

Kennewick Education Association Policies

Last amended – 04/26/2011

Adopted by the KEA RA
November 9, 1979
Amended by the KEA RA
April 26, 2011

GRIEVANCE PROCESSING

Informal Discussion:

Building Representative has complete authority and responsibility to pursue a resolution to a concern.

KEA officer/Grievance committee/Uniserv will serve as a resource.

Step 1 - Principal

Teacher grievant/grievance representative has authority to file but grievance must be typed and filed at the KEA office.

KEA officers/Grievance committee/Uniserv will simply edit the written aspects of grievance to ensure the accuracy and specificity.

KEA officers/Grievance committee/Uniserv will assist in meetings only at request of grievant/grievance representative.

Teacher grievant/grievance representative have authority to appeal to Step II if not satisfied with Step I.

Step II - Superintendent

Grievance committee representative will represent at request of KEA officers.

Association grievance will be filed here only upon signature of KEA president.

Step III - Board

Association grievances may be initiated at Step III upon signature of KEA president.

KEA officers/Grievance committee/ UniServ will represent at Step III. Grievance representative will be utilized based on circumstance, need and desire.

Step IV - Arbitration

Appeal to arbitration on behalf of the grievant will be made only by decision of the Executive Board after consultation with UniServ staff.

Grievance committee will make recommendation to Executive Board.

In the event the grievant disagrees with the decision of the Executive Board, the grievant will be allowed to present their argument in favor of arbitration to

the Executive Board, which will then reconsider their decision. The reconsidered decision of the Executive Board will be final.

General

Association grievance can be filed and appealed only on signature of the President.

Timeline will be tracked by Association President.

Responsibility for processing (setting up meetings and paper work) rests with grievance representative or chairman of the Grievance Committee - i.e. the name at the bottom of the form titled Association Representative.

Adopted by the KEA RA
December 10, 1981

DONATIONS TO COMMUNITY SERVICES

The President of the Kennewick Education Association shall be empowered to donate up to a maximum of \$300 per calendar year to agencies of a non-discriminatory nature whose purpose is to provide service to the community.

Adopted by the KEA RA
February 18, 1986

CORRESPONDENCE

All formal correspondence will be reported monthly to the Executive Board at its regular meeting.

Adopted by the KEA RA
February 18, 1986
Amended May 19, 1998

COMMUNICATIONS

All communications on KEA stationary or bearing the Association name will pertain to the official business of the organization.

Any e-mail or personal correspondence from members to the KEA president or officers will not be placed in the KEA correspondence file without the sender's permission.

Adopted by the KEA RA
December 8, 1983

All written communications bearing the name Kennewick Education Association shall have prior approval of the president of the KEA.

Adopted by the KEA RA
December 17, 1985

WRITING AND RATIFICATION OF NEGOTIATED LANGUAGE

Contract language will be written by and approved by the entire bargaining team and then presented to the members for ratification.

Adopted by the KEA RA

December 17, 1985
Deleted by the KEA RA
April 21, 1998

SIGNATORIES TO POLITICAL ACTION FUND ACCOUNT

Adopted in 1986

OFFICIAL EXECUTIVE BOARD MEETING

Communications between the KEA Executive Board via the telephone will not be construed as an official meeting unless done as a conference call with 51% of the members included and the President presiding.

Adopted by the KEA RA
February 18, 1986

ENDORSEMENTS

All endorsements by the Kennewick Education Association shall be approved by the Representative Assembly.

Adopted by the KEA RA
January 10, 1989
Amended by the KEA RA
April 21, 1998

WEA REPRESENTATIVE ASSEMBLY DELEGATES

The KEA delegation to the WEA Representative Assembly shall include the Executive Board members. The remaining positions, plus one (1) alternate shall be elected for one (1) year terms. The elected representatives are expected to attend all the sessions of the WEA RA.

Adopted by the KEA Ex. Bd
February 9, 1993
Amended by the KEA RA
April 21, 1998
Amended by the KEA Ex. Bd.
November 08, 2005

GENERAL

1. Anyone actively pursuing an administrative position or interning as an administrator, should not hold an Association position.

2. Bargaining Team members shall receive a stipend to be determined by the KEA Executive Board.

Adopted by the KEA Ex. Bd.
May 11, 1993

HOUSING

If a single room is requested by a KEA member on KEA business, said member will be expected to pay one half (1/2) of the cost of the room.

Adopted by the KEA RA
April 21, 1998

LETTER OF AGREEMENT

A Letter of Agreement, or a Memo of Understanding is a method to reach agreement on a contract issue that is ambiguous or not currently covered in the Certificated Bargaining Agreement (CBA).

Letters of Agreement may or may not be rolled into the existing Certificated Bargaining Agreement (CBA) at the next formal bargaining session. Some Letters of Agreement may have a sunset clause that would limit their duration.

Letters of Agreement between the Kennewick Education Association and the Kennewick School District will be presented in writing for ratification at the subsequent KEA Representative Assembly.

Adopted by the KEA RA
February 25, 2003

MILEAGE

The KEA's reimbursement for mileage will equal the IRS' allowance for mileage.

Adopted by the KEA RA
September 26, 2005

LEAVE REPLACEMENTS

Leave Replacement/non-continuing/temporary contracts. Teachers who hold a non-continuing, leave replacement, or temporary contract do not accrue seniority. Once they have been granted a continuing contract, their non-continuing, leave replacement or temporary years may be reclaimed for district seniority (documentation will be required).