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1. SPEIC Council #1.

SPEIC Council #1, our union, is a UniServ. SPEIC stands for **S**tate **P**rofessional **E**ducation and **I**nformation **C**ouncil. As Council #1, it is affiliated with the Wisconsin Education Association Council (WEAC) and the National Education Association (NEA). As a labor organization, it represents over 700 state employees. These employees are educators and/or information professionals working at over 85 work sites throughout the state.

2. The UniServ Concept.

UniServ stands for "Unified Services." It is a means of providing local work sites represented by the Wisconsin Education Association Council (WEAC) and the National Education Association (NEA) with:

- 1) paid staff services,
- 2) WEAC/NEA resources,
- 3) a governing structure embracing multiple local work sites,
- 4) the ability for local work sites to communicate, to pool their resources, and to plan together in common endeavors.

WEAC has 31 UniServes located around the state. Each local affiliate of WEAC belongs to a UniServ area.

3. SPEIC Council #1 Staff.

SPEIC Council #1 employs two full-time staff persons. These staff persons provide services on a statewide basis to our local work sites. Our UniServ Director is Mike Moore. Mike was once a Teacher at the Ethan Allen School. Mike is our first UniServ Director and has had the position since 1989. Our Staff Assistant is Diane Farris, who has served our unit since 1982. The job descriptions for our staff are included separately in this handbook. Our staff is available to assist you in your job-related problems and to answer your job-related questions.

Our SPEIC Council #1 office is located in Madison, near the intersection of West State Street and West Johnson Street. The address is:

S.P.E.I.C.
Council #1
152 West Johnson Street
Room 202
Madison, WI 53703

Toll Free Number: ... 1-800-853-4730
Madison Number: ... 608-256-4730
Fax Number: 608-251-0220
E-mail: MooreM@weac.org
..... FarrisD@weac.org

4. Representative Assembly (RA).

This is the ultimate governing body of SPEIC Council #1. It sets the tone and direction for our organization. The RA meets every spring. Each local work site may send representatives according to the following constitution provision:

Each worksite as listed in the by-laws and in this handbook is entitled to delegates according to the following number of full-time and part-time members.

0-14 members.....	one delegate
15-24 members.....	two delegates
25-34 members.....	three delegates
35-44 members.....	four delegates
45-54 members.....	five delegates
55-64 members.....	six delegates

The RA elects the members of the Board of Directors, adopts an annual budget, determines union dues, acts on proposed amendments to the SPEIC Council #1 constitution and bylaws, and acts on all other business that is brought before it.

The SPEIC RA should not be confused with the WEAC RA. The WEAC RA serves the same purpose, but for WEAC. The WEAC RA meets in April. Our SPEIC organization is entitled to 11 or 12 delegates, according to membership. The selection of WEAC RA delegates is as follows:

- Notice of the WEAC RA is sent to each member of the SPEIC along with a request for nominations of delegates.
- The SPEIC central office confirms that the nominated members are actually interested in attending the WEAC RA.
- Ballots listing the nominated members are sent to each member of SPEIC and the membership votes for their choice of delegates.
- The ballots are counted and the winners are notified of their selection.

In addition to the SPEIC and WEAC RA's the NEA holds a Representative Assembly. SPEIC members may attend the NEA-RA also. We are allotted 4 delegates.

The travel, rooming, and eating expenses to all three RAs are paid by the SPEIC.

If you are interested in attending either the SPEIC, WEAC or NEA RA see your local union representative or call the SPEIC office.

5. SPEIC Council #1 Caucuses.

Caucuses are a means to provide the individual local work sites in SPEIC Council #1 with collective representation on the Board of Directors. The constitution provides for 3 caucuses, and currently each caucus has 2 representatives on the Board. An attempt is made to keep the number of members in each caucus equal.

Caucus 1: includes work sites that are part of the state's Department of Public Instruction, Technical College System, and Educational Approval Board.

Educational Approval Board
Department of Public Instruction
Educational Opportunity Programs (EOP
DPI)

EOP - Ashland
EOP - Eau Claire
EOP - Green Bay
EOP - Milwaukee
EOP - Racine
EOP - Wausau

Wisconsin School for the Deaf
Wisconsin Center for the Blind
and Visually Impaired

CESA 1 – West Allis
CESA 5 – Portage
CESA 6 - Oshkosh
CESA 9 - Tomahawk
CESA 11 Turtle Lake

Wisconsin Technical College
System

Caucus 2: includes work sites that are part of the state's adult and juvenile correctional systems.

Black River Camp
Chippewa Valley Treatment Facility
Columbia Correctional
Dodge Correctional
Ellsworth Correctional
Ethan Allen School
Flambeau Correctional
Fox Lake Correctional
Gordon Correctional
Green Bay Correctional
Jackson Correctional
John C Burke Correctional Facility
Kettle Moraine Correctional
Lincoln Hills
Milwaukee Secure Detention Facility
New Lisbon Correctional Institution

Oakhill Correctional
Oshkosh Correctional
Prairie du Chein Correctional Facility
Racine Correctional
Racine Youthful Offender Correctional
Facility
Redgranite Correctional Institution
Sandridge Secure Treatment Center
Southern Oaks Girls School
St. Croix Correctional
Stanley Correctional Institution
Taycheedah Correctional
Waupun Correctional
Wing Challenge Academy
Wisconsin Secure Program Facility

Caucus 3: includes work sites that provide services to the state's developmentally disabled and mental health centers, the University of Wisconsin, the Wisconsin Historical Society, and the small state agency libraries in Madison.

Central Wisconsin Center
Department of Natural Resources
Department of Justice
Department of Transportation
Employee Trust Funds
Mendota Mental Health
Reference and Loan Library
WI Historical Society (WiHS)
 WiHS Madison
 WiHS Villa Louis - Prairie du
 Chien
 WiHS Old World Wisconsin –
 Eagle
 WiHS Wade House - Greenbush

WiHS Pendarvis - Mineral Point
University of Wisconsin (UW)
 UW LaCrosse
 UW Madison
 UW Milwaukee
 UW Oshkosh
 UW Stevens Point
 UW Superior
 UW Whitewater
Veteran Affairs
Winnebago Mental Health
Wisconsin Resource Center
Wisconsin Dept of Children & Family
Workforce Development

If you are uncertain to which caucus your work site belongs, check the SPEIC Council #1 bylaws (enclosed – tan paper) or call the SPEIC office.

**See Page 6
For
The name and phone number
Of your
Caucus Representatives**

6. SPEIC Council #1 Board of Directors.

The Board of Directors governs SPEIC Council #1 during the interval between SPEIC Representative Assemblies (RA) meetings. This Board meets bi-monthly, usually during odd-numbered months. Its actions are subject to guidelines established by the RA and by the SPEIC Council #1 constitution and bylaws. These guidelines are further defined in the policies.

The Board consists of 11 voting members:

- Four executive officers (president, vice president, secretary, and treasurer)
- Six caucus directors, two from each caucus. (see #5)
- The Council #1 WEAC director. This person represents Council #1 on the WEAC Board of Directors.
- A twelfth participant in Board meetings is the WEAC alternate director. This person is entitled to vote at Council #1 and WEAC Board meetings only if the WEAC director is absent.

COUNCIL #1 BOARD OF DIRECTORS

OFFICERS – 1 yr terms – July 1 2009-June 30, 2010

President - Mike Senn – Redgranite Correctional – 920-566-2600

Vice-President – Mary Joas – Ethan Allen School – 262-646-3341

Treasurer –Michelle Springer – Racine Youthful Offender Correctional Facility –
262-638-1999

Secretary – Laurie Rasmussen Duran – DPI – 608-267-1058

WEAC BOARD DIRECTORS

WEAC Board Representative –

John Cedar – Fox Lake Correctional – 920-928-6925 - Term ending – June 30 2012

WEAC Board Alternate

Scott Carey – Jackson Correctional – 920-235-4910

Term ending– June 30, 2010

Caucus I Directors

Mark Johnson – Wisconsin Technical College System – 608-266-1272

Term ending June 30, 2010

Bob Enghagen – Department of Public Instruction – 608-267-2275

Term ending - June 30, 2012

Caucus II Director

Mickey Kaiser - Fox Lake Correctional - 920-928-3151

Term ending – June 30, 2010

Ray Decker – Lincoln Hills School – 715-536-8386- Term ending – June 30, 2012

Caucus III Directors

Sandra Kracht – Sandridge Coreeditional – 608-847-4438 –

Term ending – June 30, 2010

Chip Brown – Wisconsin Historical Society – 608-264-6508

Term ending –June 30, 2012

7. SPEIC Council #1 Committees.

Note: Committees denoted with an * regularly recruit new members on an at need basis. If you are interested in becoming a member of any of these committees, contact the SPEIC Council #1 President or your Caucus Director. Appointment to these committees is made by the President and approved by the Board of Directors.

(a) Political Action Committee (PAC):

Meets to endorse and provide funding to candidates for public office who are favorable to issues of paramount importance to our organization. The PAC consists currently of members of the Council #1 Executive Committee and Caucus Representatives. The PAC committee meets either before or following Board meetings.

(b) *Constitution Committee:

Considers changes in Council 1's constitution and bylaws, and drafts amendment language. All amendments are brought to the SPEIC RA for final approval.

© Budget Committee:

Drafts the SPEIC proposed annual budget. The budget then goes before the SPEIC RA for final approval. The Budget Committee also monitors the budget through the fiscal year. SPEIC fiscal year is July 1 through June 30. Executive officers (president, vice president, secretary and treasurer) make up this committee.

(d) Policy Committee:

Considers and drafts changes in the Council #1 policy manual. The Board of Directors must approve of these changes. Executive officers (president, vice president, secretary and treasurer) make up this committee.

(e) *Grievance Committee:

Carefully examines the merits of every grievance filed on behalf of the SPEIC bargaining unit members and recommends to the Board of Directors whether SPEIC Council #1 should represent them at final arbitration or before the State Personnel Commission.

(f) *Legislative Committee:

Sets general guidelines on lobbying and other Council #1 activities in the State Legislature.

(g) *Bargaining Committee:

Surveys the membership in order to determine priorities and goals for contract negotiations. Also gives the SPEIC Council #1 Bargaining Team (which sits at the table during actual negotiations) direction during the course of contract negotiations.

(h) *Credentials and Elections Committee:

Oversees SPEIC Council #1 elections and examines the credentials of delegates during the SPEIC RA. A member(s) of this committee is present at the counting of all ballots cast by the members of the SPEIC.

(l) *Personnel Committee:

Oversees the hiring and evaluation of Council #1 staff, handles staff grievances and complaints, is involved in the administration and negotiation of the Council #1 staff labor contract, and recommends personnel policies for incorporation in the Council #1 policy manual.

(j) *Catastrophic Leave Committee:

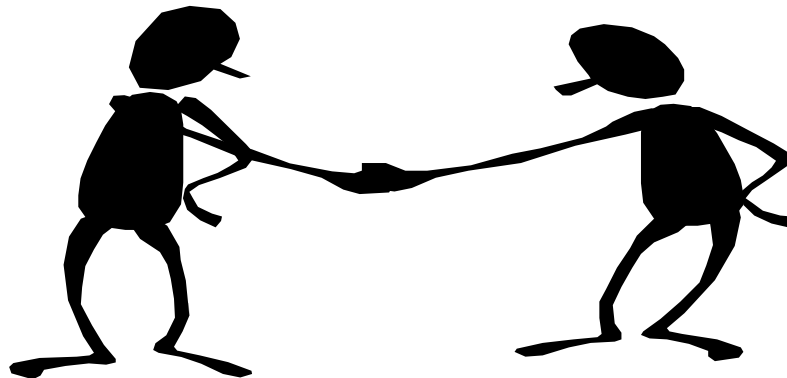
There is a provision for catastrophic leave in our labor contract. Catastrophic Leave enables employees voluntarily to donate their leave time to other employees in need due to catastrophic illness or injury.

(k) *Membership Committee:

Plans activities to encourage membership and membership involvement in the organization. Oversees the preparation of membership information resources such as the newsletter and this handbook.

8. SPEIC Council #1 Local Work Site Representatives.

A majority of local work sites included in the SPEIC Council #1 have one or more local work site officers and/or contact persons. These individuals serve the immediate needs of members at the local work site and call upon the services of the UniServ Staff or Council #1 Officers when necessary. A current list of these local work site representatives/contact persons is provided separately with this handbook. If there is no representative listed for your work site, contact either one of your Caucus Directors or the Council #1 office directly about your questions and problems. We encourage each worksite to elect one or more local worksite officers for contact persons.



9. SPEIC Council #1 Labor Contract.

SPEIC Council #1 negotiates a single uniform labor contract that covers all members of the state professional education bargaining unit, no matter what their classification or where they work. Negotiations for a new contract begin each odd-numbered year.

The Steps are:

1. Council #1's bargaining committee and bargaining team (the actual people who sit at the table during bargaining) are both appointed by the president with Board approval.
2. The bargaining committee polls the SPEIC membership and makes recommendations to the bargaining team.
3. The UniServ Director serves as the spokesperson during negotiations with the state bargaining team. The bargaining team meets with the state bargaining team.
4. Any member of the bargaining committee may attend bargaining sessions with expenses paid under the provisions enumerated in the policies.
5. Any member of the SPEIC may attend bargaining sessions but at their own expense. Members interested in attending bargaining sessions should give the SPEIC office advance notice of their intention to attend.
6. SPEIC Council #1 bargaining committee provides general direction to the bargaining team during the period of negotiations. Members of the bargaining committee may attend the bargaining sessions with expenses paid per the provisions spelled out in the policies. Other SPEIC members may attend bargaining sessions with no reimbursement per the provisions spelled out in the policies.
7. A tentative agreement is reached and the SPEIC membership is notified of the provisions of the tentative contract.
8. All enrolled members vote to ratify or not to ratify the proposed contract. The ballots are counted in the presence of some member of the credentials committee.
9. The State Legislature (both the Assembly and the Senate) vote to ratify or not to ratify the contract.
10. The Governor signs or does not sign the contract.
11. The state ratification of the contract must be printed in the official state newspaper.
12. The labor contract is printed and distributed to all dues paying members.

You should have a current copy of our labor contract. If you don't, request one from the Council #1 office. Familiarize yourself with your labor contract; if you have questions, contact an officer/contact person at your local work site (see separate list with this handbook) or the SPEIC Council #1 office.

10. Grievances.

If you have reason to believe that the management at your work site is violating your labor contract, a grievance should be filed. Normally grievances are filed initially with your first-line supervisor (step 1). Those wishing to file a grievance should contact their local grievance representative or contact person. In the absence of such a person, please contact the SPEIC Council #1 office. Remember that normally a grievance must be filed within 30 days of the time you became aware of (or should have become aware of with normal diligence) a contract violation by management.

It is very important that the time lines for grievances be followed. The time lines and type of grievance can be complex, so it is important that you read and understand the grievance in your contract. If you have questions, contact your local representative, or if you lack a local representative contact the SPEIC office. It is also important that you demand the rights spelled out in the contract and state law.

11. Wisconsin Education Association Council (WEAC).

SPEIC is affiliated at the state level with WEAC. WEAC provides many services for Council #1 as an organization and for its individual members.

WEAC's governing structure is very similar to SPEIC Council #1:

There is an annual Representative Assembly (to which SPEIC Council #1 sends elected delegates). This WEAC RA is held in April.

WEAC has a Board of Directors to which all affiliated UniServes, including SPEIC Council #1, send representatives.

There is a state convention each year and as a union member you may attend.

The following are committees upon which you may serve. If you are interested in serving on any of WEAC committees, contact the office of the WEAC president.

WEAC STANDING COMMITTEES

Constitution, Bylaws & Standing Rules

Credentials & Elections
Educational Support Personnel
Human Relations
Instruction and Professional Development
Legislative
Minority Affairs
Political Action
Public Relations
Resolutions
Special Education
Wisconsin Technical College System

The WEA Insurance Group offers many benefits:

WEA Tax Sheltered Annuity Trust
Auto Insurance
Homeowners Insurance

Contact:

WEA Insurance Group
P. O. Box 7338
Madison, WI 53707-7338

(608) 276-4000
(800) 279-4000
FAX (608) 276-9119

12. National Education Association (NEA).

SPEIC is affiliated at the national level with the NEA, which like WEAC provides many valuable services on an organizational and individual basis (see below). NEA's governing structure is also very similar to SPEIC Council #1's and WEAC's:

- There is an annual Representative Assembly. SPEIC Council #1 sends elected delegates. This RA is held each year about the 4th of July.
- A Board of Directors to which each state affiliate sends representatives.
- Committees for one to become involved in if one wishes to do so (contact the WEAC office if interested in further details).

NEA Member Benefits available for SPEIC members:

Consumer Education Guides

Understanding Credit 035
Homeowners Insurance 101
Tax-Deferred Annuities 133
A complete Guide to Mortgages 331
How Much Income Protection Do You Need? 611
Buying a Personal Computer 743

Discount Programs

NEA Car Rental Program 006
NEA Magazine Service 036

Financial Services Programs

NEA Credit Plan 015
NEA Line of Credit 051
NEA Credit Card Program 120 or 121
NEA Home Financing Program 330

Insurance Programs

NEA Dues-Tab Insurance 040
NEA Term Life Insurance Plan 010
NEA AD&D Insurance Plan 012
NEA Guaranteed Issue Life Plan 050
NEA Three Way Home Protection Plan 917
NEA Homeowners Insurance 925
NEA Level Premium Term Life Insurance Plan 935

Investment Programs

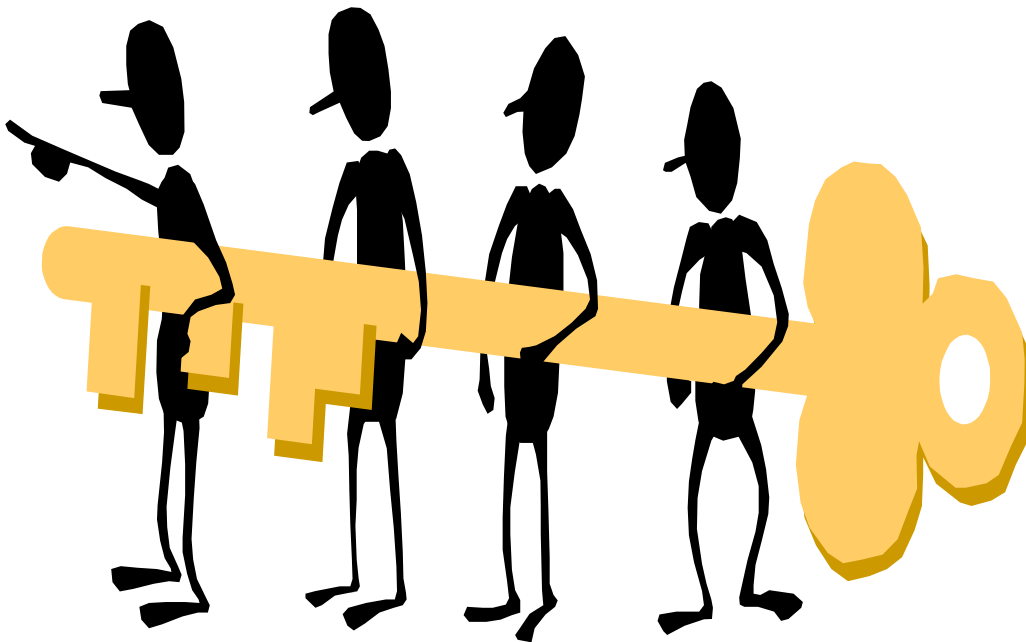
NEA Sponsored FDIC Insured Money Market Account 233A
NEA Sponsored Gold Certificate CD 751
NEA Valuebuilder Annuity 886

For more information call 1-800-637-4636, Between 8:00 AM to 8:00 PM Monday thru Friday, Saturday 9:00 AM to 1:00 PM ET

13. Your Union Membership.

As a labor organization, SPEIC Council #1 is obligated to represent all bargaining unit members in contract negotiations and maintenance, whether or not they are union members. SPEIC Council #1 is also a "fair share" unit, which means that everyone in the bargaining unit, whether or not they are union members, pays their fair share to defray the costs of union representation in contract negotiation and maintenance. These "fair share" members are entitled to representation in contract negotiations and maintenance.

You are not considered a full member of SPEIC Council #1, entitled to all of the rights, privileges and responsibilities of full membership, until you complete and sign a membership form. Fair Share members do not get to vote for members of the Board of Directors, ratify contracts or serve on Union Committees. Signing and submitting a membership form automatically makes you an enrolled member of SPEIC, WEAC and NEA, and as such are entitled to all of the benefits of membership in those organizations.



14. Your Union Involvement.

It is hoped that your involvement in the affairs of SPEIC Council #1 will extend beyond merely the signing of a membership form, important as that may be. This handbook is suggestive of a multitude of ways in which you can become involved as a union member--as a local work site contact person, as a delegate to an RA, as a Board officer, as a Caucus Director, as a committee member for SPEIC or WEAC, etc. Feel free to explore these opportunities with your Caucus Director, any member of the SPEIC Board of Directors, or our UniServ Director.



15. Training.

SPEIC Council #1 and WEAC occasionally offer special training opportunities, at various levels, for their memberships. These training opportunities to enhance your involvement in union activities are conveyed to you in special mailings or in announcements in the SPEIC Council #1 and WEAC newsletters. Be on the alert for these announcements and avail yourself of them.

16. Important phone numbers.

SPEIC Council #1 Office(608) 256-4730
Toll Free.....(800) 853-4730
Fax.....(608) 251-0220

Mike Moore, Director(608) 256-4730
E-mailMooreM@weac.org

Diane Farris, Staff Assistant.....(608) 256-4730
E-mail FarrisD@weac.org

WEAC(608) 276-7711
Toll Free.....(800) 362-8034
Fax.....(608) 276-8203
Internet.....<http://www.weac.org>

NEA (202) 833-4000
NEA Member Benefits.....(800) 637-4636

COUNCIL #1 BOARD OF DIRECTORS

OFFICERS

President - Mike Senn – Redgranite Correctional – 920-566-2600
Vice-President – Mary Joas – Ethan Allen School – 262-646-
Treasurer –Michelle Springer – Racine Youthful Offender Correctional Facility – 262-
638-1999
Secretary – Laurie Rasmussen Duran – DPI – 608-267-1058

WEAC BOARD DIRECTORS

WEAC Board Representative – John Cedar – Fox Lake Correctional – 920-928-6925
WEAC Board Alternate – Scott Carey – Jackson Correctional – 920-235-4910

Caucus I Directors

Mark Johnson – Wisconsin Technical College System – 608-266-1272
Bob Enghagen – Department of Public Instruction – 608-267-2275

Caucus II Director

Mickey Kaiser - Fox Lake Correctional - 920-928-3151
Ray Decker – Lincoln Hills School – 715-536-8386

Caucus III Directors

Chip Brown – Wisconsin Historical Society – 608-264-6508
Sandra Kracht – Sandridge Correctional – 608-847-4438

16. Committee Members

BARGAINING COMMITTEE

Sherman Banker - Wisconsin Historical Society – 608-264-6507
Ray Decker – Lincoln Hills School (Chair) – 715-536-8386
Jean Grossman - Columbia Correctional – 608-742-9100
Brad Hentges - Green Bay Correctional – 920-432-4877
Courtney Jenkins – Department of Public Instruction – 608-267-9157
Tony King – WI Center for the Blind and Visually Impaired – 608-758-6119 #2
Courtney Spitz – Department of Public Instruction – 608-264-9339
Council #1 President - Mike Senn – Redgranite Correctional – 920-566-2600

BUDGET COMMITTEE

Executive officers:
(see page 15)

CATASTROPHIC LEAVE COMMITTEE

CONSTITUTION COMMITTEE

CREDENTIALS COMMITTEE

GRIEVANCE COMMITTEE

Brad Hentges (Green Bay Correctional)
Polley Slaphey (Wisconsin School for the Deaf)
Peggy Meyers (Wisconsin Technical College System)

LEGISLATIVE COMMITTEE

MEMBERSHIP COMMITTEE

POLITICAL ACTION COMMITTEE

Members of the Council #1 Board of Directors – (see page 15)
(Chair)

POLICY COMMITTEE

Executive Officers:
(see page 15)

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