**Appendix A**

**OSEA LA GRANDE CHAPTER 24**

**CHAPTER POLICIES**

**101. CHARITABLE CONTRIBUTIONS:** $50.00 maximum per charity. Membership present at the meeting will vote to approve expenditure by a majority.

**102. MILEAGE EXPENSE:** Rate will be set at the current IRS rate.

**103. MEALS ALLOWANCE:** Meals allowance will be at the current district going rate.

**104. LODGING:**

a. Arrangements for approved staff development should be made in advance (except in emergencies) and paid for by check from the La Grande School District Staff Development fund.

b. For all OSEA sponsored events, La Grande Chapter 24 travel allowances will be at the current district rate and will be approved and paid for by the Chapter.

**105. RETIREMENT:** Each retiree will receive a $50.00 gift card or cash.

**106. LOCAL DUES: $1.00** per month.

**107. Chapter policies must be approved by a majority vote of the executive council** at a regularly scheduled meeting.

**108. DUTIES OF THE COMMITTEES:**

**Building Employee Representative Committee**: This committee shall have a chair selected by the chapter president. Building employee representatives of sufficient number shall be appointed to assure communications within all buildings within the district and to reach each area of classified employees. The representatives shall attend all chapter meetings and building employee representative meetings or appoint a person to attend in their absence.

**Negotiating Committee**: this committee shall be representative of the employees and all areas at the bargaining table. It shall include a chairperson designated by the executive committee. This committee shall develop negotiation proposals from information obtained from the membership with assistance from the OSEA staff. This package shall be presented to the membership prior to the commencement of negotiations. No contract shall be valid unless first ratified by a majority of members. Ratification shall be by secret ballot at a general meeting after written notice to the membership of the ratification meeting.

**Classification Committee**: The District and OSEA will maintain a Classification Committee. The Committee’s purpose will be:

1. To review all job descriptions within the bargaining unit that has been brought to the Committee’s attention.
2. To recommend salary placement on the salary schedule for a new position in the bargaining unit, or for those positions with the bargaining unit that have been reviewed and acted upon by the Committee.
3. This Committee will report all new placements to the Executive Board. The OSEA representation will be three members, plus an alternate.

**Staff Development Committee:** This committee shall consist of four members. It shall be the duty of this Committee to approve staff development requests from classified employees, for the purpose of attending conferences, workshops, and classes that are job related, in accordance with District goals. This Committee will report all activity and expenditures approved and disapproved by said Committee to the Executive Board.

**Process:**

Employees requesting funds for professional development shall bring request to the payroll specialist. The request must be made at least two (2) weeks if possible before the event in order to process the request. The request will then be brought to the Committee for review and the Executive Board will be notified of the request. During review, the name on the request will remain unknown to prevent bias. The Committee will verify that the request pertains to the job classification in which the employee works. The Committee will inform the Executive Board of either approval or disapproval of all requests, as well as all activity and expenditures by said Committee. The Committee will have a cap of $700 per person per year. Any proposal above the cap must be approved by a majority of the Executive Board.

**Public Relations Committee**: This Committee shall promote “good will” and develop ways to reach out to the OSEA membership. This committee shall consist of three members from the Executive Committee.

**Sick Leave Bank Committee**: This Committee shall consist of three members to oversee the requests for access to the sick leave bank.

Last updated April 24, 2012, ratified.