



POLICIES

Updated December 2018

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INTRODUCTION

Included in the CTA Policies Handbook are all the policies currently adopted by the governing bodies of our organization.

Any member or committee may recommend new policies or amendments to current policies to the appropriate governing body.

Board of Directors: 05/10/05

RULES FOR AMENDING CTA POLICIES

A policy may be amended at any meeting of the CTA Board of Directors by a majority vote of that body, provided that:

1. The meeting was called in accordance with the Bylaws, and
2. The members of the CTA Board of Directors were notified in writing in advance (to be included in the advance packet to be distributed to the body) of:
 - a) the policy to be changed, and
 - b) the proposed change.

In order to consider a policy amendment, if advance notice is not given, a 2/3 vote of the members of the appropriate CTA Board of Directors present and voting to "suspend the rule" is necessary.

Board of Directors: 6/1/82
Representative Council: 9/13/82

SCHEDULE OF COMPENSATION AND EXPENSES FOR THE CTA PRESIDENT

I. SALARY:

The CTA President's salary will be twice that of the average first-year Florida teacher, as determined by the Florida DOE for 12 months. Any adjustments will be approved by the Board of Directors at a properly called meeting.

II. FRINGE BENEFITS:

Shall be the same as teachers, plus School Board endorsed income protection insurance or its equivalent and NEA AD & D Insurance.

III. EXPENSE ACCOUNT:

The CTA budget shall include a line item for the "Office of the President" which shall be used for Association business.

IV. SICK LEAVE:

Shall be the same as teacher - 12 days per year. Additional sick leave may be approved by the Board of Directors.

V. PAID HOLIDAYS/ANNUAL LEAVE:

- A. The days the CTA office is closed, plus additional days to bring total to 28 days off per year.
- B. It shall be the President's responsibility to maintain a sick leave log for the district and an annual leave log for the Board of Directors.

- C. If the President does not use available holiday or annual leave, as documented on the annual leave log, the President shall receive compensation for up to 30 days at the daily rate of pay at the end of the term.

Representative Council: 4/10/89
Board of Directors: 10/15/12
Representative Council: 6/15/01

ACCOUNTS – SIGNATURES

- I. Access to CTA accounts requires two (2) signatures.
- II. **CHECKING ACCOUNT SIGNATURES:**
 - A. The primary signatures will be the Treasurer and the President,
 - B. Under extenuating circumstances should either of these officers not be able to sign, the authorized signatures will be the Vice President and the Chief of Staff. No party may sign a check made out to “cash.”

Board of Directors: 2/11/18

SAVINGS ACCOUNT – The names on the account shall be:

- 1. President
- 2. Vice President
- 3. Treasurer
- 4. Chief of Staff

Board of Directors: 12/3/18

BUDGET

TEAM EXPENSES:

The CTA Budget will designate funds for expenses of bargaining team members.

Representative Council: 3/20/80

PROCEDURE CONCERNING PRESENTATION OF THE BUDGET:

- A. The Budget Committee shall be responsible for:
 - 1. The development of a no dues increases budget.
 - 2. The development of a budget based on the anticipated needs of the Association.
 - 3. The presentation of the two (2) budgets to the Board of Directors.
- B. The Board of Directors shall:
 - 1. Review the budget presented by the Budget Committee.
 - 2. Adopt a budget to be presented to the Representative Council.
- C. The Representative Council shall adopt the budget after being presented with three (3) budgets.
 - 1. The budget based on the anticipated need of the Association prepared by the Budget Committee.

2. The Board of Directors recommended budget.

Board of Directors: 01/10/05

CAPITALIZATION POLICY

All items purchased at a cost of \$1000.00 and over will be capitalized. All items purchased at a cost of under \$1000.00 will be expensed.

Board of Directors 1/02/07

STALE CHECKS

The Treasurer shall send a letter to a recipient of a CTA check that has been issued but not cashed for 90 days. The letter shall inform the recipient that he or she has 30 days to deposit the check. If the check has not been cashed after 120 days, the check shall be voided.

Board of Directors 10/4/00

NON-BUDGETED EXPENSE POLICY

The Board of Directors will not approve any non-budgeted item of \$2500 or more on the first request. When non-budgeted items over \$2500 are presented to the Board, the Board will direct that such non-budgeted item be sent to the Budget Committee. The Budget Committee will research the request, provide funding alternatives, and return the information to the next scheduled Board meeting for action.

Board of Directors: 05/10/05

SAFE POLICY

Vital records and software will have an offsite backup. The backup will be kept up to date on at least a daily basis. Access to safe: will be by a bonded employee, Chief of Staff, CTA President, and Officers

Board of Directors: 05/10/05

PROPERTY INVENTORY POLICY

An inventory of all capitalized properties of the Association with assigned locations shall be maintained. The inventory shall be audited biannually by the Budget and Finance Committees. A report should be filed with the Board annually.

Board of Directors 01/02/07

GROUNDS AND FACILITIES POLICY

All alterations or changes to the grounds or facilities will be referred to the Board or an ad hoc committee established for that specific purpose and will be subject to a vote of authorization by the Board.

Board of Directors 5/14/07

DISBURSAL OF FUNDS

The disbursement of CTA monies shall require the authorization of the Chief of Staff following these procedures:

1. Proposed Expenditures are submitted to the Staff liaison responsible for that activity/committee.
2. Proposed Expenditures are then submitted to the Associate Staff assigned to accounts payable and are subject to review by the Chief of Staff, the President, and the Treasurer.
3. The Chief of Staff reviews and decides whether or not to authorize the payment of expenditures:

- A.
 - 1. If decision is no because expenditure would exceed line item allocation, the Chief of Staff or the member may go to the Budget Committee to request a recommendation to the Board for a transfer of funds.
 - 2. If the Budget Committee chooses to recommend no additional funding, the request may be presented directly to the Board.
 - 3. If time does not permit the above procedure; the request may be taken directly to the Board of Directors.
 - B. If decision is no because the Chief of Staff believes that the budgeted monies should not be spent in that manner, the member(s) may make the request to the President and Treasurer. If the request is denied by the President or Treasurer, the request may be appealed directly to the Board of Directors.
 - C. Any member has the right to further appeal the decision of the Board of Directors in 3 A and B above to the Representative Council. A reversal of the previous denial returns the issue to the Board of Directors for further consideration.
4. Dues money shall not be used for the purchase of alcoholic beverages.

GENERAL INDEBTEDNESS

- I. No loans may be made to officers or members. This does not include grants listed under the Crisis and Benevolence sections of these policies.
- II. Any debt to CTA by members exceeding one (1) year will be reviewed by the Budget Committee.

Board of Directors 3/28/94

REPRESENTATIVE COUNCIL MEETINGS

- A. A list of schools present at the AR meetings shall be published in the minutes.
- B. The Representative Council shall deal with matters of policy.
- C. All policy motions must first be submitted to the Board of Directors. The Board may make recommendations on policy resolutions but must forward them to the Representative Council.

Representative Council: 10/19/76

AGENDA:

Policy items are to come during first part of Agenda following Member Concerns.

Representative Council: 11/15/79
Board of Directors: 05/10/05

LEADERSHIP REPORTS:

Leadership Reports (including regular reports by the Treasurer, President, Chief of Staff, FEA Directors, Committee and Vice President) in writing if possible, otherwise five (5) minutes. Questions are to be held until the end of the report. Each question and response should be limited to a maximum of two (2) minutes.

Representative Council: 1/11/88

PROCEDURES:

- A. Policy Motions will be submitted to the secretary on designated motion forms with the name and position of the motion maker and the person seconding the motion.

- B. All Policy Motions put to a vote of the governing body shall be recorded in the meeting minutes. The minutes shall indicate whether the motion passed or failed.
- C. The Representative Council Meeting minutes shall be emailed to each Association Representative one week before the next Representative Council Meeting, and also will be presented at the AR Council meeting the following month for approval by the body. All minutes will be available for inspection at the CTA Office by any CTA member in good standing. Those wishing to review minutes must make an appointment with the Office Manager. An appointment should be scheduled within three weeks of the request.
- D. No guests may attend a Representative Council Meeting unless they are invited to be present by the President or by leadership with the President's approval. CTA members in good standing may observe the Representative Council meeting in the reception and sitting area through live stream television.

Board of Directors 12/3/18

CTA BOARD MEETINGS

TIME LIMIT:

Board meetings to begin no later than 4:45 P.M., and end by 7 P.M. A motion to extend the meeting should be for no more than ten minutes.

Board of Directors 2/91

ATTENDANCE:

- A. It is a duty of each Board member, as stated in our Bylaws, to attend all required meetings.
- B. In the event a Board member is absent from a required meeting, excused absences will be noted in the minutes.

Board of Directors: 6/11/84

BOARD MEETING PROCEDURES

- I. The agenda shall be e-mailed to the Board members no less than three calendar days prior to the meeting.

Board of Directors: 1/02/07

- II. THE MEETING WILL FOLLOW THIS FORMAT:

- A. Approval of Agenda:

- Anything requiring Board action shall have been placed on the Agenda.
- An individual board member may add items to the agenda up to 24 hours in advance of the meeting.
- A majority of Board members can add an item to the agenda at the beginning of the meeting.
- The agenda must be approved by a majority of Board members.

- B. Minutes

- 1. Previous Board Meeting minutes will be approved or modified at the next following Board Meeting.

2. Board Meeting minutes will be available for inspection by any CTA member in good standing. Those wishing to review minutes must make an appointment with the Office Manager. An appointment should be scheduled within three weeks of the request. No board meeting minutes will be published on any website or distributed electronically.

Board of Directors 12/3/18

C. Prioritized Business Items:

- Business items on the Agenda will be prioritized by importance before the meeting by the President.
- a) Parliamentary debate on an item shall begin with a motion relevant to the item.
- b) The first speaker will be the maker of the motion. The Chair will then call for debate. If no debate is offered, the Chair will call for a vote. If debate is indicated, the speaking order will continue in the order that the chair recognizes the speakers.
- Meetings shall be conducted in accordance with Roberts Rules of Order.

Board of Directors 10/15/12

D. Leadership Reports shall be in writing if possible.

- E. No guests may attend a Board Meeting, unless they are invited to be present by the President or by leadership with the President's approval. CTA members in good standing may observe the Board meeting in the reception and sitting area through live stream television.

Board of Directors 12/3/18

- III. A two-thirds (2/3) vote will mean two-thirds (2/3) of those present and eligible to vote once a quorum has been achieved.

Board of Directors 4/29/91

COMMITTEE MEETING PROCEDURES

A. All committee meetings will be held at the Marion Cannon Center for Advocacy on the assigned dates.

- 1) A list of Committee Chair and regular monthly meeting dates will be posted on the CTA website.
- 2) All committee meetings will convene at 4:45pm.

B. Rescheduling Committee Meetings

- 1) If a meeting is to be rescheduled, the new meeting date must be approved by the President.
- 2) The committee chair will notify all members of the new meeting date.

C. Committee Minutes

- 1) All committee meeting minutes must be kept in the committee notebook in the CTA building. Committee Chairs must submit a committee report each month to the President for the Board of Directors and Representative Council meetings if they have held a meeting prior to the regularly scheduled meeting dates of the Board or Council.
- 2) Any requests made by members in good standing for committee minutes will be fulfilled by the Committee Chairs within 3 weeks of the request.
- 3) No CTA Committee minutes will be published on any website.

D. No guests may attend a CTA Committee Meeting, unless they are invited to be present by the Committee Chair or by leadership with the President's approval.

LEADERSHIP INCENTIVE POLICY

I. CTA will endeavor to send each officer to an NEA or AFT sponsored conference or training each year.
Board of Directors 2/24/92
Board of Directors 2/13/95

1) AR's will receive a \$10.00 reimbursement for mileage for attending each Association Representative meeting. The Directors will verify the signatures on the sign-in-sheet. Payment will be made by the end of June. The Board may establish additional or replacement incentive plans annually.

Board of Directors 06/18/07

- a) CTA BOD adopted the recommended incentive plan for ARs, \$77.55 local dues reimbursement.
- ARs will received a refund of their local dues if they complete the following AR tasks and provide appropriate evidence by May 18, 20 :
 - Submit the official AR Election Form listing AR/ARs and alternate/s, dated and signed by witnesses by October 1, 20 .
 - Hold all school/site committee elections (Faculty Advisory Committee, SAC teacher representative/s election, Budget Advisory Committee, and Placement Review Committee. Send in the list of names for each committee or representative by October 1, 20 .
 - Enroll 3 new CTA members and submit the copies of the membership applications with the AR listed as the recruiter. Submit a photo of the CTA Bulletin Board.
 - Map the school to identify a CTA leadership team. Submit outline of leadership team by hallways, by grade level or by subject area.
 - Attend 7 AR Council meetings (sign-in-sheets).
 - Attend 1 AR training – July, October or after January (sign-in-sheets).
 - Attend 1 School Board meeting and submit photo evidence.
 - Hold 3 CTA leadership team meetings at the school or site (sign-in-sheets).
 - Hold 10-minute meeting after each AR council meeting (sign-in-sheets).
 - Attend 1 CTA-sponsored event other than the AR meetings, such as a summit, film screening, parade, conference, or a social event (sign-in sheets or photo).

2) The Directors will receive a reimbursement for mileage of \$10.00 per meeting for attending AR and Board Meetings. The sign in sheet will be verification of attendance. No excused absences will receive a stipend. Payments will be made by the end of June.

Board of Directors 11/13/06

3) The Leadership Team, which consists of the Vice President and Treasurer, will receive a reimbursement for mileage of up to \$2000.00 per year, paid quarterly. The reimbursement for mileage is for attending at least 80% of AR, Board and required Committee meetings. The Secretary will receive a reimbursement for mileage of up to \$2000.00 for attending at least 80% of AR and Board Meetings and maintenance of the Association Minutes.

Reimbursements are paid as follows:

On September 30 for July 1 – Sept 30 th .	\$500.00
On December 31 for Oct 1 – December 31 st .	\$500.00
On March 31 for January 1 – March 31 st .	\$500.00
On June 30 for April 1 – June 30 th .	\$500.00

Board of Directors 01/03/07

4) Bargaining Team members will receive a \$600.00 stipend for attending 80% of all traditional summer bargaining

sessions and 80% of all other bargaining sessions during the school year.

Board of Directors 01/03/07

- 5) All Committee Charis will receive a \$50.00 gift certificate for their service to the Association: these shall be presented by the May meeting.

Board of Directors 11/13/06

AWARDS POLICY

- I. All awards and certificates given by the committees must be criterion-based and listed in the charges from the President or approved by the Board of Directors.

Board of Directors 1/27/94

NEA/AFT CONVENTION POLICY

- 1) To the extent possible, CTA will provide funding to assist delegates to attend the NEA/AFT Convention. Travel and housing arrangements will be made by the delegate. Information and assistance may be available.

Board of Directors 9/15/03

II. FULL ATTENDANCE

Payment of convention reimbursement shall be limited to the amount authorized by the Board of Directors and paid to delegates who are in full attendance at all general sessions and any delegation meetings called by the Ranking delegate.

Board of Directors 11/23/92

III. DELEGATE FUNDING

- A. The Treasurer or President designee shall recommend funding for each delegation to the Board of Directors.

Board of Directors 9/15/03

- B. Delegates will be required to be seated with the delegation and check in with the Ranking delegate at designated times.

Board of Directors 2/14/00

- C. All reimbursement monies, properly receipted, to be paid directly to the delegates will be mailed to the delegate's home address or, if previously arranged, be available at the CTA office, no later than one (1) month following the close of the Convention.

Board of Directors 9/15/03

FEA DELEGATE ASSEMBLY POLICY

- I. Depending on location, CTA shall determine a rate of reimbursement that covers accommodations, food and travel. This reimbursement amount shall be publicized when nominations are opened.

CTA Administrator 09/01/15

ROOMS

- A. Payment

- 1) Individual delegates shall be responsible for their own expenses and shall seek reimbursement from

CTA.

CTA Administrator 09/01/15

- 2) Delegates may choose to stay in a single room, pay for it, and seek reimbursement for ½ of the cost.

Board of Directors: 10/15/12

B. Assignments

The assignment of rooms shall be coordinated by staff.

II. ATTENDANCE

CONVENTION

- 1) The President shall designate Group Captains to record the attendance of delegates at the RA.

CTA Administrator 09/01/15

- 2) Delegates leaving the floor for periods beyond reasonable expectations should notify the President or his/her captain.

Board of Directors: 3/28/94
CTA Administrator 09/01/15

- 3) Whenever possible, convention activities determined to be of note shall be made available to all delegates at the Association's expense, subject to reasonable guidelines.

- 4) Delegates will not be compensated for activities which they elect not to attend.

Board of Directors: 3/9/87

III. DELEGATE ALLOTMENT

- 1) Delegates/alternates shall be elected on a county-wide basis
- 2) Alternates shall fill vacant delegate positions according to the voting hierarchy (highest to lowest) until all positions are filled or the list is exhausted.

Board of Directors: 3/9/87

IV. MILEAGE

A. Orlando Area

- 1) If the FEA Delegate Assembly is held in the Orlando area, a delegate choosing to commute maybe reimbursed round trip mileage, per day, not to exceed the allowable expenditure for room.
- 2) If a flat reimbursement amount is offered no additional mileage or food allowance will be paid.

B. Out of Town

If the FEA Delegate Assembly is held outside of the Orlando area, transportation shall be arranged within the budgeted amount.

Board of Directors 9/15/03

V. VOTING

1. Delegates are expected to fulfill their responsibility and vote in allelections

Board of Directors: 3/13/89
Board of Directors: 2/13/95

IRS RULES FOR MEMBER REIMBURSEMENT/INCOME

All members receiving more than \$600.00 (cumulative) per fiscal year from CTA will have to provide receipts documenting the expenditures of these dollars or be issued a 1099, which they will need to file for taxes. All receipts must be filed with the CTA financial associate staff person the fiscal year in which the money was disbursed.

Board of Directors 10/17/05

SCHOLARSHIPS

I. Howard Fenner Scholarships

- A. Howard Fenner Scholarships are outright grants to students who can demonstrate a genuine need for financial assistance. In order to qualify for the grant, an applicant must:
- 1) Be a child of a member of the Orange County Classroom Teachers Association, or other former local NEA affiliate.
 - 2) Possess high overall qualifications, including character, scholarship and demonstration of financial need.
 - 3) Submit a timely application accompanied by letters of recommendation.
 - 4) Be eligible for graduation from an accredited high school (includes students who qualify for early admission to college and meet all other qualifications).
- B. The Scholarship fund donation will be \$4.00 per member.
- Board of Directors 05/14/07
- C. Additional contributions will be accepted throughout the year from members individually or through fund-raisers.
- D. Letters will be sent to all high schools in the fall, announcing the Scholarship and general information about applications.
- E. All contributions from non-members will be accepted by CTA for the Howard Fenner Scholarship; however,
- F. The amount awarded for scholarships will be determined by the amount available in the budget line item for Howard Fenner Scholarship.
- G. The Scholarship Committee shall make recommendations on how the money is to be awarded. Scholarship awards shall be equitable.
- Board of Directors May 14, 2007
- H. If the winner of a scholarship is delayed temporarily from entering college, the scholarship will be deferred for one year. If the winner will not be going to college, the scholarship will revert to an alternate. Each year, the committee will rank the alternate applicants in order of 1, 2, 3, and 4.
- I. No person would serve on the Scholarship Committee during a year that he/she has a child that is a senior in high school.

Representative Council: 4/10/89

Board of Directors: 2/12/96

CTA ELECTIONS

- I. Each CTA election shall be governed by the election procedures and guidelines developed by the Election Committee and approved by the Board of Directors. These guidelines and procedures are considered policy and will supersede all past practices.

Board of Directors 12/13/04

II. ALL ELECTIONS SHALL BE GOVERNED BY THE FOLLOWING RULES:

- A. The Election Committee shall be responsible for the format of all ballots.
- B. The Association is responsible for issuing all ballots. No copies of ballots will be accepted. In mail elections, if a member does not receive a ballot, the member must call the designated member of the Election Committee for a substitute ballot.
- C. Active members who are on leave shall be included in balloting according to the Election Committee *Procedures and Guidelines*.
- D. The Election Committee shall have the right to determine if illegible and/or mutilated ballots will be counted.
- E. Ballots will be counted: by the Election Committee and a final, official report will be certified and published. Election results shall be placed on the Website and published in the next edition of the Weekly Message or other communication to the membership.
- F. Election results shall be put on the Website within two (2) working days of the election results.
- G. The ballot container located at the CTA Office shall not be unlocked unless at least two (2) Election Committee Members or designees are present.
- H. In the selection of officers, if no candidate receives a majority of the votes cast on the first ballot, the two candidates with the highest number of votes shall be placed on a run-off ballot.
- I. Delegates will be determined by plurality vote.
- J. Election Recount Policy: Any candidate may make a written request for recount to the Election Committee Chair. Requests for recount will be considered by the Election Committee.

Board of Directors 12/12/05

III. CHALLENGE PROCESS

The results of any election may be challenged in the following manner:

- A. The challenge must be in writing, citing specific violations, to the Chairperson of the Election Committee within two (2) working days after the publication of election results.
- B. The Election Committee shall have the responsibility for the investigation of such challenge.
- C. The recommendation of the Election Committee, based upon the findings of an investigation of the challenge, shall be made to the Board of Directors within five (5) working days of the filing of the challenge.
- D. The decision to support or reject the recommendation of the Election Committee rests with the Board of Directors.
- E. The challenger shall be notified in writing of the Board's decision. The Board's decision shall be final.
- F. A Board member may not vote on a challenge if his or her seat is the subject of the challenge.

IV. DISPUTED SCHOOL ELECTIONS POLICY

When an Association Representative (AR) or a concerned member voluntarily asks for CTA assistance in conducting an election at the worksite, the CTA President or designee will act as a mediator and advisor at the site. If the AR or concerned member is not satisfied with the advice of the CTA President or designee, the member may seek advice from a committee composed of members of the Board of Directors. This committee will act as mediator and advisor.

In no case is staff to be involved in local election disputes.

Board of Directors 3/4/91

V. SPECIAL ELECTIONS

Special elections may be called by the President or by direction of the Representative Council and shall be governed by these regulations unless otherwise provided for by the Election Committee.

VI. NEA AND AFT CONVENTIONS

CTA shall strive to see that the number of delegates sent to NEA RA and AFT convention is approximately the same.

CTA Administrator 09/01/15

1. NEA Convention

- a) There shall be a separate section of the Ballot for the Election of NEA Delegates. All candidates must complete the nomination form
- b) The Election Committee shall prepare a list of votes received and determine the delegates.

2. AFT Convention

- a) There shall be a separate section of the Ballot for the Election of AFT Delegates. All Candidates must complete the nomination form.
- b) The Election Committee shall prepare a list of votes received and determine the delegates.

VII. Eligibility

A Delegate may attend both conventions.

VIII. FEA Convention

- 1. FEA elections may be done in September of the new school year for the FEA Delegate Assembly.
- 2. Delegates are expected to attend all business sessions and meetings for delegates during the Delegate Assembly and vote in elections during the meeting.

Board of Directors: 10/15/12

IX. FEA Governance Board

- 1. There shall be a separate section of the Ballot for the Election of a Governance Board Director. All candidates must complete the nomination form.
- B. The length of the term of office is as designated by the FEA Constitution & Bylaws.

Amended Board of Directors 12/10/01
Entire Policy updated by Board of Directors 12/12/05

GRIEVANCES

REPRESENTATION

CTA will not represent non-members in the grievance process except in precedent- setting cases as determined by the Board.

Representative Council: 6/7/77

GRIEVANCE REVIEW

I. Contract Committee (Initial Review)

- A. Grievances that are unresolved at Step 3 will be reviewed by the Contract Committee. The purpose is to decide if further action is warranted. The grievance will be analyzed and will include a recommendation to the CTA Board of Directors. With an affirmative vote of the CTA Board of Directors, the grievance will be appealed to arbitration.
- B. If the Committee decides the grievance lacks merit, the grievant will be notified in writing. The grievant shall have the right to appeal the decision to the Contract Committee. The above notice shall include:
 - 1) An explanation of the Contract Committee's decision.
 - 2) Procedures for appeal of the Contract Committee's decision.
 - 3) Timelines for appeal, including the provision that if the grievant does not notify the Contract Committee within five (5) days, he/she waives his/her right to appeal before both the Committee and the CTA Board of Directors.
 - 4) The requirement that the grievant produce a letter requesting appeal which states the specific reasons why the grievant feels the grievance should be moved to arbitration. The letter must be received within five days of the notification of the Contract Committee's decision.
- C. Failure by the grievant to follow the timelines and procedures in the above notice shall result in the grievant's waiving the right to appeal to the Committee or to the CTA Board, except in cases of emergency.
- D. If proper notification has been made by the grievant to the Chairperson of the Contract Committee and the Contract Committee is unable to meet, the grievant shall be notified and may then appeal the Contract Committee's decision directly to the CTA Board of Directors.
- E. A grievance that lacks merit will only come to the CTA Board of Directors if appealed first by the grievant to the Contract Committee, and if the Contract Committee rejects the appeal by the grievant.

II. CONTRACT COMMITTEE (Appeal Review)

- A. If a grievant appeals the initial review of the Contract Committee as provided in Section I above, the Contract Committee shall meet to review the grievant's request for appeal. The grievant shall be notified in writing of the date of the Contract Committee's Appeal Review Meeting (or the waiver as provided in I. C. Above) and shall be afforded the opportunity to attend and to speak to the specific reasons for the appeal.

Board of Directors: 05/10/05

- B. If the Contract Committee affirms its position that the grievance lacks merit, the grievant shall be notified in writing, by certified mail. Said notice shall include:
 - 1) An explanation of the Contract Committee's decision.
 - 2) Procedures if the grievant wishes to appeal the Committee's decision to the CTA Board of Directors.

3) Timelines for appeal which will facilitate including all relevant information in the next CTA Board packet.

C. Failure by the grievant to follow the timelines and procedures in the above notice shall result in the grievant's waiving the right to appeal, except in cases of emergency.

III. CTA BOARD MEETING PROCEDURES

A. A grievance recommended and affirmed by the Contract Committee shall be forwarded to the Board of Directors for action. The grievant will not be present at this meeting.

a) If approved by the Board the grievance will go to arbitration.

b) If the Board decides the grievance lacks merit the grievant may appeal to the Board in person.

Board of Directors 9/15/03

B. If the reconsideration of a grievance is to take place at a Board of Directors meeting, it shall be placed on the agenda. A copy of the grievance, the letter(s) sent to the grievant, and the grievant's appeal letter shall be sent to the Board of Directors prior to the meeting. The reconsideration shall be scheduled prior to the leadership reports. The grievance will first be reviewed with the Board by a staff member. The Chairperson of the Contract Committee will then discuss the grievance. The grievant will then be given an opportunity to discuss the grievance. Following any questions, the Board may decide either to affirm the previous decision or to recommend sending it to arbitration. If a motion to move the grievance to arbitration is passed, the grievance will be advanced. The decision of the Board of Directors is final.

Board of Directors 9/15/03

IV. If it appears the contractually-provided timeline for appealing the grievance to arbitration may be missed, the proper papers for appeal may be filed pending a decision by the CTA Board.

V. NEGOTIATED RESOLUTIONS:

It is understood that a grievance may not proceed to an arbitration hearing if a resolution acceptable to the grievant and the Association can be negotiated.

Board of Directors: 5/3/82

VI. The following procedure shall be used in making the determination for grievance representation of a non-member:

1. A non-member may request in writing representation from the Association for his/her grievance. This shall include the pertinent background information on the grievance, including its current status. The written request and information shall be sent to the Chief of Staff.
2. The Contract Committee will review the request for representation and make a recommendation to the Board. The determination of representation shall be the property of the Board; the Board's decision shall be final.
3. The Chief of Staff shall notify the non-member, in writing, of the Board's decision. If the decision is to represent the non-member, the grievance shall then be reviewed on its merits.

Representative Council: 12/6/82

LEGAL SERVICES POLICY

I. Legal services funded by the CTA Board of Directors shall be provided through the United Legal Services Program.

II. Exception to this policy must be approved by a 2/3 vote of the Board after a two (2) week written notification period.

Board of Directors 6/10/91

ADVOCATE ADVERTISING

The union does not encourage advertising the services of vendors.

Representative Council 10/7/91
Board of Directors 9/15/03

BUILDING USE

I. Except where lease or contractual obligations exist, this policy will establish guidelines for the use of the Orange County Classroom Teachers Association building.

II. CTA Activities

Priority for building use for CTA activities are:

- 1) Governance Meetings
- 2) Committee and Task Force Meetings
- 3) Caucus Meetings
- 4) Site-based Meetings

III. Affiliate Use

Affiliates of CTA (i.e. FEA, NEA, AFT, AFL/CIO, OESPA, CTA-R) will have priority use of the building if not in use by CTA.

IV. Use by CTA Members for private functions

1. Use of the building by CTA members will be allowed subject to Parts I, II, and III of this policy. Professional staff members and/or elected officers of the CTA will not be expected to attend meetings held outside the normal day unrelated to CTA activities.
2. Building use for non-CTA activities is intended for meetings only. No social parties, weddings, etc. will be accepted. At no time will alcoholic beverages be allowed on the grounds or in the building at these functions.
3. Building use for non-CTA activities will require a deposit and rental fee. The deposit and rental fee will be established by the Board of Directors and reviewed annually. Deposit and rental fees may be on varying levels depending on the type of use. All long-term rentals or leases must be approved by the Board of Directors.

Board of Directors 11, 2008

A. Security Deposit shall be \$200.00

B. Rental Fees:

1. \$10 for staff or officer
2. \$20 for weekday evenings
3. \$30 for a partial weekday
4. \$60 for a full weekend day
5. \$10 additional for kitchen privileges.

C. Meeting rooms and kitchen are to be left in good clean order. The person renting and party will be responsible for any damage and clean-up costs. Damage, clean up, and material costs incurred will be deducted from the deposit. Additional costs will be billed.

D. CTA or affiliate activities that arise may "bump" a non-CTA activity.

E. Fees may be waived by the Chief of Staff if the meeting purpose relates to the promotion of CTA's Goals and Objectives. If such a meeting is held and an Association staff person or an elected officer is not directly involved, a CTA member may assume the responsibility for the meeting only with the prior approval of the Chief of Staff.

V. Non-CTA building use by non-CTA members will not be accepted.

Board of Directors 1/24/94

OFFICE SECURITY

I. Visitors between the hours of 7:30am and 4:30pm must sign in and wait for a member of staff or governance to escort them in the building.

A. All members, guest & vendors will remain in the reception area until they are called for their appointment.

B. Those registered for a meeting of training will sign in with the receptionist and go to their meeting room.

Board of Directors 06/20/18

II. Members attending a scheduled meeting between 4:30pm and 6pm may enter the building without signing in and proceed to the meeting room.

III. At 6pm when the receptionist leaves, the front door will be locked, and a sign placed in the window directing visitors to the side door to gain access and join the meeting.

Board of Directors: 7/19/12

IV. Guns and other Weapons are not permitted on the property or in the building of the Orange County Classroom Teachers Association.

Board of Directors 4/2/18

OFFICE SPACE ALLOCATION

I. Office space in the OCCTA building will be designated:

Orange County CTA President
Chief of Staff
Field Representatives
Orange County CTA Officers
Other OCCTA Employees
Any Leased or Contractual Allocations

II. All office space will be allocated on the basis of seniority and the discretion of the president.

Board of Directors: 12/3/18

UTILIZATION OF ASSOCIATION DAYS

I. PURPOSE:

The Orange County Classroom Teachers Association, through bargaining, was able to guarantee release time strictly for Association-related activities. This was negotiated to help alleviate the problem of requiring Association advocates to take personal leave for the CTA business and to lessen the restrictions of Association leave.

II. ALLOCATION:

The following allocation, while flexible, will form the basis for the utilization of the bargained Association days:

Legislative	-	20 days	Governance	-	16 days
Membership	-	8 days	Bargaining	-	7 days

- FEA DA - 20 days for use by the elected delegates to the FEA DA. To be given to (up to) 20 delegates who received the top votes for the Friday of the FEA DA.
- Flexible - the remainder of the days

Board of Directors: 12/3/18

III. PROCEDURE:

An Association member wishing to use an Association day must request it in writing at least two (2) weeks in advance. Notice shall be sent to the Chief of Staff stating:

- A. Day or days to be used.
- B. Purpose of leave.
- C. Statement that a personal day has been used for Association business.

The CTA office will then make the necessary arrangements.

The request will be reviewed by the Chief of Staff, approved by the President, and if denied, said individual may appeal the decision to the CTA Board of Directors.

Representative Council: 12/4/89

FUND RAISING ACTIVITIES

If an approved CTA activity anticipates generating monies (exception: the revenues generated by advertising), the generation of and method for raising those monies must be approved by the Board before implementation. A request designating allocation of funds raised may be submitted simultaneously with the fund-raising activity for recommendation. Any monies raised beyond expenses will go into miscellaneous income and becomes the property of the Representative Council. Any member(s) has the right to make suggestions as to how the monies might be spent.

RESOLVING NON-FINANCIAL DISPUTES

If a disagreement of a non-financial nature occurs between the Chief of Staff and a member(s) concerning the implementation of a CTA activity, the member(s) may appeal the decision to the Executive Committee. If the Executive Committee concurs with the Chief of Staff's decision, the matter may be appealed directly to the Board of Directors.

Board of Directors: 4/25/83

POLICIES OF THE BARGAINING TEAM

I. BARGAINING TEAM

- 1) The Bargaining Team will function as a unified group, pursuing the objectives of the Association, under the guidance and directions of the Board of Directors.
- 2) a) Only persons recommended by the President and approved by the Board shall be voting members of the Bargaining Team.

b) Decisions of the Bargaining Team shall be made by consensus when possible. A majority vote shall prevail if consensus cannot be reached.
- 3) Staff members may serve to support the team.
- 4) Selection Process:

The President, Chairperson, and Chief Negotiator shall select persons to serve on the Bargaining Team collectively. In such cases that all three fail to agree on a choice, their choice(s) and rationale shall be presented to the Board for a determination.
- 5) All persons serving on the Bargaining Team will serve at the pleasure of the Board of Directors.
- 6) The Board will have the right to remove any person from the team; such removal shall be subject to a 2/3 vote of the Board.
- 7) Bargaining Team members may utilize an Association Day without having first used a personal leave day.

Amended Board of Directors, 2000

II. ROLE OF THE PRESIDENT

The President shall:

1. Recommend to the Board in a timely manner:
 - a) A person to serve as Chief Negotiator, no later than December.
 - b) A person to serve as Chairperson of the Bargaining Team, no later than December.
 - c) Persons to serve on the Bargaining Team, no later than January.
2. Hold the Chief Negotiator and Chairperson, along with the team, responsible for carrying out their charges.

3. Serve as the public relations/media spokesperson regarding the bargaining effort along with the Chief Negotiator, and Chair Person.

III. ROLE OF THE CHAIRPERSON

The Chairperson shall:

1. Be a member of the Bargaining Team.
2. Coordinate efforts to refine information supplied by the Bargaining Team.
3. Assume the primary responsibility for preparation of the bargaining package.
4. Address the bargaining effort prior to actual negotiations along with the President.

IV. ROLE OF THE CHIEF NEGOTIATOR

The Chief Negotiator shall:

1. Serve as the spokesperson at the bargaining table.
2. Serve as the public relations/media spokesperson regarding the bargaining effort along with the President and the Chairperson.
3. Offer direction, information, and advice to the team.
4. Work with the team in establishing dates and times for meetings.
5. Work with the team in getting the negotiation package ready and negotiating the contract.
6. Assume primary responsibility for coordinating the bargaining effort, when bargaining commences.
7. Serve at the pleasure of the Board of Directors.

BENEVOLENCE POLICY

I. BUDGET ALLOCATION AND MAINTENANCE

- A. The budget allocation shall be \$1500.00.
- B. Maintenance of the Benevolence policies shall be the responsibility of the Membership Committee.

Board of Directors: 05/10/05

- C. Upon notification of a hospitalization or death, the Chief of Staff shall assign a staff member to comply with the provisions of this policy.

Board of Directors 1/28/08

II. RECOMMENDATIONS

Appropriate recognition of major life changes shall be made.

Board of Directors: 05/10/05
Amended Board of Directors 2000

III. TEACHER MEMORIAM

At the December Association Representative Council meeting all known deaths during the current year of members, former members, and current or former staff will be read into the minutes.

Board of Directors 1/28/08

IV. CRISIS FUND

A. A crisis fund is designated for members in case of calamity. The crisis fund will be funded annually at \$.50 per member beginning in the 96-97 school year. This crisis fund should be publicized to the membership. The membership should be solicited for additional contributions.

Board of Directors 2/12/96

B. This fund should be maintained in a separate (interest bearing) account and be allowed to accumulate from year to year.

Board of Directors 2/12/96

C. For purposes of this fund, a crisis shall be defined as: Any unforeseen occurrence which places a member in emergency need of shelter, clothing, and living expenses beyond the member's immediate ability to provide, or other circumstances approved by the Crisis Management Committee.

D. The OCCTA Crisis Management Committee shall consist of the Vice President, the Treasurer, the President, and two directors elected by the Board at their organizational meeting. Decisions of the committee will be made by a simple majority vote and may be obtained by the telephone to expedite response.

E. Assistance must be requested in writing by the member and response will be made within 48 hours.

F. For purposes of this fund the member, if approved by the Crisis Management Committee, may receive funds to cover the emergency not to exceed a cap of \$600.

Board of Directors 05/14/08

MEDIA RELATIONS

It shall be the policy of the CTA that no member shall speak for the organization to the media without prior authorization of the President.

Board of Directors: 4/9/90

TRAVEL / ACCOMMODATIONS

I. Reimbursement for transportation to approved CTA Conferences or activities will be the least expensive method between air and automobile. If a personally owned car is used, reimbursement will be made at current IRS rate per mile.

Board of Directors: 05/10/05

Any accommodations reserved and budgeted through CTA for a member for any activity shall be paid in full for the time a member resides in the accommodation. Any reservations missed due to a member's absence will be billed to the member. Changes in reservations must be made prior to attendance.

Board of Directors 12/10/90

- II. Receipted food costs at approved CTA Conferences or activities will be reimbursed to the maximum of the NEA standard for meals per day. Any meals included in registration cost will be deducted from the daily maximum.

Board of Directors: 05/10/05

FUND FOR CHILDREN AND PUBLIC EDUCATION CONTRIBUTIONS

- I. The first five (5) dollars of membership dues contributed to Orange County Classroom Teachers Association during each membership year shall be designated as Orange FCPE dues.
- II. Members choosing not to contribute must request reimbursement from the Association in writing within sixty (60) days of the receipt of the initial dues contribution each year. Re-allocation will be made within thirty (30) days of receipt of each request. Members shall be notified of this provision on a yearly basis.
- III. Any funds re-allocated shall remain part of CTA's general fund.

Board of Directors 03/06/17

POLITICAL EXPENDITURES

- I. FCPE funds will be used for direct contributions to endorsed campaigns, independent expenditures and political activities.
- II. After being seated, an elected official may receive further support from the CTA budget.
- III. Political activities for which CTA budget monies cannot be used will be referred to the FCPE Steering Committee.
- IV. FCPE funds expenditures must be approved by FCPE Steering Committee.

Board of Directors 12/12/05

LOBBYING

- I. Lobbyists for CTA will be selected from the Government Relations Committee, from the Orange FCPE, or may be any other qualified member. Approval of the lobbyists will be done through the Government Relations Committee.
- II. Only members trained to be lobbyists will be assigned as lobbyists.
- III. Priority for assignment as lobbyists will be given to Government Relations Committee members and Orange FCPE.

Board of Directors 12/12/05

BOARD OF DIRECTORS REDISTRICTING

- I. The Policy and By-Law Committee shall prepare all redistricting plans for the Board of Directors.
- II. The Board of Directors shall consist of 12 members elected at large. Two (2) shall represent high school members; three (3) shall represent middle school and K-8 members; three (3) shall represent elementary members; one (1) shall represent members teaching special education; one (1) shall represent members working in tech colleges; and two (2) shall represent other members at large.

Board of Directors 9/15/03
CTA Administrator 3/2016