



## NEW TEACHERS: IMPORTANT THINGS TO DO AND KNOW

- In order to be a member of UESF, turn in your signed membership application card. Non-members still have to pay a monthly fee for services the union must provide all bargaining unit employees. Only union members have political rights within UESF and access to union member benefit programs, including legal representation.
- For union members only, sign up for free one-year insurance offered through the American Federation of Teachers. \$12,000 for Life and AD&D insurance.
- Keep a copy of all documents the SFUSD sends to you in a binder in chronological order. You're going to get a lot of documents. It's important to keep them in a coherent fashion.
- Keep a copy of all documents you send to the SFUSD in a coherent fashion. You need to give them documents in a way that enables you to prove that you sent it and they got it. You can use Return Receipt Request Certified Mail, in-person delivery (you take two copies to Human Resources and get them both date/time stamped, keeping one and turning in one), or facsimile (The first sheet through your fax machine should be the document you're sending, the last sheet should be the cover sheet – this way, you'll have a fax proof sheet with the document's image on it.).
- Sign up **now** for your health and dental benefits. If you don't sign up right away, you will not get your benefits on time and may not have medical coverage when you need it. Benefits generally start in October for new hires.
- Check your pay stubs upon receipt and keep them organized in a safe place. Make sure you're getting paid for the right FTE (Full-Time Equivalent) status and the right pay rate. You're going to get 12 checks a year, the last two checks being issued at the end of July.
- Make sure that SFUSD has given you credit for previous teaching experience. The contract has year-for-year credit for previous experience. Read Teachers' Contract Article 11.8.7.1 through 11.8.7.3, page 34.
- Make sure that SFUSD is giving you credit for BA+30 Units or BA +60 Units if this applies to you. Review Teachers' Contract Appendix B, pages 111 and 112. There is a 12/01 deadline.
- You won't advance on the salary scale unless you work at least 75% of the days required of regular teachers. This means that teachers working fewer than four days a week don't work enough to get a pay step increase. Benefits are paid for those working at least a half-time schedule, regardless of how the hours are worked during the pay period.
- Get a personal email account separate from one assigned by the SFUSD. SFUSD can read your District email account and can control its use. Free personal email accounts are available from Hotmail, Yahoo, Google, etc. Tell the Union what your email address is so you can keep informed. Send your email address to UESF at: **ask-us@uesf.org**.

- Turn in a signed a “pre-designation of personal physician” form for work-related injuries or illness now. If you don’t do this, and suffer a work-related illness or injury, you will have to see the SFUSD designated doctor instead of your own medical provider for at least 30 days.
- If you get hurt or ill on the job, report it as a workers’ compensation injury to your Principal. If you have trouble dealing with the SFUSD Workers’ Compensation Administrator, TriStar, get a workers’ compensation attorney. We suggest Waxman and Brodie, 415-956-5505.
- Under the California Education Code, you are a probationary employee for the first two years of service in a tenure track position. You can be dismissed for **no reason** without recourse during this period. While you still have civil rights and union rights, don’t be reckless. You have a right to union representation when you meet with an administrator. If you’re in doubt, talk to your Union Building Representative. Don’t go in by yourself. If that doesn’t work out, call us at the union office. We will work on your issue discreetly. Our phone: 415-956-8373; Fax: 415-956-8374; Email: ask-us@uesf.org.
- Your rights under the UESF/SFUSD contract and applicable Labor Law take precedence over Board of Education Policies.

Knowing our collective bargaining agreement with SFUSD is one of the most important elements to navigating your way through the district. (Go to [www.uesf.org](http://www.uesf.org), where there is a link to the contract.) We suggest that you focus first on the following provisions:

**Article 7: Days and hours of employment for K-12 teachers**

Article 7.2 on the 7-hour workday

Article 7.2.7: no more than 2 staff meetings per month

**Article 14: Health and Safety**

Article 14.2.1: We are not required to work in unsafe conditions.

Article 14.2.3: The District will provide each classroom with a first aid kit.

Article 14.2.8: We don’t have to live with unwanted rodents and vermin in our workspaces.

**Article 16: Evaluation:** The contract does not allow for grieving the content of the evaluation, so paying close attention to correct procedure is very important.

**Article 19: Grievance procedure:** This is how we address contract violations.

**Article 22: Student Discipline**

Article 22.2.1: Teachers should be provided all reasonable support from the District in maintaining classroom discipline. This is a complex area. Please talk with the Union first.

**Article 25: Union Building Committee**

Article 25.3.7: The administrator must meet with the Union Building Committee about staffing, assignment, programming, facilities management and planning, staff development and budgeting.

**Salary schedules:** pages 111-133.