

REQUEST FOR MEMBER INFORMATION

I, _____, as an official elected or appointed to the following position within VSEA:

request the following member information and/or lists, pursuant to VSEA Policy 50-K:

- name,
- gender,
- membership status (i.e. member, non-member, fee payer);
- job title,
- paygrade,
- date of service,
- department,
- work station,
- bargaining unit,
- work email, or preferred e-mail,
- work telephone
- work address.

For the following group of VSEA unit members:

I do / do not request home addresses and home phone numbers. If this information is requested, I understand that my request must be submitted to the Board of Trustees for approval pursuant to VSEA Policy 50-E. I request this additional information for the following reasons:

I certify that this information is to be used for the purposes of facilitating VSEA project work, including membership recruitment and worksite organizing, contract campaigns, increasing attendance at VSEA meetings and trainings, voter registration, legislative phone tree mobilization, and other purposes approved by the VSEA Board of Trustees.

I understand and acknowledge that:

(a) The information and/or lists may be utilized only for the purpose requested, and may not be provided to any other organization or person(s) outside of VSEA. Members may not utilize the information and/or lists in any manner or for any purpose that violates VSEA Article and Bylaws, or VSEA Policies, or rules and regulations established by the member's employer (eg: email policies, political endorsement), or for any purpose contrary to law.

(b) The use of an employer email system, whether to send or receive email messages, must be consistent with the employer's policies. If distributing information through email, the email addresses of recipients shall be placed in the "bcc" (blind copy) section to prevent proliferation of emails to any member(s) accounts. VSEA shall assume no liability for any written material sent without prior consent of the VSEA Board of Trustees. Persons utilizing the information and/or lists shall respect and honor any requests by a member not to be contacted at his/her worksite or work email.

(c) The VSEA Board of Trustees has the right to deny a request if the Board or VSEA General Counsel determines that unreasonable liability, cost(s) or harm to VSEA would result from fulfilling the request. It may also deny such requests if the elected or appointed official is requesting information not relative to his/her chapter, department, or bargaining unit, unless the purpose of such request is deemed reasonable by the VSEA Board of Trustees. The decision of the Board to deny any request shall be final in all instances.

(d) This information shall be provided subject to its availability. VSEA shall not be required to provide any information that is not readily accessible within its database, (i.e. work addresses are not readily available in VSEA's system; and non-State units do not provide VSEA with as much data relating to employees, such as paygrade, date of service, etc). VSEA may facilitate the request of such information from the employer if contractually permissible and/or if otherwise reasonable.

(e) Any member who violates the intent and/or provisions of this policy may be subject to sanctions from the VSEA Judicial Board.

(f) Once the information and/or list is provided, it shall be my responsibility to monitor and manage the material and its distribution to ensure that it is used for the purpose stated in the request.

(g) Requests will be processed in an expeditious manner given the extent of the request and other workload priorities at VSEA HQ. The VSEA President shall mediate any disputes relating to the timeframe(s) for delivery of such material.

(h) VSEA does not guarantee the accuracy of information it receives and/or distributes in response to such request. As a VSEA elected or appointed official utilizing the list, I will make reasonable efforts to research the corrected information by contacting the member at his/her worksite, and then provide the corrected information to VSEA HQ via email. VSEA will continue to work toward improving the accuracy of the information it receives from the State and/or other bargaining unit entities.

(i) Copies of all documents, in paper or electronic form, created in whole or in part, by myself as an elected or appointed VSEA official, or by my designee, and distributed to other persons through the use of information and/or lists obtained from VSEA, shall be provided to VSEA President, c/o VSEA Headquarters.

I understand agree that the VSEA Board of Trustees may enforce the promises made herein, and that it may seek damages for any violation, or impose sanctions including removal from office.

Seen and agreed:

Signature

Date