

MINNESOTA SCHOOL EMPLOYEES ASSOCIATION

GENERAL POLICY & PROCEDURE HANDBOOK

Revised March 2010

MISSION STATEMENT AND INTRODUCTION

The Minnesota School Employees Association (“MSEA”) is a growing union which recognizes the dignity of the individual worker and the power of the organized body. It is a democratic union directed by its membership, and fiscally responsible to that membership. Through an empowered membership and professional staff, MSEA provides the highest level of representation and service in the State of Minnesota.

This Policy and Procedure Handbook is designed to provide guidance as to the basic policies and procedures governing the conduct of MSEA members, directors, officers and staff. The policies and procedures contained in this Handbook may be changed at any time, without notice, by the Board of Directors of MSEA. This Handbook is not intended to be all-inclusive, nor is it to be construed as in any manner creating a contractual relationship between MSEA and its members, directors, officers and/or employees. To the contrary, this Handbook is only a statement of policy and is not a contract of any kind.

If you have questions regarding any policy or procedure described in this Handbook, please contact the Executive Director of MSEA.

Originally adopted by the MSEA Board of Directors
July 2002

SECTION I: GENERAL POLICIES OF THE ASSOCIATION

A. APPLICATION OF GENERAL POLICIES.

The General Policies of the Association, contained in Section I of this Handbook, apply to all members.

B. FINANCIAL POLICY FOR DIRECTORS AND MEMBERS.

1. General Policy.

This policy is to outline any payments to directors for service on the Board and to assist directors and members in seeking reimbursement for travel and/or other qualifying expenses from MSEA. MSEA is accountable to the membership for the prudent stewardship of the organization's funds and must maintain control over how funds are spent. It is the joint responsibility of the Board and MSEA Executive Director to ensure that all expenditures benefit the organization as a whole. To fulfill this responsibility, MSEA reserves the right to request additional documentation where necessary to substantiate expenses, or to deny reimbursement for expenses that are outside of this policy.

2. Board of Directors Stipend.

- a. Members of the Board of Director's shall be paid \$30 for each MSEA function attended in their capacity as a Board member. "Function" means any instance in which a Board member attends a meeting or group of meetings in one continuous time frame. (So, for example, attendance at a committee meeting followed in one continuous instance by a full Board meeting constitutes one function.)
- b. In addition, each Board member will receive an annual \$100 stipend.

3. Qualifying Expenses.

All expenses incurred by members and directors/officers in fulfilling the duties of office or MSEA membership will be borne by MSEA, according to the following guidelines:

- a. Substitute pay and/or salary loss related to school district work, will be reimbursed when members or directors are requested to attend meetings on work days. MSEA will reimburse the school district directly for lost time unless other arrangements are made.
- b. Reimbursement for transportation via personal vehicles shall be at the IRS rate in effect each September 1 and shall change only if the IRS reimbursement rate changes.
- c. Reimbursement rate for air travel shall be at coach rates. The use of alternative modes of transportation (plane, train, bus, etc.) shall not result in additional expenses being reimbursed as compared with the cost of travel by personal vehicle unless the member or director receives the prior approval of the President or Treasurer of the Board.
- d. In-state, actual meal expenses, including tax and gratuity, will be reimbursed when submitted with all appropriate receipts at the standard or regular CONUS per diem rate listed in the "Note" preface to the "Maximum Federal Per Diem Rates" tables of IRS Publication 1542 and in effect each October 1, and shall change only if the IRS

reimbursement rate changes. When meals are included as part of an event, appropriate deductions from the daily maximum will be made. Meals may be direct-billed at an authorized hotel. Out-of-state, actual meal expense, including tax and gratuity, will be reimbursed at a daily maximum of \$100 with all appropriate receipts.

- e. MSEA will reserve rooms and arrange for direct billing of each director/member for the number of authorized nights at a given event. Meal charges may be placed on a member or director's room account. All other costs such as movies, bar tabs and other incidental charges shall be at the member/director's expense. Reasonable length personal telephone calls are reimbursable.
- f. All telephone and postage expenses incurred by members engaging in MSEA business shall be reimbursed upon presentation of a receipt to the Treasurer of the Board.
- g. MSEA will provide and pay for American Sign Language (ASL) interpreters for members of bargaining units represented by the MSEA who attend MSEA meetings or other MSEA-sponsored events and who request an interpreter at least one week in advance of the event. Requests must be made to an MSEA staff person electronically or in writing.

If a person who requests an interpreter either cancels the request less than 24 hours in advance of the event or does not arrive at the event within fifteen minutes of the event's scheduled starting time, MSEA reserves the right to impose additional requirements on that person regarding future requests for ASL interpreter services. Such determinations will be made on a case-by-case basis at the discretion of the MSEA Executive Director or his/her designee.

4. Special Events Qualifying for Expense Reimbursement.

- a. *Delegate Assembly.* MSEA will provide for lodging, meals, travel and substitute pay and/or salary loss for delegates to the Delegate Assembly under the guidelines set forth in section 2 of this policy, above.
- b. *Regional Conferences.* MSEA will sponsor a meal at all Regional Conferences. Carpooling is encouraged, however, members will be reimbursed for mileage to and from such conferences at the IRS rate in effect at the time of the conferences.
- c. *Training.* MSEA will provide lodging and meals for members attending authorized training. Substitute pay and/or salary loss related to school district work will be reimbursed. Reimbursement for transportation via personal vehicles shall be at the IRS rate in effect each September 1 and shall change only if the IRS reimbursement rate changes.
- d. *Board Committees.* Members appointed by the President to serve on Board committees will be reimbursed for expenses in accordance with section 2 of this policy. Committee members, whether of the Board or not, are entitled to a \$30 per function stipend as set forth in Section B.2 of this Policy, but Board members are not under any circumstances entitled to a double stipend.

- e. *Minnesota Paraprofessional Consortium.* Directors/members serving as MSEA's representatives on the Minnesota Paraprofessional Consortium will be reimbursed for expenses in accordance with section 2 of this policy.
 - f. *Funding Members to In-State Conference.* Members volunteering to staff a booth at in-state conferences will be reimbursed mileage and actual meal expenses. Members requesting funding from MSEA to speak or make a presentation at in-state conferences will have their requests reviewed by the Board of Directors on a case-by-case basis. The Board will have sole discretion to determine what expenses, if any, shall be borne by MSEA. Members must submit a written request for such funding to the Board of Directors for consideration and the Board will inform the member of the Board's decision regarding the request within three (3) business days following the decision determination.
 - g. *Funding Members to Out-of-State Conferences.* Members requesting funding from MSEA to speak or make a presentation at an out-of-state conference will have their requests reviewed by the Board of Directors on a case-by-case basis. The Board will have sole discretion to determine what expenses, if any, shall be borne by MSEA. Members must submit a written request for such funding to the Board of Directors for consideration and the Board will inform the member of the Board's decision regarding the request within three (3) business days following the decision determination.
 - h. *Board Training Allowance.* Each board member shall be allowed a maximum of \$200 per fiscal year for training relevant to their position as leaders of MSEA.
 - i. *Conditions/Clarifications regarding administration of MSEA's life insurance benefit on behalf of the member or another person.* When the MSEA receives written notice that a member is on an unpaid medical leave (due to the medical/health needs of either the member or another person) at a time when such member's coverage by the MSEA's member-only life insurance policy has not yet lapsed, the MSEA will take the steps necessary to continue the member's coverage until such time as the member either returns to work with his/her employing school district or ceases employment with the employing school district.
5. Reimbursement Procedure.
- a. All members and directors seeking reimbursement under this policy must submit an Expense Reimbursement Request with appropriate receipts to the MSEA Treasurer.
 - b. The Expense Reimbursement Request is an official MSEA document. By signing the form, the director/member is attesting that the expenses listed are a true and complete representation of actual costs incurred, that they correspond to the MSEA-related event identified in the request and that they conform to the guidelines designated in this policy.
 - c. Reimbursement requests shall be submitted as soon as possible after the member or director incurs the expense(s) and shall include only those expenses incurred for or paid by the member or director submitting the request.
 - d. All expenses incurred in fulfilling the duties of elected officers/directors and members shall be approved by the Treasurer.

- e. All event sessions will be attended or reimbursement may be denied due to excessive absence. If reimbursement is denied the MSEA Treasurer, or a designee, will write a letter stating the basis for the denial and advising the person(s) that he or she may submit, in writing, reasons why the reimbursement should be allowed. This letter must be sent 45 days after the receipt of the denial letter from MSEA. The MSEA Executive Director and Board will then reconsider the denial at the next scheduled Board meeting.

C. COMMUNICATION FROM DELEGATE ASSEMBLY.

1. The Delegate Assembly Secretary will make one copy of all taped minutes immediately following the Delegate Assembly. The copied tape is to be sent to the attorney's office dated and stored up to three years and the original tape kept in the MSEA office.
2. The minutes of the Delegate Assembly shall be in the hands of members of the Board of Directors, current delegates and presidents of local bargaining units by September 30th following the adjournment of the Delegate Assembly.
3. Each year a written report on the actions taken on each resolution passed at the Delegate Assembly will be included in the next edition of the Assembly Book.
4. All bargaining unit stewards will be provided with a current list of unit officers and directors and a report of members and fair share fee payers upon request.
5. All members and bargaining unit stewards will receive mailings throughout the year to keep them informed, such mailings to be determined by the Board of Directors and the Executive Director.

D. PROHIBITED CONDUCT POLICY.

It is the policy of MSEA that all members and employees of MSEA have a right to be treated with respect and to serve in an environment that is free from unlawful discrimination, harassment, violence or other offensive conduct. We expect all employees and members to conduct themselves in compliance with this policy when acting as representatives of MSEA. Accordingly, MSEA will not tolerate discrimination, violence or offensive conduct by any of its employees or members.

1. Prohibited Conduct.

Employees and members, while acting in their capacity as representatives of MSEA, are prohibited from engaging in discrimination, harassment, acts of violence or offensive conduct, as defined herein, or retaliation for reports of such conduct. All such conduct is prohibited regardless of whether the acts are directed at members, co-workers, superiors, subordinates or other persons with whom an employee or member is dealing while acting as a representative of MSEA.

- a. *Discrimination.* Unlawful discrimination occurs when a person is denied access to employment, services or benefits based upon the person's race, color, ancestry, sex, religion, national origin, age, disability, marital status, status with regard to public assistance, or sexual or affectional preference, or other status protected by state or federal civil rights laws.
- b. *Harassment.* Harassment is a type of unlawful discrimination which consists of unwelcome conduct, whether verbal, physical or visual, that is directed at a person based upon his/her race, color, ancestry, sex, religion, national origin, age,

disability, marital status, status with regard to public assistance, or sexual or affectional preference, or other status protected by civil rights laws.

One type of prohibited harassment is sexual harassment. Sexual harassment is defined as conduct by any person, whether male or female, which consists of (a) making unwelcomed sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment or a condition of a member's receiving privileges or services, or (b) making submission to or rejection of such conduct the basis for employment decisions affecting the employee or for decisions affecting benefits or services for a member, or (c) creating an intimidating, hostile or offensive working environment by imposing unwelcome verbal or physical conduct or visual materials of a sexual nature.

Regardless of the form of harassment, MSEA will not tolerate harassing conduct that affects the hiring or promotional process, affects tangible job or membership privileges or benefits, interferes unreasonably with an individual's work performance or creates an intimidating, hostile or offensive working environment.

- c. *Violence.* An act of violence is: an act done with intent to cause fear in another of immediate bodily harm or death; the intentional infliction of or attempt to inflict bodily harm upon another; or the threat to do bodily harm to another with present or apparent ability to carry out the threat.

2. Reporting and Investigation.

All complaints of discrimination, harassment, violence or offensive conduct will be investigated and reviewed impartially. Any employee or member who believes he or she has been the subject of conduct prohibited under this policy, observes such conduct or has reason to believe such conduct has occurred should report the alleged conduct immediately (within 48 hours after the alleged conduct occurs) to the Executive Director or President of the Board of Directors of MSEA. If the complaint is against the person to whom such conduct would normally be reported, the conduct should be reported to any member of the Board of Directors of MSEA. It is also appropriate, but not required, to voice an objection to the person(s) engaging in the allegedly offensive conduct.

The question of whether a particular action or incident constitutes a violation of this policy requires a determination based on all relevant facts. After an investigation of the allegations, the Executive Director and/or the Board of Directors will determine a final disposition for the complaint. The investigation may include interviews with the person(s) making the charges, the accused person(s), and appropriate witnesses.

All determinations regarding complaints made under this policy are made on an individual basis. To the extent practicable, complaints under this policy and their resolutions will be kept confidential. The employee or member making a complaint will be advised of the final disposition of the complaint.

MSEA forbids retaliation against anyone who has, in good faith, made a complaint under this policy or participated in an investigation undertaken under this policy.

3. Penalties for Violation of this Policy.

A violation of this policy may be grounds for immediate discipline, up to and including termination of employment or membership. Sanctions, if any, will be determined on a case-by-case basis after a review of relevant information.

Employees will be subject to discipline for violations of this policy in accordance with the disciplinary procedures contained in the collective bargaining agreement between the MSEA staff and Board or, in the case of the Executive Director, in accordance with the contract between the Executive Director and the Board. Members will be subject to discipline for violations of this policy in accordance with the Procedure for Disciplinary Action Against a Member, contained in MSEA Bylaw 1.6. A violation of this policy may also subject the violator to criminal prosecution and/or civil liability.

We trust that all members and employees of MSEA will continue to act responsibly to establish a pleasant environment free of discrimination, harassment and violence. This policy applies to all persons throughout the organization, including directors, officers, supervisors, employees and members. We encourage any person having any questions regarding this policy to contact the Executive Director of MSEA.

E. PUBLIC RELATIONS POLICY.

All statements concerning MSEA's position being promoted by means of press releases, testimony, television appearances, radio releases, or conferences shall be coordinated through the MSEA staff and approved by the President of the Board or the Executive Director prior to final release. The spokesperson for MSEA in external and internal publications shall be the President of the Board or the Executive Director, unless this responsibility is assigned to a designee.

All statements concerning local bargaining units must be approved by that bargaining unit's leadership before publication or other media distribution.

All media statements shall be shared with the Board of Directors. Upon request such statements will be made available to bargaining unit leaders and current delegates to the Delegate Assembly.

F. MSEA INVOLVEMENT IN PRIVATE ACTIONS BY INDIVIDUAL MEMBERS.

1. MSEA provides grievance arbitration representation to the individual member prior to the individual member implementing any private action.
2. MSEA supports the right of each individual member to pursue available actions outside the contractual grievance process at the employee's own expense and responsibility for the action and its outcome.
3. MSEA advises individual members to pursue complaints through existing employer policies and procedures, and will assist the individual member in completing the necessary paperwork for the policy being utilized.
4. MSEA will assist individual members in implementing private actions by:
 - a. Providing individual members with the telephone number(s) to appropriate government agencies.
 - b. Providing individual members with the telephone number(s) of private attorneys practicing in the area of concern.

- c. Providing testimony (when appropriate and applicable) as part of the action being pursued.
5. MSEA will not take a position on the merits of any action outside the grievance process implemented by an individual member.
 6. MSEA will not issue press statements or participate in any media event implemented by an individual member because:
 - a. MSEA will not take a position on the merits of any action outside the grievance process implemented by an individual member.
 - b. MSEA presence at any media event would give the appearance of support of the merits of the action being pursued.
 - c. MSEA does not participate in any media event in which MSEA is not in complete control of the statements being made to the media.

G. MSEA BARGAINING UNIT WEB PAGE POLICY.

MSEA will create and maintain a generic web page for each MSEA bargaining unit. This policy is to outline the type of information to be provided by MSEA and additional information to be provided by MSEA bargaining unit members.

1. Content.

Content on the MSEA unit web page is limited to MSEA or job-related information. Units are not allowed to post notices of personal items or services for sale. Members may not post campaign materials regarding unit leadership offices or elections. MSEA reserves the right to edit unit web pages at MSEA's discretion.

2. Type Of Web Page.

MSEA will automatically generate a **generic** unit web page for each MSEA bargaining unit. Units may also choose to manage and administer a **customized** unit web page.

- a. **Generic** unit web pages DO NOT require participation of the bargaining unit members and will include the following information provided and maintained by the MSEA office:
 - i. MSEA Field Rep and staff contact information
 - ii. Board of Director contact information
 - iii. Current bargaining unit contract (pdf document)
 - iv. Current bargaining unit operating policy (pdf document)
 - v. Bargaining unit profile – breakdown of full members, fair share and TBD (to be determined)
 - vi. Link to appropriate school district website (if available)
- b. **Customized** unit web pages will include all the features of a generic web page. In addition, customized unit web pages DO require members of the unit to update and maintain additional data including some or all of the following:
 - i. Unit leadership contact information: unit leaders, contacts and building reps
 - ii. Negotiation updates: Proposals, meeting notes, upcoming meeting dates
 - iii. General membership meeting notices, agendas and minutes

- iv. Unit info: unit history, yearly calendar, special announcements

3. Content Management.

Units must notify the MSEA office in writing of their intent to customize their unit web page using a standardized form provided by the MSEA office. Unit leaders are responsible for obtaining permission from a member before listing their name and email address on the unit web site. Bargaining units choosing to customize their web page will appoint a member or members to edit and maintain their web page content.

- a. *Site Administrator.* A member of the unit (usually the chief steward) will be designated as the Site Administrator who will be responsible for the unit web page. The Site Administrator will have access to update the unit web page.
- b. *Content Manager(s).* One or two members may also be designated as Content Managers who may also periodically update the unit web page.
- c. *Global Administrator.* MSEA will serve as the Global Administrator with editing capabilities for all unit websites.

H. **AUTOMOBILE PURCHASING POLICY.**

When the Employer determines that it is necessary to purchase a new or different vehicle for field staff use the following policy shall be followed.

1. The Executive Director shall select three vehicles from the UAW's list of approved union made vehicles. The three vehicles must have a sticker price of \$24,000 or less, a highway mileage rating of at least 28MPG, be a four-door model and not be a sub-compact or compact vehicle.
2. The three vehicles selected shall be "base" or "standard" models. (i.e. all the equipment in these vehicles are considered to be the basic or standard equipment for that particular model.)
3. Field Staff shall select one model out of the three that best meets their needs.
4. Any equipment or options over and above the base or standard model that field staff would like to add to the vehicle shall be at the field staff's own expense.
5. In the event that the price of a basic model is more than \$24,000, the Executive Director shall seek the approval of the MSEA Board of Directors before selecting that vehicle as an option for field staff to select from.

I. **DUES POLICY.**

1. All school district employees who are in a MSEA bargaining unit shall pay dues as per the attached schedule. The dues structure of MSEA is based on an employee's annual salary. The fiscal year for these purposes shall be July 1st to June 30th.
2. Prior to the start of each school year the Assistant Director shall request from each school district the estimated annual salary for employees who are part of a MSEA bargaining unit. Each individual shall have their dues set based on their estimated annual salary.

3. The Assistant Director shall notify each school district what the total dues for each employee is for the year. The school district deducts dues from each employee based on their payroll system and remits said dues to MSEA in a timely manner.
4. All new employees shall be sent information on becoming a full member of MSEA of a fair share fee payer. Employees shall have 30 days in which to respond. If an application is returned for an employee to become a full member, dues shall be deducted as stated above. Those employees who choose not to become a full member are automatically classified as fair share members and are duly notified of same. In addition, fair share members are notified of their rights under MN Statutes and sent all required documentation.
5. If a change in an employee's annual salary occurs during the school year due to an increase or decrease in hours, new position or salary, their annual dues are adjusted once MSEA is aware of said change. In addition, at the end of the school year, the Assistant Director requests each school district to notify us of the actual annual salary for each employee in a MSEA bargaining unit. Notices that are received at the end of the school year indicating that an employee has moved into a higher or lower dues bracket will result in their dues being recalculated for the previous year and any additional amount owed will be added to the employee's dues for the following school year. Employees who have overpaid will receive a credit for the next school year.
6. If an employee terminates their employment with the district during the school year, no adjustment will be made to their dues unless said employee requests, in writing, that a recalculation of their dues be done. If the recalculation results in an overpayment of MSEA dues, said overpayment shall be refunded to the employee.
7. A school district employee who is in a MSEA bargaining unit who does not have enough take home pay to have dues deducted from their paycheck shall be billed monthly for the dues that they owe. An employee who does not pay their monthly bill to MSEA shall have their name forwarded to the local unit. The local unit shall work with the MSEA office to collect the amount of dues owed.

SECTION II: OFFICER AND DIRECTOR POLICIES

A. APPLICATION OF GENERAL POLICIES.

The General Policies of the Association, contained in Section I of this Handbook, apply to all officers and directors.

B. BOARD OF DIRECTORS FUNCTIONS.

In addition to the powers specifically set forth in the Bylaws, the Board of Directors has the following functions and powers:

1. To appoint members to Board committees or statewide organizational positions;
2. To remove for cause members serving on Board committees or in statewide organizational positions (other than members of the Judicial Panel, who may be removed only by a two-

- thirds vote of the Board, as set forth in the Procedure for Disciplinary Action Against A Member, Bylaw 1.6);
3. To prescribe rules and regulations for the guidance of Officers, Directors and members of Board committees or holders of other statewide organizational positions;
 4. To carry out the plans, policies and annual budget adopted by the Delegate Assembly;
 5. The Board of Directors must approve any expenditure that exceeds the budgeted amount by more than \$500.00;
 6. To prepare the annual program for the Delegate Assembly;
 7. To establish policies of the Association not inconsistent with the actions of the Delegate Assembly, the laws of the State of Minnesota and the Bylaws of the Association when the Delegate Assembly is not in session;
 8. To authorize movement of grievances to arbitration; and
 9. No unit or part of a unit will be released from MSEA membership without the approval of the Board of Directors.

C. REPRESENTATIONAL DUTIES.

1. Attendance at Board meetings. All Officers and Directors are expected to attend all Board functions. Failure to attend three consecutive meetings or more shall be grounds for the President to call for the resignation of an Officer or Director. A vacancy created by such a requested resignation will be filled according to Bylaw 5.7.
2. Presentation of policy proposals to the Board. Directors are responsible for presenting policy proposals initiated by their constituents to the President and Board of Directors.
3. Reports to constituents. Directors are responsible for reporting to their constituency the actions and policies of the Board of Directors.
4. Appearances at MSEA functions. Because the Board of Directors is a representative body and its members are charged with reporting periodically to the MSEA membership on matters before the Association, Officers and Directors may be asked to appear and speak at various MSEA functions. No Officer or Director shall accept an honorarium for speaking at any MSEA meeting.
5. Meeting minutes. The minutes of all Board meetings will be provided to the President of each local bargaining unit.
6. MSEA's Board of Directors shall strive to be fiscally responsible by maintaining a 10% fund balance.
7. When information is requested about any member of the Board of Directors, he/she will be notified of the request by the Executive Director and will receive all data provided.

D. AGENDA ITEMS.

Any Officer or Director may recommend to the President items for inclusion on the agenda for a regularly scheduled Board meeting. If two or more Directors or Officers request placement of an item on an agenda at least 15 days in advance of the meeting, it shall be placed on the agenda for the next regularly scheduled Board meeting. Items not placed on the Board's agenda may be added to the agenda at a Board meeting by majority vote of the Board.

E. REFERRAL BY INDIVIDUAL DIRECTORS OF CERTAIN MATTERS.

1. Policy matters. If contacted regarding a policy matter, Directors shall refer such matter to the President of the Board or to the Executive Director for follow-up and resolution.
2. Requests for field or professional services. If contacted by a member regarding the need for field or professional services, Directors shall refer such matters to the Executive Director or to the staff person assigned to the member's bargaining unit for follow-up and resolution.
3. Staff criticism. Directors shall refer all criticisms, complaints or charges against an individual staff member, made by another Director or a member, to the Executive Director.
4. Executive Director criticism. Directors shall refer all criticisms, complaints or charges against the Executive Director to the President of the Board. Such concerns will be acted upon in accordance with the Board's contract with the Executive Director.
5. Media Requests. No Director may issue statements to the media or for other publication without the approval of the President and/or the Executive Director. All requests from the media should be immediately referred to the President and/or Executive Director.

F. GENERAL POLICIES FOR COMMITTEES.

1. The Board of Directors reserves the right to specify functions of committees and frequency of meetings.
2. All committees shall meet at the call of the chairperson of the committee.
3. Committee chairpersons shall be appointed by the President.
4. Committees function as advisors to the Board of Directors. They do not function in an administrative or executive capacity. All committees report to the President. The Board of Directors may also request through the President a committee's presence at a specified Board meeting.
5. The Board of Directors shall review all committee reports before presentation to the Delegate Assembly.
6. As soon as a committee member leaves his place of work due to retirement, resignation, etc., he/she will be considered to have resigned from his/her appointment and in accordance with Bylaw 5.7 the President will appoint a new member with the approval of the Board of Directors or leave the vacancy unfilled if the vacancy occurs after February 1.
7. The chairperson of each committee will have committee minutes duplicated and distributed to the Board members and staff upon request.

SECTION III: EMPLOYEE POLICIES

A. APPLICATION OF GENERAL POLICIES.

The General Policies of the Association, contained in Section I of this Handbook, apply to all employees of MSEA. These employee policies are not to be construed as creating any contract between MSEA and its employees, but rather are provided for policy guidance only.

B. CREATION OF AND HIRING FOR POSITIONS.

1. New staff positions will be created with the approval of the Board of Directors.
2. The Executive Director shall be interviewed for employment and hired by the Board of Directors.
3. All other management positions shall be interviewed for employment by the Board of Directors and the Executive Director.
4. Field personnel shall be interviewed for employment by both the Executive Director and a sub-committee of the Personnel Committee, which includes a staff representative. The committee and Executive Director recommendations shall be presented by the committee chair to the Board of Directors for final action.
5. Administrative/office personnel shall be interviewed and hired by the Executive Director.
6. All new hires must have a background check by the Minnesota Bureau of Criminal Apprehension prior to hire.

C. STAFF EVALUATIONS.

1. Permanent administrative and field personnel will be evaluated annually by the Executive Director.
2. Probationary employees will be evaluated two times during probation.
3. The Executive Director will be evaluated annually by the Personnel Committee of the Board of Directors and three times during his/her probation period.

D. ASSIGNMENT OF DUTIES.

The Executive Director shall be responsible for the assignment of duties of all staff members.

E. REPLACEMENT OF FIELD STAFF IN AN EMERGENCY OR TEMPORARY SITUATION.

The Executive Director will maintain written procedures (1) for replacing a Field Representative when an emergency occurs that requires the immediate absence of a Field Representative and (2) for filling a temporary vacancy for a Field Representative when it is known that the Field Representative will be absent for more than four weeks.

F. EXPENSE REIMBURSEMENT.

1. All staff expense vouchers and receipts will be submitted to the Executive Director for approval no later than 15 calendar days following the month for which the expenses were incurred and shall be made available to the Treasurer for review.
2. Staff members with the approval of the Executive Director may use personally owned automobiles for Association business. They shall be reimbursed at the rate set in the negotiated staff contract.

G. STAFF INVOLVEMENT IN INTERNAL POLITICS

MSEA is a member directed democratic labor organization. It employs a professional staff to run its day-to-day operation. To maintain the integrity of MSEA as a democratic institution it is imperative that staff not attempt to unduly influence the membership, either individually or collectively, in the exercise of its duties on matters involving the governance, policy and procedures, or mission of MSEA. Matters of governance include but are not limited to election of delegates, election of board members and officers and resolutions to the Delegate Assembly.

H. REPORTS TO BOARD OF DIRECTORS.

All committee recommendations and/or proposals or reports from any staff member or the Executive Director requiring Board of Directors' action shall be submitted by the Executive Director to the Board of Directors in printed form. The Executive Director in consultation with the President will develop and deliver to the Directors a printed agenda which will be postmarked no later than ten (10) days prior to the meeting of the Board of Directors. Materials sent to the Board to be discussed at a Board Meeting shall be listed specifically in the Board Agenda.

I. NOTIFICATION OF POLICY CHANGES.

All staff members shall be informed of new or amended personnel policy changes adopted by the Board of Directors.

SECTION IV: LABOR/MANAGEMENT COMMITTEE POLICIES

A. NON-SCHEDULED MANDATORY MEETINGS.

The Board will communicate with staff as soon as practicable.

B. MASTER CALENDAR.

During the summer planning session the Board, with staff input, will create a master calendar for the year to include regional meetings and member trainings.