



**PGCEA**  
**POLICY HANDBOOK**

**Revised by AW**  
**04/2014**

**Table of Contents**

Table of Contents ..... 1

I. BOARD OF DIRECTORS ..... 3

II. GOVERNANCE ..... 4

    A. President ..... 4

        1. Conferences ..... 4

        2. President's Expenses ..... 4

        3. Executive Director's Evaluation ..... 4

    B. Executive Director ..... 5

        1. Staff (Negotiations) ..... 5

        2. Negotiations Preparation ..... 5

        3. Report to the Directors ..... 5

        4. Announce Board Actions ..... 5

        5. Evaluation of Programs and Operations ..... 5

        6. Maintaining Policy Handbook ..... 5

    C. Committees/NEC Commission ..... 5

        1. General Operational Procedures ..... 5

        2. Recognition Award – Committee Chairpersons ..... 5

        3. MSEA Delegates ..... 5

        4. NEC Commission at Representative Council Meetings ..... 6

        5. Standing Committee Policy ..... 6

        6. Fund for Children & Public Education Local Steering Committee ..... 6

    D. Other Association Operations ..... 7

        1. Official Association Statements ..... 7

        2. Association Name (Use of) ..... 7

        3. Building Elections ..... 7

        4. News Releases ..... 7

        5. Mailing Lists ..... 8

        6. Membership Input ..... 8

        7. Utilization of Membership Lists ..... 8

        8. Martin Luther King, Jr. Birthday Events ..... 9

        9. Insurance (Distribution of Materials) ..... 9

        10. Progress Reports on Task Force Assignments ..... 9

        11. Discount Services ..... 9

        12. MSEA Directors/NEA Directors ..... 9

        13. Paper, Address, and Other Matters ..... 9

        14. NEA-MSEA Delegate ..... 9

        15. Grievance Policy ..... 10

        16. Religious Policy ..... 11

    E. FISCAL POLICIES ..... 11

        1. Double Entry Bookkeeping ..... 11

        2. Audit ..... 11

        3. Accounts Resolution ..... 11

        4. Contracts and Bidding ..... 11

        5. Meals at Association Expense ..... 11

        6. Mileage Reimbursement ..... 12

        7. Miscellaneous Policies ..... 12

        8. MSEA/NEA Delegates Expenses and Conferences ..... 12

        9. Reimbursement Policy ..... 12

    F. FACULTY REPRESENTATIVES/REPRESENTATIVE COUNCIL ..... 12

- 1. Representative Council Agenda .....12
- 2. Representative Council Meetings .....12
- 3. Faculty Representatives .....13
- G. PUBLICATIONS .....13
  - 1. PGCEA Logo .....13
  - 2. Newsletter .....13
  - 3. Advertising Policy .....13
  - 4. Ads.....13
  - 5. Board of Director’s Name.....13
- H. STAFF .....13
  - 1. Conduct .....13
  - 2. Confidential Information.....13
  - 3. PGCEA Credit and Credit Cards .....14
  - 4. Employment Policy.....14
  - 5. Campaign Restriction .....14
  - 6. Expense Reimbursement .....14
  - 7. Personal Appearance .....14
  - 8. Smoking.....14
  - 9. Weather Policy .....14

### I. BOARD OF DIRECTORS

- A. Newly elected members of the Board of Directors are designated as ex-officio members of the Board for the balance of the year in which they are elected and shall receive all publications and participate in discussion, but shall not have voting power.
- B. Any action(s) related to the responsibilities of the Board of Directors shall be taken with the full knowledge of the members of the board, and any action(s) representing those of the President shall be taken through and on behalf of the President of the Association or his/her designee, known to the Board. Any action(s) taken by a designee on behalf of the Board or the President shall be directly and immediately communicated back to the Board through the President.
- C. The Board of Directors shall review the financial statement at its meeting before the statement is presented to the Representative Council. The financial statement should be mailed with the monthly Board of Directors meeting agenda, whenever possible.
- D. The Board of Directors must approve all drafts in excess of any budget division. The Board has the authority to transfer funds from other divisions of the budget into said accounts to balance that division. All changes in the categories of the budget should be reported to the representative council.
- E. Conference calls involving the Board of Directors shall be utilized only when, in the judgment of the President, it is not feasible to call a special meeting of the Board.
- F. Every resolution made by the Representative Council that assists in the direction of the Association must be considered by the Board of Directors at its next regularly scheduled meeting.
- G. At the first Board of Directors' meeting during the month of November, all board members should have a list of faculty representatives and their schools.
- H. Monies spent from the Board of Directors' account shall be for the Board members' meals at official Board meetings and other activities approved by the Board in advance.
- I. Members of the Board of Directors shall be informed of any change in a Board meeting date within 24 hours after a new meeting date has been set.
- J. The Board of Directors will establish policies regarding the use of the Hall. A master calendar will be maintained by the Office Manager for use of the Hall.
- K. Members of the Board of Directors, upon completion of their service on the Board, shall be presented with a plaque for service to teachers in Prince George's County.
- L. Policy motions, or amendments to previously adopted policies, shall be introduced by the Board only in written or printed form. All policy motions shall be confined to one subject, and the subject shall be clearly expressed in the title. Policy motions or amendments to policy motions may be introduced for first reading by any member of the Board. Policy motions or amendments to them shall not be passed until they have been read on two separate days, unless the requirement for reading it on two separate days be dispensed by a vote of two-thirds (2/3) of the members of the total

- Board. A motion to suspend the rule requiring two readings on separate days shall be debatable, and upon such passage of such motion, the main question shall be open for debate. A roll call of the “yeas” and “nays” shall be taken on a motion to dispense with the requirement of reading on two separate days. The final reading of each policy motion or amendment shall be in full unless a written or printed copy thereof has been furnished to each Board member prior to such readings.
- M. The PGCEA Board of Directors will be responsible for creating and submitting a list of items for consideration for the Lead Negotiator prior to the start of bargaining between PGCEA and PGCPs.

## II. GOVERNANCE

### A. President

#### 1. Conferences

The President, with the consent of the Board, is authorized to appoint any PGCEA member in good standing to attend any meeting or conference. The President shall so inform the Board of Directors.

#### 2. President's Expenses

A separate budget division, designated President's Travel and Expense, shall be established. Expenditures from this division shall include, but not be limited to, business mileage, business meals, and attendance at conferences.

Overnight expenses require prior approval of the Board of Directors.

The President shall receive the regular delegate stipend to attend the NEA and MSEA Conventions. Therefore, money from this budget division may not be spent for that purpose.

The PGCEA president shall receive a monthly automobile transportation allocation set by the Board of Directors. The president shall itemize all auto expenses at the end of each month and submit the itemized statement to the financial administrator. In the event that the President's auto expenses are greater than this amount, itemized travel mileage shall be compensated at the standard auto expense rate as set by the Internal Revenue Service (IRS). This policy is effective July 1, 2014 and shall apply to the newly elected President on July 1 of each odd-numbered year.

#### 3. Executive Director's Evaluation

Annually, the President of PGCEA will present a written evaluation of the Executive Director of the PGCEA to the PGCEA Board of Directors. The Board of Directors, the President and Executive Director will develop the criteria for the evaluation.

### **B. Executive Director**

#### **1. Staff (Negotiations)**

The Board of Directors authorizes the Executive Director to negotiate with the Association's staff on matters concerning hours, wages, and conditions of employment.

#### **2. Negotiations Preparation**

The Executive Director is hereby directed to establish and keep a current negotiation library, to include news articles, School Board publications, and notes of teacher information that may aid future negotiations.

#### **3. Report to the Directors**

The Board of Directors shall receive a progress report on the actions taken on motions passed by the Board at its previous meeting.

#### **4. Announce Board Actions**

Actions of the PGCEA Board of Directors shall be summarized by the Executive Director and should be reported from time to time in official publications.

#### **5. Evaluation of Programs and Operations**

In the month preceding the PGCEA Annual business meeting, the Executive Director of PGCEA will present an evaluation of the office programs and operations of the PGCEA Board of Directors. The Board of Directors, the President and Executive Director will develop the criteria for the evaluation.

#### **6. Maintaining Policy Handbook**

The Executive Director shall maintain a policy notebook and record all policies made by the Board.

### **C. Committees/NEC Commission**

#### **1. General Operational Procedures**

The Board of Directors shall receive copies of the goals proposed for all committees. This will be done by September 30 of each year.

Each chairperson of a standing committee must, by September 30 of each school year, notify the Association of the dates of the committee meetings for that year. There must be a minimum of four meetings scheduled during the school year.

The dates of all committee meetings will be placed on the official Association calendar.

#### **2. Recognition Award – Committee Chairpersons**

Certificates will be drawn up and presented to all committee chairpersons who have contributed service to the Association.

#### **3. MSEA Delegates**

When fees are paid for representatives or delegates to attend conventions, a record shall be kept of the number attending. The MSEA-NEC Commission will be responsible for certifying attendance.

#### **4. NEC Commission at Representative Council Meetings**

NEC Commissioners will be present outside the PGCEA hall to register all duly elected faculty representatives, distribute voting cards and verify quorum calls. The NEC Commissioners are also charged with tabulating the results of roll call votes when necessary.

#### **5. Standing Committee Policy**

Chairpersons and, if applicable, co-chairs of Standing Committees are appointed by the President of the Prince George's County Educators' Association (PGCEA), and the list is submitted to the Board of Directors for approval.

The committee chair/co-chair shall seek out members and volunteers for their committee. The chair/co-chair should proceed to organize according to the committee needs. The chair/co-chair shall select regular meeting times as may be necessary. The meeting schedule should be submitted to the President and Director of Administration to avoid conflict with other activities on the PGCEA calendar. All requests/proposals inviting contracts, monetary disbursements, and printing of materials must be submitted to the president.

It is requested that minutes be kept by all committees. No committee member shall act for the committee as a whole without first being authorized by the committee. A majority of a committee shall constitute a quorum. All committee reports should be in writing and signed by the chair/co-chair of the committee. Each committee will have a board liaison and staff liaison.

#### **6. Fund for Children & Public Education Local Steering Committee**

The Fund for Children & Public Education Local Steering Committee [Fund Steering Committee] is a special committee of PGCEA charged with coordinating the interview and endorsement process for candidates for public office, including (but not limited to) the General Assembly, County Council, and Board of Education. The Fund Steering Committee will consist of the PGCEA President, Vice-President, Treasurer, four (4) at-large members of the PGCEA Board of Directors chosen by the Board of Directors, PGCEA's Fund for Children & Public Education Coordinator[s] [Fund Coordinator], the chair[s] of the PGCEA Government Relations Committee, a member of the Government Relations committee chosen by the chair and one Faculty Representative elected from the Representative Council.

*When possible, the recommendations of the Fund Steering committee will be submitted to the PGCEA Board of Directors and/or the Representative Council for consideration & discussion.*

PGCEA's Fund Coordinator will be appointed by the PGCEA President. The Fund Coordinator shall serve as one of PGCEA's representatives on the MSEA Endorsement Council with all rights and voting privileges afforded to council members.

### D. Other Association Operations

#### 1. Official Association Statements

Be it resolved that all members of the administration of PGCEA, the Executive Director, the President, any Board Member, Committee Chairperson, or staff member refrain from making any public statement contrary to Association policy without stating that the views being voiced are those of the individual.

#### 2. Association Name (Use of)

Any person who wishes to use the name of the Association in any way must have written permission from the President and/or Executive Director.

#### 3. Building Elections

In accordance with PGCEA By-laws Article VII – Section 7, *“Faculty Representative Chairpersons and/or Faculty Representatives shall organize and supervise all Association balloting within their school or center...”* When the number of nominees does not exceed the number of positions available, or when positions are uncontested, **without objection from the body**, the election may be by acclamation. [*i.e. Hearing no further nominations, all in favor of Mr(s). Smith serving as the Faculty Representative for No Name Elementary School say “Aye”! All opposed say, “Nay”! The “Ayes” have it.*] If there is objection to election by acclamation, regular election procedures apply.

For elections in which more candidates are nominated than positions are available, the Chair, Faculty Representative(s), or a member in good standing in their absence, *shall* request volunteers to form an “Election Committee” comprised of members with no personal interest in the outcome of the election. Nominations should be taken, a ballot with space for write-ins created, secret balloting conducted and the vote tallied by the Election Committee. All regular members of PGCEA, a list of whom can be obtained from PGCEA, **must** be given the opportunity to cast a ballot. Ideally, at least a majority of members should participate in the election. Records of the building election should be maintained in a secure location for one year.

Faculty Representatives and members of the Faculty Advisory Council (FAC) are to be elected by the entire membership at each worksite. It is recommended that the Faculty Advisory Council select the Chair from among the Faculty Representatives.

To be seated as a voting member of the Representative Council for the upcoming year, the results of the building election for Faculty Representatives & Alternates **must** be reported each year by the first of October to the PGCEA Nominations, Elections & Credentials Commission (NECC). The appropriate form is available on the website: [www.pgcea.org](http://www.pgcea.org).

#### 4. News Releases

News releases are to be distributed under the Association’s logo and they shall be numbered to coincide with the membership year.

### 5. Mailing Lists

The mailing list of PGCEA members is an internal list and is not available to anyone outside the Association.

Any qualified member of the Association in good standing may view the membership list for an Association purpose; however, no person may personally use the list for mailing purposes for any reason. Any person who is not a member of the Association may not have access to the membership list for any purpose.

Any qualified member in good standing, for good cause, may request a general mailing to be made to all members at their respective schools by making such request to the Board of Directors. The Board shall determine what constitutes good cause and whether the request is in the best interest of the Association and its membership. The content of any such mailing list must be approved by the Board.

Any attendant cost will be assumed by the person making the request.

### 6. Membership Input

It shall be the policy of the Association, when seeking the input of members, to make every effort to have the members receive the materials that they are to react to at least two (2) weeks before the deadline for submitting membership input, except in emergency situations.

### 7. Utilization of Membership Lists

- a) Official use shall include:
  - I. Staff – for membership and reference purposes only.
  - II. Association officers and Board of Directors' members.
  - III. Association sponsored committees and commissioners.
  - IV. Candidates running for Association offices (Faculty Representative lists only).
  
- b) Guidelines for official use shall include completion of a "Request for Use of Membership Lists" form to be approved and on file in the President's office. This form shall include:
  - I. Requestor's name and work location.
  - II. Type of list required (Faculty Representative, membership, listed phone numbers, etc.)
  - III. Stated reasons for use of list (electioneering, political candidate assistance under PACE, Board of Director contact, etc.)
  - IV. Members' unlisted phone numbers shall be held in strictest confidence and shall not be used for electioneering purposes.
  - V. Lists can be used only under staff supervision.
  - VI. Machine copies can be made only by approval of the President with review by the Board of Directors.
  - VII. Candidates running for PGCEA offices will be supplied with a roster of Faculty Representatives and their phone numbers. Faculty Representatives will be polled prior to the election and any Faculty Representative who does not

wish to have his/her phone number included on that roster will have it removed.

### **8. Martin Luther King, Jr. Birthday Events**

PGCEA will not schedule any activities/events on Martin Luther King Jr.'s Birthday, except those in honor of Martin Luther King, Jr.

### **9. Insurance (Distribution of Materials)**

Information being sent by insurance companies should be brought to the Association for distribution.

### **10. Progress Reports on Task Force Assignments**

Those members of PGCEA appointed to a task force or central office committee shall submit a "progress report" to the Board of Directors and the Representative Council until that task force or committee has been dissolved or has completed its work.

### **11. Discount Services**

The President and the Executive Director are to handle special services with the advice and consent of the Board of Directors.

### **12. MSEA Directors/NEA Directors**

MSEA Directors/NEA Directors and any other PGCEA members elected to office in MSEA-NEA shall receive, upon request, all PGCEA publications, minutes, agendas, etc.

### **13. Paper, Address, and Other Matters**

No paper, address, or other matters representing the Prince George's County Educators' Association shall be read, given, or distributed before the Association without the approval of the President nor shall any of these be published in any proceedings of the Association without the approval of the President. The Executive Director shall be supplied with a copy of each paper, address, or other matter given before the Association. Any denial by the President of a request by an Association member to present an address or any other matter before the Association may be appealed to the Board of Directors.

### **14. NEA-MSEA Delegate**

- a) It is the responsibility of all NEA-MSEA Delegates to attend all business sessions.
- b) If a majority of the cost of attending the convention is paid for by the Association's budgeted stipend (as compared to MSEA's stipend), NEA-MSEA Delegates will be expected to attend all business sessions and all state caucuses. Attendance will be kept by the President or the President's designee.
- c) The President and/or his/her designee shall inform all NEA-MSEA Delegates, as soon as possible after they are elected, and all NEA-MSEA alternates as soon as they are notified of their becoming delegates, of the policies concerning attendance at the convention.
- d) All delegates will receive eighty percent (80%) of the budgeted delegate stipend at the April meeting of the Representative Council and twenty percent (20%) after, provided the delegate attended eighty percent (80%) of the meetings and did not back out of a reservation at the Convention Hotel leaving the Association with a financial obligation (See PGCEA Policy Handbook, E.9 Reimbursement Policy). Any delegate whose attendance was less than sixty percent (60%) will return a pro-rated

portion of the stipend received within 30 days of an official request. Delegates who meet their obligations will receive the full stipend for services rendered; however, for tax purposes, monies not accounted for as expenditures in accordance with Internal Revenue Service (IRS) regulations must be reported by the Association to the IRS as miscellaneous income on a 1099 form.

- e) PGCEA will use MSEA's stipend as a guide. Attendance for all delegates for caucuses and business meetings will be kept. Whenever the MSEA stipend is lower than the one provided by PGCEA, MSEA State Delegates from Prince George's County shall receive the difference from PGCEA.
- f) Any delegate who does not attend the Convention will return the full stipend immediately.
- g) All delegate attendance will be publicized prior to the next NEA-MSEA delegate election.
- h) A delegate may appeal the decision of a stipend reduction to the Board of Directors of PGCEA within 30 days after the dispersal of the final stipend check.
- i) Members of PGCEA shall not be financially disadvantaged by serving as an MSEA Delegate when elected as a MSEA Delegate in statewide balloting. When the convention stipend offered by MSEA is less than the stipend offered by PGCEA, PGCEA will make up the difference at the same time the second checks are issued to PGCEA delegates.
- j) In accordance with *Article VI: Board Of Directors* of the **PGCEA By-Laws**, "All members of the Board of Directors shall serve as delegates to the *Maryland State Education Association* and the *National Education Association Representative Assemblies...*: Said terms beginning for newly elected board members following the start date of the NEA Convention, it shall be PGCEA policy that members of the Board of Directors shall attend, as Members of the Board, at the end of their first and second years.

### 15. Grievance Policy

As the exclusive bargaining representative, the Prince George's County Educators' Association (PGCEA) shall be responsible for the enforcement of the provisions of the Negotiated Agreement through fair and impartial procedures designed to efficiently utilize the grievance procedure and other measures to resolve conflicts between the parties.

To this end, PGCEA shall assist members by:

- a) Assigning a UniServ Director/Representative to the grievant to do an initial fact finding; provide advice and/or counsel on matters pertaining to the complaint, including but not limited to: drafting the grievance, timelines, appeals, remedies, appropriate venue and evidence collection.
- b) Investigating every complaint promptly to determine if the complaint is a violation of the provisions of the contract.
- c) Processing all grievances in good faith.
- d) Decision to discontinue the processing of any grievance at any level shall not be arbitrary or discriminatory. Such decision shall be based on the merits of the case and the total impact on the PGCEA contract.
- e) PGCEA shall always attempt to seek a fair settlement prior to arbitration.
- f) PGCEA reserves the right to determine whether a grievance is meritorious: whether the Association shall file a grievance on behalf of a grievant(s); and, whether the Association shall expend its funds on arbitration.

- g) Any decision not to pursue a grievance to arbitration may be appealed to the PGCEA Board of Directors within 10 days.

### **16. Religious Policy**

If invocations at PGCEA functions are warranted, they must be acceptable to all major religions and will not be specific to any one religion or belief.

## **E. FISCAL POLICIES**

### **1. Double Entry Bookkeeping**

The PGCEA Board of Directors directs its President, Treasurer, and Executive Director to initiate a double entry bookkeeping system as soon as possible. In addition, it directs these individuals to authorize no expenditures that will over budget a line item without prior approval from the Board. Such approval must specify the line item transfer that will allow such over-expenditure.

### **2. Audit**

The President is empowered to have the annual financial records audited at the end of each fiscal year.

### **3. Accounts Resolution**

The President, with the approval of the Board of Director, is authorized to transfer Association funds into interest bearing accounts if the Treasurer can assure the President such a transfer will not impede or cause the Association to fail to timely meet its financial obligations.

### **4. Contracts and Bidding**

- a. Any contract, which is binding upon the Association, must be approved by the Board of Directors before it is finalized.
- b. The Board of Directors must approve all unbudgeted expenditures exceeding one thousand dollars (\$1,000.00)

Such purchases must be submitted for bids or have three (3) cost estimates for comparison. Items offered for comparative pricing must be comparable in quality.

- c. Contracts approved by the Board of Directors are not binding until signed by the President.

### **5. Meals at Association Expense**

The Board of Directors and committees of the Association shall comply with the following procedures and limitations when making charges for meals against the Association account.

- a. The President or his/her designee and the chairperson or his/her designee shall be responsible for signing the check and listing the names of all persons participating on the back, thereof.
- b. Receipts from said dinners shall meet IRS regulations, that being date, place, amount persons in attendance, and reason.
- c. Each committee chairperson will be given a copy of this policy to sign and said copy to file with the fiscal documents of the Association.

### 6. Mileage Reimbursement

Any person acting on official Association business at the request of the Executive Director may be reimbursed at the official Association rate for mileage expense.

### 7. Miscellaneous Policies

- a. All expenses drawn against the Association account other than salaries, taxes, and other fixed costs, must be approved by the President and Treasurer. All expense accounts and related charges must be approved by the Treasurer.
- b. Two signatures are required on all Association checks. All checks drawn against the Association account must have a voucher approved by the President. These signatures shall be those of the President and Treasurer or, in the absence of either, the Executive Director.
- c. The Treasurer, President, and Executive Director shall *[quarterly]* routinely review the financial records of the Association and report any questionable expenditures or receipts to the Board promptly.
- d. The Association's budget shall have a third column showing the actual expenditure in each division and a written explanation for significant increases.
- e. Petty cash checks are the only ones to be made out to cash. All others must have a designated payee. Petty cash shall not exceed \$200 at any time and drafts shall be charged to the proper division.

### 8. MSEA/NEA Delegates Expenses and Conferences

Travel and/or related expense stipends for conventions and conferences shall be determined by the Board of Directors sufficiently in advance of the function so that delegates or other attendees can plan their finances accordingly.

### 9. Reimbursement Policy

PGCEA members who elect to attend events, conferences, and/or workshops paid for by PGCEA are expected to attend such events. Failure to do so will result in a request for reimbursement, with such reimbursement expected within 30 days of the event, unless the cost to PGCEA was mitigated. In case of extenuating circumstances, a member may appeal to both the President and/or the PGCEA Board of Directors.

## F. FACULTY REPRESENTATIVES/REPRESENTATIVE COUNCIL

### 1. Representative Council Agenda

The President shall submit the agenda for the Representative Council meeting five (5) school days prior to the regular Representative Council meeting. The agenda will be distributed electronically to all Faculty Representative and posted on the website.

### 2. Representative Council Meetings

- a. Board Minutes  
Sufficient copies of the recent Board minutes will be made available to Association Representatives at Representative Council meetings.
- b. MSEA Candidates  
MSEA candidates for office requesting to speak to the Representative Council shall be given the same time limit as provided in the Campaign Practice Code.  
All candidates for MSEA office shall be extended an invitation to request permission to speak to the Representative Council. Permission will be granted upon request.

- c. **MSEA Candidate Endorsements**  
Letters of endorsements for MSEA offices received by the President from other Associations should be presented to the Representative Council for their information.

### **3. Faculty Representatives**

- a. **Faculty Representative Manual**  
Representatives should have a folder containing appropriate documents, etc., to keep in their files for ready reference.
- b. **PGCEA Bulletin Board Use**  
Faculty Representatives shall monitor PGCEA Bulletin Boards to ensure that only material from PGCEA, with the official logo, be posted on bulletin boards designated for PGCEA's use.

## **G. PUBLICATIONS**

### **1. PGCEA Logo**

All printed information coming from PGCEA must have the Association's logo on it.

### **2. Newsletter**

- a. **Letters to the Editor**

The Association will accept Letters to the Editor on a space available basis from members so desiring, with a provision for editing and selection (or exclusion) of same as Association privilege.

- b. **Political Ads**

No paid political ads are to be placed in the Newsletter of PGCEA.

### **3. Advertising Policy**

The advertising policies, including ad rates and specifications for all PGCEA publications, shall be determined by the professional staff person responsible for said publications, in consultation with the Executive Director of PGCEA.

The criteria used for accepting advertising shall be: (1) Does the advertisement provide a service to the PGCEA membership? and (2) Is the nature of the advertisement consistent with the policies and goals of PGCEA?

### **4. Ads**

At no time shall advertisements constitute more than 25 percent of the Newsletter. Exceptions must be approved by the Board of Directors.

### **5. Board of Director's Name**

Names of the Board of Directors shall appear in the *Educator*.

## **H. STAFF**

### **1. Conduct**

The Prince George's County Educators' Association believes that its employees can accomplish their work effectively only with the cooperation and respect of their fellow employees. Every employee is expected to exercise good judgment and show cooperation and courtesy in dealing with fellow employees and members. Violations of these general principals may be considered grounds for disciplinary action.

### **2. Confidential Information**

It is the policy of PGCEA that any and all information about our business be treated as

strictly confidential and further, since our members expect confidential conduct, that any work done for them be treated with the same understanding and agreement.

### **3. PGCEA Credit and Credit Cards**

Credit Cards are issued to certain authorized employees to use for official company business only. Personal and unauthorized use of PGCEA credit, or credit cards, will result in disciplinary action.

### **4. Employment Policy**

It is the policy of PGCEA to make no discriminations because of sex, color, race, age, religion, or sexual orientation, in its hiring, promotion, and other employment practices.

### **5. Campaign Restriction**

At no time may a member of PGCEA staff engage in the endorsement or campaign of a member for PGCEA or MSEA elected offices.

### **6. Expense Reimbursement**

All expenses incurred for PGCEA purposes will be turned in for approval and processing as soon as possible, but in no event later than 30 days. Payment will be returned in the next regular scheduled pay cycle.

All expenses over \$75 must be approved the Executive Director before being incurred.

### **7. Personal Appearance**

All employees are expected to dress in a professional manner.

### **8. Smoking**

Smoking is prohibited in the building and in front of the main entrance.

### **9. Weather Policy**

When schools close due to inclement weather, the PGCEA staff will follow the same procedures as twelve (12) month employees of the Board of Education.

Revised: October 10, 2001  
Proposed Revision, July 11, 2002  
Revised: September 11, 2002  
Revised: March 1, 2004  
Revised: June 13, 2007  
Revised: September 14, 2011  
Revised: October 12, 2011  
Revised: March 13, 2013  
Revised: December 11, 2013