

This brochure has been developed as a resource for OSEA members who would like to work on behalf of OSEA.

Benefits of time release

Time release provides members and chapters time during the workday to plan and assist with chapter goals and campaigns. Also, time release allows members to meet with other members during the workday and at work-sites. With time release, chapters can:

- increase chapter membership;
- identify and empower chapter leaders;
- create and/or improve chapter communications;
- welcome new employees;
- speak to new employees about joining the union;
- develop contract campaigns; and
- organize members around certain issues to bring about change in the workplace.

If you have any questions or concerns, contact the OSEA president through the State Office at 800-252-OSEA (6732).

Oregon School Employees Association

State Office

4735 Liberty Road S
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OSEA Time Release Guidelines



A Member's Union
OSEA
AFT Local 6732

What is time release?

Time release is a program that is provided and funded by OSEA. When an OSEA member is granted time release by the OSEA Board of Directors, he or she can take time from their workweek to focus on membership drives, contract campaigns, organizing efforts and other union-related projects. OSEA reimburses whatever pay they would have earned during that time. For example, if a member volunteers to attend a day-long union convention on behalf of OSEA, he or she would be reimbursed for the work they missed on that day.

Time release rules

A chapter president

Chapter presidents requesting time release are required to submit a detailed plan for utilization of the time release requested to the executive director for Board approval. A chapter financial report must also be submitted.

Chapter president time release is to be used for chapter administration, direct member representation and state association directives. Time release is not to be used for any activities where the event takes place outside of normal working hours or is covered by contractual agreements and/or applicable law.

All chapter president approved time release shall be for a specific period of time not to exceed the current budget year. Chapters requesting time release agree to cost-share a portion of the requested funds. The Board will determine the amount to be cost-shared based on the chapter's financial ability.

Chapter presidents, once time release has been approved, will be required to submit written reports on a monthly basis for the duration of the approved time release, with a final report due 20 days following the termination of time-release resources. See OSEA Board Policy for more information.

An individual member

Individual members requesting time release for chapter building need to fill out the application (on the right) and submit it to the executive director. Approval of time release is based on available funds and OSEA priorities.

The executive director has the authority to approve time release. The director provides the OSEA Board a report showing approved time release and reports submitted. Time release for more than 10 days requires the approval of the president. See OSEA Board Policy for more information.

Billing

Once time release is approved, the member's employer bills OSEA. Then, the time release reimbursement will be sent directly to the payroll department. If the employer refuses to bill OSEA, reimbursement will be paid directly to the member upon receiving documentation from the district of approved leave without pay.

Other time release options

Emergency time release is also available in specific situations. See OSEA Board Policy for more information.

Time release application for an individual member

NAME _____

HOME PHONE _____

WORK PHONE _____

CHAPTER NAME AND # _____

SCHOOL DISTRICT _____

DATES FOR TIME RELEASE _____

HOURS NEEDED _____

ANTICIPATED BILLING TO OSEA

\$ _____

PURPOSE/GOAL OF TIME RELEASE

DESCRIBE HOW YOU WILL USE THE TIME RELEASE

FOR OFFICE
USE ONLY



APPROVED



AMOUNT
GRANTED



BOARD REPORT
RECEIVED