



2023-2024
Membership Processing Guide
For Membership Recruiters
(Association/Building
Representatives)

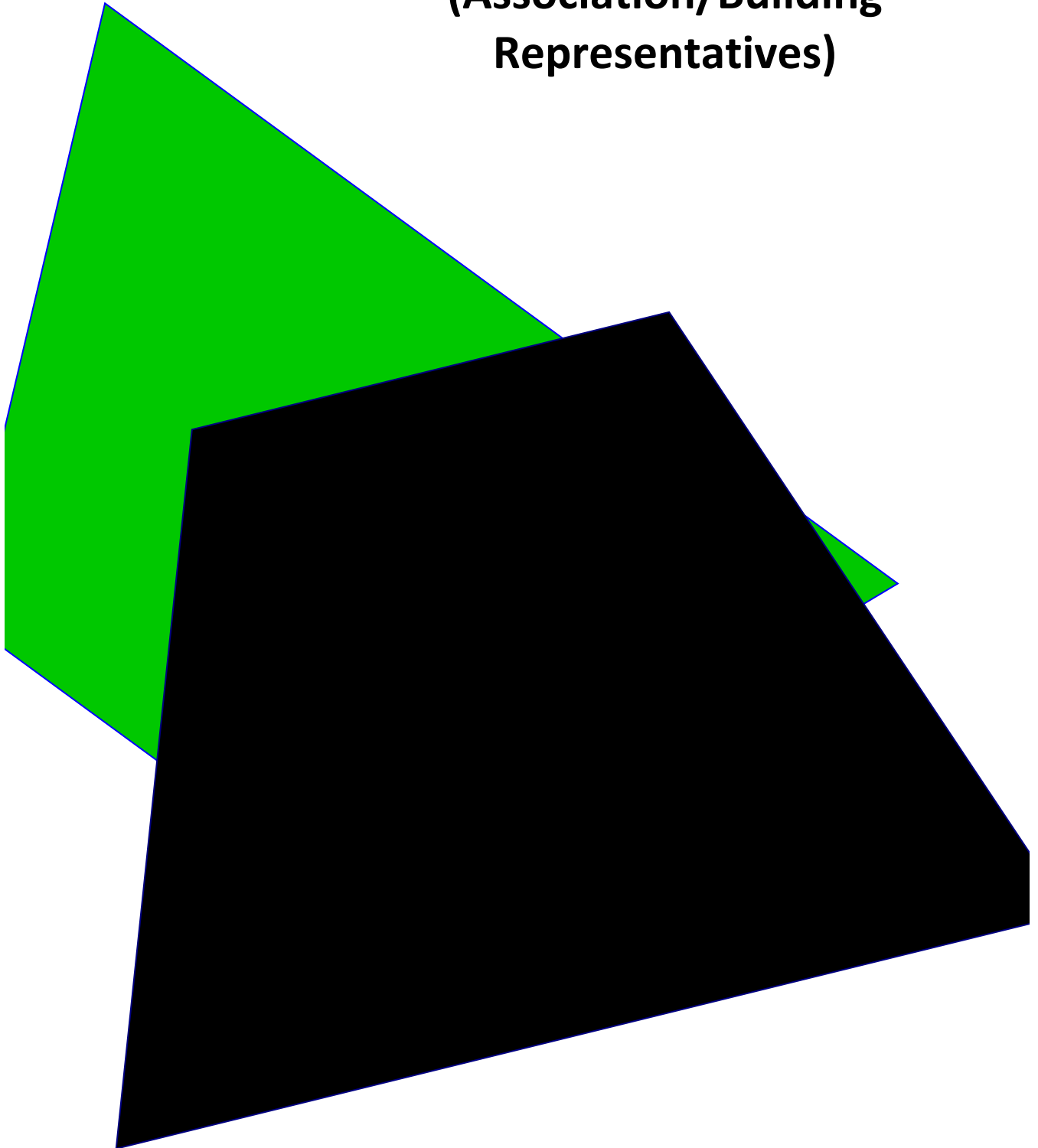


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REMINDER: All forms and this Membership Processing Guide can be found on our website (www.wyoea.org)

Locals by Region

PLEASE DO NOT USE ABBREVIATIONS WHEN FILLING OUT FORMS

CENTRAL REGION

Casper College EA
Douglas EA
Glenrock EA
Natrona County EA
Natrona County Misc. (Admin.)

NORTHEAST REGION

Campbell County EA
Crook County EA
Johnson County EA
Newcastle EA
Northern WY CC District EA
Sheridan Central EA
Sheridan Central ESP
Sheridan East EA
Sheridan West EA
Upton EA

NORTHWEST REGION

Arapahoe EA
Central WY College EA
Cody EA
D-4 EA
Dubois EA
Ethete EA
Ft. Washakie EA
Greybull EA
Hot Springs County EA
Lander EA
Lovell EA
Meeteetse EA
Northwest College EA
Powell EA
Riverton EA
Shoshoni EA

Ten Sleep EA
Teton County EA
West Big Horn County EA
Wind River EA
Worland

SOUTHEAST REGION

Albany County EA
Cheyenne Misc. EA (Admin.)
Cheyenne Teachers EA
East Laramie County EA
Eastern WY College EA
Goshen EA
Guernsey-Sunrise EA
LCCC EA
Platte County EA
SIEA (Para's)
WEA Local 1 EA (Transportation)

SOUTHWEST REGION

Big Piney EA
Carbon One Educator's Association
Carbon County 2 EA
Evanston EA
Green River EA
Kemmerer EA
Lyman EA
Mountain View EA
Pinedale EA
Star Valley/Cokeville EA
Sweetwater Admin. EA
Sweetwater Classified EA
Sweetwater EA
EA @ Western WY College

2023-2024 Membership Checklist

(Please read and/or check the box so that you are familiar with how to sign a new member up)

JOIN NOW BUTTON – Join Now (for first-time members or returning members, not intended for current members who are seeking to manage their existing membership or moving from one local to another without cancelling their current membership first) is the Association’s online membership application (no more filling out hard copies), where members tell us where they work, provide contact information, submit their application, and become dues-paying members in real time.

The join now can be found on our website (www.wyoea.org) under the join us tab, then join WEA online.

Early Continuous Rosters and Continuous Membership Contracts can be found in your Local Roster Box which is typically given to your Local President at the beginning of each membership year.

Continuous Membership Rosters

1. Details for Continuous Rosters

- Rosters are printed alphabetically by school building and members’ last name.
- Have each member check all preprinted information, correct any errors, and add any missing information (especially home emails and home cell phone numbers). Please draw a line through the incorrect information and print when making updated changes.
- When a member moves from one building to another, the Association/Building Representative should draw a line through the school and write the new school building name next to the old school building. **THEN** the attached **“WEA MEMBERS WHO HAVE TRANSFERRED”** form that is found on the back of each roster should be given to the member to fill out and initial. Please include this form with the roster and make sure that the district payroll office has a copy of the transfer form for their records.
The transfer form only applies to members who are continuing from the previous year – **NOT** new members. New members must go to Join Now and sign up.
- If a member is wishing to cancel their membership, a written notice for cancellation can either be a letter or an email (lbottom@wyoea.org), and must be given to all of the following: 1) your District Payroll Office, 2) your Local President, and 3) the WEA Office (attention Linda Bottom) before the **September 20** deadline. **Just writing cancel, drop, or any other reason on the roster does not count as a drop. The WEA Office needs a WRITTEN notice.**
- The only thing that can be written on a roster is deceased, leave of absence, no longer employed in the district, or retired.

Continuous Membership Contracts

2. Details for Continuous Membership Contracts

- Have each member check all preprinted information, correct any errors, and add any missing information (especially home emails and home cell phone numbers). Please draw a line through the incorrect information and print when making updated changes.
- Make sure the appropriate pay method is checked on the form and that the form is signed and dated by the member.
- If a member pays by check, the check should be attached to the form.
- Distribute the copies as indicated. Send the “WEA Copy” with any checks to the WEA office on a weekly basis.
- If a member is wishing to cancel their membership, a written notice for cancellation can either be a letter or an email (lbottom@wyoea.org), and must be given to all of the following: 1) your District Payroll Office, 2) your Local President, and 3) the WEA Office (attention Linda Bottor before the **September 20** deadline. **Just writing cancel, drop, or any other reason on the continuous membership contract does not count as a drop. The WEA Office needs a WRITTEN notice.**
- The only thing that can be written on the continuous membership contract is deceased, leave of absence, no longer employed in the district, or retired.
- **All continuous membership contracts will need to be returned to the WEA office by September 30.**

3. Aspiring Educator Members (Students)

- The local is “**Student WEA**”, and the building is the campus location. Indicate “**Student Teacher**” in area marked “subject” if applicable, otherwise leave blank.

4. Cancellation Reasons (please use one of the following):

Cost of Membership Too High	Deceased	Disagree- Politics/Philosophy/Policy
Dissatisfied With Service	Financial	Joined Competing Organization
Leave of Absence	Member Requested Cancellation	Moved Away, Moved to Another State
No Longer in Bargaining Unit	No Longer Teaching	Reduction in Force (RIF)
Retired	Terminated	Voluntarily Resigned

5. Military Reservist

membership will remain in effect until then. There is no need to cancel their membership.

6. How to Process and Send

Please process continuous roster and continuous membership contracts as soon as possible. On the forms are completed, please email lbottm@wyoea.org or membership@wyoea.org or mail them in. The **original** rosters/contracts and any other membership materials need to be sent weekly. **Remember to give copies to your district payroll office.** If mailing, please send to: Wyoming Education Association, Attn: Linda Bottom, 115 East 22nd Street, Cheyenne, WY 8200

7. 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 who voted primarily to educational work.

Pre-Retired Subscription: pre-retired membership is available to any current active member who wish to prepay WEA/NEA/LEA Retired dues (for members 45 or older).

Aspiring Educator (student): any aspiring educator 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. Cancelling voids their NEA Complimentary Life Insurance and any NEA/WEA benefits, such as auto/life insurance and loans).

8. All About Dues Payment Options

Payment Options:

Option 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** each year.

Option 2: Check/Money Order (one-time payment only) - Members wishing to make a single payment 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, Cheyenne, Wyoming 82001. **Members joining online will not have the option to pay with a check** 😞

Option 3: 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 or about the 10th of each month starting in October.
- For **continuing members using EFT**, payments will begin in October and continue through July. **Total obligation will need to be paid in full by July 10th.** If two payments are missed, your membership will be dropped.

Option 4: Credit Card (one-time payment only) – Members wishing to make a single credit card payment must give:

- Authorization of credit card for the payment
- Type of Credit Card
- Credit Card Number
- Expiration Date
- 3-digit number on back of Card

ADJUNCT's have the option of paying with:

- **Credit Card** -one-time payment
or
- **EFT** starting in October and ending by July
Total obligation will need to be paid in full by July 10th. If two payments are missed, your membership will be dropped.

9. Prorated Dues

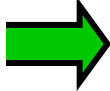
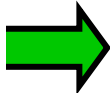
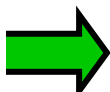
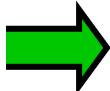
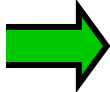
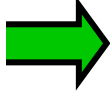
Prorated Dues

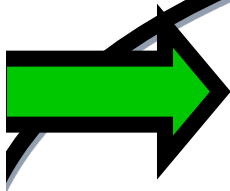
WEA Bylaws allow for proration of state dues for any person joining as an active member after November 15 (unless they are needing legal representation).

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

1. Joins as an Active member after November 15 of the membership year.
2. Becomes eligible for Active membership after the commencement of the membership year.
3. Returns to professional educational employment or to an education support position from a limited leave of absence after the commencement of the membership year shall be enrolled in full standing for the remainder of the membership year by paying the amount of annual dues which is commensurate with the remaining portion of the membership year.

10. Definition of Full-, Half-, and Quarter-Time For All Membership Categories and Members Responsibility

-  **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 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 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.

11. Definition of NEA Complimentary Life Insurance

NEA Complimentary Life Insurance, provided by the NEA Members Insurance Trust, is intended to supplement any other insurance plans a member may have. NEA Complimentary Life Insurance covers life and AD&D insurance guaranteed to active, staff, reserve, and life members at no cost to you. Student members are not covered. Coverage is automatic; however, members are encouraged to register a beneficiary with NEA Member Benefits.

You will receive four levels of coverage –

- Up to \$1,000 of life insurance protection.
- Up to \$5,000 of Accidental Death and Dismemberment (AD&D) benefits.
- It pays up to \$50,000 AD&D benefit for any covered accident that occurs on the job or while serving as an Association leader
- It pays up to \$150,000 Life insurance benefit for unlawful homicide while on the job.

12. Definition of NEA Introductory Term Life Insurance (For New Members Only)

NEA Introductory Life Insurance: Eligible new members can qualify for the introductory life insurance plan for 12 months at no cost. New members are given free \$15,000 term life policies. After the 12-month period ends, members can continue their coverage at member-only rates.

13. WEA-PACE Join with your fellow education personnel and become part of the political process.

Wyoming Education Association Political Action Committee for Education (WEA-PACE) is the 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 in 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.** You are 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 Super PACESETTER. You can contribute to WEA-PACE through payroll deduction. Contribution made through payroll deduction will continue until a member revokes their

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.

All PACE forms can be found on our WEA website.

14. Message from your WEA President on WEA-PACE Contributions to Association Representatives and Membership Recruiters

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 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.

Members who have contributed at least \$20.00 to WEA-PACE can also make a contribution to 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 WEA-PACE.

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

2023-2024 Dues Amounts and Codes

(Including Higher Ed, Faculty, and Professional Staff)

Category Name	Category Code	NEA Dues Amount	WEA Dues Amount	LEA Dues Amount
Active Professional FT	AC-1-100	\$208.00	\$551.00	
Active Professional 50%	AC-1-50	\$115.50	\$275.50	
Active Professional 25%	AC-1-25	\$69.50	\$137.75	
Active Contingent (Adjunct) Faculty	AC-1-135	NEA Dues Based on HT or QT	\$65.00	
*Active Professional Substitute	AC-1-1	\$69.50	\$137.75	
**Substitute	SB-0-0	\$15.00	\$137.75	
Reserve (former Prof.)	RS-1-0	\$92.50	\$275.50	
Reserve (former ESP)	RS-2-0	\$51.00	\$137.75	
Retired Lifetime	RT-7-7	\$300.00	\$50.00	\$50.00
Retired Lifetime ESP	RT-6-6	\$180.00	\$50.00	\$50.00
Pre-Retired Lifetime	RT-9-7	\$300.00	\$50.00	\$50.00
Pre-Retired Lifetime ESP	RT-9-6	\$180.00	\$50.00	\$50.00
Aspiring Educator (student)	ST-0-0	\$15.00	\$8.50	\$6.50

Active Contingent (Adjunct) Faculty dues are not prorated.

Local Dues Obligations

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

Ethnicity Types

American/Black
 Asian
 Caucasian (not of Hispanic Origin)
 Hispanic
 Multi-Ethnic
 Native American/Alaska Native
 Native Hawaiian/Pacific Islander
 Other

*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,
 Substitute, and Active Contingent (Adjunct)
Faculty Dues are NOT prorated

Education Support Professionals (ESP) Employees (Including Classified)

ESP <u>NEA</u> Member Type	<u>NEA</u> Type, Code and Dues Amount
Active ESP FT	AC-2-100 \$124.50
Active ESP 50%	AC-2-50 \$74.00
Active ESP 25%	AC-2-25 \$48.75
* Active ESP Substitute	AC-2-1 \$48.75
**Substitute	SB-0-0 \$15.00
ESP <u>WEA</u> Member Type	<u>WEA</u> Type, Code and Dues Amount
Active ESP FT ---\$48,623 & above	AC-2-201 \$551.00
Active ESP HT ---\$48,623 & above	AC-2-202 \$551.00
Active ESP FT ---\$36,467 to \$48,622	AC-2-203 \$413.25
Active ESP HT ---\$36,467 to \$48,622	AC-2-204 \$413.25
Active ESP FT ---\$24,312 to \$36,466	AC-2-205 \$275.50
Active ESP HT ---\$24,312 to \$36,466	AC-2-206 \$275.50
Active ESP FT ---\$24,311 & below	AC-2-207 \$137.75
Active ESP HT ---\$24,311 & below	AC-2-208 \$137.75
Substitute	SB-0-0 \$137.75

* **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).

Active ESP Substitute, Substitute Dues
are NOT prorated.

15. WEA Office Directory

307.634.7991 | 800.442.2395 | Fax: 307.778.8161

115 East 22nd Street, Cheyenne, WY 82001

ct.	Name	Office Title	Office/Cell
00	Stefani Bengston	Program Assistant, IT	800.442.2395
01	Cherie Cox	Business Office Assistant	800.442.2395
02	Linda Bottom	Membership Specialist	800.442.2395
03	Bobbie Ladwig	Executive Administrative Assistant	307.292.0983
04	Ron Sniffin	Executive Director	307.214.3389
05	Grady Hutcherson	WEA President	307.532.1731
06	Tate Mullen	Government Relations Director	307.286.3096
07	Tiffany Mores	Business Manager	800.442.2395
12	Greg Herold	Southeast UD	307.921.8284
14	Amanda Turner	Communications Director	307.365.2317

Outreach Offices

Southwest UD

Lisa Herold

307.275.0523 | 800.660.6771

603 S. 6th Street, Laramie, WY 82070

Northwest UD

Jeny Gardner

307.274.2104 | 800.464.6412

PO Box 1267, Powell, WY 82435

Central/Northeast UD

Judy Trohkimoinen

307.256.4858 | 800.464.6419

800 Werner Court #320, Casper, WY 82601

WEA Grant Coordinator/Organizer

Jenny Young

307.631.2567

782 Victory Lane, Lander, WY 82520

Executive Committee

Grady Hutcherson 307.532.1731

Kimberly Amen 307.214.8465

Dirk Andrews 307.247.3847

John Fabela 307.254.2978

