

USEP LEADERSHIP INCENTIVE PROGRAM – 2021-2022
(APPROVED BY REP COUNCIL, OCT. 12, 2021)

PLEASE NOTE: This checklist and all verifications **MUST** be returned to your assigned Business Representative **by Friday, May 13, 2022.**
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. **(One individual may not earn back more than 100% of their dues.)** The rebates are as follows:

- | | |
|---|---|
| 1. Membership Recruitment and Retention | Up to 25, 50 or 100% (25%/50%/100%) of dues |
| 2. Checklist | 10 percent (10%) of dues |
| 3. Training | Up To 30 percent (30%) of dues |
| 4. Meetings | 10 percent (10%) of dues |

MEMBER RECRUITMENT AND RETENTION – Up to 25%/50%/100% % _____

- | | |
|--|--------------|
| One Individual Recruiting 10 or more new members | 100% of Dues |
| Increase and Maintain Combined Baseline Worksite Density 5% or more | 25% of Dues |
| Increase and Maintain Combined Baseline Worksite Density 7.5% or more | 50% of Dues |
| Maintain Combined Worksite Density all year at 65% or above | 50% of Dues |

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

***To qualify for this portion, Building Reps at the worksite **MUST** recruit at least 1 new member.**

CHECKLIST –10% Total % _____

ALL MUST BE COMPLETED TO RECEIVE REIMBURSEMENT FOR THIS PORTION.

Must complete ALL items:

- _____ Bulletin Board
 - Verified by Business Rep
- _____ Submit results of USEP elections
 - Building Rep elections for **2021-2022 (due by Monday, May 2, 2022)** _____
 - 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 Friday, Nov. 12, 2021)**
 - 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 _____

TRAINING – Up To 30% Total % _____
(15% For Each Training Attended)

Attend either/both Leadership Training sessions: Leadership Training in fall 2021 and spring 2022.

(Verified by Business Rep/USEP Office)

1. Attendance at either/both Leadership Training(s) **qualifies you for the Training incentive. (Must attend 6 Components to get full credit)**
2. Attendance will be verified by Business Rep/USEP Office

MEETINGS INCENTIVE –10% % _____

_____ Attend Rep Rally 0% (Was not held this year)
 (Verified by Business Rep/USEP Office)

_____ Attend **five (5)** 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)

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