



2024-2025 Membership Processing Guide For Membership Recruiters (Association/Building Representatives)

• **JOIN NOW ONLINE**

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- Aspiring Educators
- Cancel Reasons
- Military Reservist
- Membership Categories
- Dues Payment Options - AutoPay

- Prorated Dues
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Website:
wyoea.org

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NOTE: If a member is not joining online, please have them use the new 2024-2025 Membership Contract. **DESTROY ALL OUTDATED FORMS.** If an outdated form is used, that contract will be sent back, and the new member will need to fill out a current year form before their membership can be processed 😞

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

Locals by Region

PLEASE DO NOT USE ABBREVIATIONS WHEN REFERRING TO YOUR LOCAL

CENTRAL REGION-Judy Trohkimoinen

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

NORTHEAST REGION-Judy Trohkimoinen

Campbell County EA
Crook County EA
Gillette Community College District
Johnson County EA
Newcastle EA
Northern WY Community College District
Sheridan Central EA
Sheridan Central ESP
Sheridan East EA
Sheridan West EA
Upton EA

NORTHWEST REGION- Jeny Garder

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 EA

SOUTHEAST REGION- Greg Herold

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- Lisa Herold

Big Piney EA
Carbon One Educator's Association
Carbon One ESP
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 (Para's)
Sweetwater EA
EA @ Western WY College

2024-2025 Membership Checklist

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

JOIN NOW ONLINE – 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 payment information, submit their application, and become dues-paying members in real time.

Join now can be found on our website (wyoea.org).

Android Phone – DOB click on the year at the top and scroll to DOB

iPhone – DOB click on the drop-down arrow beside the year then scroll to DOB

Yearly Continuous Rosters and Continuous Membership Contracts can be found in your AR 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 sign. Please include this form with the roster and make sure that the district payroll office (if applicable) 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 give to all of the following: 1) your District Payroll Office (if applicable), 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 (emails are fine).** The only thing that can be written on a roster is deceased, leave of absence, no longer employed in the district, or retired.
- **All continuous membership rosters will need to be returned to the WEA office by September 30.**

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 the pay method is different from the year before, please **highlight it in yellow**, so that we know to change.
- If a member pays by check, the check should be attached to the form.
- Distribute the copies as indicated on the bottom of the form. 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 (if applicable), 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 continuous membership contract does not count as a drop. The WEA Office needs a WRITTEN notice (emails are fine).**
- 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. All continuous membership contracts need to be sent back, even if a member is no longer with the district.**

□ 3. Aspiring Educator Members (Students)

- The local is "Student WEA" (SWEA), 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

Please inform WEA if reservist members are deployed. Their NEA and WEA dues will be waived until they return or until they notify us that they wish to cancel their membership. The benefits of 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**. Once the forms are completed, please 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 and your local president before mailing.** When mailing, please send to: Wyoming Education Association, Attn: Linda Bottom, 115 East 22nd Street, Cheyenne, WY 82001

□ 7. Membership Categories -

(See **Bylaws of the Wyoming Education Association, Article IV: MEMBERSHIP** for in-depth definitions for the below categories)

- ✓ **Professional**: K-12 certificated personnel and school administrators who work for a public education institution; and professional college personnel.
- ✓ **Education Support Professionals (ESP)**: custodial, buildings and grounds, transportation, paraprofessional, clerical, food service and other support professionals employed by a public education institution (non-certificated positions).
- ✓ **Retired**: any retired employee of a school district, college, university, or other 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/LEA Retired dues.
- ✓ **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 (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)
- ✓ **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).

Reserve members may not vote or hold elective or appointive positions in the Association.

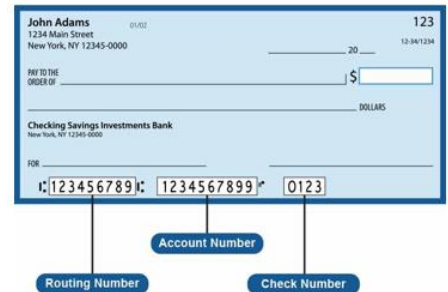
□ 8. All About Dues Payment Options - AutoPay

Payment Options:

Option 1: Check/Money Order (one-time payment only) - 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, Cheyenne, Wyoming 82001. **Members joining online will not have the option to pay with a check/money order** 😞

Option 2: Electronic Fund Transfer (EFT) Monthly Payment(s)

- **New members using EFT** must fill out the Join Now form online. Obligations have been set up to coincide with your payroll deposits as closely as possible.
- **Routing/Accounting Number** will be needed when filling out your membership online. Attached is a sample check so that you know which is your routing and account numbers.



ADJUNCT's have the option of paying with:

- **Credit Card/Check** -one-time payment.
- **EFT** if two payments are missed, membership will be dropped 😞

Option 3: 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

□ 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 need 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.


Contact Linda Bottom or a UniServ Director if you have questions about Prorated Dues amounts. If joining online, the prorated dues will already be set up for you.


Active Professional Substitute, Active ESP Substitute, and Active Contingent (Adjunct) Faculty dues are not prorated. A Prorated Dues Chart can be found at wyoea.org.


□ 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.

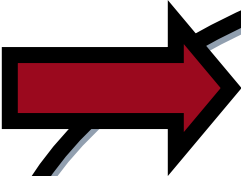
 **NEA Half-time** employees are active members regularly employed between 50% and 26% of the normal schedule for full-time employees, and who are not employed as substitutes.

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

 **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 District 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 is 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 and should update their beneficiary as needed. **(go to neamb.com or 800.637.4636)**
<https://www.neamb.com/products/nea-complimentary-life-insurance>

You will receive four levels of coverage –

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

*Retired Life members would not have access to complimentary Life unless they were actively working such as in a substitute role. Complimentary life insurance would kick in during that timeframe. Or if they were participating in Association events such as the Delegate Assembly.

□ 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.

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 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. Contributions made through payroll deduction will continue until a member revokes their payroll deduction authorization by notifying their Local President, their District Payroll Office and WEA that they wish to stop contributions.

If you would like to make a one-time contribution to WEA-PACE or NEA Fund for Children and Public Education, simply fill out that portion of the membership form online or visit wyoea.org to retrieve and complete the donation form.

All PACE forms can be found on our WEA website.

□ 14. Message from your WEA President on WEA-PACE Contributions to Association/Building 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 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 that portion of the membership online, or go to our website and get the form.

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 contribute 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 WEA-PACE.

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

2024-2025 Dues Amounts and Codes For Certified Employees

(This includes all Professional College Personnel)

Category Name	Category Code	NEA Dues	WEA Dues	LEA Dues
Active Professional FT	AC-1-100	\$213.00	\$569.00	Varies by Local
Active Professional 50%	AC-1-50	\$118.00	\$284.50	Varies by Local
Active Professional 25%	AC-1-25	\$70.75	\$142.25	Varies by Local
Active Contingent (Adjunct) Faculty, who are employed 50% or less <i>(payroll deduction is not an option, member must pay with a credit card (in full), EFT, or check (in full))</i>	AC-1-135	NEA Dues Based on HT or QT	\$65.00	Varies by Local
*Active Professional Substitute	AC-1-1	\$70.75	\$142.25	Varies by Local
**Substitute	SB-0-0	\$15.00	\$142.25	Varies by Local
Reserve (former Prof.)	RS-1-0	\$95.00	\$284.50	
Reserve (former ESP)	RS-2-0	\$52.00	\$142.25	
Retired Life Initial Year	RT-9-7	\$300.00	\$50.00	\$50.00
Preretired ESP Initial Year	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.

Race/Ethnicity Types

African American/Black
Asian
White (not of Hispanic Origin)
Hispanic
Multi-Racial
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!

2024-2025 Dues Amounts and Codes For Education Support Professionals (ESP) Employees

(This includes all Non-Certificated Positions)

<u>ESP NEA Category Name</u>	<u>ESP NEA Type Code</u>	<u>ESP NEA Dues</u>
Active ESP FT	AC-2-100	\$126.50
Active ESP 50%	AC-2-50	\$ 75.00
Active ESP 25%	AC-2-25	\$ 49.25
* Active ESP Substitute	AC-2-1	\$ 49.25
**Substitute	SB-0-0	\$15.00
<u>ESP WEA Category Name/Salary</u>	<u>ESP WEA Type Code</u>	<u>ESP WEA Dues</u>
Active ESP FT - \$50,204 & above	AC-2-201	\$569.00
Active ESP HT - \$50,204 & above	AC-2-202	\$569.00
Active ESP FT - \$37,654 to \$50,203	AC-2-203	\$426.75
Active ESP HT - \$37,654 to \$50,203	AC-2-204	\$426.75
Active ESP FT - \$25,103 to \$37,653	AC-2-205	\$284.50
Active ESP HT - \$25,103 to \$37,653	AC-2-206	\$284.50
Active ESP FT - \$25,102 & below	AC-2-207	\$142.25
Active ESP HT - \$25,102 & below	AC-2-208	\$142.25
Substitute	SB-0-0	\$142.25

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.

*** 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

115 East 22nd Street, Cheyenne, WY 82001

Name	Office Title	Office/Cell
Kimberly Amen	WEA President	307.214.8465
Stefani Bengston	Program Assistant, IT	800.442.2395
Linda Bottom	Membership Specialist	800.442.2395
Cherie Cox	Business Office Assistant	800.442.2395
Grady Hutcherson	Executive Director	307.532.1731
Bobbie Ladwig	Executive Administrative Assistant	307.292.0983
Tiffany Mores	Business Manager	800.442.2395
Tate Mullen	Government Relations Director	307.286.3096
Amanda Turner	Communications Director	307.365.2317

Central/Northeast UniServ Director

Judy Trohkimoinen

307.256.4858

800 Werner Court #320

Casper, WY 82601

Northwest UniServ Director

Jeny Gardner

307.274.2104

PO Box 1267

Powell, WY 82435

Southeast UniServ Director

Greg Herold

307.921.8284 | 800.442.2395

115 East 22nd Street

Cheyenne, WY 82001

Southwest UniServ Director

Lisa Herold

307.275.0523

603 S. 6th Street

Laramie, WY 82070

Grants/Outreach Specialist

Jenny Young

307.631.2567

782 Victory Lane

Lander, WY 82520

Executive Committee

Name	Title	Cell
Kimberly Amen	WEA President	307.214.8465
Dirk Andrews	WEA Vice President	307.247.3847
Mariah Learned	NEA Director	307.760.6377
John Fabela	WEA Treasurer	307.254.2978

