

WORKSITE LEADER CHECKLIST

\$500

TIER 1 SUPPLEMENT

- ✓ Checks all 8 boxes
- ✓ All worksite reps eligible

\$250

TIER 2 SUPPLEMENT

- ✓ Checks at least 5 boxes
- ✓ All worksite reps eligible

\$250

ADDITIONAL SUPPLEMENT

- ✓ For every 5 members recruited
- ✓ Any member can earn

Task	Description	Verification	Individual/ULT	Done?
Rep Council	You must attend at least 1 monthly Rep Council meeting, AND your site must be represented for at least 7 total meetings by your ULT.	Sign in sheet at Rep Council	IND/ULT	
Release Day	You take one release day to have one-on-one conversations with potential members at any site.	Submit priority list with assessments to HCTA staff	IND	
Mapping	Map your worksite with a key denoting members, non-members, and core leaders.	Submit copy to HCTA staff	ULT	
Meetings/ Social Events	Your ULT must hold at least 6 monthly 10-minute meetings and/or HCTA social events.	Submit sign in sheets from meetings or pics to HCTA staff	ULT	
Faculty Meetings	Speak at 4 or more faculty meetings. Topics should include address updates, soi cards, and perc elections.	Submit photo or agenda with HCTA listed to HCTA staff	IND/ULT	
Steering	Your ULT ensures your school has a steering committee aligned with section 6.6 of the CBA.	Submit steering committee agenda to HCTA staff	ULT	
Elections	Your ULT must successfully conduct HCTA nominations and elections (if needed) at your worksite.	Submit completed rep form to Lisa.Lopez@floridaea.org	ULT	
Trainings	You individually must attend at least 3 HCTA trainings. (Does include CTECH Union Book Study)	Sign-in at trainings	IND	

All verifications and documentation due to HCTA staff by June 4th.