

YOUR FIRST 30 DAYS

A CHECKLIST FOR A STRONG START

- ✓ **Meet your NSEA Organizational Specialist**
They are your go-to partner and resource.
- ✓ **Read your negotiated agreement.**
Know your rights and the district’s obligations.
- ✓ **Attend your local association leadership meeting**
Get connected and stay informed.
- ✓ **Introduce yourself to members in your building.**
Build relationships and trust.
- ✓ **Identify members who may need extra support.**
New teachers, potential members and at-risk members.
- ✓ **Save important phone numbers and contacts.**
Keep this toolkit handy!
- ✓ **Join NSEA edCommunities.**
Connect, learn and share with other educators.

 **TIP: SMALL, CONSISTENT ACTIONS EVERY MONTH MAKE A BIG DIFFERENCE FOR YOUR MEMBERS AND ASSOCIATION. STAY VISIBLE, ASK QUESTIONS - YOU'VE GOT THIS!**

COMMUNICATION TOOLKIT

QUICK TIPS FOR EVERYDAY SUCCESS

- **HOLD A 10-MINUTE BUILDING MEETING**
 - Keep it short and focused.
 - Share important updates.
 - Ask for input and ideas.
 - Thank members for their work.
- **SEND REGULAR, EFFECTIVE EMAILS**
 - Use personal emails
 - Use clear subject lines.
 - Keep it brief.
 - Include key dates and info.
 - End with a call to action.
- **WELCOME ALL NEW EDUCATORS**
 - Introduce yourself.
 - Share the benefits of membership.
 - Invite them to events.
 - Follow up!
- **ANSWER: “WHY SHOULD I JOIN?”**

Try: “Together, we have a stronger voice, better benefits, legal protection and the support of educators who have your back.”

SAMPLE CONVERSATION

 **Member:** I have a question about my evaluation.

 **You:** I’m glad you asked. Let’s connect with our NSEA Organizational Specialist so you get the best advice. You don’t have to handle it alone.

YOUR MONTHLY CHECKLIST

STAY CONNECTED. BE VISIBLE.

- ☐ **Attend your local association meeting.**
- ☐ **Share information with members.**
- ☐ **Welcome new staff and introduce them to NSEA.**
- ☐ **Check building bulletin boards and email.**
- ☐ **Recruit new members and thank current members.**
- ☐ **Check in with members – any concerns?**
- ☐ **Celebrate wins and recognize members.**

5 THINGS EVERY WORKSITE REP SHOULD KNOW

- **Know the Agreement.**

Understand your negotiated contract and board policies.
- **Know Your Members.**

Build relationships and listen. You are their voice.
- **Communicate.**

Share information regularly and keep lines of communication open.
- **Watch for Issues.**

Know when to act and when to call for help.
- **Use Your Resources.**

You are never alone. NSEA is here for you!

A MEMBER NEEDS HELP?
FOLLOW THIS:

MEMBER GETS A POOR EVALUATION

 Listen to the member.

 Don’t give legal advice.

 Contact your NSEA Organizational Specialist immediately.

 Document dates, facts and conversations.

 Keep it confidential.

ADMINISTRATOR WANTS TO MEET WITH MEMBER

 Member requests Association representation.

 Contact your NSEA Organizational Specialist.

 Attend meeting if requested.

 Take notes.

 Follow up and keep records.

WHAT DO MEMBERS RECEIVE
that a non-member does not?

- ✓ Free legal representation for eligible employment disputes covered by the NSEA Legal Assistance Policy.
- ✓ Expert advice for your local association on negotiating salaries, benefits, and working conditions.
- ✓ In-state, professional staff to protect your employment rights, assist with grievances, and answer job-related questions.
- ✓ \$1 million liability insurance for any on/off-campus employment incident.
- ✓ A voice in the Association’s state and national pro-education legislative program.
- ✓ Full-time government relations staff advocating for children, public education, and employees in Lincoln and D.C.
- ✓ Access to leadership development opportunities and numerous helpful education publications.
- ✓ Work with colleagues to improve working conditions based on your priorities.
- ✓ 12 months of complimentary \$15,000 term life insurance for eligible first-time members.
- ✓ Discounts at hundreds of local and national retail merchants.
- ✓ Save on insurance, credit cards, car rentals, loans, and more with NEA Member Benefits.
- ✓ Complimentary \$1,000 life insurance; up to \$5,000 AD&D; \$50,000 for job-related or leader accidents; and \$150,000 for workplace homicides.

 QUICK LEGAL REMINDERS.

- **NEVER** distribute or store materials related to local civic or political elections using school time, school electronic devices, or school mailboxes.
- **NEVER** investigate or gather information on your own.
- **NEVER** repeat rumors or discuss the matter with others.
- **NEVER** meet alone with administration about another member.
- **ALWAYS** refer members to your NSEA Organizational Specialist for assistance.
- **NEVER** transmit Association information electronically using school computers when permitted by the negotiated agreement—and **NEVER** during scheduled duty time.
- **NEVER** promise legal advice or outcomes.

 **Your most important role:**
CONNECT MEMBERS TO NSEA FOR ASSISTANCE

(800) 742-0047
WWW.NSEA.ORG

 WORKSITE REP CALENDAR

AUG	Welcome staff & introduce yourself	FEB	Member Outreach
SEPT	Membership focus	MAR	Advocacy & Legislative Action
OCT	Organize and engage	APR	Prepare for negotiations
NOV	Communicate and recognize	MAY	Celebrate retirees and achievements
DEC	Check in and celebrate successes	JUN	Summer Conference and planning
JAN	Set goals and plan ahead	JUL	

YOUR ASSOCIATION RESOURCES



EMPLOYMENT RIGHTS
Protect your professional rights.



LIABILITY INSURANCE
Professional protection when you need it.



CONTRACTS & NEGOTIATIONS
Secure fair wages and working conditions.



GRIEVANCES & CONCERNS
Help resolve problems and ensure fairness.



TRAINING & CONNECTION
Grow your leadership and connect with others.

10 WAYS NSEA HAS YOUR BACK

Join NSEA and stand together for *better working conditions, stronger resources for students and respect for educators.*

1

A VOICE IN DECISIONS
Have a voice in decisions affecting your classroom and career.

2

LEGAL PROTECTION
Protect your rights with contract support and legal representation.

3

4

HIGHER PAY & BENEFITS
Stand together to secure better pay, benefits and retirement.

5

SOCIAL JUSTICE
Work with fellow educators to advance equity for students.

6

7

PERSONAL SERVICE
Get support from experts who know your district and contract.

8

NSEA CHILDREN'S FUND
Help students in need through the NSEA Children's Fund.

9

10

PROFESSIONAL GROWTH
Access professional learning, training, and leadership opportunities.

MEMBER DISCOUNTS
Save money with exclusive NEA member discounts and benefits.

BETTER CONDITIONS
Advocate for better working conditions and stronger schools.

LIABILITY INSURANCE
Receive professional liability insurance through NEA membership.



Nebraska State Education Association
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www.nsea.org • (800) 742-0047

Reference Guide for WORKSITE REPRESENTATIVES

- Association Reps (ARs)
- Building Reps (BRs)
- Faculty Reps (FRs)

Everything you need to lead with confidence:
Support members, solve problems and build a stronger Association.





LISTEN.
Members count on you to listen and point them in the right direction.



INFORM.
You keep everyone feeling informed and help connect members.



ADVOCATE.
You support members and protect their rights on the job.



LEAD.
You build unity and strengthen our Association.

QUESTIONS? CALL NSEA 800-742-0047

Your NSEA Organizational Specialist is here to help you succeed!

STAY CONNECTED ONLINE
Join NEA edCommunities® on mynea360.org



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