

**RIVER EAST TRANSCONA
EDUCATIONAL ASSISTANTS ASSOCIATION
POLICY MANUAL**

Revised February 4, 2019

This policy manual was adopted as a working tool for the executive and association members at the May 13, 1991 annual meeting. It may be added to and amended as the need arises by adoption of a formal motion by the membership.

Policy 2: Professional Development Committee Budget

No more than \$20,000.00 per annum of association funds be allocated for professional development as decided by the professional development committee in conjunction with the R.E.T.E.A. Executive.

Policy 3: Professional Development Funding to Association Members

The purpose of this fund is to financially assist individual professional development not school based professional development.

Professional development funding to R.E.T.E.A. members (not withstanding the professional development conference funding) will be available using the following criteria:

- a) application may be made following the first anniversary as a RETEA member
- b) members may apply any number of times every two years
- c) course/workshop must be job related
- d) reimbursement is for course/workshop registration fees and course/workshop required materials
- e) each applicant may be funded up to \$200.00 on submission of original receipt and documentation of successful completion of course/workshop
- f) Members must claim their reimbursements in the same school year in which they were incurred. Claims that are carried over to the next school year will not be accepted.

Policy 4: Long Service

The Association will recognize an active dues-paying member's long service of 15 years and of 25 years. Effective January 1, 2005, the qualifying number of years for long service awards will be calculated using the member's date of hire. Members with start dates later than July 31 will be honoured the following year.

All qualifying members will receive a complimentary dinner and gift at the Recognition Evening. Non-qualifying members will be verbally acknowledged at the Recognition Evening.

The Executive will establish a budget amount for each budget year equal to \$50.00 per person for 15 years of service and \$75.00 per person for 25 years of service.

Policy 5: Retirement

The Association will recognize a member's retirement from the River East Transcona School Division after 10 years of active service and a minimum of 50 years of age. In order to qualify, a member must have reached their 10th anniversary date as an active, dues-paying member of the Association.

A member who has been on a full-time medical leave of absence for a maximum of 2 years prior to the date of their retirement will be recognized as long as they meet the requirements stated in paragraph one.

All qualifying members will receive a complimentary dinner and gift. Non-qualifying members will be verbally acknowledged at the Recognition Evening.

The Executive will establish a budget amount for each budget year equal to \$100.00 per person for qualifying members.

Policy 6: Calendar Year

1. The calendar year for the R.E.T.E.A. executive shall be August 1 to July 31.
2. The fiscal year shall be August 1 to July 31.

Policy 7: R.E.T.E.A. Scholarship

1. A scholarship is to be offered to children of members or grandchildren of members where the member is the legal guardian of the child.
2. Two scholarships per year will be awarded to applicants who meet the specified criteria. Scholarships are to be in the amount of \$500.00 each, and are to be reviewed each year, **depending on available funds.**
3. Eligible candidates can reapply for a R.E.T.E.A. Scholarship, **unless** they have been a past recipient of the Association Scholarship.

4. A scholarship committee, consisting of the Vice-President and two other Executive members, will review each application using the R.E.T.E.A. Scholarship Evaluation Form.

Policy 8: Recognition Evening Prizes

The Executive will receive up to a maximum of \$2000.00 annually to purchase several large gifts for the Recognition Evening. These gifts will be distributed to winning members using the name draw method. All winning members must be present at the time of the draw to be eligible.

Policy 9: Grievance Fund

The Association will set up a bank account dedicated to the funding of grievance procedures. Once the fund is established, this account will keep a minimum balance of \$5,000.00 and the Executive will allocate the sum of \$1,000.00 per annum towards the grievance procedure fund. Unused portions will be carried over from year to year.

Policy 10: Expenditure

Any expenditure over the amount of three hundred dollars (\$300.00), not previously allocated in the yearly budget shall be forwarded to the membership for a vote. In case of an emergency where disbursement of funds is needed immediately, the final vote will be made by the executive and the membership will be notified at the next general meeting.