

ARTICLE 5. FEDERATION RIGHTS

5.3 Federation Business Leave. In each school/fiscal year, the District will allow leave without loss of pay, up to a maximum of ~~twenty (20)~~ **forty (40)** person days total for the District, for educational assistants to participate in official business of the Federation. Additionally, in each school/fiscal year, the District will allow leave without loss of pay, up to a maximum of five (5) days total for the District, for any educational assistant who is an officer or member of the Executive Board of the Federation to participate in official business of the Federation. In an unusual circumstance, and following written specific request by the Federation, the Superintendent may, at his/her discretion, elect to authorize specified additional days beyond the twenty (20) permitted herein. Except for members of the Saint Paul Federation of Teachers Executive Board, no one educational assistant may be granted leave under this provision for more than five (5) person days in a school year.

Approval for this leave is contingent upon five (5) days written notice in advance, or as soon thereafter as possible, by the Federation to the Negotiations/Employee Relations Office of the District upon the proper request form, and upon approval by the Negotiations/Employee Relations Manager.

[The following are NEW sections:]

SECTION 5.4. ACCESS TO MEMBERSHIP LISTS

By October 1 of each school year, the District shall provide in electronic form to the Union the names, addresses, telephone numbers, e-mail address, birthday, not including the year of birth, full-time equivalency (FTE) status, worksite location and assignment of all bargaining unit members employed. On a quarterly basis or on request, the District shall provide the Union with a current bargaining unit list. Such requests shall be filled within five days.

SECTION 5.5. ACCESS TO WORKSITES

Representatives of the Union shall have reasonable access to worksites and school facilities to investigate employee complaints, communicate with members, hold meetings, and conduct other business. Upon arrival at the worksite, Union representatives shall make their presence known to the worksite supervisor or his/her designee. Such visits shall not interrupt normal work responsibilities.

SECTION 5.6. MAINTENANCE OF MEMBERSHIP

Any member of the bargaining unit may authorize the District to deduct from his/her pay the amount of dues charged by the union. This authorization must be in writing and forwarded to the Payroll Office not less than two (2) weeks before the payday when it is to become effective. The District agrees to implement all the terms of dues-checkoff authorizations submitted to the District by the Union and agreed to by the Employee.

The Employer shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted, and all other provisions agreed to by the employee as stated in the authorization.

When a bargaining unit member has so authorized a dues deduction, such authorization cannot be canceled except during the week preceding October 1 each year. Cancellation must be in writing, and forwarded to the Payroll Office within that week.