

Know Your Contract

As a building rep and leader in the WEA, it is important that you know the contract and where to go for answers. You can always access the Negotiated Agreement through the WEA website at: www.weatoday.org.

We have highlighted a few articles in this section of your handbook. There are certain questions that arise on a regular basis and they generally pertain to these articles.

As always, please feel free to call the office for any question that may be of a particular concern to you or your members.

Article 12... Deals with the grievance and complaint procedure. Timelines are very important in this article and must be adhered to. The forms for an actual filing of a grievance or complaint are located at the WEA office.

Article 16... Deals with Employee facilities. This section is very important with regard to employees completing the form that lists the personal items in the classroom and used for teaching purposes. Should a theft or damage occur, only those items that are listed will be covered up to the employee's personal insurance deductible of \$500.

Article 18... Deals with employee hours. This article generates the most questions early on in the school year. It is important that everyone understand the hours that are required and the rights of employees. This is especially true in the elementary schools. While teachers in the elementary need to report 30 minutes prior to the start of school, there should be no duties assigned prior to 15 minutes before the start of school. Should the principal wish to start faculty meetings prior to the 30 minute report time, a 2/3's vote is required of the staff. WEA's position is that the vote must occur every year since people's lives and the staff change during the course of a school year. This article also deals with duty schedule and the committee that establishes duties.

Article 20... Deals with sick leave and the sick leave bank. Potential members (those who have not joined) are also eligible for this benefit since the negotiated agreement covers all employees. New hires have 30 days from their hire date to enroll in the sick leave bank by completing the official form and authorizing the deduction of one sick day. All other employees (who have not donated since 2007) have during the month of September to join. The sick day will most likely be deducted in January. Please check your roster or call Chelsea Wesnousky (ext. 3026) for specific questions on individuals.

This article also addresses bereavement leave and leave for family illness. The recent bargaining session increased the use of sick leave for family illness. Prior to 05-06 employees were limited to 10 days. Now employees may use their sick leave to provide physical or emotional support for family members. Included in this article is an expanded definition of family members.

Article 21... Deals primarily with temporary leaves including personal and business days. These days seem to cause the most confusion. During the first week and last week of school, these days may not be used. However, it is the discretion of the principal to approve them during this time. If someone is taking classes it will be approved. Please become familiar with these days and their usage.

Article 24... Contains a great deal of information regarding salary, insurance, Master's Equivalency and ESIP. The WEA conducts a series of retirement seminars twice a year at which time ESIP will be discussed in more detail. Check your WEA Calendar/Handbook for the exact dates.

Article 27... Covers directed transfers and re-assignments. Directed transfers pertain to being transferred from one school to another. New language now provides for employees who are being directed transfer to list school preferences that may have openings. Reassignments pertain to a change of assignment within the school. There is a very strict interpretation and process as to how that reassignment may occur. Please be aware of it.

Article 28... Pertains to personnel files of the employees. The official record is in the Human Resources division. You may see your file (and we urge people to do so) by calling and making an appointment. The site file is also accessible to the employee. There cannot be any anonymous references in this file. At the close of a school year, an employee may request that things be removed from the site file. This file is important as it follows the employee from site to site.

We sincerely hope that this thumbnail sketch has given you a little more insight into your negotiated agreement. It is important that the contract be enforced. If we don't enforce it...then it is not worth the paper it is written on.

For all questions, please refer to the negotiated agreement and call the WEA office for any questions. We are here to help and assist you in any way.

**TOGETHER
WE MAKE A DIFFERENCE!**