

**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!

**ETA
President**

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**EVERGREEN TEACHERS
ASSOCIATION
CTA/NEA
MEMBERS GUIDE
2019 - 2020**



OFFICERS

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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>

Suspension by Teacher (Ed. Code § 48910)

A teacher may suspend a pupil from his/her class or class period for any act specified in Education Code § 48900 for the day of the suspension and the day following. The suspension must be immediately reported to the principal and the student sent to the principal for further action. The teacher must also request a parent/teacher conference as soon as possible. The pupil shall not be returned to the class from which the pupil was suspended during the period of the suspension without the concurrence of the teacher and the principal.

Notification of Law Enforcement

(Ed. Code § 44014) Whenever any school employee is attacked, assaulted, or physically threatened by a pupil, it is the duty of the employee and the supervisor who has knowledge of the incident to promptly report the matter to law enforcement authorities. Failure to make such a report is an infraction punishable by a fine. Any school employee who attempts to impede the making of a required report is guilty of an infraction punishable by a fine. No board member or school district employee may impose any sanctions against a person for making this report.

ETA Meetings @ 3:45 pm

(Location – TBD)

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