

**ARTICLE IV**  
**ASSOCIATION RIGHTS**

**1. General Provisions**

- A. Upon mutual agreement of the Association and the Board, the Association may make use of the school equipment, buildings and facilities.
- B. The Association shall have the right to post notices of activities and matters of Association concern on Association bulletin boards at mutually agreed upon sites. The Association may use the district messenger service and employee message boxes for communication to the unit members.
- C. Authorized representatives of the Association shall be permitted to transact official Association business on school property provided that such transacting of business does not interfere with the normal classroom routine.
- D. No later than October 15 each year, the Board shall furnish the Association with the placement of unit members on the respective salary schedule as of October 1.
- E. The Association shall be provided with one (1) paper copy of the public version of the Board packet that goes to Board members.

**2. Payroll Deductions – Dues Deduction**

- A. The District will deduct from the monthly paycheck of each employee the dues, initiation fees and assessments of the Association as voluntarily authorized in writing by the employee or as required by the language below.
- B. Pursuant to authorization by the unit member, the District shall deduct one-tenth (1/10) of the Association dues and fees from the regular salary check each month. Deductions for unit members who sign such authorization after commencement of the school year shall be appropriately prorated to complete the payment by the end of the school year.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42

- C. The Association President will be notified of unit members hired on or after October 1.
- D. With respect to all sums deducted by the District pursuant to this article, the District agrees promptly to remit such monies to the Association accompanied by an alphabetical list of unit members from whom such deductions have been made and indicating any changes in personnel from the list previously furnished.
- E. The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.

**3. Payroll Deductions – Miscellaneous**

Upon appropriate written authorization from the bargaining unit member, the District shall deduct from the salary of that unit member and make appropriate monthly remittance for annuities, credit union, savings bond or any other plans or programs approved by the Association and the District.

**4. Association Access to Bargaining Unit Member Information**

District Notice to POEA of New Hires

- A. Provide Piner-Olivet Educators Association (POEA) With Notice of New Hires:

The District shall provide the POEA President and POEA CTA Staff Representative notice of any newly hired employee at the end of each calendar month, via email. The notice shall include full legal name, date of hire, classification, and site.

- B. Definition of a Newly Hired Employee: “Newly hired employee” or “new hire” means any employee, as defined and reflected in Article I, Recognition. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by POEA. For those latter employees, for purposes of this agreement only, the “date of hire” is the date upon which the employee’s employee status changed such that the employee was placed in the POEA unit.

1       **5. Employee Information**

2  
3       A.     Provide POEA With New Hire Contact Information: On the last workday  
4             of each month, the District shall provide to POEA, via a mutually  
5             agreeable secure FTP site or service, the name and contact information of  
6             the new hires. This information shall be provided to POEA regardless of  
7             whether the newly hired employee was previously employed by the  
8             District.

9  
10            1.     The information shall be provided electronically via a mutually  
11             agreeable secure FTP format and shall include the following items,  
12             with each field in its own column: First Name; Middle initial; Last  
13             name; Suffix (e.g. Jr., III); Job Title; Department; Primary worksite  
14             name; Work telephone number; Work Extension; Home Street  
15             address (incl. apartment #); City; State; ZIP Code (5 or 9 digits);  
16             Home telephone number (10 digits); Personal cellular telephone  
17             number (10 digits); Personal email address of the employee;  
18             District Employee ID; Hire date.

19  
20            2.     In the event no one is hired on any particular month, the District  
21             shall send an e-mail to POEA confirming they did not hire any new  
22             staff that month.

23  
24       B.     Provide POEA With Periodic Update of Unit Member Contact  
25             Information: The District shall provide POEA, via a mutually agreeable  
26             secure FTP site or service, complete bargaining unit member information  
27             and work locations on the last working day of September, January, and  
28             May each year. The specific employee information to be provided and the  
29             method of reporting shall be that same as the information described above  
30             in Article 11.3.2.1.1 of this agreement.

31  
32       **5. New Employee Orientation**

33  
34       A.     Definition of New Employee Orientation: "New employee orientation"  
35             means the onboarding process of a newly hired public employee, whether  
36             in person, online, or through other means or mediums, in which employees  
37             are advised of their employment status, rights, benefits, duties and  
38             responsibilities, or any other employment-related matters.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34

B. Provide POEA With Access to New Employee Orientations: The District shall provide POEA mandatory access to its new employee orientations. POEA shall receive notice and an agenda with times ten (10) or more days in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. The parties shall establish an annual schedule for foreseeable new employee orientations (ex. beginning of the school year new employee orientations). This annual schedule shall be finalized ten (10) or more days before any new employee orientation. Orientation sessions on this annual schedule shall be considered to have met the ten (10) day advance notice. Orientation sessions may include individual (one-on-one) new hire meetings with a Human Resources representative, a site administrator and/or group orientation sessions.

C. New Hire Information Packet: The District shall include the POEA membership application, a link for an electronic application, and a link to the POEA/POUSD certificated contract in the new employee orientation packet. POEA will supply a copy of the completed membership application form to the District within ten (10) days of receiving the signed form from the new employee.

D. On-line Orientation: In the event that the District implements an on-line orientation/onboarding process, POEA agrees to provide an on-line or video presentation that the employee shall view as part of the orientation/onboarding process.

**6. First Teacher Work Day Commitment**

A. The parties shall continue the practice of allotting one (1) hour of exclusive presentation time for POEA on the first Teacher Workday of the school year.