

SECTION I: GENERAL POLICIES OF THE ASSOCIATION

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.