



Dear _____ :

On behalf of the Granite Education Association—your professional association—I would like to welcome you back to school.

As your Association Representative in the building, I serve as an information resource and advocate. To this end, I can assist and/or provide you with the following:

- Personnel Policies (e.g. personal leave, sick leave bank)
- Representation with Administration
- Member concerns
- Grievance policy
- Information regarding political action
- Information regarding Due Process and Orderly Termination
- Responding to letters of reprimand
- Retirement
- Evaluation
- Frequently used telephone numbers
- Member Benefits
- UniServ Director referral

My contact information is as follows:

Room # _____

Home Phone _____

Email Address _____

Again, welcome back to school and please do not hesitate to contact me for assistance.

Name

Signature

