

KEA Know Your Rights Campaign Plan

When	January-February
Purpose	To inform members of their rights according to our contract, Ed Code, State & Federal Laws

Person	Responsibility
President	• Send out Intro email to membership • Create Know Your Rights Card and get laminated • Support other people in completing their responsibilities
Vice President	• Create 1-on-1 for Site Reps and implement • Work with Grievance Chair to create a 1-pager on grievance/complaint options
Secretary	• Create a Know Your Rights section in KEA Newsletter for January & February
Treasurer	• Create budget for campaign and then monitor
Bargaining Chair	• Create a 1-pager for members informing them of union rights to bargain
Grievance Chair	• Work with VP to create a 1-pager for site reps to use to explain to their members the grievance process, district complaint processes, and uniform complaints with the state.
Membership Engagement Chair	• Media Blitz - Share out memes, 1-pagers, or anything else that will support the Know Your Rights campaign to the KEA Facebook page and our app.
Ethnic Minority Rep	• Inform your member group of rights that are pertinent to them
Special Ed Rep	• Inform your member group of rights that are pertinent to them

Benefits Coordinator	N/A
Site Reps	• Distribute Know Your Rights cards to members • Complete 1-on-1s with your assigned group of members • Go over Know Your Rights card during 10-minute site meeting in February • Go over complaint processes in 10-minute site meeting in January

Know Your Rights Card

Right	Source
Suspend a student from your class for two days	Ed. Code 48910
Refuse placement of a student that was suspended by another teacher (see above) in your classroom	Education Code Sec. 48910(b)
KEA Rep accompany you during an investigatory/discipline meeting	NLRB v. J. Weingarten Inc.
Accuse a supervisor of lying	
Refuse to cover for another teacher during your prep	KEA Contract
Take a sub day for illness or Personal Necessity even if a sub has not taken the job	KEA Contract
First rights to KEA stipend positions	KEA Contract
Leave a staff meeting that is longer than 60 minutes	KEA Contract
Leave a SST/504/IEP meeting that is going past the end of your contract time	KEA Contract
30 minute duty-free lunch	KEA Contract
Leave after school ends on a minimum day (unless you have duty)	KEA Contract

Refuse students when class size is 5 over contract limit	KEA Contract
Be notified of a student has caused or attempted to cause serious bodily injury to himself/herself or another person or reason for suspension	KEA Contract Education Code Sec. 49079
Refuse extra duties that are not able to be completed during your contracted day	KEA Contract
Inspect your personnel files at the district office	
Employee organizations shall have the right of access at reasonable times to areas in which employees work, the right to use institutional bulletin boards, mailboxes, and other means of communication, subject to reasonable regulation, and the right to use institutional facilities at reasonable times for the purpose of meetings concerned with the exercise of the rights guaranteed by this chapter.	EERA 3543.1.b
The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms and conditions of employment. "Terms and conditions of employment" mean health and welfare benefits as defined by Section 53200, leave, transfer and reassignment policies, safety conditions of employment, class size, procedures to be used for the evaluation of employees, organizational security pursuant to Section 3546, procedures for processing grievances pursuant to Sections 3548.5, 3548.6, 3548.7, and 3548.8, the layoff of probationary certificated school district employees, pursuant to Section 44959.5 of the Education Code, and alternative compensation or benefits for employees adversely affected by pension limitations pursuant to former Section 22316 of the Education Code, as that section read on December 31, 1999, to the extent deemed reasonable and without violating the intent and purposes of Section 415 of the Internal Revenue Code.	EERA 3543.2.a
Request an OSHA inspection, and speak to the inspector	OSHA

you are entitled to a safe workplace. Your employer must provide a workplace free of known health and safety hazards	OSHA