

SEA CONTRACT

Presented by

Chery Anderson, SEA President

Karen Chin, Contract Chair

Cynthia Dressler, Appraisal/PERA Chair



Union Representation

Know Your Rights!

The right for union representation if an employer interview might result in discipline. The Employee must request such representation.

UNION REPRESENTATION REQUEST

- o If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my Association representative be present at the meeting. Without representation, I choose not to answer any questions.
- Additionally, the employee should not sign disciplinary documents without first consulting a union representative who can review the documents.
- The right to answer or rebut any document concerning your performance as a teacher which might lead to subsequent discipline or dismissal.
 - The right to examine/receive copies of your personnel files.
- Grievance Procedure: pg. 29 outlining procedure to resolve problems which may arise affecting the welfare or working conditions of teachers. These concerns are also addressed through a Labor/Management committee that meets monthly throughout the school year.

Union Representation

If you have a concern or question about your Contract, Job Expectations, or Working Conditions:

- o Speak to your mentor
- o Check your contract language.
- o Talk to your **Building Representative**.
 - o Talk to the **Contract Chair**
Karen Chin – Addams Jr High
- o Call Chery Anderson, SEA President
- o **DO THESE ALL BEFORE YOU SPEAK TO YOUR ADMINISTRATOR**

Sick and Business Leave

Fourteen school days of sick leave are provided to all employees. Up to 5 of those days may be used for personal business days.

No more than three days consecutively.

(Check SEA Contract Article VII, p. 7, specifically **Inappropriate Use of Sick Leave**)

- ❖ Do not plan any trips until after June 7th – this is technically our last day of school if we need to use all of our bad weather days.

Sick Leave

- o 14 days of sick leave given each year, 5 of which may be used for personal business.
- o Sick leave can be used for medical appointments.
 - o Sick leave can be used to care for a sick family member.
- o Sick leave can be used for maternity/adoption leave
 - o Inappropriate use of sick leave = no more than 3 days can be taken in a row – after the 3rd day a medical note from a practitioner will be required.
- o No more than 2 days can be used before or after a holiday or school break or any Monday/Friday after Spring Break.

Business Leave

- o 14 days of sick leave given each year, 5 of which may be used for personal business.
- o Inappropriate use of business leave = no more than 3 days can be taken in a row – after the 3rd day a letter of explanation will be required.
- o Business days can't be used before or after a holiday or school break or any Monday/Friday after Spring Break without written consent from District Office.
 - o Unused business days become sick days the following school year.

Your responsibilities...

It is your responsibility to report an absence. You can report an absence electronically at AESOP (at the bottom of the SD54 website)

If you need to report an absence after 5:00 AM you will need to call 847-357-5082

It is highly recommended that you talk with other members of your building and/or team for recommended substitutes.

It is your responsibility to have lesson plans created and in to the school by the time school starts.

**It is your responsibility to take care of yourself –
Workplace Solutions.**

Sick Bank

Sick Bank – to be used for an extended illness only AFTER ALL personal sick days are used. You must donate one day before September 1st to be eligible to receive days from the sick bank. No more than 90 days can be taken from the sick bank during your career in District 54. You do not have to “pay back” the days that are granted to you.

If you withdraw from the sick bank, you do not receive those days back in any form.

Volunteering at School

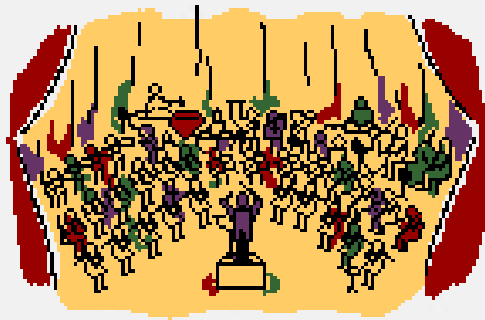
Volunteering for assignments (duties) outside their regular classroom duties **will not be expected** by the Administration during their first two years of employment. This does not preclude a new teacher from volunteering.



Evening Responsibilities

Up to 5 after school hours meetings can be expected per school year, including parent conferences, curriculum nights, even school plays if deemed as one of the required 5.

Please talk to your building administrator to find out what they require in your school.



Arrival and Dismissal

Teachers **will arrive prior to the start of school** and be prepared to instruct students and stay until the students are dismissed and student supervision duties have been completed.

If you are involved in an afterschool club or group, you must stay until all children have left school grounds (accompanied by an adult or on an afterschool bus)

You will be assigned bus or door duty either before or after school. It should not last any longer than 15 minutes and should be shared equally across your building.

Planning time and duty-free lunch

All teachers will receive weekly plan time. Teachers will have a balance of classroom plan time and team plan time each week. **Every attempt will be made** to provide plan time each day of the week.

Teachers will have a 30 minutes **duty-free lunch period** as provided in the School Code of Illinois.



Planning time

Full Time Elementary, Jr. High, Fine Arts, PE and ELC teachers = 240 minutes (150 personal classroom plan time and 90 team plan time, 30 of which are during staff development.)

Elementary/Jr High Licensed Staff, Elementary/Jr High Bilingual, ELC Support Staff and Self Contained Special Ed Staff = 210 minutes.

Planning time

Every attempt will be made to provide this time in increments of 15 minutes.

If there is an issue with your plan time – please contact your building rep immediately to make sure you have the minimum amount of time.

Check the contract on our website for specific details

www.sea54.org

Copy of the Contract

THE AGREEMENT BETWEEN THE
SCHAUMBURG EDUCATION ASSOCIATION
AND THE BOARD OF EDUCATION 2015-2018
can be found at the bottom of the home page
for the district or on the SEA webpage.

www.sea54.org



Union Meetings

We sincerely hope that you will attend all union meetings and let your voice be heard. Along with receiving pertinent information regarding the school district, union business and functions, we will also be including updates on research and bargaining for our next contract. We are always looking for input and involvement from all of our members. Please ask your rep what you can do to help.

Schaumburg Education Association



Appraisal

After your first post observation meeting talk to your mentor/building rep/team member about:

- o What does _____ look like?
- o Where do I find _____?
- o Who else can I ask for help?
- o Please read my reflection on _____.
- o Could you review my “needs improvement” form with me?
- o How do I deal with this difficult situation/person?

Student Growth Model

- o Illinois School Code, through the Performance Evaluation Reform Act (PERA), required all public school districts to introduce the use of student growth data as a component in teacher appraisal beginning in the 2016-2017 school year.
 - o Student growth data must constitute a minimum of 25% of a teacher's summative rating beginning in the 2016-2017 school year and a minimum of 30% of a teacher's summative rating beginning in the 2018-2019 school year.
- o The best and most valid assessments are those written closest to the classroom – developed and scored by the teachers specifically being appraised.
- o Current assessment measures and practices already in place can and should be utilized to satisfy student growth requirements relative to the Performance Evaluation Reform Act (PERA).
- o The following groups are **exempt** from the Student Growth component of the appraisal system: learning resource teachers, school counselors, certified school nurses, speech and language pathologists, social workers, districtwide instructional coaches and full-time release mentors.

Appraisal

When thinking about Domain 4, consider these:

- o Do I know where to find information about students on infinite campus?
- o Am I using technology appropriately and wisely?
- o Am I working collaboratively with all the staff?
- o If I had a conflict with another staff member, did I listen respectfully?
- o How did I handle that difficult conversation?

Schaumburg Education Association



Concerns about your Contract/Job Expectations/Working conditions:

- ❖ ***Check your contract language.***
- ❖ ***Talk to your building rep.***
- ❖ ***Contact your Contract Chair***
 - ❖ ***Karen Chin, Addams Jr. High***
- ❖ ***Contact your Appraisal Chair***
 - ❖ ***Cynthia Dressler, ELC***
- ❖ ***Contact your SEA President – Chery Anderson***
 - ❖ ***cheryanderson@comcast.net***
 - ❖ ***cheryanderson@sd54.org***
 - ❖ ***Chery's cell- 630-400-8887***
 - ❖ ***Chery's district office- 847-357-6005***

Questions?

