



Sno-King School Retirees Policies and Procedures

Article I: Sno-King School Retirees (SKSR) Scholarship Policy (Revised---9/12/2019)

Section 1: Four scholarships are provided by Sno-King School Retirees (SKSR) Unit 23 for students in Edmonds, Northshore, and Shoreline School Districts working toward a career in the field of education.

Section 2: Student applicants for the SKSR scholarship must complete the application form (a resume may be substituted for questions 2, 3, and 4). An official record (transcript) of high school courses and grades must be included with the application as well as two letters of recommendation from high school faculty members OR one high school faculty member and one community member. The applicant must submit an essay of a maximum of 500 words stating her/his reasons for applying for this scholarship to become an educator.

Section 3: There will be no discrimination on the basis of gender, religion, race, or disability.

Section 4: Student applicants for the SKSR scholarship must complete the application form (a resume may be substituted for questions 2, 3, and 4). An official record (transcript) of high school courses and grades must be included with the application as well as two letters of recommendation from high school faculty members OR one high school faculty member and one community member.

Section 5: Completed applications must be returned to the Scholarship Committee. Applications will be due in March on the date indicated on the application.

Section 6: Selection of the scholarship recipient(s) will be based on scholarship, school activities, community service, career goal in the field of education and may/may not include financial need.

Section 7: Current value of the scholarship is \$2000. This scholarship is renewable upon completion and successful submission of requirements for the Winnie Smith Memorial Scholarship.

Section 8: The funds of this scholarship will be deposited with the Financial Aid Officer at the post-secondary institution where the student will enroll. Tuition and fees may be paid from this account.

Article II: Winnie Smith Memorial Scholarship Policy (Revised---9/12/2019)

Section 1: Applicants for the Winnie Smith Memorial Scholarship must be recipients of the Sno-King School Retirees (SKSR) Scholarship.

Section 2: Pending satisfactory completion of the stated requirements, this scholarship will renew at the amount of \$2000 for up to two years, one year at a time. A final amount of \$2500 will be awarded for the fourth year of the educational program. Scholarship recipients may be allowed one gap year, subject to SKSR Board approval.

Section 3: Each year the applicant must complete the following and submit them to the SKSR Scholarship Committee by the deadline indicated on the application.

- a. Submit an unofficial transcript or current year 's grade sheet(s) of his/her classes.
- b. Submit a statement of his/her continuing plans and goals in the field of education.
- c. Submit the applicant's email address.
- d. Submit an official transcript at the end of the school year to verify progress.

Section 4: The funds of this scholarship will be deposited with the Financial Aid Officer at the post-secondary institution where the student is enrolled. Tuition and fees may be paid from this account.

Section 5: The applicant's statement described in Article II, Section **3b** may be read, in whole or part, at the SKSR Scholarship Luncheon in April, and/or placed in *The SKSR Bulletin*.

Article III: Financial Procedures for Scholarship Payments (Approved---10/11/2018)

Section 1: The Scholarship Committee will inform the SKSR Board of SKSR Scholarship recipient's names. The SKSR Board will approve payment of funds by the SKSR Treasurer for the SKSR Scholarships.

Section 2: When the Scholarship Committee has received the required transcript information from the Winnie Smith Scholarship recipients, the SKSR Board will approve payment of funds by the SKSR Treasurer.

Section 3: Each year the Scholarship Committee will inform the Scholarship Finance Committee of how much money is required to pay the current scholarships. The Scholarship Finance Committee will contact our Treasurer and/or our Financial Planner to make that amount of money available for distribution.

Section 4: When all required information has been received, the Treasurer will write the checks and send them out as directed by the Scholarship Committee to the appropriate institution of higher learning for each scholarship recipient. Students will be notified when checks are sent.

Section 5: The Scholarship Committee will keep a continuous record of the payments made to scholarship recipients. A copy will be sent to the Treasurer and Chair of the Financial Committee no later than September 30th of each year. A copy will be shared with the SKSR Board not later than September 30th of each year.

Article IV: Signatories on SKSR Financial Accounts (Approved---1/11/2018)

Section 1: There shall be up to four authorized signatories on the SKSR Operating Accounts, which are the checking and savings and SKSR Scholarship funds accounts. They shall be the President, Treasurer, one more appointed by the President and Co-President if there is one.

Section 2: There shall be up to four authorized signatories on the Scholarship Investment Accounts (SKSR Scholarship Fund and Winnie Smith Scholarship Funds). They shall be the President, the Treasurer, and the Scholarship Finance Committee Chair and one more if Co-Presidents.

Article V: Investment Fund Management (Approved---1/11/2018)

Section 1: The manager of the invested funds will notify the signatories if the funds decrease by 15% or more in a month, except the month of withdrawals for the scholarships.

Section 2: The notified signatories will inform the SKSR Board and Scholarships Finance Committee.

Section 3: The funds will be invested in a portfolio with 40% in money market/CD and 60% in stocks/bonds.

Article VI: Grants for Active Members Policy (Revised---8/8/2019)

Section 1: Each fall SKSR offers its active members in good standing the opportunity to apply for educational grants of up to \$250 to facilitate their work with their students. Grants must have a direct, positive effect/impact on students in the applicant's building and meet **at least one** of the following criteria:

- a. Enrich the classroom experience of students,
- b. Promote active student involvement,
- c. Provide experiences that students may otherwise be unlikely to have at school,
- d. Augment the existing curriculum.

Section 2: Grant Eligibility:

- a. Be an active (employed) member of any school employee group that works with students in the Edmonds, Northshore, or Shoreline School Districts.
- b. If not a current SKSR member in good standing, submit a completed membership form to the Membership Chair by Friday of the week prior to the published grant application deadline. You may request a membership form from the SKSR Membership Chairperson.
- c. Have received less than \$1,000 in previous SKSR grants OR not received a grant in the previous three years (i.e., last award was before the 2016-2017 school year).
- d. In order to be considered by the Grants Committee, the grant money must be used on behalf of the students in the building/location where you perform your educational duties.

Section 3: The applicant will copy the application from the SKSR website at sksr.org, complete it, and email it to the Grants Chairperson. The applicant will check her/his district email for confirmation that the grant application has been received. If the applicant has any questions, she/he should contact the Grants Chairperson at the same address.

Section 4: The deadline for applications is the first Thursday of November. Recipients will be notified before Thanksgiving, and checks will be delivered to the district or school as appropriate in December and January.

Section 5: A committee of volunteers will review applications to identify recipients and determine the amount of their individual allocations. The following criteria will be used during deliberations:

- a. Application is complete and accurate.
- b. Grant request meets at least one of the four purposes listed above.
- c. Explanation clearly describes the proposal (i.e., reason for request, use of money, intended impact).
- d. Description clearly reflects a connection to a curricular area of study or a school-wide goal/program.
- e. Budget is complete, detailed, accurate, and verifiable.
- f. Number of previous SKSR grants awarded.

Section 6: A list of Presenters will be formulated to award grant checks to recipients. They will be given a prepared packet for each building containing:

- a. School contact information to set up date and time for presentation.
- b. A suggested presentation speech.
- c. A paragraph telling how the recipient plans to use the money. The document is then given to the principal/office manager to use for publication purposes.

- d. A grant check will be delivered to the individual schools or districts covering all grants received in the school or district.
- e. Each recipient will receive a framed certificate indicating the purpose for which they have received a grant.
- f. Washington State School Retirees Association (WSSRA)/SKSR information.
- g. WSSRA membership forms.
- h. A written invitation to each recipient to be our guest at the SKSR summer picnic and to share the effect of their project.

Section 7: Superintendents will be notified of all grant recipients in their respective districts by sending a copy of grant recipient publicity paragraphs described in Article VI, Section 6c.

Article VII: Providing Information and Access by Political Candidates and Sponsors of Ballot Issues to Members of the Sno-King School Retirees (SKSR) Unit Policy (Revised--- 4/9/2015)

Section 1: Issues of a political nature that are of major concern to the SKSR Unit are those which affect the quality of public education and those retirement issues which generally reside under the control of the state legislature or initiative/referendum process.

Section 2: SKSR will make an effort to inform its members about state legislative races, ballot issues affecting school retirees, and those affecting quality of public education at a local, regional, or state level. To that end, SKSR may perform, but not be limited to the following activities:

- a. Informing/reminding members of upcoming elections.
- b. Encouraging member involvement in political campaigns and causes of their own choosing.
- c. Hosting a special meeting to inform members of relevant educational or retirement ballot issues and to learn more about candidates for the state legislature and/or local school boards.
- d. Inviting state legislative candidates, school board candidates, initiative/referendum representatives to a regular meeting.
- e. Informing SKSR membership of the candidates endorsed by Washington State School Retirees Association (WSSRA).

Article VIII: Use and Confidentiality of Sno-King School Retirees (SKSR) Membership Lists and Information (Revised---9/13/2016)

Section 1: Issues, rules and policies relating to the use of SKSR member information applies to all members and officers of SKSR.

Section 2: SKSR adheres to the procedures and policies regarding member information that are used and followed by our state organization Washington State School Retirees Association (WSSRA).

Section 3: Confidentiality of membership lists and information shall be maintained as follows:

- a. The Sno-King School Retirees Directory is provided to members as a means of keeping in touch with friends and acquaintances. It is our hope that members will find this directory a valuable tool to renew old friendships and make new ones. BUT it is for members' personal use and SKSR official business only. Use of the directory information for any commercial or political solicitation is prohibited.
- b. Each year, in the September *The SKSR Bulletin*, the membership shall be notified of the rules of confidentiality of SKSR and WSSRA membership names and information.
- c. Use of SKSR stationery and logo shall be restricted to official business of the organization.
- d. Any special or non-SKSR mailing must be pre-authorized by the SKSR Board. All expenses

for such a mailing must be paid by the organization for which the mailing is done.

Article IX: SKSR Membership Directory (Revised 7/18/2018)

Section 1: SKSR will publish a Membership Directory every four years in January.

Section 2: Members will be contacted before publishing the directory to ensure that each individual's contact information is correct.

Section 3: The SKSR Membership Directory will be emailed to all members with an email address. It will be sent in PDF and editable Word formats. The SKSR Membership Directory will be published in hard copy for those who do not have an email address or request it.

Section 4: The Membership Records Chair will publish names of new and deceased members in *The SKSR Bulletin* as they occur.

Article X: Information Publication Requests (Approved 9/12/2019)

Section 1: If a member or non-member requests that information be published in *The Bulletin* or on the SKSR website that information will be taken to the SKSR Board for approval or disapproval.

Section 2: The SKSR Board will make sure that the information relates to our SKSR goals and mission statements before making a final decision. If the information is time sensitive, the board will make sure that it is dealt with by *The Bulletin* editor or SKSR website webmaster accordingly.

Section 3: If approved, the information will be passed to *The Bulletin* editor for inclusion in the next *The Bulletin* and the webmaster for placement on the SKSR website in the appropriate area. The information will be sent to the membership via email if the Board directs that means of dissemination.

Article XI: Emeritus Board Members (Approved 6/4/2020)

Section 1: Current Sno-King School Retirees (SKSR) Board members can designate previous board members as Emeritus Board Members by a majority vote of the Board members at a scheduled Board meeting.

Section 2: Emeritus Board Members have full voting rights on the SKSR Board.

Article XII: Equal Opportunity Employer Statement (Approved 7/21/2022)

Section 1: Sno-King School Retirees Association (SKSR) is an equal opportunity volunteer organization that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Section 2: This policy applies to all practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Sno-King School Retirees Association makes hiring decisions and position appointment decisions based solely on qualifications, merit, and organization needs at the time.

Article XIII. Grievance Procedure (Approved 7/21/2022)

Grievances shall be addressed to the Chair of the Grievance Committee. In the event such communication cannot resolve the grievance, the individual shall write a letter outlining the nature of the grievance to the Grievance Committee, consisting of four SKSR members appointed by the Unit President with a copy to the Unit President. These persons shall confer. If the grievance cannot be

solved at that level, the aggrieved individual(s) will be provided the opportunity to appear before the Executive Board. The Executive Board will render its decision within thirty (30) days of this hearing.

Article XIV: Harassment Policy (Approved 7/21/2022)

Section 1: The Sno-King School Retirees Association recognizes its legal responsibilities under state and federal law and is committed to provide a working environment that is free from all types of discrimination, including harassment on the basis of sex, race, color, religion, national origin, marital status, age or disability.

Section 2: Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her sex, race, color, religion, national origin, marital status, age or disability, or that of his or her relatives, friends, or associates including disparaging remarks made on social media and that:

- a. Has the purpose or effect of creating an intimidating, hostile or offensive volunteer/work environment;
- b. Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
- c. Otherwise adversely affects an individual’s employment/volunteer opportunities.

Section 3: Sexual harassment may also include unwelcome conduct to which:

- a. submission is a stated or implied term or condition of the staff member’s employment;
- b. submission or rejection is a factor in a volunteer/work-related decision.
- c. stalking behavior is observed or reported.

Section 4: Any board member, employee, contractor, volunteer, or guest who has been found, after appropriate investigation, to have harassed another of those previously mentioned will be subject to warning and/or disciplinary action and/or discharge. If appropriate, the harassment allegation will be referred to the proper legal authorities. Retaliation against any person who makes or is a witness in a harassment complaint is prohibited and will result in appropriate discipline. To knowingly report false allegations of harassment is prohibited. Any of those above found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Section 5: The President is directed to refer the harassment allegation to the grievance committee to investigate the complaint from any board member, employee, contractor, volunteer, or guest who alleges that he/she has been subjected to harassment. The Board shall be advised of all formal complaints that are filed with the President.

Legal References: Sec 703, Title VII of the Civil Rights Act of 1964
 29CFR 1604.11
 RCW aa49.60 Law Against Discrimination

Section 6: Procedure for Reporting Harassment

- a. Any board member, employee, contractor, volunteer, or guest may make an informal report of harassment to the chair of the grievance committee. As a result of this informal conference, the Grievance Committee will begin action to resolve the alleged harassment on an informal basis, unless it is decided that the alleged complaint is of such a serious nature that the Grievance Committee pursues it in a formal manner. If a board member, employee, contractor, volunteer, or guest wishes to file a formal complaint of harassment instead of or in addition to an informal complaint, the grievance procedures incorporated in the SKSR

Policies and Procedures will be followed, but under no circumstances must those previously mentioned, report their complaints to the persons alleged to have harassed them.

- b. Sno-King School Retirees Unit will protect the rights of all persons involved in the grievance process including persons against whom the grievance has been filed, witnesses and individuals who register harassment complaints. Personnel involved in the resolution process shall not suffer restraint, interference, discrimination, coercion or reprisal on account of participation in the complaint procedure.

Original Approval---4/9/15, Revision---7/21/2022