

Policies
of
The Shrewsbury Education Association

Revised: February 2019

Policies Committee
Lori Blasioli
Heather Penfield
Jennifer Flemming

1. Meeting/Conference Policy

Members of the Shrewsbury Education Association are eligible and encouraged to attend Massachusetts Teachers Association statewide meetings and workshops. Members may seek election to attend the MTA annual meeting, held in May and the National Association meeting, held in July. The Association supports affiliation with the educational parent organizations by funding allowances to cover the cost of attending MTA/NEA sponsored meetings. The following policies address this funding.

Policy Statement One

MTA ANNUAL MEETING

MTA ANNUAL MEETING The MTA Annual Meeting is held in May and the SEA is entitled to elect and send nine delegates (9), as approved by MTA, to the two-day conference. Members attending must be elected by the SEA membership. If there are less than nine members opting to attend the conference the Association may forego the election process and fund the number of members opting to attend the MTA Annual Meeting.

1. The SEA shall fund the mileage, cost of tolls and garage parking (for up to two nights) for each member attending the MTA Annual Meeting.
2. The SEA shall fund the nightly cost of the hotel. Rooms are double occupancy. The SEA shall fund the nightly cost of the hotel for SEA Members only. Rooms will be double occupancy and are intended for SEA Members attending the conference. An SEA Member may reserve a single room, or room with a non-SEA Member or non-conference attendee, but they will be required to pay the cost of the entire room. In the event that there is an odd number of SEA Members attending, a single room will be available by lottery based on the breakdown of the rooming.
3. A reasonable allowance shall be granted to cover the cost of three meals per day, for each attendee. The Board of Directors shall determine said allowance each February.
4. SEA members attending the Annual Meeting shall provide the Treasurer of the SEA with receipts for reimbursement, for approved expenditures, during the Annual Meeting attendance.
5. The SEA Treasurer shall reimburse the attendee(s), in accordance with this policy, in a timely manner.

Policy Statement Two

NEA-RA CONVENTION

NEA-RA CONVENTION The NEA-RA Convention is held in various locations throughout the USA annually during the last weekend in June and the first week of July. The SEA is entitled to elect and send three delegates (3), as approved by MTA, to the convention. If there are more than three SEA members wishing to attend the Convention an election must be held in accordance with the election rules established by MTA /NEA. If three members or less seek election, then the Association may forego the election process and fund the number of members attending the NEA-RA Convention.

1. The SEA shall fund the travel costs of each attendee. These costs shall include airfare, baggage and handling, and ground transportation to and from hotel destination, as established by MTA/NEA.
2. The SEA shall share the funding of the hotel cost (with MTA/NEA). Rooms are double occupancy and The SEA shall fund the nightly cost of the hotel for SEA Members only. Rooms will be double occupancy and are intended for SEA Members attending the conference. An SEA Member may reserve a single room, or room with a non-SEA Member or non-conference attendee, but they will be required to pay the cost of the entire room. In the event that there is an odd number of SEA Members attending, a single room will be available by lottery based on the breakdown of the rooming.
3. A reasonable allowance shall be granted to cover the cost of three meals per day, for each attendee. The Board of Directors shall determine said allowance each February.
4. Members in attendance at the NEA-RA Convention shall provide the SEA Treasurer with receipts of approved expenditures.
5. The SEA Treasurer shall reimburse the attendee(s), in accordance with this policy, in a timely manner.

Policy Statement Three

MTA SUMMER LEADERSHIP CONFERENCE

The Summer Leadership conference is held each year in Massachusetts in early August. This week offers many educational opportunities for members and leadership to update classroom practice, to stay current with education trends, to network with local leaders, to refresh leadership skills, to improve member services, to remain current with bargaining strategies, and to socialize with colleagues.

1. The SEA /MTA shall fund the attendance of members at the Conference for the full week or for as many days as the member chooses to participate.
2. Housing is provided by the college in dormitories and meal plans are serviced through the various campus cafeterias.
3. The SEA shall fund the nightly cost of the hotel for SEA Leadership attending for the purposes of Leadership Training. Rooms are double occupancy. The SEA shall fund the nightly cost of the hotel for SEA Members only. Rooms will be double occupancy and are intended for SEA Members attending the conference. An SEA Member may reserve a single room, or room with a non-SEA Member or non-conference attendee, but they will be required to pay the cost of the entire room. In the event that there is an odd number of SEA Members attending, a single room will be available by lottery based on the breakdown of the rooming. Meal plans are serviced through the various campus cafeterias.
4. Members wishing to attend the Summer Conference should apprise the Treasurer prior to the due date for registration in order to take advantage of the discount offered for early registration.

5. The SEA shall fund the mileage and the toll costs for each member attending the Summer Leadership Conference.

6. SEA members attending the Summer Leadership Conference shall provide the Treasurer with receipts for reimbursement.

7. The SEA Treasurer shall reimburse the attendee(s), in accordance with this policy, in a timely manner. 8. The SEA is entitled to send ten (10) members to the Summer Conference. Should more than ten (10) members choose to attend the Summer Conference, the SEA shall be required to hold an election by June 2nd.

8. The SEA shall fund the registration fees and attendance of members at MTA sponsored one - day workshops.

Policy Statement Four

SEA ANNUAL MEETING

The SEA will cover 50% of the cost (up to \$15.00) of a ticket to attend the SEA Annual Meeting.

2. PURCHASING POLICY

Subject to the approval of the Board of Directors; it shall be the policy of the Shrewsbury Education Association to fund the purchase of items necessary for conducting the business of the Association.

1. The Association shall provide equipment, such as computers, printers, and other items as needed for the efficient and accurate maintenance of Association business by the officers and committee chairpersons.
2. The Association shall provide items, such as paper, office supplies, and stamps and cover the costs of printing and mailing as needed.
3. The SEA Board shall require receipts for all purchases be presented to the SEA Treasurer
4. The Treasurer, acting on behalf of the Association, shall seek the allotted reimbursements from MTA/NEA on large purchases.
5. The Treasurer, acting on behalf of the Association, shall seek reimbursements from the MTA/NEA for smaller expenditures when applicable.

3. MEMORIUM POLICY

Policy Statement One

Upon the death of a current Association member, it shall be the policy of the Shrewsbury Education Association to make a donation to a designated charity in the memory of the SEA

member. The donation shall be in the amount of the active rate of the member's NEA, MTA, SEA membership dues,

Policy Statement Two

Upon the death of an immediate family member of a School Committee member, an SEA Board member, and/or a current Negotiation Team member, it shall be the policy of the Association to donate to a designated charity the amount of fifty dollars (\$50.00) in memory of the deceased.

Policy Statement Three

Upon the death of the current President from another MTA district, the SEA shall donate fifty (\$50.00) dollars to a charity designated by the family of the deceased.

4. SALARY POLICIES

In the event that an SEA member has the responsibility of more than one role / chair in which reimbursement for SEA, NEA or MTA takes place, only one dues reimbursement will be awarded.

Policy Statement One PRESIDENT (S)

- The President shall be provided a line of credit, up to five hundred dollars (\$500.00), to pay such expenses as are necessary for the day-to-day carrying out of the office. In the event of a Co-presidency, the amount shall be split.
- A salary equal to 30% above the combined total of NEA, MTA, SEA dues, at the active rate and the current salary listed in Appendix A shall be remitted at the close of the academic school year, unless in the opinion of the Board of Directors, the officer has not properly and sufficiently carried out the duties of the office as defined by the By Laws. In the event a Co-Presidency exists, a salary equal to 30% above the combined total of NEA, MTA, SEA dues, at the active rate and the current salary listed in Appendix A shall be paid to each of the officers.



Policy Statement Two VICE PRESIDENT (S)

- A salary equal to 30% above the combined total of NEA, MTA, SEA dues, at the active rate and the current salary listed in Appendix A shall be remitted at the close of the academic school year, unless in the opinion of the Board of Directors, the officer has not properly and sufficiently carried out the duties of the office as defined by the By Laws. In the event a Co-Vice Presidency exists, a salary equal to 30% above the combined total of NEA, MTA, SEA dues, at the active rate and the current salary listed in Appendix A shall be paid to each of the officers.

Policy Statement Three SECRETARY

- A salary equal to 30% above the combined total of NEA, MTA, SEA dues, at the active rate and the current salary listed in Appendix A shall be remitted at the close of the academic school year, unless in the opinion of the Board of Directors the incumbent has not properly or sufficiently carried out the duties of the office.
- The treasurer and secretary shall be provided with a shared line of credit of up to \$300.00

Policy Statement Four TREASURER

- A salary equal to 30% above the combined total of NEA, MTA, SEA dues, at the active rate and the current salary listed in Appendix A shall be remitted at the close of the academic school year, unless in the opinion of the Board of Directors the incumbent has not properly or sufficiently carried out the duties of the office.
- The treasurer and secretary shall be provided with a shared line of credit of up to \$300.00

Policy Statement Five ASSOCIATION WEBSITE MAINTENANCE PERSON

- The Web Maintenance Person for the Association Website shall receive a salary equal to 30% the amount listed in Appendix A for maintaining the website during the academic school year, unless, in the opinion of the Board of Directors, responsibilities have not been properly and sufficiently performed. If the salary total is over \$600, the Web Maintenance Person shall receive a salary equal to 30% above the current salary amount listed in Appendix A at the close of the academic school year.

Policy Statement Six BOARD OF DIRECTORS – Building / Director Representatives

- Elected members of the SEA Board shall receive a salary equal to 30% above the current SEA salary amount listed in *Appendix A* plus the SEA dues amount at the close of the academic school year, unless, the Board member has not attended eighty per cent (80%) of the Board meetings and all General Meetings; and unless, in the opinion of the Members assigned to him/her, the Building Representative has not properly and sufficiently carried out the responsibilities of the position. If the salary and dues total over \$600, the elected members of the SEA Board shall receive a salary equal to 30% above the current SEA dues *and* the salary amount listed in Appendix A at the close of the academic school year

Policy Statement Seven COMMITTEE CHAIRPERSON

- A salary equal to 30% above the current SEA dues, at the active rate of the Membership Chairs of: 1) Professional Rights and Responsibilities, and 2) Sick Leave Bank shall be remitted at the close of the academic school year, providing the Committee Chair has attended eighty per cent (80%) of the Board of Directors meetings and all General meetings.
- A salary equal to the combined total of the current NEA, MTA, SEA dues at the active rate and the current salary listed in Appendix A of the Membership Chair shall be remitted at the close of the academic school year, providing that the designated chairpersons have attended eighty per cent (80%) of the Board of Directors meetings and all General meetings. In the event Co-Chair positions exists, the amount of the combined salary for SEA, MTA, and NEA dues shall be divided equally.
- A salary equal to the combined total of the current NEA, MTA, SEA dues at the active rate and the current salary listed in Appendix A of the Health and Safety Chair shall be

remitted at the close of the academic school year, providing that the designated chairpersons have attended eighty per cent (80%) of the Board of Directors meetings and all General meetings. In the event Co-Chair positions exists, the amount of the combined salary for SEA, MTA, and NEA dues shall be divided equally.

- Additionally, a Committee Chair may be compensated at a rate established by the Board of Directors for time spent over and above that necessary at regular meetings in fulfilling the requirements for the successful completion of Committee responsibilities (Sick Leave Bank & Professional Rights & Responsibilities).
- The Health Insurance Advisor shall receive a salary equal to 30% of the current SEA dues and the salary amount listed in Appendix A at the close of the academic school year, providing he/ she has attended eighty per cent (80%) of the Board of Directors meetings and all General meetings.

Policy Statement Eight **THE NEGOTIATION TEAM**

- The Negotiation Team shall be representative of the Association membership and shall be comprised of a maximum of twelve (12) members. The President and Vice President shall act as the Chair and Co-Chair of the Team. The remaining Team Members shall be drawn from the Association membership with due regard for representation from all constituencies. In the event that Co-Presidents or Co-vice Presidents exist, the Board of Directors shall choose one person to be the Chair and Co Co-Chair respectively.
- The President of the SEA shall be the Chair of the Negotiation Committee and shall receive a salary equal to 30% above the salary amount listed in Appendix A in the year the contract is negotiated, upon the recommendation of the Board of Directors.
- In the event that negotiations extend into a second year, the Chair shall receive a salary equal to 30% above the salary amount listed in Appendix A provided the negotiations extend beyond five (5) formal sessions.
- The Chair shall have the responsibility of collecting data for the contract negotiations, forming the Negotiation Team, acting as the Official spokesperson, and coordinating all strategies with the MTA consultant.
- The Vice President of the Association shall be the Co-Chair of the Negotiation Committee and shall receive a salary equal to 30% above the salary amount listed in Appendix in the year the contract is negotiated, upon the recommendation of the Board of Directors.
- In the event the negotiations extend into a second year, the Co Chair and shall receive a salary equal to 30% above the salary amount listed in Appendix A, provided the negotiations extend beyond five (5) formal sessions.
- Once the Negotiation Team has been formed one member of the team will be designated as the official Clerk of Negotiations or record keeper of Negotiations.
- The Co Chair shall have the responsibility of working in concert with the Clerk of Negotiations, ensuring that precise records are kept of each negotiation session, and presenting information regarding negotiation progress to the Membership and to the editor of the newsletter.
- Each Negotiation Team member shall receive sixty-five dollars (\$65.00) per formal negotiation session.
- In the event that a team member had an unexpected extended absence, the President may appoint another SEA member to the team in place of the absentee. Both parties will be reimbursed according to the percentage of time spent in negotiations.

6. SECURITY PLAN POLICY

Massachusetts Data Security Law - Written Information Security Program (WISP)

Policy Statement One

This Information Security Plan (the "Plan") is intended to create effective administrative, technical and physical safeguards for the protection of personal information of members and employees of the **Shrewsbury Education Association ("SEA")** who are residents of the Commonwealth of Massachusetts. The Plan sets forth the Association's procedure for evaluating electronic and physical methods of accessing, collecting, storing, using, transmitting and protecting personal information of residents of the Commonwealth of Massachusetts.

For purposes of this Plan, "**personal information**" means:

A Massachusetts resident's first name and last name, or first initial and last name, in combination with any one or more of the following that relate to such resident:

- (a) Social Security number;
- (b) Driver's license number or state-issued identification card number; or
- (c) Financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account;

The association recognizes that, in particular, it possesses the personal information of Massachusetts residents in the following places:

1. hard copy membership files located in file cabinets in locked closets
2. electronic membership files located on computer hard drive and flash drives
3. hard copy and electronic personnel files and benefits information for local association representatives and employees located in file cabinets in locked closet
4. form I-9s for local association representatives and employees located in file cabinets in locked closet
5. payroll information for local association representatives and employees, including direct deposit information located in file cabinets in locked closet
6. copies of checks kept as documentation for cash receipts located in file cabinets in locked closet

This Plan is intended to protect this information from unauthorized access and/or use.

SCOPE

In formulating and implementing the Plan, we have

- identified reasonably foreseeable internal and external risks to the security, confidentiality and/or integrity of any electronic, paper or other records containing personal information;

- assessed the likelihood and potential danger of these threats, taking into consideration the sensitivity of the personal information;
- evaluated the sufficiency of existing policies, procedures, customer information systems, and other safeguards in place to minimize those risks,
- (designed and implemented a plan that puts safeguards in place to minimize those risks, consistent with the requirements of 201 C.M.R. § 17.00, and
- planned to regularly monitor the effectiveness of those safeguards.

DATA SECURITY COORDINATOR

The Shrewsbury Education Association has designated the SEA Treasurer, as the Data Security Coordinator to implement, supervise and maintain the Plan.

The Data Security Coordinator will be responsible for:

- Initial implementation of the Plan;
- Training employees;
- Regular testing of the Plan's safeguards;
- Evaluating the ability of service providers to comply with the law;
- Reviewing the scope of the security measures in the Plan at least annually, or whenever there is a material change in business practices affecting the Plan; and
- Conducting an annual training session for all local association employees with access to personal information.

INTERNAL RISKS TO PERSONAL INFORMATION

To combat internal risks to the security, confidentiality and/or integrity of records containing personal information, including any and all membership, personnel and other files containing personal information, the following measures will be taken:

- Association employees and officers should access employee files only for legitimate business purposes.
- Only the SEA Treasurer and SEA Membership Chairperson shall have access to personnel files, payroll information and employees' benefit information.
- Files containing personal information should be maintained under lock and key when not in use. If an employee needs to transport records containing personal information outside of the Association premises, reasonable steps should be taken to maintain the security of the information.
- When it is appropriate to destroy Association records, paper and electronic records containing personal information must be destroyed in a manner in which personal information cannot be read or reconstructed.
- Association computers shall require a user ID and password. The computer passwords of current Association officers and employees will be changed periodically. Electronic access to personal information shall be blocked after multiple unsuccessful attempts to log-in.
- Outgoing Association officers and employees who leave Association employment, whether voluntarily or involuntarily must: (1) return all records containing personal information, in any form (including all such information stored on laptops or other portable devices or media, and in files, records, work papers, etc.), (2) return all keys, IDs, access codes and/or badges, (3) be prohibited from accessing personal information and (4) the terminated employee's access to e-mail, voicemail, association intranet and passwords will be invalidated.

- Electronic access to personal information shall be restricted to active users and active user accounts only.
- Association officers, representatives and employees are encouraged to report any suspicious or unauthorized use of any personal information held by the Association.
- All security measures contained in this Plan shall be reviewed and reevaluated annually.
- Association officers, representatives and employees with access to personal information will be trained on this Plan.
- Association employees who violate this Plan may be subject to discipline up to and including termination.

The Association should ensure that vendors who are provided personal information have their own compliant written security plan.

EXTERNAL RISKS TO PERSONAL INFORMATION

To minimize external risks to the security, integrity of records containing personal information, including any and all member files, the following measures will be taken:

- Visitors to the Association shall not have access to records containing personal information.
- The Association maintains up-to-date firewall protection and operating system security patches.
- The Association maintains up-to-date versions of security software, which includes mail-ware protection with up-to-date patches and virus definitions.
- To the extent technically feasible, personal information stored on laptops or other portable devices is encrypted.
- To the extent technically feasible, personal information transmitted across public networks or wirelessly is encrypted.
- Computer systems are monitored for unauthorized use.
- Secure user protocols are in place, including: (1) protocols for control of user IDs and other identifiers, (2) a secure method of assigning and selecting passwords, and (3) control of data security passwords to ensure that such passwords are kept in a location and/or format that does not compromise the security of the data they protect.
- Employee log-ins and passwords are not vendor supplied default log-ins and passwords.

IN THE EVENT A BREACH OF PERSONAL INFORMATION OCCURS

A security breach occurs when there is an unauthorized acquisition or use of personal information of one or more Massachusetts residents. The following measures will be taken by the Association in the event of a security breach which creates a risk of identity theft to Massachusetts residents:

1. The Association will notify the Office of Consumer Affairs and Business Regulations (OCABR) and the Attorney General's Office. This notice shall include the nature of the breach, the number of Massachusetts residents affected by the breach and all the steps the local association has taken to rectify the incident and to prevent any further breaches

from occurring.

2. The Association shall also notify the employee(s) or member(s) affected by the breach. That notice shall include information concerning each resident's right to obtain a police report and how to request a security freeze on their consumer report, but shall not include information regarding the nature of the breach and the number of Massachusetts residents affected.

Appendix A

Position	Current Total Salary
President	\$8000
Co-Presidents	
Vice President	
Co-Vice Presidents	\$4000 each
Secretary	\$1725
Treasurer	\$1725
Building Representatives	\$200
Website Maintenance	\$585
Health Insurance Advisor	\$260
Membership Chair	\$715
Health & Safety Chair	\$715

Negotiation Chair (President) Year 1	\$1000
Negotiation Chair (President) Year 2	\$500
Negotiation Co-Chair (Vice President) Year 1	\$500
Negotiations Co-Chair (Vice President) Year 2	\$250
Sick Leave Bank	\$400 (split if Co-Chairs)