



# Auburn Education Association

*Making Public Education in Auburn All It Can Be!*

## Question or Concern?

### Building Concerns?

Examples: scheduling, staff conflicts, classroom temperature, use of building determined hours, etc.

1. Consult your Building Decision Making Model if appropriate
2. If there is not a resolution, contact your building administrator
3. If there is not a resolution, contact your AEA building rep for safety or building concerns and how to address them

### Benefits?

Examples: payroll, credits and clock hours, retirement, health insurance, supplemental insurance, Employee Access, etc.

1. Contact your office manager
2. If there is not a resolution, contact HR person in charge of your strand
3. If there are still questions, contact Building Rep/Head Rep

### Negotiated Agreement?

Examples: planning time, waiver days, duty-free lunch, transfers, observations, work-relief days, etc.

1. Check the agreement at [auburnea.org](http://auburnea.org)
2. If questions, contact your building rep
3. If still have questions, then contact the Head Building Rep
4. If there are still questions/ no resolution, contact your Executive Board Member
5. If there are still questions/ no resolution, then contact the AEA president

### Is Disciplinary Action Possible?

Contact the AEA President ***immediately***  
253-804-6010  
office  
253-670-8801 cell