

POLICIES & PROCEDURES
ISEA WATERLOO REGIONAL OFFICE
HAWKEYE UNISERV UNIT

The Hawkeye UniServ Unit, ISEA ("Unit") is a subordinate unit of the Iowa State Education Association. Housed in the ISEA Waterloo Regional Office ("Office"), the Unit provides and coordinates consultation, member services, advocacy, training, negotiations resources, conflict resolution, professional development and support from the state Affiliate and the National Education Association, as well as Member Benefits vendors, to members and local Affiliates in the geographic region. Currently, the Unit provides support to Area Education Agency 267 Education Association, Hawkeye Professional Educators' Association, North Tama County Education Association, Union Education Association, Waterloo Education Association and Waterloo Educational Support Personnel. The Northeast Iowa Education Unit, ISEA shares the ISEA Waterloo Regional Office with the Unit. Each of the units has one (1) Director and one (1) Secretary.

Use of Association Facilities

The Unit has three (3) meeting spaces available: The Conference Room, located on the ground floor; the Meeting Room, located in the basement; and, the Caucus Room, also located in the basement. The Conference Room seats about six (6) individuals; The Meeting Room can accommodate between thirty (30) and (50) people; and the Caucus Room can hold about eight (8) people. The meeting spaces are available for use on a first requested, first accommodated basis; all meetings must be scheduled with the Secretary or with the Director.

Room reservations may be requested up to one (1) year in advance. Cancellations must be submitted at least one (1) week prior to the scheduled event. Groups or individuals who do not cancel in a timely manner twice will have the remainder of scheduled meetings cancelled and must submit a new scheduling request. The Secretary is responsible for scheduling; any scheduling conflicts will be resolved by the Director.

Soft drinks are available at no charge to members during meetings; groups and individuals are expected to provide their own food and/or ice for their meetings. Groups and individuals are also expected to set up rooms for their own meetings, to place trash and recyclables in the appropriate receptacles, and to leave the room set up as it was prior to their meeting.

Building Hours and Access

The Office is normally open from 8:00 a.m. until 5:00 p.m. Monday through Friday. To ensure that needs are met, it is recommended that you contact the Office via telephone or e-mail to schedule your appointment with the Director or with the Secretary.

The Office is closed on ISEA holidays, including New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the day following, Christmas Eve, Christmas Day and the day following, and New Year's Eve.

Summer hours vary; The Unit will notify members and ISEA Headquarters of the summer schedule by June 5th of each year. The Office is normally closed on Fridays during the months of June and July.

Clerical personnel employed by local Affiliates may access the Office between the hours of 9:30 a.m. and 11:30 a.m., and from 1:00 p.m. until 4:00 p.m., when either the Secretary or Director is present. Mail and other documents for locals is either forwarded or placed in the labeled boxes in the downstairs lobby. All work must be coordinated with, and supervised by, the Secretary.

Groups meeting after normal business hours will be provided an electronic code for entry to the office and restroom facilities. These codes will be active only for the evening of a scheduled meeting and will be deactivated the following day. For security reasons all office doors will be locked if the Secretary or Director are not present.

Communications

Every effort will be made to respond to voicemail and e-mail messages by the end of the next business day.

The Office will send facsimiles for members free of charge. The Unit reserves the right to limit the number of facsimiles sent by any individual.

The Unit maintains an Internet site for its members and local Affiliates at <http://www.isea.org/members/UniServ/Hawkeye/home.htm>. Information posted at the site includes a calendar, this document, links to publications and downloadable forms, including PERB documents.

The Unit produces two (2) publications: the *Hawkeye Advocate* and *The Hawkeye View*. Writing and editing of the *Hawkeye Advocate* is primarily the responsibility of Unit governance through the Unit Communications Committee. Regular articles are submitted by the Unit President, the Director, Committee Chairs, Unit Representatives and the Unit Representative to the ISEA Executive Board. The *Hawkeye Advocate* is normally published five times per school year.

The Hawkeye View is a periodic electronic publication featuring articles of interest to the members and friends of the Unit, who provide contributions. Production of *The Hawkeye View* is the responsibility of the Director. It is posted online at the Unit Internet site.

Parking

The Building has two (2) paved parking lots. The east lot (the unpainted lot) is available at all times. The west lot (the lot nearest the rear entrance) is available after 5:00 p.m., on weekends and holidays. Additional parking is available on 4th Street across from the Office, on Western Avenue and on 5th Street (please read all regulatory signs prior to parking).

Photocopies

Personal photocopying for Association members is available at the rate of ten (10) cents per copy, per side. Local Affiliates will be charged for photocopies in accordance with ISEA Policy. The Unit reserves the right to limit the number of photocopies made for any individual or Affiliate.

Large requests require advance scheduling with the Secretary. All work requests for processing by the Unit must be turned in at least five (5) work days prior to the date needed. In accordance with ISEA Policy, Unit work will be performed prior to local work. The Director will resolve any processing conflicts.

Records

The Unit will retain records in accordance with ISEA Policy. The Director, in consultation with ISEA Headquarters, will make all decisions regarding retention of files at the Office.

Tobacco Products

The use of all tobacco products is prohibited in the Office.

