

## USEP REPRESENTATIVE POLICY

USEP believes it is in our best interest to send delegates/representatives to various state and national events, as funds permit.

Attendees are expected to submit a written, or in some cases, an oral report to the USEP Executive Board or Rep Council following event attendance. Delegates are required to check in prior to and attend all event business meetings. Failure to attend business meetings could lead to Executive Board preventing future event attendance.

All attendees will receive a letter with estimated costs, instructions and event protocol. Each member representing USEP must sign this policy and return it within two weeks of notification to USEP to ensure representation at the event.

Except in the case of emergency, delegates/representatives who fail to attend required events shall forfeit their right to union leave, any expense reimbursement, and may be required to reimburse USEP for any costs associated with their non-attendance. Outstanding debt to USEP will be deducted from any accrued Leadership Incentive monies due the representative.

I, \_\_\_\_\_, have read and understand this policy regarding the representation of USEP. I understand that I am obligated to attend the event fully and fulfill my representative responsibilities. My failure to attend or fulfill these obligations will result in a reimbursement to USEP for expenses and losses incurred on my behalf. I realize that in extreme emergencies, I will be able to appeal to the Executive Board to waive these expenses. I may be asked to provide appropriate documentation. I also understand the requirement for collecting the remaining funds from USEP.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Executive Board, November 14, 2017

(Replaces Policies of Feb. 7, 1995 and Jan. 26, 1999)