

# USA *Capsule*

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UNITED STAFF ASSOCIATION OF NEW JERSEY

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## Report expense voucher discrepancies

Have you had an expense voucher arbitrarily reduced because one of your meals cost more than \$60? Many NJEA staff members have been denied a full reimbursement of meal expenses because they exceeded \$60. On the other hand, some have been paid fully and promptly without question.

There is no mention in the contract of a \$60 cap on meals. The USA believes that its members are entitled to be reimbursed fully for expenses incurred on the job. If you have submitted a voucher with a meal that exceeded \$60, please contact Pam Niles, chair of the USA Grievance Committee. She is collecting data for a class action grievance. Pam's e-mail is [pniles@njea.org](mailto:pniles@njea.org) or you can call her at Feature Code 728. Let her know the meal amount, the date the expense was incurred, and whether the reimbursement was paid fully, reduced, or denied.



## Have you received Convention reimbursement?

Some USA members have still not received their reimbursements for NJEA Convention expenses. If you happen to be one of them, please e-mail Diane Spear ([dspear@njea.org](mailto:dspear@njea.org)) and copy (cc) Pam Niles ([pniles@njea.org](mailto:pniles@njea.org).) In your e-mail, please indicate the date that you submitted the voucher.

## USA plans meet & greet at headquarters

Members of the USA Executive Committee will be scheduling a building visit to NJEA Headquarters to meet and greet USA members. Newer members and those who'd like to learn more about USA are welcome to attend if their schedules permit. USA Executive Committee members will answer questions about USA and the staff contract, as well as listen to member concerns. Lunch will be provided. Check the USA website soon for details.



# USA launches new website

Check out the all-new USA website at [www.unitedstaffassociation.org](http://www.unitedstaffassociation.org). You'll find useful information including USA committees, association rep assignments, and member news. The USA Executive Committee extends a special thank you to Diane Barry for designing and launching the new website.



Don't do  
management's job!  
*Be a loyal union member!*

Remember, it isn't your job to share information about a co-worker's job performance with management. As union members and colleagues, it is in our best interest to look out for one another.

Follow the USA Code of Conduct:

- ✓ We will not criticize a colleague except to the colleague.
- ✓ If we hear a colleague being criticized, we will confront the criticism.
- ✓ Unit members will not participate in conversation with management, NJEA governance, or NJEA members if that conversation results in speculation about or criticism of USA members.
- ✓ We will settle USA differences internally.
- ✓ We will engage in debate and give adequate opportunity for debate, but we will observe the majority mandate.
- ✓ We will respect minority viewpoints within USA, but when we settle an issue through discussion or vote we will support the USA position.

*Collegiality ... solidarity ... and respect!*

**USA Capsule**

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