

HCEA Article 13 Committee Guidelines

Per HCEA Website...

Works as part of the reviewing process with applications for professional development.

Committee Responsibilities

1. Per application:
 - Check to see if outside/inside of the 20 day window.
 - Check sub days needed with PD dates and for the amount requested.
 - Calculate GSA rates (compare to what is on application, etc.)
 - Check links for the PD, to ensure the opportunity is related to their position, and for the dates (accuracy, amount of days needed for the conference or workshop).
 - Ensuring that Article 13 money is going toward conferences, not classes, and that the PD doesn't come with credit(s).
2. Travel days are only necessary if...
 - If traveling isn't possible after the school day.
 - If the PD ends after 1pm or if travel isn't possible after the PD.

General Information

- Percentages and current usage of the fund.
 - The units that can obtain monies from the fund and the overall percentage are compared to each other. These amounts may change when overall membership is updated on/about 9/15 each year. The amounts below are from the '23/'24 school year.
 - ES: 45.6% = \$91,200
 - MS: 22.3% = \$44,600
 - HS: 27.3% = \$54,600
 - COS: 4.6% = \$9,200
 - ESP: = \$15,000 (separate contractual fund)
- The Committee is an arm of HCEA.
 - Office staff will continue to check applicant's usage before submission to the committee.
 - The President signs all Article 13 forms that head to Central Office. As such, may:
 - Calculate, annually, the overall usage of the monies in the fund.
 - Work with HCPSS, when applicable, to decide if any joint PD is prioritized.
 - Work with a vendor or provider to negotiate a group rate, if applicable.
 - Encourage members going to Union sponsored PD to use Art. 13 in order to save dues money.
 - The president can double-check (and potentially edit) applications for anything numbered above.
 - The President can deny an application based on usage by the applicant in the prior year, or if the applicant is limited by the usage of the fund by others in the particular unit.
 - All communications with applicants/ reps/supervisors go through the President
 - Any chair(s) of the committee must be approved by the President & BoD