

**Contract A and
Steward/Administrator
Discussion Guide**

Education Professionals

**Steward Training
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BTU Beginning of the 2019-2020 School year Steward/Administrator Discussion Guide

- All BTU stewards should take part in the meeting, agree before hand who will serve as chair
- Establish and facilitate communication

Discussion Guide

- Issues will arise, best to have a system in place where both parties are on the same page in terms of how to resolve those issues
- Note: not all the topics need to be discussed

Article 10- Planning

- **Elementary School:** 60 minutes per day excluding relief periods (Article 5 section J), Maximum 120 minutes per month for Principal, can only be used once per week (two 45 mins and one 30 mins). Specials time is used for planning.
- **Special subject teachers and occupational specialists** are also entitled to planning time.

Planning

- **Secondary School:** A class period planning per day, if block, then it's 90 minutes, 30 minutes per week for principal's discretion.
- No more than 3 preps per day
- Regular classroom employees in middle and high cannot be asked to change teaching stations more than 2 times a day

Article 11- Student Discipline

- An employee may impose customary classroom (except corporal punishment) for minor indiscipline fractions
- Reasonable force may be used to protect from attacks or to prevent injury
- However, remember a touch may be misconstrued and may result in an investigation
- Student discipline plan shall be created and approved by the faculty
- Placement Review Committee

Article 12- Reduction in Paperwork

- New forms created at the school must be voted on by Faculty Council
- The Council's recommendation is non-binding
- If the majority of the affected faculty is dissatisfied with the principal's response, the faculty may request the district level Paperwork Control Committee to review the recommendation

Article 15-Accountability

- Language written in the spirit to get bargaining members to participate in school processes
- **School Advisory Council (SAC):** Must have a BTU representative, teachers shall select teacher representatives, majority of members not employees of the district (parents, community members, middle/high school students, representative of community).

Accountability

- **Example of things that go through SAC:** School Improvement Plan, A+ money, student discipline plan (SAC members), Professional Development (SAC members), school schedule change
- **Selection of new principal:** steward participation in the interview/communication conversation process, parties can create a transition team for new principal

Accountability

- **Waivers:** must be subjected to a faculty vote, secret ballot, 66 2/3 percent of the bargaining unit member, employees absent can vote before or 1 day after the election
- **School schedules change** are subject to a school wide vote, vote shall be taken between the 1st Monday of October and the second Friday of December for the following school year, at least 80% of BTU-EP must vote for a valid election, secret ballot conducted by steward, and 66 2/3 to adopt a new schedule. Different options in K3, **personalization/study hall reminder**

Article 17-Faculty Council

- Offer input on school matters
- Composition: 5 Elementary, 7 Middle, 11 High School, composition may differ by mutual agreement
- Steward usually chairs FC, appoints half members, the other half selected by faculty as a whole
- One year term of service
- Faculty Council proceedings are governed by council, not principal

Faculty Council

- BTU steward entitled to a copy of the school budget
- Meeting request shall be granted, council recommendations shall be given full consideration by the principal
- Always document (minutes, requests for meetings, agenda items, proposed solutions)
- Monies from teacher lounge vending machines belong to FC, principal has one vote (Article 5 P)

Article 18-Due Process

- **Union Representation:** written three day notice, right to invoke Weingarten rights during a meeting, no action shall be taken without presence of BTU rep, steward can represent member or the BTU field rep assigned
- **Employee Rights:** Discipline shall be for just cause and progressive (school board policy), any complaints must be discussed with employee before disciplinary action can be taken, if there is an investigation you should have written notice, don't have to sign any document related to discipline or evaluation. Summary memos are not discipline.

Due Process

- **Probationary employee's** termination cannot be grieved, however according to contract, the Cadre Director does have the option of offering the employee to be transferred to another location. If rehired by start of next school year, not probationary again.
- **Reemployment of Annual Contract Teachers:** 2 weeks notice, effective and highly effective
- **Personnel File:** Two files, one downtown and one site file at school, no anonymous items, notification to employee before something is placed in the file, right to review and copy

Article 23-Leaves

- **Sick Leave:** 10 sick days per year, 6 can be used for personal reasons (can't be granted on the day preceding or following a holiday nor during the first or last week of school), no separate bereavement leave, comes from sick days, can use sick leave in one-half day unit, can be disciplined if abusing sick leave, terminal pay at retirement depends on number of years of service, can donate to a family member who has depleted his/her leave time.
- **Types of leaves:**
 - 1.) **Illness-in-the-line-of duty:** when you are injured at work or become ill from a disease contracted at the workplace. Maximum of 35 days in addition to any other leave to which the employee is entitled to.

Leaves

2.) Critical shortage sabbatical leave: up to 30 can be awarded, list get paid 75% of base salary, health insurance coverage, time counts toward retirement, placed in the shortage area, must commit to work for 3 years for the district

3.) TDIF: 5 years of consecutive service to qualify, up to \$1000 per teacher, applications are divided into three groups, and applicants chosen alternate every other year, Committee establishes rules and regulations

4.) Professional enhancement: no salary, must have 3 years of service, 1 year leave, must have effective or highly effective rating, application submitted 60 days prior to the start of year in which leave is to commence

5.) Personal or maternity: without pay, not to exceed three years, for childbearing and or child rearing

Leaves

6.) **Personal:** reasons not provided elsewhere, 2 years max, no pay

7.) **Professional sabbatical:** effective rating, professional certificate, 5 years of service, Step 10 or above, leave is for one school year, undertake activity that will be beneficial to self or the district, \$500 per month and board insurance coverage

8.) **FMLA:** at least 12 months of employment, and work at least 784 hours in the previous 12 months, can be taken for the birth of a child, to care for family members, or for medical conditions, can be taken intermittently, receive board insurance

Leaves

- When you come back from a leave, you are guaranteed the same (or equivalent) position, it doesn't necessarily have to be at the same location. FMLA is at same location.
- **Sick Leave Bank:** full-time employee with one year of service, 10 sick days accrued, donate 1 day during open enrollment

Article 29-Union Rights

- **Access to school** during reasonable hours, just have to notify the site, we can confer, have meetings anytime except during student contact time or school meetings. Access MOU
- **Access to a bulletin board** and of course the school electronic mail system, cannot be used for political campaigns
- **Reports at Faculty Meetings:** 10 minutes, should take it every time
- **Labor management meetings:** held on a regular basis to resolve districtwide conflicts
- Your activities as a steward are protected under Article 29.

Article 34- Grievance Procedure

- For a grievance to be filed, there must be a contract violation.
- Only BTU can file a grievance, a non-member needs a waiver
- **Informal discussion** within 15 days of occurrence, if not resolved, then official grievance can be filed within five working days
- **Step 1** : meeting with direct supervisor and BTU rep, supervisor shall indicate disposition within five work days

Grievance Procedure

- **Step 2:** if not resolved at Step 1, we have ten days to submit for Step 2 hearing with Employee Labor Relations, 12 days to respond for a meeting and disposition of the grievance within 5 work days
- **Step 3:** Arbitration: neutral third party hearing, often takes at least a year, before goes to arbitration a grievance has to go before the BTU Grievance Review Committee to determine merits, whichever party loses pays the fees for arbitration, if split decision then cost is split between the parties.
- Timelines can be extended by mutual agreement.

Quiz

- 1.) How much planning time does a teacher get at an elementary school, middle school, & high school?
- 2.) How much planning time can an Administrator take?
- 3.) A non-member can file a grievance on his/her own? True or False?
- 4.) A grievance must be filed within ____ days of knowledge a grievance has occurred?
- 5.) Is political action allowed during regular work hours?
- 6.) What is the maximum number of times that a regular middle or high school teacher may be required to change teaching stations during the school day?

Quiz

7.) Waivers must be approved by ____ percent of the bargaining unit members of the school faculty, not just those voting?

8) How many accrued sick days you need to have in order to be eligible to become a member of the Sick Bank?

9.) What is required to qualify for illness in-line-of-duty leave?

10.) An employee returning from a board approved leave is guaranteed the same work location or assignment? True or False?

11.) Length of Personal Leave is not to exceed ____ years?

12.) How many years do you have to work in the district before you can take a personal leave? ____

Quiz

13.) Can you work while on personal leave? _____

14.) Language regarding personnel files is found in Article ____?

15.) Can anonymous items be placed in that file?

16.) Harassment against stewards is found in Article ____?

Quiz

17.) The Just Cause provision of discipline is found in Article__?

18.) How many days notice must you get before a pre-disciplinary mtg?

19.) In progressive discipline, must Administration begin with a summary memo?

20.) Can a teacher refuse to sign a letter from the Administration?

Questions?

- Contact your BTU Field Rep at BTU
- 954-486-6250