

# 2016-2017 Membership Contracts Checklist

- Use the blank 2016-2017 Membership Contracts only. DESTROY ALL OUTDATED FORMS.
- PLEASE DO NOT USE ABBREVIATIONS ON THE MEMBERSHIP CONTRACT IN THE “LOCAL ASSOCIATION NAME” OR IN THE “AUTHORIZATION FOR PAYROLL DEDUCTION” LINES. SEE LOCALS BY REGION CHART BELOW IF YOU ARE NOT SURE WHAT YOUR LOCAL NAME IS.
- Use new contracts only for new members or for first-time members in your local.
- Distribute the copies as indicated. Send the “WEA Copy” with any checks to the WEA office weekly.
- For student members, the local is “**Student WEA**”, and the building is the campus location. Indicate “**Student Teacher**” in area marked “subject” if applicable, otherwise leave blank.
- Fill in the “recruited by” signature at bottom of form.
- Membership needs to be processed immediately. Fax into WEA ALL NEW, SIGNED MEMBER FORMS as soon as they are completed (fax number is 307-778-8161). **Note on the top of the original that it was “FAXED” and the date it was faxed.** Mail the original contracts to WEA weekly with any other membership materials

Please do not wait until all membership is completed to mail in forms.  
This delays new members’ access to benefits.

## Locals by Region Chart

Central	Northeast	Northwest	Southeast	Southwest
Casper College EA	Campbell County EA	Arapahoe EA	Albany County EA	Big Piney EA
Douglas EA	Crook County EA	Central WY College EA	Cheyenne Misc.	Carbon County #1 Teachers EA
Glenrock EA	Johnson County EA	Cody EA	Cheyenne Teachers EA	Carbon County #1 Misc.
Natrona County EA	Newcastle EA	D-4 EA (Basin)	East Laramie County EA	Carbon County #2 EA
Natrona County ESP	Northern WY CC District EA	Dubois EA	Eastern WY College EA	Evanston EA
Natrona County Misc.	Sheridan Central EA	Ethete EA	Goshen EA	Green River EA
Niobrara County EA	Sheridan Central ESP	Ft. Washakie EA	Guernsey-Sunrise EA	Kemmerer EA
	Sheridan East EA	Greybull EA	LCCC EA	Lyman EA
	Sheridan West EA	Hot Springs County EA	Platte County EA	Mountain View EA
	Upton EA	Lander EA	SIEA	Pinedale EA
		Lovell EA	WEA Local #1 EA	Star Valley/Cokeville EA
		Meeteetse EA		Sweetwater Admin. EA
		Northwest College EA		Sweetwater Classified EA
		Powell EA		Sweetwater EA
		Riverton EA		Sweetwater Early Childhood EA
		Shoshoni EA		Teton County EA
		Ten Sleep EA		WEA Local #2 EA
		West Big Horn County EA		Western WY College EA
		Wind River EA		
		Worland EA		

# 2016-2017 Dues Amounts and Codes For Certified Employees

(including Higher Ed, Faculty, and Professional Staff)

Category Name	Category Code	NEA Dues Amount	WEA Dues Amount	Local Dues Amount	Total of all Dues (locals can fill in this column after adding the local dues)
Active Professional FT	AC-1-100	\$187.00	\$511.00		
Active Professional 50%	AC-1-50	\$105.00	\$255.50		
Active Professional 25%	AC-1-25	\$ 64.25	\$127.75		
*Active Professional Substitute	AC-1-1	\$ 64.25	\$127.75		
**Substitute	SB-0-0	\$ 15.00	\$127.75		
Reserve (former Professional)	RS-1-0	\$ 81.00	\$255.50		
Reserve (former ESP)	RS-2-0	\$ 44.50	\$127.75		
Retired Lifetime	RT-7-7	\$250.00	\$ 50.00		
Pre-Retired Subscription	RT-9-7	\$250.00	\$ 50.00		
Student	ST-0-0	\$ 15.00	\$ 8.50	\$ 6.50	\$30.00

## Local Dues Obligations

Dues vary by local. If the local dues amount on your enrollment forms or continuous roster is incorrect, contact Linda Bottom in Membership immediately with the correct amount.

## Ethnicity Types

- 01 American Indian/Alaska Native
- 03 Black
- 04 Hispanic
- 05 Caucasian (not of Hispanic Origin)
- 06 Asian
- 07 Native Hawaiian/Pacific Islander
- 08 Multi-Ethnic
- 09 Other
- UK Unknown

\*Active Professional Substitute employed on a day-to-day basis and included in a bargaining unit with full-time education employees (eligible to run for NEA RA Delegate).

\*\*Substitute employed on a day-to-day basis, but not included in a bargaining unit with full-time education employees (not eligible to run for NEA RA Delegate).

Active Professional Substitute  
and Substitute Dues are  
NOT prorated

# 2016-2017 Dues Amounts and Codes For ESP Employees (including Classified)

ESP <u>NEA</u> Member Types	<u>NEA</u> Type, Code and Dues Amount
Active ESP FT	AC-2-100 \$113.50
Active ESP HT	AC-2-50 \$ 68.50
Active ESP 25%	AC-2-25 \$ 46.00
*Active ESP Substitute	AC-2-1 \$ 46.00
**Substitute	SB-0-0 \$15.00
ESP <u>WEA</u> Member Types	<u>WEA</u> Type, Code and Dues Amount
Active ESP FT---\$45,111 & above	<b>AC-2-201</b> \$511.00
Active ESP HT---\$45,111 & above	AC-2-202 \$511.00
Active ESP FT---\$33,834 to \$45,110	<b>AC-2-203</b> \$383.25
Active ESP HT---\$33,834 to \$45,110	AC-2-204 \$383.25
Active ESP FT---\$22,557 to \$33,833	<b>AC-2-205</b> \$255.50
Active ESP HT---\$22,557 to \$33,833	AC-2-206 \$255.50
Active ESP FT---\$22,556 & below	<b>AC-2-207</b> \$127.75
Active ESP HT---\$22,556 & below	AC-2-208 \$127.75
Substitute	SB-0-0 \$127.75

\*Active ESP Substitute employed on a day-to-day basis and included in a bargaining unit with full-time education employees.

Active ESP Substitute Dues are NOT prorated.



# All About Dues...

## Payment Types

### In-Full:

Members wishing to make a single payment for dues and/or WEA-PACE must pay in full upon enrollment. **Mail check payable to "WEA,"** and send with form to the WEA office, 115 East 22nd Street, Suite #1, Cheyenne, Wyoming 82001.

### Installment:

1. **Payroll Deduction**-All members eligible to participate in payroll deduction are encouraged to do so. Continuous Membership locals automatically renew payroll deduction unless written notification to stop payroll deduction is received by WEA, the local, and the member's payroll office by **September 20** of each year.
2. **Electronic Fund Transfer (EFT) Monthly Pay**
  - **New members using EFT** must fill out an EFT form and attach a VOIDED check to validate membership. New members must also fill out a new membership contract. Obligations are set up to be paid over ten successive months. EFT will be withdrawn on the 10th of each month starting in October.
  - For **continuing members using EFT**, payments will begin in October and continue through July.

**Prorated Dues---For First Time Active Members Only! Applicants are **NOT** eligible for proration of dues if they have **EVER** been an NEA member.**

WEA Bylaws allow for proration of state dues for any person joining as an active member after November 15 or who is a member of a newly organized local.

NEA Bylaws allow for proration of national dues for any person who:

1. Joins as an Active member **for the first time** after November 15;
2. Becomes eligible for Active membership after the commencement of the membership year (e.g., student teacher begins teaching during the second semester);
3. Returns to professional educational employment from a limited leave of absence.

**Contact Linda Bottom or a UniServ Director if you have questions about Prorated Dues amounts.**

Active Professional Substitute and Active ESP Substitute dues are not prorated.

A Prorated Dues Chart can be found at [www.wyoea.org](http://www.wyoea.org).

# Membership Categories

- ✓ **Professional:** K-12 certificated personnel and school administrators who work for a public education institution; higher ed faculty members
- ✓ **Education Support Professionals (ESP):** custodial, buildings and grounds, transportation, paraprofessional, clerical, food service and other support professionals employed by a public education institution
- ✓ **Retired:** any retired employee of a school district, college, university or other public institution devoted primarily to educational work
- ✓ **Pre-Retired Subscription:** pre-retired membership is available to any current active members who wish to prepay WEA/NEA Retired dues (for members 45 or older)
- ✓ **Student:** students enrolled at the University of Wyoming or Wyoming Community Colleges, including student teachers
- ✓ **Substitute:**
  - ✗ **Active Professional Substitute** employed on a day-to-day basis and included in a bargaining unit with full-time education employees (eligible to run for NEA RA Delegate)
  - ✗ **Active ESP Substitute** employed on a day-to-day basis and included in a bargaining unit with full-time education employees
  - ✗ **Substitute** employed on a day-to-day basis, but not included in a bargaining unit with full-time education employees (not eligible to run for NEA RA Delegate)
- ✓ **Reserve:** members who are on sabbatical, medical or other leave of absence for at least six (6) months
  - (These members should be encouraged to change their membership status to RESERVE, rather than cancel. Cancellation voids their NEA Complimentary Life Insurance and any NEA/WEA benefits, such as auto/life insurance and loans).

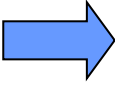
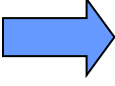
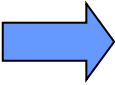
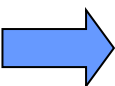
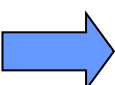
## Military Reservists

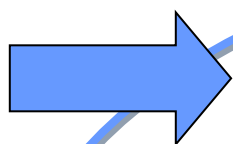
Please inform WEA if reservist members are deployed. Their NEA and WEA dues will be waived until they return or until they notify us they wish to cancel their membership. Benefits of membership will remain in effect until then. There is no need to cancel their membership.



# Definition of Full-, Half-, and Quarter-Time Classifications

**\*\* For All Membership Categories \*\***

-  **NEA Full-time** employees are active members regularly employed 51% or more of the normal schedule for full-time employees.
-  **NEA Half-time** employees are active members regularly employed between 50% and 26% of the normal schedule for full-time employees, and who are not employed as substitutes.
-  **NEA Quarter-time** employees are active members regularly employed 25% or less of the normal schedule for full-time employees, and who are not employed as substitutes.
-  **WEA Full-time** employees are active members regularly employed 51% or more of the normal schedule for full-time employees.
-  **WEA Half-time** employees are active members regularly employed 50% or less of the normal schedule for full-time employees.
-  **WEA Quarter-time** employees are active members regularly employed 25% or less of the normal schedule for full-time employees, and who are not employed as substitutes.



**Member Responsibility:** To ensure full member benefits, including legal assistance, the member must be enrolled in the correct dues category and pay appropriate dues amounts. If the member is certificated and changes from their current category of full-time, part-time, reserve or substitute, to a different category, or is an ESP whose salary range has changed, the member is responsible for changing the record accordingly. It is also the member's responsibility to notify the WEA Membership Office, Local President and their Payroll Office of these or any changes.



# WEA-PACE

Join with your fellow education personnel and become part of the political process.

The Wyoming Education Association Political Action Committee for Education (WEA-PACE) is the legal political arm of the WEA. It seeks to ensure that the issues relating to public, elementary, secondary and higher education, as well as the general welfare of children, are addressed by legislators and other elected officials. WEA-PACE funds can only be used to assist endorsed candidates' campaigns for state offices, the legislature and local school boards, and the members of WEA-PACE determine who is endorsed. **WEA dues money cannot be used for support of a candidate.**

Contributing to WEA-PACE is strictly voluntary. **Now, more than ever, your contributions are needed.** As you are well aware, this is a critical time for Wyoming public education.

**A \$20 contribution is all it takes to become a WEA-PACE Member and supporter.** A \$50.00 contribution earns you WEA PACESETTER status, and a \$100 contribution puts you at the top as a WEA Super PACESETTER. You can contribute to WEA-PACE through payroll deduction. Your contribution can be deducted from your paychecks the same as your WEA membership dues.

If you would like to become a supporter, simply fill out that portion of the membership contract. If you wish to contribute to The NEA Fund for Children and Public Education, you can do so by filling out that portion of the membership contract found in the middle of the contract just below the WEA-PACE line.

**State law requires annual authorization for payroll deduction of PAC contributions. It is necessary to complete a new WEA-PACE contribution form every year.**

August 2016

TO: Association Representatives and Membership Recruiters

FROM: Kathy Vetter

RE: WEA-PACE Contributors

**The Wyoming Education Association Political Action Committee for Education (WEA-PACE) has been established to collect voluntary contributions to support Wyoming's pro-public education candidates. It is critical that each member is contacted and invited to contribute to WEA-PACE.**

Contributing to WEA-PACE is strictly voluntary. However, we encourage each and every one of our members to contribute to WEA-PACE, as it ensures that the issues relating to public elementary, secondary and higher education, as well as the general welfare of children, are addressed by legislators and other elected officials.

If you would like to become a new WEA-PACE contributor, simply fill out the lined item found on our new membership contract.

For current members who have contributed in the past, simply check the WEA-PACE line item found on either your continuing membership contract or your roster to ensure that the information is correct or that you would like to change the amount that you would like to contribute to WEA-PACE.

WEA members who have contributed at least \$20.00 to WEA-PACE can also make a contribution to the Bovee's Educators as Politicians Fund (BEAP). The Bovee's Educators as Politicians funds will be used exclusively to encourage and assist Wyoming Education Association members and staff of the Wyoming Education Association to run for public office. This fund is separate from the WEA-PACE.

Your efforts to promote WEA-PACE are greatly appreciated. Thanks!





**WEA-PACE**  
**Wyoming Education Association**  
**Political Action Committee for Education**  
**2016-2017**

**NOTE: Payroll deduction is no longer being offered when using this form;  
 please attach cash or a check.**

First  Middle  Last

SSN (Preferred):  SSN4:  Cell Phone:

Mailing Address:  Home Phone:

Apartment #:  Home Email:

City/State/Zip:

Street Address with Zip (NEED EVEN IF YOU HAVE A PO BOX):

Local Association Name:

**WEA-PACE (Suggested Amount \$20) or WEA PACESETTER (\$50) or WEA Super PACESETTER (\$100)**

I wish to contribute to WEA-PACE in the amount of:

Paid with Cash:

Paid with Check #:

I wish to contribute to NEA Fund for Children and Public Education in the amount of:

Paid with Cash:

Paid with Check #:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Wyoming Education Association Political Action Committee for Education (WEA-PACE) collects voluntary contributions from Association members and uses those contributions on behalf of friends of education who are candidates for state/local office to promote the causes of children, public education, and public school and college employees. A representative committee makes endorsements of candidates in a non-partisan fashion. WEA members are encouraged to support WEA-PACE with their voluntary contributions. A \$20 contribution is all it takes to become a WEA-PACE member and supporter. Additional recognition is given to members who join at the WEA PACESETTER (\$50) and the WEA Super PACESETTER (\$100) levels. Contributions to WEA-PACE are voluntary; making a contribution is neither a condition of employment nor of membership in WEA, NEA, or any of its affiliates, and members have the right to refuse to contribute without suffering any reprisal.

The NEA Fund for Children and Public Education (NEA Fund) collects voluntary contributions from Association members which are used for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends of public education who are candidates for federal office. *Only U.S. citizens or lawful permanent residents may contribute to the NEA Fund.* Contributions to the NEA Fund are voluntary; making a contribution is neither a condition of employment nor membership in the Association, and members have the right to refuse to contribute without suffering any reprisal. Although the NEA Fund requests an annual contribution of \$15, this is only a suggestion. A member may contribute more or less than the suggested amount, or may contribute nothing at all, without it affecting his or her membership status, rights, or benefits in NEA or any of its affiliates. Contributions to the NEA Fund are not deductible as charitable contributions for federal income tax purposes. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation, and name of employer for each individual whose contributions aggregate in excess of \$200 in a calendar year. Federal law prohibits The NEA Fund from receiving donations from persons other than members of NEA and its affiliates, and their immediate families. All donations from persons other than members of NEA and its affiliates, and their immediate families, will be returned forthwith.

**Contributions to WEA-PACE are not deductible as charitable contributions for Federal Income Tax purposes**

**Send to:**  
 Wyoming Education Association  
 115 East 22<sup>nd</sup> Street, Suite #1  
 Cheyenne, Wyoming 82001



**WEA-PACE**  
**Wyoming Education Association**  
**Bovee's Educators as Politicians Fund (BEAP)**  
**2016-2017**

**NOTE:** Payroll deduction is not being offered when using this form;  
please attach cash or a check.

First  Middle  Last

SSN (Preferred):  SSN4:  Cell Phone:

Mailing Address:  Home Phone:

Apartment #:  Home Email:

City/State/Zip:

Street Address with Zip (NEED EVEN IF YOU HAVE A PO BOX):

Local Association Name:

I wish to contribute to BEAP in the amount of:  Paid with Cash:

Paid with Check #:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Wyoming Education Association Political Action Committee for Education (WEA-PACE) collects voluntary contributions from Association members and uses those contributions on behalf of friends of education who are candidates for state/local office to promote the causes of children, public education, and public school and college employees. A representative committee makes endorsements of candidates in a non-partisan fashion. WEA members are encouraged to support WEA-PACE with their voluntary contributions. A \$20 contribution is all it takes to become a WEA-PACE member and supporter. Additional recognition is given to members who join at the WEA PACESETTER (\$50) and the WEA Super PACESETTER (\$100) levels. Contributions to WEA-PACE are voluntary; making a contribution is neither a condition of employment nor of membership in WEA, NEA, or any of its affiliates, and members have the right to refuse to contribute without suffering any reprisal.

**Contributions to BEAP are not deductible as charitable contributions for Federal Income Tax purposes**

**Send to:**  
Wyoming Education Association  
115 East 22<sup>nd</sup> Street, Suite #1  
Cheyenne, Wyoming 82001

# Wyoming Education Association

115 East 22<sup>nd</sup> Street, Cheyenne, WY 82001

FAX: 307-778-8161 Phone: 307-634-7991 ext. 102

EFT Authorization Agreement for Prearranged Payment of Dues Form

Membership Year: 2016-2017

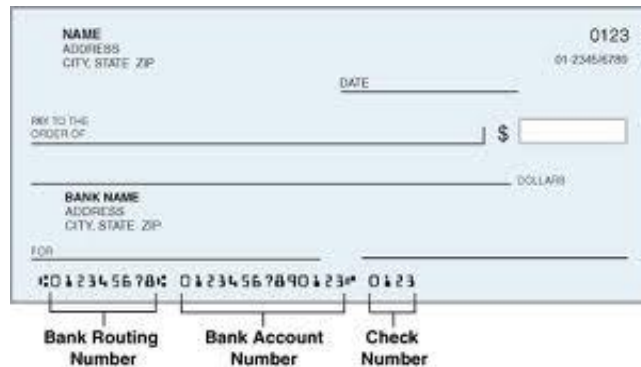
Local: \_\_\_\_\_

Name: \_\_\_\_\_  
 Work Location: \_\_\_\_\_  
 Member ID: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City State Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Home Email: \_\_\_\_\_

### Membership Type/Fund/Obligations:

Fund Name	Membership Type	Annual Dues
NEA		
WEA		
LEA		
WEA-PACE		
Total Obligation		
Monthly Payment Amount		
Number of Monthly Payments: <u>10</u>		
Starting: <u>10/10/2016</u> Ending: <u>07/10/2017</u>		
Please note that the monthly payment amount will be charged to your checking or savings account on or about the 10 <sup>th</sup> day of the month.		



I hereby authorize The Wyoming Education Association to initiate debit entries to my bank account indicated below and the bank named below, hereinafter called BANK, to debit the same to such account. I will not hold our BANK liable for any erroneous debits made by The Wyoming Education Association.

Electronic Funds Transfer – Bank Draft Authorization															
Bank Name	_____														
Bank Routing Number (9 digit)	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>														
Bank Account Number:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>														

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This authorization is to remain in full force and effect until BANK has received written notification from me (or either of us) of its termination in such time and in such manner as to afford BANK a reasonable opportunity to act on it. A customer has the right to have the amount of any erroneous debit immediately credited to his/her account by BANK up to fifteen (15) days following issuance of statement of account or forty-five (45) days after the charge, whichever occurs first.

**This authorization will not be accepted unless a voided personal check is attached.**

