

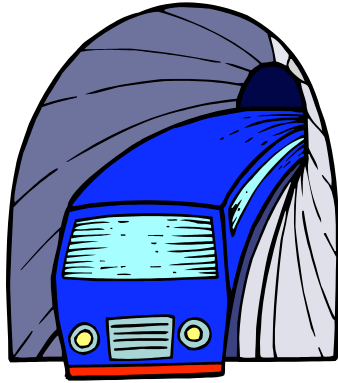
UNITED EDUCATORS OF SAN FRANCISCO

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GOLDEN HANDSHAKE

Remember, substitute teachers who are members of STRS are eligible for the Golden Handshake as are all certificated employees who (a) return the appropriate papers to Human Resources no later than February 1, 2005 and (b) by February will be 55 years of age with five years in STRS or (c) by February will be 50 years of age with 30 years in STRS.



THE SUB WAY

January 2005

Sandra Mack, Vice President, Substitutes

NEW YEAR, NEW CONTRACT

Last year negotiations were limited to “reopeners” for the expiring contract.

This year the entire contract is subject to negotiation. The substitute representatives to the executive board and to the assembly discussed negotiations priorities extensively at their December meeting. In addition to the items that affect every employee, substitutes are particularly interested in improving access to health benefits, issues relating to site support substitutes and prompt and accurate posting of changes in classification or assignment.

PROFESSIONAL DEVELOPMENT

For the first time the spring staff development day (on January 24) will include a workshop for new and recently hired substitute teachers. If you have been employed by SFUSD for a year or less check with Human Resources that you are on the list of those entitled to paid attendance. (Staff development is coordinated by Diane Meltessen.)

EXTRA HOUR FORMS

The assignment of a substitute teacher is to perform the routine duties of the teacher he or she is replacing. If that absent teacher has extra duties – coaching or extra hours at a dream school—the substitute is not expected to perform those duties. If the site administrator requests a substitute to perform extra duties or serve extra hours the administrator should sign the green Extended Calendar/Extra Hours Time Sheet and give a copy to the substitute.

MEDICARE DIVISION ELECTION

This is a very confusing term. What it refers to is the fact that each employee who was hired between 1972 and 1986 must individually decide whether to start to pay into Medicare. This individual choice is called a Medicare Division Election and will take place on March 7, 2005. The choice is an individual one because the consequences vary depending on whether your spouse has medicare, how many quarters you already have in medicare and when you retire. The Benefits Office of Human Resources is planning an informational

meeting on the subject. Check with them about the scheduling of the meeting. As always, you can make appointments with Social Security offices and CalSTRS for thorough information.

BE PROACTIVE

Rights do not enforce themselves. When you are aware of your rights you can work directly with Human Resources and/or Payroll to advise them of errors.

Individual Action. Here are three examples when you individually can avoid or remedy problems.

First, if you wish to use your own doctor for medical emergencies or workers compensation you must, before an incident, obtain from Human Resources and return to them the Pre-designation of Personal Physician form.

Second, Core and Fringe Benefit substitutes can avoid paying taxes on health benefits by obtaining and returning a Salary Reduction Agreement. Everyone who has *any* pre-tax deductions must return such a form. The district delegated to AFLAC its obligation to notify employees and distribute forms, but since AFLAC has not done a good job you may not have gotten the forms. If you need them contact Human Resources directly.

Third, every month review and understand every item on your pay stub. If it says "stipend" does that refer to extra hours, pay for a retroactive classification change or something else? Is the amount correct? If you don't know what an entry means call payroll and find out immediately.

Filing a grievance. When you are aware of your rights you can also keep UESF informed of possible violations in a timely manner. You can sometimes

lose a grievance when you are right on the substance, but file more than 15 days after the violation occurred. For example, if you are appropriately credentialed and are assigned to replace a teacher who will be absent for more than 40 days you are entitled to an immediate appointment as a 40-day substitute. If you are not so classified a grievance may be in order at that time. Once you have served in a single position for forty days you should be classified as a 40-day substitute regardless of your credential status. A grievance is definitely in order if you are not appointed immediately. But UESF can only help if you tell your representative in a timely manner.

DIVISION BYLAW CHANGES

After much delay the Assembly approved and sent the bylaw changes of the substitute division to the Executive Board for action in January.

KEYS

Many site administrators comply with the district's directive and our contract by giving keys to substitute teachers. However, some site administrations do not comply with district's directive and invite grievances by failing to give keys to substitute teachers. This month's commendations go to Lincoln and Washington High Schools. This month's alerts are for Marshall and Burton High Schools and Francis Scott Key Elementary School. If you want to nominate sites for a positive mention or you want to warn other substitutes about specific sites send a postcard to UESF at 2310 Mason Street.