

VSEA Policies

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POLICY 10-A

POLICY ON LEGAL REPRESENTATION AND CONTRACT ADMINISTRATION

1. Representation of members in grievances, arbitration, and before the labor relations boards.

a. In general

VSEA is the exclusive bargaining agent for the employees working in units it represents. It negotiates and enforces agreements through the work of stewards, bargaining team members, field representatives, lawyers, and other member activists and staff. When stewards of staff represent employees in grievances, arbitrations, or in proceedings before the Vermont Labor Relations Board, they are enforcing the union's contract, and representing employees as agents of the VSEA. An employee who is represented by VSEA staff or stewards in a grievance, arbitration or labor board proceeding is not the individual client of the individual staff members, including attorneys or other representatives, but is a bargaining unit member who is represented by the union. The union, in turn, is enforcing its own contract to redress a violation that harmed the represented employee.

b. VSEA's duty of fair representation

In representing members in grievances, the VSEA will honor its duty to fairly represent bargaining unit employees without regard to union membership, and in a manner that is consistent with its legal duty of fair representation. That duty was described by the Vermont Labor Relations Board in *Davidson v. VSEA*, 33 VLRB 60 (2014), upholding VSEA's decision to withdraw representation, as well as the

process it used to arrive at that decision. The VLRB held that the VSEA's duty of fair representation arises from its status as exclusive bargaining representative for all bargaining unit employees. *Vaca v. Sipes*, 368 U.S. 171, 177 (1967); *Alexander v. VSEA*, 32 VLRB 31, 38 (2012), *Ilges v. Burlington Area Public Employees Union, Local 1343, AFSCME, AFL-CIO*, 11 VLRB 235, 239 (1988). It went on to describe that duty as follows:

A union has a duty to fairly and equitably represent all employees in the bargaining unit and a breach of that duty would be an unfair labor practice. *Wilson v. Williamstown Staff Association*, 14 VLRB 197, 200 (1991). A union's duty of fair representation means that it must serve the interests of all employees without hostility or discrimination, exercise its discretion in good faith, and avoid arbitrary conduct. *Id. Ilges*, 11 VLRB at 239. This duty extends to both the negotiations for a contract and the enforcement of contract provisions. *Id.*

When an allegation is made that a union has not fairly represented employees in handling grievances, the following standards provide guidance in determining whether an unfair labor practice has occurred: 1) an individual does not have the absolute right to have his or her grievance taken to arbitration, 2) a union may not arbitrarily ignore a meritorious grievance or process it in a perfunctory fashion, 3) a union must engage in more than mere negligence to violated its duty of fair representation. *Alexander v. VSEA*, 32 VLRB at 39. *Duran v. IBEW Local 300*, 19 VLRB 256 (1996), *Ploof v. Village of Enosburg Falls*, 147 VT. 196, 201 (1986).

Also, a union's grievance handling is lawful where, in denying a grievance, established procedures are followed and these procedures fall within a wide range of reasonableness afforded a union representative. *Alexander v. VSEA*, 32 VLRB at 39-40. A union's duty of fair representation does not require it to process a frivolous appeal. *Ploof*, 147 Vt. At 201; and a union need not process an employee's grievance if the chances for success are slight. *Alexander v. VSEA*, 32 VLRB at 39. Further, in generally assessing a union's duty of fair representation, it is recognized that union discretion is essential to the proper functioning of the collective bargaining system. *Alexander v. VSEA*, 32 VLRB at 39.

Davidson v. VSEA, 33 VLRB 60 at 67-68 (2014).

c. Grievances brought by unit employees without VSEA representation

Under Vermont law, a unit employee may under some circumstances bring a grievance to the VLRB on his own behalf, either alone or through his or her own lawyer, without union representation. In such cases, any decision by the VLRB and any settlement negotiated with the employer must be consistent with the contract. An individual employee may not negotiate directly with the employer to receive different terms and conditions of employment for him or her self, or affecting other employees, than apply to other unit members. The individual grievant may enforce the contract without the union, but may not seek rights or benefits not provided by the contract.

d. Denial of representation;

VSEA may decline to represent unit employees in any unfair labor practice, grievance, or other action to enforce a contract, pursuant to the procedures described below. Where the unit employee retains the right to proceed on his or her own, VSEA will take reasonable steps to preserve his or her procedural rights. VSEA may decline representation on any basis that is consistent with its duty of fair representation, including but not limited to the following:

1. The grievance lacks a substantial likelihood of success on the merits, or challenges action by the employer that does not constitute a violation of the contract.
2. The grievance is moot.

3. The grievant advances an interpretation of the collective bargaining agreement that is contrary to the union's interpretation.
4. The grievance would undermine the rights of other unit members or otherwise harm the union without countervailing benefit.
5. The grievant has failed to assist the union in prosecuting the claim.
6. The grievant has rejected a settlement offer that reasonably approximates what the Union can achieve through further litigation.

e. Grievance Committee Procedure

The President of VSEA, with input from the bargaining unit chairs, will appoint a grievance committee to decide whether VSEA will continue or decline representation on grievances. The Committee shall include stewards or other members who have substantial experience in the grievance process, and will be representative of the union or the bargaining unit. If a committee includes stewards or leaders from more than one unit, the President will seek to ensure that at least one committee member comes from the same unit as the grievant. If a committee member has a potential conflict of interest in a particular case, or cannot otherwise fairly decide the matter, he or she should recuse his or her self. Any question of a potential conflict should be disclosed to the chair. In the event of a conflict of interest, or based on a request from the grievant, the President may assign an Alternate.

An individual grievant shall have the opportunity to present his or her grievance to the grievance in person or by phone. He or she may be represented or assisted by a steward, field representative, or other member, but may not bring non-

member advocates, including lawyers, witnesses or other persons. VSEA will provide relevant documents to the committee and will share those documents with the grievant. The grievant may provide additional documents, either before or during the hearing. The grievant will be afforded a reasonable time to present his or her arguments, as determined by the chair of the committee, and depending on the complexity of the case. VSEA counsel or senior staff will participate in the committee process in an advisory role.

The meetings of the committee will be confidential, and any documents will be returned to the staff to be destroyed. The Committee may ask questions of the grievant and his or her representatives during the hearing, but will refrain from deliberating or discussing the merits of the case during the hearing. Once the grievant has presented his or her case, the committee will meet alone, with counsel or senior staff, and will decide whether or not to proceed. The votes of individual committee members will remain confidential. The grievant will be advised of the decision in writing by the General Counsel or senior staff.

f. Appeal to the Board of Trustees

1. The grievant must appeal the decision of the Grievance Committee to the VSEA Board of Trustees in writing, within 10 working days of receipt of the notice of the decision. The grievant may submit a written statement in support of his or her appeal.
2. At the next standing meeting, the Board of Trustees will consider the Appellant's written submission, and will either send the appeal to the Legal Assistance Committee for further review or dismiss the appeal if the Board

concludes that the appeal fails to allege any violation of law or policy. If the appeal is referred to the Legal Assistance Committee, the Appellant will be offered the opportunity to present supporting documentation and to meet with the committee to explain the appeal. In addition, the Committee will be provided with copies of any documents that were provided to the Grievance Committee.

3. The Committee will report to the Board of Trustees, at its next standing meeting, The Board will then issue a final decision on the appeal.

2. Representation in other proceedings

VSEA attorneys or staff may agree to represent individual members or activists, to the extent permitted by law, in labor board proceedings or unemployment appeals where the representation relates to a matter of significant importance to the union. For example, VSEA may choose to represent a terminated employee in an unemployment case if that representation would be of assistance to a related grievance proceeding. Similarly, VSEA may choose to represent a former member of an organizing committee who suffers discrimination for his or her union activity. Subject to approval as described below.

VSEA attorneys may agree to represent employees without compensation and for the limited purpose of advising the employee under the protection of the attorney client privilege. VSEA attorneys may also represent individual employees in other matters as may be required to protect the union's interests, subject to approval by the Board of Trustees. In situations where the Union or its members would suffer potential prejudice from any delay required to consult with the Board , the General Counsel may secure provisional approval from the President or

Executive Director to proceed to talk measures to protect those interests, subject to the Board's ultimate approval. Unless an exception is granted as described above, the VSEA will not provide legal representation in the following specific proceedings:

1. Workers' compensation cases;
2. Retirement or social security appeals;
3. Criminal prosecutions;
4. Licensing proceedings.

Approved by the Board of Trustees on February 9, 2016.

Signature of the President:

A handwritten signature in black ink that reads "David V. Bellini". The signature is written in a cursive style with a large, sweeping flourish at the end.

Date

VSEA POLICY #10-B

GOVERNS: STAFF APPEALS TO THE BOARD OF TRUSTEES AND RESOLUTION OF DISPUTES AMONG AND BETWEEN STAFF MEMBERS AND BOARD MEMBERS.

PURPOSE: TO IDENTIFY APPROPRIATE CHAIN OF COMMAND AND ESTABLISH A MECHANISM OF DISPUTE RESOLUTION.

SPECIAL NOTE:

This process is to be implemented after all avenues of contractual recourse already in effect, i.e. Staff Alliance policies, or normal chain of command, have been exhausted.

POLICY:

No member(s) of the VSEA Board of Trustees will approach staff about internal VSEA problems (staff performance and discipline), contract administration, or grievances, but will direct them towards the VSEA President to be addressed through proper channels.

No VSEA Staff member(s) shall go to an individual Board member about internal VSEA problems as outlined above.

PROCEDURES TO BE FOLLOWED:

1. Staff member(s) shall make a written request to the Chair of the Personnel Committee with copies to the President and the director, outlining the specific problem(s) to be addressed and proposed resolution as soon as practical.
2. The Chair of the Personnel Committee shall notify the Board of Trustees of a pending appeal as soon as practical.
3. The meeting of the Personnel Committee members and the staff member(s) shall be limited to reviewing and discussing the problems outlined in the initial request from the staff member.
4. The Chair of the Personnel Committee may direct members of the committee to obtain relevant information from all appropriate persons involved in the disagreement.

5. Committee members will then make a determination of what they believe to be an appropriate resolution, and the Chair shall submit the findings of the Committee in writing to the Board of Trustees.

6. Members of the Board of Trustees will either accept the recommendations of the Committee or will refer the issue back to the Committee for reconsideration.

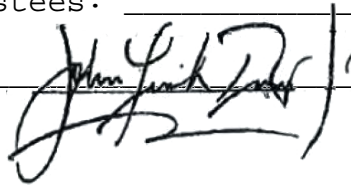
7. Upon acceptance of the report, the decision of the Board of Trustees shall be implemented by the Director.

Supersedes any and all policies and procedures concerning this issue.

Revised on 12-13-2011.

Approved by VSEA Board of Trustees: _____

Signature of VSEA President: _____

A handwritten signature in black ink, appearing to read "John L. Fisher", is written over a horizontal line. The signature is stylized with a large initial "J" and a prominent vertical stroke at the end.

POLICY # 10-C**VSEA JUDICIAL BOARD PROCEDURES****I. Purpose & Scope**

The purpose of these procedures is to establish a framework by which (a) VSEA members may confront elected or appointed VSEA officials, or other members they believe have violated VSEA Articles, By Laws or policies; and (b) charged individuals may defend themselves in a fair and expedient manner before the Judicial Board pursuant to By Law Eighteen.

II. Definitions

- A. Non-Justiciable Complaint: A complaint that, on its face, does not allege facts which would constitute any violation of a VSEA Article, By Law, or Policy by an elected or appointed official, or member, and does not allege actions which are inconsistent with the purposes and policies of the VSEA or the goals and objectives of the corporation and its units and chapters, and not detrimental to the purposes of the VSEA specified in Article 2 of VSEA's Articles of Association.
- B. Justiciable Complaint: A complaint that alleges specific facts, which if taken as true would constitute a violation of a VSEA Article, By Law, or Policy by an elected or appointed official, or member, or alleges acts which are inconsistent with the purposes and policies of the VSEA or the goals and objectives of the corporation and its units and chapters, or detrimental to the purposes of the VSEA specified in Article 2 of VSEA 's Articles of Association.

III. Receipt of Complaints

- A. Complaints shall be assigned a docket number in the order they are received. For purposes of correspondence, decisions, and the like, complaints shall be referred to by the initials of the charged party and the docket number, i.e., "*In re: J D.*" Docket No. 00-00. The Judicial Board will promptly notify any person named as a subject of the complaint. If the complaint relates to election activities, the Judicial Board will notify the Elections, Rules and Nominating Committee promptly.
- B. Within 30 calendar days of the receipt of a complaint against any elected or appointed official, or member of VSEA as provided in the By Laws, the Judicial Board shall meet and will give the complainant the opportunity to explain the complaint and then determine by majority vote as to whether the charge constitutes a violation of a VSEA Article, By Law, or Policy by an elected or appointed official, or member, or actions which are inconsistent with the purposes and policies of the VSEA or the goals and objectives of the corporation and its units and chapters, or detrimental to the purposes of the VSEA specified in Article 2 of VSEA's Articles of Association.
1. If a determination is made that the complaint does not allege such conduct then the complaint is deemed to be non-justiciable and notice shall be given to the complaining member(s) and the charged individual(s) of that determination and that no further action will be taken.

2. If it is determined that the complaint does allege specific facts, which if true, would constitute such conduct, then,
 - (a) The Judicial Board shall notify the charged individual(s) in writing within 10 calendar days (i) that the complaint has been determined to be justiciable and will be investigated; (ii) that he or she is encouraged to cooperate with the investigation into the complaint; and (iii) that the investigation and any hearing(s) concerning the complaint will proceed with or without his/her cooperation. The Judicial Board shall simultaneously notify the complainant(s) in writing of its decision, and that as a condition of the charges being pursued by the Judicial Board the complainant(s) may be required to attend and provide testimonial or documentary evidence at future hearings of the Judicial Board. The Judicial Board shall provide the charged and complaining part(ies) with a copy of the Judicial Board Procedures at this time.
 - (b) The Judicial Board Chairperson may appoint one or more Judicial Board members or VSEA members or retired VSEA members to investigate the matter to determine whether there are sufficient facts to substantiate the charge(s). Appointments of VSEA members or retired VSEA members to conduct investigations are subject to approval by majority vote of the entire Judicial Board.
 - (c) The complaining member shall provide the Judicial Board investigator(s) with any relevant testimonial, written, or electronic evidence which is accessible to or in possession of him or her.
 - (d) All VSEA members other than the charged party shall be required to cooperate with Judicial Board investigators by providing relevant oral testimony, copies of written documents, and copies of electronic communications which are accessible to or in the possession of him or her, provided that such testimony or other evidence is not privileged, confidential or self-incriminating under the law. Failure to cooperate as described herein may be punishable by sanction to be determined by the Board of Trustees.
 - (e) All VSEA Staff members shall fully cooperate with Judicial Board investigations as described in paragraph (d), above.
 - (f) The investigator(s) may interview witnesses, collect signed statements from each, and collect any and all other evidence that is relevant to the charge(s).
 - (g) The investigator(s) shall submit a brief report, either orally or in writing, to the Judicial Board containing a summary of the findings of the investigation.

- (h) The Judicial Board, with the exception of the investigator(s), shall then determine, by majority vote, to either dismiss the complaint or find that it has been substantiated, and proceed accordingly.
- (i) If the Judicial Board does not pursue the complaint, no further action will be taken and notice of the decision shall be given to the complaining member(s) and the charged individual(s). There is no right of appeal from this decision.
- (j) If the Judicial Board decides the complaint is substantiated, the charged individual(s) shall be notified in writing in a timely manner, which normally shall be within 14 calendar days. The notice shall include a summary of the evidence and a statement that the charged individual may have access to copies of all evidence gathered and the investigator's written report upon his/her request.
- (k) The charged individual(s) shall notify the Judicial Board through the VSEA within 10 calendar days of receipt of the Board's decision, in writing, whether the charge is admitted, or a hearing is requested. Failure to notify the Board within 10 calendar days will result in an admission of the charges and a waiver of the right to a hearing, except for good cause shown.

IV. Notice of Hearing Date

- A. If the charged individual(s) requests a hearing, the Judicial Board Chairperson shall ordinarily schedule a hearing within 30 working days, provided, however, that the parties shall be given at least 20 working days written notice as to the date, time and place of the hearing. The Judicial Board shall have the sole power to change the hearing date if it determines that circumstances warrant such a change. Motions to continue a scheduled hearing date shall be served upon the Chairperson.
- B. It shall be the responsibility of the charged individual(s) to appear with all evidence and witnesses he/she intends to present for the hearing on the date specified in the notice.

V. Hearing Composition

- A. The hearing shall be conducted before a panel of at least three Judicial Board members, excluding the investigator(s). Normally, the Judicial Board Chairperson shall preside, however, the Chairperson may, in his or her discretion, designate another Board member to preside as Acting Chairperson.
- B. A record of the proceedings shall be kept by electronic device.
- C. The Judicial Board may request that VSEA Legal Counsel be present at the hearing to assist the Board members in procedure and other legal matters.

- D. The charged individual(s) may be represented by another person that may, but need not be, an attorney. The charged individual(s) is responsible for all expenses of his/her legal counsel.

VI. Hearing Procedure

- A. The Judicial Board Chairperson or Acting Chairperson shall open the hearing by presenting a summary of the complaint.
- B. The Judicial Board's investigator(s) shall present all evidence he/she has obtained in connection with the investigation. Included in such presentation of evidence may be testimony from the complainant, other members, or any individual possessing information which is relevant to the charges.
- C. The charged individual(s) shall have the opportunity to respond to any and all evidence presented by the investigator(s), to present witness testimony, and to offer other evidence to rebut the charge(s) made against him/her.
- D. The Judicial Board members shall have the right to conduct their own examination of witnesses.

VII. Failure to Appear

- A. If the charged individual does not appear on the date of the hearing, the sitting Board members may deem the charge admitted by default, or the Judicial Board may reschedule the hearing if it determines that circumstances require it.

VIII. Rules of Evidence

- A. Only relevant exhibits and witness testimony that a reasonable, prudent person would rely upon shall be admitted into evidence.
- B. The Judicial Board Chairperson, or the Acting Chairperson, shall rule on all objections as to evidence and may object to the admission of evidence on his/her own grounds if the Chairperson, or designee, deems the evidence irrelevant. The Vermont Rules of Evidence are not binding on the Judicial Board, however, the Chairperson or the Acting Chairperson may, in his or her discretion, consult the Vermont Rules of Evidence for guidance in resolving evidentiary issues.

IX. Burden of Proof

- A. To sustain the complaint, a majority of the sitting Judicial Board panel must find that the allegation(s) against the charged individual(s) has been proved true by clear and convincing evidence.

X. Report of Decision

- A. The sitting Judicial Board panel shall issue a brief, written decision sustaining or dismissing the complaint, either in whole or in part. The decision shall contain a brief summary of the pertinent facts found to be true at the hearing. The written decision shall reflect the majority opinion of the panel, and shall be signed by all members of the panel.
- B. If the complaint is sustained either in whole or in part, the Judicial Board shall determine the appropriate action to be taken, which may include removing an elected or appointed official from his/her office, and/or revocation of membership. Notice of this action and the effective date shall be included in the above written decision. The effective date shall be at least 30 calendar days from the date of the decision.
- C. The decision shall be distributed to the charged individual(s), the complainant(s), and the President of the Board of Trustees within 14 calendar days after completion. A copy of the decision shall be maintained on file at the VSEA Headquarters, subject to the confidentiality provisions of Rule XII.

XI. Appeal

- A. The charged party or the complainant may appeal a final decision of the Judicial Board to the Board of Trustees by sending written notice to the VSEA President, copied to the Judicial Board Chairperson, within 30 calendar days of receiving the decision. The Board of Trustees shall, after a hearing, determine whether to affirm or reverse the Judicial Board's decision, either in whole or in part. Interlocutory appeals, (i.e., prior to the Judicial Board's final decision on the merits) are not permitted. The Board of Trustees' decision shall be in writing and distributed to all parties within 14 calendar days after completion. A copy shall be maintained on file at VSEA Headquarters, subject to the confidentiality provisions of Rule XII.
- B. The hearing before the Board of Trustees shall be an appellate review of the record below, and not de novo. The parties shall have an opportunity to present oral argument at this hearing upon request to the VSEA President. The Board of Trustees shall determine the total amount of time allotted for argument, to be divided evenly among the parties.

XII. Confidentiality

- A. Consistent with principles of fairness and openness in union governance, all matters before the Judicial Board, and the documents, transcripts, proceedings, and decisions related thereto shall be a matter of public record, except as specified in Paragraphs B and C below.

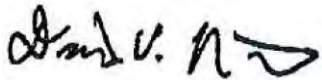
- B. Upon the timely motion of the complainant or the charged party, or on the motion of one or more Judicial Board members, the Judicial Board, by majority vote of all members (excluding the investigator(s)), may elect to seal, redact prior to distribution, or otherwise maintain as confidential any complaint and/or any and all documents, proceedings, decisions, or actions related to a complaint. The Judicial Board shall notify the parties in writing of any such decision. The Judicial Board's decisions concerning confidentiality are final and are not subject to appeal.
- C. Paragraph A. of this section does not apply to: (i) a determination by the Judicial Board that a complaint is non-justiciable; and (ii) the deliberations of the Judicial Board, or to the internal or draft documents or other materials generated in the course of the Judicial Board's deliberations.

XIII. Time

In computing any period of time prescribed or allowed by these rules, by order of the Judicial Board, the Board of Trustees, the VSEA Bylaws, or any other applicable law, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, Sunday, or a State or federal legal holiday.

APPROVED BY THE VSEA BOARD OF TRUSTEES AT
MONTPELIER, VERMONT THIS 8th DAY OF MARCH, 2016.

FOR THE BOARD OF TRUSTEES:



David Bellini
VSEA President

VSEA POLICY #10-D

GOVERNS: Complaints against VSEA Stewards.

POLICY:

Stewards act as agents of the VSEA in representing members under the contract, and are accountable to the union for that work. As such, VSEA has an obligation to ensure that stewards discharge their duties diligently, in a manner that is consistent with the duty of fair representation and VSEA policies and expectations, and in a way that brings credit on the organization as a whole.

Each unit may adopt bylaws establishing procedures for the resolution of complaints against stewards, subject to the VSEA Bylaws, so long as the procedures are generally consistent with this policy.

VSEA bargaining unit members and staff may bring complaints concerning a steward's performance to the Chair of the steward's bargaining unit and the VSEA Director. In addition, VSEA staff will inform the VSEA Director and the appropriate unit Chair of any employer-initiated investigations or discipline directed at VSEA stewards. Such information may be treated as a complaint, pursuant to this policy, if it includes allegations that may impair the steward's ability to represent members, or otherwise implicates steward activities. The Chair and Director will exchange any such information that becomes available to one but not the other, and will inform the other of any action taken on such information or complaint.

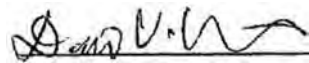
Unless the unit has adopted a different procedural bylaw providing a similar level of accountability and due process, such complaints shall be addressed as follows:

1. If appropriate in light of the allegations, the chair may suspend the steward from acting as a VSEA steward while the matter is investigated.
2. The steward who is the subject of the complaint will be notified promptly of the allegations, but the matter will be treated confidentially unless and until some final action is taken.
3. The chair will bring the matter to the unit executive committee in executive session. That committee will review the complaint and decide whether it alleges any failure on the part of the steward to meet VSEA's expectations of stewards. If not, it will dismiss the complaint.
4. If further action is warranted, the committee will either initiate an investigation or meet directly with the steward and complainant to determine the facts.

5. If the committee determines that some form of intervention is warranted, it may take whatever action is needed, including removal of the steward.
6. A party aggrieved by the committee's decision may appeal to the Board of Trustees.

In addition to the rights set forth in this policy, members retain the right to bring complaints before the Judicial Board, or to any successor trial board, as set forth in the VSEA Bylaws. That Board retains all powers granted to it by those Bylaws, including the authority to remove a steward from office.

Adopted by the Board of Trustees on March 8, 2016



David Bellini, President

VSEA POLICY #10-E

GOVERNS:

REPRESENTATION AND INDEMNIFICATION OF VSEA OFFICIALS
AND STAFF.

PURPOSE:

To identify circumstances under which VSEA, Inc. will
or will not represent and/or indemnify a VSEA official
or staff member.

DEFINITIONS:

For the purposes of this policy, "VSEA Officials and
Staff" includes any elected or appointed official or
full-time staff member within the VSEA or any former
such employee or officer.

POLICY:

1. Obligation of VSEA to Defend Officials and Staff
Members in Civil Actions and Claims.
 - A. In any civil action or claim against a VSA official
or staff member for alleged damage, injury, loss or
deprivation of rights arising from an act or
omission to act in the performance of the official
duties of the VSEA official or staff member it
shall be the obligation of VSEA to defend the
action on behalf of the official or staff member
and to provide legal representation for that
purpose at VSEA expense, EXCEPT:
 1. to the extent that such representation is
provided by an insurance carrier, or
 2. in any action where VSEA is the plaintiff.

VSEA Policy #10-E
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2. Criminal Actions

A. In any criminal action or investigation brought against a VSEA official or staff member, the VSEA shall provide for legal representation if the elected official or staff member requests defense and if the VSEA finds that:

1. the action does not constitute a motor vehicle violation;
2. the VSEA is not a victim of the alleged criminal act;
3. the action is brought on account of an act or omission within the scope of the person's official duties as a VSA official or staff member. The VSEA shall not otherwise be obligated to defend the official or staff member.

3. Representation of Employee: Determination by Board of Trustees Legal Assistance Review Committee

A. A VSEA official or staff member against whom any action, civil or criminal, is brought for an alleged act or omission to act which the official or staff member believes to have arisen within the scope of his or her official duties shall notify the Board of Trustees Legal Assistance Review Committee within a reasonable amount of time of the action. The Committee shall thereafter make a determination as to whether the action arose out of acts or omissions within the official duties of the official or staff member. If the Committee determines that the action did not arise out of the person's official duties, the official or staff member may appeal the decision to the full Board of Trustees who shall make the final determination on this issue.

VSEA Policy #10-E
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4. Indemnification

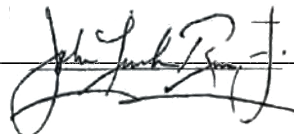
- A. In any action defended by the VSEA or at VSEA expense in which a judgment is rendered against an official or staff member of the VSEA for acts or omissions within the scope of his or her official duties, or a settlement requires payment by such a person, the VSEA shall indemnify the person for the amount of his or her liability.

- B. Notwithstanding subsection (a) of this section, no indemnification shall be paid:
 - 1. for a settlement not approved by the VSEA Board of Trustees;
 - 2. if the employee did not ensure that the VSEA had timely notice of the actin or the official or staff member did not cooperate in the defense of the action.

Supersedes any and all policies and procedures concerning this issue.

Revised on 12-13-2011.

Approved by the VSEA Board of Trustees on: _____

Signature of VSEA President:  _____

VSEA POLICY #10-F

GOVERNS:

COST TO NON-MEMBERS WHO DO NOT PAY AGENCY FEE FOR VSEA REPRESENTATION.

PURPOSE:

TO ENSURE APPROPRIATE FEES FOR VSEA REPRESENTATION ARE CHARGED TO NON-MEMBERS WHO DO NOT PAY AGENCY FEE.

POLICY:

Employees within bargaining units of the VSEA who are eligible for, but are not members of VSEA, and who do not pay VSEA a collective bargaining service fee (agency fee), may obtain VSEA representation as set forth in this policy.

PROCEDURES TO BE FOLLOWED:

1. *Representation by Field Staff in Disciplinary Investigations, Grievance Proceedings, or other matters.*

A non-member who does not pay Agency Fee who wishes to consult with, or be represented by a Field Representative in a disciplinary investigation, grievance proceeding, or other matter, must pay a fee of Two Hundred Dollars (\$200.00) per hour, plus expenses, for the Field Representative's services. Charges shall be calculated based on a minimum of quarter hour increments.

2. *Representation by VSEA Legal Staff.*

A non-member who does not pay Agency Fee who wishes to consult with, or be represented by a VSEA attorney in any matter must pay a fee of Three Hundred and Fifty Dollars (\$350.00) per hour, plus expenses, for the attorney's services. Charges shall be calculated based on a minimum of quarter hour increments.

3. "Expenses" in this policy refers to all costs and charges incurred or expended by VSEA in providing consultation or representation to the non-member, including, but not limited to, witness fees, travel expenses, telephone charges, document requests, photocopying or scanning expenses, deposition reporter fees, and transcript charges.

4. VSEA will represent all unit members in the same manner, subject to the same rules and policies regarding representation, regardless of membership in the union. By accepting representation pursuant to this policy, non-members who do not pay an agency fee and who wish to be represented by VSEA agree to pay VSEA the required costs and expenses required by this policy.

5. SEPARABILITY.

If any provision of this policy, or the application of any provision thereof to any person or circumstance, shall be held invalid by any court or board of competent jurisdiction, the remainder of this policy, or the application of that provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

Supersedes previous policy adopted 02-09-99.

Supersedes previous policy adopted 01-15-02.

Supersedes previous policy adopted 10-22-05

Supersedes previous policy adopted 5/18/10.

Supersedes previous policy adopted 12/13/11

Approved by VSEA Board of Trustees on: June 8, 2018.

Signature of VSEA President:

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VSEA Policy #10-G

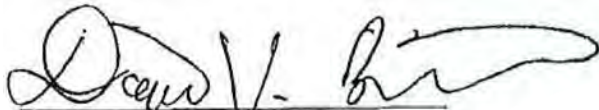
Policy re: VSEA Review of Class-Action Reclassifications (RFR)

Introduction: The Executive Branch collective bargaining agreements require that VSEA or employee-generated class action requests for reclassification (RFR's) must be filed within a certain window following July 1 of each year. That window varies depending on the collective bargaining agreement. The State will not accept class RFR's that are not approved by VSEA. VSEA needs some time to review these class action requests before we can sign on, and so we can help provide feedback and other assistance. This policy sets some basic rules and timelines to ensure that VSEA can fulfill its role under the contract.

Whenever an RFR is submitted, by an employee, VSEA, or management the pay grade may remain the same, increase or decrease depending on the duties currently assigned to the job title, and how those duties are assessed and rated by the classification division.

Standards for VSEA approval of a class action RFR: Any individual or group of individuals seeking to have a class action RFR reviewed and approved by VSEA must notify VSEA of the intention to file the RFR on or before July 1 of the year, and shall provide the completed Request for Reclassification form to VSEA headquarters by the close of business August 1st. Any class RFR's received by VSEA after August 1st or submitted directly to the State Classification division by an individual or group of individuals without notice and consultation with VSEA will not be recognized and "signed off" on by the organization.

Approved by the Board of Trustees June 8, 2018

A handwritten signature in black ink, appearing to read "David Bellini", written over a horizontal line.

David Bellini, President

VSEA POLICY #20-A

GOVERNS

AGENCY FEE PAYERS RIGHTS AND RESPONSIBILITIES.

STATEMENT OF INTENT:

With statutory authority, and the concurrence of the Agency of Administration via legally binding contract negotiations, VSEA is ultimately charged with the implementation of a collective bargaining fee to be assessed upon non-members.

It shall remain the primary objectives of this Union to fill its ranks with members in good standing so that all eligible employees may come to know the benefits of participation in a democratically based labor organization, dedicated to the betterment of all working women and men. Therefore, implementation of this collective bargaining fee should and shall always stand in the shadow of the spirit of active recruitment by VSEA members of the unorganized in our communities, and the dedication of our membership to a belief in the benefits and rewards of unionism.

PURPOSE:

The Purpose of this policy is to detail the procedural requirements of the VSEA for implementation and maintenance of an Agency Fee.

POLICIES AND PROCEDURES TO BE FOLLOWED:

1. Rights of VSEA MEMBERS/AGENCY FEE PAYERS/NON-MEMBERS to hold office or other VSEA positions in an Agency Fee Environment.
 - A. VSEA Members shall, within the parameters outlined within the VSEA Articles of Association and By Laws, have the exclusive right to hold elected or appointed positions within the Union. Such positions shall include, but not be limited to: Member of the Board of Trustees, Corporation Officer, Council Member, Unit Officer, Local Chapter Officer, Steward, Committee Member, and/or Bargaining Team Member.
 - B. Agency Fee Payers shall not be afforded the opportunity to hold appointed or elected positions within the Corporation or Bargaining Unit.
 - C. Non-Members shall not be afforded the opportunity to hold appointed or elected positions within the Corporation or Bargaining Unit.
2. The Right to Representation in Grievance Proceedings for MEMBERS/AGENCY FEE PAYERS/NON-MEMBERS, in the agency fee environment. (3 VSEA 941(k))

- A. VSEA Members shall have the right to representation at no cost, subject to any and all conditions contained in the VSEA Legal Assistance Policy.
 - B. Agency Fee Payers shall have the right to representation at no cost, subject to any and all conditions contained in the VSEA Legal Assistance Policy (10-A).
 - C. Non-Members shall have the right to representation, subject to all conditions and payment of all fees set forth in the VSEA Legal Assistance Policy (10-A) and the VSEA Cost to Non-Members Who Do Not Pay Agency Fee for VSEA Representation Policy (10-F).
3. The Right to Participate in Contract Ratification and Proposal Submission, by VSEA MEMBERS/AGENCY FEE PAYERS/NON-MEMBERS in an Agency Fee environment.
- A. VSEA Members shall have the exclusive right to ratification votes on proposed contract settlements with their respective Bargaining Units. VSEA Members shall have the right and responsibility to provide their respective bargaining teams with survey information that will assist in the development of Contract Proposals.
 - B. Agency Fee Payers shall not participate in a Contract Ratification vote. Agency Fee Payers shall have the opportunity to offer input to their respective Unit Bargaining team which will lead to the formulation of Contract/Bargaining Proposals.
 - C. Non-Members shall not participate in Contract ratification or formulation of Contract/Bargaining Proposals.
4. The Right to Participate in VSEA Advantage and other member's enhancement programs by VSEA MEMBERS/AGENCY FEE PAYERS/NON-MEMBERS, in an Agency Fee Environment. Programs shall include, but not be limited to such offerings as: VSEA Travel, VSEA Insurance, VSEA Member Support Program, VSEA Scholarship Program and VSEA VtPAC.
- A. VSEA Members, subject to program guidelines, shall have the exclusive right to participate in VSEA Advantage and other VSEA Programs.
 - B. Agency Fee Payers shall not have a right to participate in VSEA Advantage or other program offerings, unless specifically stated and qualified by a program offering, as approved by the VSEA Board of Trustees.
 - C. Non-Members shall not have a right to participate in VSEA Advantage or other program offerings, unless specifically stated and qualified by a program offering, as approved by the VSEA Board of Trustees.

5. Rights of Participation and Attendance at VSEA Corporation or Bargaining Units Meetings for VSEA MEMBERS/AGENCY FEE PAYERS/NON-MEMBERS in an Agency Fee Environment.
 - A. VSEA Members shall have the exclusive right to attend and participate in any meetings of the Corporation or Bargaining Units, subject to all applicable rules of order.
 - B. Agency Fee Payers shall not have the right to attend nor participate in any meeting of the members of the Corporation or Bargaining Units.
 - C. Non-Members shall not have the right to attend meetings of the Corporation or Bargaining Units.
6. Rights of VSEA MEMBERS/AGENCY FEE PAYERS/NON-MEMBERS to receive VSEA publications in an Agency Fee Environment.
 - A. VSEA Members shall have the right to receive VSEA publications.
 - B. Agency Fee Payers shall be afforded the right to receive a copy of the VSEA Voice, if and only if within the process of establishing an appropriate rate of fee payment, appropriate costs for production of the publication are included in the agency fee assessment.
 - C. Non-Members shall not receive VSEA publications.
7. Rights of VSEA MEMBERS/AGENCY FEE PAYERS, NON-MEMBERS to participate in formulation and adoption of VSEA Legislative Agenda.
 - A. VSEA Members will have the exclusive right to participate in the formulation, adoption and implementation of the approved VSEA Legislative Agenda.
 - B. Agency Fee Payers shall not participate in the formulation, adoption nor implementation of the approved VSEA Legislative Agenda.
 - C. Non-Members shall not participate in the formulation, adoption nor implementation of the approved VSEA Legislative Agenda.

8. Rights of VSEA MEMBERS/AGENCY FEE PAYERS, NON-MEMBERS to challenge the agency fee assessment.
 - A. VSEA Members shall, upon written request to the VSEA President, be furnished with an explanation of the method used and amounts considered in the computation of the agency fee assessment amount.
 - B. Agency Fee Payers shall upon written request to the VSEA President, be furnished with an explanation of the method used and amounts considered in the computation of the agency fee assessment amount.
 - C. Agency Fee Payers shall have the right, upon written request to the President of the VSEA, delivered to Corporation Headquarters at: **VSEA, Inc., 155 State Street, P.O. Box 518, Montpelier, VT 05601-0518**, to OBJECT to the assessment or collection of the Agency Fee. Administrative procedures for resolution of challenges shall be provided to all agency fee payers within two weeks of the agency fee being deducted from their paycheck, plus annually upon completion of the Agency Fee Audit. The Audit Procedures are set forth in the VSEA Agency Fee Audit Procedure Policy (20-B)
 - D. Non-Members shall not be entitled to object to any component of Agency Fee determination or assessment.

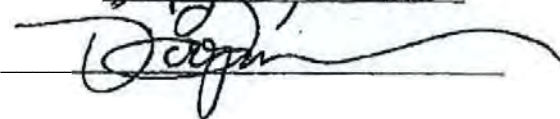
Supersedes policy adopted 06-15-97.

Supersedes policy adopted 8-18-98

Adopted by the Board of Trustees on:

May 18, 2010

Signature of VSEA President:



VSEA POLICY #20-B

GOVERNS: AGENCY FEE AUDIT PROCEDURE

PURPOSE: To establish acceptable and appropriate procedures and timelines for completing the VSEA Agency Fee Audit, pursuant to 3 V.S.A. Sections 902(19) and 962(10).

The VSEA can implement an agency fee, for non-members, subject to the following conditions:

- (a) Prior to the implementation of an agency fee, the VSEA must establish and maintain a procedure to provide non-members with the following:
 - (1) an audited financial statement that identifies the major categories of expenses, and divides them into chargeable and non-chargeable expenses;
 - (2) an opportunity to object to the amount of the agency fee sought, any amount reasonably in dispute will be placed in escrow; and
 - (3) prompt arbitration by the VLRB to resolve any objection over the amount of the agency fee.

POLICIES AND PROCEDURES TO BE FOLLOWED:

1. Notice to New Agency Fee Payers and Newly Hired Bargaining Unit Employees

- a. Every two weeks, upon downloading the information from the State of Vermont (SOV) Department of Human Resources, the following reports shall be produced to determine all new SOV agency fee payers and all new hires:
 - i. New Hire Report
 - ii. Rehire Report
 - iii. Agency Fee Payer Changes Report
 - iv. New Fee Payer Report
- b. Every two weeks, upon receiving the information from the Vermont State Colleges Staff Federation (VSCSF), VSEA staff will determine all new VSCSF agency fee payers and newly hired VSCSF employees.
- c. Monthly, upon receiving the information from the Vermont State Housing Authority Staff Federation (VSHASF), VSEA staff will determine all new VSHASF agency fee payers and newly hired VSHASF employees.
- d. All employees newly hired into a bargaining unit position or employees who have transferred in to a bargaining unit position and are now paying the agency fee, must receive an agency fee packet from VSEA within two weeks of having the deduction taken out of their paycheck.
- e. The agency fee packet will consist of a letter explaining the agency fee from the VSEA President, a copy of the most recently completed agency fee audit report, instructions on how to object to the agency fee, as well as VSEA recruitment materials.

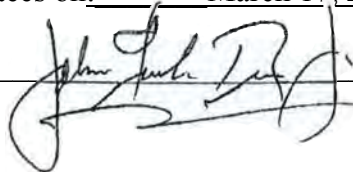
2. Independent Agency Fee Audit

- a. An independent auditor, hired by the VSEA Board of Trustees, will conduct an annual agency fee audit. For accurate auditing purposes, the following will be required:
 - i. All VSEA staff will keep a time sheet of all chargeable and non-chargeable activities on a bi-weekly basis.
 - ii. All VSEA staff will keep a mileage and expense sheet of all chargeable and non-chargeable expenses on a bi-weekly basis.
 - iii. The VSEA Fiscal Coordinator will keep an accurate accounting of all accounts payable and accounts receivable. The internal VSEA Agency Fee auditor will determine which of these are chargeable and which are non-chargeable.
 - iv. The internal VSEA Agency Fee auditor will review expenses, all mailings, and time sheets for accuracy of chargeable and non-chargeable activities before presenting the materials to the independent auditor.

- b. Timetable for audit activities
 - i. VSEA Agency Fee audits correspond with the VSEA fiscal year, October 1 through September 30.
 - ii. All VSEA staff times sheets and expense sheets are required to be turned in bi-weekly. If any staff person does not turn these in on time, their expense reimbursement check may be withheld until they turn these in. All VSEA staff time sheets and expense sheets for the preceding fiscal year need to be completed by the last business day in October or staff may be required to remain at VSEA HQ during business hours until they are completed.
 - iii. The VSEA Fiscal Coordinator must turn in all relevant information to the internal VSEA Agency Fee auditor by the last business day of the calendar year.
 - iv. The internal VSEA Agency Fee auditor must review and turn in all relevant information to the independent auditor by the last business day of the April.
 - v. The independent auditor must turn in a draft of the VSEA Agency Fee audit by the last business day of the July.
 - vi. The VSEA Board of Trustees must take action on the VSEA Agency Fee audit at the VSEA Board meeting in August.
 - vii. Upon approval by the VSEA Board of Trustees, the VSEA staff must mail a copy of the audit to all Agency Fee Payers no later than the end of the current fiscal year or September 30. Instructions for how to object to the amount of the agency fee must be provided along with the audit.

Adopted by the Board of Trustees on: March 17, 2010

Signature of VSEA President: _____



VSEA Policy #30-A (“ERN Rules”, revised November 8, 2017)

Governs: Elections, Rules, and Nominations

I. Role of the Committee

a) The role of the Elections, Rules & Nominating (“ERN”) Committee is:

- 1) To oversee nominations, elections, and balloting procedures for VSEA elections, and to certify the results of those elections;
- 2) To answer inquiries from any member regarding the nomination, election, or balloting process;
- 3) To receive and review election-related complaints, and if a complaint alleges a violation of a VSEA bylaw or policy, to forward the complaint(s) to the VSEA Judicial Board for further investigation and possible sanctions to be imposed by the Judicial Board. The ERN Committee may make a recommendation to the Judicial Board. No election shall be certified by the ERN Committee until the Judicial Board has issued its decision on the complaint.
- 4) To declare invalid a nominating, balloting, or election process due to technical errors which are not violations of policy or bylaws;
- 5) To propose to the VSEA Board of Trustees for adoption a set of rules and procedures that will ensure a fair and non-discriminatory process for VSEA elections;
- 6) Prior to the petition deadline(s) for VSEA Officer candidates, to provide ERN rules to the candidates, and also to publish ERN rule information, as applicable, to the membership.

II. Complaints and recounts

a) Complaints alleging violations of the ERN Rules shall be filed with the ERN Committee Chair and staff liaison within fifteen (15) work days after certification of the election or the matter will be considered closed. In circumstances where information regarding the alleged violation could not reasonably have been known, the ERN Committee Chair may accept a complaint for review after fifteen (15) work days have passed. In the event that the ERN Committee declines to review a complaint that is received after fifteen (15) work days have passed, nothing shall prevent a member from filing a complaint directly with the VSEA Judicial Board.

b) The ERNC Chair or staff liaison will respond to the complainant(s) within ten (10) work days of receipt of the complaint.

c) If the difference between the number of votes cast for a winning candidate and the number of votes cast for a losing candidate is less than five percent of the total votes cast for all the candidates for an office, divided by the number of persons to be elected, that losing candidate shall have the right to have the votes for that office recounted. The losing candidate for elected office may request a recount for that office only by filing a request with the ERNC Chair within fifteen (15) work days after the election.

III. Restrictions of Committee Members

- a) No ERN Committee members may be a candidate for any VSEA Officer position;
- b) ERN Committee members may not advocate, endorse, or campaign for any candidate.

IV. Nominations & Petitions

A member seeking to become a candidate for elected position must comply with the following:

- (a) A VSEA member may become a candidate for VSEA elected position(s) unless otherwise prohibited by VSEA or Unit Bylaws; however, a member may compete for unit elected positions only within his/her designated bargaining unit.
- (b) In elections where petitions are required, a member must comply with the requirement of securing the signatures of at least 25 VSEA members and submitting the petition to VSEA HQ before the established deadline. Only official VSEA petitions, approved by the ERN Committee and issued by VSEA for that election, will be considered valid. Original completed petitions must be received by mail or hand-delivered to VSEA by the stated deadline, as photocopies or facsimiles will not be accepted. Blank petitions may be faxed to candidates provided that the petition is first stamped at VSEA with the VSEA official petition stamp. In certain unit-specific elections, there may be instances whereby the petition signatures must come from the unit membership or other restrictions based upon Unit bylaws.
- (c) If no candidate is available for elected office, the ERN Committee will ensure that VSEA Bylaw 1, section 6 and Bylaw 2, section 3 are followed, with re-advertising by the Board to the affected constituency until a candidate comes forward or until twenty (20) calendar days elapses, whichever first occurs. In accordance with Bylaw 2, section 3, the VSEA Board of Trustees shall appoint a person for any such office.
- (d) The ERN Committee may, at the request of a VSEA Bargaining Unit Chairperson or Executive Committee, coordinate unit nomination and election processes, in accordance with master and unit bylaws. The ERN Committee shall also conduct other elections or balloted questions as directed by the VSEA Board of Trustees.
- (e) In the event of an election process conducted at a meeting, the meeting notice must pre-warn the election. If all members receive written notice at their home or worksite, then pre-notice must be for a period of not less than five (5) calendar days. If notice is not sent to all members, but is accomplished through posting or other means, then the notice period must be for a period of not less than ten (10) calendar days. This notice requirement shall apply except where otherwise specified in master or unit bylaws.

V. Balloting

- (a) Mail ballots must be presented on official VSEA letterhead. Completed ballots must be returned by mail or hand-delivered, since facsimile ballots will not be accepted. In the event that a member loses

or does not receive a ballot, replacement ballots may be faxed to members provided the ballot is first stamped at VSEA with the VSEA official ballot stamp. Postmarks will not be considered as meeting a balloting deadline; ballots must be received at VSEA by the stated deadline.

- (b) Candidates for each office shall be listed in alphabetical order on the ballot, and basic biographical data shall be also included with the ballot, such as the candidate's job title, department, and work station.
- (c) Spaces for write-in candidates must be provided on any written ballot in equal number to the number of vacancies for that particular office.
- (d) Official ballots shall be approved by the ERN Committee Chairperson before distribution to the members.
- (e) VSEA will provide a separate "Official Ballot Envelope" with no label attached to the ballot envelope. Returned ballots shall be kept in a locked ballot box at VSEA headquarters, or at another location approved by the ERN Committee Chair, until member(s) of the ERN Committee or others duly appointed by the ERNC Chair conduct ballot counting or recounting. The "Official Ballot Envelope" is to be removed from the outer return envelope before ballot counting begins in order to ensure anonymity.
- (f) There will be double labeling of the outgoing and return envelopes for purposes of a voter checklist to ensure proper tallying of votes. The ERN Committee will declare a ballot to be uncountable if the label is unreadable or removed from the outer return envelope.
- (g) There shall be no member access to the voter check-off list until after election results are officially certified by the ERN Committee.
- (h) In the event of a tie in an election, the run-off will only include those candidates who have tied. If conducted by ballot, the ballots will be mailed out within 15 workdays after the tie count.
- (i) Other election mailings will be considered by the ERN Committee for the most appropriate form of mailing.

VI. Ballot Counting

- (a) The ERN Committee shall be responsible for ballot counting on all elections it conducts, and shall seek additional ballot clerks, in accordance with VSEA Bylaws, as necessary for certain elections.
- (b) A person who is a candidate for any election may not participate in the production or mailing of the ballot or the counting procedures for the election in which s/he is a candidate. No ballot counting observers shall be permitted during the VSEA Officer election ballot count due to the need for confidentiality prior to the Annual Meeting announcement. Observers for other elected positions, or other issues for which a ballot was issued by the ERN Committee, may be permitted with written request to the ERN Committee Chairperson received at least three (3) workdays prior to the count. The ERN Committee Chair may limit the number of ballot observers to a maximum of eight (8). Observers

must comply with directives of the ERN Committee Chair relating to behavior during any ballot counting, and the Chair may bar an observer from the ballot site during the process for failure to comply with such directives.

(c) When no candidate has been nominated for an elected position, a write-in candidate may be elected but s/he must receive at least ten (10) votes to be declared the winner. If no write-in candidate receives ten (10) or more votes the position shall be declared vacant.

(d) Ballots will be destroyed after fifteen (15) work days of certification unless there is a complaint registered with the ERNC Chair or Judicial Board. The checklist shall be retained for ninety (90) calendar days from the date the ballots are destroyed.

(e) The ERNC shall determine whether a ballot is blank, spoiled or uncountable. A blank ballot is defined as a ballot on which there were no votes cast for a candidate(s) for a position(s). A spoiled ballot is defined as a ballot which is illegible or where more candidates received votes than there were openings. An uncountable ballot is defined as a ballot that is received after the due date or is received with the voter label removed or unreadable.

VII. Schedule of Elections

(a) For VSEA Officer elections, petitions to the ERN Committee must be received by June 1st if the candidate wishes to participate in the Council forum, or no later than sixty (60) calendar days prior to VSEA Annual Meeting. Sixty (60) calendar days prior to Annual Meeting the candidates will be requested to submit biographical statements, pictures, etc., as directed by the ERN Committee for publications and/or mailings. Ballots will be mailed to members by 1st Class Mail no less than twenty-one (21) calendar days prior to VSEA Annual Meeting, and voters will have to return the ballot by 4:30 p.m. on the Monday prior to Annual Meeting, after which no ballots will be accepted. The ERN Committee will conduct ballot counting prior to Annual Meeting. Results and numbers, per VSEA Bylaws, will be kept strictly confidential, to be announced at the VSEA Annual Meeting and published in the next edition of the VSEA Voice.

(b) For VSEA District and Unit Trustee elections, petitions must be received by the ERN Committee by June 1st, ballots shall be mailed to members within fifteen (15) workdays of June 1st, and ballots must be received back at VSEA by August 1st at 4:30 p.m. after which no ballots will be accepted. The ballots will be counted within ten (10) workdays after the due date, and candidates will be immediately notified of results. Results will further be published in the next VSEA mailing, on the website and announced at the opening of Annual Meeting.

(c) Chapter annual meetings and chapter elections, including Chapter Council seat elections, shall take place in accordance with Bylaw 3, Section 3, and in accordance with the chapter bylaws.

(d) Department Council seat elections will be conducted in accordance with Bylaw 3, section 4. The ballot shall list the candidate's name, title, department, and workstation.

(e) Special Elections shall be conducted in accordance with Bylaw 1, Section 6, within time frames established by the ERN Committee.

(f) Other issues for which the ERN Committee has issued a ballot, shall have an election conducted in accordance with timeframes and procedures established by the ERN Committee and ERN Policy.

VIII. Communications

a) For the VSEA Officers elections only (elections for VSEA President, 1st Vice-President, 2nd Vice-President, Treasurer, and Clerk):

1) VSEA shall provide one bulk mailing or email consisting of one 8 ½ X 11" page.

2) The VSEA Officer candidates may participate in a candidate profile in the VSEA Voice; however, in the event that VSEA is unable to produce a VSEA Voice in a timely manner, this shall have no effect on the validity of the election. Candidates will be provided with instructions regarding word count, photos, submission deadlines, and other printing requirements and details.

a) the Member Only section of the VSEA Web Page shall have candidate sections where the candidates may post such information as they wish on their candidacy.

b) Links to the elections website will be distributed in the Week in Action and VSEA Voice.

c) Candidates must limit submissions to policy statements and stands regarding their own candidacy.

d) Candidates will be provided opportunities throughout the election process to update and edit their information through a password protected edit permission.

e) This will be tested as an officer only candidates forum the first election cycle. Should the VSEA web administrator determine the test successful, the forum will be open to district and unit Trustees in the coming cycles.

3) A brief biographical and/or position statement to be included with the ballot. Candidates will be provided with instructions regarding word count, submission deadlines, and other printing requirements.

b) For VSEA District and Unit Trustee elections, candidates may submit a brief biographical and/or position statement to be included with the ballots. Candidates will be provided with instructions regarding word count, submission deadlines, and other printing requirements.

c) There shall be no communication in the form of authored or bylined statements or reports from incumbent Officer Candidates or other candidates in the pre-Annual Meeting edition of the VSEA Voice.

IX. Endorsements and Campaigning

- a) There shall be no endorsements, including Letters to the Editor, in the VSEA Voice or other VSEA publications, or of any candidate by any outgoing President in the VSEA Voice President's Message. This is not to restrict private communications between members supporting individual candidates, nor the use of social media that are unaffiliated with VSEA. Advertisements in media that require any form of payment are not permitted.
- b) There shall be no endorsement or campaigning from any ERN Committee members or VSEA staff. However, VSEA Staff may direct members in a neutral manner to websites or publications that equally represent all candidates.
- c) Upon receipt by the ERN Committee of a candidate petition, the ERN Committee will provide each candidate with a copy of this policy and a letter advising that their campaign statements and written materials reflect upon the image of VSEA.
- d) The ERN may provide a public forum for officer and trustee candidates to discuss their qualification for those offices and to address concerns they may have regarding their opponents. This forum will be recorded electronically and made available on the members only section of the VSEA webpage. Campaigns may include: written communications such as letters, flyers, posters that may be distributed in workplaces. VSEA worksite bulletin boards may section a portion during elections for candidate information to be posted, including materials that have been printed from the VSEA election website. Worksite posting should include the material of all candidates in a contested election.
- e) No member may send, or cause to be sent, campaign messages to any work site(s) or from any worksite(s), via e-mail.
- f) VSEA will notify Chapter Presidents in writing of all Officer candidates within five (5) workdays of the petition deadline. During the campaign candidates will be advised in writing by VSEA HQ of scheduled chapter meetings. If Chapter Officers invite candidates to their meetings, or joint meetings of chapters, then equal time shall be afforded to all candidates and the chapters will be responsible for the invitations, set-up and organization of the meeting.
- g) The ERN may provide a public forum for officer and trustee candidates to discuss their qualification for those offices and to address concerns they may have regarding their opponents. This forum will be recorded electronically and made available on the members only section of the VSEA webpage.
- h) There shall be no campaigning in offices or worksites during work times, excluding breaks, meal times, and after work hours.

X. Funding

- (a) No candidate may collect or spend more than two hundred fifty dollars (\$250.00) on his/her campaign, or knowingly permit another person to collect or spend on his/her behalf an amount which will cause the candidate to exceed this spending limit. The ERN Committee may require candidates to file campaign spending reports to verify that they have complied with this spending limit. This report, if required, shall be filed in a form prescribed by the ERN Committee.

(b) VSEA candidates may not utilize paid advertisements in the media for their campaigns.

XI. Access to Information

(a) Candidates may request one email be sent, this email will be free, and all other candidates will have the opportunity to include their biographical information in the email. No other information or materials will be provided by VSEA.

(b) No member may utilize membership lists which have been developed by or for VSEA, or for VSEA purposes, other than the lists provided for in section (a) above.

XI. Electronic Balloting

Elections may be conducted electronically pursuant to this section in any election in which voting commences at least sixty (60) calendar days after the section is adopted by the Board of Trustees. Any election conducted by VSEA or its units, chapters, or other subordinate entities, may be conducted electronically so long as the following conditions are met:

1. All members must receive a notice by regular mail at least once per year of their right to opt out of electronic balloting and to receive notices of elections, nominating procedures and ballots by regular U.S. Mail, including the procedure for opting out. This notice may be included in other publications or mailings sent to members' homes. Once received by VSEA, the member's notice to opt out of electronic balloting shall remain effective unless and until VSEA receives notice from the employee that he or she wishes to opt in to electronic balloting.
2. Any system adopted under this policy must ensure the right to vote by secret ballot. This requirement shall be deemed to have been met if the election is conducted by a neutral organization subject to safeguards that ensure that completed ballots are identified by a confidential numeric identifier assigned to each eligible voter, and that no person will have access to the names, identifying numbers and completed ballots except for personnel of the election administrator who need access to that information in order to administer the electronic election.
3. The system must ensure that voting records are produced and retained that permit review of the balloting by the Elections Rules and Nominations Committee or other appropriate VSEA body for the purpose of auditing or reviewing the conduct of the election.

Elections conducted pursuant to this section shall be subject to all provisions of this policy, as well as the Articles of Association and Bylaws of VSEA and its subordinate chapters and units, except as explicitly modified herein.

This policy supersedes all previous policies concerning this subject.

Adopted by the VSEA Board of Trustees on: November 8, 2017

Signature of VSEA President: 

VSEA POLICY #40-A

GOVERNS: EXPENSE REIMBURSEMENT

PURPOSE:

TO ENSURE CONSISTENCY AND UNIFORMITY IN THE REIMBURSEMENT OF EXPENSES TO VSEA MEMBERS.

POLICY:

- A. No member shall have expenses reimbursed by VSEA unless a Standard Expense form has been submitted, and the expense conforms to reimbursement policy at the time of submission. Expense forms submitted by facsimile, photocopy or other electronic means bearing the legal signatures, including PDF executable signature shall be acceptable for reimbursement.
- B. The rate for mileage will be reviewed and set by the Board of Trustees at the October meeting of each year and shall be written on the back of the Expense Reimbursement Form and programmed into the electronic form. Should the Board not address the rate, the prior year's rate shall stand.
- C. The rate for meal reimbursement will be set by the Board of Trustees at the October meeting of each year and shall be written on the reverse side of the Expense Reimbursement Form. Should the Board not address the rate, the prior year's rate shall stand.
- D. Only actual mileage traveled will be reimbursed. Examples: If a member travels to a VSEA meeting/activity from home and subsequently returns home, mileage should be calculated roundtrip from home. If a member travels to a VSEA meeting/activity from his/her worksite and subsequently returns to work, mileage should be calculated roundtrip from work. If a member travels from work and subsequently returns home, or vice-versa, mileage should be calculated from work to the VSEA activity and from that activity to home, and vice-versa.
- E. Breakfast will be reimbursed only on the morning following a reimbursable overnight stay, with an itemized receipt, except when member departs home before 5:30 a.m. for a VSEA meeting.
- F. Dinner will be reimbursed only after 6:30 p.m. and member is away from home, and VSEA does not supply food.
- G. All lodging reimbursement will require a receipt from the lodging establishment. It is normally expected that lodging expenses will be incurred only when

meetings take place during the evening hours (past 8:30 p.m.) and the driving distance is in excess of one hour. In the case of inclement weather, or if the member is to attend another VSEA meeting the next day, overnight stays may be reasonable. Reimbursement is limited to the rate of a single room.

- H. Expenses/incidentals other than mileage and meal reimbursement must be discussed and approved in advance, and will normally require a receipt.
- I. Expense reimbursement is normally limited to activities associated with VSEA standing committees, Board and Council meetings, training sessions conducted by VSEA, and bargaining. VSEA does not reimburse members for attendance at grievance or classification meetings (unless VSEA staff has asked member to come to a meeting as a steward, witness or consultant.)
- J. Other activities may be reimbursed on a case-by-case basis with the approval of the VSEA President.
- K. The VSEA President may authorize reimbursement for meals other than those noted above if explained on a voucher and deemed appropriate.
- L. All expense reimbursement requests must be within 90 days of the date that they were incurred, after which the expense must be sent to Board of the Trustees for consideration of approval.

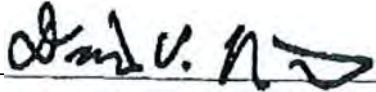
PROCEDURE:

- A. Member must complete a VSEA Expense Reimbursement Form in its entirety.
- B. Appropriate, preferably itemized, receipts must be attached to the Expense Reimbursement Form. In the event an itemized receipt is not available, the President of VSEA may approve the request. Alcohol shall not be reimbursed.
- C. If reimbursement is being requested for a reimbursable activity, it must also be signed by the person responsible for activities as outlined above.
- D. All Expense Reimbursement Forms must be authorized by the President or his/her designee before reimbursement is issued to the Member.
- E. Barring legitimate exception and approved by the President or his/her designee, expense reimbursement is not authorized for any meeting the member has not attended in its entirety.
- F. The Treasurer shall be the appointed designee to sign the expense reimbursement for the President.

Supersedes any and all policies and procedures concerning this issue.

Approved by VSEA Board of Trustees on March 8, 2016

Signature of President:

A handwritten signature in black ink, appearing to read "A. V. N.", is written over a horizontal line.

VSEA POLICY #40 B

GOVERNS: PRESIDENT'S EXPENDITURE OF FUNDS.

PURPOSE: TO ALLOW THE PRESIDENT IMMEDIATE ACCESS TO FUNDS
BETWEEN SCHEDULED MEETINGS OF THE BOARD OF TRUSTEES

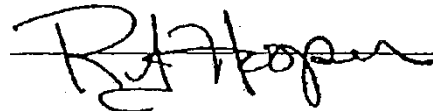
POLICY:

The President shall have the authority to authorize expenditures of up to One Thousand (\$1,000.00) Dollars for issues that arise and require immediate attention. Such authorizations shall be reported to the Board of Trustees at the next regularly scheduled meeting. In no case shall an authorization be made to expend funds over and above the maximum amount authorized by the Budget without Board approval.

Supersedes Policy adopted 11-17-95.

Adopted by the VSEA Board of Trustees on: 8-18-98

Signature of VSEA President:

A handwritten signature in black ink, appearing to read "R. J. Hopewell", written over a horizontal line.

VSEA POLICY #40 C

GOVERNS: SIGNATORS ON CHECKS.

PURPOSE: TO ENSURE APPROPRIATENESS OF ISSUANCE OF CHECKS
PAYABLE FOR LARGE SUMS OF MONEY.

POLICY:

Any and all checks being issued from VSEA accounts that exceed the sum of Ten Thousand (\$10,000.00) Dollars shall contain the signatures of two (2) persons who are authorized signators for the VSEA.

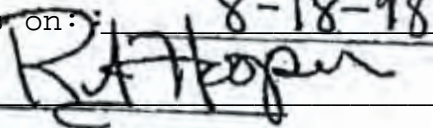
PROCEDURE TO BE FOLLOWED:

No specific procedure required.

Supersedes policy adopted 09-28-93.

Approved by VSEA Board of Trustees on:

Signature of VSEA President:

8-18-98


VSEA Policy #40-D

GOVERNS: VSEA Building Account

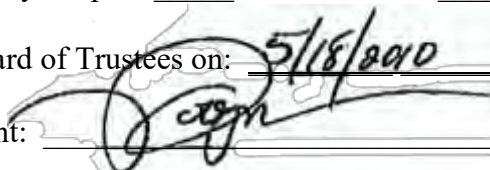
PURPOSE: To establish acceptable and appropriate uses and expenditures for the VSEA Building Account, and to provide authority to the VSEA Fiscal Coordinator to transfer monies from the Building Account into the General Operation Account.

POLICY: Pursuant to Bylaw 4, Sec 3. "Until a majority vote of the members at a regular or special meeting determines otherwise, the Treasurer shall deposit five (5) cents per member per week in a VSEA Building Fund Special Account". The Building Account is restricted by bylaw and is to be used exclusively for the construction, acquisition or operations and maintenance of a building for the Association offices.

PROCEDURE: Dues will be deducted from each member bi-weekly, and will be placed into a "Building Account". Building expenses incurred on a monthly basis will be paid out of general fund monies. The Fiscal Coordinator will keep an account of what expenses are related and appropriate to the building. Examples of appropriate building related expenses are heating expenses, electricity expenses, major and minor repairs to the physical structure and the labor cost for these, garbage and snow removal, building insurance, mortgage payments and expenses related in acquiring a mortgage (to include interest, bank fees and appraisal fees), and expenses related to the maintenance of the building or grounds to include the purchase of equipment that is required to keep the building open, running, and up to local and state codes. Quarterly, a transfer will occur from the Building Account that is equal to those expenses that have been paid out of the general fund for building related expenses since the last transfer. An Auditor will generally calculate the amount of the transfer during the annual audit of the VSEA finances.

Supersedes previous policy adopted March 20, 2002

Approved by VSEA Board of Trustees on: 5/18/2010

Signature of the President:  _____

VSEA POLICY #40-E

GOVERNS: VSEA Member Support Fund/Account

PURPOSE: To establish acceptable and appropriate uses and expenditures for the VSEA Member Support Account, and to provide authority to the VSEA Fiscal Coordinator to transfer monies from the Member Support fund to the Member Support Account.

POLICY: Pursuant to Bylaw 4, Sec 4: (b), the VSEA has a “Member Support Fund to provide financial assistance to VSEA Members”. “The VSEA Board of Trustees shall adopt rules to govern the operations of this fund”. “No fund monies shall be disbursed except in accordance with such rules as the Board of Trustees shall adopt”.

PROCEDURE: Dues will be deducted from each member bi-weekly, and will be placed into a “Member Support Fund”. The Board of Trustees may approve other methods for monies to be placed into the Member Support Fund. On a monthly basis, the monies in the member support fund will be transferred into a “Member Support Account”. All approved requests for disbursements to provide financial assistance to VSEA members will come directly for the Member Support Account. The rules adopted for the appropriate uses for the Member Support Account are as follows,

1. Members who are subjected to the Reduction in Force (RIF) article of their contract
2. Catastrophic Situations
 - a. Catastrophic loss (such as home destroyed by fire or flood)
 - b. Catastrophic illness of member (including being severely injured at work if the employees expenses are not otherwise covered by workers’ compensation).
 - c. Catastrophic Illness of person in immediate household of member (such as spouse or child, for example) when such illness would otherwise place member in off-payroll situation.

Procedure to be followed to request funds from the VSEA Member Support Account is as follows,

1. VSEA will send out a RIF packet to the affected employee(s). In that packet, there will be a letter to the member explaining the existence of the Member Support Account, listing the Chairperson as the primary contact, and a member support application.

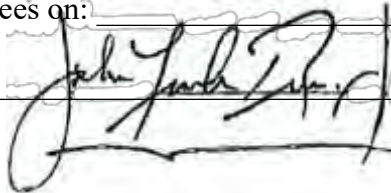
2. Once an application has been returned to VSEA, the Chairperson will call a meeting to review the application. Such meeting shall be held within 5-7 workdays. If the request is critical, the Chairperson may opt to have the application mailed/faxed to the Committee and conduct a phone conference call with the committee members.
3. The Committee will review the application vis-à-vis the following criteria:
 - A. Financial need
 - B. Immediacy/at-risk factors
 - C. Geographic and personal reemployment option
4. The Definition of catastrophic, as discussed by the VSEA Membership at Annual Meeting is listed in 1 & 2 above under appropriate uses.
5. The Committee shall vote on each application, with a simple majority necessary for approval. A quorum for meetings and for approval of applications shall be three members. Awards are limited to a maximum of \$500 per application/per circumstance.
6. If the Committee recommends approval, the Chairperson shall prepare a memorandum to the VSEA President, Treasurer and Board of Trustees requesting disbursement of monies from the member support account.
7. If the Committee does not approve a request, the member must be informed in writing of his/her right to appeal such decision, in writing, to the VSEA Board of Trustees.

Supersedes any and all policies and procedures concerning this issue.

Revised on 12-13-2011.

Approved by the VSEA Board of Trustees on: _____

Signature of the VSEA President: _____

A handwritten signature in black ink, appearing to read "John Jacob Zupnik", is written over a horizontal line. The signature is cursive and somewhat stylized.

VSEA Policy #40-G

GOVERNS: VSEA Equipment Fund/Account

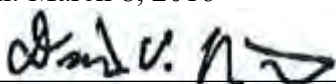
PURPOSE: To establish acceptable and appropriate uses and expenditures for the VSEA Equipment Account and to provide authority to the VSEA Fiscal Coordinator to transfer monies from the Equipment fund to the Equipment Account.

POLICY: The equipment fund was established in September of 1998 based on a motion at annual meeting. The equipment fund/account is to be used to finance acquisition of office equipment.

PROCEDURE: Dues will be deducted from each member bi-weekly, and will be placed into an "Equipment Fund". On a monthly basis, the monies in the Equipment Fund will be transferred into an "Equipment Account".
Generally, equipment purchases will be taken up by the budget committee and proposed in the upcoming fiscal year's budget. If these purchases are approved by the membership at annual meeting the monies for such purchases may be paid out of the equipment account. There are times when equipment purchases need to be made that are unforeseen by the budget committee. In these cases the Board of Trustees shall have the authority to use the monies in the equipment account to make these purchases.

Supersedes previous policy adopted May 20, 2002

Approved by VSEA Board of Trustees on: March 8, 2016

Signature of VSEA President:  _____

VSEA Policy #40-H

GOVERNS: VSEA Reserve Fund/Account

PURPOSE: To establish acceptable and appropriate uses and expenditures for the VSEA Reserve Account and to provide authority to the VSEA Fiscal Coordinator to transfer monies from the Reserve fund to the Reserve Account.

POLICY: The Reserve Fund/Account was established in September of 1998 at the organization's Annual Meeting. The purpose of the Reserve Fund/Account is to fund operating expenses of the organization for a six-month period (in the event of unforeseen income deficiencies).

PROCEDURE: Dues will be deducted from each member bi-weekly, and will be placed into a "Reserve Fund". On a monthly basis, the monies in the Reserve fund will be transferred into a "Reserve Account". In the event that the income of the organization falls below the level of what was expected and approved at Annual Meeting (normally meaning membership fell below baseline) for a significant enough period of time so that a deficit is projected for the end of the organization fiscal year the Board of Trustees can authorize expenditures out of the Reserve Account to the extent that these authorizations meet normal operating expenses. In the event an extraordinary expenditure, the Board of Trustees may vote to fund such expenditure out of the Reserve Fund.

Approved by VSEA Board of Trustees on: March 8, 2016

Signature of VSEA President:  _____

VSEA POLICY #40-J

GOVERNS:

APPROPRIATE EXPENDITURES OF CHAPTER REBATE MONIES.

PURPOSE:

TO GIVE CHAPTER OFFICERS AND MEMBERS GUIDELINES ON APPROPRIATE USES OF CHAPTER REBATE MONIES.

POLICY:

During annual meeting in September of 2001 an increase in the chapter rebates was discussed and passed. As part of the motion it was decided that the Board of Trustee would give some direction for appropriate and inappropriate uses of chapter rebates so that the chapter officers would be covered legally and ethically when expenditures of rebate monies was made. Below you will find some general guidelines on appropriate and inappropriate uses for chapter rebate monies. If you have any questions on the uses of chapter rebate money, you can call VSEA General Counsel at (802) 223-5247.

PROCEDURE:

The following is a list of appropriate and non-appropriate uses for chapter rebate monies

Appropriate uses for Chapter Rebate money

- Non-partisan legislative forums, such as sponsoring breakfasts or coffee meetings to educate members on legislators' positions on issues.
- Development of the chapter visibility in worksites (posters, banners, bumper sticker pins, etc.) This should also include expense related to fund raising.
- Assisting members with tuition/registration and expenses in pursuit of union training opportunities (such as union summer school, union women's program, etc).
- Organizing new members, such as sponsoring educational events where food and beverages are served.
- Mileage and expense reimbursement for chapter officers to conduct chapter business.
- Community visibility (community service to foster the image of State Employees).
- Subsidizing annual meeting expenses for chapter members who attend. This also includes expenses for door prizes at annual meeting.
- Paying expenses related to chapter meetings, food, beverage meeting space, etc.
- Expenses related to keeping chapter records to include bank fees or charges, postage charges or office supplies or computer software used to do chapter business.


- Member assistance/good will expenses such as flowers to members who are ill or who have ill family members, sympathy cards, bereavement assistance, assistance in catastrophic situations.

Inappropriate uses for Chapter Rebate money

- Contribution made directly to a politician, a political campaign, or political party, or donations made to special interest groups.
- Any expenditure related to personal gain for any individual.
- Reimbursement of expenses to non-members.

Supersedes policy adopted on _____ NEW _____

Approved by VSEA Board of Trustees: _____ 7/16/02 _____

Signed by VSEA President: _____  _____

POLICY #40K

GOVERNS:
RECOGNITION FOR BOARD OF TRUSTEE SERVICE

PURPOSE:
TO PROVIDE GUIDELINES FOR GIFTS, IN RECOGNITION OF SERVICE, TO TRUSTEES LEAVING THE BOARD OF TRUSTEES

POLICY:
Trustees may be recognized for years of service of 3 years or less with pens, clocks, or similar items having a value of not more than \$50. Trustees with service of 4 to 6 years may be recognized with items having a value of not more than \$100. Trustees with service of more than 7 years may be recognized with a gift as decided by the board.

PROCEDURES TO BE FOLLOWED:
The President or staff will notify the Board of Trustees of any Board member who will be leaving the Board and recommend an appropriate gift based on years of service and activities in VSEA.

Approved by VSEA Board of Trustees on: November 18, 2003

Signature of VSEA President: Edward Stomach

VSEA POLICY #40-L

GOVERNS: VSEA External Counsel Account

PURPOSE: To establish acceptable and appropriate uses and expenditures for the VSEA External Counsel Account and to provide authority to the VSEA Fiscal Coordinator to transfer any remaining monies from the Attorney Retainer General Ledger budget line to the External Counsel Account at the end of each fiscal year.

POLICY: The External Counsel Account is to be used to pay for external legal counsel services in excess of funds available from the Attorney Retainer General Ledger budget line.

PROCEDURE:

Monies in the External Counsel Account will only be used to pay for legal services acquired by VSEA from outside counsel. Proposed external counsel services requiring the use of the External Counsel Account will be brought by the VSEA General Counsel to the Director. The Director and General Counsel shall present any proposal to the Board of Trustees for approval, consistent with Policy 10-A. Monies from the Account will be expended with Board approval, consistent with Policy 10-A.

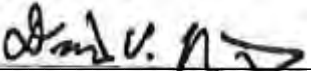
Money may be placed in the External Counsel Account from time to time by the Board of Trustees. Any amount remaining in the Attorney Retainer General Ledger budget line at the end of a fiscal year shall be placed in the Account.

External Counsel fees and expenses approved under this policy will be paid from the External Counsel Account. Should expenditures exceed monies available in the Account, the Board may authorize payment from other available sources.

This policy does not limit or constrain the Director's authority to engage and pay for external legal services within the budget limitation of the Attorney Retainer General Ledger budget line.

Supersedes previous policy adopted 5/18/2010

Approved by VSEA Board of Trustees on: 3/8/2016

Signature of VSEA President: 

VSEA POLICY #40-M

GOVERNS: VSEA External Communication Account

PURPOSE: To establish acceptable and appropriate uses and expenditures for the VSEA External Communications Account and to provide authority to the VSEA Fiscal Coordinator to transfer any remaining monies from the External Communications General Ledger budget line to the External Communications Account at the end of each fiscal year.

POLICY: The VSEA members at the Annual Meeting in 2009 approved the creation of an External Communications General Ledger line. The External Communications Account was established in March of 2010 based on a motion at the VSEA Board of Trustees meeting. The External Communications Account is to be used to pay for External Communications activities and services in excess of funds available in the External Communications General Ledger budget line.

PROCEDURE:

Monies in the External Communications Account will be used to pay for External Communications activities and services. Proposed External Communications services will be presented by the VSEA Director to the Board of Trustees for approval. Monies from the Account will only be expended with Board approval.


Money may be placed in the External Communication Account from time to time by the Board of Trustees. Any amount remaining in the External Communications General Ledger budget line at the end of a fiscal year shall be placed in the Account.

External Communications activities and services costs approved under this policy will be paid from the External Communications Account. Should expenditures exceed monies available in the Account, the Board may authorize payment from other available sources.

This policy does not limit or constrain the Director's authority to engage and pay for external communications activities and services within the budget limitation of the External Communications General Ledger budget line.

Supersedes previous policy adopted New

Approved by VSEA Board of Trustees on: 5/18/2010

Signature of VSEA President: 

VSEA POLICY #40-N

GOVERNS: VSEA Stipend Amount for Officers

PURPOSE: To establish acceptable and appropriate stipend amounts for the VSEA Officers in order to perform their duties as outlined in the VSEA Articles of Association & Bylaws.

POLICY: As outlined in the VSEA Articles of Association & Bylaws, specifically Bylaw Two, sections 6-11, members elected as Officers perform specific duties which, according to this policy, will entitle them to stipends for the duties performed and the tools necessary to perform those duties:

1. The President may receive a stipend for an amount up to \$2250 to perform the duties of the office of President.
2. The 1st Vice President may receive a stipend for an amount up to \$1000 to perform the duties of the office of 1st Vice President.
3. The 2nd Vice President may receive a stipend for an amount up to \$500 to perform the duties of the office of 2nd Vice President.
4. The Clerk may receive a stipend for an amount up to \$1250 to perform the duties of the office of Clerk.
5. The Treasurer may receive a stipend for an amount up to \$1500 to perform the duties of the office of Treasurer.
6. The Officers of the Board as outlined above have the authority to be reimbursed for use of a cell phone, cell service and computer or be provided with such devices and services through VSEA. Officers shall provide information on how they can be contacted on devices provided by VSEA. This contact information shall be available for dissemination to the VSEA membership.

PROCEDURE

1. On or after the first day in office, the Fiscal Coordinator will be informed of the members who are holding Officer positions. Officers may complete a VSEA Expense Reimbursement Form quarterly outlining the amount of the stipend that is being requested for the position they hold during each fiscal year of their term.
2. If a VSEA Expense Reimbursement Form is completed for a stipend, the form shall be authorized by the President or his/her designee.
3. The Treasurer or VSEA Director, as authorized signators for the VSEA, shall sign checks issued, in a timely manner, once the preceding steps are complete.
 - a. To alleviate any real or perceived conflict of interest, the VSEA Director or his/ her designee shall be the signator on the check issued for the Treasurer.

PROCEDURE FOR EQUIPMENT AND SERVICES

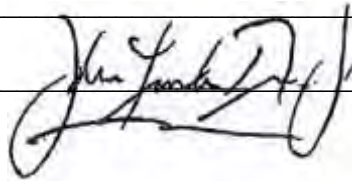
1. All approved equipment and services will be provided directly by VSEA.
2. At the request of an Officer, VSEA may reimburse the Officer for the use of personal equipment or services at a cost equal or less than that paid for like equipment and services for VSEA staff, whether directly or by stipend.
3. Upon leaving the position, a VSEA Officer shall return all equipment provided by VSEA, including computers and cell phones, within seven days of termination.

Supersedes any and all policies and procedures concerning this issue.

Revised on 12-13-2011.

Adopted by the Board of Trustees on: _____

Signature of the VSEA President: _____

A handwritten signature in black ink, appearing to read "John L. Smith", is written over a horizontal line. The signature is stylized and cursive.

VSEA Policy 40-0

BUSINESS AND FINANCIAL ACTIVITIES OF VSEA, ITS OFFICERS AND EMPLOYEES

Section 1: Gift Acceptance Policy

Employees and elected or appointed members must avoid the appearance of favoritism with regard to business relationships and are expected to act with integrity in the performance of their union responsibilities. Nothing in this policy shall prohibit gifts between members of staff.

Acceptable Gifts:

- a. Acceptance of modest gifts such as a meal or refreshments in connection with attendance at professional meetings and events is permissible. Moderately priced gifts are considered to be less than \$100 per gift or event.
- b. Items gifted to the VSEA are permissible.

Unacceptable Gifts

A gift valued in excess of \$100 is permissible with approval of the Executive Director. Employees and elected or appointed members whose responsibility is the procurement of goods and services may only accept gifts permissible with approval of the Executive Director for staff or the President in the case of a member. The Executive Director or the President shall report the gift to the Board of Trustees at its next meeting. Likewise, employees serving on committees that are evaluating products or services may not accept any gifts from vendors bidding on these items.

Exceptions

Any exceptions to this policy must be approved in writing by the Executive Director or President.


Section 2. General Duty to Protect Members' Funds. The assets and funds of a labor organization are held in trust for the benefit of the membership. The membership is entitled to assurance that those assets and funds are not dissipated and are spent for proper purposes. The Union shall conduct its proprietary functions, including all contracts for purchase or sale or for the provision of significant services, in a manner with the provisions of this Code and Policy. All officers and employees of VSEA, whether elected or appointed, have a trust and high fiduciary duty to honestly and faithfully serve the best interests of the membership.

SECTION 3. Conversion of Union Funds or Property. No member or employee of VSEA shall convert or divert any funds or other property belonging to VSEA to such individual's personal use or advantage. This shall not include promotional items

SECTION 4. Certain Loans Prohibited. VSEA shall not make loans to any officer or employee, or to any of their family members. This section shall not be considered to limit VSEA's ability to offer advances in pay to employees with approval of the Executive Director or members stipends with approval of the President.

Approved by the VSEA Board of Trustees: February 8, 2019

Signature of VSEA President: _____

A handwritten signature in black ink, appearing to read "D. V. N.", is written over a horizontal line. The signature is stylized and somewhat cursive.

Policy 40-P: Purchases With Board of Trustees Approval Going Over Budget

Goal: To create a policy which would require a standardized process of approval for purchases, expense contracts agreements or commitments which cause a line item expense to exceed its approved budget amount by the lessor of either 10% of budgeted amounts or five hundred dollars (\$500.00).

Governs: Budget

Purpose: Improved Oversight of Budget; Improved Transparency and Accountability

Policy:

Approval by the Board of Trust must be obtained prior to making any purchases or entering into any new contracts or agreements which would bring the expense line item over the approved budgeted amount by the lesser of either A.) 10% of the budgeted amount for that line item or B.) five hundred dollars (\$500.00) over the budgeted amount for that line item.

Excluded from this policy are obligatory expenses and payments in fulfillment of current contracts and agreements and catastrophic situations affecting health and safety.

Procedure:

Committee chairs and the Executive Director will monitor the accrual of expenses and remaining budgeted amounts as the fiscal year progresses. For purchases and expense which will bring the line item over budget by the lesser of either A.) 10% of the budgeted amount for that line item or B.) \$500 over the budgeted amount for that line item the committee chair or Executive Director will seek approval from the Board of Trust. A record of votes will be maintained by VSEA Director of Operations and Organizing for a period of no less than three fiscal years.

Adopted by the Board of Trustees on June 2, 2020

Signature of President

A handwritten signature in black ink, consisting of a large, stylized initial 'P' followed by a series of loops and a long horizontal stroke.

Policy 40-Q: Board of Trustees Approval of Expenditures Over Five Thousand Dollars

Goal: To create a policy which would require Board of Trustees approval for purchases, contracts, agreements, or commitments that are equal to or more than five thousand dollars (\$5,000.00).

Governs: Purchases, Expenses, and Contracts for Goods and Services

Purpose: Improved Oversight of Budget; Improved Transparency and Accountability

Policy:

Purchases, expenses, or contracts for goods and services equal to or more than five thousand dollars (\$5,000.00) must have prior approval of the Board of Trustees. Excluded from this policy are obligatory expenses and payments in fulfillment of current contracts and agreements and expenditures for catastrophic incidents involving health and safety

Procedure:

Requests for purchases which are equal to or more than five thousand dollars (\$5,000.00) will be presented to the Board of Trustees at the next regularly scheduled meeting under agenda item New Business. Requests must include a description of the product, goods or services sought, prices from two competitors for comparable products, goods or services and information, including cost, on the current provider of same product, goods or services if applicable.

Adopted by the Board of Trustees on June 2, 2020.

Signature of President

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a long, horizontal, wavy line that extends across the page.

VSEA POLICY #50-A

GOVERNS: RESOLUTION OF SEXUAL HARASSMENT DISPUTES.

PURPOSE: TO DEFINE SEXUAL HARASSMENT AND IDENTIFY APPROPRIATE CHANNELS TO BE FOLLOWED IN THE EVENT HARASSMENT TAKES PLACE.

PROHIBITIONS:

Sexual Harassment is illegal and is prohibited by **The Vermont Fair Employment Practices Act** (Subchapter 6 of Title 21 of the Vermont Statutes) **AND Title VII of the Civil Rights Act of 1964** (42 Unites States Code Section 2000e et seq.

DEFINITIONS:

"Sexual Harassment" is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. submission to that conduct is made either explicitly or implicitly a term or condition of employment; or
- B. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- C. the conduct has the purpose or effect of substantially interfering with the individual's work performance or creating and intimidating, hostile or offensive work environment.

It is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Examples of sexual harassment include: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, kisses; requests for sexual favors' pornographic posters, cartoons or drawings; unwelcome sexual jokes and banter; retaliating for complaining against sexual harassment.

VSEA POLICY #50-A
Page 2

CONSEQUENCES:

Consequences for committing sexual harassment may include: disciplinary action, from a verbal warning to dismissal; damages and other relief for the victim; civil penalties up to \$10,000.00 per violation; criminal penalties.

EXAMPLES:

Examples Of sexual harassment include, but are not limited to the following, when such acts of behavior come within one of the above definitions:

A. Either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;

B. Touching or grabbing any part of an employee's body after that person has indicated, if it is known, that such physical contact was unwelcome;

C. Continuing to ask an employee to socialize on or off-duty when that person has indicated s/he is not interested.

D. Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;

E. Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;

F. Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;

G. Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;

VSEA POLICY #50-A
PAGE 3

EXAMPLES - continued...

H. Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);

I. Derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;

J. Harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;

K. Off-duty conduct which falls within the above definition and affects the work environment.

PROCEDURES TO BE FOLLOWED:

A. If the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to their supervisor, VSEA President, and/or VSEA legal counsel. It is helpful to an investigation if the employee keeps a diary of events and the names of people who witnessed or were told of the harassment, if possible.

B. If the complainant is dissatisfied with this employer's action, or is otherwise interested in doing so, she or he may file a complaint by writing or calling any of the following state or federal agencies:

1. Vermont Attorney General's office, Civil Rights Unit, 109 State Street, Montpelier, VT 02602, tel: (802) 828-3171 (voice/TDD). Complaint should be filed within 300 days of adverse action.
2. Equal Employment Opportunity Commission, 1 Congress St., Boston, MA 02114, tel: (617) 565-3200 (voice), (617) 565-3204 (TDD). Complaint shall be filed within 300 days.

VSEA POLICY #50-A
Page 4

PROCEDURES - continued...

3. Vermont Human Rights Commission, 133 State St., Montpelier, VT 05633-6301, tel. (802) 828-2480 (voice/TDD). (only if you are employed by a Vermont state agency). Complaints must be filed within 360 days.

Each of these agencies can conduct impartial investigation, facilitate conciliation, and if it finds that there is probable cause or reasonable grounds to believe sexual harassment occurred, it may take the case to court. Although employees are encouraged to file their complaint of sexual harassment through this employer's complaint procedure, an employee is not required to do so before filing a charge with these agencies.

C. In addition, a complainant also has the right to hire a private attorney, to pursue a private legal action in state court within 3 or 6 years, depending on the type of claims raised.

A copy of this policy will be provided to every employee, and extra copies will be available in the following office: VSEA Administrative Assistant.

Supercedes any and all previous policies related to this subject.

Approved by VSEA Board of Trustees on: 8/18/98

Signature of VSEA President: 

Amended April 16, 2019

VSEA POLICY #50-B.

GOVERNS: WORKPLACE SMOKING.

PURPOSE: TO COMPLY WITH VERMONT'S OCCUPATIONAL HEALTH LAW (18 VSA §1421) AND TO PROVIDE A SAFE AND HEALTHFUL PLACE OF WORK.

APPLICABILITY:

THIS POLICY APPLIES TO THE CORPORATE HEADQUARTERS OF THE VERMONT STATE EMPLOYEES' ASSOCIATION, INC.

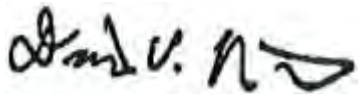
POLICY:

There is no smoking, including of electronic cigarettes, in the VSEA headquarters. Smoking is permitted only at the designated smoking area. Said area shall be determined by VSEA management.

Supercedes policy adopted 07-01-96.

Approved by VSEA Board of Trustees on April 16, 2019

Signature of VSEA President:



A handwritten signature in black ink, appearing to read "John V. [unclear]", is written above a horizontal line.

VSEA POLICY #50-C

GOVERNS: CONTACTING FOR SERVICES OR GOODS

PURPOSE: DEFINES AUTHORITY FOR BINDING VSEA IN CONTRACTS

POLICY:

Any agreement, commitment or contract that binds VSEA must have the signature of the VSEA Director or President.

Any agreement, commitment or contract that binds VSEA and has a value of more than Ten Thousand (\$10,000.00) Dollars must have prior approval of the Board of Trustees.

Prohibited Financial Interests and Transactions. No member or employee of VSEA shall, to the best of his/her knowledge, have an ownership or other substantial financial interest which conflicts with his/her fiduciary duty. In particular, it shall not be permissible for any member or employee to:

(a) make or attempt to influence, or participate in any way in, a decision concerning the relations of VSEA with a firm in which the member or managerial employee, or his or her relative or business partner, has a substantial ownership or financial interest.

(b) engage in any self-dealing transactions with VSEA or any of its affiliates, such as buying property from or selling property to VSEA, without the informed approval of the President obtained after full disclosure, including an independent appraisal of the fair market value of the property to be bought or sold.

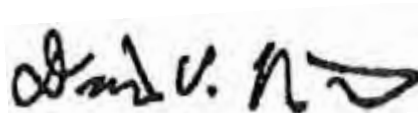
(c) For purposes of these rules, a “substantial ownership or financial interest” is one which either contributes significantly to the individual’s financial well-being or which enables the individual to significantly affect or influence the course of the business entity’s decision making. A “substantial ownership or financial interest” does not include stock in a purchase plan, profit-sharing plan or ESOP.

PROCEDURE TO BE FOLLOWED:

No specific procedure required except as described above.

Supersedes policy last revised 12/13/2011. Approved by VSEA Board of Trustees on: February 8, 2019

Signature of VSEA President: _____



POLICY #50-D

GOVERNS: USE OF VSEA LETTERHEAD AND LOGO

PURPOSE: TO ENSURE APPROPRIATE USE OF VSEA LETTERHEAD AND LOGO

POLICY:

No individual VSEA member, nor any elected or appointed person or group within VSEA, will send out correspondence on VSEA letterhead or use the VSEA logo without prior approval from the members of the Board of Trustees.

PROCEDURE TO BE FOLLOWED:

Any individual VSEA member, or any elected or appointed person or group within VSEA, who wishes to use VSEA letterhead for any reason, shall first submit a written request to the VSEA President. This request shall include the contents of the correspondence and the reason VSEA letterhead should be used. The President shall submit this request at the next scheduled meeting of the Board of Trustees for approval. If, in the opinion of the President, a decision should be made during the interim between Board meetings, the President may approve or deny the request. If the request is denied, the requesting party or parties shall be informed in writing of the reason(s) for the denial.

Supersedes policy adopted 8-18-98.

Approved by the VSEA Board of Trustees on: June 16, 2004

Signed by the VSEA President: Edward Stut

VSEA POLICY #50-E.

GOVERNS: LISTS OF VSEA MEMBERS.

PURPOSE: TO ENSURE VSEA MEMBER CONFIDENTIALITY.

POLICY:

Lists of VSEA members containing home addresses and/or telephone numbers shall not be released to any person or organization except as determined by members of the VSEA Board of Trustees for the exclusive purpose of conducting VSEA internal business that directly relates to the members' union and employment matters.

PROCEDURE TO BE FOLLOWED:

Any person or group of persons requesting a copy of or access to any list containing names and addresses and/or telephone numbers of VSEA members must submit a written request to the VSEA President. This request shall contain the type of member information being requested, the reason for the request, an explanation of how the information will be used, and a guarantee that the information will not be given or sold to any other individual or group. The person or group of persons requesting the information shall receive a written response from the President as to whether or not the information will be forthcoming.

Supercedes policy adopted 08-08-81.

Approved by VSEA Board of Trustees on: 8/18/98

Signature of VSEA President: 

VSEA POLICY #50-F

GOVERNS: ADVERTISING

PURPOSE: TO ENSURE FAIR AND EQUITABLE ADVERTISING IN VSEA PUBLICATIONS

POLICY:

- A. Political and advocacy advertisements are prohibited unless endorsed by the membership.
- B. VSEA Insurance Programs and other similar VSEA programs are considered outside the parameters of advertising.
- C. Educational information is not considered advertising, and may be included at the discretion of the editor(s).
- D. Non-paid ads must offer a benefit or service to the entire membership, with no special benefit accruing to one or more particular members.
- E. Paid advertising will be accepted at the discretion of the editors.

PROCEDURES TO BE FOLLOWED:

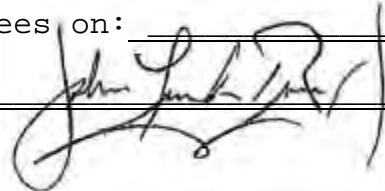
- A. Each publication must contain a disclaimer that VSEA, Inc. can not be held responsible for the truth of the information and/or services in the ad.
- B. Decisions on quantity, size and which ads to run shall be left to the discretion of the editor(s).

Supersedes any and all policies and procedures concerning this issue.

Revised 12-13-2011

Adopted by VSEA Board of Trustees on: _____

Signature of VSEA President: _____

A handwritten signature in black ink, appearing to read "John L. [unclear]", is written over a set of double horizontal lines. The signature is cursive and somewhat stylized.

VSEA POLICY #50-G

GOVERNS: USE OF VSEA OFFICE SPACE.

PURPOSE: TO ENSURE APPROPRIATE USE OF OFFICE SPACE AT HEADQUARTERS.

POLICY: The use of VSEA Office space by an individual or organization other than VSEA staff members shall require the approval of the Director and the President of VSEA.

PROCEDURES TO BE FOLLOWS:

Members of VSEA committees, bargaining teams, etc. who require the use of VSEA office space for meetings must confirm the availability of that space with the VSEA Director or his/her designee prior to mailing the notice of the meeting.

An individual or organization wishing to use VSEA office space for extended periods of time or for purposes other than conducting routine VSEA committee meetings, must submit a written request to the VSEA President and Director. This request must list the amount of space needed, the length of time the space will be required, and the need for furniture, supplies and/or equipment other than what is already available at VSEA headquarters.

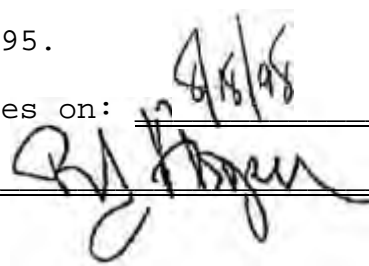
The Director and President will determine the following:

- A. availability of space, supplies, furniture, and equipment,
- B. whether or not use of the space for the purposes outlined is appropriate,
- C. whether or not the user(s) should be charged rent,
- D. amount of rental fees and payment schedule

Supersedes policy adopted 03-22-95.

Approved by VSEA Board of Trustees on: _____

Signature of VSEA President: _____

9/15/98


POLICY #50-H

GOVERNS:
RESPONSE TO MEMBER REQUESTS FOR INFORMATION

PURPOSE:
**TO ENSURE CONSISTENCY AND UNIFORMITY IN THE RESPONSE TO
MEMBERS WHO REQUEST INFORMATION**

POLICY:

- A. VSEA members are entitled to information on the workings of their Union.
- B. Such information shall be provided in a reasonable time frame, and shall not be unreasonably withheld, except in instances where the Board of Trustees determines the potential cost or harm to VSEA is such that the release of the requested information should be withheld, or the information requested is restricted by an existing policy.
- C. The decision of the Board of Trustees shall be final in all instances.

PROCEDURES TO BE FOLLOWED:

- A. Member requests for information shall be submitted to the President or through the District or Unit Trustee to the President. Such request shall contain a detailed description of the information requested and, if possible, a narrative of the purpose for which the information is requested.
- B. Upon receipt of the request for information, the VSEA President or designee shall review the request with appropriate staff and/or members of the Board. After a determination that the request does not compromise the position of the Union the request shall be forwarded to the person(s) responsible for securing the requested information from the VSEA records.
- C. Within a reasonable time, the member will be provided with the requested information. If the requested information can not be provided as outlined in #2 above, or its provision will be delayed, the member will be notified in writing as to the reason for the delay or the denial. Should the information prove to be sensitive in any manner, the member may be asked to agree to keep the information confidential to membership activities and not disclose the information to outside sources.
- D. Members will be encouraged to retain information supplied to them previously (council members, officers, etc.).
- E. Staff time/availability, the volume of the information requested, and other factors may play a role in determining the speed with which the request may be filled. Members may be encouraged to go to VSEA headquarters to research and copy the information they are requesting. Requests for information will be filled on a time available basis but may be delayed as a result of demands which cause the overall priorities of the membership to take precedence.
- F. In the event information requested by the member is information that has been previously released to the member, the member may be charged a reasonable fee for the resources expended in reissuing the information.

G. No written original documents may be removed by any member from VSEA headquarters.

Supersedes previous policy adopted on August 19, 1997

Adopted by the VSEA Board of Trustees on:

November 18, 2003

Signature of VSEA President:

Edward Stanku

VSEA POLICY #50 I

GOVERNS: Contract Ratification.

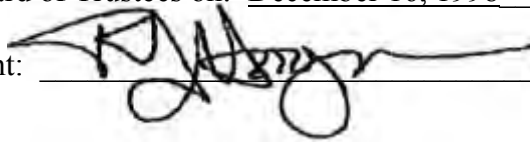
POLICY: All contract language items shall be agreed to and signed off by both parties prior to scheduling ratification information meetings.

All contract language items shall be agreed to and signed off by both parties prior to mailing ratification ballots.

Supersedes all previous policies concerning this subject.

Approved by the VSEA Board of Trustees on: December 16, 1998

Signature of VSEA President:

A handwritten signature in black ink, appearing to be "K. J. [unclear]", written over a horizontal line.

POLICY: Policy 50-K

Governs: Use of VSEA Member Information and/or Lists

Purpose: To ensure the appropriate use of VSEA-member work information and/or lists

Policy:

(a) VSEA elected and appointed officials may request VSEA member information and/or lists (*limited to the information listed in subsection (f), below), to facilitate 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.

(b) This policy is not intended to supercede nor diminish the provisions of VSEA Articles and Bylaws, or any VSEA policy including, but not limited to, 50-D, 50-E, and 50-H, (i.e. relating to use of VSEA letterhead and logo; restrictions on release of members' home addresses and phone numbers; response to member requests for information).

(c) 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.

(d) The use of email 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.

(e) 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.

(f) The information and/or lists that would be made available, once a request is approved, shall be: 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 and work address. This information shall be provided subject to its availability as outlined in section (g) below.

(g) 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.

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

Procedure to be followed:

(a) Any elected or appointed official of VSEA may request member information or lists for the purposes stated above, or for other purposes approved by the VSEA Board, by submitting the request in writing to the VSEA Director or his/her staff designee. The request shall contain a description of the information requested and a statement of the purpose for which the information is requested. Once the information

and/or list is provided to the member, it shall be his/her responsibility to monitor and manage the material and its distribution to ensure that it is used for the purpose stated in the request.

(b) 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.

(c) VSEA does not guarantee the accuracy of information it receives and/or distributes in response to such request. It is expected that the VSEA elected or appointed official utilizing the list 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.

(d) Copies of all documents, in paper or electronic form, created in whole or in part, by an elected or appointed VSEA official, or his/her 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.

Adopted by the VSEA Board of Trustees on:

May 18, 2004

Signature of VSEA President:

Edward Stamba

VSEA POLICY # 50-L

GOVERNS: The Role of Stewards in Providing Representation to VSEA Members

PURPOSE: To ensure that the “organizing model” of unionism is integrated at the VSEA work sites through effective use of member stewards

POLICY:

A key function of the VSEA is to provide professional advice and guidance to members involved in complaint and grievance activity. Finding resolutions at the lowest possible level, and in a timely manner, builds effective workplace relationships and trust in the contractual grievance procedures.

It is VSEA’s goal that the union operate in an ‘organizing model’ of unionism, whereby union members and stewards have a visible and effective presence at each worksite. In furtherance of that goal, the VSEA shall ensure proper selection and training of stewards, and will assist stewards with education and skill development in various aspects of labor relations.

VSEA Stewards are a critical part of contract enforcement and member complaint systems. As such, it shall be the policy of VSEA to have stewards assisting members in accordance with the provisions described herein. Members will be advised and encouraged to contact their Unit steward(s) for assistance in resolving of workplace disputes, including but not limited to complaints and/or grievances arising under the applicable contract. VSEA Field Staff will be available to advise, mentor and assist stewards in the processing of complaints and grievances, and to assist in steward education through trainings.

Intake and tracking systems shall be developed to meet the goals of this policy, and shall include a standard question relating to the members’ contact with a steward. If a steward has not been contacted, it shall be suggested that the member involve a unit steward, particularly relating to these matters: (1) Intake of initial complaint from the member and proper referrals as outlined in stewards’ training; (2) Step I and II complaint and grievance meetings or disciplinary investigations where the matter presents minimal risk of suspension or dismissal or unsatisfactory job performance rating or warning period; and (3) basic contract administration and enforcement. Subject to time, training and availability, the steward’s role may also include the elements of (1) recruiting new members and fee payers; (2) involving members in union activities and meetings; and (3) increasing union visibility at the worksites. Stewards shall not handle any matter where immediate dismissal or criminal charges have been identified as possible outcomes of the investigation or meeting.

Stewards shall inform the field representative assigned to their worksite of any grievance(s) they are handling and consult the field representative as needed to ensure that the member's grievance is processed in a timely and proficient manner.

An individual employee’s complaint and grievance matter is considered confidential until such time as a filing is otherwise a public document in accordance with the adjudicating entity’s rules of procedure. In cases where the member’s issue is of a sensitive nature, or a conflict exists between the steward and member, the member filing the complaint or grievance may exercise his/her right not to contact or involve steward, and may utilize his/her field representative exclusively.

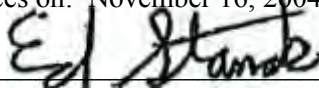
Consistent with their fiduciary and legal responsibilities, the VSEA President, VSEA Director, Field Services Supervisor, and/or Legal Counsel have the right to take appropriate action to ensure timely filing of complaints and grievances; to ensure quality control over the complaint and grievance activities and filings; to protect the interest of the member(s) in any complaint and grievance matter; and to protect the union from liability claims relating to the work of any steward or staff, including but not limited to "duty

-2-

of fair representation" claims. Stewards shall not file any grievances naming VSEA as a party without the express approval of the VSEA Director.

A summary report of grievance activity without specific employee identification or name, shall be made available by the VSEA Director, Field Services Supervisor/General Counsel on a monthly basis to the Unit Chairs upon completion of VSEA's electronic grievance tracking system.

Approved by VSEA Board of Trustees on: November 16, 2004

Signature of VSEA President: 

VSEA Policy #50-M

GOVERNS: VSEA Communications Policy

PURPOSE:

Effective communication with—and therefore among—members is necessary for the achievement of the goals of the union. An informed membership is an active membership. Uncoordinated or otherwise poor communication results in a membership that might be uninformed on issues affecting its well-being as workers and as citizens. Likewise, an effective communications system facilitates mobilization of the membership and builds and enhances trust, confidence, and membership inclusion in the organization's decision-making process. Finally, as a union of public-sector employees, VSEA must ensure effective public relations in order to achieve its organizational goals.

Therefore, it is the goal of the VSEA that:

- (1) Communication of information be timely, appropriate in Board of Trustees content and form, and effectively distributed;
- (2) Communication with members be two-way, allowing members' questions, needs, opinions, and information to reach appropriate leadership and staff, and responses by timely and sufficient;
- (3) Communication among elected leaders, members of committees, stewards, and staff be efficient and facilitative of the operations of the organizational units;
- (4) Communication with the public be consistent, positive, and professional

Furthermore, it is the goal of the VSEA that the communication process facilitate and advance the cause of organizing by acknowledging the respective roles of member activists and VSEA staff in editorial decisions.

Communications should be seen as a process of opening information channels rather than as the delivery of data. If knowledge is power, then communication is a form of empowerment.

BACKGROUND:

Each VSEA member is a member both a bargaining unit and a chapter. Union leadership is comprised of members serving as chapter officers, stewards, the Board of Trustees, committees, council, units, and the union itself. Every functional role and organizational unit has a communication requirement dictated either by VSEA bylaws or policy or by the logic of best practice. The president or chair of each organizational unit holds a special representative responsibility.

The union staff performs representative, lobbying, education, organizing, administrative, and other support functions. Every staff position has a communication requirement dictated by its role.

POLICY:

The Communications Committee, with the assistance of the Communications Coordinator, the Director, and the President, and subject to the approval of the Board of Trustees, shall develop, maintain, and publish a communications standards document that defines best practices in VSEA communications. This document will serve as guidelines defining information to be published

with appropriate form and media. It shall be the policy of VSEA that all communications comply with these established communications standards.

The communications Committee shall regularly review the availability of communication media and their utilization by member activists and staff and report its findings to the President. Where shortcomings are identified, the committee shall work to facilitate and enhance communications in any way that is consistent with this policy.

Supersedes previous policy adopted _____ New _____

Approved by VSEA Board of Trustees on: May 17, 2005, revised November 22, 2005

Signature of the President: Edward Stamm 1/3/06

VSEA POLICY #50-N

GOVERNS: VSEA Member Recruitment and Application for Staff Positions

PURPOSE:

To encourage VSEA members to consider and apply for paid staff positions at VSEA, and to avoid actual and perceived conflicts of interest and improper influence in the hiring process for such positions.

POLICY:

It is the policy of VSEA to welcome members to consider employment with VSEA, and to apply for vacant positions for which they qualify. VSEA shall not discriminate nor show favoritism toward any applicant, whether a member or not, in the recruitment and hiring process for staff positions. VSEA shall also take precautions to avoid actual or perceived improper influence of members, staff and elected and appointed officials of VSEA in the selection process.

The VSEA Board of Trustees is the body responsible for the management of the organization, and as such may participate in decisions concerning hiring staff, and terms and conditions of employment. Members of the Board and VSEA staff participate on hiring committees. It is essential that all members of the hiring committees fully participate in the process, feel free to express their views, and avoid both real and perceived favoritism and prejudice. To that end members of the Board must exercise a high level of care in their activities surrounding the hiring process.

PROCEDURE:

Any member interested in employment with VSEA is encouraged to consider vacancies when announced for recruitment and to apply for positions for which they qualify.

Members' applications will be treated as all other applications and evaluated without prejudice or favoritism.

When appointing a hiring committee consideration will be given to qualifications, experience, and ability to evaluate candidates for the position being recruited, as well as any possible or perceived conflicts of interest, including favoritism or prejudice.

If members of a hiring committee have any reason to believe that they cannot impartially evaluate an applicant or might create the impression that they cannot, they will recuse themselves from the hiring process for the position in question.

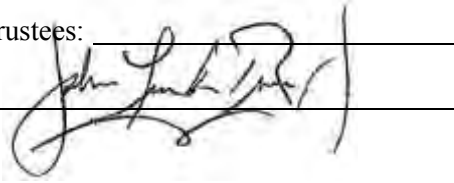
A member of the Board of Trustees who wishes to apply for a staff position must resign from the Board prior to submitting an application to avoid any perception of favoritism in the hiring process.

Supersedes any and all policies and procedures concerning this issue.

Revised on 12-13-2011.

Approved by VSEA Board of Trustees: _____

Signature of VSEA President: _____

A handwritten signature in black ink, appearing to read "John L. Smith", is written over two horizontal lines. The signature is cursive and somewhat stylized.

VSEA POLICY # 50-O**GOVERNS:**

The Use of Social Media

PURPOSE:

The purpose of the VSEA social medial policy is to define the acceptable use of VSEA-operated social media pages and to govern the activities on such pages.

POLICY:

The Vermont State Employees' Association (VSEA) recognizes the benefit of using "social media" (which may include but is not limited to FaceBook, YouTube, LinkedIn, and Twitter) to promote the union's goals and activities. In addition, VSEA also supports the First Amendment's right to freedom of speech and expression. However, VSEA recognizes that information disseminated on social media can implicate confidential information, infringe upon the rights of others, and be subject to civil and criminal penalties. Therefore, VSEA adopts this social media policy to clearly communicate the expectations and prohibitions applicable to the use of social media pages operated by VSEA.

Legal Liability

As a member of VSEA, you are personally responsible for the material that you post to any VSEA social networking page. You can be held personally liable for any material deemed to be defamatory (whether pertaining to VSEA, individuals, or any other organization), obscene, or proprietary. In essence, you post material at your own risk. Outside parties can pursue legal action against you personally and individually for such postings.

Creation and Use of Social Media Pages in VSEA's Name

No member, or subordinate entity, or committee of VSEA, may create and/or operate a social media page in the name of the VSEA or any subordinate entity of VSEA, including but not limited to the Board of Trustees, Council or Chapters, without the express permission of the Executive Director, which may be retracted at any time at their discretion. However, nothing prevents VSEA members from creating or operating pages that identify themselves as members of VSEA so long as such pages make clear that the opinions expressed therein are the members' own and may not reflect the views of VSEA.

Standards for Appropriate Social Media Communication

VSEA believes it is important that online communication on its website and other social medial platforms remain professional and respectful.

VSEA, acting by and through the Executive Director or their designee, monitors comments prior to and after posting to ensure compliance with established social media guidelines. VSEA reserves the right to decline to post comments or to remove comments if they are inappropriate or otherwise violate the VSEA social networking guidelines or other VSEA policies or bylaws. Individuals who continually violate the standards for appropriate conversation may be blocked from posting on VSEA-operated social media pages.

- Individuals shall not post material that is illegal, sexually explicit, obscene, defamatory, threatening, harassing, discriminatory or in violation of copyright laws.
- Individuals shall not post any material regarding an employee's personnel record, or other confidential information regarding any individual, whether the material identifies the individual or not.
- Individuals shall not post any material that is defamatory towards a member, staff person, contractor, or consultant of the VSEA and shall not post any information about confidential personnel records or the job performance of VSEA members, staff, contractors, or consultants.
- VSEA's social networking sites are not for commercial use. Any advertisements or other for-profit materials not authorized by VSEA are strictly prohibited.

VSEA reserves all rights to refuse to post or to remove any material that violates these guidelines, violates VSEA policy or bylaws, is otherwise deemed inappropriate, or attacks or undermines the union in any way.

Reasons for not approving or for removing comments include but are not limited to:

1. The comment violates the VSEA social media policy in any way.
2. The comment violates any other VSEA policy.
3. VSEA has reason to believe that the commenter is misrepresenting themselves.
4. A person or group has flooded a social media site or sites with repetitive postings that could cause disruption to the flow of communication.
5. A comment asserts facts about VSEA that are known to be untrue.
6. The comment is aimed at decertification or tarnishing the reputation of VSEA.

Adverse decisions may be appealed pursuant to VSEA Bylaw 19.

Revised by VSEA Board of Trustees: March 1, 2021

Signature of VSEA President: _____



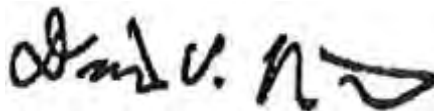
VSEA Policy # 50-P

Personal Appearance Policy

- *Purpose*—This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing The Vermont State Employees Association (VSEA). The standards of grooming and hygiene outlined below set forth the *minimum requirements* to which all employees are required to adhere to.
- *Statement of Policy*—VSEA recognizes that the presentation of its employees in the workplace contributes to a professional environment and the public image that is portrayed. VSEA expects employees to be appropriately groomed and professional in appearance when coming to work or engaged in work-related tasks with members, colleagues, and state officials.
- *Hygiene*—Every employee is expected to practice daily hygiene and good grooming habits as set forth in further detail below, including the use of use deodorant and mouthwash as needed. VSEA will provide mouthwash and disposable cups in each of the restrooms.
- *Clothing*—It is expected that employees come to work wearing clean clothing, free of offensive odors, rips or tears, and dress appropriately when attending meetings where a professional appearance is expected.
- *Scent*—Employees and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions or hair products. While VSEA is not a fragrance free workplace, please be aware that fragrant products may be offensive to others and should be used in moderation out of concern for others in the workplace.
- *Tattoos, insignia, or body art*—No offensive, obscene or disturbing tattoos, insignia, large and visible facial piercings, or other body art may be worn or displayed in a manner that is visible in the workplace or while representing VSEA. Offensive insignia shall be defined as recognized by the Southern Poverty Law Group (SPLG).
- *Violations*—Violations of this policy may result in discipline, consistent with the Staff Alliance Collective Bargaining Agreement.
- *Exceptions*—Employees seeking an exception from any of the above standards should speak with the VSEA Executive Director.

New policy adopted by the Board of Trustees April 16, 2019

Signature of VSEA President: _____



VSEA POLICY #60-A

GOVERNS: AUDIO RECORDINGS OF VSEA BOARD MEETINGS.

PURPOSE: TO ENSURE THE INTEGRITY, OWNERSHIP, CUSTODY AND CONFIDENTIALITY OF TAPES OF VSEA BOARD MEETINGS.

POLICY:

Audio Recordings of VSEA Meetings will be placed in a locked box at the VSEA office after transcription is completed. Audio recordings will be kept for a period of thirty six (36) months from the date of the meeting or as extended by the Board of Trustees, and then purged. Audio recordings will not be removed, from the building, nor will they be copied. The VSEA Clerk, and VSEA Director or their designee will keep the key for this locked box.

PROCEDURE TO BE FOLLOWED:

If a member wishes to listen to these tapes, s/he may come to the VSEA office, sign for the tapes, listen to them within the building and then return them. It would be helpful that any member wanting to listen to audio recordings give prior notice of their arrival at the VSEA Headquarters to ensure that the VSEA Director or their designee are available to open the box.

Supercedes policy adopted 8-18-98

Approved by VSEA Board of Trustees on: 7/16/02

Signature of VSEA President: Ed Stanak

VSEA POLICY #60-B

GOVERNS: VOTES OF MEMBERS OF THE BOARD OF TRUSTEES.

PURPOSE: TO ENSURE RECORDING OF VOTES AT TRUSTEE MEETINGS.

POLICY:

Whenever a vote taken at a meeting of the VSEA Trustees is not unanimous, the VSEA Clerk must call a roll call.

PROCEDURE TO BE FOLLOWED:

The VSEA Clerk shall call the roll and record the vote of each participating member in the minutes of the Trustees' meeting.

Supercedes initial policy adopted 03-10-87.

Approved by VSEA Board of Trustees on: 8/18/98

Signature of VSEA President: 

VSEA POLICY #60-C

GOVERNS:

LACK OF QUORUM FOR TRUSTEE MEETINGS.

PURPOSE:

TO ESTABLISH A MECHANISM FOR CANCELLING TRUSTEE MEETINGS IF A QUORUM WILL NOT BE IN ATTENDANCE.

POLICY:

In the event that it is known in advance there will not be enough members of the Board of Trustees in attendance to constitute a quorum at a scheduled meeting, the meeting may be postponed. A quorum is defined as the number of members greater than 50% of all voting seats that are currently filled on the Board of Trustees.

PROCEDURE TO BE FOLLOWED:

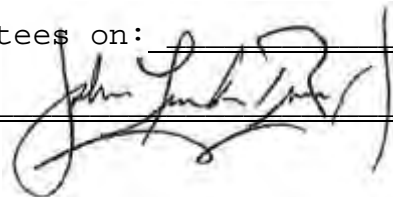
Members of the Board of Trustees are required to call the Clerk if they are unable to attend a scheduled meeting. If the Clerk becomes aware that there will not be a quorum attending the meeting, s/he shall notify the VSEA Director and President. If the President determines the meeting should be postponed, the Director or his/her designee shall notify all members of the Board of Trustees of said postponement, including the date the meeting is rescheduled to

Supersedes any and all policies and procedures concerning this issue.

Revised on 12-13-2011.

Approved by VSEA Board of Trustees on:

Signature of VSEA President:



VSEA POLICY #60-D

GOVERNS: RECORDING OF OFFICIAL VSEA MEETINGS.

PURPOSE: To ensure appropriate recording and reporting of meetings of members.

POLICY:

1. Persons elected to the position(s) of Clerk of the Corporation, Unit, Chapters, etc. shall be responsible for performing their duties as outlined in the VSEA Articles and By Laws, in compliance with and in addition to the duties outlined below.
2. Official minutes shall be recorded of all meetings of the VSEA Board of Trustees, Council, Committees, Units, Labor-Management Committees, Chapters, and any and all other instances where VSEA members meet in an official capacity.
3. Except in the instances where the Clerk of the Corporation is responsible for recording minutes, the Chair of the meeting shall ensure that the minutes be appropriately recorded and reported.

PROCEDURE:

1. All minutes shall contain a list of the members attending, members who have cancelled, and members who are not present but did not cancel.
2. Minutes should accurately report the substance of the meeting, including subjects discussed, actions taken, names of persons who made and/or seconded motions and the results of all votes.
3. In the event that a vote at a Trustees' meeting is not unanimous, a roll-call vote of members present and voting shall be taken and shall be recorded in the minutes.
4. At the next duly warned meeting, minutes of the previous meeting shall be reviewed, corrected as applicable, and either accepted by the body or sent back to the recorder for appropriate changes.

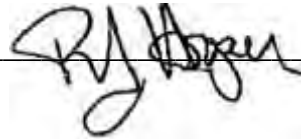
VSEA POLICY #60-D
Page 2

5. The Original of the minutes, signed by the recorder, shall be forwarded to the VSA Staff Liaison for appropriate distribution.

Supercedes any and all policies and procedures concerning this issue.

Approved by the VSEA Board of Trustees on: February 9, 1999

Signature of the VSEA President: _____

A handwritten signature in black ink, appearing to read "R. J. Hagen", is written over a horizontal line that serves as a signature line.

VSEA POLICY #60-E

GOVERNS: INTERIM POLICIES OF THE BOARD OF TRUSTEES.

PURPOSE: ALLOWS FOR ADOPTION OF INTERIM POLICIES.

POLICY:

All policies that come before the Board of Trustees shall first be reviewed by the VSEA Policy Committee. An exception is permitted in the event that there exists a problem that needs immediate attention.

PROCEDURE TO BE FOLLOWED:

If a problem exists that requires immediate attention, the members of the Board of Trustees can adopt an interim policy under which they can act until members of the Policy Committee can meet and act on the interim policy. Once members of the Policy Committee have met, the interim policy will follow the same procedure as all other proposed policies.

Supersedes initial policy adopted 03-21-96.

Approved by the VSEA Board of Trustees on: February 9, 1999

Signed by VSEA President: 

VSEA Policy #60F

Governs:

Confidentiality of meetings of the Board of Trustees Committees.

POLICY:

Members of the Board of Trustees shall not divulge contents of meetings or committees of the Board until official action has been taken by the Board of Trustees.

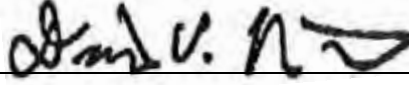
Any Board member who breaches this policy shall be reported to the Judicial Committee

PROCEDURES TO BE FOLLOWED:

- A. The President shall appoint Board members to special committees of the Board of Trustees including, but not limited to, Personnel, Policy, Legal Assistance Review and Member Support committees.
- B. Members of these committees shall perform the duties of the committees as assigned to them by the President.
- C. All bargaining units represented on the VSEA Board shall have the option to be represented on each special committee.
- D. The Chair of each committee shall report recommendations directly to the Board of Trustees for approval.
- E. Decisions of the Board of Trustees shall be recorded in the minutes of the Trustees' meetings.

Supersedes all previous policies concerning this subject.

Adopted by the Board of Trustees on: 3/7/2019

Signature of the VSEA President 

VSEA POLICY # 70-A

GOVERNS: VSEA POLITICAL ENDORSEMENT PROCESS

PURPOSE: TO ENSURE AN APPROPRIATE PROCESS FOR CANDIDATE ENDORSEMENTS CONSISTENT WITH VSEA OBJECTIVES AND APPLICABLE STATE AND FEDERAL LAWS

STATEMENT OF INTENT:

The VSEA Board of Trustees and Council have recognized the need for the union to be active in member political education and the endorsement of candidates who support VSEA objectives. The primary objectives of VSEA are to ensure just wages and benefits for its members as well as decent working conditions. To a large extent, these objectives are directly linked to the actions and decisions made by statewide constitutional officers and the members of the General Assembly. The annual pay acts, funding of state programs and policy decisions all affect the quality of life of VSEA members. In a very real sense, public employees are uniquely situated: the ballot box provides an opportunity to hire one's own bosses.

POLICY: Participation in political endorsement and support of candidates shall be governed by the provisions of VSEA Bylaw 14.

VSEA Bylaw 14(2) reads:

This corporation may, with the approval of the Board of Trustees, endorse and/or support candidates for United States House of Representatives, United States Senate, Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer, Auditor of Accounts, and for the General Assembly. The Board of Trustees shall establish rules and guidelines for such endorsement and support.

VSEA Bylaw 14(3) reads:

This corporation may establish a separate association, corporation, or other legal entity, through which political endorsement and support may be established.

PROCEDURES TO BE FOLLOWED:

1. Issues Based Endorsement Process

VSEA recognizes that a sound endorsement process must be anchored in an assessment of the positions of candidates on core issues important to the mission of VSEA rather than the personalities involved. It is necessary to understand positions taken by incumbents and proposed by new candidates in determining whom this union will urge its members to support. To this end, a statement of core issues will be developed for use in the endorsement process. These issues will include, among others, fundamental positions on state budget and economic positions; health benefits; retirement security; and

privatization and outsourcing of public services.

2. Endorsement Process Steering Committee

A VSEA Endorsement Steering Committee will coordinate the union's endorsement process and the implementation of the subsequent plan to support VSEA endorsed candidates. This committee will consist of the VSEA president, vice presidents, district trustees, the chair of the legislative committee and a member of the retiree chapter to be appointed by the president. The committee will develop and supervise a timetable for the development of questions to be utilized in candidate interviews, the scheduling of interviews and reports on the results of interviews. To the maximum extent possible, the assessment of candidates for state senate and house seats will be based in the regions defined by VSEA chapters, and chapter members will be involved in candidate interviews. Assessments of candidates for federal and statewide offices will be conducted by interview teams from applicable regions, selected from the steering committee.

3. Time Frames

Time frames for implementation of the VSEA political endorsement process will be governed by VSEA bylaw requirements. The bylaws require that the VSEA Council have an opportunity to review political action taken by the Board of Trustees [Bylaw 3(7)(A)]. Therefore the Board must, to the extent feasible, complete its endorsement process at or prior to its August meeting so that the Council may consider the actions at its September meeting. VSEA may take positions on primary contests. Because the endorsement process will be driven by the need to have Board action at or prior to its August meeting, preparation for candidate interviews, the interviews themselves and the reports on interview results must be completed in a timely manner so that the Board may perform adequate deliberation at or prior to its August meeting. Note is made that VSEA chapters conduct annual meetings during the July and August period; efforts should be made to integrate the evaluation of senate and house candidates into these meetings of the rank and file. It is imperative that the rank and file have opportunities for input and participation as the endorsement process proceeds.

4. Input from Units, Legislative Committee and Staff

VSEA is composed of eight bargaining units having issues and needs specific to these distinct groupings of the overall workforce. Units must have an opportunity to provide input with respect to both a determination of issues to be pursued in the candidate interviews as well as on the known records of candidates. This input will be provided by unit chairs following consultation with executive committees and bargaining teams. Similarly, the VSEA Legislative Committee will have input in the endorsement process because it is well situated to be aware of positions taken by incumbents on issues

important to our members. Finally, VSEA staff are integral to the effective representation of the membership and must also be afforded input in the endorsement process.

5. Member Mobilization

A political endorsement process is a hollow exercise unless the endorsements of candidates are transformed into active, meaningful support of the endorsed candidates. VSEA has a Get Out The Vote (GOTV) committee that has responsibility for identifying members not registered to vote and ensuring that these members are registered. The GOTV effort results in the organization of membership lists which will be key in the mobilization of members for the general election in November. Mobilization of the membership will be primarily implemented on the chapter level. The steering committee will prepare and implement an action plan, prepared in coordination with endorsed candidates and chapter leadership, that will ensure a successful outcome of the VSEA political endorsement plan.

6. Relationship of Vt. PAC to VSEA, Inc.

(a) VtPAC is the connected, voluntary political action committee of VSEA, Inc., and its purpose is to provide financial support for candidates who support the union's mission, as allowed by law. VSEA, Inc. shall exercise any and all oversight required to ensure that the union and its connected political action committee comply with federal and state laws concerning endorsements of and contributions to candidates for political office.

(b) VSEA, Inc. does not expend its general treasury funds to contribute to candidates for local, state or federal political office. All contributions to candidates, whether financial or in-kind, shall be made by the union's connected political action committee only, (i.e., Vt. PAC), in accordance with applicable laws.

Date of Adoption by Board of Trustees/Dates of Revisions

Original Adoption by Board of Trustees:	August 18, 1998
Adoption of Revised Policy by Board of Trustees:	May 18, 2004
Adoption of 2 nd Revised Policy by Board of Trustees:	May 16, 2006
Adoption of 3 rd Revised Policy by Board of Trustees:	September 11, 2009

Signature of VSEA President



Bill Harkness

VSEA POLICY #70-B

GOVERNS: VSEA LOBBYISTS.

PURPOSE: TO IDENTIFY PERSONS ACTING IN THE CAPACITY OF VSEA LOBBYIST.

POLICY:

The names of all persons that VSEA intends to register as legislative lobbyists must be brought before the members of the Board of Trustees for approval prior to registering said persons.

PROCEDURE TO BE FOLLOWED:

Members of the Board of Trustees shall review the names and qualifications of all persons wishing to act in the capacity of VSEA Lobbyist. Persons approved shall be notified of said approval and shall be registered by VSEA.

Supersedes initial policy adopted 03-12-91.

Approved by VSEA Board of Trustees on: 8-18-98
Signature of VSEA President: [Signature]

VSEA POLICY #70-C

GOVERNS:

VSEA MEMBER INTERACTION WITH INTERNATIONAL UNIONS AND OTHER LABOR RELATED ORGANIZATIONS.

PURPOSE:

TO DEFINE THE RESPONSIBILITIES OF VSEA MEMBERS AND MEMBERS OF INTERNATIONAL UNIONS AND OTHER LABOR RELATED ORGANIZATIONS.

POLICIES:

1. Offers of complementary attendance at international union and other labor related organizations sponsored events may be accepted in situations where the event is training based. The approval of the Board of Trustees shall be necessary. If the event is not training based, and the Board of Trustees decides the event merits participation, the Board of Trustees may elect to authorize member participation on an individual basis.
2. No member attending an authorized function shall be authorized to represent the institutional position of VSEA with regard to issues of affiliation, without the expressed consent of the Board of Trustees.
3. No representative of an international union or other labor related organization shall be invited or requested to attend a VSEA based activity without permission of the Board of Trustees.
4. No member acting in an official capacity may accept an invitation to attend a function of an international union or other labor related organization for the purpose of training or recruitment, without the permission of the Board of Trustees.

VSEA Policy #70-C
Page 2

5. No staff member may accept an invitation to participate in an international union or other labor related organization based function without the permission of the Director and the Board of Trustees.
6. No member or staff member may divulge financial or membership based information to representatives of international unions or other labor related organization based functions without permission of the Board of Trustees.

PROCEDURES TO BE FOLLOWED:

1. All members shall report to the VSEA Board of Trustees any offers of consideration either financial or otherwise, that are extended by or received from a representative of an international union or other labor related organization.
2. If approved by the Board of Trustees, VSEA may accept either reimbursement or up front payment for member expenses to attend functions of international union or other labor related organizations.
3. Anyone attending such meetings will be provided with a copy of this policy.

Supersedes any and all policies related to this matter.

Approved by the Board of Trustees on: 8/18/98

Signature of VSEA President 

VSEA POLICY #70-D

GOVERNS: VENDOR EXHIBITS AT ANNUAL MEETINGS.

PURPOSE: TO ENSURE THAT ALL VENDORS' EXHIBITS AT ANNUAL MEETINGS PROVIDE EDUCATIONAL INFORMATION, MEMBER DISCOUNTS OR SIMILAR BENEFITS TO MEMBERS ATTENDING THE ANNUAL MEETINGS.

TO PRECLUDE PARTICIPATION BY VENDORS WHOSE GOODS OR SERVICES MAY BE DEEMED INAPPROPRIATE AND/OR OFFENSIVE.

POLICIES:

1. Members of the Special Events Committee shall approve participating Vendors annually.
2. Vendors must be offering or advertising items that are related to Unionism or state employment and/or offer significant member discounts.
3. Vendors cannot charge members for services or goods being offered at this meeting. That is, vendors cannot sell t-shirts, massages, weapons, etc.
4. Vendors' goods and services must be available statewide.
5. Vendors must pay any and all fees assessed by VSEA. Members of the Special Events Committee shall establish these fees annually.
6. Vendors must pay any and all set-up fees assessed by the facility where the meeting is being held.
7. All monies collected from Vendors shall be contributed directly to defer the costs of annual meeting.

Supersedes any and all policies and procedures concerning this issue.

Revised 12-13-2011.

Adopted by the Board of Trustees on: _____

Signature of VSEA President: _____

