

USEP
LEADERSHIP INCENTIVE PROGRAM (revised 9/25/2018)

PLEASE NOTE: This checklist and all verifications must be returned to your assigned Business Representative by **May 10, 2019**. **No exceptions.**

NAME: _____ **WORKSITE:** _____ **TOTAL % DUE** _____

The Leadership Incentive Program consists of four parts. Each part may be earned independently of the other. The USEP Building Representative may complete and be reimbursed for one, two, three, or four of the parts. The rebates are as follows:

- | | |
|---|--------------------------------|
| 1. Membership Recruitment and Retention | Up to 35 percent (35%) of dues |
| 2. Checklist | 25 percent (25%) of dues |
| 3. Training | 20 percent (20%) of dues |
| 4. Meetings | Up to 20 percent (20%) of dues |

MEMBER RECRUITMENT AND RETENTION – Up to 35% % _____

- | | |
|---|-------------|
| Increase and Maintain Combined Worksite Density of 3.0% - 4.9% | 15% of Dues |
| Increase and Maintain Combined Worksite Density 5% or above | 35% of Dues |
| Maintain Combined Worksite Density all year at 70% or above | 35% of Dues |

(Combined Worksite Density = Total Members (Inst. + SRP) Divided by Total Employees (Inst. + SRP)

CHECKLIST –25% Total % _____

MANDATORY - PARTS ONE, TWO AND THREE. ALL MUST BE COMPLETED TO RECEIVE REIMBURSEMENT FOR THIS PORTION.

Part 1 - Must complete ALL items on Part 1:

- _____ Bulletin Board
 - Verified by Business Rep
- _____ Submit results of USEP elections
 - Building Rep elections **(due by May 3)** _____
 - Contract Ratification _____
- _____ Hold two (2) fall and two (2) spring semester worksite meetings
 - **Please provide date**, topic, and attendance of meetings and one meeting **MUST INCLUDE** Officer, Benefits Partner or Business Representative
 Fall 1 _____ Fall 2 _____ Spring 1 _____ Spring 2 _____
- _____ Create a worksite map and meet with Business Rep to develop an organizing plan **(due by Sept. 28)**
 - Verified by Business Rep
- _____ Principal/Supervisor Meetings (At least four (4))
 - Provide at least two (2) examples of your minutes, bulletins, or agenda **with dates** and verify attendance at four (4) meetings (Multiple reps may attend meetings)
 - Verified by Business Rep
 Mtg. 1 _____ Mtg. 2 _____ Mtg. 3 _____ Mtg. 4 _____

Part 2 - Must complete two (2) items on Part 2:

- _____ Membership and attendance on a District Committee (Calendar, SCOC, ILD, MIS Forms, Transportation) USEP representative on _____ committee
- _____ Attend **Two** meetings (Contract negotiations session and/or School Board meeting)
 - **Please provide dates** 1 _____ 2 _____
- _____ Enlist member involvement in a union activity
 - Member's name _____
 - Activity _____ **Date** _____
- _____ Membership and attendance on any of the following: SAC/PTA/PTO/SAF/SRP-TOY
 - Attach agenda and **Dates** 1 _____ 2 _____
- _____ Membership and attendance on a USEP Committee (Futures Committees, Teacher Negotiations (sub groups), Political Organizing Team, SRP Compensation, ESE, Arbitration) **Provide dates of attendance** - 1 _____ 2 _____
- _____ Participation in USEP political/legislative function(s)
 - List activity and dates (sign waving/speaking to SB/Target Tallahassee)
 Activity _____ **Date** _____

Part 3 – Must complete one (1) item on Part 3:

_____ Hold an informal meeting on a contract violation

- Principal/Supervisor name _____
- **Date** _____

_____ Represent a member at a disciplinary meeting

- Principal/Supervisor name _____
- **Date** of meeting _____
- Member's name _____

_____ Collaborate on presentation through resolution of a grievance

- Business Representative Name _____
- **Date** _____
- Outcome _____

_____ Other Union representational activity (Can be Level 1 Grievance)

- Describe _____
- **Date** _____

_____ Organize a Class Action Grievance or other Union action at your worksite

- List issue and action taken _____
- **Date** _____

_____ Participate on worksite Discipline Committee (Verified by Business Rep/USEP Office)

_____ Supervise/Mentor new member (**Must be approved by USEP**)

- Complete Mentor Training
- Complete monthly follow-up reports (Verified by Business Rep/USEP Office)

_____ Lead an Organizing Cadre (**Must be approved by USEP**)

- Complete monthly follow-up reports

TRAINING - 20% Total

% _____

_____ Attend the **TWO** Leadership Training sessions: Leadership Training in fall 2018 and spring 2019.
(Verified by Business Rep/USEP Office)

1. Attendance at the **TWO** Leadership Trainings **qualifies you for the Training incentive. (Must attend 6 Components)**
2. **Basic, Certified and Master - to complete a level and graduate**, you must complete five (5) mandatory components and a personal mastery.
3. **Specialist - to complete a level and graduate**, you must complete six (6) personal mastery components.
4. **Existing Specialist – must attend the TWO Leadership Trainings and complete SIX components to qualify for the Training incentive.**
5. **Graduating** a level means attending the **six required components**, and may be completed over **multiple** school years. Graduation recognition is at May Rep Council.
6. Attendance will be verified by Business Rep/USEP Office

MEETINGS INCENTIVE – UP TO 20%

_____ Attend two of three Regional Meetings **5%** Mtg. 1 _____ Mtg. 2 _____ Mtg. 3 _____ % _____
(Verified by Business Rep/USEP Office)

_____ Attend Rep Rally **5%** % _____
(Verified by Business Rep/USEP Office)

_____ Attend five of eight Rep Council Meetings **10%** % _____

- Document how you shared information presented at the meeting (email, worksite mtg., etc.) (Verified by Business Rep/USEP Office)