



UESF

United Educators of San Francisco
AFT/CFT, AFL-CIO • NEA/CTA

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SFUSD TEACHERS: Important Advice from Your Union

2007-2008 School Year

- **MEMBERSHIP:** Only Members have political rights within UESF and access to Union Member benefit programs, including legal representation. In order to be a Union Member, turn in your signed membership application card immediately. Non-members generally still have to pay a monthly union service fee.
- **DOCUMENTS YOU GET:** Keep a copy of all documents that SFUSD or your Principal gives 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.
- **DOCUMENTS YOU GIVE:** Keep a copy of all documents you give to SFUSD. 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.).
- **HEALTH BENEFITS:** For those starting coverage, including substitute teachers coming into benefits because they have a 40+ day assignment, sign up and submit your forms **now** for your health and dental benefits. If you sign up late, you may not get your benefits on time and may not have medical coverage when you need it. Benefits generally start in October for new hires and the month after initial eligibility for substitutes. If the 40+ day assignment is known to be that at the start of the assignment, (such as covering a teacher for maternity leave) sign up immediately, don't wait for the 41st day.
- **PAY STUBS:** 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.

- **MORE PAY FOR PREVIOUS EXPERIENCE:** Make sure that SFUSD has given you proper credit for previous teaching experience. The contract has year-for-year credit for previous experience up to 12 years. Read Teachers' Contract Article 11.8.7.1 through 11.8.7.3, page 34.
- **MORE PAY FOR MORE EDUCATION:** 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.
- **EMAIL:** 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.
- **YOUR MD FOR ON-THE-JOB INJURY OR ILLNESS:** Turn in a signed "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 care provider for at least 30 days.
- **IF YOU GET SICK OR HURT ON THE JOB:** 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 that you use Waxman and Brodie, 415-956-5505. You don't pay workers' comp attorneys 'up front', they're paid on a contingency fee basis, 11% to 14% of what they win for you, if they win.
- **YOUR RIGHTS:** Your rights under the UESF/SFUSD contract and applicable Labor Law take precedence over Board of Education Policies and Principal's statements. We have a right to union representation when we meet with an administrator. Talk to your Union Building Representative. Don't go in by yourself. If that doesn't work out, contact us at the union office.
- **PROBATION:** Under the California Ed. Code, teachers are a probationary for the first two years of service in a tenure track position. Probationary Teachers can be dismissed for **no reason** without recourse during this period. While they still have civil rights and union rights, they should not be foolish. See the section above

COLLECTIVE BARGAINING RIGHTS

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, 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 work-spaces.

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. If the timelines are violated, let your Union Field Rep know immediately.

Article 19: Grievance procedure: This is how we address contract violations. We have to file a grievance within 15 working days of the occurrence of the problem.

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.

If you have questions, first check with your Union Building Representative or give UESF a call at 956-8373.