BEU Auto-reply Action

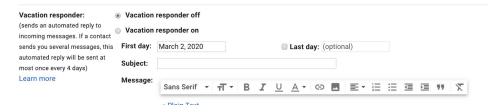
As you may already know, the BEU membership overwhelmingly selected as a Contract Campaign action, setting clear communication boundaries with parents and the administration. Our first step in an escalating action campaign will be to use our district email to communicate this. The wording was selected to allude to the fact that, if need be, educators will not answer emails outside of their contractual work day, without explicitly stating that without a contract, no emails sent outside of work. The <u>next</u> auto-reply will clearly state that until we have a contract, any communication will only happen during contractual work hours.

Here are the steps that all members should take:

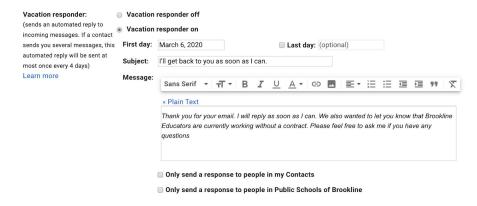
- 1. Set up your gmail **Vacation Responder** so that it is **on every** day. If you are concerned that your colleagues will be flooded with auto-replies, Gmail automatically pauses the auto-reply for 4 days if you receive numerous emails from the same sender.
 - a. Click on the "cog" icon to open your settings page. This will be on the top right corner of the screen close to your "profile pic."



b. Scroll down until you find the setting for your Vacation Responder. It's right after the "Snippets" settings.



- c. Select Friday, March 6th as the first day to start your auto-reply. Leave the "last day" unchecked.
- d. Write in the subject line: "I'll get back to you as soon as I can."
- e. Cut and paste this message into the message box:
 - i. "Thank you for your email. I will reply as soon as I can. We also wanted to let you know that Brookline Educators are currently working without a contract. Please feel free to ask me if you have any questions."



- ii. Add a labor quote, if you wish. Pick one from the list:
 - 1. "Pleasure in the job puts perfection in the work." Aristotle
 - 2. "Fight for the things that you care about, but do it in a way that will lead others to join you."—Ruth Bader Ginsburg
 - 3. "Without labor nothing prospers." Sophocles
 - 4. "What we would like to do is change the world...by crying unceasingly for the rights of the workers, of the poor, of the destitute."—Mother Jones
 - 5. "Freedom is Never Given; It is Won—A. Philip Randolph
 - 6. "Once you see the outcomes and the results, and you see how many people are helped and benefitting, you want to keep on doing it because it's so simple."—Dolores Huerta
 - 7. "No work is insignificant. All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence."—Martin Luther King Jr.
 - 8. "I am no longer accepting the things I cannot change... I'm changing the things I cannot accept. --Angela Davis

2. Example of full reply email:

Subject line: I'll get back to you as soon as I can.

Thank you for your email. I will reply as soon as I can. We also wanted to let you know that Brookline Educators are currently working without a contract. Please feel free to ask me if you have any questions.

"I am no longer accepting the things I cannot change....I'm changing the things I cannot accept."—Angela Davis