

**EVERGREEN TEACHERS
ASSOCIATION**

- ◇ Represents you at the bargaining table
 - ◇ Protects your rights
 - ◇ Lobbies state and national legislators on educational issues through CTA/NEA
 - ◇ Offers legal and financial services through its affiliation with CTA
 - ◇ Helps build relationships through social networking
 - ◇ Provides professional development conferences and workshops
 - ◇ Provides you with a \$1,000,000 insurance policy through CTA/NEA
 - ◇ Is your voice within CTA/NEA
- . . . And much, much more!

Make it work for you!

**Full Time
100% Release
President**

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**EVERGREEN TEACHERS
ASSOCIATION
CTA/NEA
MEMBERS GUIDE
2016 - 2017**



OFFICERS

PRESIDENT: **Brian Wheatley**
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RIGHTS AND RESPONSIBILITIES

- ◇ Read your contract & know your rights!
- ◇ Talk to your school site ETA rep or any of the EBoard members if you have any contract questions and/or concerns.
- ◇ Follow the Union Code of Conduct.
- ◇ Protect yourself and your contract.
- ◇ A right not asserted is lost!

Did you know . . .

- ◇ If a supervisor asks to meet, you are entitled to information regarding the purpose. If you believe the meeting may result in disciplinary action, you have the right to have union representation.
- ◇ You have a maximum of eight (8) **Personal Necessity** days of accumulated sick leave that may be used in any school year for personal necessity leave.
- ◇ Taking care of sick family members or relatives is **Family Illness Leave**. You may use up to 6 days per calendar year (Jan. 1 - Dec. 31), which are deducted from your accumulated sick leave. If you use them all, you can use up to 8 additional days per school year (Aug-June) of Personal Necessity. **Keep track!** If you exceed the contractual limit, the days are deducted “**per diem**” (1/184 of salary) from your paycheck.

- ◇ If you suspect child abuse, you are required by law to file a report immediately. You are legally responsible to report any suspicions of child abuse. 408-299-2071

TIPS

IF IT'S IN WRITING AND PERTAINS TO YOUR JOB, DON'T THROW IT AWAY

- ◇ Maintain copies of all job-related documents. Save paycheck stubs, salary placement notices, accumulated sick leave notices, observation reports, evaluations, commendations and thank you notes.
- ◇ Keep copies of all District forms and reports. Maintain a log of parent contacts and agreements.
- ◇ Don't lose your composure on the job - with students, parents, colleagues, or your supervisor. Losing your temper will not improve an unpleasant situation. If possible, remove yourself from the situation and give yourself a chance to calm down.

USEFUL WEB SITES

<http://www.etanews.org>

<http://www.cta.org>

<http://www.nea.org>

ETA Committees

	<u>Chairperson</u>
Calendar -	Sue Gresch
Comm. -	Melody Sutton*
Curriculum -	Sarah Johnson*
Elections -	Trish Valdillez*
Grievance -	Suzanne Lima*
Membership -	Leonetine Brown*
Minority Rep -	Maritza Cervantes*
PAC Chair -	Lisa Soares
PAC Treas.-	Judy Hodkiewicz
Scholarship -	Jean Schorr
Specialist -	Barrie Wilber*

* EBoard Member

ETA Meetings @ 3:45 pm
(Mt. Ham - 888 S. Capitol Ave.)

Executive Board
1st Tuesday of each month

Representative Council
3rd Tuesday of each Month
(Sometimes adjusted for holidays)

School Board Meetings @ 6:30 pm
(Board room)

2nd Thursday of each month