

Policy 1.1

DFT POLICY REGARDING THE EDITORSHIP OF DFT PUBLICATIONS

- I. The duties and responsibilities of the Editor/Website Manager shall be as follows:
 - A. Attendance at the following meetings:
 1. Executive Board (regular and special meetings)
 2. Building Representatives
 3. General Membership
 4. School Board (as required)
 - B. Publications
 1. Green Sheet (monthly)
 2. White Paper (as necessary)
 3. Miscellaneous Publications (as determined)
 4. Mailing of DFT Publications (printing and packaging at the DFT office.
 - C. Website
 1. Maintain the DFT Website
 2. Work in conjunction with the President on format and content of the website.
 3. Update at least monthly.
 - D. To be available during the summer, particularly in contract negotiation years (through June 30; beginning August 15) as determined by the Executive Board. Additional compensation, if any, shall also be determined by the Executive Board.
 - E. To make an effort to attend AFT and AFT Michigan sponsored workshops for editors of locals, as approved by the Executive Board.
 - F. To be responsible to the DFT President for the content of Union publications, subject to review by the Executive Board.
 - G. To reflect the judgment of the Executive Board regarding issues and positions.
- II. The term of the Editor shall be two years to coincide with the election of the DFT President; the performance of the Editor/Website Manager shall be reviewed annually by the Executive Board.
- III. The stipend of the Editor/Website Manager shall be reviewed annually by the Executive Board.

Revised: 12/16/08

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Policy 2.1

**EXECUTIVE BOARD POLICY
FLOWERS, MEMORIALS AND GIFTS**

1. When the DFT office is advised of a death or birth, a flower arrangement or memorial contribution shall be sent, the cost of which shall not exceed \$35.00
2. When the DFT office is advised of a member's incapacity (hospitalization or illness of more than one week's duration) an appropriate get-well card shall be sent.
3. In all other contingencies, appropriate cards, flowers or memorial contributions shall be sent at the discretion of the President.
4. Gifts and procedures for honoring retiring members shall be determined by the Executive Board, but will not exceed \$50.00
5. Gifts given as a token of appreciation for Union Service to Executive Board members whose term has expired will not exceed \$50.00
6. Special tributes may be appropriate for retiring members who have served for a number of years on the DFT Executive Board and/or in other ways have made substantial and significant contributions to teacher unionism. This may include presentation of an AFT Special Service pin and/or AFT Citation for Service.

Revised 4/4/06

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Policy 3.0

EXECUTIVE BOARD OFFICERS SALARIES

Effective January 1 of each year, Executive Board officers' salaries shall be increased by an amount equal to the across-the-board percentage salary increase negotiated for teachers rounded to the nearest dollar.

EXECUTIVE BOARD REPRESENTATIVE STIPENDS

At the first Executive Board meeting of every year, Executive Board Representative stipends will be reviewed for possible adjustment. Any increase shall be limited to the across-the-board percentage salary increase negotiated for teachers rounded to the nearest dollar.

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Policy 4.2

CONVENTION GUIDELINES FOR DELEGATES

1. Be available to caucus with DFT delegation as called by the ranking delegate.
2. Participation in a convention committee, or other related convention activities is expected.
3. Attendance at all general sessions on the convention floor is mandatory to receive full reimbursement.
4. Partial reimbursement will be determined by the delegate's attendance as described in #'s 1, 2 and 3 above.
5. Prepare a delegate report of the convention for the Executive Board. This report shall be due within 30 days of the end of the convention. Any submission for reimbursement is to be included in the Convention Report.
6. Under no circumstances shall any convention delegate be issued a reimbursement check without appropriate receipts and Convention Report.

Revised 3/4/08
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Policy 5.0

SMOKE-FREE BUILDING

1. Because of the health hazards and harmful effects associated with smoking, the DFT Building is declared a smoke-free building.

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Policy 6.1

EXECUTIVE BOARD REPRESENTATIVE EXPENSES POLICY

All Representatives are to be paid \$40 per meeting attended. The following meetings qualify:

- 1.) Executive Board meetings – as scheduled
- 2.) Building Representative meetings – as scheduled
- 3.) General Membership meetings – as scheduled
- 4.) School Board meetings – on a rotating basis
- 5.) Meetings assigned by the President

Each Representative will receive compensation for the previous month's meetings at the first Executive Board meeting of each month. Each representative will verify the amount by signing the form included with their check and return it to the Treasurer. Any corrections to the amount will be included on the next month's check.

Approved 1/24/06

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Policy 7.2

POLICY REGARDING EXPENSE ACCOUNTS

1. Mileage: Reimbursement for mileage will be at the rate currently established by the IRS. Officials eligible for reimbursement of parking and mileage expenses while on Union business include: President, Executive Vice-President, Affiliations Vice-President, Treasurer, Secretary, Editor and Negotiators. Requests for reimbursement must be submitted on the Executive Board Travel and Expense Form. Date, destination/purpose and amount must be indicated; parking receipts should be attached if available.
2. Meals: There are three instances when reimbursement for meals shall be appropriate.
 - A. The President, or other individuals designated by the President, shall receive reimbursement for reasonable cost of meals or refreshment for public relations purposes. Such instances may include: "lobbying" School Board members, central administrators, local or state officials, citizens on key school committees, MFT&SRP, AFT, AFL-CIO officials, other Dearborn Union officials, or the Press during critical elections or millage campaigns and so on.
 - B. The President, or other individuals designated by the President, shall receive reimbursement for reasonable cost of meals when attendance at meetings precludes the possibility of eating dinner at home.

In all instances, charges for meals shall be reasonable and appropriate. Receipts must accompany requests for reimbursement. Also, a statement indicating date, place, amount, persons involved, category of expense (i.e. public relations, political action) and purpose should be attached.
3. Procedure for reimbursement:
 - A. Appropriate receipts shall be submitted, along with the reimbursement form, to the DFT office for approval.
 - B. Once approved, checks will be issued for qualifying expenses.
 - C. Under no circumstances should the reimbursement check be signed by the payee of the check.
4. The DFT will not apply for or retain a revolving credit line of any kind, including, but not limited to: equity line of credit, open limit accounts or department store or bank credit/debit cards. Any deviation of this policy must be accompanied by a 75% affirmative vote of the full Executive Board.

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Policy 8.1

EXECUTIVE BOARD OFFICER RESPONSIBILITIES

The Executive Vice-President shall:

- (1) Act as Executive Assistant to the President.
 - a) Establish office hours as described in the DFT policies manual
 - b) Meet regularly with the President to discuss;
 - i. Grievances
 - ii. General Union operations
 - iii. Report on specific assignments as given by the President
- (2) Assist in the processing of all grievances.
 - a) Meet with members in the initial stages of the grievance process.
 - b) Make recommendations to President on grievance proceedings.
 - c) Assist or represent the Union in all Grievance proceedings as directed by the President.
 - d) Represent the Union on the Grievance Committee, eg; AFT-Michigan, AFT, USA meetings and functions.
- (3) Serve as President if that office becomes vacant as determined by the Executive Board.
- (4) Represent the Union as the President may direct.
- (5) Attend meetings of the Board of Education as scheduled by the President.
- (6) Attend the monthly conference meeting with the Superintendent.
- (7) Serves as a member of the DFT Building Corporation, assisting in matters related to the Union's assets.
- (8) Perform other duties as assigned by the President.

The Vice-President in Charge of Affiliations shall:

- (1) Represent the Union at regular meetings of the AFT - Michigan, and attend meetings of the AFT and the Metropolitan Detroit AFL-CIO at the direction of the President.
- (2) Report to the Executive Board and/or the Membership on matters raised at such meetings.
- (3) Be responsible for;
 - a. the political action activities of the Union,
 - b. the legislative activities of the Union, and
 - c. organizing Union activities.
- (4) Serve as President if the office of President and Executive Vice-President become vacant as determined by the Executive Board.
- (5) Perform other duties as assigned by the President.
- (6) Attend meetings of the Board of Education as scheduled by the President.
- (7) Attend meetings of the USA Committee.

The Secretary shall:

- (1) Record and sign all minutes of the Executive Board, Building Representative, Building Corporation, and General Membership meetings.
- (2) Deliver a copy of such minutes to the Union Office within one week following such meetings.
- (3) Be responsible for the compilation of a file of current Executive Board policies and for its continual updating.
- (4) Prepare an annual calendar of Union events.
- (5) Perform other duties as assigned by the President.
- (6) Attend meetings of the Board of Education as scheduled by the President.

The Treasurer shall:

Establish office hours as described in the DFT policies manual in order to carry out the following responsibilities;

- (1) Keep an up-to-date membership list.
- (2) Present a written financial report to the membership at each regular meeting and whenever requested to do so by the President. The Treasurer is responsible for creating the annual budget, and presenting such budget at the November General membership meeting for the proceeding year's activity.
- (3) Transmit per capita dues to organizations with which the Union may be affiliated.
- (4) Be responsible for the collection of membership dues and agency-shop fees.
- (5) Reconcile deposits of moneys on account in the name of the Dearborn Federation of Teachers, Local 681.
- (6) Be responsible for the payment of all bills incurred by the Union.
- (7) Be custodian of the seal.
- (8) Assist in the preparation of all statements for local, state, and federal agency reports as required by law.
- (8) Report arrearages in dues and fees in accordance with the existing contract between the Board of Education and the Union.
- (9) Attend meetings of the Board of Education as scheduled by the President.
- (10) Maintain accurate financial records of income and expenditures for auditing purposes. The Treasurer is member of the Building Corporation, responsible for all financial records involving the assets of the Union. Such information shall be available to the Membership within reasonable limits and as requested.
- (11) Attend School Board meeting as scheduled by the President
- (12) Perform other duties as assigned by the President.

Instructional-Level/Representatives-at-Large shall:

- (1) Serve as liaison between their levels of responsibility and the Executive Board.
- (2) Meet at least once a semester with their Building Representatives. Report to the Executive Board the agendas of those meetings.
- (3) Attend School Board meetings as scheduled by the President.
- (4) Perform such other duties as may be assigned by the President.

Approved 12/13/05

ADDITIONAL OFFICER RESPONSIBILITIES

The Executive Vice-President, Affiliations Vice-President, and Treasurer will establish office hours to better provide services to members.

Executive Vice-President/Treasurer: 2 days/week (minimum 1 hour)
Affiliations Vice-President: 1 day/week (minimum 1 hours)

These office hours will be submitted to the office prior to the beginning of each semester and will be posted on the DFT web page.

Summer Hours: DFT summer office hours are Monday – Wednesday – Friday from 10:00 A.M. – 2:00 P.M. Officers will be asked to establish summer office hours one day per week.

DFT officers will attend at least one Dearborn Public School Board meeting per month during the school year. (September – June)

DFT officers will be asked to attend at least three MFT/AFT sponsored events per calendar year from the list below. This list may be changed or updated by the DFT Executive Board as they see fit. Attendance at these events will be reimbursed at the current reimbursement rate set by the Executive Board.

- MFT Metro - Detroit Regional Conference
- MFT Bargaining Conference
- MFT Quest Conference
- MFT Professional Training Workshops (2)
- MFT Lobby Day

CONFERENCE AND CONVENTION EXPENSES

While attending conferences and conventions, it is the intent of the DFT to provide for the following expenses:

- 1.) Registration fees, if necessary
- 2.) Travel expenses as determined by the DFT Executive Board
- 3.) If overnight accommodations are needed, the DFT office will book them into the site of the conference/convention, if available. If accommodations are not available in the conference/convention site, the member can make their own reservations.
- 4.) If meals are provided, a daily stipend of \$20 to cover incidental meal charges. If meals are not covered, a daily stipend of \$40 will be allotted. This stipend will be provided before the event if so requested by the attendee.

Upon the members return from the conference/convention and verification of attendance is confirmed, an expense reimbursement form will be submitted to the DFT office, including appropriate verification for expenses listed.

Reimbursement checks will be sent to the member within 2 weeks of the receipt of the reimbursement request.

Revised 1/16/07

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POLICY FOR POLITICAL ENDORSEMENTS/POLITICAL EXPENDITURES

1. Before elections, endorsements are solicited by various candidates. The following policy will be used to determine whether or not the DFT will officially endorse a candidate:
 - a.) Endorsements will be given after the primary, if one is held, or prior to the general election.
2. Prior to the endorsement, candidates will be interviewed by members of the DFT Executive Board. Interviews will be conducted at the DFT office. Candidates will be evaluated on some, if not all, of the following criteria:
 - a.) Knowledge of current issues in education
 - b.) Specific issues relating to Education/Schools in Dearborn
 - Class sizes
 - Curriculum concerns
 - Finances
 - Staff
 - c.) Union affiliations/endorsements
3. The DFT will consult with the MFT&SRP before an endorsement is given.
4. Member dues cannot be used for political endorsements/expenditures, but may be used for non-partisan issues such as millage renewals, or bond proposals. All other expenditures will come from the DFT-PAC account.
5. Political Expenditures will be at the recommendation of the President and/or the Affiliations Vice President. All expenditures must be voted on by the DFT Executive Board and approved before money is dispersed.

Legal Responsibilities to Members

In accordance with the policy for providing legal representation to members by the American Federation of Teachers (AFT), the Dearborn Federation of Teachers (DFT) establishes the following as a guideline for its members. The following policy is not meant to replace or supplement what is provided to members through the AFT.

When a member feels that there is a need for legal counsel, they must contact the Union either directly, through a member of the DFT Executive Board, or their Building Representative. The request will be immediately forwarded to the President of the DFT. The President will meet with the member to gather the factual information, and will consult legal counsel before making a recommendation to the Executive Board. Based upon the recommendation of Counsel, the DFT Executive Board will vote to either approve or deny the Member's request. Based upon the decision of the DFT Executive Board, the member may appeal the decision in person at the next regularly scheduled meeting, or in a special meeting of the Executive Board called by the President, if the circumstances warrant.

If legal representation is approved, the member and the DFT President will complete the necessary paperwork in application to the American Federation of Teachers - Michigan (AFT-MI) for financial assistance in this action. The decision of AFT - MI on the merit of the circumstances does not overturn the DFT's support of the member.

The only exception to the above will be those incidents covered by the AFT under their policies to provide legal representation to members.

Revised 1/16/07

Below is a summary of the AFT policy in providing legal representation:

Summary of AFT's Occupational Liability Plan

Injury claims that would come from injuries sustained from athletic events, Physical Ed classes or because of allegations of improper actions of members that caused injury. Also actions that result in death of a student, or injury as a result of corporal punishment claims are covered under this policy. Members are covered up to \$1,000,000.

Members are covered up to \$1,000,000 of personal injury coverage for libel, slander, defamation of character, violation of the right to privacy act or detention. This also includes damage or destruction to the private property of others. Members are covered up to \$1,000 in bail premiums, if required, for the defense of a suit.

Summary of AFT's Legal Action Trust Fund

Members are covered for up to;

1. \$250,000 per year for suits involving the denial of constitutional rights,
2. Up to \$1,000,000 per year for inadvertent acts or omissions – including failure to educate,
3. Defense cost up to \$35,000 per year for criminal charges arising out of school activities where there is complete exoneration. If criminal proceedings result from corporal punishment, the reimbursement of defense costs up to \$35,000 will be made regardless of outcome.
4. Up to \$5,000 for defense of covered claims in licensure board or credential hearings resulting from educational employment activities.

Actions not covered by the AFT Liability or LATF

Members are not covered for the following;

1. Expenses for the loss of tenure suits,
2. Teacher grievance cases,
3. Protection for punitive damages in excess of \$5,000,
4. Protection for personal business pursuits, automobiles, boats, aircraft exposures.

These benefits apply when the member has no insurance available to them. If other insurance is available, through a school district, state statute or personal insurance, then

the AFT Plan provides excess benefits beyond the amount covered by other insurance. Members, in both cases, would be required to obtain their own legal council and pay all expenses before applying to AFT for reimbursement of expenses.

Claims are filed by the local president, to the plan administrator. The locals are under no obligation to provide legal council or pay for the legal expenses other than those covered under the fair representation clause of the National Labor Act. Locals are free to make local policy pertaining to the use of and payment for legal expenses for members.

Approved 5/17/05

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