

PSU MEMBERSHIP GUIDEBOOK

PROFESSIONAL STAFF UNION (PSU) Unit A- Amherst



Mission Statement

We, the Professional Staff and Classified Supervisors at the University of Massachusetts Amherst, are dedicated to supporting the dignity of the individual, the empowerment of workers, democracy diversity, and the promotion of social justice.

We believe unions are the only vehicle to promote democracy in the workplace. The union's mission is to empower members to participate in the decisions that affect our work life. This begins with the pursuit of fair wages and safe and humane working conditions, but also looks beyond conditions of employment in an effort to shape the University's priorities and promote its mission. As a union of education workers we aspire to be a part of an educational institution that offers an affordable and high quality education in service to the public.

To this end, we are committed to setting and achieving the highest possible standards of communication, technical expertise, member participation and widespread involvement in the governance of the union. Whether it is an individual grievance, a contract negotiation or a political campaign, our union will wage a strong and principled fight for fairness and equity in public policy. The union is strengthened to the extent its members are empowered to participate in the defense of their own rights.

As part of the greater sisterhood and brotherhood of the organized labor movement, we share an historic commitment to diversity, social justice and economic democracy for all members of society — including the as yet unorganized.

Overview of Guidebook & Contact Information

This Guidebook consists of: (Part 1) Contract Highlights of the rights and benefits of being a member; (Part 2) Information on some of your benefit options; (Part 3) Overview of the performance review process for employees; and (Part 4) Our union structure and ways you can be involved. As for communication, you should start receiving emails from the PSU shortly. We often will email about events, meetings and other information that affects members. You can always directly contact the PSU for any reason. We encourage you to know your delegate, connect with other union members, read the contract and understand the bylaws that govern our internal procedures.

- Amherst PSU Office location: The PSU office is located in 109 Hampshire House
- Phone: The PSU Amherst office phone number is 413-545-4509
- Email: An email address for all inquiries is psu@external.umass.edu. All inquiries will be responded to or forwarded to the appropriate group for response.
- Website: <https://www.umass.edu/psumta/>
- Facebook: <https://www.facebook.com/psumta/>

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PART 1- PSU Contract Highlights- Unit A

The Agreement between the Board of Trustees of the University of Massachusetts and the Professional Staff Union /MTA/ NEA, July 1, 2017- June 30, 2020, can be found at: <https://www.umass.edu/psumta/all-documents>. The Collective Bargaining Agreement, or contract, reflects what the Union and the University have agreed to regarding your wages, benefits, hours and other terms and conditions of your employment. The contract was bargained by a Bargaining Team elected by union members. This packet has these highlights:

Topic	Sub-topic	Contract location	Page in Packet
A. Probationary Period		Article 37, Page 74	p.3
B. Paid and Unpaid Leave	1.Holidays (11/year plus two campus closure days)	Article 21, Page 52	p. 3
	2.Vacation days (20/year, with longevity increases)	Article 22, Pages 53-55	p.3
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PART 1: PSU CONTRACT HIGHLIGHTS

A. PROBATIONARY PERIOD

The probationary period for Professional Staff Union members is one (1) year long*. The purpose of the probationary period is to provide for the evaluation of an employee. In order to assist a bargaining unit member to complete successfully the probationary period, the immediate supervisor shall advise him/her of any deficiencies and give him/her the opportunity for corrective action, as is done for all bargaining unit members (see Article 15, Section 3). No termination shall occur without this process being followed, except as provided for under Article 8.2. During the probationary period, a bargaining unit member shall not have recourse to the Grievance and Arbitration Procedure to contest discipline or discharge. **Employees on probation are otherwise covered by the contract.**

* Except for Directors of Development and Major Gifts Officers who have a 24-month probationary period.

B. PSU PAID AND UNPAID LEAVE BENEFITS IN BRIEF

A brief description of all paid and unpaid leaves which accrue to PSU bargaining unit follows. Please see the PSU contract for details on the accumulation and use of these leaves or speak to a union representative.

B.1 Holidays (Article 21)

There are 11 holidays a year for bargaining unit members and additionally two campus closure days on the two days prior to New Year's Day holiday. Human Resources publishes the dates of the observed holidays and this can be found online.

B.2 Vacation Leave Time (Article 22.1)

Bargaining unit members may accrue vacation leave hours up to a maximum of 64 days (480 hours). The amount of time accrued depends on the number of years of university service, ranging from a minimum of 20 days to a maximum of 23 days. Vacation accruals in excess of 64 days are converted to sick leave. Accruals are pro-rated for part-timers.

Service Requirement	Annual Accrual	Accrual per pay Period
Date of hire up to 5 years	20 days	5.76 hours
5 years up to 10 years	21 days	6.05 hours
10 years up to 20 years	22 days	6.34 hours
20 or more years	23 days	6.63 hours

B.3 Paid Personal Leave Days (Article 20.3) Each employee receives 6 paid personal leave days on the first payroll day of January which must be used by the last payroll day in of the calendar year. New hires or members returning from Sick Leave Bank leave receive from 0-5 days depending on the date of hire or return. (See the contract for details.)

B.4 Sick Leave (Article 20.1)

Employees accumulate paid sick leave at the rate of 1-1/6 work days each month, for a total of 14 days/year. Part-time employees have this benefit pro-rated. Sick leave is granted for one's own illness or injury, for care of a family member, for medical appointments, as well as for up to 10 days to prepare for the adoption or foster placement of a child. There is a limit of 120 days on the amount of sick leave an employee hired since January 1, 2018 may accumulate. Upon retirement, employees are paid 20% of the value of unused sick time.

B.5 Sick Leave Bank (Article 20.2 and Appendix A)

All PSU bargaining unit members are members of the Sick Leave Bank (SLB). No additional contributions to this bank are currently required. The SLB awards wage replacement for approved leave for one's own non-work related illness or injury, for the care of a sick or injured family member, and in the event of the birth, adoption or foster placement of a child, or as a bridge to the activation of long term disability benefits. SLB coverage is capped at 26 weeks for parental leave or for the care of a family member. Awards are for a maximum of 12 weeks (for each award granted). There are no limits on the number of extensions available for one's own non-work related illness or injury only. The SLB is not intended as a substitute for Long Term Disability Insurance, which provides wage replacement for illness or injury which keep the employee from working for at least 90 days. Application forms are available from the Division of Human Resources or the PSU office.

B.6 Employee Leave for Victims of Abuse (Article 20.13)

Employees are entitled to up to 15 working days of paid leave for themselves or a family member to seek medical attention, counseling, legal assistance or other issues directly related to the abusive behavior.

B.7 Bereavement Leave (Article 20.4)

A member may use a maximum of four (4) consecutive days of bereavement leave upon the death of a spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild, person living in the immediate household, or parent of a spouse or domestic partner. A member may use a maximum of two (2) consecutive days of bereavement leave upon the death of a son-in-law or daughter-in-law or of the spouse's or domestic partner's brother, sister, grandparent or grandchild. A member may request to defer one of the days to a later date for a memorial.

B.8 Other Types of Paid Leave (Article 20.5-20.11)

Please see the contract for details on the following:

- Voting Leave - 2 hours if work schedule would preclude the member from voting (Article 20.5)
- Civic Duty Leave, which includes Jury Duty and Court Leave (Article 20.6)
- Blood donation Leave (2 hours. Article 20.7)
- Professional Meeting and Conference Leave (Article 20.8)
- Military Leave (Article 20.9)
- Allowed Time (for required hearings and physical exams (Article 20,10)
- Voluntary Services Leave (To learn more go to:
<http://static1.1.sqspcdn.com/static/f/317509/4360576/1254852545420/Voluntary+Services+Leave+UMASS+072106.pdf?token=mWqsNew8a1H62N7mjE37QC4yewE%3D>)
- Organ donor Leave — (Article 20.12)

B.9 Unpaid Leave (Article 19)

- Personal Leave — (Article 19.5) Unpaid Personal leave can be requested in writing to a supervisor, 30 days in advance. If approved, leave is without pay or benefits.

C. TUITION REMISSION AND TUITION WAIVER POLICY (Article 23, pp.55-60)

Members of the bargaining unit receive tuition discounts in the form of tuition credits as described below. See contract for details and limitations. Note: Most fees are not waived.

- Tuition Credit for Employees: (Tuition is for UMass campuses, with some exceptions)

Current/ Active University Employee- Graduate Courses *University	100%
Current/ Active University Employee- Undergraduate Courses *University	100%
Current/ Active University Employee- Online Education (CPE)	50%
Retired University Employee *University	100%

- Tuition Credit for Spouses and Dependent Children (S/DC). Please see contract for definitions. A dependent will not qualify over the age of 25.

S/DC Graduate Courses or Programs *University	20%
S/DC Undergraduate Courses or Programs (less than 2 years of full time employment) *University	15%
S/DC Undergraduate Courses or Programs (more than 2 years of full time employment) *University	60%
S/DC Online Education (was CPE)	50%
S/DC of Retired University Employee (Undergraduate, 1 program)	60%

S/DC of Deceased University Employee (Undergraduate, 1 program, employee must have had 5 years of service)	60%
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Employees, spouses and dependents are also eligible for tuition remission for classes taken at state universities, community colleges and other UMass campuses. See Appendix D to the contract for details.

D. SALARIES (Article 31, Pages 65-70)

Current Hiring Ranges for PSU positions are published by UMass Human Resources. Salary increases for PSU members can happen in several ways.

1. There are contractually negotiated across the board increases, which may be a percentage of salary or a certain number of dollars, generally once a year. “To be eligible for any salary increase (in the contract) an employee must be on the payroll, including any authorized leave of absences, on the effective date of such salary increase” (p.67);
2. Merit raises (included in some contracts, but not for the 2017-2020 contract);
3. Promotional increases if your position evolves and is upgraded, or if you transfer to a higher-graded position;
4. Equity Adjustment, which is if your salary is low compared to other new hires doing similar work.

If you have questions about your salary, you can contact UMass Human Resources and/or the PSU Salary Administration Program (SAP) Committee which is a union group that advocates with you for equitable salaries at the university. Questions can also be sent to the union at psu@external.umass.edu

E. WORK SCHEDULES (Exempt: Article 18, Pages 34-38; Non-exempt: Article 39, Pages 76-78)

Most Unit A employees are considered “exempt” which means they need not be paid for overtime, but can accrue comp time. The remainder (and all of Unit B) are “non-exempt” and are covered by state wage and hour laws including overtime pay. The regular work week of full-time employees is defined as 37.5 hours per week (excluding meal periods). The total number of hours worked shall be reported on the time and attendance sheet (p.35), which is a new rule as per the 2017-2020 contract. Any work beyond 40 hours a week must be documented and compensation given, either as comp time or overtime pay. Working more than one’s normally scheduled hours must be approved by the supervisor.

F. FILLING VACANCIES (Article 14, Page 25-28)

It is a bargained right that PSU members are given some priority consideration for open PSU positions. Vacancies for positions must go through the appropriate posting procedures, which includes a minimum of 10 business days for an online posting. If there is a search, a “pool of

internal candidates shall be evaluated to determine whether its composition is sufficient for the search to proceed. An internal pool shall be considered sufficient if it contains at least the number of applicants who meet the posted qualifications as the number of finalists requested by the department/unit head, normally three and never more than five. If the pool is not sufficient, the department head or chair of the search committee may then add external applicants to the pool.” (pp. 26-27) If you are a finalist for a position, and you believe someone less qualified was hired, you may request an “information review” to take place.

Involuntary transfers or reassignments may happen but there are significant constraints on what is allowable. If you choose to apply for a different job on campus, be aware that your salary may decrease depending on the position.

If you ever feel that a search was executed improperly, or a transfer was inappropriate, please contact the PSU at psu@external.umass.edu or the Grievance Officer/Stewards network.

G. HARASSMENT

Included near the end of the contract, in Appendix C, is the UMass Non-discrimination and Harassment policy (from the Board of Trustees). UMass Amherst must comply with state and federal laws on non-discrimination, harassment and retaliation.

Not included in the contract is the Workplace Bullying Grievance Procedures, which can be found at <http://www.umass.edu/workplacebullying>. It is suggested that you always make a union steward or Grievance Officer aware of any workplace bullying grievance so that they can advocate with you in the process. Workplace bullying is often accompanied by violations in the union contract. Union stewards can also help point you to appropriate resources on campus. As always, you can email psu@external.umass.edu

H. GRIEVANCE AND ARBITRATION PROCEDURE (Article 7, Pages 10-14)

A grievance is an allegation or complaint by a member or members of the bargaining unit or the Union that there has been a violation, misinterpretation or improper application of the terms and conditions of the contract. First attempts to resolve problems are often made through informal steps. The procedures outlined in the contract include the formal procedure, mediation and arbitration. Unit wide issues may be filed as class action grievances. All issues can be directed to the Grievance Officer, the Stewards network or to psu@external.umass.edu.

NOTE: Employees in their probationary period cannot use the grievance and arbitration process to contest discipline and discharge, yet are otherwise protected by the contract.

I. DISCIPLINE AND DISCHARGE (Article 8, Page 15)

There can be no discipline or discharge without just cause. Disciplinary action must be implemented in progressive stages from minor to severe, unless there is a serious circumstance. Please reach out to the PSU if you ever feel that discipline is not progressive or is unjust. Discharge of a union member must follow appropriate measures. If there are charges,

hearings and decisions by University Administration, the union must be made aware and can participate, upon request. Employees are entitled to have a union representative present at any meeting or investigation which could potentially result in discipline (this is known as Weingarten rights).

PART 2: DENTAL AND VISION BENEFITS, HEALTH CARE AND RETIREMENT

Dental and Vision Plans

How they are provided

Your Vision and Dental Plans are provided through the Massachusetts Public Employees Fund (MPE Fund). PSU has negotiated that the University pays 100% of the cost of this benefit. The Fund's Board of Trustees develops the plan design and eligibility policies offered to you and your dependents. You can learn more about the MPE Fund using the following link:
<https://www.mpefund.org>

Please read the MPE Fund Vision and Dental Health Plans booklet carefully to ensure you are enrolled in the correct plan to receive coverage.

Who is eligible for benefits?

New employees and dependents become eligible for benefits on the first day of the month following the completion of 6 full months of employment. Eligible employees must be regularly scheduled to work at least half-time.

How do I enroll in the Plan?

Eligible members receive an enrollment package from the Fund upon completion of 6 full months of employment. The Fund needs your dental plan choice, a list of your dependents and their birthdates, appropriate documentation (e.g. marriage certificate, birth certificate(s), stepchild verification, etc.) and your signature for its files. New members who fail to submit an enrollment form by their effective date will be automatically enrolled in the MPE Exclusive Provider Network (EPN) Plan with individual coverage only. No plan changes will be allowed until the next annual Open Enrollment period.

Contact Information: Call the MPE Fund at 1-800-325-5214. Or, visit the MPE Fund website for more information: <http://www.mpefund.org>.

A. DENTAL HEALTH PLAN OPTIONS

What are my Dental Health Plan Options?

The fund offers its members a choice among three dental health plans:

1. MPE Exclusive Provider Network (EPN) Plan
2. Dental Wellness Plan
3. Indemnity Plan

OPTION 1: MPE Exclusive Provider Network (EPN) Plan

Members enrolled in The MPE Exclusive Provider Network (EPN) Plan receive their dental treatment from the Plan's over 600 General Practitioners' and Dental Specialists' offices listed under Dental Providers found at <http://www.mpefund.org>.

If you are enrolled in the MPE EPN Plan, you must receive all of your dental treatment from a dental office which participates in the MPE EPN Plan. Since this list is subject to change, you should call the MPE Unit at (800) 553-6377 to confirm your dentist's participation in the MPE EPN Plan prior to receiving services.

Your MPE EPN dentist submits the claim forms. Some procedures require a patient co-payment. Your plan has a \$1,200 annual plan maximum for each family member each Plan Year, excluding preventive and diagnostic services and orthodontic service.

OPTION 2: Dental Wellness Plan

If you enroll in this plan, you must select one of the offices that participates in the MPE Wellness Exclusive Provider Network (WEPN) Plan and you and your family must receive all of your dental treatment from the office you select. Visit the MPE Fund website for more information: <http://www.mpefund.org>

OPTION 3: Indemnity Plan

Members enrolled in the Indemnity Plan receive dental treatment from any dentist they select. If you are enrolled in the Indemnity Plan and your dentist participates in Delta Dental:

You are responsible for the difference between the fund's Indemnity Plan reimbursement schedule and the dentist's fee with Delta Dental. Your dentist submits the claim forms and will receive the reimbursement check directly from Delta Dental of MA. Your plan has a \$1,200 annual plan maximum for each family member each Plan Year. Payments for preventive, diagnostic and orthodontic treatment are not deducted from this annual maximum.

If you are enrolled in the Indemnity Plan and your dentist does not participate in Delta Dental:

You are responsible for the difference between the Fund's Indemnity Plan reimbursement schedule and your dentist's actual charge. Your dentist may require you to submit claim forms, and the reimbursement from Delta Dental of MA will be sent directly to you. Your plan has a \$1,200 annual plan maximum for each family member each Plan Year. Payments for preventive, diagnostic and orthodontic treatment are not deducted from this annual maximum.

If you are enrolled in the Indemnity Plan and your dentist participates in the MPE Exclusive Provider Network (EPN) Plan, you are subject to the above Indemnity Plan guidelines.

B. VISION PLAN OPTIONS

What are my Vision Health Plan Options?

The Fund offers members coverage for routine comprehensive eye exams and eye wear from either: The Davis Vision Provider Network Plan, consisting of selected vision care providers and retail locations, or the Alternative Vision Plan, a direct reimbursement option for services received from an out-of-network provider of your choice.

Eligible employees and most dependents may receive the vision benefit once every 24 months. Dependents age 14 and under may receive a vision benefit once every 12 months.

OPTION 1: Davis Vision Provider Network Plan

To receive coverage, you must visit a participating Davis Vision provider. An automated list of the participating Davis Vision providers nearest your home can be accessed by calling (800) 406-1656. You may also visit www.davisvision.com for a complete listing of participating providers. ***NOTE: There is an Optometrist and Opticians on campus (Eye Care Services).**

Information on covered services and payment information: <http://www.mpefund.org>

OPTION 2: Alternative Vision Plan

The Alternative Vision Plan is a reimbursement program. This plan allows you to obtain services and materials from any vision care provider you choose. After you pay for your vision care services and materials, you receive partial reimbursement for the cost of an examination and one pair of prescription eyeglasses or contact lenses. After you submit your completed claim form and the provider's itemized bill, you will be reimbursed according to the alternative vision plan services and fees schedule (<http://www.mpefund.org>).

Call the Vision Care Processing Unit at (800) 406-1656 to verify your eligibility for services and to order a claim form. You are responsible for paying your provider in full, and then submitting the completed, signed claim form with an itemized bill from the provider to Vision Care Processing Unit, P.O. Box 1525, Latham, New York 12110.

C. HEALTH INSURANCE OPTIONS: Many insurance options are provided to you by the University and the Group Insurance Commission. We encourage you to review options. See Article 24.

D. RETIREMENT OPTIONS: The University offers two retirement plan options: the Massachusetts State Employee Retirement System (SERS) which provides a defined benefit pension, and the Optional Retirement Program (ORP) which is more comparable to a 401K. Each employee should weigh the options carefully based on individual circumstances.

PART 3: PERFORMANCE MANAGEMENT PROGRAM (PMP) OVERVIEW

The Performance Management Program (PMP) is designed to promote an ongoing process of communication between the supervisor and the employee, focused on issues of performance, development and achieving workplace results. The PMP uses a collaborative and developmental approach utilizing the following cycle.

PERFORMANCE PLANNING

Synopsis: Performance planning is the first stage of the performance management process. During Performance planning, supervisors are expected to clarify performance expectations and clearly establish agreed upon goals/work priorities with each employee he/she supervises. This is also the time for job description review with the employee, especially if any changes have occurred since last reviewed.

Procedure:

1. Supervisor and employee meet.
2. Establish 3-8 collaboratively agreed upon goals/work priorities.
3. Establish criteria for successful performance of each goal/work priority.
4. Record goals/work priorities on Performance Planning Worksheet.

Policies Regarding Performance Planning: <https://www.umass.edu/psumta/all-documents>

PERFORMANCE DOCUMENTATION, COACHING AND FEEDBACK

Synopsis: Regular communication about performance and coaching employees for improved performance are integral parts of performance management. These communications ensure that the supervisor and the employee are working in agreed-upon directions.

Procedure: Coaching and feedback may take various forms; this includes observations, formal discussions, formal meetings and written documentation. Coaching and feedback are expected to occur on a regular basis throughout the performance management cycle. It is especially important for supervisors to provide feedback on performance issues in a timely manner and to discuss performance improvements and progress towards agreed upon goals/work priorities. Documentation is a shared responsibility.

Policies Regarding Performance Documentation, Coaching and Feedback:
<https://www.umass.edu/psumta/sites/default/files/PMPHand%28UMA%29.pdf>

PERFORMANCE REVIEW AND DEVELOPMENT

Synopsis: The Review and Development phase consists of evaluating the employee's performance, completing a written review, and conducting a two-way conversation focusing on results achieved, areas of success and/or areas of improvement, future goals/work priorities and any developmental needs of the employee. Departments may vary the procedure, as long as all policies are followed.

Procedure, policies and Rating Guidelines regarding Performance Review and Development:
<http://www.umass.edu/humres/sites/default/files/PMPHand.pdf>.

All forms for PMP: <http://www.umass.edu/humres/hr-library>.

Workplace Learning & Development provides supervisor and employee consultations on PMP related issues, and provides departmental trainings for PMP process.

<http://www.umass.edu/wld/>

PART 4: YOUR UNION: PSU AMHERST STRUCTURE AND SERVICE

PSU Unit A represents approximately 1,300 professional staff in Amherst and 700 in Boston. Unit B represents under 100 classified supervisors and has a separate contract. Any PSU Amherst member may serve on any committee/board, although some committees require appointment or election per the by-laws.

PSU Committees/Groups:

A: Joint Executive Board (JEC) – officers from both campuses

RESPONSIBILITIES/ CHARGE: Governance of the entire Local (made up of PSU Amherst and PSU Boston), setting budget and local dues, establishing trial board as needed, liaison with MTA staff. *Meets monthly*

B: Chapter Executive Board (CB) – Chapter officers (elected by membership) and Standing Committee Chairs (elected by Delegate Council)

RESPONSIBILITIES/ CHARGE: Executive powers of the Chapter; Preparing the annual budget for the Chapter; Recommending the budget to Delegate Council; Authorizing payments in accordance with Chapter, Local and MTA/NEA Policies and Procedures; Approving Chapter policies and procedures; Implementing decisions of Membership; Naming officers and members of committees in accordance with bylaws, including the Elections Committee; Making special rules as needed to govern the affairs of the chapter; and Calling special meetings of the Membership. *Meets at least once per month* and at least twice over the summer months (June-August).

D: Delegate Council (DC) Delegates are the “face of the union” in each part of campus, elected by their co-workers every 2 years. For a list of delegates, please go to:

<https://www.umass.edu/psumta/amherst-delegate-council>.

RESPONSIBILITIES/ CHARGE: Approve the budget; Elect chairs of standing committees, who shall also serve on the Chapter Board; Elect unit members to the Sick Leave Bank Board; Elect unit members to the Salary Administration Program Appeals Board; Elect Stewards and Chief Stewards; Keep the Chapter Board apprised of the will of the members; Communicate to each Delegate’s area information from the Delegate Council and vice versa. Delegate Council Chair and Vice Chair are elected by Delegates from among the Delegates. The Delegate Council Chair sits on the Chapter Board. *This body meets at least 6 times year.*

E. Stewards (Grievance Committee/Stewards Network): The Grievance committee, comprised of Stewards and the Grievance Officer, advises members on workplace problems and handles grievances for our members across campus. Under the direction of the Grievance Officer, stewards monitor and enforce the collective-bargaining agreement, advise employees on contract provisions, work to resolve workplace problems, confront employers over safety issues, and represent employees in grievance proceedings.

F. Bargaining Committee - members are elected on each campus, chaired by Chapter chairs

CHARGE: Responsible for developing bargaining proposals and procedures, conducting contract bargaining, explaining and presenting for adoption all collective bargaining agreements.

G. Nominations and Elections Committee appointed by Chapter Board

CHARGE: Responsible for soliciting nominations for all elective chapter offices, conducting elections as per the bylaws, including those for officers and Bargaining Committee, ratification votes for collective bargaining agreements, and recall voting.

H. Finance Committee appointed by Chapter Board (chaired by Treasurer)

CHARGE: Responsible for developing fiscal policies and procedures for adoption by the Chapter Board, support functions of the Treasurer by reviewing and preparing budgets, and ensuring compliance with chapter fiscal policies and procedures.

The following are Standing Committees of the Delegate Council: The minimum size shall be 3 members, including the Chair. All Chairs of these committees sit on the Chapter Board.

I: Communications Committee

CHARGE: Responsible for all internal and external Chapter communications including minutes, web page, email, E-newsletter, and correspondence.

J: Organizing/Education Committee

CHARGE: Responsible for internal organizing, educating members about the Union, and member training.

K: Membership Committee

CHARGE: Responsible for welcoming new employees/members, and working with staff to maintain data lists for MTA and the Local.

L: Salary Administration Program Committee (SAP)

CHARGE: Monitors SAP and members' reviews, establishes SAP Steward Network to assist members with issues related to job descriptions, job grades, equity adjustments and appeals.

M: Unit B Officer/Committee

CHARGE: Responsible for Unit B development and organization. (Allows for their own structure).

PART 5: UNION AFFILIATIONS

PSU is an affiliate of the Massachusetts Teachers Association (MTA), the largest union in Massachusetts, which is part of the National Education Association (NEA), the largest union in the USA. By affiliating with these two unions, we are able to have solidarity and benefits far beyond our own organization. The MTA supports PSU directly with coaching, training, bargaining support, coordination, legislation and direct connection to resources. The MTA is a leader in the fight for affordable, well-funded, high quality public education. PSU elects delegates to MTA's Annual Meeting each year.

- Massachusetts Teacher Association (MTA) Website: <https://massteacher.org/>
Every member should receive an MTA card. This card allows you to receive discounts and benefits at hundreds of locations across Massachusetts. See <https://www.mtabenefits.com/benefits>
- National Education Association (NEA) Website: <http://www.nea.org/>