

MVEA Policy Manual

Approved 5/11/16

Modified 4/11/18

Modified 10/10/18

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The MVEA Policy Manual sets forth policies for the operational structure of the association.

Association policies may be changed by a majority vote of the MVEA representative council.

Fiscal

1. Bank Accounts

- All association funds will be held in FDIC institutions.
- The signer of all checks will be the Treasurer or the President.

2. Reimbursements

- All requests for reimbursement shall include:
 - Date and description of the activity
 - Receipts and any additional documentation as requested by the Treasurer
- Any disputes regarding reimbursements will be decided by the MVEA representative council.
- All travel, lodging and MVEA leave requests will require prior authorization of both the Treasurer and President.
- Mileage reimbursement for travel will be as follows:
 - If two or more members on Association business travel to an event (via carpooling), the driver will be reimbursed at the current IRS business mileage rate.
 - If one member on Association business travels to an event, the driver will be reimbursed at the current IRS charitable deduction mileage rate.
- Generally, members are expected to travel to MVEA covered events via the least costly means of transportation as determined by the Treasurer.
- Meals will be reimbursed via the current Mount Vernon School District reimbursement rate found on the corresponding district form.

3. Credit & Debit Cards

- MVEA will not maintain a credit or debit card, but will reimburse members for expenses they incur using their personal credit or debit cards via the reimbursement policy stated above.

4. Stipends

- Executive Board stipends will be paid in May of each year, unless determined otherwise by the Treasurer.
- All other stipends will be paid by the end of the school year or as deemed practical by the Treasurer.
- The MVEA President may appoint up to 3 district wide Strike Captain(s) who will be in charge of working with the Representative Council, Executive Board members and the general membership to

coordinate strike planning and actions. Since this is a temporary position appointed as needed, Strike Captain(s) may be awarded a stipend once the contract is ratified by the general membership. The stipend will be based on the amount of work that the President has determined the Strike Captain(s) conducted during their period of appointment. The President has discretion in awarding the Strike Captain bonus, but it may not exceed the stipend received by a MVEA Bargainer of 2.5% of the average Mount Vernon Teacher Salary. Strike Captain(s) who also serve on the Executive Board will not be eligible for the stipend.

5. Gifts/Awards/Acknowledgements

- Gifts, awards, and acknowledgements may be made by the MVEA for, but not limited to, retirements and major medical crisis.
- The President can authorize all such items up to \$75, gifts beyond this amount must be approved by a majority vote of the representative council.
- No loans may be made by the MVEA to anyone or any organization.

Technology

1. Website

- The MVEA website can only be used for official MVEA business.

2. Email

- The MVEA e-mail list can only be used for official MVEA business.

Dues & Stipend Calculation:

- The Treasurer will use the OSPI Report 1801 Certified to determine the average MVSD salary for dues and stipend calculation. The total of the Base Salary Average and the Other Salary Average for Instructional program staff will be used to determine the average MVSD teacher salary.
- Dues for the current year are based on the past year's average MVSD teacher salary.
- Stipends for the current year are calculated using the current year average MVSD teacher salary.

WEA-RA Annual Meeting

- If WEA-RA occurs during Mount Vernon School District's spring break, then delegates attending WEA-RA will receive their choice of substitute pay or MVEA leave days at the delegate's discretion. Reimbursement for substitute pay or MVEA leave days is not to exceed the expenses that the Association would have incurred if WEA-RA occurred when school was in session (presently 2 substitute days for full-time employees and 1 substitute day for half-time employees).

MVEA President Release

- Compensation for the association president can come in one of two forms a) .5 FTE release time position. b) 40% of his/her pay if the president chooses to teach full time. This option is only available in the event the president takes office after the current school year has already begun.