

# Association Representative Guidebook





## 2024-2025 MEMBERSHIP APPLICATION

### ALPINE/Utah/National Education Associations

Return form to your Association Representative or send to:

MIKE GOWANS by District mail to Westlake High School, or regular mail to:  
AEA, 557 W. Center St. Pl. Grove, UT 84062



JOIN ONLINE. It's safe and secure!

Member #: \_\_\_\_\_

SOCIAL SECURITY NUMBER – LAST FOUR XXX-XX-____		DISTRICT EMPLOYEE NUMBER		HIRE DATE (MM/DD/YYYY)	BIRTHDATE (MM/DD/YYYY)	<input type="checkbox"/> NEW HIRE	<input type="checkbox"/> PAST ASPIRING MEMBER
LEGAL NAME (FIRST, MIDDLE, LAST)				LOCAL ASSOCIATION (SCHOOL DISTRICT)			
PREFERRED NAME / NICKNAME		<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> GENDER EXPANSIVE/NON-CONFORMING <input type="checkbox"/> SELF IDENTIFY: _____		CURRENT SCHOOL/WORK LOCATION		PREVIOUS MEMBER TRANSFERRED FROM	
ADDRESS				NONWORK EMAIL (PREFERRED)			
CITY		STATE	ZIP	WORK EMAIL			
CELL PHONE* ( )		SECONDARY PHONE ( )		SUBJECT		GRADE	
POSITION (Major Assignment)		<input type="checkbox"/> CLASSROOM TEACHER <input type="checkbox"/> INSTRUCTIONAL SPECIALIST <input type="checkbox"/> COUNSELOR <input type="checkbox"/> ADMINISTRATOR (Directly Hires, Evaluates, Transfers, Disciplines or Dismisses) <input type="checkbox"/> SPEECH/HEARING THERAPIST <input type="checkbox"/> LIBRARIAN/MEDIA SPEC <input type="checkbox"/> SPECIAL ED <input type="checkbox"/> COACH <input type="checkbox"/> CURRICULUM SPEC <input type="checkbox"/> PSYCHOLOGIST <input type="checkbox"/> OTHER: _____					
RACE (Optional)**		<input type="checkbox"/> WHITE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK <input type="checkbox"/> LATIN(O/A/X), HISPANIC, AND CHICAN(O/A/X) <input type="checkbox"/> NATIVE AMERICAN/ALASKA NATIVE <input type="checkbox"/> NATIVE HAWAIIAN/PACIFIC ISLANDER <input type="checkbox"/> MULTI-RACIAL <input type="checkbox"/> UNKNOWN <input type="checkbox"/> SELF IDENTIFY: _____					
MONTHLY DUES DEDUCTION	EFT/ACH by AEA (12) Deductions				Children At Risk Foundation (CARF)*** <u>optional</u>		
	<input type="checkbox"/> FULL-TIME		<input type="checkbox"/> HALF-TIME		Yearly amount		
	\$67.75		\$34.83		Any amount you choose		

Dues payments are not deductible as charitable contributions for federal income tax purposes.

☐ EFT - Electronic Funds Transfer  
*Go to the SmartPay link on the top right corner of our website to set up your account, or on the reverse side of this form is a QR code that will take you there.*  
[www.alpineuniserv.org](http://www.alpineuniserv.org)

☐ Check/Cash

The AEA is hereby authorized and directed to deduct the specific sum certified by the AEA to pay the dues by EFT as indicated. I may revoke this dues deduction authorization by submitting a written directive to the AEA. Dues deductions will be on the 28th day of each month or the next business day if the 28th falls on the weekend.

I hereby agree to pay to the AEA annual dues for the current membership year and each year thereafter.

**\*Telephone Consumer Protection Act (TCPA) Consent** – By providing my phone number, I understand that the National Education Association and its affiliates including the Utah Education Association, the local association, NEA Member Benefits and NEA360 may use automated calling techniques and/or text message me on a periodic basis. These entities will never charge for text message alerts. Carrier message and data rates may apply to such alerts.

- ☐ **YES to Membership Commitment** – I want to join with my fellow employees and become a member of the Alpine and the Utah Education Association, and the National Education Association. I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all three associations. I hereby designate and empower the Alpine Association as my exclusive bargaining agent.
- ☐ **YES to Annual Payment Authorization** – I hereby agree to pay the annual dues, fees, and assessments established by the three associations in consideration for the services the union provides. I understand that those annual amounts, due on September 1 are subject to periodic change by the governing bodies of the associations but may not exceed three percent (3%) of my monthly salary. I authorize on a continuing basis, and regardless of my membership status, the payment of those annual amounts established by the three associations through payroll deduction or other arrangements unless I revoke this authorization in a signed writing sent to the local association for which the authorization is set to be cancelled.

**I UNDERSTAND THIS AGREEMENT IS VOLUNTARY AND IS NOT A CONDITION OF EMPLOYMENT AND THAT I HAVE THE LEGAL RIGHT TO REFUSE TO SIGN THIS AGREEMENT WITHOUT SUFFERING ANY REPRISAL.**

MEMBER'S SIGNATURE

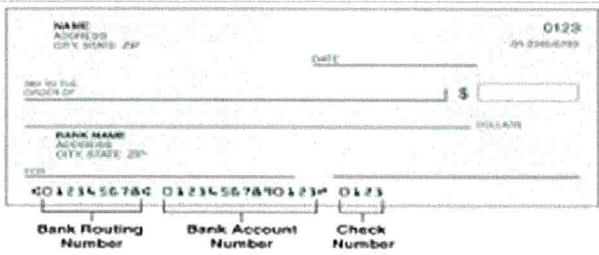

DATE

REFERRED BY

—Please See Information on Reverse Side—

☐ PACKET



EFT INFORMATION NEEDED – DO NOT WRITE IN THIS SECTION! GO TO QR CODE OR LINK TO THE RIGHT ▶	QR Code or Link for SmartPay
<p><i>This is the information you will need when you click on the SmartPay link or scan the QR Code to the right.</i></p> <p>Name on Account:</p> <p>Billing Address:</p> <p>Bank Name:</p> <p>Account Type:    ___ Checking    ___ Savings</p> <p>Bank Routing # (9 digits): _____</p> <p>Bank Account #: make sure to include and zeros if you have them in front of your account number</p> 	<p>QR CODE TO SMARTPAY</p>  <hr/> <p>LINK TO SMARTPAY</p> <p><a href="https://stats.slimcd.com/soft/multisession.asp?sessionid=5B711DEE23EEC8481692ABBD43C0993866496186">https://stats.slimcd.com/soft/multisession.asp?sessionid=5B711DEE23EEC8481692ABBD43C0993866496186</a></p> <hr/> <p>OR GO DIRECTLY TO:</p> <p><a href="http://www.alpineuniserv.org">www.alpineuniserv.org</a></p> <p>and click on <span style="border: 1px solid black; padding: 2px;">SmartPay</span> in the top right-hand corner.</p>

**\*\*Race and Ethnicity** – Race and Ethnicity information is optional and failure to provide it will in no way affect your membership status, rights or benefits in NEA, UEA or any of their affiliates. This information will be kept confidential.

**\*\*\*Children At Risk Foundation (CARF)** – CARF is a nonprofit foundation whose aim is to improve education, health and opportunities for at-risk students. A voluntary contribution to the Children at Risk Foundation of \$1.00 is suggested.

## TELL US MORE

As an educator, you have a close-up view of the opportunities and challenges facing our schools. These questions will help us collectively win for our students and provide you with the tools you need to succeed as an educator.

**1. What year did you enter the profession? (YYYY)** \_\_\_\_\_

**2. Your union provides training, support, and tools to ensure your success. What would you like to learn more about?**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Building relationships and meeting students' social-emotional needs | <input type="checkbox"/> Family and community engagement       | <input type="checkbox"/> Instructional and classroom strategies |
| <input type="checkbox"/> Health and safety   | <input type="checkbox"/> Social justice and racial equity      | <input type="checkbox"/> Technology                             |
| <input type="checkbox"/> Reducing student debt   | <input type="checkbox"/> Saving money with NEA Member Benefits |   |

**3. When we work together, we have a stronger voice. How would you like to participate in your union? (Mark all you are interested in)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>Membership, Leadership &amp; Advocacy</b><br>Talking to colleagues about joining our union to build power for members. For example, participating as an organizer, building representative, or another Association leadership role. | <input type="checkbox"/> <b>Collective Action</b><br>Helping get the word out about bargaining, meet & confer, or other workplace actions.        | <input type="checkbox"/> <b>Leading Our Professions</b><br>Supporting members to grow in their professional practices.                    |
| <input type="checkbox"/> <b>Political Activism</b><br>Volunteering with my union to elect pro-public education candidates from both parties—from my local school board to the White House.  | <input type="checkbox"/> <b>School Funding &amp; Education Policy</b><br>Working to increase education funding at my school, district, and state. | <input type="checkbox"/> <b>Thinking About It...</b><br>I'm not ready to volunteer right now but I'm looking forward to staying informed. |

## Does the EEL program cover civil rights cases?

Yes. Defense, settlements\*\* or judgments\*\* and court costs up to a maximum of \$300,000 will be provided when incurred in the defense of an action arising out of your educational employment activities and alleging a violation of another person's civil rights.

## Does the EEL policy cover cases arising out of the discharge or layoff of a member or involving other "jobs rights" issues?

No. Another NEA-sponsored program, the Kate Frank-DuShane Unified Legal Services Program, provides coverage for these types of cases. For more information, contact your local association UniServ Office or the headquarters of your state association.

## Is the EEL policy "excess" to other insurance coverage which might be available to me?

Yes. "Excess" is a general insurance term that means insurance benefits become available to you only when other sources of insurance are exhausted. For example, if your school district provides professional liability coverage for you in some of the same areas as does the EEL policy, the EEL policy would not provide benefits until the school district's coverage is exhausted.

## How do I make a claim for benefits?

If you are involved in any situation that you believe is covered by the EEL Program, notify your state association's EEL Program Coordinator. The Coordinator will confirm your eligibility and forward your claim to the Carrier for handling.

## Utah Education Association claim procedure

The following occurrences should be reported immediately to Tracey M. Watson, General Counsel and Legal Services Director, Utah Education Association, P.O. Box 57880, Murray, UT 84157-0880:

1. Any incident involving the death or injury requiring medical attention to a student arising out of a school activity;
2. The receipt by the Insured of a notice of claim, lien letter from an attorney, or service of summons or lawsuit; or
3. Any situation the Insured believes to be covered by the policy.

Do not contact an attorney to represent you before contacting Tracey M. Watson at the Utah Education Association at 801-417-0233 or 801-266-4461 or [tracey.watson@myuea.org](mailto:tracey.watson@myuea.org). When making contact the Insured should be prepared to present a brief description of the occurrence and a copy of any legal documents.

## *Certificate of insurance*

### Utah Education Association National Education Association Educators Employment Liability Insurance

Insured by: Nautilus Insurance Company. THIS IS NOT AN INSURANCE CONTRACT. THIS IS A SUMMARY FOR GENERAL INFORMATION PURPOSES. CONTACT YOUR STATE ASSOCIATION FOR TERMS AND CONDITIONS OF COVERAGE.

Participating unit: Utah Education Association  
Address: P.O. Box 57880  
Murray, UT 84157-0880

Insured: NEA Members as defined in Part II(H)

Policy number: NEA\_UT00001\_P-13

Policy period: This policy applies to occurrences which take place during the twelve month period starting at 12:01 AM 09/01/24 and expiring at 12:01 AM 09/01/25.

### Coverages & limits of liability

- Coverage A — Educators liability
  - \$1,000,000 per member per occurrence not to include any civil right issues or civil rights claims
  - \$300,000 per member per occurrence for civil rights issues or civil rights claims and not to include any other claims
  - \$3,000,000 per occurrence aggregate for all claims, including civil rights and civil rights claims
- Coverage A — Legal defense cost limits
  - \$3,000,000 per member per occurrence not to include any civil right issues or civil rights claims
  - \$9,000,000 per occurrence aggregate for all claims not to include any civil right issues or civil rights claims
- Coverage B — Reimbursement of attorney fees for defense of a criminal proceeding
  - \$35,000 per criminal proceeding
- Coverage C — Bail bond
  - \$1,000 per bond
- Coverage D — Assault-related personal property damage
  - \$500 per assault
- Coverage E — Medical and related arts
  - \$1,000,000 per member per occurrence, subject to a \$3,000,000 limit per occurrence

# NEA Educators Employment Liability Program

## *Professional Liability Insurance Overview*

2024-2025 Program Year



## What is the NEA educators employment liability (EEL) program?

The NEA EEL Program is a professional liability insurance program that is provided by NEA as a benefit of membership and is underwritten by an A+ rated insurance company.

### What does the EEL program cover, subject to the insurance policy?

#### A. Educators liability benefits

Educators liability benefits in defense of civil proceedings brought against you in the course of your work as an educator:

- Payment of court-ordered civil liability up to \$1,000,000\*, such as damages assessed against you. Subject to \$3,000,000 per occurrence aggregate for all claims.
- Payment of legal costs up to \$3,000,000\* per member per occurrence or, regardless of the number of members involved in the occurrence, up to \$9,000,000\* per occurrence aggregate for all claims in defense of civil proceedings. These limits do not apply to or include any civil rights issues or civil rights claims.
- In civil proceedings on civil rights issues or claims\*\*, payment is limited up to \$300,000 for legal costs, civil liability, settlements or judgments, and other supplementary payments.
- Payment is limited up to \$5,000 for legal costs in defense against a mold-related claim.

#### B. Attorney fees for the defense of criminal proceedings\*\*

Reimbursement for attorney fees and other legal costs up to \$35,000 is available if you are charged with violating a criminal statute in the course of your employment as an educator and you are exonerated from the charges.

#### C. Bail bond

Reimbursement up to \$1,000 of bail bond premiums if you must post a bond as the result of an occurrence arising out of your employment as an educator. (The insurance company is not obligated to furnish the bond.)

## D. Assault-related personal property benefit

Payment up to \$500 for damage to your personal property when caused by an assault upon you in the course of your employment. (Vehicles and school property are excluded.)

### E. Medical and related arts

Coverage for up to \$1,000,000 per occurrence for indemnification of civil suits for damages arising out of the rendering, teaching and supervising activities of nurses, occupational therapists, physical therapists, dental hygienists and athletic trainers. Each occurrence is subject to a \$3,000,000 aggregate.

### Why do I need liability coverage?

In your work as an educator you are frequently exposed to situations that may give rise to legal actions which can involve your personal liability. If a student or a student's parents file suit against you, the EEL policy will provide you with insurance protection for the vast majority of cases. The program also reimburses you for damage to your personal property in assault-related incidents.

### What is an "occurrence" policy?

The EEL policy covers claims arising out of your covered acts which occur during the contract period, no matter when the claim is later made. Claims arising out of your covered acts, which occurred prior to September 1, 2024, would be covered by that prior year's "occurrence" policy.

### How do I obtain coverage?

If you are an NEA active, educational support, life, student, substitute or retired member who is employed by an educational unit, you are automatically covered by the EEL policy.

### Who pays the cost of the EEL Program?

Basic monetary costs as insurance premiums are paid by the NEA\*.

### Are some activities excluded from coverage?

Yes. Certain activities, which NEA members perform, are excluded. The following are some examples of the major activities that are excluded from coverage under the EEL Program. For further details, please consult your Certificate of Insurance brochure.

## Excluded activities

- Operating vehicles. (Note: Driver training instructors are covered while riding as passengers, and vocational education instructors are covered for their activities during school shop classes. In addition, coverage is provided for the loading and unloading of school buses.)
- Selling or distributing products, including food and beverages. (Note: Home economics teachers are covered for their classroom and laboratory teaching activities and for the sale of products prepared in the classroom. Cafeteria workers are covered for their food preparation and distribution activities.)
- Law enforcement activities, except for those of a security guard.
- Using or supervising the use of firearms, except where this activity involves the use of physical restraint in defending yourself or school property. For further details, please consult your state affiliate.

## Is the EEL program limited to incidents that occur in buildings or on school grounds?

No. The program provides coverage for educational employment activities on and off school grounds including, for example, school-sponsored athletic events, laboratory experiments, shop training, field trips in the U.S. and abroad, and after school clubs. Educational employment activities are those duties that you perform pursuant to the express or implied terms of your employment for an educational unit.

## Does the EEL program cover criminal cases?\*\*

Yes. Attorney fees and court costs up to the maximum of \$35,000 will be reimbursed when the costs are incurred in the defense of a criminal proceeding arising out of your educational employment activities. In most cases, you will be reimbursed only if the proceeding is dismissed or you are exonerated. If, however, the proceeding arises out of an incident involving the administration of corporal punishment, the policy may provide reimbursement, regardless of the outcome.

## Does the EEL program cover Aspiring Educators?

Yes. The EEL program will provide Aspiring Educators with insurance protection for covered lawsuits arising from an occurrence while you are/were a college student performing education employment activities.

\* May have state variations, check with your state association.

\*\* State insurance laws do not permit this coverage in New York.

The information in this brochure is a general description of coverage under the NEA EEL Program and is not a statement of contract. All coverages are subject to the exclusions and conditions in the policy which may vary slightly from state to state, depending upon state laws governing the general provision of insurance.

# Alpine Rep Meeting

## May 8, 2023 AGENDA

### PDC at 4:15 p.m.

SAMPLE

Welcome.....Mike Gowans

Guest / Pizza .....Horace Mann

## CONSENT AGENDA

Approval of April Minutes.

## AGENDA

- Celebration
- AEA Teacher of the Year – Ruth Bourne from Westfield Elementary
- Negotiations (Mike)
- Membership & EEL Update (Tom)  
AR Kick-off (\$5 for attending) – August 3 at 10:00 AM at Lone Peak High  
New Teacher Orientation Luncheon (\$40 for attending): August 3 from 11:30 AM  
until 12:45 PM at Lone Peak High  
School Welcome Back Events – Goodie Party Flyer
- 2023-2024 Rep Meeting Schedule (Mike)
- Re-licensure Points Flyer (Mike)

For Your Information --

- a. May 12 – retirement dinner
- b. May 16 – AEA Board meeting at 4:15 at the UniServ office
- c. May 26 – last day of school
- d. May 29 – Memorial Day
- e. August 3 AR Kickoff at 10:00 AM at Lone Peak High
- f. August 3 New Teacher Orientation Luncheon at 11:30 AM at Lone Peak
- g. August 9 & 10 – Benefit Fair
- h. August 1-15 - Open enrollment for health / dental

**Have a great summer!!**

# Alpine Rep Meeting

May 8, 2023 Minutes

PDC at 4:15 p.m.

## SAMPLE

### ATTENDANCE

Mike Gowans, Brandon Engles, Derek Smith, Apryl Beck, Heather Amado, Moani Revoir, Glenda Anderson, Tom Stauss, Angie Chipman

Region 1: Suzanne Spencer, Joseph Dunkley, Misty Killpack, David Cichoski (absent), Sheila Thomason, Michael Corbett, Ben Everitt, Merilee Herrick (absent), Stacy Stevens, Mike Bachler

Region 2: Kristie Reinstein, Rebecca Williams-Wood, Shane Earling, Ashley McNeil, Ron Campbell (absent), Kayla Nichols, Dennis Fay, Taci Zollinger, Dirk Crenshaw (absent)

Region 3: Jill Phippen, Natalie Mack, Cami Graves, Mary Johnson, Dave Horan, Marla Long, Elizabeth Bunting (absent), Chris Ecalono, Mark Morrison (absent), Ryan Newman, John Wilkinson, Shelly Johnson, Rita Lewis (absent)

Region 4: Lisa Clement (absent), Jen Jeppson, Cindy Childs, Teresa Paepke, Molly Evans, Sarah Anderson, Marissa Wade, Gary Moser, Alice Gold, Lori Blakesley, Christine Holt, Jesse Vincent

Region 5: John Paynter, Ashley Halladay, Bennett Greene, Kathleen Langston, Diane Flood, Lynette Denning, Jen Harris (absent), Val Shaw (absent), Lynette Morales (absent)

Region 6: Amberly Phillips, Sheri Wilson, Karen Schlosser, Julia Stanger, Angela Sargent, Trish Anderson, Eliesa Solorzano, Rosemary Cole, Scott Whaley, Lisa Prestgard (absent), Joanne Seedall (absent)

Region 7: Karla Kennedy (excused), Kristen Cottrell, Tyler Mower (absent), Nick Allred, Stephen Bunker, Paul Andrus (absent), Lisa Lister, Mary Conrad (absent), David Gills (absent), Lisa Aase, Eric Schultz (absent), Oscar Ledesma (absent)

Region 8: Anne Jones, Aubri Elder (excused), Amanda Spencer, Debbie Draper, Gay Beck (absent), Deidra Christley, Stephanie Banks, Dustin Topham, Jana Knittle, Trent Nelson, Anne Jacobs

Region 9: Annalea Warwood, Aubrey Webb, Colleen Guerrero, Jill Shanks, Beca Garity, Kara Hunter, Jennifer Reynolds (absent), Rebecca Jones, Lisa Covert, Mary McLerran (excused), Lori Vliet, Suzanne Alexander, Natalie Caballero (absent), Bobbi Edwards, Carrie Harker

## SAMPLE

Region 10: Amanda Hodges, Merrit Lowder, Lisa Govers, Seth Kasparian, Marianne Cowley, Janelle Gerber, Brad Crowther, Lynn Meek, Cheryl Naegle, Christina Ahlstrom, Allison Smith (absent), Ben Alvord

Welcome.....Mike Gowans

Guest / Pizza .....Horace Mann

Thank you to Horace Mann for the pizza! Please feel free to reach out to them if you need insurance information. There are cards on the table to fill out for drawings.

## CONSENT AGENDA

Approval of April Minutes.

A motion was made to approve the consent agenda.

Approved by: Ben Everitt at Liberty Hills Elementary

Second by: Stacey Stevens at Meadow Elementary

## AGENDA

- **Celebration:**

We want to celebrate you as reps. Thank you for all that you do for AEA. There are cookies from AEA and Pizza from Horace Mann. Please enjoy!

- **AEA Teacher of the Year – Ruth Bourne from Westfield Elementary**

Ruth was nominated by the rep at her school for being a fantastic teacher. We have a crystal apple for her and a card. We appreciate all she has done for teaching and for AEA and congratulate her on this award!

- **Negotiations (Mike):**

Mike went over the new negotiated contract for 2023-2024

A question was brought up on the HSA and why they receive less money and Mike explained that it is because their premium goes up as well, they just don't see it because they don't see a premium. When the premium goes up, the amount being sent to their HSA, the amount needs to decrease to cover that cost.

Another question was asked if the \$4,200 was a continual thing or just one time? It is continual as long as the bill stays in place.

A motion was made to accept the contract and pushing it through to the members by John Paynter at Orchard Elementary  
Second by: Sherry Wilson at Chery Hill Elementary



## SAMPLE

Mike declared that it passed. Two said nay

- **Membership & EEL Update (Tom):** Thanks to all that you do as reps. There have been 14 new members since Saturday, 74 since April, and almost 500 since last year.

**AR Kick-off (\$5 for attending) – August 3 at 10:00 AM at Lone Peak High**

This will last about an hour to an hour and a half and go over information for the new year. We will also approve the budget. This meeting happens annually.

**New Teacher Orientation Luncheon (\$40 for attending): August 3 from 11:30 AM until 12:45 PM at Lone Peak High**

Please come if you can. We need all the reps we can get. The more reps we have there to assist and answer questions, the more effective the lunch will be.

**School Welcome Back Events – Goodie Party Flyer** After school starts you can choose from pizza, chips and salsa or ice cream to provide for your staff. Good opportunity to meet the new hires.

- **2023-2024 Rep Meeting Schedule (Mike):** Inside your packet is the meeting schedule for next year. This states when and where the rep meetings will be.
- **Re-licensure Points Flyer (Mike)** This will be sent to you sometime in May.

For Your Information --

- a. May 12 – retirement dinner
- b. May 16 – AEA Board meeting at 4:15 at the UniServ office
- c. May 26 – last day of school
- d. May 29 – Memorial Day
- e. August 3 AR Kickoff at 10:00 AM at Lone Peak High
- f. August 3 New Teacher Orientation Luncheon at 11:30 AM at Lone Peak
- g. August 9 & 10 – Benefit Fair
- h. August 1-15 - Open enrollment for health / dental

**Have a great summer!!**

**A Motion was made to adjourn the meeting:**

**Approved by: Amanda Hodges at River Rock**

**Second by: Mike Bachler at North Point Elementary**



## Alpine Education Association

### Board Contact Information 2024-2025



*President: Michael D. Gowans  
Location: Westlake High  
Phone: (801) 610-8815  
mgowans@alpinedistrict.org*



*V.P. Elementary & UEA B.O.D.  
Brandon Engles  
Location: River Rock Elem.  
Phone: (801) 610-8731  
bengles@alpinedistrict.org*



*V.P. Secondary: Derek Smith  
Location: American Fork Jr. High  
Phone: (801) 610-8750  
dereksmith@alpinedistrict.org*



*Secretary: Apryl Beck  
Location: Hidden Hollow Elem.  
Phone: (801) 610-8721  
abeck@alpinedistrict.org*

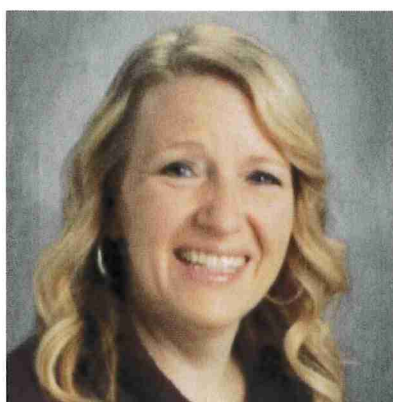


*Ethnic Minority Board Member:  
Moani Revoir  
Location: Willowcreek Middle  
Phone: (801) 610-8766  
mrevoir@alpinedistrict.org*



Region #1: Suzanne Spencer  
 Location: Lehi High School  
 Phone: (801) 610-8805  
[shspencer@alpinedistrict.org](mailto:shspencer@alpinedistrict.org)

Schools Managed:  
 Eaglecrest Elementary  
 Fox Hollow Elementary  
 Freedom Elementary  
 Lehi Elementary  
 Lehi High  
 Lehi Jr. High  
 Liberty Hills Elementary  
 Meadow Elementary  
 North Point Elementary



Region #2 Kristie Reinstein  
 Location: Shelley Elementary  
 Phone: (801) 610-8718  
[kristiecurtis@alpinedistrict.org](mailto:kristiecurtis@alpinedistrict.org)

Schools Managed:  
 Alpine District Office / Alpine Online  
 American Fork High  
 American Fork Jr. High  
 Barratt Elementary  
 Dan Peterson School  
 East Shore High/Focus Center  
 Forbes Elementary  
 Legacy Elementary  
 Shelley Elementary



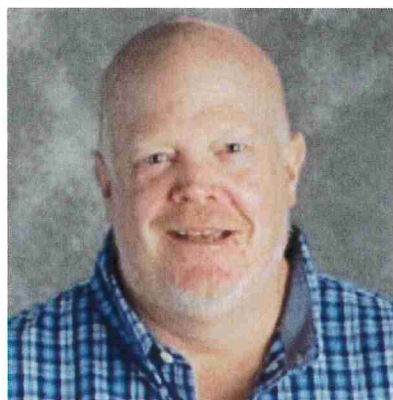
Region #3: Jill Phippen  
 Location: Pleasant Grove Jr. High  
 Phone: (801) 610-8146  
[jpphippen@alpinedistrict.org](mailto:jpphippen@alpinedistrict.org)

Schools Managed:  
 Central Elementary  
 Greenwood Elementary  
 Grovecrest Elementary  
 Innovative Learning Coaches  
 Manila Elementary  
 Mt. Mahogany Elementary  
 Pleasant Grove High  
 Pleasant Grove Jr. High



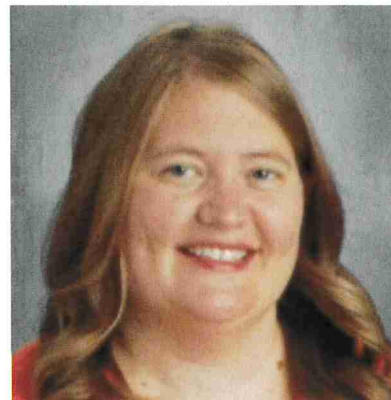
Region #4: Lisa Clement  
 Location: Willowcreek Middle  
 Phone: (801) 610-8766  
[lclement@alpinedistrict.org](mailto:lclement@alpinedistrict.org)

Schools Managed:  
 ATEC/Horizon  
 Brookhaven Elementary  
 Dry Creek Elementary  
 Harbor Point Elementary  
 Lake Mountain Middle  
 Sage Hills Elementary  
 Saratoga Shores Elementary  
 Springside Elementary  
 Thunder Ridge Elementary  
 Vista Heights Middle  
 Westlake High  
 Willowcreek Middle



Region #5: John Paynter  
 Location: Orchard Elementary  
 Phone: (801) 610-8115  
[jpaynter@alpinedistrict.org](mailto:jpaynter@alpinedistrict.org)

Schools Managed:  
 Canyon View Jr. High  
 Cascade Elementary  
 Centennial Elementary  
 Counselors  
 Foothill Elementary  
 Orchard Elementary  
 Orem High



Region #6 Amberly Phillips  
 Location: Polaris High  
 Phone: (801) 610-8180  
[amberly@alpinedistrict.org](mailto:amberly@alpinedistrict.org)

Schools Managed:  
 Cherry Hill Elementary  
 Lakeridge Jr. High  
 Mountain View High  
 Orem Elementary  
 Parkside Elementary  
 Polaris High / Polaris West / Summit  
 Trailside Elementary  
 Vineyard Elementary  
 Westmore Elementary





Region #7 Mary Conrad  
 Location: Orem Jr. High  
 Phone: (801) 610-8142  
[meconrad@alpinedistrict.org](mailto:meconrad@alpinedistrict.org)

Schools Managed:  
 Aspen Elementary  
 Bonneville Elementary  
 Lindon Elementary  
 Northridge Elementary  
 Oak Canyon Jr. High  
 Orem Jr. High  
 Rocky Mountain Elementary  
 Timpanogos High  
 Windsor Elementary



Region #8 Anne Jones  
 Location: Highland Elementary  
 Phone: (801) 610-8710  
[annejones@alpinedistrict.org](mailto:annejones@alpinedistrict.org)

Schools Managed:  
 Alpine Elementary  
 Cedar Ridge Elementary  
 Deerfield Elementary  
 Highland Elementary  
 Lone Peak High  
 Mountain Ridge Jr. High  
 Timberline Middle  
 Westfield Elementary



Region #9 Bobbi Edwards  
 Location: Silver Lake Elementary  
 Phone: (801) 610-8736  
[bedwards@alpinedistrict.org](mailto:bedwards@alpinedistrict.org)

Schools Managed:  
 Black Ridge Elementary  
 Cedar Valley Elementary  
 Cedar Valley High  
 Desert Sky Elementary  
 Eagle Valley Elementary  
 Frontier Middle  
 Hidden Hollow Elementary  
 Mountain Trails Elementary  
 Pony Express Elementary  
 Silver Lake Elementary



Region #10: Amanda Hodges  
 Location: River Rock Elementary  
 Phone: (801) 610-8731  
[ahodges@alpinedistrict.org](mailto:ahodges@alpinedistrict.org)

Schools Managed:  
 Belmont Elementary  
 Harvest Elementary  
 Ridgeline Elementary  
 River Rock Elementary  
 Riverview Elementary  
 Sego Lily Elementary  
 Skyridge High  
 Snow Springs Elementary  
 Traverse Mountain Elementary  
 Viewpoint Middle



## Alpine Education Association Leadership Information

Please visit our website, [www.alpineuniserv.org](http://www.alpineuniserv.org) for information regarding Alpine Education Association, dental, negotiations, district policies, additional benefits and more. Contact information for elected officers and staff is listed below.

### **ELECTED OFFICERS**

**Alpine Education Association President:**

Michael D. Gowans - 801-367-3862

**Alpine Education Association Elementary Vice-President:**

Brandon Engles – 801-380-0950

**Alpine Education Association Secondary Vice-President:**

Derek Smith - 801-602-5147

### **ALPINE UNISERV STAFF**

**Alpine UniServ Executive Director:**

Glenda Anderson - 801-224-2055 x 1

**Alpine UniServ Director:**

Tom Stauss – 801-224-2055 x 3

**Alpine UniServ Administrative UniServ Dental Associate:**

Annie Council - 801-224-2055 x 2

**Alpine UniServ Administrative UniServ Associate:**

Kenna Harrison - 801-224-2055 x 5

**Alpine UniServ Administrative UniServ Associate:**

Shea Chipman - 801-224-2055 x 4



## **2024-2025 Association Representative Meeting Schedule**

Professional Development Center is located at 575 N. 100 E. American Fork

Alpine Learning Center is located at 766 Bamberger Drive, American Fork

### **First Monday of the Month:**

August 1 – Willowcreek Middle School – Media Center

Rep kickoff (\$5 for attending) at 9:45 AM in the Media Center

New Teacher Luncheon (\$40 for attending) from 11:45 – 12:45

September 9 - Second Monday due to Labor Day, PDC at 4:15

October 7 - In person, Lehi High Commons Area at 4:15

November 4 - Via Email

December 2 - In person, Lehi High Commons Area at 4:15

January 6 - Via Email

February 3 - Alpine Learning Center, Rooms 404 & 405 at 4:15

March 3 - Alpine Learning Center, Rooms 404 & 405 at 4:15

April 7 - Alpine Learning Center, Rooms 404 & 405 at 4:15

\*\*May 5 - Alpine Learning Center, Rooms 404 & 405 at 4:15

\*\*May 12 - Alpine Learning Center, Rooms 404 & 405 at 4:15

**\*\*ONLY ONE MAY REP MEETING WILL BE HELD. PLEASE PUT BOTH ON YOUR CALENDAR AND WE WILL KEEP YOU POSTED AS TO WHICH DATE TO ATTEND AFTER NEGOTIATIONS ARE COMPLETE**





## 2024-2025 Board Meeting Schedule

### AEA/Alpine UniServ Board

Meetings are held at the Alpine UniServ office at

557 West Center Street, Pleasant Grove

#### Last Monday of the Month

July 17 at 9:00 a.m. @JIM'S restaurant

August 26

September 30

October 28

November 25

January 27

February 24

March 24

April 28

May 19

# Alpine Education Association Representative Job Description

Attend the Alpine Education Association Rep meetings (see Rep meeting schedule). If you are unable to attend, arrange for the alternate to represent your school.

Conduct a monthly Alpine Education Association meeting for members in your building to share the Association information. (See "How to hold a 10 minute meeting" flyer.)

Represent colleagues in your building when asked. Call the Association for assistance when you feel it is needed. (See "Checklist for Handling Problems" flyer.) Listen, communicate, and follow-up with concerns. Call and inform your Association President or Alpine UniServ Office (801-224-2055) of concerns and questions.

Distribute the Alpine Education Association material and information to members in a timely manner after Rep meetings.

Familiarize faculty with the Contract Agreement, make members aware of the Alpine School District Certified Employee Agreement Booklet, and learn how to find the information on the District website.

Conduct the Alpine Education Association elections at your school and return ballots to the Alpine UniServ office. Show the faculty how to conduct UEA elections on-line.

Assist in the recruiting of non-members to join Alpine Education Association. Call the Membership Chair or ask Alpine UniServ for assistance, if needed.

Help the Association locate participants for committees, phone banks, political campaigns, and other short-term activities.

BE PROFESSIONAL. RESPECT OTHERS. AND NO TRASH TALK!

Mike Gowans	801-367-3862
Brandon Engles	801-380-0950
Derek Smith	801-602-5147
Alpine UniServ	801-224-2055

## CHECKLIST FOR HANDLING PROBLEMS AT THE INITIAL STEP

### 1. PROBLEM SOLVING

- ☐ Listen to the problem
- ☐ Ask questions
- ☐ Don't personalize the issues
- ☐ Take notes, keep a record
- ☐ Record names, dates, times
- ☐ Ask the member what they would like to do about the situation. Put the responsibility for making a decision back onto them. Remember, sometimes they just want to get the matter off their chest.
- ☐ Repeat the problem in your own words to the member.
- ☐ Refer the member to the UniServ Director or the AEA Board President.



### 2. THE UNISERV OFFICE WILL GET THE FACTS

- ☐ Check the professional agreement, district policies and/or master contract.
- ☐ Check timelines that have been documented
- ☐ Check grievability
- ☐ Seek advice from UniServ Office, and/or local president



### 3. PRESENTING PROBLEMS

- ☐ It is the right of the Association member to have someone present at any meeting with the principal. They will attend as a witness to what is said. Document anything that may be helpful. Many times just being there helps diffuse the situation. This is step one in the grievance procedure.



## **TIPS FOR BEING AN EFFECTIVE ASSOCIATION REPRESENTATIVE**

### **Alpine Education Association**

1. Be the first person to welcome new employees to your school.
2. Establish relationships with everyone!
3. When conversing with a prospective member, be persistent, but not forceful (don't have people avoiding you).

4. Celebrate new members:

Turn in applications quickly and supply new members with important information to enable them to immediately take advantage of membership benefits.

Email all the staff to celebrate new members.

Celebrate them at faculty meetings.

Put their names on the Association Bulletin Board.

5. Make certain you keep your members informed:

Always provide latest information via hard copy, email, text, etc. When forwarding an email or electronic info, always include a positive, personal message with a reference to our associations.

As appropriate, forward to the whole school so the nonmembers are continually reminded of everything the AEA, UEA, and NEA are doing on their behalf.

Keep the Association Bulletin Board up-to-date, and refer people to it on a regular basis.

Encourage members to participate in association activities.

6. Your administrator is NOT your adversary:

Building a strong relationship with your administrator(s) is every bit as important as those with your colleagues.

Work collaboratively to be more productive. It ensures a positive working environment.

7. Be positive:

Don't sugar-coat important issues, but make an effort to present them in positive ways:

Association Representatives work collaboratively with administrators.

The AEA works collaboratively with the Alpine School District.

UEA works collaboratively with the Utah Legislature.

8. Emphasize Association accomplishments, not always what we are fighting against.

9. If you say you are going to get information or do something, follow up timely.

10. Be the person are comfortable going to (even nonmembers) to get advice:

Be professional and keep everything confidential.

When a nonmember comes to you with a problem, give very general, limited advice as a courtesy, but never obligate the AEA. Refer them to the AEA.

Tactfully explain the benefits of membership and that joining after a problem arises won't get them the help they need.

11. Develop your own style. The more comfortable you are the more successful you'll be.

\*Compiled from information included on the Utah Education Association website.

## ONE-ON-ONE CONVERSATIONS

### Alpine Education Association

Strengthening our Alpine Education Association (AEA) membership and growing our AEA membership is primarily focused on **building relationships** and finding common ground. Personal relationships are key. It is difficult to mobilize people effectively, if we don't know what matters to them and what motivates them. Through face-to-face, **one-on-one conversations**, we gain that **understanding** and build **trust**, which helps strengthen our members and to grow our AEA membership. We know this takes time, but do the best you can with the time you do have.

#### Sample One-On-One Conversation Outline

**Opening:** Explain why you are meeting – trying to get to know all the educators at the school.

**Introduce Yourself:** Briefly introduce yourself and help them get a sense of who you are and what's important to you. Explain why you belong to the AEA.

#### **Focus on the Teacher:**

Tell me about yourself

Why did you go into public education?

Why did you choose to work for Alpine School District?

What educational areas/issues are you most interested?

How are things going for you in your classroom?

What things do you think could be done differently, and what would make your job easier?



**Agitate Around the Teacher's Interests/Issue/Concerns:**

How are these issues affecting you?

Who has the ability to make changes in these areas?

Do you have thoughts on how improvements might be made?

How could things be better if you had a voice in making those changes/decisions?

**Assess:**

Can any of the interests/issues/concerns be addressed by the AEA?

Perhaps schedule a follow-up meeting.

Invite the teacher to get involved: Co-Chair a committee; attend a meeting/training; sign a petition/wear a button; sit on an association committee (if a member); participate in a political campaign/legislative hearing, etc.

**Close:**

Who are the other leaders in the building/who are the teachers whose opinion you respect on teaching and other matters? Who else do you think I should talk to?

## **10-MINUTE MEETINGS**

### **Alpine Education**

### **Association**

#### Purpose

Association Representatives strengthen and support AEA membership at their schools/sites by holding regular AEA Building Meetings – referred to as 10-Minute meetings. Regular 10-minute meetings:

- Give you an opportunity to hear from your members regarding their issues/concerns/interests;

- Gives your members a voice at their school/site and in the AEA;

- Allows the opinions and ideas of members to be included in the AEA decision-making process; and

- Gives you an opportunity to communicate important information to your members, like negotiation updates, legislative updates, current policy issues being addressed by the AEA.

Non-members recognize when the AEA is active at a school, and while non-members do not attend 10-minute meetings, they will know you and the AEA are actively meeting with their members.

**Sample Agenda**  
**10-Minute Meeting**

2 minutes – Give a brief overview of major topics covered at the most recent AR meeting. This keeps our members informed.

4 minutes – Talk about a current issue and see a consensus. This tells our members that you value everybody's ideas and suggestions.

3 minutes – Review a current issue close to the hearts of the members you know best. While this may not be a burning issue for all of the members, it should be important to those at your school.

1 minute – Tell our members about a recent Association success and thank them for their support. This will encourage members to be positive.

Time's up!- Ask members to leave their ideas, suggestions, or questions at the door.

THANK THEM FOR COMING.



# PROFESSIONAL BEHAVIORS



**THERE IS A GROWING TREND OF INVESTIGATION AND PROSECUTION OF UNPROFESSIONAL CONDUCT, AND AN INCREASE IN DISCIPLINE, BOTH EMPLOYMENT AND LICENSE, FOR ALL MINIMALLY SUBSTANTIATED OFFENSES. HERE ARE SOME IMPORTANT REMINDERS.**

## RELATIONSHIPS WITH STUDENTS

Maintain professional boundaries! Students should call you by your formal name. Do not use nicknames for students or tell an individual student you love them. You should not have a relationship with students outside the scope of your employment. This includes hiring students for a side business or personal assistance and attending community events together that are independent of school requirements. Do not date a current or former student - there is no "good" time to enter a romantic relationship with a student - even after that student graduates.

## COMMUNICATION WITH STUDENTS

Technology has made it easy to connect with students. Utilize group messaging such as Remind to communicate academic information. Use class websites and social media pages that are open to the public and shared with your administrator. Do not encourage private messages from students or provide your private contact information to students unless it is appropriate to the situation. You should not share personal information with students and vice-versa. If a student begins to confide in you, you must redirect them appropriately and then follow up with the counselor and/or parents. You must report physical and sexual abuse to DCFS or law enforcement. If a student shares any kind of suicidal ideology with you, you must also report that information pursuant to school policy, and immediately contact your principal and school counselor.

## PHYSICAL CONTACT WITH STUDENTS

It is your responsibility to ensure the safety of all students. However, you should not engage in physical contact with them unless they are endangering themselves or someone else. Refer to district policy for exact language. Examples of physical contact are grabbing, hitting, dragging, and restraining (unless you have been trained). When at all possible, choose other methods of de-escalation and involve administrators.

Teacher initiated frontal hugs are not allowed.

## DISTRICT OWNED PROPERTY

If you are using a district computer, tablet, or phone, it can be seized or accessed at any time. Do not save personal pictures or other personal business items on them. If your personal phone or electronic device connects to the district's WIFI, you are subject to their regulations. Accessing indecent or pornographic material on school property, either with a school owned device or with a personal device via the school WIFI, is illegal. You will be subject to employment discipline up to and including termination; and you will be subject to license discipline, up to and including suspension of your teacher certificate, and possible revocation.

Use your personal email address when communicating with district employees as a parent or community member.



# SOCIAL MEDIA BASICS for LOCAL UNIONS



## Where you should start...

### 1. REVIEW YOUR ASSETS

- What social media accounts does your local already have? What do you need/want?
- Who can run them?

*(Note: It's best to have one person and a backup in charge of all your social media for consistency. The president should not have this job.)*

### 2. FIND YOUR AUDIENCE

- Who are you trying to reach?
- Facebook remains the most popular social media network among young parents and grandparents alike.
- Facebook pages are better for engaging members AND the public. Create a private Facebook group if you want to keep it to just your local.
- Twitter is popular among the under-40 crowd (including younger educators), while Instagram is where you can find many early career members.

### 3. BUILD A NETWORK

- Now that your profile is live, follow people and businesses in your community, as well as your members.
- Share/retweet and comment on your followers' posts. Like their photos. Respond when they reach out to you.
- Advertise your social media accounts in emails, on your website, in newsletters, etc., to gain followers.

## Best practices

### 1. BE CONSISTENT

- Use the same name, images and descriptions for each social media profile if possible.
- Posting the same event/article/update across platforms? Keep the message consistent whether it's on Facebook, Twitter or Instagram. Keep it simple.

### 2. USE IMAGES WHENEVER POSSIBLE

- Research shows tweets with photos get 313 percent more engagement than those without.
- Facebook posts with images get twice as much engagement.

- Sharing an article and need an image? Right click on the picture in the article and save it to your desktop. Add when tweeting/posting to Facebook.

### 3. SHORTER IS BETTER

- Facebook cuts off text at around three lines on mobile devices. That is how 80 percent of users see you, so keep it in mind when posting.
- Twitter limits you to 280 characters or less BUT photos, videos and GIFs no longer count toward that number. Shorten links with free sites like bit.ly for even more room.
- Instagram stories are great, and remember that this site is hashtag driven.

### 4. WHEN (AND WHEN NOT) TO RESPOND

- Engagement is a key element of success on social media.
- BUT don't give opponents the platform they want by engaging in a back-and-forth argument. That is, unless they're asking a legit question and it's a constructive debate.
- Got a regular Negative Nancy on your Facebook page? Hide (don't delete) their comments by hovering over the comment, tapping or clicking on it and choosing "hide comment." That way, they still see their comment, but no one else can and therefore won't respond.

### 5. MODERATE YOUR PAGE AND FOLLOWERS

- Watch for inappropriate comments and delete them. If someone's being racist or sexist, using foul language, making threats or worse, block them. No questions asked. Make that policy clear in your profile/group description.
- Go through your follower list every few weeks and remove fake or suspect profiles.

## RESOURCES

**Bitly** (free link shortening)  
bitly.com

**HootSuite** (free social media posting platform)  
https://hootsuite.com

**Canva**  
(simplified graphic-design tool)  
canva.com

**Facebook Help Center**  
facebook.com/help

**Instagram Help Center**  
help.instagram.com

**Twitter support**  
support.twitter.com





# FACEBOOK BASICS for LOCAL UNIONS



## Getting Started:

Begin by setting up a profile. We highly recommend your local utilize a public page vs. a private group. The public page will help the community get to know your local and all the positive things your members are doing in the community and in the schools. This will help create a following and, when your local is in contract negotiations or experiencing a crisis, you'll have a built-in audience that already will be tuned into your messaging.

### TIPS AND TOOLS:

- Think before you post. Each time you post a photo or information on Facebook, make sure you would gladly show it to your mother, your students and your superintendent/supervisor.
- "Like" other Facebook pages from your EA's page. Link to other unions, nonprofits and education-related pages that your members would find interesting. Share their content on your page.
- Participation is key on Facebook. Configure your page's settings to allow participation. Ask your officers, co-workers and friends to comment on and "like" your posts to get the conversation started.
- Ask questions to spark conversation and activity: yes/no, true/false, fill in the blank, who's attending a meeting, etc. Questions are a proven way to increase interaction, and create a more dynamic, community-driven look and feel.
- Update your page regularly, but generally no more than once or twice a day unless the information is important. Fresh material is essential, but Facebook users don't want you to monopolize their news feed. That's a common reason for being un-Liked.
- Get a personalized URL to make it easier for people to find you (ex: [www.facebook.com/UtahEducationAssociation](http://www.facebook.com/UtahEducationAssociation)).
- Encourage your fans. Reply to their comments. "Like" their comments. Answer their questions. And use the first-person rather than third-person ("Thanks for your comments!" vs. "UEA thanks you for your comments.").
- Drive traffic to your website. You can't put everything on Facebook. Maintain current information on your website and link to it.

- Use these features to make it into your fans' news feeds. Facebook weights them in this order: live video, videos, photos, links and posts. Algorithms value fan interaction in this order: shares, comments and likes.

### PICTURES

Show your members in action, helping out students or the community. Refrain from zooming in; cropping is better.

### VIDEO

Convey emotion to your audience. Shoot them on your phone (make sure to hold the phone horizontally). These videos should be no more than 30 seconds to a minute, but can be as short as 10 seconds and still be effective. Make sure you add captions through Facebook.

### FACEBOOK LIVE

A useful tool to bring your page followers to a rally or another big event. It can also be a good way to hold a town hall-type meeting.

### STATEMENT

A powerful message can be even more impactful when it stands alone. They can be helpful during the negotiations process.

### SHARE A POST

Check in with the UEA page or community groups for posts you can share.

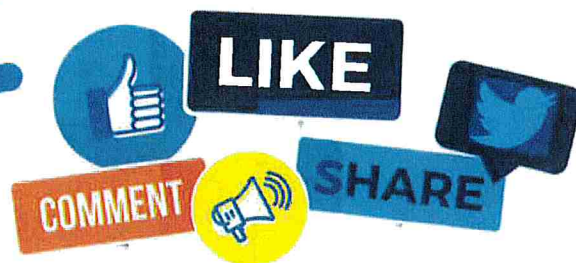
### HOW TO GROW YOUR REACH:

- Post often
- Like/comment/share
- Tag people, pages and locations
- Check your page regularly for inappropriate comments. You can't prevent them from being posted, but you can remove ones that use improper language. Don't be heavy-handed about removing your critics' comments, however. It's better to let your fans deal with trolls than be accused of censorship, which can worsen the situation. (For an example, Google "Nesle and Greenpeace.")





# TWITTER BASICS for LOCAL UNIONS



- **Fill out the bio with a description of your local.** Don't leave it blank, which can indicate you're a spammer. Research shows that Twitter pages without a bio have significantly fewer followers. Upload a profile picture or a logo, which must be square.
- **Don't protect your tweets.** The purpose of Twitter (and any social media site) is to be social. Protecting your tweets sends the message, "Keep out!" Many people will not ask for permission to follow you.
- **Start following people and organizations.** Many will automatically follow you back. Don't feel obligated to follow everyone who follows you, but keep in mind you can't send direct messages (DMs) to someone unless you follow each other. Watch for spammers. It is OK to Unfollow or Block them.
- **Think before you post.** Each time you tweet, make sure you would gladly show your tweet to your mother, your students and your superintendent. Tweets last forever (the Library of Congress saves them).
- **Share the love. Retweet (RT) the tweets you like.** You can either use the retweet icon on Twitter, or add your comments to a RT by quoting the tweet. To add a comment to an RT, click on the RT icon and select "Quote Tweet".
- **Keep your tweets concise.** Don't use all 280 characters. You want to leave enough characters so others can retweet you easily without editing your tweets. Leave the number of characters in your Twitter username plus four for "RT @".
- **Remember that you are tweeting as your local union.** Keep the tone professional, and avoid tweeting about yourself personally.
- **Update your page regularly.** Don't start a conversation only to let it die on the vine. Users expect responses the same day. On the other hand, you shouldn't be tweeting every 20 minutes unless you have urgent information. In general, don't tweet more than four to six times per day, and space them out. HootSuite lets you schedule tweets.

# UEA MEMBERS: BEST PRACTICES *for* TWITTER & FACEBOOK



*As educators, we are held to higher standards than the rest of the working world. It's a responsibility that we take very seriously. That's why UEA urges its members who have personal social media accounts to follow these simple practices to avoid any issues:*

1. Make sure you read and follow your district's social media policy; it's required by law.
2. Review each site's privacy settings.
3. Do not affiliate your social media accounts with your work email address. People can search for you by your email address.
4. Do not use the same password for multiple accounts. For example, do not use the same password for your Facebook, Twitter, and email accounts.
5. Consider carefully how what you post could be interpreted. Humor, especially sarcasm, is extremely difficult to convey.
6. Never post information about your job online, especially about students. People have lost their jobs for things they have posted. Never post anything you mean to be funny about your boss or students.
7. Never post during work hours or using work materials, such as a computer. Even if you use your own personal laptop or smartphone at work, you could have a problem, particularly if you are posting when you are supposed to be performing your duties. Remember, Twitter, Facebook, and other social networking sites have time and date stamps on comments so people can see when you posted something. If you're on your district's WiFi, they can see what apps you are using.
8. Even if you are not "friends" or "following" a manager or co-workers, people can find your information online and so-called friends may share it with your boss by printing it out, taking a screenshot, or showing them the information on a smartphone.
9. Do not "friend" or "follow" students or their parents. If you are using social media for education-related activities, make sure to have it approved in writing by your supervisor and create a different account; do not use your personal account.
10. Be careful with abbreviations. Twitter only allows 280 characters per tweet; many times, you must shorten or abbreviate your message. Make sure you re-read your post carefully before you submit it.
11. Do not share where you are with any social media sites. You never know who is accessing your information, or why. Be safe and only post your location after the fact.
12. Always exercise good judgment when posting anywhere online. Don't let emotion overwhelm common sense. Be careful when using capital letters as this is considered "shouting" online.
13. Be judicious in posting photos online, especially if they are not something you would want to be shown at a school board meeting. User policies can vary – you may be allowing the company the right to use them any way they would like. Never post photos of yourself holding alcoholic beverages or wearing inappropriate attire.
14. Monitor photos in which you are "tagged." When someone uploads a picture of you and tags it with your name it can be viewed unless you have properly set your privacy settings. In addition, be careful of photos in which others are behaving in a risqué manner as you will be viewed as guilty by association.

***The bottom line: Be safe online and think twice before posting... your career is worth the caution!***





# ALPINE EDUCATION ASSOCIATION

## MEMBERSHIP INSTRUCTIONS

### **A non-member wants to join, help!?**

1. You have a copy of a blank membership form in your packet that you can copy from throughout the year and hand out. We also have a membership form on the home page of our website at [www.alpineuniserv.org](http://www.alpineuniserv.org)
2. Give the non-member a membership form and have them complete the entire thing, including picking a form of payment.
3. Dues for the year are included in your binder and vary depending on the month they join. If you lose the dues sheet, it is also on our website under “rep resources”. Members have the option of paying their dues by monthly payroll, monthly credit card/EFT, or the full yearly amount at one time in the form of cash/check.
4. If a non-member wants to sign up online rather than fill out a membership form, they can!!
  - Go to <https://join.alpineuniserv.org/membership-application/>

### **I have a membership form to send in, what do I do with it?**

1. Once you have a completed membership form, be sure that the new member has signed and dated the form at the bottom.
2. Make sure that your name is at the bottom under “referred by”. As the rep, you get recognized for bringing in memberships.
3. You have 3 options for sending in a form:
  - Send in district mail to Mike Gowans at Westlake High
  - Send in regular mail to  
AEA Membership  
557 West Center Street  
Pleasant Grove, UT 84062
  - We have a drop-box outside our office that you can leave it anytime

**\*\*Unless you get a membership close in date to an in-person rep meeting, please don't hold onto it and wait to give it to us. Send it in immediately so the member can start receiving their benefits right away.**

### **Once you have sent in or dropped off the membership form, then what?**

New members will receive a welcome packet in district mail soon after we process their form. You as the rep will also see emails come out welcoming new members and congratulating reps for bringing in new memberships! They will also be taken off the “non-member” section of your roster and now be under “members”.

### **My school roster is not right. What do I do?**

You as the rep are the eyes and ears of your school! We do not know when teachers leave or come like you do. Please continually give or send us changes throughout the year to make your roster as beneficial as possible. In March we send out letters to ALL non-members. Take the time now to update your list so later, all non-members can be given the opportunity to sign up. Kenna has also shared everyone's member/non member list with all AEA Reps on a google sheet so please check your google drive. This way your list can be kept up to date as you hear of any changes, you can add or delete by striking out their names if they are no longer at your location.



Misc. information:

- Interns are considered part-time dues. They will be charged accordingly on the dues sheet.
- If someone signs up and they are not full time or part time, have them write at the top of their membership form what contract percentage they are.
- When a member needs to change any information (address, contract change, school, etc.), have them do so on our website.
  - \*[www.alpineuniserv.org](http://www.alpineuniserv.org)
  - \*Why Join AEA?
  - \*Scroll down to the bottom and complete the formThis will send an email directly to us so we can make these changes.
- If you have a member signing up that was already a student member, they are eligible for a \$20 rebate from NEA and will receive a 20% discount for UEA Dues.



## Payroll & SmartPay Dues for a Full-Time Employee

- The table below shows dues that would be charged monthly if you are full-time and want to have your dues come from payroll deduction.
- Payroll deduction is over a 12-month period.
- Each month, the amount you are charged changes depending on when you join AEA.
- If you join in September, your monthly dues are \$67.75.
- If you join in February, your monthly dues are \$71.68 until August 31. In September, it will reduce to the monthly deduction price of current year.
- The reason monthly dues increase after the month of September is because while NEA and UEA are prorated each month, the AEA dues amount remains constant throughout the year.

Alpine Education Association					
Prorated Dues Table over 12 months for Payroll & SmartPay					
2024-2025					
Full-Time					
Month	NEA	UEA	AEA	Monthly Deduction	
September	213.00	534.00	66.00	67.75	for 12 months
October	195.25	489.50	66.00	68.25	for 11 months
November	177.50	445.00	66.00	68.85	for 10 months
December	159.75	400.50	66.00	69.58	for 9 months
January	142.00	356.00	66.00	70.50	for 8 months
February	124.25	311.50	66.00	71.68	for 7 months
March	106.50	267.00	66.00	73.25	for 6 months
April	88.75	222.50	66.00	75.45	for 5 months
May	71.00	178.00	66.00	78.75	for 4 months
June	53.25	133.50	66.00	84.25	for 3 months
July	35.50	89.00	66.00	95.25	for 2 months
August	17.75	44.50	66.00	128.25	for 1 month



## Payroll & SmartPay Dues for a Part-Time / Intern Employee

- The table below shows dues that would be charged monthly if you are part-time or an intern and want to have your dues come from payroll deduction.
- Payroll deduction is over a 12-month period.
- Each month, the amount you are charged changes depending on when you join AEA.
- If you join in September, your monthly dues are \$34.83
- If you join in February, your monthly dues are \$36.80 until August 31. In September, it will reduce to the monthly deduction price of current year.
- The reason monthly dues increase after the month of September is because while NEA and UEA are prorated each month, the AEA dues amount remains constant throughout the year.

Alpine Education Association					
Prorated Dues Table over 12 months for Payroll & SmartPay					
2024-2025					
Part-Time/Intern					
Month	NEA	UEA	AEA	Monthly Deduction	
September	118.00	267.00	33.00	34.83	for 12 months
October	108.17	244.75	33.00	35.08	for 11 months
November	98.33	222.50	33.00	35.38	for 10 months
December	88.50	200.25	33.00	35.75	for 9 months
January	78.67	178.00	33.00	36.21	for 8 months
February	68.83	155.75	33.00	36.80	for 7 months
March	59.00	133.50	33.00	37.58	for 6 months
April	49.17	111.25	33.00	38.68	for 5 months
May	39.33	89.00	33.00	40.33	for 4 months
June	29.50	66.75	33.00	43.08	for 3 months
July	19.67	44.50	33.00	48.58	for 2 months
August	9.83	22.25	33.00	65.08	for 1 month



## **What Does Membership Buy In The Alpine Education Association?**

- Professionals join their organizations (AMA-Doctors, ADA Dentists, ABA – Lawyers)
- The majority of Alpine teachers join. Educators unite for a strong voice for education (national, state, and local issues)
- A “United Voice” with other educators
- Full time education lobby efforts (National, State, and Local)
- \$1,000,000 legal protection
- Full time staff to help you
- Access to member benefits (credit cards, loans, insurance and car discounts, and Access card)
- Local negotiations for salary and benefits
- Professional training and workshops
- You are part of the Professional Team!
- You are never alone!

For more information contact:

Mike Gowans (President): [mgowans@alpinedistrict.org](mailto:mgowans@alpinedistrict.org)

Brandon Engles (Vice-President, Elementary): [bengles@alpinedistrict.org](mailto:bengles@alpinedistrict.org)

Derek Smith (Vice-President, Secondary): [dereksmith@alpinedistrict.org](mailto:dereksmith@alpinedistrict.org)

Glenda Anderson (Executive Director): [glenda@alpineuniserv.org](mailto:glenda@alpineuniserv.org)

Tom Stauss (UniServ Director): [tom@alpineuniserv.org](mailto:tom@alpineuniserv.org)

Annie Council (Administrative UniServ Associate Dental): [annie@alpineuniserv.org](mailto:annie@alpineuniserv.org)

Kenna Harrison (Administrative UniServ Associate): [kenna@alpineuniserv.org](mailto:kenna@alpineuniserv.org)

Shea Chipman (Administrative UniServ Associate): [shea@alpineuniserv.org](mailto:shea@alpineuniserv.org)



# **AEA NEGOTIATION ACCOMPLISHMENTS**

## **(Last 6 years)**

### **2024-2025**

- Fund salary increases, added 3.0%
  - Fund Step and Lanes
  - Added Educator Salary Adjustment (currently \$4200) to the Speech LT salary schedule
  - Updated Occupational Therapist/Physical Therapist and Audiologist salary schedules, including the ESA (4200)
  - Funded 1/7ths for secondary small group (Life Skills and EBD) teachers
  - Contribution of 0.35% to Certified Tier 2 employees' 401k.
  - Added Step 30 to Lanes 5-9 (Teacher and Counselor Salary Schedules)
  - Increases pay for summer days from \$225 to \$250
  - Provides COLA adjustment to East Shore teachers who receive salary through a stipend.
  - Up to 28 hours of paid professional time at daily rate
  - Various changes to the Health Insurance plan
  - Amended transfer process re. if a district split occurred
  - Added two (2) days of family sick for dependent family members
  - Continued parental and adoption leave pilots
  - Added an additional no dock personal day each year
- 

### **2023-2024**

- Fund salary increases, added 2.0%
  - Fund Step and Lanes
  - Added salary adjustment of \$4,200 per HB215
  - Insurance changes as follows:  
Option 1-Employee \$161.55, EE +1 \$352.26, Family \$507.92  
Option 2-Employee \$105.81, EE +1 \$229.26, Family \$331.48  
Option 3-Employee \$91.95, EE +1 \$198.73, Family \$287.72  
Option 4-Employee \$20, EE +1 \$40, Family \$60  
Option 5-QHDHP -Employee -\$34.46, EE +1 -\$80.31, Family -\$112.54  
Option 6-HDHP -Employee -\$146.13, EE +1 -\$326.75, Family -\$466.04
  - \$500 Bonus in November
  - Added \$1,850 to base of salary schedule to elementary specialty teachers, speech language pathologists, occupational therapists, physical therapists, social workers, and psychologists
  - 24 hours of paid professional time per HB489
  - Language Amended Prior Experience and Compensation
  - Language Amended Time Schedule
  - Language Amended Dress and Grooming
  - Language Amended Substitute Teachers
  - Language Amended Sick Leave: Pilot for Parental Leave and Adoption Leave
  - Language Amended Disciplinary Suspension
  - Language Amended Salary Lane Changes
  - Language Amended Retirement Incentives and Eligibility
- 

### **2022-2023**

- Fund salary increases, added 4.0%
- Added \$1,850 to base of salary schedule
- Fund Step and Lanes
- Insurance changes as follows:  
Plan 1c-Employee \$127.56, EE +1 \$281.40, Family \$403.67  
Plan 2c-Employee \$77.33, EE +1 \$170.56, Family \$244.66  
Plan 3c-Employee \$64.84, EE +1 \$143.04, Family \$205.22  
Plan 4c-Employee \$0, EE +1 \$0, Family \$0  
Plan 5c QHDHP -\$49.08, -\$108.43, -\$155.49
- Bonus in November
- Language Amended Prior Experience and Compensation
- Language Amended Transfer of Educators
- Language Amended Half Days Without Students
- Language Amended Time Schedule
- Language Amended Dress and Grooming
- Language Amended Attendance at Meetings
- Language Amended Educational Conferences and Conventions
- Language Amended Substitute Educators
- Language Amended Preparation Time
- Language Amended Educator Evaluation
- Language Amended Family Medical Leave
- Language Amended Health and Disability
- Language Amended Personal Leave
- Language Amended Workmans' Compensation
- Language Amended Extended Contracts and Addendas
- Language Amended Job Sharing
- Language Amended Bereavement Leave

## **AEA NEGOTIATION ACCOMPLISHMENTS – PAGE 2**

---

### **2021-2022**

- Fund salary increases, added 4.0%
  - Fund Step and Lanes
  - Fund insurance increases on Base Plan 4
  - 1.00% bonus in November
  - Language Amended LEA-Specific Teacher Licensing
  - Language Amended Prior Experience and Compensation
  - Language Amended Contractual Agreements
  - Relocating to 7000 Series Scope of Employment
  - Language Amended Bullying/Harassment and Hazing
  - Relocating to 7000 Series Acceptable Use Policy
  - Retired policy Early-out Preparation
  - Retired policy Employees Infected with HIV Disease
  - Language Amended Educator Evaluation
  - Language Amended Bereavement Leave
  - Language Amended Personal Leave (increased days to 5, no dock)
  - Language Amended Salary Lane Changes
  - Retired policy Salary and Monetary Agreements
- 

### **2020-2021**

- Fund salary increases, added 1.0%
  - Fund Step and Lanes
  - Fund increase on insurance base plan (4)
  - Increased mental health benefits – 3<sup>rd</sup> party provider
  - Language Amended Transfer of Educators
  - Language Amended Half Days Without Students
  - Language Amended Dress and Grooming
  - Language Amended Attendance of Meetings
  - Language Amended Conferences and Conventions
  - Language Amended Elem Educator Prep and Collab Time
  - Language Amended Educator Evaluation
  - Language Amended Health and Disability
  - Language Amended Personal Leave
- 

### **2019-2020**

- Fund Step and Lanes
  - Fund salary increases, added 5.8%
  - Fund insurance increases on base plan (Plan 4)
  - Equalize secondary extra class payment
  - Language Amended Bullying/Harassment/Hazing Policy
  - Language Amended Personnel Records
  - Language Amended Attendance at Meeting
  - Language Amended Job Sharing
  - Language Amended Standards of Dress and Grooming
  - Language Amended Educator Prep Time
  - Language Amended Elementary Educator Prep Time
  - Language Amended Student Educators
  - Language Amended Health and Disability Leave
  - Language Amended Compensation Salary Index
  - Policy 4028 – Salary Lane Changes
  - Policy 4033 – Retirement Incentives and Eligibility
  - Policy 4048 – Prior Experience
  - Policy 4057 (a) – Educator Evaluation
  - Policy 4087 – Orderly Termination for Certificated Personnel
-

# Welcome!

Being a member with UEA doesn't cost, it pays!



Membership in the UEA entitles you to many ongoing discounts and benefits, including:

- Development, resources and support
- Money-saving programs
- Legal protection and advocacy

Offset the cost of your membership dues by using the UEA Access to Savings program. With your Access benefit, save hundreds of dollars at over 5,000 Utah merchants and 350,000 merchants nationwide!

## How do I get started?

### Online:

Online: Register on [myUEA.org](http://myUEA.org) [myuea.accessdevelopment.com](http://myuea.accessdevelopment.com) and create a member login and password, then click on Access Member Discounts.

### Mobile:

1. Search for the My Deals Mobile® app.
2. **Already have an account?**  
Enter your Access email and password to log in.
3. **New user?** Enter email address and create a password. If prompted enter "UEA Access to Savings" as the Organization Name and have your 10-digit UEA ID Number ready to complete registration.



### Featured discounts on the Access program include:



And many more!

# TOP 10 REASONS TO BELONG TO THE AEA



## 1 Your Voice

Educators must take an active role in promoting and protecting public education because no one cares as much about our students, our profession, and our needs as we do. We speak as a unified voice to influence reform and progress.

## Advocacy and Representation

We are a highly respected organization that promotes the highest standards and ethics. We recognize that educators' working conditions are students' learning conditions—we work hard to protect both.

## 3 Professional Development

Members have access to a wide variety of professional development training opportunities, including classroom management, advocacy, collective bargaining, classroom discipline, political action, human and civil rights, the opportunity to earn licensure points, and more.

## Social and Racial Justice

We are joining together across race and place to ensure every student has the opportunities they need to succeed. Find out your rights in the classroom when teaching a full picture of our nation's history.

## 5 Legal Services for Your Professional Life

In conjunction with assistance from state and local field staff, our association provides comprehensive legal services for a wide range of due process issues and other legal rights. Additionally, AEA members enjoy the benefit of Educator Liability Insurance through the NEA.

## 6 Salary and Working Conditions

With more members like you, the AEA has an even stronger voice to impact meaningful change for educators and students. We advocate for dedicated planning time and protect educators from after-hours work mandates. We band together to raise wages so that educators like us are paid closer to what we deserve.

## Your Classroom, the State, and the Nation

The Association continually promotes quality public schools, quality teachers, modern and up-to-date learning tools, and smaller class sizes so educators can spend one-on-one time with students.

## 8 Member Discounts

Members receive discounts on special services like auto, homeowners, renters, and life insurance. In addition, we provide reductions for entertainment events, computers, books, magazines, travel, and restaurants in Utah and throughout the nation. Many AEA members save more than their annual dues by using Association discounts.

## Networking

Members have numerous opportunities to get together and network. You can connect with other education professionals from across the state to collaborate on student success.

## 10 Creating Change

We reach the public with members' views and build the image of public school employees through media relations, television and radio advertising, special events, and public relations activities.

**TOGETHER WE'RE STRONGER.  
TOGETHER WE'RE HEARD.**

**You belong in the movement! Join today to belong to the movement of educators and school staff fighting for the pay and working conditions we all deserve.**



**JOIN NOW**