NEA Representative Assembly.
7. Attend NCUEA
8. Meet regularly with the other officers and the Executive Director.

9. Assume the powers and duties of the President if the President cannot perform his/her duties because of death, disability, resignation, or absence until the disability or the absence ends or for the remainder of the term.
10. Have the authority to sign checks if others are not available.
11. Assist the President/Executive Director in monitoring and coordinating activities of the LEA committees.
12. Promote the image of the Association both internally and externally by attending Association activities and assisting with building activities as deemed necessary.
13. Serve on Professional Committee (ProCom).

**D. JOB DESCRIPTION: SECRETARY-TREASURER (Not Listed In Priority Order)**

**The Secretary-Treasurer shall:**

1. Fulfill all expectations as a member of the LEA Board of Directors.
2. Assume duties as assigned by the Board of Directors or the President.
3. Meet regularly with other officers and the Executive Director.
4. Attend official Association meetings and be responsible for taking, preparing, and overseeing the distribution within ten working days of the official minutes at meetings of the Faculty Representative Council, the Board of Directors, and general Association meetings.
5. Monitor records that show the source and disposition of all Association funds.
6. Assist the Board of Directors in monitoring long range and short range financial plans.
7. Have the authority to co-sign Association checks.
8. Be a delegate to NSEA Delegate Assembly.
9. Be a delegate to NEA Representative Assembly.

**E. LEA BOARD OF DIRECTORS EXPECTATIONS & RESPONSIBILITIES (Not Listed In Priority)**

**The Board of Directors shall:**

1. Attend: (a) Board meetings, (b) training sessions/retreats, (c) FR Council, and (d) LEA sponsored functions.
2. Read materials prior to Board meetings.
3. Be prepared with ideas and motions.
4. Be ready to take action on information.
5. Obtain information from the President or another Board member of any meetings missed.
6. Keep Executive Session information confidential.
7. Support LEA processes.
8. Communicate LEA decisions and the reason for those decisions to others.
9. Develop the long and short term goals of the Association.
10. Evaluate the Executive Director.
11. Be willing to act as a liaison to a standing committee or serve on a joint contract committee.
12. Be willing to serve as a co-chairman to a joint LEA/LPS contract committee.
13. Represent members by seeking input and maintaining contact with the membership.
14. Actions of the Board members must reflect the spirit and intent of the Association's bylaws, resolutions, and policies.
15. Approve committee chairs, contract committees, and the negotiation team.

16. Recommend changes and additions to the LEA Budget and submit a budget and dues recommendation to FR Council for approval.
17. Carry out duties as defined in LEA Bylaws, Article III, Section 8.

**F. EXPECTATIONS & RESPONSIBILITIES FOR BOARD LIAISONS TO LEA STANDING COMMITTEES** (Not Listed In Priority Order)

**The Board Liaison shall:**

1. Communicate LEA goals and philosophy to the committee.
2. Communicate LEA decisions and reasons for the decisions to the committee.
3. Attend committee meetings and provide support for committee chairs as requested.

**G. COMMITTEE CHAIR EXPECTATIONS & RESPONSIBILITIES** (Not Listed In Priority Order)

**The Committee chair shall:**

1. Fulfill committee charges.
2. Seek Board support.
3. Follow the process for adding new committee goals or activities.
4. Call and chair committee meetings.
5. Follow budget and voucher processes.
6. Provide a written report for the Board after each meeting (reflect goals).
7. Submit work requests for approval by the President in a timely fashion.
8. Recruit committee members.
9. Attend Committee Chair Workshop(s).
10. Delegate responsibilities to committee members and the Board Liaison.
11. Provide reports to FR Council and attend as needed.
12. Obtain approval before circulating any surveys or materials to the general membership.

**H. JOB DESCRIPTION: FACULTY REPRESENTATIVES AND ALTERNATE FACULTY REPRESENTATIVES** (Not Listed In Priority Order)

**1. Faculty Representatives shall:**

- a. Attend Council meetings regularly, speaking and voting on behalf of their constituencies.
- b. Serve continuing members in matters pertaining to LEA
- c. Recruit and serve new members.
- d. Organize and hold regular meetings of their constituency.
- e. Represent their constituencies to the building administration.
- f. Seek to actively involve their constituencies on LEA committees and other areas of the governance structure.
- g. Communicate and interpret LEA policies and programs to their constituencies.
- h. Conduct elections and polls concerning LEA business when necessary.
- i. Serve as the vital link providing leadership and communication which maximizes member involvement and governance responsiveness.
- j. Fulfill all duties as prescribed by the LEA Bylaws.

**2. Alternate Faculty Representatives shall:**

- a. Assume the duties of the FR when the FR is unable to perform their duties.

- b. Meet regularly with the FR to plan strategy, communications, etc.
- c. Attend Council meetings as an observer with floor privileges.
- d. Perform such duties as assigned by the FR

**I. JOB DESCRIPTION: NSEA DELEGATE ASSEMBLY DELEGATE AND NEA REPRESENTATIVE ASSEMBLY DELEGATE (Not Listed In Priority Order)**

**The Delegates shall:**

1. Serve as elected representatives in the interest of the Association and its membership.
2. Attend all LEA/NSEA caucuses prior to the actual assembly.
3. Fulfill all LEA/NSEA/NEA requests and/or expectations in a timely manner.
4. Attend and participate in all official business meetings for the duration of the assembly.
5. Complete all LEA/NSEA procedures for vouchering, collecting of receipts, return any unused advanced funds in a timely manner.



**VIII. LEA PERSONNEL**

**A. JOB DESCRIPTIONS**

The LEA shall have written job descriptions for the following positions:

1. Professional Staff (Executive Director and UniServ staff)
2. Associate Staff

**B. JOB DESCRIPTION: EXECUTIVE DIRECTOR (Not Listed In Priority Order)**

**The Executive Director shall:**

1. Advocate for the collective and individual rights of members and the protection of those rights.
2. Promote the welfare of members by assisting the Lincoln Education Association in the collective bargaining process.
3. Maintain the fiscal integrity of the Lincoln Education Association by providing advice and assistance to those LEA officials responsible for budget development, expenditure of funds and investment savings.
4. Reflect the LEA in a positive and professional manner.
5. Manage the LEA office including assignment, supervision and evaluation of office staff, maintenance of the physical plant and office equipment.
6. Assist the governance structure of the Association by providing for leadership training and serving in an advising role to all levels of governance.
7. Maintain a positive relationship between the LEA and its affiliates through participation in appropriate association activities.
8. Act as the lobbyist for the Association and coordinate the LEA Government Relations program. Coordinate staff support for the LEA-PAC as appropriate.
9. Assist the LEA in addressing instructional problems and issues.
10. Assist in the long range planning and goal setting of the LEA.
11. Pursue professional growth and development by identifying and exploring opportunities for challenge and change.

**C. LEA UNISERV DIRECTOR JOB DESCRIPTION (Not Listed In Priority Order)**

**The UniServ Director shall:**

1. Assume primary responsibility for providing member rights services to LEA members. This includes both advocacy with regard to grievances and contract maintenance and providing counsel and services for members in the various stages of job security issues.
2. Establish and maintain regular communications channels with President and Executive Director to keep them informed and up to date on ongoing member rights cases and issues.
3. Maintain accurate and up to date files of member rights cases and electronic versions of case cover sheets.
4. Act as staff liaison and provide support for LEA-PAC.
5. Provide staff support and leadership for the Joint IAQ Committee.
6. Work with the Association President and Executive Director to write the LEA Advocate and other communications materials as directed.
7. Assist with the development and delivery of member training activities as directed by the Executive Director.
8. Provide organizing and Association campaign support for recommended candidates and ballot issues as directed by the Executive Director.
9. Establish and maintain positive working relationships with District management and building principals in order to effectively advocate for LEA members.
10. Inform the LEA Board and FR Council on member rights trends and activities.

**D. JOB DESCRIPTION: ASSOCIATE STAFF FOR GOVERNMENT RELATIONS AND FINANCE (Not Listed In Priority Order)**

**The Associate Staff for Government Relations and Finance shall:**

1. Act as bookkeeper for the Association (including LEA Foundation, Harvest of Books, and LEA-PAC). Duties include: Avoid interest and late fees by observing deadlines for payment of vouchers/invoices, preparation of monthly and/or quarterly budget reports for the Board and FR Council, and preparing materials for annual audit. Regularly inform Executive Director of activities in these areas.
2. Avoid fines and penalties by observing deadlines for the Association (including LEA Foundation, Harvest of Books, and LEA-PAC) and preparing and filing semi-monthly, quarterly and annual payroll tax returns for the IRS, State Department of Revenue, and Nebraska Workforce Development (unemployment insurance office). Observe deadlines by preparing and filing other reports for federal, state and local agencies and insurance carriers (i.e., Lancaster County Treasurer, Secretary of State, Workers Comp Insurance, etc.) as required. Regularly inform Executive Director of activities in these areas.
3. Coordinate billing and collection of shared utilities, garbage, landscape and snow services with the Condo and the LLC. Arrange for needs of Condo and LLC as needed. Coordinate with Executive Director.
4. Complete and submit Accountability and Disclosure Commission reports as required in statutes for the Association and LEA-PAC. Coordinate with Executive Director and LEA-PAC Treasurer.
5. Collect information, prepare, and update budget information for the fiscal year. Coordinate with the Executive Director.

6. Coordinate preparation of FR Council and Board of Director's minutes for distribution to members in a timely manner.
7. Prepare election information and materials for distribution to membership. Coordinate with Associate Staff for Membership and Governance for on-line voting.
8. Prepare and maintain scholarships and grants materials.
9. Maintain donor records and prepare donor receipts for the LEA Foundation fundraiser. Coordinate and facilitate the fundraiser and maintain a collaborative relationship with business and individual donors.
10. Maintain donor records and prepare donor receipts for the Harvest of Books program. Assist the Associate Staff for Membership and Governance with the Harvest of Books program.
11. Prepare Government Relations materials and activities for the membership, Legislative Contact Teams, School Board Contact Teams and Cyber-lobbyists. Coordinate with Executive Director.
12. Maintain a personal property inventory for insurance, audit, and personal property tax purposes. Work with the Executive Director on the purchase of furniture or office equipment.
13. Maintain proficiency in current software programs at LEA. Learn and develop proficiency in upgrades and new programs as they become available.
14. Insure office supplies and groceries are in inventory. Coordinate this activity with the Associate Staff for Membership and Governance.
15. Provide administrative support to the Executive Director and UniServ Director.
16. Assist with typing and preparation of meeting materials to help balance office workload as directed by the Executive Director and Association President.
17. Arrange for office and equipment repairs when needed. Maintain security including distribution of office keys.
18. Share phone and office greeting duties with the Associate Staff for Membership & Governance.
19. Develop and maintain general filing. File information as received from governance and professional staff. Coordinate filing with Associate Staff for Membership and Governance to avoid duplication. Keep all filing updated in a timely manner.
20. Perform additional assigned duties as needed when Associate Staff for Membership and Governance is on vacation.

**JOB DESCRIPTION: ASSOCIATE STAFF FOR MEMBERSHIP AND GOVERNANCE (Not Listed In Priority Order)**

**The Associate Staff for Membership and Governance shall:**

1. Process and maintain member benefit implementation and payroll deductions with Assurity Life Insurance, 1<sup>st</sup> Nebraska Educators Credit Union, Horace Mann Insurance, LEA Advocacy Fund, LEA Foundation, Lincoln Racquet Club, LEA-PAC, NEA-FCPE, NSEA Children's Fund, Pre-Retired, YMCA, and additional member benefits.
2. Process and maintain LEA/NSEA/NEA membership data and financial reports procedures outlined by NSEA and LEA.
3. Process and maintain bi-monthly (transportation members) and monthly (certificated and all other ESP members) membership dues and member benefit payroll deductions as outlined by LEA/LPS Negotiated Agreement and the LPSDO Payroll Department.

4. Process and maintain cash paying members' payments and process per NSEA and NEA guidelines.
5. Coordinate and facilitate the needs of the membership in regards to Assurity Life Insurance, 1<sup>st</sup> Nebraska Educators Credit Union, Health Clubs, Horace Mann Insurance, NEA Member Benefits, and other business partners.
6. Process and maintain retired membership dues and implement with NSEA and NEA per procedures outlined by NSEA-Retired and NEA-Retired.
7. Process and maintain LEA/NSEA/NEA Retired membership data and implement with NSEA and NEA per procedures outlined by NSEA-Retired and NEA-Retired.
8. Process and maintain cash paying retired members statements and payments and process as per NSEA-Retired and NEA-Retired guidelines.
9. Maintain and update LEA Website.
10. Create and execute all LEA surveys.
11. Maintain and execute IT structure using advanced computer skills, proficiency in upgrades and new software, and training staff on systems usage.
12. Staff assistance with elections.
13. Create and execute on-line elections.
14. Coordinate and facilitate the Harvest of Books program and maintain a collaborative relationship with the bookstores, corporate sponsors, volunteers; and community members.
15. Process and code incoming cash per instructions of association auditor.
16. Attend and facilitate FR Council meetings and any other LEA activities at the request of the LEA President and/or LEA Executive Director—i.e. NSEA Delegate Assembly, NEA Representative Assembly, Harvest of Books.
17. Coordinate preparation of FR Council, LEA Board of Directors, LEA-Retired and LEA Committees.
18. Provide Administrative support to the LEA President, LEA Committee Chairs, and LEA Retired.
19. Coordinate and facilitate volunteers for LEA projects at peak times of the membership year.
20. Develop, maintain and keep current all general filing from governance and professional staff.
21. Insure all office supplies and groceries are in inventory and coordinate with Associate Staff for Government Relations and Finance.
22. Assist with preparation of meeting materials to help balance workload as directed by the Association President, Executive Director, and UniServ Director.
23. Share phone and office greeting duties with the Associate Staff for Government Relations and Finance.
24. Perform additional administrative duties as directed by the Association President, Executive Director or UniServ Director.
25. Coordinate the LEA Retirement Dinner.
26. Assist with LEA fundraisers.
27. Assist with collecting information and update budgeting information for each Association budget.
28. Maintain the scholarships and grants on the LEA website as directed by the LEAF Scholarship Committee.

**F. JOB DESCRIPTION: RECEPTIONIST (Not Listed In Priority Order)**

**The Receptionist shall:**

1. Primary person responsible for answering the telephone, referring calls, taking messages. Act as receptionist for office and answer routine questions from members.
2. Type correspondence, reports and other. Proofread all work to insure accuracy of grammar, punctuation and spelling.
3. Process incoming and outgoing mail.
4. Perform support duties as shall from time to time be assigned by the Executive Director or Association President.
5. Develop and maintain general filing system and newspaper clipping files.
6. Maintain office, board room, and training room calendars.
7. Assist with membership as needed by Governance Assistant.

**G. LEA PROFESSIONAL STAFF**

The professional staff for LEA shall distribute to all members in the fall their names, phone numbers and e-mail addresses.

**H. VACATION POLICY FOR BOOKKEEPER**

The LEA Bookkeeper must take vacation each year for at least five consecutive days.

**I. LEA EMPLOYEES' GRIEVANCE PROCEDURE**


A grievance/problem resolution procedure shall be in place and a part of all Association employees' contract provisions.

**J. EXECUTIVE DIRECTOR EVALUATION PROCESS**

1. The LEA Board of Directors shall annually evaluate the Executive Director.
2. The evaluation shall reflect the year's set performance expectations which are based upon the job description of the Executive Director as outlined in the policy handbook, Association priorities, and goals.
3. A comprehensive evaluation will be done at least once every three years. On the succeeding two years, a briefer evaluation form may be used. When a new Executive Director is hired, the comprehensive evaluation will be done within the first year of employment.
4. The Personnel Committee shall consist of individuals with knowledge and experience with the internal workings of LEA of which at least three will be current Board members. The Executive Director shall not serve nor be a part of this committee.
5. The Personnel Committee develops appropriate evaluation instruments based upon the Executive Director's current year performance expectations. The committee may elicit information from the following sources: LEA Board of Directors, FR Council members and Standing Committee Chairs.
6. The LEA Board of Directors approves all evaluation instruments.
7. Requests for information can be accomplished by:
  - a) the US mail with a stamped return envelope enclosed. Return envelopes will be marked "confidential," returned to the home address of the committee chair, and remain unopened until the committee meets to review the feedback.

- b) an electronic survey using LEA web services.
- 8. A cover letter explaining the process, its purpose, return date, etc. will be included with each request. Signatures shall be optional.
- 9. The Personnel Committee will review the data and complete the Executive Director Performance Appraisal Form for the Board of Directors and the Executive Director. The committee will also report to FR Council. Individuals' responses will be shared with the Executive Director, and then become the property of the Association.
- 10. The Executive Director may submit documents to his/her personnel file.
- 11. Should the Executive Director's Performance Appraisal indicate any areas of performance less than satisfactory, the Personnel Committee shall establish appropriate job targets and completion dates to address the areas of concern. The Executive Director shall have reasonable time to address any concerns raised by the Appraisal.

#### **K. PROFESSIONAL AND ASSOCIATE STAFF EVALUATION PROCESS**

- 1. The executive director, with input from the LEA Board and the President, shall evaluate the professional staff and the administrative assistants.
  - 2. The executive director shall report the results of the appraisal to the LEA Board.
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### **IX. COMMUNITY RELATIONS**

#### **A. LEA GOVERNMENT RELATIONS**

- 1. The LEA Government Relations program will consist of the Legislative Contact Teams (LCT), School Board Contact Teams (SBCT) and the lobbying activities by LEA staff.
- 2. LCT's shall be appointed per NSEA procedures. Primary staff support for LCT's shall come from the LEA Executive Director, working with the LEA President, in coordination with NSEA Government Relations. The LEA Executive Director shall coordinate LCT, and SBCT lobbying activities on behalf of LEA.
- 3. Legislative Contact Team members
  - a. Are appointed by the LEA President for one year. Reappointment is possible.
  - b. Are active LEA members.
- 4. Legislative Contact Team members are expected to:
  - a. Meet on a regular basis with their legislator.
  - b. Provide the LEA Executive Director with routine written reports on their contact with legislators. Copies of these reports will be forwarded to the LEA President to be shared with the LEA Board of Directors.
  - c. Actively participate in lobbying activities as requested by NSEA and LEA Government Relations staff.
  - d. Promote and support the legislative program of NSEA and LEA.
- 5. School Board Contact Teams
  - a. Are appointed by the LEA President for one year. Reappointment is possible.
  - b. Are active LEA members.

- c. Will be provided by the LEA Executive Director, working with the LEA President, with training and regular flow of information to assist the teams in fulfilling their duties as they pertain to working with their school board member.
- 6. The LEA Executive Director (or their designee) will maintain a file of contact team reports and other relevant information.
- 7. School Board Contact Team members are expected to:
  - a. Meet on a regular basis (at least five times per school year) with their school board member.
  - b. Provide the LEA Executive Director with routine written reports on their contact with school board members. Copies of these reports will be forwarded to the LEA President to be shared with the LEA Board of Directors.
  - c. Act in a manner and promote positions consistent with the content and intent of all LEA/NSEA/NEA resolutions, bylaws, policies and procedures.
- 8. Association dues shall not be used for the purpose of attending political fundraisers. Any staff or governance participation in such events shall be funded at the discretion of the LEA-PAC Board.

## **B. SCHOLARSHIPS/GRANTS**

Specific policies and guidelines for scholarships are established by the Lincoln Education Association Foundation Scholarship Committee and are under the direction of the LEA Foundation (LEAF) Board of Directors. LEAF grants are established and managed by the LEAF Board of Directors. The LEA Foundation offers:

- 1. The Christa McAuliffe Scholarship for members furthering their education.
- 2. LEAF STAR (Student Talent and Resources), a scholarship opportunity for children of LEA members who are Lincoln Public School seniors and have an interest in continuing their education at an accredited Nebraska educational institution.
- 3. LEAF SOAR (Student Opportunity and Resources), a scholarship opportunity for Lincoln Public School seniors who show an interest in continuing their education at an accredited Nebraska educational institution.
- 4. The Barbara Buckingham Patronsky Scholarship for LEA teachers for travel or study. The scholarship is managed by the Lincoln Community Foundation while the LEAF Scholarship Committee selects the recipient.
- 5. Grants for certificated professional members to use in their assignment for special projects, to provide assistance for speakers and field trips and other creative endeavors.
- 6. Catastrophic grants to aid members who are facing a catastrophic situation in their personal life. The grants are awarded on an application basis.

## **C. AWARDS**

- 1. Friend of Education Award:
  - a. The recipient of the LEA Friend of Education Award shall:
    - 1) Not be a member of LEA
    - 2) Have a record of support for public education.
    - 3) Have a record of support for teachers.
    - 4) Have a record of support for the LEA
    - 5) Be nominated by any LEA member.
    - 6) Be selected by the LEA Board of Directors.

2. The Friend of Education award may be given during American Education Week, at the May FR Council, or at such other time as the Board of Directors prescribes.

#### **D. DONATIONS AND CONTRIBUTIONS**

1. Donations to Charities

The LEA shall not make donations to charitable organizations and a letter shall be sent explaining the LEA position of not using member's dues money for charitable donations and the possible involvement of LEA members in those organizations by the LEA Executive Director when requests for donations are received. The exception to this policy will be memorial donations to Association-related projects.

2. Distribution of LEA Funds to Organizations

- a. Groups receiving LEA funds must be connected with the teaching profession, education, or public relations (i.e. education programs or foundations that promote education) and need to fill out the appropriate form.

- b. Groups requesting money will be considered following the criteria below:

- 1) The benefit and appropriateness of the request to education.

- 2) The relationship of the request to LEA goals and/or objectives.

- 3) The requesting group's commitment to education.

- 4) The amount of money requested and monies

- 5) Charitable organizations and their requests are not covered by this policy.

- 6) Approval by the Board of Directors must be given for all such distribution of funds

3. Food to Charities

Food that remains from LEA functions shall be given to charity, with a record kept of all such donations. Individuals shall make arrangements with vendors to guarantee that any remaining food orders will be distributed to the designated charity.

#### **E. HARVEST OF BOOKS**

The LEA with the support of the Lincoln Journal Star sponsors and oversees the distribution of books to first and second graders in the city of Lincoln. Members of the community donate new books, at a discount, through a partnership with booksellers in the community. Community members may also donate cash for the purchase of books.



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