

USEP
LEADERSHIP INCENTIVE PROGRAM (revised 7/11/2017)

PLEASE NOTE: This checklist and all verifications must be returned to your assigned Business Representative by **May 11, 2018. No exceptions.**

NAME: _____

WORKSITE: _____

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 | 20 percent (20%) of dues |
| 3. Training/Mentoring | 25 percent (25%) of dues |
| 4. Meetings/Follow-up | Up to 20 percent (20%) of dues |

%_____

MEMBER RECRUITMENT AND RETENTION – Up to 35%

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

(EACH BUILDING REP AND ALTERNATE REP MUST RECRUIT AT LEAST ONE (1) NEW MEMBER IN ORDER TO RECEIVE REIMBURSEMENT FOR THIS PORTION OF THE INCENTIVE. FINAL DATA PULL ON MAY 15, 2018.)

%_____

CHECKLIST –20% Total

MANDATORY - PARTS ONE, TWO AND THREE 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 4)
 - 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

- _____ Develop a worksite map (due by Oct. Rep Council, updated by April Rep Council)
 - 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 be in attendance at meetings)
 - Verified by Business Rep

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

- _____ Membership and attendance on a District Committee
USEP representative on _____ committee

- _____ Attend two contract negotiations sessions
Please provide dates _____

- _____ Enlist member involvement in a union activity
 - Member's name _____
 - Activity _____

- _____ Membership and attendance on any of the following: SAC/PTA/PTO/SAF/SRP-TOY
 - Attach agenda and dates
- _____ Membership and attendance on a USEP Committee
 - Provide dates of attendance
- _____ Participation in USEP political/legislative function(s)
 - List activity and dates (sign waving/speaking to SB/Target Tallahassee)

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 _____
 - Outcome _____
- _____ Other Union representational activity (Can be Level 1 Grievance)
 - Describe _____
- _____ Organize a Class Action Grievance or other Union action at your worksite
 - List issue and action taken _____
- _____ Participate on worksite Discipline Committee (Verify by Business Rep)

% _____

TRAINING/MENTORING - 25% Total

Part 1 - Mandatory:

- _____ Attend two of three Leadership Training sessions
Rep Rally, Leadership Training in fall 2017 and spring 2018. (Verified by Business Rep)

Part 2 - MUST COMPLETE ONE (1) item on Part 2: (verified by Business Rep)

- _____ Supervise/Mentor new member
 - Complete Mentor Training
 - Complete monthly follow-up reports
- _____ Move up one (1) level in your training
- _____ Lead an Organizing Cadre
 - Complete monthly follow-up reports

MEETINGS INCENTIVE – UP TO 20%

- _____ Attend two of three Regional Meetings **10%** (Verified by USEP) % _____
- _____ Attend five of eight Rep Council Meetings **10%** (Verified by USEP) % _____
 - Document how you shared information presented at the meeting (email, worksite mtg., etc.)
(Verified by Business Rep)