

USA *Capsule*

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UNITED STAFF ASSOCIATION OF NEW JERSEY

OCTOBER 2007



Join your colleagues at Convention
After a long day of preparing for the NJEA Convention, join your colleagues for cocktails and hors d'oeuvres at the USA Reception.

*Wednesday, November 7
5:30 to 6:30 pm
Boulevard's Cafe
Sheraton
2nd floor*



Meal/phone reimbursement update

As discussed at the USA General Membership Meeting on Sept. 20, an option to accept a flat \$75 per month for business cell phone usage as opposed to the current formula will soon be available. The targeted date for this to take effect is Nov. 1. Management will provide the necessary forms and instructions.

In addition, management will provide details about new guidelines for meal reimbursement and the effective date.

Stay tuned!

Mark your calendars!

USA schedules HQ visit

The USA Executive Committee will hold its January 8, 2008, meeting at HQ. Following the Executive Committee meeting, lunch will be provided in Room 210 for all USA members who wish to partake. The first lunch is scheduled for 12 - 1 p.m.; the second from 1 - 2 p.m.



During these lunch hours, your USA officers and ARs will address various topics including associate staff professional development. If you plan to attend, RSVP to Denise Hamilton.

NJEA Convention meal reminders

Wednesday's Celebration dinner and Thursday's Presidents' dinner will be provided as group affairs should you choose to attend. For your convenience, NJEA will provide breakfast on Thursday and Friday and lunch on Wednesday, Thursday, and Friday at the Sheraton-Pearl Ballrooms 1, 2 & 3.

NJEA will reimburse you for the costs of meals in accordance with established guidelines should you choose **not** to participate in these NJEA-provided meals. Remember, if you sign up to participate in the group meals, you are not eligible to submit for reimbursement of these meals should you choose to dine elsewhere.

Interested in working a conference?

NJEA and USA reached an agreement to use seniority to rotate assignments of associate staff who volunteer to work at NJEA conferences and workshops. The agreement took effect commencing with the 2001 SLC. If the event is a division conference or workshop, associate staff from that division will be utilized. If the conference or workshop is a state-wide cross-divisional event, associate staff from all divisions will be utilized.

A component of this agreement allows division directors to designate some specific associate staff to work at certain events.

NJEA Statewide Conferences

NJEA Health & Safety Conference, Oct. 20, 2007
NJEA Convention, Nov. 8-10, 2007
NJEA FAST Conference, Nov. 17, 2007
MLK Human Rights Celebration, Jan. 12, 2007
NJEA Winter Leadership Conferences
 South, Jan. 11-12, 2008
 Central, Feb. 1-2, 2008
 North, March 7-8, 2008
NJEA Legislative Conference, Feb. 23, 2008
NJEA ESP Conference, Feb. 29- March 2, 2008
NJEA Higher Education Conf., April 4 - 5, 2008
Student NJEA Conference, April 5, 2008
Teaching & Learning Symposium, April 12, 2008 NJEA
FAST Conference, May 10, 2008
NJEA Minority Leadership Conf., May 30-31, 2008
NJEA Summer Leadership Conf., Aug. 2-8, 2008

The logo for USA Capsule, featuring the letters 'USA' in a bold, stylized font followed by the word 'Capsule' in a script font.

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*USA President
Diane Spear*

*Editors
Lisa Galley & Dawn Hiltner*