

Rochester Teachers Association

AFL/CIO Local 616 -- NYSUT/AFT/NEA



Faculty Representative Handbook

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Facebook:
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Website:

Rochester Teachers Association
@RochesterTA
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Welcome Letter



rochester teachers association

Representing teachers • school instructors • substitute teachers • home/hospital teachers • retired teachers

Dear Colleague:

I want to thank you for accepting the important responsibilities that come with your role as RTA Faculty Representative. By electing you, the teachers in your school have put their trust in you. And by assuming this service, you became indispensable to our ongoing drive to build a more genuine profession for ourselves and more effective schools for our students. The RTA Executive Council and I, charged with the responsibility to assist you in this role, pledge that we will support and value your leadership.

Our goal is to strengthen public education by improving the terms and conditions under which both adults and children work and learn. We value the energy and leadership that you bring to this important endeavor. We are determined to accomplish this in participation with all education constituencies.

Fraternally,

Adam Urbanski, President

bmf

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www.rochesterteachers.com

Local 616 - Affiliated with the New York State United Teachers, the American Federation of Teachers, and the National Education Association

FAQ's

Frequently Asked Questions:

- 1) What are the responsibilities of a Rep?
 - a. There are many responsibilities that come with being a rep; an outline of these responsibilities is in the **Duties of a Faculty Representative** section on **page 7**.
- 2) Who do I contact for questions?
 - a. Many questions can be answered by looking in this handbook, the contract or the website; others by contacting the RTA. See **page 6**
- 3) What are the job descriptions for each RTA Officer?
 - a. The job descriptions for officers are outlined in the Constitution and Bylaws (found on the website). Descriptions of each of the RTA committees are listed under **RTA Committees** beginning on **page 33**.
- 4) What procedures need to be followed if a member is assaulted?
 - a. All procedures are all listed under the **Assault section** beginning on **page 23**. Use the Assault Checklist as a guide.
- 5) How do I protect a member's due process rights?
 - a. Protecting members due process rights is one of the most important jobs of a Union Rep. Doing so sometimes depends on the specific situation. Look in the **Assisting Members** section on **page 10**.
- 6) What are the responsibilities and rights of the members of Building Committee?
 - a. A well-run Building committee is essential to the success of our schools. Details of Building Committees responsibilities are outlined in the **Building Committee** section on **page 17**.
- 7) What are the responsibilities and rights of the members of SBPT?
 - a. SBPT can ensure a successful academic year for teachers and our students. Details of SBPT responsibilities are outlined in the **SBPT** section on **page 18**.
- 8) How should minutes from committee meetings be recorded, and who do they need to be communicated/shared with?
 - a. SBPT should share all information with every professional in the school and submit minutes to RTA. For more information see **page 18** of the **SBPT** section
- 9) What does SBPT and Building Committee need to do when reviewing the school budget with the principal?
 - a. Look at allocations to school, how resources are spent and distributed and compare to the SCEP plan.
- 10) What is the role of SBPT in the transfer process/interviews?
 - a. SBPT should be conducting screenings and interviews as part of the transfer process. For more information see the **SBPT** section **page 18**.
- 11) What are the election procedures for RTA Rep/Alternates, Building Committee, and SBPT?
 - a. All procedures for running of building level elections are listed in detail in the **Elections** section beginning on **page 13**.
- 12) Are there any examples of an Assault Plan, Classroom Visitation Plan, or Discipline/School Safety Plan that we can reference?
 - a. YES! Examples of those plans can be requested by calling the RTA office.
- 13) What are the Grievance Procedures?
 - a. The procedures for writing a grievance, the stages of a grievance and helpful tips for the grievance process can be found in the **Grievances** section on **page 19**.

- 14) How do I handle a meeting with the principal when I have to submit a grievance?
 - a. See the **Grievance** section beginning on **page 19**, if you still have questions, call the RTA office.
- 15) What are the expectations of a Rep when it comes to representing members on their own time (breaks, etc.)?
 - a. All meetings that require a union Rep to be present should be scheduled at a mutually agreeable time for all parties. For more information look in the **Assisting Members** section on **page 10**.
- 16) What is the role of the Rep when a meeting is not *considered* disciplinary, but the member wants Union representation anyway?
 - a. You may clarify the reason with administration, check to see if you are welcome to attend. If not, call the RTA for advice.
- 17) What services does the Union provide members?
 - a. Our Union negotiates and enforces the Collective Bargaining Agreement (our contract), fights for fairness, ensures due process and protects our member's rights so they can focus on teaching. In addition, these essential services, there are many other benefits the RTA and NYSUT provide. For more information see the **Member Services** section on **page 41**.
- 18) What information should I know about the observation/evaluation protocol in order to support members?
 - a. The timeline for the Observation/evaluation process is listed in the **Important Dates to Remember** section on **Page 11**. For additional information call RTA.
- 19) What information should I know about TIP plans in order to support members?
 - a. Faculty Reps may sit in on a TIP conference at a member's request.
 - a. For those teachers rated Developing, the TIP should be less burdensome and lengthy than those rated Ineffective.
- 20) How do I support a member with CIT?
 - a. Please see the **Career In Teaching** section on **page 37**.
- 21) What are the procedures regarding conference money for my school?
 - a. Conference money is allocated based on the number of staff members at the school. The Building Reps decide how the money and days are distributed. See the **RTA Conference Day Guidelines** section on **page 31** for more detailed information.
- 22) What are the rules regarding absences/leave time?
 - a. Leave of absence questions should be directed to call the RTA Office.
- 23) Who do we contact for payroll issues?
 - a. If a member is having difficulty straightening out a payroll issue with Central Office, please call RTA.
- 24) What is the time frame in which things need to get done throughout the year?
 - a. For Reps: There is a helpful calendar on **page 12**.
 - a. For Teachers: There are important dates for observations as well as other deadlines thought the year under the **Important Dates To Remember** section on **page 11**.
- 25) How do I enroll members in VOTE/COPE?
 - a. Members can easily sign up during the spring recruitment campaign. For more information look at the **VOTE/COPE** section on **page 40**.
- 26) How do I report unfilled substitute positions to RTA?
 - a. All unfilled substitute positions should be reported using a copy of the reporting form is on **page 43**.

Contacts

RTA Officers and Executive Council

Department	Name	E-Mail
President	Adam Urbanski	urbanski@rochesterteachers.com
1st Vice President	John Pavone	pavta@aol.com
2nd Vice President	Margaret Sergent	msergent@rochesterteachers.com
Secretary	Matt Lavonas	mlavonas@rochesterteachers.com
Treasurer	Aimee Rinere	arinere@rochesterteachers.com
Primary	Gina Cordaro	cordarogina@hotmail.com
Intermediate	Jason Valenti	Jason.valenti@gmail.com
Junior High	Kimberly Brown	Kb0403@gmail.com
Senior High	Kristine Price	kpriceek@gmail.com
Special Services	Maria Gonzalez	maricgh2@gmail.com
Special Education	Maureen Doohan	mdoohan@rochesterteachers.com
School Instructors	Kimberly Nadritch	knadritch@rochester.rr.com
Home Hospital	Lisa Silverstein	lbsilver@rochester.rr.com
Per Diem Substitutes	George Greven	georgegreven@frontier.com
RRTA	Charlie Dean	deanswim@aol.com
RPPP	Teri Kenyon	Kenyon295@yahoo.com

Support Staff and Consultants

Position	Name	E-Mail
Labor Relations Consultant	Martha Keating	Maskerade6@aol.com
Labor Relations Specialist	Dave Wurz	landB999@aol.com
Consultant	Mary Barnum	mbarnum@rochesrteachers.com
Technology Consultant	Bill Gerber	bgerber@rochesterteachers.com
Special Ed. Consultant	Patti Brody	Brody2940@aol.com
Social Media Consultant	Matt Lavonas	mlavonas@rochesterteachers.com
Member resources consultant	Ken Schultz	kzshultz@gmail.com

Office Staff

Position	Name	E-Mail
Office Manager	Bernadette Ferrara	ferrta@aol.com
Secretary	Tanya Meade	tmeade@rochesterteachers.com
Secretary	Charlotte Caceras	cferguson@rochesterteachers.com

Duties of a Faculty Representative

In your building, you are the RTA! If you do not know an answer or are not sure of an answer, check this reference guide, and/or call the RTA Office (546-2681). Remember, as a Rep, you are bound by the “duty of fair representation.” This means that because our union has exclusive collective bargaining rights, you have an **obligation** to advocate for each member of the bargaining unit. Respect members’ confidentiality.

Your Duties:

1. Attending Representative Assembly meetings on the third Tuesday of the month
2. Contract Matters: be an advocate for members
3. Keeping members informed; keeping RTA leadership informed (**page 8**)
4. Enrolling new members (**page 9**)
5. Aiding and Counseling Members (**page 10**)
6. Preventing assaults and assisting assaulted members (**page 23**)
7. Allocating RTA Conference Days and Funds (**page 31**)
8. Conducting elections (**page 13**)
9. Monitoring School-based Planning Team & Decisions (**page 18**)
10. Keeping Building Committee active (**page 17**)
11. Reduce need for grievances processing level one Grievances (Contract Sec. 14) (**page 19**)
12. Keeping records (documentation is of the utmost importance) (**page 9**)
13. Encourage participation in RTA activities
14. Enroll members in VOTE/COPE (**page 40**)
15. Fulfilling duties specified in contract, for example:
 - a. Building Committee Plans (**page 17**)
 - Emergency Substitute Plan
 - Classroom Interruption Plan
 - Assault Plan
 - b. Establish policy & procedures for copier use
 - c. Develop building-level student discipline guidelines
 - d. Discuss & agree to building-level mandated reporting & paperwork
 - e. School Based Planning Team (**page 18**)
 - i. -Schedule two Parent-Teacher Conferences
 - ii. -Plan building-level Professional Development
 - f. Allocate Conference Day Funds & Substitute Days (**page 31**)
 - g. Use fifteen (15) minutes at the end of every staff meeting for RTA Business
16. Documenting unfilled substitute positions three times a year (see Form on **page 43**)

*N.B. Representatives shall be relieved of administrative and/or committee assignments (Contract – Section 9.13).

Keeping Members Informed

- Distribute RTA materials and information promptly!
 - Split the work with other representatives
 - Deliver personally, if possible
- Keep RTA bulletin board up to date.
 - Access to a bulletin board rooms and other media, is found in Section 9.10 of the contract
- Summarize the Representative Assembly meetings
 - Consider writing one after each Representative Assembly Meeting
- As needed, call a special meeting of your constituents
 - Using the school facilities to hold such meetings is also found in Section 9.10 of the contract
- Use the last 15 minutes of staff meetings for RTA Business
 - Refer to Section 9.12
 - Use for announcements, elections, teacher constituency meetings, etc.
- Refer members to the RTA website: www.rochesterteachers.com

Keeping Yourself Informed

- Attend Representative Assembly meetings
- Attend Union sponsored courses and events
- Read Union bulletins
- Access RTA, NYSUT, AFT and NEA Websites
- Read Rep 411 emails

Keeping Your Union Informed

- The Association cannot become involved in a situation if it is **unaware!**
- Report to the RTA office:
 - School problems
 - potential grievances
 - assaults
 - decisions of Building Committee (signed agreements)
 - decisions of School-based Planning Team (minutes)
 - teachers experiencing problems

The RTA Office is a phone call away ~ 546-2681

Enrolling New Members

One important job of Faculty Representatives is to enroll new members. Within the first month, Faculty Reps should greet any new faculty in their buildings. If they are a new bargaining unit member, please have them fill out a membership form and send it into the RTA Office. Members of RTA are automatically enrolled with and may receive member benefits with the following state and national affiliates: New York State United Teachers (NYSUT), American Federation of Teachers (AFT), and National Education Association (NEA).

By October 1st, Faculty Reps will receive a staff roster for their school or unit. Faculty Reps should correct the roster, indicating staff who are no longer at the school and their new location (if known), and add any new members who are now at their school. In addition, if a letter R follows the staff member's name, that person is an RTA member. If there is no letter R, Faculty Reps are asked to speak with those staff members and encourage them to sign a membership form. The corrected list should be forwarded to RTA.

If you have any questions about a person's membership, please call the RTA Office.

Keeping Records

- **Faculty Roster** with addresses and phone numbers, and/or e-mail addresses. Remind teachers to notify the RTA office of address and phone changes
- **Building Committee** minutes and signed agreements
Emergency Substitute Plans are due by October 1 (Section 9c.3)
Classroom Interruption Procedures are due in June (Section 9c.2)
Code of Conduct (SAVE)
- **School-based Planning Team** minutes
- **Grievance** correspondence, notes, stage one form (Section 14) in a secure file
- **Election records** should be kept for one year. This includes elections for Faculty Representative, Building Committee and School-based Planning team
- **Assault case** documentation (Section 25)
- **RCSD School-based Planning Team Manual**
- **Information about RTA, NYSUT, AFT and NEA resources and offerings,**
- **Minutes** of RTA Executive Council, Representative Assembly
- **Conference days**
- **NYSUT phone numbers:**
 - 1-800-342-9810, 1-518-213-6000
 - Rochester Regional Office 454-5550
- **Pass All Records to Your Successor**

Assisting Members

As a Faculty Representative, a major portion of your role will be assisting members with day-to-day questions, which revolve around contractual issues. You need to protect the due process rights for **every teacher**.

Legally, your elected role is to be an advocate for a member regardless of your personal feelings.

An RTA Faculty Representative must keep **confidential** any information about an individual teacher learned from his/her role as a Faculty Representative.

Meetings –

- Meetings must be scheduled at a mutually agreeable time
- Ensure due process for the member
- Members have the right to know what the meeting is about prior to the start of the meeting
- Members have the right to an RTA Rep at meetings with supervisors which are disciplinary, or which may result in disciplinary action.
- As a Rep, clarify the role – does the member want you to just listen, ask clarifying questions, etc.
- Members/Faculty Reps can end such meetings at any time
- It is the principal's responsibility to provide coverage if warranted
- Members/Faculty Reps can reschedule a meeting for another time
- Faculty Reps should take notes and keep in a secure place
- May attend APPR observation/evaluation conferences at the teacher's request

Assaults

- See Handbook **page 23**

Miscellaneous

- Answer contractual questions
- Know progressive discipline steps (Contract Sections. 37 and 38)
- Direct questions to proper source
- Advise members
- Bring members concerns to the attention of RTA leadership

APPR

- APPR can be negotiated on a yearly basis. Please refer to the resources available at www.rochesterteachers.com, the current Teacher Evaluation Guide and the Danielson rubrics to stay informed. Contact RTA with any questions.

If unsure, it is always good to check with RTA office

Important Dates to Remember

<u>Annual Professional Performance Review (APPR)</u>	
Refer to the RTA website (www.Rochesterteachers.com) and the RCSD website for updates.	
Evaluation Selection	Annually in June
<u>Observations</u>	
2 Observations for Tenured Teachers	3 for Non-Tenured Teacher
1 Formal + 1 Informal Unannounced (Formal Observation By April 30 th)	2 Formal + 1 Informal Unannounced (1 st Formal by November 30 th) (2 nd Formal by April 30 th)
Informal Observations	October-June
<ul style="list-style-type: none"> • Can be unannounced • Should be less than 30 minutes • No pre-conference • Written feedback or a post-conference is needed 	
Formal Observations	October-April 30th
<ul style="list-style-type: none"> • Pre and Post conferences are mandatory • Upon request, an RTA Representative may attend the pre and/or post observation • A pre-conference will take place at least 5 days prior to any formal observation. • Administrators/Peer Reviewers will document the beginning and end time of observations and will stay at least 30 minutes. • All formal observations will be reported through E-Performance. • A post-conference will take place no later than one week after any formal observation. • Observation write-ups can be changed 	
APPR Conference review	by June 1st
APPR Composite scores	Upon receipt of State scores
APPR Appeal	15 business days after the receipt of Composite Scores
<u>Other Dates</u>	
Voluntary Transfer Application (s)	Announced on RTA website (By 4:00 to Human Capital Initiatives)
Sabbatical Leave Application	Last day of First Semester
Intent to Retire (see form on RTA website). (In order to receive Absentee Reduction Plan Incentive)	March 1st
Job Sharing (initial request) (To Superintendent in writing)	May 1st
Job Sharing (continue/discontinue). (To Human Capital Initiatives in writing)	March 1st

At a Glance Calendar: Faculty Rep

September <ul style="list-style-type: none"> • Labor Day Parade • Update Member Roster • Elect Building Committee • Establish RTA Bulletin Board • Introduce and enroll new members • Determine allocation of RTA Conference Money • Elect SBPT (if not elected in June) • Breast Cancer Walk Sign-up • Update Members at faculty meetings (S. 9.12) 	February <ul style="list-style-type: none"> • SBPT Activity Compensation (club \$) must be allocated by March 1 (S. 46) • Remind potential retirees about Absentee Reduction Plan deadline (March 1st) • Update members at faculty meeting
October <ul style="list-style-type: none"> • Enroll new members • Emergency Substitute Plan due to RTA (S. 9.9.c) • Plan for handling an assault due (S. 9.9.c) • Update members at faculty meeting 	March <ul style="list-style-type: none"> • RTA Conference and money allocation due March 31 • Submit unfilled substitute positions • Reach out to new members/teachers in your building • Update members at faculty meeting
November <ul style="list-style-type: none"> • Remind teachers about Voluntary transfers and Sabbaticals • Reach out to new teachers/members in your building • Update members at faculty meeting 	April <ul style="list-style-type: none"> • RTA Conference pool money available • Annual United Way Drive • Enroll members in VOTE/CIOPE • Job Share Intent letter due May 1st • Update members at faculty meeting
December <ul style="list-style-type: none"> • Submit Martin Luther King, Jr. winner to RTA • Submit unfilled substitute positions • Check RTA website for Voluntary Transfer information • Update members at faculty meeting 	May <ul style="list-style-type: none"> • Elect RTA Faculty Representatives • RTA Budget at RA • RCSD Staffing Projections available • Update members at faculty meetings
January <ul style="list-style-type: none"> • Sabbatical application deadline • Check RTA website for Volunteer transfer info • Check administrative bulletin for summer school application • Update members at faculty meeting 	June <ul style="list-style-type: none"> • Placement Day for Transfers • Retiring Members Dinner • Classroom Interruption Plan (S. 9.9.c2) due • Elect School Based Planning Team • Elementary room assignment • Submit unfilled substitute positions. • Update members at faculty meeting
<p align="center">Ongoing all year:</p> <p>Attend meetings, inform RTA Leadership of problems and concerns, record uncovered teacher absences for illness, process grievances, council members, keep records and enforce the contract</p>	

Elections Procedures

According to Rules and Bylaws, Article V Section 2.f. "Elections shall be held in May or June, terms of representation shall commence the July 1 following the election. Candidates for Faculty Representatives and alternates must have been members of the Rochester Teachers Association for at least one year prior to their election and shall maintain their membership in good standing during their terms of service."

1. RTA Reps conduct all elections in which RTA Members vote.
2. All RTA members of the unit should have ample and equal opportunity to participate in both nominations and elections.
3. Every member should receive a notice of elections.
4. The election must be by secret ballot.
5. The election must be in a public location and monitored by a Building Rep.
6. There are no Proxy or Absentee Ballots.
7. More than one member should assist in the counting of both the nominations and election ballots (including non-representatives). All members should have the opportunity to observe the ballot count.
8. The ballots and records of the election should be kept on file for one year.
9. Sealed ballot box with a sign in sheet should be kept recording each member who voted.
10. Published results including number of votes received by each candidate.

Election of RTA Representative

1. Number of Reps is set by the April Membership Report of the RTA Secretary.
2. If multiple candidates are running to fill Representative and Alternate positions, the highest vote getter is elected Rep and the second highest vote getter is the First Alternate.

Election of Building Committee

1. The Building Committee includes one RTA Rep and 4 teachers.
2. Election should be held in September.

Election of Teachers to School Based Teams

1. The number of teachers elected to a school-based planning team shall be one more than the total of all the other members of school base combined. The RTA Faculty Representative has the responsibility of determining the number before the call for nominations.
2. An election for teachers on school-based planning teams shall be held each year in each building. The term of office for teachers on SBPT can be one year, two years, or two staggered. A yearly election for all or part of the team is required.
3. There is no reserved seat for an RTA Rep.

Who Can Run/Vote in Elections?

Position	Building Rep	Building Committee	School-based Planning
Length of Term	2 years	1 year	Generally 2 years
Election Run By	RTA Rep	RTA Rep	RTA Rep
Voters	RTA faculty unit members only (in home school locations only: speech/ language, psychologists, social workers & Instructional coaches, vote in own department, not in bldg. election)	RTA members only (in every building where they work)	RTA members only (in every building where they work)
Qualifications	Must be RTA member for one-year prior	Any teacher may run	Any teacher may run
Filling Vacancies	First Alternate fills the remainder of the original 2-year term	Election to fill the remainder of the original 1-year term	Election to fill the remainder of the original 2-year term

Election Nominations

Call for Nominations must include the following:

- Position(s) to be elected
- Length of term
- Eligibility qualifications to be a candidate in this election
- Who is eligible to vote in this election
- Date nominations open, close, and procedures for making nominations (by email is recommended)
- Nomination method or form to be used (next page)
- Date(s), time(s), and public location where voting will be held
- Date, time and location where ballots will be counted (an observer selected by each candidate is permitted)
- Location(s) where election results will be posted
- Any special information or directions

Special Circumstances

Displacements: If a building rep is displaced or laid off at the end of the school year, they are no longer the representative for that building. If said person returns or is recalled into the same building, they continue to serve for the remainder of the original term.

Assistance and advice for resolving special election circumstances is available by contacting the Nominating and Elections committee at the RTA office.

Sample Nomination E-mail/Form

20_____

I nominate _____ for the position of RTA Faculty Representative/
Building Committee/SBPT member.

(Signature of person nominating)

I accept the nomination for the position of RTA Faculty Representative/Building
Committee/SBPT member.

(Signature of person being nominated)

Note:

- This form should be sent along with a call for nominations notice
- This form must be submitted by the date and time indicated on the call for nominations.
- Members may nominate themselves
- Records of all election materials should be kept for one year

Sample Ballot Form

OFFICIAL RTA BALLOT 20-- --Example School SBPT and Building Committee Election			
Please Circle up to X Candidates for SBPT (Circling more than X candidates will invalidate this section of the ballot)		Please Circle up to Y Candidates for Building Committee (Circling more than Y candidates will invalidate this section of the ballot)	
Wolverine	Ironman	Batman	Wonderwoman
The Hulk	Thor	Superman	The Flash
Spiderman	Cap. America	Green Lantern	Supergirl

Official RTA reporting form

Return this completed election report to RTA, attention N & E Committee

Faculty Unit Representative Election Report

May/June, 20____

UNIT/SCHOOL: _____ DATE ELECTION HELD _____

Representatives responsible for conducting nominations and elections:

Newly Elected Reps

1. _____
(Name)

(Home Address)

(City, State, Zip)

(Phone)

(Non-District Email)

2. _____
(Name)

(Home Address)

(City, State, Zip)

(Phone)

(Non-District Email)

3. _____
(Name)

(Home Address)

(City, State, Zip)

(Phone)

(Non-District Email)

Newly Elected Alternates:

1. _____

(Home Address)

(City, State, Zip)

(Phone)

(Non-District Email)

2. _____
(Name)

(Home Address)

(City, State, Zip)

(Phone)

(Non-District Email)

3. _____
(Name)

(Home Address)

(City, State, Zip)

(Phone)

(Non-District Email)

Building Committee

One Faculty Representative must be a member of a school's five-member Building Committee. That Representative Chairs Building Committee. Other Reps may also be a member but must be elected. Building Committee is a negotiating team for your school to discuss school problems and practices, school operations and questions relating to our contract.

In buildings that house more than one school each school has its own Building Committee.

The Building Committee should create the following agreements according to our contract: (Section 9.9)

- Common Planning time meeting schedule
- Classroom Interruption Plan
- Emergency Sub Plan
- Assault plan
- Student Code of Conduct for Student Discipline
- Use of copier
- Paperwork
- Review room assignments
- Review the school budget

Responsibilities of Building Committee

- Schedule meetings with the principal once a month
- Building Committee initiates these meetings
- Provide agendas and minutes promptly to staff
- Sign all minutes/agreements
- Keep copies of all minutes/agreements
- Forward copies of signed minutes/agreements to RTA Office and the appropriate Central Office Personnel (School Chief)

Building Committee Meetings

- Meetings with Building Committee and the principal should be monthly and last approximately 30 minutes
- Agendas for the meeting should be written in question form and distributed before the meeting
- Minutes from the meeting need to be signed by Building Committee and the principal and distributed to all staff promptly
- Agreements should be signed by Building Committee and the principal and copies sent to RTA and CO
- Agreements become contractual for your building and can be grieved if violated

*Assistance is available by calling RTA

School Based Planning Team

Monitoring the School-based Planning Team

You should be familiar with the work of your School-based Planning Team (SBPT). There are contractual responsibilities of the teacher constituency that you should check on. The SBPT should:

- Schedule two of the parent-teacher conferences (contract section 20.3)
- Allocate the activities fund for school clubs and extracurricular activities (contract section 46.5d)
- Discuss the school budget with the Building Committee and principal
- Develop and approve the School Comprehensive Educational Plan (SCEP)
- Oversee Professional Development for the school year
- Approve PD requests from teachers
- Conduct screenings and interviews as part of the transfer process
- Approve Job Share agreements

You will want to confer with the teacher constituency on your SBPT. They should be aware of the following:

Responsibilities of Teacher Members of SBPT

- To focus on instruction
- To attend all school-based planning team meetings
- To meet separately as a teacher constituency and to meet with all teachers regularly
- To keep teachers informed and represent them on the matters and issues being discussed at all school-based planning meetings
- To make sure that school-based planning meetings are open to all
- To inform their colleagues of the agenda of meetings
- To provide easy access to teachers who desire to speak to the school-based planning team in their school
- To provide minutes of the school-based planning team to all staff members and to the RTA office

*Assistance is available by calling RTA

Grievances

Stage 1 – Immediate Supervisor

Prior to filing Stage One

- Objective of grievance presentation is resolving the matter
- Present the grievance to his/her immediate supervisor or principal
- File within 60 business days of the date the teacher knew or should have known of the alleged violation

Filing the Stage One

- Make an appointment with the principal/immediate supervisor to file the grievance
- Presentation by teacher or with RTA Faculty Representative
- Submit the grievance in writing on RCSD Stage One Grievance Form

Results of Stage One

- Administration has five (5) days to attempt a resolution
- When response does not resolve, a copy of the grievance should be sent to the RTA office; when it does, send a copy to the RTA Office with a note: “Resolved”.
- Original copy is sent to the Superintendent’s designee; other copies go to grievant, Association (RTA) Office, Attn: Grievance, RTA Faculty Representative, as well a file copy for the administrator
- Keep a copy and stay in contact with the grievant(s)
- Contact RTA Office with questions/concerns

All correspondence from this point on is generated by the RTA Office

Stage 2 – Superintendent of Schools

- Within 10 days an appeal/request to hold a Stage 2 hearing is sent to the Superintendent/Designee
- Within 10 days from receipt, Designee holds a meeting with the teacher, his/her representative and parties in interest
- Superintendent/designee renders written decision within five days after hearing
- **If the teacher is not satisfied with the decision at Stage 2, proceed to Stage 3; if it does resolve advise the RTA office that the response is acceptable, and that the grievance can be closed**

Stage 3 – Board of Education (currently the Board has declined to hold these hearings)

- Within 15 days of Stage 2 decision, written appeal to the Board of Education is sent
- Within 15 days Board shall hold an Executive Session hearing on the grievance
- Within 5 days of the meeting, the Board shall render a decision

Stage 4 – Arbitration (If the Association is not satisfied with the Stage 3 decision)

- Within 15 days written notice of submission to arbitration given to Board
- Decision of arbitrator shall be final and binding
- Cost for arbitration borne equally by Board and Association

Reducing Grievances

Important Information for all Grievances

- Grievance procedures are described in detail in the Contract, Section 14. Read it over!!
- Progressive discipline: Section 371b.1 & 38.2a: “No eligible teacher within a bargaining unit shall be disciplined without good and sufficient cause.”
- Discipline steps: Oral reprimand, written reprimand, suspension, discharge.
- Teachers have the right to a representative in disciplinary matters. Teachers should try to have a choice of RTA Faculty. Consider getting the meeting rescheduled if this is not possible at the suggested time.
- Principal does not have the right to his/her own union representative. The principal is serving as the District’s representative.
- Collect information before attending a conference with administrator.
- Focus on due process
- Contract language protects a grievant from reprisals.
- The deadline for filing a grievance is 60 business days from the alleged violation: **Announce this to members** in September.
- If you have a question, call RTA at 546-2681.

General Tips

- The rep should try to talk to the principal before filing a grievance (Section 14).
- Not everything has to be done immediately.
- Sometimes you need to mediate, find a way for both parties to save face.
- You can end the meeting at any time. Protect your member!
- Only the RTA President may file a class action grievance.
- If more than one member is in agreement, each teacher should sign the grievance.
- If a matter affects a group or entire school, the Building Committee should file the grievance.
- The RTA Rep cannot file for everyone; either list the Building Committee or School (Faculty).
- Every grievance should begin:
 - *The district violated Section __ (and any other applicable sections) when.....*

Grievance Checklist

- ☐ Confirm this a timely grievance (60 business days after occurrence)
- ☐ Offered resolution & not accepted
- ☐ Schedule Stage One meeting
- ☐ Make a copy of the signed form & send to RTA Office
- ☐ RTA Faculty Representative or teacher presents form (files the grievance)
- ☐ Expect a response from administrator in 5 school days after filing
- ☐ Discuss response with grievant
- ☐ Send a copy to the RTA Office: Attn. Grievance labeled either “Resolved” or “Send to Stage 2”

Types of Grievances

There are different types of grievances. The chart below is a guide to help you determine which kind fits your best needs.

Type of Grievance	Who Files	Starts at	Used for
Single Grievant	One bargaining unit member	Work location on Stage One Form	Violation affects one person
Multiple Grievants	More than one bargaining unit member (all sign)	Work location on Stage One Form	Violation affects more than one person
Building Committee	BC Members (all sign)	Work location on Stage One Form	Violation affects whole school or group of members (e.g., special subject teachers, intermediate grade teachers)
Class Action	RTA President	Stage Two	Violation affects all bargaining unit members or classes of members across the district or various work locations or entire work location

Grievance Form



STAGE ONE GRIEVANCE FORM

Name of Grievant _____ Date Presented _____

Location _____ Position _____

Name of RTA Building Representative _____

TO BE COMPLETED BY GRIEVANT (In the event an informal resolution cannot be achieved.)

GRIEVANCE STATEMENT: [Specific date of alleged violation, contractual sections or policies alleged to be violated; attach additional information in support.]

Grievant's Signature

TO BE COMPLETED BY IMMEDIATE SUPERVISOR OR PRINCIPAL

RESPONSE/RESOLUTION: [Within five (5) school days of date this form is presented.]

xc: Office of Labor Relations
Grievant
RTA Office
Building Representative
File Copy

Administrator's Signature

Position

Date of Response

FORM 100 (1/01)

Assault

Guidelines for Reporting an Assault

All teachers in your building should be aware of the following information. As a Faculty Representative you should see that these guidelines are followed in any assault situation. You may need to review this information with the assaulted teacher.

1. Contract Section 25 “Teachers shall be required to report in writing, all cases of assault and/or battery suffered by them in connection with their employment, to their principal or immediate supervisor and the Association Building Representative.”

This section of the contract exists for the protection of members. Assault is a traumatic experience, and one typical response of an assaulted teacher is to minimize the event. Often, days or even weeks later, the assaulted teacher will realize physical or emotional injury has been caused by the assault. Therefore, it is important that you help the member report any assault as soon as possible so that all right under the contract will be protected.

Encourage teachers to tell when they suffer an assault. You can assist them through the reporting process. You may also call the RTA office (546-2681) for guidance.

2. Completing the Employee Report of Assault Form
 - Forms are available in the school office or contact RTA)
 - Form should be filled out for all cases of assault even if the victim
 - does not think the injury is serious
 - believes the assault was accidental
 - suspects had no disciplinary action will be taken against the student

The Employee Report of Assault form is somewhat confusing because it leaves no room for a summary of what happened. Tell the teacher **“Do not attempt to write a lengthy description of what led up to the assault or what followed it.”** Do have the teacher attach a statement of the actual assault. For example, state who hit you and where you were hit.

3. Typically, the assaulted teacher will not have time to fill out the assault form until later in the day or after school. Therefore, be sure that the principal understands those forms will be filled (recommendations for Long Term Suspension must occur within 24 hours after the incident). The principal is required by contract (Section 25.3) to call the police when an assault occurs.
4. Complete a Workers Compensation form and encourage the teacher to see a doctor even if they think the injury is not serious. Some injuries are not apparent until later, for example, strained muscles, or twisted back. Be sure the teacher tells the doctor that this injury occurred on the job so that any expenses will be covered by worker’s compensation. A doctor’s report strengthens any criminal procedure against the assailant.
5. The application for Assault Pay should be completed if/when the member is absent due to the assault.

Checklist for reporting an assault

Rochester Teachers Association

Teacher Assault Checklist

Below is a procedure checklist for Building Reps to follow when a teacher has been assaulted.

Teacher's Name _____	Principal/Supervisor _____
Teacher's Phone # _____	RTA Representative _____
Date of Assault _____	Location of Assault _____

1. _____ RTA Building Rep was notified immediately following assault
Time of Assault _____ Date & Time RTA Rep was notified _____
2. _____ Assist teacher in obtaining medical attention. When necessary, call ambulance or have someone drive teacher to doctor's office
3. _____ Teacher given support – Administrators arrange for coverage of class(es) per Building Committee Emergency Substitute Plan
4. _____ RTA Building Rep is present for all statements and reports
5. _____ RTA Building Rep assist teacher with all statements and forms
6. _____ Documented photographs taken (if necessary)
7. _____ Call Police (911) to file police report
8. _____ RTA office contacted: 546-2681
9. _____ Administration provided the following paperwork:
 - a. _____ Employee Assault Report completed and signed by Employee and Union Representative
 - b. _____ Workers Compensation Report completed and signed by Principal or Supervisor
10. _____ Teacher contacts Crime Victims Assistance Committee at RTA Office: 546-2681
11. _____ Administration provided copies of all paperwork and statements completed by teacher to RTA building Rep and victim.
12. _____ Rep Follow up on member
13. _____ Copy reports for member
14. _____ Give EAP information
15. _____ Consequences to student

Assault Form

Employee Report of Assault*

(Compliant with Section 25 of the RTA Collective Bargaining Agreement, Protection of Teachers)

☐ ASAR

☐ BENTE

☐ RAP

☐ RTA

Employee Section

(Please type or print legibly)

To: _____ Date _____ School _____
(Principal)

From: _____

WORKERS COMPENSATION REPORTS MUST BE COMPLETED FOR ALL WORK RELATED INJURIES. A FULLY COMPLETED WC FORM COPY MUST BE ATTACHED TO THIS REPORT. (THE ORIGINAL SHOULD BE SENT TO EMPLOYEE BENEFITS.) THIS REPORT MUST BE FILED WITHIN 3 BUSINESS DAYS OF THE INCIDENT UNLESS EMPLOYEE IS MEDICALLY UNABLE TO COMPLETE.

Incident: Date _____ at _____ with _____
(Time) (Student's Name)

Employee's signature

Union Representative/s Signature

Principal Section

To: Superintendent of Schools/His/Her Designee

From: _____ Date _____
(Principal)

Check applicable action: ☐ Long-Term Suspension Referral (copy required)
☐ In School Suspension/Alternative to Suspension (copy required)
☐ Other, please explain _____

(Principal's Signature)

Enc. Copy Workers Compensation Form

cc: Union Office

*** A separate Application for Assault Pay must be completed if loss of time occurs.**

(Rev. 2/2012)

Application for Assault Pay

Application for Assault Pay (AAP)

To Be Completed By Employee

(Please type or print legibly)

Date Submitted: _____

To: Meghan Abate, Director of Labor Relations
District Designated Representative

From: _____
Bargaining Unit Member

Location/School: _____ Date of Assault: _____

First date of lost time due to assault _____

Expected date of return to work _____

Date Employee Report of Assault and Workers Compensation forms were filed with
Principal/Immediate Supervisor _____

Employee's Signature

Date

Union Representative's Signature

Date

Required Attachments: ☐ Related Medical Documentation
☐ Medical Release

cc: Union Office

(Rev. 2/2012)

RCSD EMPLOYEE INSTRUCTIONS FOR REPORTING OF OCCUPATIONAL INJURY OR ILLNESS

1. 1) Employees shall report all work-related injuries immediately to their supervisor.
2. 2) The injured employee must complete and sign the District's Workers' Compensation First Report of Injury and Illness Reporting Form, and forward a copy of the form to their supervisor within the first 24 hours of the injury.
3. 3) The supervisor or administrator must sign the injury form and ensure the report is immediately reported to the District's Workers' Compensation third party administrator, UMR, Inc. at "candice.stobnicki@umr.com" and the District's Risk Management (HR) "Workers.Comp@rcsdk12.org" Email folder **along with** any additional documents pertaining to the incident. Contact information for UMR and the District is below.
4. 4) Should the employee leave work in an emergency situation, the incident should be reported to the supervisor and the District Risk Management Department (HR) IMMEDIATELY. The incident will still need to be electronically reported in order to generate a claim for the injured employee. ***** Please do not delay reporting the incident, the signed document and materials can be subsequently submitted through email, fax or interoffice mail. *****

INFORMATION FOR THE INJURED WORKER:

1. 1) An injured employee is entitled to obtain medical treatment relating to the injury or illness.
 2. 2) An injured employee should choose a physician or facility who accepts N.Y.S. Workers' Compensation Insurance.
 3. 3) Should the injured employee receive medical treatment after the initial incident report, the employee can contact UMR at 1-844-368-6663, or the RCSD HR-Risk Management Office at 585-262-8562 to provide information.
- a. Should the injured employee need medical treatment, the employee **must** inform the treating facility, the injury/illness is work related and to directly bill UMR for related services.
4. 4) An injured worker should not pay a deductible for receiving medical treatment. If an injured worker does pay for a medical service, including prescriptions or medical equipment, etc., they should seek to have the monies reimbursed from UMR.
 5. 5) If the injured worker feels the injury or illness prevents him/her from working, he/she needs to notify his/her supervisor and if he/she remains out of work for **more than three (3) consecutive days**, medical documentation must be submitted to the District, (see collective bargaining agreements). This documentation will need to be reviewed in the Benefits/Risk Management Departments.

HR-Risk Management 131 West Broad Street Rochester, New York 585-262-8562 585-295-2603 (fax)


CONTACT INFORMATION:

URM Inc.
P.O. Box 325
Syracuse, New York 13206

315-433-5473 (fax)

Rochester City School District- 131 West Broad Street-Rochester, New York 14614

Workers Compensation Form

 WORKERS' COMPENSATION FIRST REPORT OF INJURY AND ILLNESS									
Answer ALL questions. Sign, and give to your supervisor immediately. Please make and retain a copy for your records.									
Section I: EMPLOYEE INFORMATION									
Last Name				First Name			Middle Initial		
Telephone Number		Date of Birth	Age	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Social Security Number		Average Weekly Salary		
Address				City			State		Zip Code
Occupation/Title		Date of Hire	Work Status <input type="checkbox"/> full-time <input type="checkbox"/> part-time		Hours/day	Hours/week	Department		
School Building / Location Accident Occurred (Street, City, Zip Code)					Immediate Supervisor				
Section II: EMPLOYEE MEDICAL INFORMATION									
Medical Treatment Received? <input type="checkbox"/> Y <input type="checkbox"/> N (If no medical treatment, proceed to Section III)									
****Should the injured employee receive medical treatment after the initial incident report, the employee can contact POMCO at 1-877-236-7475 or the RCSD Risk Management Office at 262-8320 to provide information. ****									
Any Lost Time <input type="checkbox"/> Y <input type="checkbox"/> N		If yes, date disability began			If out of work: will salary be continued				
Name of Attending Physician				Inpatient Hospitalization					
Address of Attending Physician				Name of Hospital					
City		State		Zip Code		City		State Zip Code	
Section III: INCIDENT INFORMATION (Please complete the entire section)									
Date of Injury or Illness: (Month/Day/Year)					Time of Injury/ Illness			<input type="checkbox"/> AM <input type="checkbox"/> PM	
Is This a Recurrence of a Previous Injury or Illness <input type="checkbox"/> Yes <input type="checkbox"/> No									
If "Yes" Please Give Details (i.e., date of previous Injury and provide details)									
Describe Part (s) of Body Injured/Nature of Occupational Illness (i.e., left arm, right foot, head, multiple, etc.)									
Nature of Injury / Illness (i.e., laceration, burns, fracture, strain, etc.)									
Cause of Injury / Illness (motor vehicle, machine, strain, or injury by lifting, etc.)									
Injury/Occupational Illness Description									
If Employee Unavailable for Signature, Explain Circumstances in this Space and Enter Incident									
OVER →									
1									

RTA Paid Absence Bank

Accessing the RTA Paid Absence Bank

Section 41.16.h

In the event that the District is required and unable to supply a substitute teacher (either a per diem substitute or a building substitute) to cover an Assignment for a classroom teacher who is absent due to illness or injury, the District shall notify the RTA and a .5 day will be added to the paid absence bank for each day a substitute teacher has not been supplied. The information shall be reported to the RTA by the District Substitute office at a mutually agreeable interval.

RTA Paid Absence Bank – Section 41.16

16b. The paid absence bank shall be administered by the RTA using the following guidelines: To be eligible to utilize the paid absence bank a bargaining unit member:

- must have exhausted his/her personal illness allowances specified under class A in Section 42 of the collective bargaining agreement.
- must be ineligible for catastrophic illness leave and/or hardship leave as provided in Section 42 of the collective bargaining agreement.
- must apply for use of the paid absence bank to the RTA with a written medical statement on a completed application form.

(2) Paid absence bank payments are only available after ten (10) days of continuous absence for the specified illness or injury, retroactive to the first day.

(c) The paid absence bank may not be used for vacation or other personal leave.

(d) Any decision of the RTA as to entitlement to use of the paid absence bank is not subject to the grievance procedure.

(e) Bargaining unit members who are absent from work and are receiving workers compensation or disability benefits may only use the paid absence bank for payment for the difference between the amount of such benefits and the employee's regular salary.

(f) Transmittal from the RTA of an approved form to payroll shall constitute authorization for pay from the paid absence bank.

(g) The paid absence bank will be initially credited with one thousand (1000) days.

(h) In the event the District is required and unable to supply a substitute teacher (either a per diem substitute or a building substitute) to cover an assignment for a classroom teacher who is absent due to illness or injury, the District shall notify the RTA and .5 day will be added to the paid absence bank for each day a substitute teacher has not been supplied. The information shall be reported to the RTA by the District's substitute office at mutually agreeable interval.

(i) The maximum number of days that a bargaining unit member may receive from the paid absence bank shall be determined by the RTA.

(j) Each summer, the RTA shall provide an accounting of the status and use of the paid absence bank during the previous fiscal year in the form required by the District's Chief Financial Officer.

(k) The Association agrees and shall defend, indemnify and hold harmless the District with respect to any and all claims or causes of action of any type relating to the Association's administration and decisions pertaining to the paid absence bank.

Accessing the Paid Absence Bank Form

Paid Absence Bank Application Form 2020-21

Name: _____ Employee ID _____ Date _____
 Work Address: _____ School/Program _____
 Home Mailing Address: _____
 City, State & Zip Code: _____ Social Security # _____
 Phones: Preferred _____ Work: _____ ext. _____
 Non – district email address: _____

Briefly describe your medical condition or injury: _____

Before proceeding, consider the following items:

- 1 **NO APPLICATION CAN BE PROCESSED WITHOUT PHYSICIAN'S STATEMENT.**
- 2 We cannot accept FMLA paperwork or other District documentation.
- 3 Each item below must be answered before the application can be approved.
- 4 All forms must be signed by the applicant.

Background Questions:

	Yes	No
Have you applied for Catastrophic illness Leave (Section 41.14)? ¹		
Have you applied for Hardship/Unforeseen Allowance (Section 41.12)? ¹		
Is your absence due to being assaulted while at school?		
Are you currently eligible for or are you receiving Worker's Compensation pay? ²		
Are you currently receiving or eligible for any other disability benefits? ²		

¹ If yes, has your application been denied? Yes ☐ No ☐

² If you answered "yes", provide documentation of your Worker's Compensation or benefits eligibility.

1. In order to qualify for Paid Absence Bank, you must be absent for 10 consecutive days or more for this condition or injury. On what date will/did your absence begin? _____
2. On what date will/did you exhaust all of your illness days? _____
3. What is your anticipated date of return? _____

Applicant's Statement: I have read the RTA Paid Absence Bank Guidelines and application. I understand that I cannot file a grievance on action taken by the RTA on this application. I have attached the physician's statement.

 (Applicant's Signature)

Return completed form to maskerade6@aol.com or by FAX (546-4123)
 Send as a PDF ONLY, PLEASE NO JPEGs if sent by email.

*** For RTA Use Only ***

Place Rec'd Stamp Here	Days: Available _____ Exhausts On _____
	Date of Response: _____
	Action Taken: _____ PAB Days: _____
	Authorized By: _____

RTA Conference Day Guidelines

As Section 21 of our contract stipulates, each school is allocated a certain dollar amount and number of substitute days for conferences. This section was negotiated between the RTA and the district. Allocation in each building is determined by the RTA Building Representatives.

Distributing RTA Conference Days and Funds: The Faculty Representative(s) at the school allocate the RTA conference days and money. Faculty should be clearly told in September about the availability of days and money and how they will be distributed. Some building Reps set criteria to rank requests (first priority may go to those who have not previously received days, for example). Others distribute the days and money first-come, first-served. Whatever the preferred method, it should be communicated to members at your building. Request for Itinerant Teachers, Speech/Hearing, Social Workers, Psychologists should be directed to the RTA office and are allocated under section 2.

Key things to remind members when filling out the forms:

- **Use sensitized form or make 3 copies**
- Write in the HOME ADDRESS as this is where check reimbursement is sent.
- Get required signatures: RTA Member, RTA Faculty Representative.
- Keep copies of ALL RECEIPTS; originals attached to white copy.
- If member's request exceeds the dollars and days granted by the school, request the remainder from the district-wide pool in Section III on that same form (see next page)
- Notify RTA if you do not go to a conference.
- Deadline for request is March 31, after which pool money is available (see below).

What to do with forms:

- Page One (white) - Send via courier to the RTA Office.
- Page Two (yellow) - For your records. Keep at school
- Page Three (pink) - Attach ORIGINAL receipts and send via courier to the RTA Office.

About the District Wide Pool: Any remaining funds and substitute days not requested by March 31 roll over into a district-wide pool. This money is available to any member. Simply have the member fill out the first two lines of Section III on the Conference Day Request Form and then follow the procedures listed above.

RTA Conference Day Form

(example form only – Use sensitized form)

		ROCHESTER TEACHERS ASSOCIATION 30 North Union Street, Suite 301 Rochester, New York 14607 Tel: 546-2681		REQUEST FOR AN RTA CONFERENCE THIS FORM MUST BE ON FILE AT THE RTA OFFICE NO LATER THAN MARCH 31 FOR SECTIONS I AND II, OR AFTER MARCH 31 FOR SECTION III.		RECORD NO. _____
Date: _____		Work Telephone No.: _____		Employee Name: _____		MI: _____ Last: _____
Dept./School/Location: _____		Home Address: _____		Street: _____		City: _____ Zip: _____
Details of Travel/Conference: _____		Destination: City/State: _____		Purpose: _____		
From: _____ To: _____						
SECTION I - SCHOOL ALLOCATION ONLY USE THIS SECTION FOR APPROVAL OF DAYS AND/OR MONEY GRANTED FROM SCHOOL ALLOTMENT.						
Amount of Money Requested \$ _____		Amount of Money Granted \$ _____				
Number of Days Requested _____		Number of Days Granted _____				
RTA Faculty Rep. Signature: _____						
SECTION II - ITINERANTS, PSYCHOLOGISTS, SOCIAL WORKERS AND SPEECH/HEARING STAFF USE THIS SECTION FOR APPROVAL FROM SPECIAL COMMITTEE.						
Amount of Money Requested \$ _____		Amount of Money Granted \$ _____				
Number of Days Requested _____		Number of Days Granted _____				
Special Comm. Chairperson's Signature: _____						
SECTION III - POOL MONEY ONLY USE THIS SECTION FOR APPROVAL OF DAYS AND/OR MONIES GRANTED FROM POOL MONEY ONLY.						
Amount of Money Requested \$ _____		Amount of Money Granted \$ _____				
Number of Days Requested _____		Number of Days Granted _____				
Special Comm. Chairperson's Signature: _____						
EXPENSES:						
TRANSPORTATION:				ESTIMATED:		RECEIPTS REQUIRED
Airplane/train/bus _____ \$ _____						
Automobile mileage _____ x _____ € _____						
Car rental/taxi _____						
Tolls and parking fees _____						
REGISTRATION FEES:						
Lodging: _____						
Receipts No./Nights _____ @ \$ _____						
MEALS:						
Receipts (Originals Required) _____						
TOTAL EXPENSES:						
Amount granted from RTA allotment \$ _____						

PAGE 1: RETURN TO RTA OFFICE



RTA Committees Working for You

Thirty committees have been established by negotiated contracts and RTA's Rules and By-Laws. Each committee is designed to provide a special service to RTA members. Serving on these committees are over 220 RTA members, appointed by the RTA President, with consent of the Representative Assembly.

There are three categories of Union committees - Standing, Special and Joint RTA-CSD/Labor-Management committees.

Standing committees are established in the By-Laws of RTA and carry out prescribed functions. Members are appointed by the President and serve overlapping terms of two years.

Special Committees are designed for a particular need not covered by any of the Standing Committees. With the exception of the Nominations and Elections Committee, members are appointed by the President with consent of the Representative Assembly and serve until the specific charge of the committee is completed.

Labor-Management and Joint RTA-CSD Committees are those established in the contractual agreement between RTA and the District. Members are appointed by the President, subject to the consent of the Representative Assembly, and serve one-year terms.

Service on all Standing and Special Committees is open to all RTA members. Joint Committee members are limited by contract to teacher unit members only. For your information, we list below the various committees and a brief identification of each committee's charge.

Standing Committees

Budgetary Review Committee: Study and review the current budget of the City School District along with other comparable budgets, keep records and statistics pertinent to the membership's best interests, compile data for support of contractual negotiations.

Crime Victims Assistance Committee: Investigate incidents in which teachers and paraprofessionals are assaulted or otherwise made victims of crime during or as a result of the performance of their professional duties; develop a program for the Association to help members so victimized to file grievances when appropriate; work with all committees, officers and agents of the Association to promote safety in schools.

Grievance Advisory Committee: Process all grievances filed by teacher unit members according to the contractual agreement and develop Association positions on all matters pertaining to the rights of Association members. Offer support/guidance to members with professional issues.

Committee on Human Relations: Work to plan, develop and promote activities as appropriate to further the civil and human rights of students and educators. Sponsors annual Student Recognition Day in memory of Dr. Martin Luther, King, Jr.

Legislative/Political Action Committee: Have broad concern for local, state and national legislation affecting the interests of schools and teachers and the Association.

Membership Committee: Organize and conduct membership enrollment, assist the secretary in maintaining complete and accurate membership lists, organize annual retirement dinner and other occasional functions.

Member Services Committee: Investigate, report and monitor those benefits to which members are entitled as a direct result of membership, including, but not limited to, group purchasing plans.

Negotiating Committee: Prepares all negotiations proposals for teacher unit members, negotiates with the District and submits reports and recommendations to the membership.

Committee on Professional Development and Instructional Services: Develop Association positions on all matters affecting instruction.

Public Relations Committee: Develop internal and external communications, inform the public or educational issues and union positions, maintain liaisons with community.

Student Discipline Committee: Develops and recommends for Board approval, ways and means to provide suitable educational opportunities for pupils who are so disruptive that they require special assistance. Committee is also charged with the responsibility to develop procedures for the conduct of student discipline hearings.

Special Committees

Action Committee: The Action committee helps to organize and engage the membership in various activities (protest marches, buttons, educational campaigns) in order to further the RTA's educational and policy agenda. We seek to advance teachers' rights through various means not limited to legal civil disobedience. We are active in our immediate RCSD community and seek to foster positive relations with the parent and families of our students. Finally, we do a chartable "Holiday Basket Giveaway" to aid our neediest families during the holiday season.

Finance Committee: Committee will Review financial statements and RTA annual audit.

Health and Safety Committee: Works to ensure RTA members and RCSD students have a safe working environment and provides workshops on related topics.

Labor Council Delegates Committee: Represent the RTA as delegates to the Rochester and Vicinity Labor Council, AFL/CIO; attend monthly meetings of the Labor Council. The objective of the Labor Council is to unite all working men and women to protect, maintain and advance the interests of all working people.

Multicultural Education/Parent and Community Relations Committee: This committee is working to provide support to teachers through collegial dialogue, presentations, seminars and conferences. These activities are designed to provide a professional forum for discussing the issues relevant to providing children a multicultural education. It will also study, propose and develop ways to improve communications and relationships among teachers, parents, schools and community.

Nominating and Elections: Develops criteria and procedures for the selection of nominees for all Association officers, Department officers, Faculty Representatives, and NYSUT/AFT Delegates. Schedules and conducts the elections for all offices; tabulates and reports the election results. Members of the committee are elected to serve by the Representative Assembly.

NYSUT Local Action Project: The Local Action Project is a unique program developed by NYSUT to help local unions increase membership participation, build community support and achieve results in providing the best education programs, contracts, budget votes and more. The LAP program is an opportunity to partner with NYSUT in developing an action plan to move our local forward

Rochester Teaching Academy: This committee offers workshops on instruction, teaching and work-related topics. It constitutes our union's professional development program for teachers.

Rules and By-Laws Committee: Assists members on questions of procedure and operation of Representative Assembly; recommends adoption or amendment of By-Laws and Rules; reviews and, if necessary, edits amendments to By-Laws and Rules proposed by members; and assists in preparation of tentative agenda for each Representative Assembly.

Scholarship Committee: The Committee administers the Peter Castle Memorial Scholarship fund which annually awards scholarships: the General Scholarship, the scholarship for a son or daughter of an RTA member, the Scott Spino Teaching Scholarship, the Gordon Dorway Science Scholarship, and the Ken Silvio Technology Scholarship.

School Innovation Committee: This committee explores and promotes innovative ideas to assist schools and teachers to develop changes to school structures, programs and policies that will provide better conditions for teaching and learning in District schools. It consults with, and makes recommendations to the Office of Innovation, other RTA committees and members, and outside consultants and personnel.

Service Fund Trustees: Administers the RTA Service Fund, receives and processes requests for financial assistance from members who are in need.

Special Projects Committee: Supports key reform initiatives to ensure that the union's role and effectiveness are furthered.

Technology Committee: General oversight of all areas of RTA technology, to assist RTA offices with technology issues and updates. Consult, plan, maintain, implement RTA office technology and policy.

Voice of Women Committee: The Committee creates a stronger voice in our union by providing interested members, especially women, a forum to express and act on concerns relevant to the employment and participation in union activities. It will initiate discussions in an effort to improve contract language and otherwise deal with issues important to members, especially women.

Watchdog Committee: This committee works over the summer to make sure the contract is enforced.

Joint RTA/RCSD Committees:

Affirmative Action: One representative from RTA serves on this District committee which has responsibility to study and recommend policies and procedures to accomplish the goal of equal employment opportunities in the District.

Career In Teaching: This committee conducts the work of the CIT program: to oversee and develop mentors and lead teachers, to develop and oversee peer reviewers and similar works.

Joint Living Contract Committee: In order to resolve problems that arise during the life of the contractual agreement, a joint Committee shall be convened. The committee shall consist of no more than four (4) representatives appointed by the Association President and no more than four (4) representatives appointed by the Superintendent.

Joint Committee on Alternative Schools: In the current contract, RTA and the RCSD agreed to explore the development of at least one alternative school at the elementary, middle and high school levels.

Labor Management Committees

Committee on Sabbaticals: Receives applications and makes recommendations to the Superintendent for granting sabbatical leaves. Rates proposals for sabbaticals according to criteria developed by the committee.

RTA Conference Days Committee: A District-wide allocation of days and monies is established and this Committee shall administer the dispensation of these funds.

School Calendar Committee: Prepares the school year calendar for the Superintendent's review and Board of Education approval.

Career In Teaching



Career in Teaching (CIT) Career Ladder, Governing Panel, Teacher Support

RTA-RCSD Contract, Career Ladder, and the CIT Governing Panel

The landmark collective bargaining agreement of 1988 established our pioneering Peer Assistance and Review (PAR) program, Career in Teaching. CIT established a career ladder that encourages professional growth and offers teachers leadership opportunities as Lead Teachers without leaving the classroom. First year teachers enter the district as Intern Teachers and receive mentor support from Lead Teachers in their tenure area (see Section 52 of the Contract).

Rochester's CIT program is overseen by a Joint Governing Panel of six teachers selected by the RTA President and six administrators selected by the Superintendent of Schools. The CIT Governing Panel convenes about every three weeks. The Panel is charged with developing, implementing, and evaluating the policies of the CIT program.

These responsibilities include selecting Lead Teacher Mentors, overseeing their work, and making recommendations (based on mentor and administrator input) about the continued employment of Interns and their advancement to the Resident Teacher level.



Besides working with first-year Intern Teachers, CIT Lead Teachers provide several other types of support:

Independent Evaluation is provided by mentors who are Teachscape certified to evaluate colleagues using the Framework for Teaching (Danielson) rubric as part of APPR.

Professional Support is voluntary peer coaching provided to "Resident" or "Professional" teachers with the goal of improving practice.

Intervention Support is voluntary peer coaching designed to "offer all available resources to help improve the performance of experienced teachers who are having serious difficulties in the performance of their professional duties" (see Section 53 of the Contract).

Teachers typically work at the Resident Teacher level for three years (but may remain at this level for up to four years). Teachers who have received tenure from the district and earned professional New York State certification in their tenure area may advance to the Professional Teacher level.

First year "Intern" Teachers receive:

- Intensive Mentor Support from a Lead Teacher in your field throughout your first year of teaching.
- New Teacher Orientation workshops from Lead Teachers on the most critical, immediately relevant topics for Intern teachers
- Tuition Reimbursement for teachers who are in the process of obtaining their first Master's Degree, or for teachers who are seeking certification in one of the District designated shortage areas.

The CIT Program supports many other important functions in the district, including teacher evaluation, non-mentor Lead Teacher positions, New York State Professional Certification, and professional development.



Questions? Visit the CIT website: www.rcsdk12.org/CIT or contact [Stefan Cohen](mailto:stefan.cohen@rcsdk12.org), the Program Director, at the CIT Office, 585-262-8541, stefan.cohen@rcsdk12.org.

Tuition Reimbursement Process

Tuition Reimbursement

Tuition reimbursement is available for teachers who are in the process of obtaining their first Master's Degree toward Professional Certification, or for teachers who are seeking additional certification in one of the District-designated shortage areas (see [Human Resources/Shortage Areas](#)). Full-time and part-time teachers (0.5 or more) are eligible. Per diem substitutes are not eligible. Coursework toward administrator certification or degrees in school administration is not eligible for reimbursement.



Applications for tuition reimbursement are due at least 30 days prior to the start of the course. In order to expedite the process, it is important that all information on the application be completed. A maximum of 36 credit hours may be reimbursed. Please note that each year, after receiving \$5250 in the calendar year (January-December), federal regulations require tuition reimbursement to be taxable.

APPLICATION *NEW PROCEDURE*****

Please complete the Tuition Reimbursement Application for Teachers on-line using the Google Form here: <https://forms.gle/R1U9G9X5yoXGEADp9>. (You must log into your RCSD Google account [[Your 7-digit ID#](#)]@rcsd121.org and use your district password.)

APPROVAL

Approximately 3 weeks after the application is reviewed, the CIT office emails a letter indicating whether or not the application has been approved.

COURSE COMPLETION & REIMBURSEMENT

Once approved for tuition reimbursement, the teacher completes all registration processes and pays for approved courses in full.

After completing the approved courses, the teacher submits the original tuition invoice with **proof of payment** (in the form of an itemized paid bill showing a zero balance for the relevant semester) **AND** a copy of the **final grade report**. Successful completion of a course requires a grade of 'C' or higher.

Please submit documents as email attachments to CIT@rcsdk12.org with the subject line, "Tuition Reimbursement." Please avoid screenshots, photos, or images pasted into word processing documents. The relevant college website pages ("Account Activity" or "View Grades") should have features that allow you to download these documents or print/save to PDF directly.

If the college financial office is unable to provide the teacher with an itemized paid bill showing a zero balance, the teacher may choose to complete the [Confirmation of Teacher Payment for RCSD Tuition Reimbursement](#) and bring it to the college financial office for a stamp or signature.

[Document requirements are based upon Internal Revenue service guidelines and generally accepted accounting principles (RCSD Business Services Procedures and Reference Manual, 2003-04 Ed. P 3.)]

It may take 4-6 weeks for reimbursement to appear in the teacher's paycheck.

A service commitment of four (4) semesters is required after the conclusion of the last course taken. If a resignation or separation from the district occurs before the service commitment is fulfilled, a refund may be owed to the district. (For details, please review RCSD-RTA Contract Section 49.3.f.)

Once the documentation is received, the CIT Office will process the information and submit the required form to the RCSD Payroll department. The Payroll Department then generates a check according to the payroll schedule. Teachers will be “reimbursed at not less than the lowest rate for comparable course offering(s) at an area college or university” (RCSD-RTA Contract, Section 49.3.e).

Any amount received over \$5250 in a calendar year (January-December) will be taxed.

Email CIT@rcsdk12.org or call 585-262-8518 with questions.

VOTE/COPE

Voice of Teachers in Education, Committee on Political Education (VOTE/COPE) is the non-partisan political action arm of the New York State United Teachers, the RTA's state affiliate. VOTE/COPE is the "watchdog" that works for you to promote legislation favorable to teachers on educational issues and to protect your well-deserved pension. It coordinates the voluntary contributions of members throughout the state and makes contributions to the NYSUT-endorsed candidates and NYSUT-supported general campaign committee. RTA is rebated a percentage of our members' contributions. That money is used for contributions to deserving candidates in local campaigns.

The formal structure of VOTE/COPE consists of a statewide committee comprised of the elected officers of NYSUT and two other NYSUT members. VOTE/COPE reflects NYSUT's commitment to the grass-roots involvement of members.

VOTE/COPE funds, by law, are kept separate from those of NYSUT. The VOTE/COPE committee makes the decisions on the distribution and use of VOTE/COPE contributions.

Why is VOTE/COPE important to RTA members?

By choosing candidates who are supportive of public education and the interests of our profession, support for the following matters will be garnered:

- Make classrooms safe for children and teachers by urging enactment of NYSUT's Safe School Programs
- Achieve permanent protection for retiree's health insurance
- Protect essential teacher rights – including tenure and the Triborough Law (which continues the provisions of an expired collective bargaining agreement until a new contract is negotiated) – from attacks.
- Win pension Cost of Living Adjustments (COLA) for tens of thousands of NYSUT retired public employees who have seen purchasing power of their income decline steadily since retirement.

How do members enroll and contribute?

There are two options:

- Automatic deductions per paycheck (21 out of 22 paychecks)
- By check to VOTE/COPE (sent to RTA office)

To receive a contribution form, contact RTA at 546-2681. Please join your colleagues, over 1,700 Members Strong!

Services to RTA Members

Employee Assistance Program - EAP

The EAP is a confidential program designed to help you manage your work and life problems. The RCSD covers the entire cost of up to three counseling sessions; there is no cost to you. You can call the EAP 24 hours a day, 7 days a week, 365 days a year to reach a professional counselor. Call: 1-800-327-2255 or www.mybalanceworks.com.

NYSUT Member Benefits

NYSUT provides a wide array of programs, services and information that address its member's unique interests and issues. Visit NYSUT at www.nysut.org/members for a full listing.

Buyers Edge

The NYSUT Member Benefits Corporation-endorsed **Buyer's Edge, Inc.** program is a unique buying service that you can use to purchase a variety of major products and services -- backed by the lowest price guarantee -- such as appliances/televisions, vehicles (new & used), furniture & mattresses, luggage, and much more.

Buyer's Edge, Inc. also offers the option to buy by phone, buy online, and, in certain benefit categories and areas, buy-in-person. Many member benefits such as vehicles and furniture are offered nationally while others such as appliances/televisions are available in the tri-state region only.

Available Products

Choose from appliances (major), audio, bath vanities, vehicles (new & used), contact lenses, computers, fine jewelry, exercise equipment, furniture, home security systems, kitchen cabinets & countertops, lighting, limo transportation, live event tickets, luggage, moving service, office supplies, pianos, prescription savings card, real estate services, tire & auto services, electronics, vacuum cleaners, and more.

Auto Buying Service

Are you on the hunt for a new vehicle? NYSUT members receive "guaranteed savings" with the Buyer's Edge, Inc. Auto Buying Service and have saved an average of \$3,078 off the manufacturer's suggested retail price on new vehicles. Your NYSUT membership also gives you free access to TrueCar Reports to see what others are paying for the vehicle you want to make sure you're getting a good deal.

To learn more about the Auto Buying Service, call 800-543-8381 or visit www.NYSUTmemberbenefits.truecar.com.

Learn More

Visit the Buyer's Edge, Inc. website: <http://www.buyersedgeinc.com/>.

Remember to use our NYSUT Member Benefits-assigned **Username: 215** and **Password: NYSUT**.

The Rochester Teachers Association Service Fund

Purpose

The purpose of the Rochester Teachers Association Service Fund shall be to extend financial assistance to active and retired Association members who are in need.

Organization

The Service Fund shall be divided into a Permanent Account and a General Account. The Permanent Account shall not be used for financial grants, but shall be invested or deposited, and the income there from shall be added annually to the General Account. The General Account shall be used only for grants of assistance.

Administration

The Service Fund shall be administered by a committee of five trustees appointed for staggered terms of five years and eligible for reappointment. The Association President shall appoint one trustee annually to succeed the trustee whose term is expiring, and also make appointments to fill vacancies. All appointments shall be subject to approval by the Representative Assembly.

Following the appointment of trustees, they shall adopt rules of procedure and organization subject to the approval of the Executive Council. Such rules of procedure and organization shall not conflict with any provision of the Constitution and these By-Laws.

Unfilled Substitute form

Rochester Teachers Association

Position Form

Please record all unfilled substitute positions on this form. This form should be submitted three times a year. Please submit this form to the RTA office on December 1st, March 1st and at the end of the calendar school year.

Work Location _____

Name of Building Representative _____

Name	Tenure Area	Date of Absence	Job Number

Please make and keep copies for your records.

**30 N. Union Street, Suite 301,
Rochester, NY 14607**

***RTA Office: 546-2681
Fax: 546-4123***

Important Websites

Rochester Teachers Association
www.rochesterteachers.com

True North Logic
<https://rcsdk12.truenorthlogic.com/U/P/Channel/-/Guest/Login>

New York State United Teachers
www.NYSUT.org

RCSD Employee Resource Center
<http://erc.enwisen.com>

New York State United Teachers Benefits
Page
www.NYSUT.org/members

EAP
www.mybalanceworks.com

New York State Teachers Retirement
System:
www.NYSTRS.org

Share My Lesson
www.sharemylesson.com

American Federation of Teachers
www.AFT.org

First Book
www.firstbook.org/aft

National Education Association
www.nea.org

RCSD PowerSchool access at home
<https://sms.rcsdk12.org/PowerSchoolSMS>

NYS Education Department
www.NYSED.gov

Career-in-Teaching
www.rcsdk12.org/domain/40

NYS Teacher Certification
Information/Status:
www.highered.nysed.gov/tcert/certificate/

Rochester Teacher Center
www.rochesterteachercenter.org

RCSD Board Resolutions
www.rcsdk12.org/domain/25

Engage Rochester
www.rcsdk12.org/Page/283

Glossary of Terms and Acronyms

3020 A

The due process procedure for the dismissal of a teacher in New York State.

AMERICAN FEDERATION OF LABOR – CONGRESS OF INDUSTRIAL ORGANIZATIONS (AFL-CIO)

State and local labor councils are umbrella groups that include many unions in the area. They're the heart of the movement, partnering with state and community organizations and conducting state, local and national campaigns to improve life for working families.

AMERICAN FEDERATION OF TEACHERS (AFT)

AFT represents K-12 teachers, paraprofessionals and school related employees and is an affiliated international union of the AFL-CIO. AFT advocates sound, common sense public education policies, including high academic and conduct standards for students and greater professionalism for teachers and school staff.

APPR

The Annual Professional Performance Review is governed by Education Law 3012© and Commissioner's Regulations that requires teachers to be evaluated annually. It specifies the criteria upon which teachers are to be evaluated, and it requires that teachers rated as deficient be provided with a teacher improvement plan to improve their performance.

ARBITRATION

Arbitration is a process of dispute resolution (e.g., contract grievances) in which a neutral third party (arbitrator) or panel renders decision after hearing at which both parties have an opportunity to be heard. This is usually the final step on a grievance procedure. Depending on the agreement the parties, an arbitration award may be advisory or binding.

BARGAINING IN GOOD FAITH

Bargaining in good faith is a characteristic of collective bargaining that is required of labor and management by the National Labor Relations Act. This has been interpreted to occur when the employer and the representative of the employees meet at reasonable times and exhibit both give and take.

BARGAINING UNIT

A group of employees with a common employer, who have the same duties and are recognized by PERB as having the right to bargain with the employer the terms and conditions of their employment.

BUILDING REPRESENTATIVE

This is a local union official who represents members at the work site level. Responsibilities include keeping members informed of union activities and assisting members with professional issues. Many work site reps also assist members with grievances and situations related to the collective bargaining agreement.

CAUCUS

A meeting of members of an organization or committee to discuss issues and decide policy.

CENTRAL LABOR COUNCIL

Central Labor Council is an organization of area labor leaders from different unions formed to deal with labor issues affecting the community or affecting their members collectively or individually. Many labor councils are also a source for labor's point of view on issues affecting the area's workforce.

CHARTER SCHOOLS

A charter school is "an independent and autonomous public school," except in those situations where it is deemed otherwise. The law provides for two basic types of charter schools: newly created schools that come into existence with the issuance of a charter and converted public schools that previously operated as traditional public schools. Regardless of type, a charter school is almost entirely independent of local school boards. (Education Law, 2853(1)(c))

COLLECTIVE BARGAINING

Collective bargaining, also known as collective negotiations, is the process of joint give and take by employers and employees' organizations. As contemplated by the National Labor Relations Act and guaranteed by the Taylor Law in New York state, collective bargaining is a process of agreements between the employer and the accredited representative of union employees concerning wages, hours and other terms and conditions of employment. It requires that parties deal with each other with open and fair minds, sincerely trying to overcome obstacles between them in order to stabilize employment relations and prevent obstructions to the free flow of commerce.

COLLECTIVE BARGAINING AGREEMENT/TEACHER CONTRACT

A collective bargaining agreement is a contract properly executed by a school superintendent acting as the chief executive officer of a school district and an employee organization that represents a group of employees included within a bargaining unit (the union).

CONTRACT SUB

A teacher hired for a specific period of time but no longer than the end of the school year and covered by the teacher contract.

DELEGATE

Each NYSUT local elects individuals to serve as delegates or representatives to the annual NYSUT Representative Assembly. Delegates are empowered with the authority to elect the officers and board members of NYSUT and to vote on policy resolutions and constitutional amendments.

DUTY OF FAIR REPRESENTATION

The obligation of the union imposed by federal labor laws, to fairly and impartially represents all bargaining unit members in collective bargaining and in the enforcement of the agreement.

EXECUTIVE SESSION

A meeting of the representative assembly or executive council closed to all but members of each body, the proceedings of which members are honor-bound to keep secret.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act is a federal law designed to protect the privacy of a student's educational records. The law applies to all schools. Parents or eligible students have the right to inspect and review all of the students' educational records maintained by the schools and to request that a school correct records believed to be inaccurate or misleading. Teachers and other school personnel who are involved in the education of students have the right under FERPA to access a student's educational record, according to school district policy.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act is a federal law that requires employers with more than 50 employees to provide up to 12 weeks of unpaid leave each year to qualified employees for medical and childcare purposes. An employee is eligible under the law to take family and medical leave if she or he has been employed for at least 12 months and has worked at least 1,250 hours in the last year. When the need for family or medical leave is foreseeable and practical, the employee must give 30 days notice of his or her intention to take the leave. Please consult your labor relations specialist for more information regarding this issue.

GRIEVANCE

A claim that an employee's rights and/or working conditions have been negatively impacted by an action of the district or one of its agents.

INSUBORDINATION

The refusal of a teacher to follow a directive by an administrator.

JUST CAUSE

Good and sufficient cause required for the discipline or dismissal of a teacher.

NATIONAL EDUCATION ASSOCIATION (NEA)

The nation's largest professional employee organization is committed to advancing the cause of public education. NEA's 3 million members work at every level of education—from pre-school to university graduate programs. NEA has affiliate organizations in every state and in more than 14,000 communities across the United States.

NEW YORK STATE UNITED TEACHERS (NYSUT)

NYSUT is a federation of more than 1,200 local unions in New York State representing their own members. NYSUT works to improve not only working conditions, but also our profession.

PUBLIC EMPLOYEES RELATIONS BOARD (PERB)

PERB, created by the Taylor Law, certifies bargaining agents for public employees, adjudicates disputes between the Union and the board and assigns arbitrators.

PLACEMENT DAYS

The days in June when voluntary transfers and placements from displaced or involuntarily transferred teachers are affected.

PROGRESSIVE DISCIPLINE

The discipline of an employee by an employer, which begins with the least punitive measure and increases in severity as the alleged failure of the employee continues.

REBUTTAL

The formal, written statement by a teacher in response to the placement of derogatory material in that teacher's file, to an evaluation or to disciplinary action.

SAFE SCHOOLS AGAINST VIOLENCE AND EDUCATION ACT (SAVE)

SAVE is the Safe Schools Against Violence in Education Act that was signed into law by Governor Pataki in 2000. It stipulates that every school district in New York state develop a Code of Conduct and allows for the removal of disruptive students.

SCHOOL COMPREHENSIVE EDUCATION PLAN (SCEP)

Working document created by the SBPT to develop instructional plan with goals and activities to enhance school productivity and performance.

SENIORITY

For the purposes of layoff, the length of time in the district in a tenure area. For the purpose of transfer, the length of continuous employment in the area of certification in the district.

TAYLOR LAW

New York State Law enacted in 1967, which provides public employees, including teachers, with the right to bargain collectively.

TENURE

The right of a teacher who has completed a probationary period of service not to be dismissed without a formal, legal process.

TRIBOROUGH

A 1982 amendment to the Taylor Law, which provides that the terms of an expired public employee contract shall continue until agreement on a new Contract is reached.

WEINGARTEN RIGHTS

Employees have a right to union representation at investigatory interviews.