



# UESF

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

2310 Mason Street ■ San Francisco, CA 94133 ■ 415 956-8373 ■ Fax 415 956-8374 ■ [www.uesf.org](http://www.uesf.org)

## **NEW SUBSTITUTES: IMPORTANT THINGS TO DO AND KNOW**

*2007-2008 School Year*

•**MEMBERSHIP:** Only members have political rights within UESF and access to Union benefit programs, including legal representation. In order to be a Union Member, turn in you signed membership application card immediately. Non-members still have to pay a monthly union service fee. There is usually little difference between the two amounts.

•**DOCUMENTS YOU GET:** Keep a copy of all your documents from SFUSD in a binder in chronological order. You're going to get a lot of documents. It is vital to keep them in a coherent fashion. This includes copies of your time reports and your pay stubs.

•**DOCUMENTS YOU GIVE:** Keep a copy of all documents you give/send to the SFUSD. You need to be able to prove that you have delivered them and they received them. 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, you keep one and you turn in one), the 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.).

•**DAY-TO-DAY SUBSTITUTE TEACHER TIME REPORTS:** These papers, colloquially known as "green sheets" must be turned in by the 20<sup>th</sup> of each month, at 135 Van Ness Avenue, so that you receive your check in a timely fashion. You may also mail them in, postmarked no later than the 18<sup>th</sup> of the month to: Payroll Department, 135 Van Ness Ave., S.F., CA 94121. Please read the paragraph in red at the top of the green sheet so that you are clear on the requirements. You mail also mail

•**EMAIL:** Get a personal email account. Free personal email accounts are available from Hotmail, Yahoo, Google, etc. Tell the Union what your email address is so you will receive current information on Union activities and can contact us easily with information and problems. Send your email address to UESF at: [ask-us@uesf.org](mailto:ask-us@uesf.org).

•**ILLNESS OR INJURY ON THE JOB:** If you get hurt or ill on the job, report it as a workers' compensation injury to the 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. 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 MD FOR ON-THE-JOB INJURY OR ILLNESS:** Turn in a signed personal choice form for work-related injuries or illness. Do it now. If you don't do this, and you are hurt or become ill for a work-related illness, you will have to see the SFUSD designated doctor instead of your own physician.

**SUBSTITUTE STATUS:** Substitutes are “at-will” employees under the California Education Code and as such serve “at the pleasure” of the School Board. However, substitutes have rights stated in the UESF/SFUSD contract. Those rights take precedence over School Board policies.

**COLLECTIVE BARGAINING RIGHTS:** Knowing your rights is one of the most important elements in navigating your way through the District. The UESF web site ([www.uesf.org](http://www.uesf.org)) has a link to the contract. Specifically look for:

- Article 3.11 Substitute Classifications
  - Article 16 Evaluation (16.32.5 and 16.32.6 pertain to “Do-Not-Sends”)
  - Article 28 Day-to-Day Substitute Teachers
  - Article 29 Promotional Opportunities for Substitute Teachers
  - Article 30 Disciplinary Action (30.2 – Day-to-Day Substitute Teachers)
- Appendix B12 Pay Rates

There are other parts of the contract that may be of interest to you as well, such as Article 25 – Union Building Committee

If you have questions:

1. Find the Union Building Representative at the school or site where you are working.
2. Call the Union at 415.956.8373

The Substitute Phone Link is 956-8373, extension 20  
The Substitute email Link is [econley@uesf.org](mailto:econley@uesf.org)  
The UESF Vice-President for Substitutes is Elizabeth (Liz) Conley.

Office Hours are:

Tuesdays	8:00 a.m - 3:30 p.m.
Wednesdays	11:00 a.m. - 6:30 p.m. on the 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays of the month
	8:00 a.m. - 3:30 p.m. on the 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesdays of the month
Fridays	8:00 a.m. - 3:30 p.m.