

## **ARTICLE 6: ASSOCIATION SECURITY**

**Section 6.1-Payroll Deduction of Membership Dues.** Any application or authorization of membership in the Association of Colton Educators/CTA/NEA, shall be delivered to and maintained by the Association. The Association shall be responsible for notifying the District of unit members' authorization to deduct unified membership dues, initiation fees and general assessments in the Association. The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period which commences thirty (30) days or more after submission to the District's Payroll Office.

**Section 6.2-Changes to Dues Deductions.** Employee requests to cancel or change authorizations for payroll deductions for the Association shall be directed to the Association rather than to the District. The Association shall be responsible for processing these requests. The District shall rely on information provided by the Association regarding whether deductions for the Association were properly canceled or changed.

**Section 6.3-Remitting Dues.** With respect to all sums deducted by the District pursuant to Sections 6.1 above, the District agrees promptly to remit such monies to the Association accompanied by an alphabetical list of unit members for whom such deductions have been made, indicating any changes in personnel from the list previously furnished.

### **Section 6.4-New Bargaining Unit Member Information**

- a) The District shall provide the Association with contact information on newly hired employees. The information will be provided electronically no later than thirty (30) days after the date of hire. This contact information shall include the following items, if included in District records, with each field in its own column.
  - 1. First Name, Middle Initial, Last Name
  - 2. Home Address
  - 3. Phone Number(s)
  - 4. Work Location
  - 5. Job Title
  - 6. Hire Date

### **Section 6.5-Bargaining Unit Member Information**

- a) The District shall provide the Association with a list of all bargaining unit member names and contact information. This information will be provided electronically by October 1st of each school year. This contact information shall include:
  - 1. First name, Middle Initial, Last Name
  - 2. Home Address
  - 3. Phone Number(s)
  - 4. Work Location
  - 5. Job Title
  - 6. Hire Date
  - 7. An indication of any Unit Members on Unpaid Leave
  - 8. An indication of whether the District is deducting dues for membership

#### **Section 6.6-Association Access to New Employees**

- a) New Employee Orientation-The onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) Scheduling of Orientation-The District shall provide written notice of the date, time and location of all bargaining unit member orientations/onboarding meetings, by certified or electronic mail, to the Association president not less than ten (10) days in advance of meetings that may occur throughout that year. Shorter notice may be provided by the District in specific instances where there is an urgent need critical to the District's operations that was not reasonably foreseen.
- c) Association Time Provided-The Association shall be provided up to thirty (30) minutes of uninterrupted time to communicate with bargaining unit members at all new bargaining unit member orientations/onboarding meetings. Such time shall be structured within the meeting agenda. District administration will not be present at the orientation/onboarding meeting during the Association's time. The Association is entitled to invite vendors and CTA/NEA staff to the Association portion of new bargaining unit member orientations/onboarding meetings and will have access to District audio visual equipment for Association presentations.
- d) Membership Application-The District shall include the Association membership application in any new employee employment packet of District materials provided to any newly hired employee. The Association shall provide the copies of the Association membership application forms to the District for distribution.