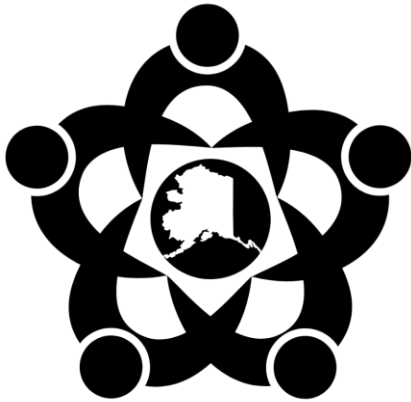


Education Support Staff Association

Policy Manual



EDUCATION
SUPPORT
STAFF
ASSOCIATION

FORWARD

A Resolution is a formal expression of opinion, intent, belief or position of the Association adopted by the Policy Assembly and providing the direction in which the Association should be moving.

A New Business Item is a statement of specific action, terminal in nature, directed by the Policy Assembly. When a New Business Item is accomplished, it should be dropped from the Policy Manual.

Policy Assembly actions are dated according to the date of the NEA-Alaska Delegate Assembly (i.e., items passed at the December 2001 Policy Assembly are dated "R02-#" or "NBI 02-#.")

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ADVOCACY

RESOLUTIONS

Education Support Staff Association (ESSA)

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A- R91-225 8 Hour Work Day

ESSA believes that full time employment is 8 hours per day. [Amended 03, 04, 16, 20]

A-R94-108 Respectful, Equal and Fair Treatment in Workplace

ESSA strongly believes that all school district employees, regardless of Position, shall have the right to respectful, equal and fair treatment in the workplace. [Amended 98, 03]

A-R94-110 CPR & First Aid Training for All Employees

ESSA believes CPR and First Aid Training should be offered one (1) or more times each year at no cost to all school district employees and taught by qualified in-district personnel during work hours. Suggested training times could be but not limited to in-service, either in-building or district wide. [Amended 00, 02, 09]

A-R94-111 Annual Leave for All Employees

ESSA believes that all employees should accrue annual leave. (Reaffirmation of R93-304) [Amended 20]

A-R94-112 Library Staffing Standards

ESSA believes that the school district should comply with staffing standards reflected by the American Library Association and the Alaska Library Association.

A-R97-104 Accurate Job Descriptions

ESSA believes that employee job descriptions should accurately reflect knowledge, abilities, and skills required for a position as well as specific duties performed. [Amended 07]

A-R98-110 Nurse Staffing

ESSA strongly supports the staffing of a nurse at 8 hours in each school building. An additional school nurse **will should** be assigned on a staffing allocation model negotiated with and agreed upon in collaboration with the district. [Amended 04, 07, 08, 20]

A-R98-111 Transfer of Personal Sick Leave to Other Members

ESSA strongly believes in the use of personal transfer of sick leave to other ESSA members who belong to the sick leave bank in case of an emergency (in addition to the Sick Leave Bank grant) [Amended 03, 09]

A-R01-04 Kitchen Manager Work Days

ESSA believes that school kitchen managers should work the following workdays: two days before the first student contact day and one day after the last student contact day. [replaced NBI-94-113, 01, 04]

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A-R01-06 Additional Staff for Special Needs Students

ESSA supports the use of additional staff, e.g., nurses' aides, in extenuating circumstances if the duty of the nurse is required for an extended amount of time per day for special needs' students.

A-R02-02 District Payment of Required Licensure or Certification Costs

ESSA shall support a provision for the payment of licensure/certification costs for employees who are required to hold a license or certification with the exception of class A drivers licenses as a requirement of their employment [Amended from NBI, 02]

A-R03-02 Opposition to Social Security Offset

ESSA supports NEA-Alaska's efforts to actively lobby against Alaska's signatory to the social security offset bills.

A-R05-02 Leadership/Communication for Supervisors

ESSA supports district paid leadership and communication classes that are mandatory for FNSBSD supervisors, to include other relevant support staff who wish to improve leadership and communication skills to advance career opportunities. [Amended 16]

A-R13-01 Respect

We believe that Veterans Day should be a paid day off for all staff members. [Amended 20,21}

A-R13-02 Committees Participation

ESSA believes its members should participate in standing committees to fulfill active committee participation to better serve all members and gain knowledge through trainings, and participation in community and leadership conferences. [Amended 18]

A-R13-04 Digital Recordings of Association Meetings

ESSA believes that all Executive and General Membership meetings should be digitally recorded and available to the membership. This shall not include executive sessions.

A-R20-01 Parent Teacher Conferences

ESSA believes all ESSA members should be allowed to attend their children's Parent Teacher Conferences without having to use their leave.

NEW BUSINESS ITEMS

Education Support Staff Association (ESSA) Policy Manual

A-NBI 90-100 Career Advancement

ESSA shall direct the Negotiations Committee to establish career advancement opportunities within the district through administration-sponsored schooling of permanent employees. These opportunities will be made available in schools, posted electronically, and presented annually during ESP Professional Development days. [Amended 00]

A-NBI 90-115 Hazardous Containment Exposure

ESSA shall pursue through negotiations annual physicals at school district expense for all education support professionals who have been placed at risk because of possible exposure, including but not limited to asbestos, airborne contaminants, bacterial or viral infections. [Amended 93, 99, 02, 03, 07, 09]

A-NBI 91-146 Consideration for ESSA Work Experience on Certified Applications

ESSA shall seek to add to the current screening process for certified applicants' recognition of experience as an education support professional in a relevant job position such as teacher aide, reading assistant, or library assistant [Amended 19]

A-NBI 93-201 Hepatitis A and B and Tetanus Immunization Series

ESSA shall recommend to the Negotiations Committee to seek that Hepatitis A and B and Tetanus Immunization series be offered to all school employees at no expense to employees. [Amended 00, 01, 02, 03]

A-NBI 94-114 Equitable Payment of Overtime

ESSA shall seek equitable payment of overtime to all employee classifications.

A-NBI 94-115 ESP Staffing Standards

ESSA shall direct its bargaining committee to propose that educational support professionals staffing standards be predicated consistently on student enrollment, scope of program, and/or building size. [Amended 03]

A-NBI 94-117 Substitute & Temporary Employees

ESSA shall seek through negotiations to bring into the bargaining unit those employees hired for over 90 days as substitute and temporary employees. [Amended 07]

~~**A-NBI 95-113 Temporary Assignment Pay Scale (Delete)**~~

~~ESSA shall direct the negotiation committee to pursue language similar to: An education support employee who is temporarily assigned to/or duties of another position in the District, for which the stated salary schedule payment is higher, shall qualify for the salary equivalent to that job classification starting with the first day worked. [Amended 03, 19]~~

Education Support Staff Association (ESSA) Policy Manual

A-NBI 96-103 Sick Leave Cash-in

ESSA shall direct its Bargaining Team to negotiate a cash-in of all accumulated Sick Leave for employees upon resignation, or retirement. [Amended 07, 16]

A-NBI 96-107 2 Hour ESSA Representation

ESSA shall continue to meet with 2-hour employees to gather data on the amount of time they actually work and, if they actually work 3 hours, to begin the process required to represent them. [Amended 03, 07, 08]

A-NBI 96-110 ESSA Employees for ESSA Positions

ESSA shall negotiate language in the contract that would provide preference to ESSA employees when applying for ESSA positions above ~~another district employee.~~ (?)

A-NBI 97-103 Upgraded Incumbents

ESSA will seek to negotiate language that when a position is upgraded because the incumbent is working at the higher level, the incumbent will automatically have the upgraded position (i.e. the position will not be posted).

~~A-NBI 98-117 Early Intervention of Negative Behavior~~ **ESSA Rights Member**

Education - Passes

~~ESSA Employee Rights Committee shall provide resources and/or information to members regarding processes and their rights if they receive negative feedback regarding their performance. work to establish a procedure for early intervention regarding negative behavior or performance of an ESSA member at the worksite.~~ [Amended 02]

A-NBI 98-118 Eliminate Evaluation of Bargaining Unit Members

ESSA shall actively seek fair performance reviews of bargaining unit members and prevent bargaining unit members from evaluating other bargaining unit members. [Amended 19]

A-NBI 99-101 Additions to the Bargaining Unit

ESSA shall take the appropriate steps necessary through negotiation or unit clarification to allow salaried employees who are not managerial or confidential, to be members of the bargaining unit.

A-NBI 99-106 ESSA Board Review of Letters of Agreement

The ESSA Executive Board will review all letters of agreement between the ESSA and the Fairbanks North Star Borough School District. [Amended 09]

A-NBI 01-03 Personal Transfer of Sick Leave

Education Support Staff Association (ESSA) Policy Manual

ESSA shall advocate through negotiations the personal transfer of sick leave to another ESSA member who is a member of the sick leave bank. This transfer will be considered by the sick leave bank only after the regular sick leave grant has been used. [Amended 07, 09]

A-NBI 03-01 Use of Accumulated Sick Leave Toward Retirement

ESSA shall request NEA-Alaska to lobby the Legislature so that PERS allows education support professionals to use accumulated sick leave toward their retirement.

A-NBI 05-16 Classified to Certified as In-district Transfers

ESSA shall direct the negotiating team to bargain the following language: Classified staff who hold current certifications and apply for certified positions should be considered as in-district applicants.-

A-NBI 07-07 Large School Staffing

ESSA shall pursue, through negotiations, staffing all location models for school to ensure appropriate students-staff ratios applicable to all job classifications. [Amended 07, 02,22]

A-NBI 08-03 President's Leave

ESSA will seek to negotiate language that will entitle an ESSA President to return to their position at the same building site held prior to their term as ESSA President. [Amended 09]

~~**A-NBI 08-0 Leaves Without Limitations - Passed**~~

~~ESSA members shall have the ability to accrue and retain their personal, annual and sick leave time without limitations, caps or loss.~~

A-NBI 08-09 NBI's Addressed During Negotiations

ESSA directs the negotiating committee to address issues stated in the NBI's when preparing for negotiations.

A-NBI 09-02 CPR and First Aid

ESSA will negotiate an expansion of availability of CPR and First Aid certification and recertification for all classified employees to be offered by the District during regular work hours at no cost to the employee.

A-NBI 09-03 Permanent Seasonal Employment

ESSA will negotiate contract language to include employees who hold seasonal jobs into the bargaining unit.

A-NBI 09-05 Continuation of School-Year Employment Benefits to Seasonal Employees

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ESSA will negotiate language:

To require that 9/10-month employees working at a seasonal hire or temporary position in their regular pay grade will be compensated at their regular rate of pay and, continue to accrue all fringe benefits.

9/10-month employees working in a seasonal hire or temporary position not at their regular 9/10-month rate of pay will receive compensation at their classification's rate of pay, but at their regular 9/10-month position step, and continue to accrue all fringe benefits.

A-NBI 13-07 Association Contacts (Do we do this?)

ESSA will provide a point of contact card with pertinent point of contact numbers; i.e. ESSA office, President, UniServ Director and the School District Benefits coordinator to all members at the beginning of each school year. This will also include the names only of the vice president and chairs of the employee rights and sick leave bank committees. [Amended 18]

~~A-NBI 13-08 Undesignated Funds (Reword) Pass - Delete~~

~~Recommend that the line item under net assets, listed as undesignated be designated in part or in whole by the Finance Committee and presented quarterly to the ESSA Executive Board for approval. Final presentation will be at the next General Membership Meeting for membership approval. [Amended 18]~~

~~A-NBI 13-09 Contract Ratification (Rewrite) - Pass - Delete~~

~~ESSA will conduct a survey electronically as well as by paper in order to find out how we can better engage our members in the voting process. This will take place during each bargaining year. [Amended 16, 19]~~

A-NBI 13-10 Language Substitution

Substitute the word para (professional) with education support professional (ESP) in all ESSA documentation.

A-NBI 16-02 Tentative Agreement (Moving to ratification policy) - Pass delete

~~The Tentative Bargaining Agreement will be emailed to all ESSA members and posted to the ESSA website at least 48 hours prior to the ratification meeting. A limited number of paper copies will be available at the ESSA office. [Amended 18].~~

A-NBI 18-01 Leaves Without Limitations

Education Support Staff Association (ESSA)

Policy Manual

ESSA shall advocate through negotiations that ESSA members shall have the ability to accrue and retain their personal, annual and sick leave time without limitations, caps or loss. [Amended 18]

A-NBI 19-02 Strike Fund

ESSA shall create its own strike fund.

A- NBI 20-01 Newly Revised Job Descriptions Distribution

ESSA Shall negotiate contract language that the District will provide copies of newly revised job descriptions to all members of that classification and to the ESSA President_within five (5) working days of the revision.

A-NBI 22-04

Policy Assembly moves that ESSA will work with FNSBSD, Alaska Department of Education & Early Development to establish pathways, to career advancement and or certification for the continued betterment of all ESSA employees, wishing to advance their career.

~~A-NBI 22-05 (Repeat of 20-01) — Pass delete~~

~~ESSA negotiations team will work to include language that the District will provide revised job descriptions to affected employees and ESSA president within 5 days.~~

A NBI 23-01 - Passed

Policy committee moves that ESSA leadership and/or bargaining teams shall seek to allow provisions for accrued Personal Leave to be used during unpaid Spring Break days, without counting against the 6 days of Personal Leave allowed to be taken during student contact days.

EDUCATIONAL EXCELLENCE / ORGANIZATIONAL DEVELOPMENT

RESOLUTIONS

B-R90-203 Civil Rights

ESSA believes in civil rights and due process, without intimidation, to include the right of privacy of education employees, and that the district follows procedures that protect the due process rights of education employees. [Amended 94, 02, 04,22]

Education Support Staff Association (ESSA) Policy Manual

B-R94-109 Gender Equity

ESSA strongly believes in prohibition against discrimination based on race, ethnic identity, sex, sexual orientation, gender identity, gender expression, physical ability, and mental ability, and that the School District should provide biennial in-service training for all staff. [Replaced NBI 90-121, Amended 19,22]

B-R95-104 Site Contact

ESSA believes that in the interest of full representation in our site contact committee, every effort should be made to recruit evening/night shift workers as Site Contacts. [Amended 02, 07,08,22]

B-R97-103 Health & Safety Committee

ESSA believes that a joint Health and Safety Committee with the school district would be beneficial. In the event there is a vacancy on the committee, the association will announce the vacancy and review all interested persons on an equal basis. [Replaced NBI 90-102, 04]

B-R01-02 FEA and ESSA Health & Safety Committee

ESSA supports the FEA and ESSA Health & Safety Committees to meet on a regular basis during the school year. [Amended 08]

B-R02-01 ~~Multi-Cultural Multi-Ethnic Committee~~ Human Civil Rights Committee

ESSA supports a combined FEA/ESSA ~~Multi-cultural Multi-ethnic Committee~~ **The Human Civil Rights Committee** to meet on a regular basis during the school year.

1. **This open committee communicates weekly and meets as needed to serve as champions for social justice and advocates for underrepresented individuals in our community.**
2. **All members are welcome regardless of race, creed, color, religion, national origin, sex, gender, age, domicile, marital status, parental status, sexual orientation, physical ability, invisible disability, or political affiliation.**
3. **Members have opportunities for spirited courageous conversations about race and equity issues impacting our association, schools, community, and students.**
4. **The committee promotes diversity on ESSA representation, and recruits minority leadership in Fairbanks Education support staff.**
5. **Members have opportunities to train minority caucus events and national affiliate conferences so that they may develop social justice and racial equity trainings for ESSA members while bringing in partners from community coalitions.**
6. **Members join existing community coalitions and form partnerships in our community to facilitate action and affect change in advancement of human and civil rights.**
7. **The committee nominates individuals for recognition in the annual NEA-Alaska Human and Civil Rights Awards and NEA Human and Civil Rights Awards.**

B-R06-01 ESSA Advisory Council

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Policy Manual

ESSA strongly believes that ESSA and the Superintendent should establish an ESSA Advisory Council modeled after the Fairbanks Education Association Teachers Advisory Council. [Amended 07]

B-R06-02 Position upon Return from Leave

ESSA believes that an ESSA employee who takes a leave of absence is guaranteed that they resume their same position at the same location upon return. [Replaced R00—01, amended 02; replaced NBI 03-08, amended 06, 19]

B-R06-03 Contract Days for Education Support Professionals (ESP)

ESSA believes that education support professionals (ESP) should work the same number of work days as certified staff in order to provide the most beneficial educational experience for students. [Replaced R93—301, amended 99; replaced NBI 94-110, amended 01; replaced R01-03, amended 03, 04; replaced NBI 03-07, amended 07]

B-R07-01 District In-service Training

ESSA believes that all ESSA employees should be provided with training that is relevant and useful to their specific job classifications for the District at all mandatory District in-service programs. [Amended 07]

B-R07-02 ESSA Training

ESSA believes that providing training for its members who are actively involved in the union in various ESSA volunteer positions is valuable for those members and beneficial to ESSA.

B-R18-01 Relevant Job Training

ESSA believes that the District should provide training that is relevant to each job classification. Employees entering a new job classification should shadow a peer in the same job classification within a month of employment and receive relevant training within the first six (6) months of employment. [Amended 18, 20,22]

B-R19-01 Online Policies, Bylaws, and Constitution

ESSA believes that changes to the Policies, Bylaws, and Constitution be made available online within one month after they pass.

B-R19-02 All Employee Membership

ESSA believes that all classified employees of the Fairbanks North Star Borough School District shall be members of the Education Support Staff Association.

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B-R19-03 Delayed Starts

ESSA believes that the district shall pay employees for delayed starts in the event of an unplanned event that delays the start of school.

B-R21-01 Covid Pay

ESSA believes all employees who are sent home because of direct contact to COVID-positive individuals during the course of their workday will be paid by the District for required quarantine time.

B-R22-01 ESP Issues at NEA-Alaska Conferences

ESSA believes that there should be at least 1 session designed for ESPs by ESPs at all NEA-ALASKA conferences (for example fall event.)

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NEW BUSINESS ITEMS

B-NBI 92-102 Endorsement of NEA-Alaska Candidates

ESSA may recommend candidates seeking endorsement for NEA/NEA-Alaska offices. This recommendation may occur at any time after a candidate has announced their candidacy. Recommendations shall be placed on a published agenda for approval by the general membership or the Site Contact. [Amended 02, 22]

B NBI 95-107 ESSA Leave Accountability

The ESSA President shall give an account of ESSA leave activity and balance at each meeting of the Executive Board, Representative Council and General Membership [Amended 06, 07]

Education Support Staff Association (ESSA) Policy Manual

B NBI 95-118 Quality In-services

ESSA shall continue to work with the district to develop and provide all employees with quality in-service education including both sites during all staff in-service days [Amended 01, 03, 22]

~~**B NBI 00-01 Acronyms Delete**~~

~~All acronyms will be spelled out within the ESSA Policy Manual, Acronym list/Glossary. [Amended 08, 20]~~

B NBI 01-01 In-service & Training Committee

ESSA shall form its In-service & Training Committee with representation from a diversified group from the various job classifications. [Amended 02, 03, 07]

B NBI 02-08 ESSA ESP of the Year Nomination

ESSA will ask for nominations for ESP of the Year at the April General Membership meeting to be submitted by May 15th to the President. The Executive Board will select the ESSA ESP of the Year by September 30th to be announced at the General Membership meeting in October. [Amended 18]

B NBI 02-09 ESSA RA Fundraising

ESSA Executive Board will select a committee to conduct activities throughout the year to raise funds to be used by Representative Assembly delegates. [Amended 07]

B NBI 02-10 ESSA Release Time

ESSA shall provide paid leave time in any situation when an ESSA member is representing the Association. [Amended 98, 00, 02, 07, 16]

B NBI 06-03 Placement of Policies and Their Numbers

ESSA requires that any New Business Item adopted by the General Membership that meets the definition of a policy shall be designated as such by assigning a policy number and placement in the appropriate section of the Policy Manual. [Amended 08,21]

B NBI 07-01 Leave of Absence and Job Position Security

ESSA will work with the Human Resources Department to ensure the return of an Employee to their job position and location upon return from any leave of absence.

B NBI 07-03 FEA/ESSA Multi-Cultural/Multi-Ethnic Committee

Education Support Staff Association (ESSA)

Policy Manual

ESSA will continue to collaborate with FEA to accomplish the formation and activation of a combined FEA/ESSA Multi-Cultural/Multi-Ethnic Committee. ESSA will report progress to the Representative Council and Executive Board at least every other month. [Amended 18]

B NBI 07-04 NEA-ALASKA Training for ESSA Members

ESSA will lobby NEA-ALASKA to increase professional development and employee rights training for all members.

B NBI 08-10 Alpha Numeric Designation of Resolutions, New Business Items

Secretary will update the numbers for all NBI's and Resolutions to indicate the different sections with an alpha numeric designation system of identification. [Amended 16, 20]

B NBI 09-01 Flyers and Web Postings

Flyers and Web Postings concerning Association business to and from membership will contain the official ESSA logo and will be cleared through the Executive Board and/or the President before distribution. [Amended 16]

B NBI 15-01 National Education Support Professional Conference

ESSA will send up to three (3) members to the National ESP Conference if the budget will allow. [Amended 16,19]

B NBI 16-02 Policy Manual Committee

President shall appoint a committee for the purpose of reviewing and/or proposing amendments to the Policy Manual, Constitution and Bylaws on the 3rd year of the President's term. Starting in year 2017.

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B NBI 18-01 In-Service Requirements

ESSA shall direct it's bargaining team to negotiate for annual relevant job specific training for each job classification.[Amended 18, 20]

B NBI 18-02 Self-Identify as Ethnic Minorities

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ESSA shall make every attempt to create a welcoming and safe environment for members to self-identify as ethnic minorities. [Amended 18, 20,21]

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B NBI 18-03 Collaborative Team Trainings

ESSA bargaining team works towards language that promotes collaborative team training that include all staff involved in a student's educational process, this includes ESSA, FEA, and administrator. [Amended 18]

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B NBI 18-04 One Seat for Ethnic Minorities

ESSA shall make available one seat for ethnic minorities for every three members we are sending to Fall Event and Spring Leadership. [Amended 18]

B-NBI 19-01 Franks Belts Scholarship Funding

ESSA will designate and invest \$10,000 to create a self-sustaining fund for the Frank Belts Scholarships.

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B-NBI 19-02 Sick Leave Bank Deduction Notice

ESSA will negotiate in bargaining for the District to send out an-email notification to members regarding sick leave bank deductions prior to direct deposit notification. [Amended 22]

B- NBI 22-01 NBI ESP Issues at NEA-Alaska Conferences

NEA-Alaska will have at least 1 session related to ESP issues at all NEA-ALASKA State Conferences.

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B-NBI 22-02 ESSA Advisory Council (?)

ESSA will establish an ESSA Advisory Council modeled after the Fairbanks Education Association Teachers Advisory Council to meet with the Superintendent, at least two times per school year and ESSA members will be paid.

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B-NBI-23-01 The ESSA President or Representative in the interest of full representation for ESSA employees will visit each ESSA site at least quarterly in the school year calendar. - Passed

B- NBI-23-02 ESSA shall develop and implement an evaluation tool to go to ESSA Members on a yearly basis, to gauge general climate of the ESSA Members and their views on union performance and on how their union is serving them.

B-NBI 23-03 ~~Multi-Cultural Multi-Ethnic Committee~~ Human and Civil Rights Committee COPY and PASTE from Above - Carries

ESSA supports a combined FEA/ESSA Multi-cultural Multi-ethnic Committee to meet on a regular basis during the school year.

8. This open committee communicates to serve weekly and meets as needed to serve as champions for social justice and advocates for underrepresented individuals in our community.
9. All members are welcome regardless of race, creed, color, religion, national origin, sex, gender, age, domicile, marital status, sexual orientation, physical disability, or political affiliation. (2022)
10. Members have opportunities for spirited courageous conversations about race and equity issues impacting our association, schools, community, and students.
11. The committee promotes diversity on ESSA representation, and recruits minority leadership in Fairbanks Education support staff.
12. Members have opportunities to train minority caucus events and national affiliate conferences so that they may develop social justice and racial equity trainings for LEA members while bringing in partners from community coalitions.
13. Members join existing community coalitions and form partnerships in our community to facilitate action and affect change in advancement of human and civil rights.
14. The committee nominates individuals for recognition in the annual NEA-Alaska Human and Civil Rights Awards and NEA Human and Civil Rights Awards.

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PUBLIC AFFAIRS

RESOLUTIONS

Education Support Staff Association (ESSA) Policy Manual

C R90-206 School Funding

ESSA believes that the State of Alaska must provide every child with an appropriate education to succeed. The State must adequately fund education. [Amended 91, 96, 02, 04, 16]

C R93-306 Protection for Striking Employees from Permanent Replacement

ESSA believes NEA-Alaska should seek legislation that protects striking public employees from permanent replacement. [Amended 02]

C R94-107 ESSA Pay Equity

ESSA believes school districts should be mandated to negotiate employee wage schedules which are bias-free and in accordance with Title VII and the guidelines developed for a living wage. [Amended 08]

C R03-01 Help for Education-friendly Candidates

ESSA believes the most effective way to help education-friendly candidates win office is to educate our members about the candidates that the political action committee for Education (PACE) has endorsed and their positions on education issues. [Amended 20]

C R07-04 District Sponsored Pre-kindergarten and Full Day Kindergarten

ESSA believes that NEA-Alaska should lobby for legislation that supports pre-kindergarten and all-day kindergarten within the public education system.

C R14-01 Public Relations - Passes

ESSA believes that the State of Alaska ~~will~~ **should** provide every child with an appropriate education to succeed. The State of Alaska ~~will~~ should **adequately** fund education as presently defined and include additional dollars based on the cost of living index for Alaska.

C R16-01 Equal Employment Opportunities

Employees who apply for a job which they have little or no experience, the district will provide reasonable opportunity to train that employee or allow that employee to obtain training within six (6) months. [Amended 18, 20,21]

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C R18-01 Relevant Employee Training

ESSA believes that the District shall provide training for all new employees relevant to their job descriptions and expectations. [Amended 18]

C R19-01 Assist other ESP's within Alaska

ESSA believes that we support other Unions within Alaska that are facing strikes or are on strike with fund-raising, lobbying, and sending individuals with pay to those communities.

NEW BUSINESS ITEMS

C NBI 90-104 Coalitions and Other Alliances

ESSA should form coalitions and alliances with other organizations whose goals and objectives are to promote the welfare of public education employees. [Amended 92]

C NBI 90-123 ~~Elementary/Secondary Nurses~~ Professional Health Care Staff

ESSA shall direct NEA-Alaska to seek legislation which would **require** provide a full time position for nursing **professional health care nursing staff** in each elementary and secondary school, and that an additional **nurse** health care staff be provided for each additional 250 students or major fraction thereof. [Amended 98, 02, 09] - passes

~~C NBI 91-134 Blood Borne Pathogens and Communicable Diseases~~

~~ESSA supports seeking legislation requiring school districts to educate and train employees in:~~

~~1) their rights as employees regarding blood borne pathogens and communicable disease (including HIV);~~

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~~2) precautionary measures that need to be taken by all employees to avoid the risk of exposure while performing assigned duties [Amended 93, 97, 03] -DELETE~~

C NBI 91-135 CPR/Emergency Medical Training

ESSA shall direct ~~that~~ NEA-Alaska ~~to~~ seek legislation which requires school districts to provide CPR/First Aid Emergency Medical training to all employees. [Amended 93, 97, 03, 09]

~~C NBI 93-204 Retirement Benefits - DELETE~~

~~ESSA shall profile Retirement Benefits at Delegate Assembly. ESSA shall make this a priority and reaffirm its commitment to equality in retirement benefits for education support professionals the same as for teachers by supporting legislative changes in the Public Employees Retirement System to reflect the following:~~

~~A. Accrued sick leave for education support personnel to be applied towards retirement credit in PERS utilizing the same formula as is used for teachers under TRS. [Replaced NBI 90-110, amended 93; amended 96 per President; amended 02, 05]~~

C NBI 93-210 Retirement Incentive and/or Early Retirement

ESSA continues to support NEA-Alaska's efforts to lobby for an early retirement program for all public education employees. [Replaced NBI 90-103, amended 92, 93, 01]

C NBI 95-106 Unemployment for 9-10 Month Employees

ESSA requests NEA-Alaska to seek legislation which entitles 9-10 month employees of Alaska's school districts to unemployment benefits during the summer. [Amended 99, 01]

C NBI 01-06 Legislation for State-funded Hepatitis A & B Immunization (?)

ESSA will encourage NEA-Alaska to seek legislation to provide state-funded Hepatitis A & B immunization to all education employees. [Amended 02, 04]

C NBI 01-10 Public Relations

ESSA, as an organization, will support through all media forms, local, state, and federal community awareness programs which promote the District's student educational goals. Examples of such programs include, but are not limited to American Education Week, ESP Day, and Red Ribbon Week (Drug Awareness). [Amended/was 91-22, amended 02, 07]

C NBI 02-01 PERS Retirement Equity

ESSA shall request NEA-Alaska to promote and support legislation to change statues affecting diminishing TRS and PERS retirement to create equity in the requirements for

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retirement and medical and dental benefits equal to or better than Tier 1 [Replaced RR 91-22, amended 02, 04]

C NBI 02-02 Biological Hazard Immunizations (?)

ESSA shall encourage NEA-Alaska to seek legislation to provide state-funded immunizations that may be necessary for biological hazards to all education employees.

C NBI 03-09 Retirement Credit for Summer Months Prior to Current Statute Limit (?)

ESSA shall encourage NEA-Alaska to seek legislation that would allow Education Support Personnel employees the opportunity to buy in retirement credit for time prior to current legislative statute limit.

C NBI 07-13 Para Educators Job Title - PASSES

ESSA shall direct its bargaining committee to change all language to reflect **classified staff** Education Support ~~Staff~~ **Professional rather than** "para educators" ~~not~~ **or** "aides"

C NBI 07-14 ESSA Office Plug-Ins

ESSA will collaborate with the Education Association Building Corporation (EABC) to provide additional exterior outlets and adaptors for cold weather auto plug-ins.

C NBI 08-08 Voucher System

ESSA shall actively oppose any effort to establish a voucher system for education at the state or national levels of government. [Replaced R90-211, 08]

C NBI 09-01 District Provision of Flu Immunizations to Educational Employees

ESSA will continue to negotiate language requiring the Fairbanks North Star Borough School District to provide Flu immunizations to include, but not limited to, H1N1, to all educational employees. [Amended 16]

C NBI 12-01 Negotiate Sick leave

ESSA shall direct its negotiation committee to negotiate sick leave bank usage provisions that do not require the complete depletion of all other paid leave of absences a member may have accrued, with the exception of sick leave, i.e. annual and personal leave.

C NBI 12-05 Conducting of Bargaining Surveys

The ESSA will direct the Executive Board to conduct yearly surveys to gather information regarding member concerns and bargaining priorities of the membership. These surveys will be conducted electronically and distributed in hard copy to the work sites. [Amended 18]

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C NBI 22-01 NEA-Alaska Prepaid Conferences

ESSA will advocate for NEA-ALASKA to offer any ESP member attending any Statewide conference or training the ability to have their travel, lodging, and other cost prepaid to be reimbursed as needed by the member, with proper documentation provided to NEA-ALASKA.

C NBI 22-02 Negotiation Committee

ESSA will direct the negotiation committee to add a stipend and/or mileage from Administrative Center (ADC) to assigned locations for district itinerants, who are working temporary assignments.

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POLICIES

Election Procedure & Policy

The election of officers and members-at-large to the ESSA Executive Board and of delegates and alternates to the National Education Association Representative Assembly shall be conducted the first eight (8) days of March. The election of delegates and alternates to the NEA-Alaska Delegate Assembly and any other vacancies shall be conducted over eight (8) days coinciding with the District's Fall all staff Professional Development Day.

Biographies shall include the following information from each candidate:

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- 1) Name,
- 2) Job Title,
- 3) Work Site,
- 4) Union Activity, including leadership, committees, projects, programs, etc.
- 5) their reasons for seeking office in 100 words or less. Candidates for the office of President may write up to 200 words or less. Biographies may be submitted via any written means. Biographies are presented as submitted, contents will not be edited or corrected by the election committee.

Notice shall be made available on or before the opening of the nominations with information on timelines, qualifications, and responsibilities/expectations for the open positions.

ESSA Executive Board members-at-large shall be elected to staggered two (2) year terms.

NEA-Alaska Delegate Assembly delegates and alternates shall be elected annually. Write-in votes for Delegate Assembly will be accepted but a person must have a minimum of five (5) votes to be elected. Alternates will serve for delegates who are unable to fulfill their duties as delegates. Alternate delegates shall be designated first alternate, second alternate, third alternate, etc. according to the number of votes received. Delegate vacancies will be filled by alternates in accordance to the alternate's designation.

Any member of the Association may nominate candidates for any open positions. Nominations will be accepted five (5) weeks prior to election for two (2) weeks. Nominations shall be in writing to the Vice President or ESSA office, by any written means.

The Committee on Elections shall make available all nominations along with biographical information on each candidate to the membership at least ten (10) working days prior to the election of delegates.

The elections will be held online electronically. Access to the electronic voting shall be made available at a central location in each building. A list of members eligible to vote and instructions will be made available to your Building Representative or member appointed to

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help facilitate the election. For additional help or instructions, you may contact the ESSA office or website.

Voting will close at 11:59 pm on the Monday prior to the scheduled Executive Board meeting and reported to the Election chair and President to present to the Executive Board for certification. The results will be emailed to the members the next day.

NEA Representative Assembly delegates shall be elected to one (1) year terms. To be eligible to serve as a delegate to NEA Representative Assembly a member must first have been elected and attended as a delegate or alternate to the NEA-Alaska Delegate Assembly in the current year in accordance with the ESSA By-laws.

It is the policy of the Association to achieve ethnic-minority delegate representation at least equal to the proportion of identified ethnic-minority members within the local association.

[Original policy passed by Membership: 5/13/89; revised by Membership: 3/3/90; revised by PA 94; revised by PA 96; revised by PA 97, passed by Membership 4//19/97; revised by PA 98, passed by Membership 5/16/98; revised by Executive Board, 10/99, added to Policy Manual 01; amended PA 02, amended PA 03, amended PA 05, passed by Membership 4/16/05; amended by PA 11/03/07; amended and passed by Membership 05/14/11; amended and passed by membership 1/26/13, amended and passed by membership 2016, amended and passed by membership 2018, amended and passed by membership 2019, amended and passed by membership 2020]

Contract Ratification Policy

1. Tentative Agreement

The Tentative Bargaining Agreement will be emailed to all ESSA members and posted to the ESSA website at least 48 hours prior to the ratification meeting. A limited number of paper copies will be available at the ESSA office. [Amended 18]

2. Ratification Vote:

- a. All ESSA members and only ESSA members are entitled to vote on contract ratification. Identification will be checked to verify membership.

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- b. Ratification votes will be conducted by secret ballot, using paper ballots or electronic voting per ESSA Election Procedures Policy for electronic voting.
- c. Voting will occur at the site of the ratification meeting and will begin at the conclusion of discussion and debate. Voting will be conducted over 3 days at the conclusion of the ratification meeting. Passes
- d. A majority of members voting at a ratification meeting is required for ratification.
- e. Ballots will be counted by a committee appointed by the ESSA President for this purpose. This committee may not include any members of the ESSA bargaining team.
- f. Any ESSA member may observe the ballot counting.

2. Ratification Meeting

- a. The ratification meeting will be held on a Saturday beginning at 9:00 a.m. ESSA will attempt to hold all ratification meetings for the Association Contract during the school term. Attendance will be limited to classified personnel and Association staff, accommodation will be made for interpreters/aides and dependents. In the event of Interest Based Bargaining, all team members may be in attendance.
- b. At least one hour will be reserved for information and clarification of the tentative agreement under consideration
- c. The information portion of the meeting will be followed by discussion and debate. The opinions of all voting members will be encouraged and heard. Electronic and/or in-person voting will begin at the conclusion of discussion. All non-association members will be excused at that time.
- d. Ballots will be available for voting at the end of discussion starting no later than 11:00 a.m.
- e. In the event of non-ratification of the contract, the existing bargaining team members shall be retained.

[Passed by membership 4/17/99; amended 02 (NBI 02-05), amended 07; amended and passed by membership 1/26/13]

Sick Leave Bank Policy

1. Any member of the Education Support Staff Association is eligible to become a member of the Sick Leave Bank (SLB) by contributing annually to the Bank. ESSA will provide new employees with an opportunity to contribute to the Sick Leave Bank during the employee's union

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orientation. A completed and returned Sick Leave Bank Contribution form will be considered intent to join the Sick Leave Bank.

Grant requests from the Bank SLB will be considered only when the applicant has met the following criteria:

- I. Must be a member of the bank per Section 1.
 - II. Annual one(1) day of sick leave had been donated or they have one day of sick leave to donate prior to the onset of their illness or need for sick leave.
 - III. Has exhausted all accrued sick leave, annual or personal leave and is in unpaid leave status for five (5) days.
 - IV. A doctor's note on official letterhead, must be presented to the Human Resource Department and accompany the request, verifying the need for leave and estimating the date of release or return to work. Dates on the note and the grant request must match.
 - V. A member may request a grant, accompanied by supporting documentation, when a member of their family is ill and their presence is required at home, or in the case of a death, provide a death certificate, obituary notice or other documentation.
 - VI. On approval by the Sick Leave Bank Committee, the applicant may be reimbursed for the five (5) days of unpaid leave and those days will be a part of the total number of days granted from the Sick Leave Bank.
 - VII. No more than forty (40) days may be granted to an individual employee within a given fiscal year.
- A. The committee will determine the employee's eligibility for the fiscal year as follows.
- i. 20 days if the employee's sick leave balance at the time of the illness is 10 or fewer days.
 - ii. Up to twice the number of days of sick leave if the employee has an accrued balance of between 11 and 20 days at the time of the illness.
 - iii. Forty (40) days if the employee's sick leave balance at the time of the illness is 20 days or more.
- B. The number of days granted will not exceed the number of days prescribed by the employee's physician or by specific limits indicated in the contract.
- C. Any sick leave hours that accrue to an employee while on a Sick Leave Bank grant will be calculated on an hour-by-hour basis and used in place of Sick Leave Bank hours.

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2. Any unused Sick Leave Bank grant hours due to early return to work or returning to work on a part-time basis will be returned to the Sick Leave Bank.
3. Contributions made to the Sick Leave Bank cannot be returned to the individual's personal accrued sick leave balance.
4. The annual drive for non-Bank members is in May. An emergency drive (if needed) may be conducted under the provisions of the Negotiated Agreement between ESSA and the School District.
5. If an employee no longer wishes to be a member of the Sick Leave Bank, they must inform the District in writing no later than May 31st regarding their intent to withdraw from the Sick Leave Bank for the following fiscal year.

The article of the contract referring to the Sick Leave Bank is Article 10.4 I.

[Policy passed by Policy Assembly 02; amended 04 amended 10_24_09 Policy passed by Policy Assembly 10_09, adopted 4_24_10; amended and passed by membership 1/26/2013].

Employee Rights Committee Policy & Guidelines

The Employee Rights Committee is charged with protecting the contract, keeping confidentiality, assisting members in all matters related to the contract, and with attempting to find assistance for members with other job-related issues.

Any non-probationary ESSA member in good standing is eligible to apply to join the Employee Rights Committee. The Committee will offer Level I training 1-2 times per year for interested applicants. Qualified members may be invited to join the Employee Rights Committee The Employee Rights Chair will report the names of new members and resigning members to the ESSA Executive Board.

Members of the Employee Rights Committee are expected to make an initial two-year commitment and to attend any additional training offered. Regular attendance is expected and members should notify the Employee Rights Chair of an expected absence. The Employee Rights Chair will give Committee members building and case assignments with

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consideration for work loads, location or other constraints. Confidentiality is required and Committee members will return all Employee Rights documents to the Employee Rights Chair when they have finished using them.

[Policy passed by PA 02; passed by Membership 4/20/02].[Amended 21]

ESSA Records Maintenance Policy

1. Maintenance and Organization

The records of the Association shall be maintained in the Association offices in a manner that permits access to authorized officers, committee members, and support personnel, while enhancing security, confidentiality, and compliance with the Association's policies and retention schedule. The President is authorized to manage compliance with this records policy and to make recommendations for Board action with respect to any noncompliance by board members and committee members. Records shall be archived electronically, stored confidentially, and disposed of in a confidential manner with the President's authorization, subject to the retention schedule set out below. Only the Board may approve the destruction of records categorized for "permanent" retention.

2. Access and Duplicates

Original files shall at all times be maintained and organized at the Association's offices. Committee chairs may retain copies of relevant original records, only during the pendency of an active matter, provided that copies are needed to effectively complete the committee's work. Committee chairs are responsible for ensuring that originals and substantive communications are filed with the Association. Chairs are responsible for fully protecting the confidentiality of any copies in their custody, to the same degree as originals are protected. Once the matter has been completed, the committee chair shall return all duplicates, notes, committee memos and correspondence to the Association's offices for filing. Notes, memoranda, and substantive correspondence (including relevant emails) shall be placed in the official file promptly, and no later than the closing of the matter. The President may authorize the disposal of duplicate records.

3. Return of Association Property/Documents

All Association property/documents shall be returned to the ESSA Office within 72 hours of completion of term and or at the request of the ESSA President. Any ESSA member who does not return Association property/documents within 72 hours and who has not submitted in writing to the ESSA President a request for an exception and time-specific extension shall:

- i. Be sent a written request to do so with a two (2) day deadline (calendar days)

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- ii. Be sent a written request to comply by certified return receipt mail (after the 2-day deadline)
- iii. Legal re-courses will be utilized (after all aforementioned actions have been taken.)

ESSA Document Retention Schedule

The following periods shall apply to the documents indicated:

I General Documents

a. Correspondence (general)	3 years
b. Correspondence (legal and important matters only)	Permanently
c. Elections – documents relating to election of ESSA officers, board members, delegates	1 year
d. Internal committees and conference files (records relating to conferences, retreats, academics, etc.)	5 years
e. Legal/Rights case files (after closing)	Permanently
f. Minutes of official committees and boards	Permanently
g. Policy and program records (primary mission files, Articles of Incorporations, Bylaws)	Permanently
h. Specific campaign information – Read Across America, American Education Week, In-Service, etc.	3 years
i. Publications	Permanently
j. Sick Leave Bank Records	7 years
k. Bargaining Records (TA, notes, binders, proposals, etc.)	Permanently

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II Business and Financial Documents

a. Accounts payable/receivable, notes receivable, and subsidiary ledgers and schedules, purchase orders, petty cash vouchers, invoices to/from vendors	7 years
b. Agency fee materials, calculation, collections	7 years
c. Audit reports (external)	Permanently
d. Audit reports (internal)	7 years
e. Bank reconciliations	7 years
f. Budget workpapers	3 years
g. Campaign disclosure reports	4 years
h. Charts of accounts	Permanently
i. Expired contracts, agreements, leases, and other documents that create legal rights and obligations	6 years (after exp.)
j. Correspondence (routine) with customers or vendors	1 year
k. Deduction registers/employee tax records (withheld income taxes, FICA, unemployment, etc.)	4 years
l. Deeds, mortgages, and bills of sales	Permanently
m. Depreciation schedules	Permanently
n. Deposit slips	1 year
o. Employment tax filings	4 years (after tax due date)
p. Financial statements, general ledger, trial balance (end of year)	Permanently

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q. Insurance policies (expired)	3 years
r. Lobbying reports	1 year
s. Membership information: Dues deductions rosters, reconciliations, correspondence	7 years
t. Membership rosters (year-end rosters)	Permanently
u. Membership applications (NEA-Alaska maintains official records)	2 years
v. Political Action Committee Support	4 years
w. Payroll records (1099's)	7 years
x. Property appraisals by outside appraisers for owned property	Permanently
y. Tax filings and returns	Permanently
z. Records supporting general tax filings and returns	7 years
aa. Timesheets/activity reports	7 years

[Policy passed by Membership 1/26/2013, Amended by membership 1/10/15].

ESSA Travel Policy

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1. Any authorized Education Support Staff Association (ESSA) travel must be paid for by voucher, arranged through ESSA office or by individual.
2. ESSA Members shall need prior approval for travel and for per diem pay.
3. ESSA members facing financial hardships may request a grant from the Executive Board for approval from ESSA for travel pay.
4. A list of all ESSA persons authorized to charge or direct bill ESSA will be provided to vendors as needed.
5. ESSA shall purchase tickets at the best airfare for travel to Association functions. Further, that ESSA make an effort to publish in a timely manner notice of conferences, etc. so tickets at the best airfare bargains can be purchased. Penalties incurred for changing tickets purchased by the Association shall be paid by the individual if the change is made to accommodate personal travel plans not associated with conducting ESSA business. Original invoice/passenger receipt and/or boarding pass required.
6. Hotel Guarantees: All room reservation guarantees will be made on the credit cards of the individual staff/members. No-shows, and cancellations, are the responsibility of the individuals affected and ESSA will **not** reimburse for any no-show charges.
7. If a funded participant chooses to drive to an event, reimbursement will be at the super saver airfare rate or the current mileage rate whichever is least expensive.

Vouchers

1. ESSA will not pay any vouchers submitted 60 days after charges were incurred, except when extenuating circumstances occur then the president can approve late vouchers.
2. Failure to submit vouchers within 60 days will result in future travel being reimbursed for receipted amounts only.
3. ESSA will not pay any vouchers for an event and training which are partially reimbursed by NEA and NEA-Alaska, unless a copy of all other vouchers and the amounts paid accompany the request for additional reimbursement.
4. Whenever possible, ESSA funded members will utilize double occupancy. Exceptions need to be approved by the president. If it is the members choice not to have a roommate, they will be responsible for the additional portion of the room costs.

Reimbursement Rates

1. Expenses incurred on ESSA's behalf or while on ESSA business regardless of meeting location shall be reimbursed per the following caps and restrictions:
 - a. Meals: \$11.00 breakfast, \$16.00 lunch and \$30.00 for dinner.

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- b. Hotel: received amount based on double occupancy – original required
- c. Taxi: To/From Airport and Hotel only. Received amount – original required
- d. Mileage: Current IRS rate upon Presidents approval. May not exceed super saver airfare rate.
- e. Miscellaneous Received customary related travel expenses – original receipt required

ESSA will reimburse travel expenses for members traveling to conferences or trainings using the following guidelines:

1. The member must register and attend all sessions of the training or conferences pre-registered unless excused by the president.
2. The member must provide a written report and/or training schedule, as appropriate, within 60 days of their return from the conference/training.
3. Hotel costs will be reimbursed for double occupancy unless approved by the president. Original receipts are required for reimbursement.
4. Meals will be reimbursed at the rate of \$11.00 breakfast, \$16.00 lunch and \$30.00 for dinner.
5. Airfare will be reimbursed at the supersaver rate unless approved by the president. Penalties for changing reservations not for Association business shall be paid by the member. Original receipt and/or boarding passes will be required for reimbursement.
6. Prior approval by the president is required for travel advances.
7. ESSA will not reimburse any voucher submitted 60 days after charges were incurred unless the president approves a submission extension.

NEA Representative Assembly Reimbursement

Delegates shall be reimbursed at the rate of round-trip super saver fare or actual vouchered travel expense, whichever is less. Per diem checks shall be issued after the convention based on attendance status. The president has the prerogative to excuse delegates from any session.

Vouchered hotel and meal expenses shall be funded as per Education Support Staff Association Policy for the night preceding caucus date through the night succeeding RA adjournment, consistent with our hotel and meal voucher policies.

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Frank Belts Scholarship:

ESSA shall establish an account that will accrue interest to self-sustain funds for the Frank Belts Scholarship. There will be two (2) five hundred dollar (\$500) scholarships awarded to high school seniors and one (1) five hundred dollar (\$500) scholarship awarded to an ESSA member for continuing education each spring. A committee of members will be formed each spring to select the recipients of the scholarships. These committee members will not be directly affiliated with the applicants. If they do they will recuse themselves from the final vote.

In the event that there are only scholarship applications in one category (traditional, college, or vocational schools), two scholarships will be awarded for that category. In the event that there is only one student application between the two tracks, then an additional scholarship will be awarded in the member scholarships category.

[Amended by membership 2016, 2019, 2020]

ACRONYM LIST / GLOSSARY

ADC:	Administrative Center
ADV:	Advocacy
AIDS:	Acquired Immune Deficiency Syndrome
ALRB:	Alaska Labor Relations Board
AYP:	Annual Yearly Progress
CPR:	Cardio-Pulmonary Resuscitation
DA:	Delegate Assembly

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EABC:	Education Association Building Corporation
EE/OD:	Educational Excellence/Organizational Development
ESEA:	Elementary and Secondary Education Act
ESSA:	Education Support Staff Association
ESP:	Education Support Personnel
FEA:	Fairbanks Education Association
FLSA:	Fair Labor Standards Act
FMCS:	Federal Mediation and Conciliation Service
FMLA:	Family Medical Leave Act
FNSBSB:	Fairbanks North Star Borough School Board
FNSBSD:	Fairbanks North Star Borough School District
FPA:	Fairbanks Principals Association
HCR:	Human & Civil Rights

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HIV: Human Immunodeficiency Virus

IBB: Interest Based Bargaining

IRS: Internal Revenue Service

Membership meeting: Regular meetings of the local association where every member has an individual vote. These meetings are held at regular times during the school year. Specific items considered at membership meetings include contract ratification, the annual Association budget and changes to the Policy Manual and/or Constitution and By-laws of the Association.

NBI: New Business Items, found in the ESSA Policy Manual, define the actions of the Association.

NCLB: No Child Left Behind

NEA: National Education Association, a national educational organization with which ESSA is affiliated

NEA-Alaska the Alaska statewide educational organization affiliated with NEA with which ESSA is also affiliated.

NLRB: National Labor Relations Board

PA: Public Affairs

PAC: Political Action Committee

PACE: Political Action Committee for Education

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Para professional: support staff providing services for education; a/k/a education support staff

PERA: Public Employee Relations Act defines what steps need to be taken by a public employee union to bargain or take a job action.

PERS: Public Employees Retirement System, the Alaska retirement system to which school district employees belong, controlled by the state legislature and administration.

Policy: A course of action, principle or procedure considered expedient, prudent, or advantageous.

R: Resolutions, found in the ESSA Policy Manual, define the beliefs of the Association

RA: Representative Assembly, a democratic body elected to do conduct business and establish policies for the National Education Association. Meetings are held annually in the summer.

Site Contact: Union member that serves as an in-building liaison between union leadership and members on site.

SAS: School Activity Sponsorships, school district activities, usually extracurricular, requiring supervision by a paid staff member

SDS: School District Activities

SLB: Sick Leave Bank

Title VII of the Civil Rights Act of 1964: federal act prohibiting employment discrimination

TRS: Teachers Retirement System