

## Know the Contract: Covering a Colleague's Class

Sometimes teachers are absent from the classroom and there is no sub to teach that day. Section 209.04 of our contract addresses this situation. MOU #2 contains no changes to Section 209.04. In elementary schools, when a member of the bargaining unit is absent for one half a school day or more and no substitute is available, the absent teacher's assignment shall be divided among the teaching staff. In middle and high schools, the assignment shall be rotated among the teaching staff.

Middle and high school teachers can be assigned to cover the class of an absent colleague during their conference period or their duty period. Only coverage during a teachers' conference period is paid.

Your Union has been receiving reports of administrators "thinking outside of the box" and coming up with new and innovative ways to violate the Master Agreement with regards to class coverage. This includes, but is not limited to:

- Elementary administrators assigning an entire class to one teacher instead of dividing it up among the teaching staff.
- MS/HS administrators assigning a teacher to supervise multiple classes that have been combined into a "super class" during their conference or duty period.
- MS/HS administrators assigning a teacher to supervise one or more classes during one of their teaching sections instead of their conference or duty period.

If your administrator asks or assigns you class coverage in violation of the *Master Agreement*, please speak with your Faculty Representative or call the CEA office immediately at (614) 253-4731.

## Entire Class Quarantined? Let CEA Know.

Your Union wants to know if an entire class of students at your school has been quarantined. Send an email to Teri Mullins at [mullinst@ceaohio.org](mailto:mullinst@ceaohio.org) with the grade level of the class and school.

## Medical Flexible Spending Accounts

As part of the wide range of benefits choices, Columbus City Schools offers both Medical and Dependent Flexible Spending Accounts (FSA).

### What is a Medical Flexible Spending Account?

- A medical flexible spending account (FSA) is a tax-advantaged account maintained by the district's selected provider (WEX) where employees can set aside a portion of each paycheck to pay for out-of-pocket medical expenses. No payroll taxes are due on funds allocated to an FSA, and the employee can use the money to pay for qualified medical expenses throughout the year. Some of the common expenses include medical, dental and vision copays and deductibles. There is also a long list of over-the-counter items, these dollars can be used for. Visit [wexinc.com/insights/benefits-toolkit/eligible-expenses/](http://wexinc.com/insights/benefits-toolkit/eligible-expenses/) for a full list of eligible expenses. You could also be able to take advantage of your dollars at [FSAStore.com](http://FSAStore.com).
- Minimum Annual Contribution: \$260 Maximum Annual Contribution: \$2,500
- The opportunity to enroll (or re-enroll) will be available during CCS's Open Enrollment period coming up in October. Go to <https://www.ccsos.us/Page/6093> for more information.

## Open Enrollment — It's Required

During Open Enrollment (Oct. 11–29), all benefits-eligible bargaining unit members must do one of the following:

1. Reconfirm any current benefit elections
2. Elect or make changes to benefits (add or delete dependents, update beneficiary information, etc.)
3. Waive coverage

Employee Self Service (ESS) will be used for the 2021 enrollment process. Make sure you are able to log on to ESS PRIOR to the start of Open Enrollment. Benefit choices made during Open Enrollment will be effective Jan. 1, 2022.

This year's Open Enrollment is completely virtual. To participate in Open Enrollment, benefits-eligible bargaining unit members can:

1. Log into ESS to make your elections, you do not need a counselor.
2. If you do need support with making your elections through ESS, meet online with a Benefits Counselor in a cobrowsing session. To schedule your call center enrollment meeting ahead of time, visit <http://www.usenrollments.com/employer/ColumbusCitySchoolsAppointments> or call 800-735-0080. Appointments will be available Monday – Friday from 8 a.m. to 4:30 p.m. You must be able to access ESS and join the Benefits Counselor on a computer with the ability to print your confirmation statement. You will be responsible for entering your information into ESS with Counselor assistance.
3. Use ESS to confirm, change or waive your benefit elections. CCS must report health care coverage information for its employees and their dependents to the federal government. Verify that the Social Security numbers entered into ESS for you and your dependents are correct.

\* Note that if you are enrolling a new dependent, you will need to verify their eligibility. Please be on the lookout for communication from COTIVITI, the District's dependent verification administrator.

4. You must meet with a Benefits Counselor online or over the phone to make or change elections for your Voluntary Benefits which include: Life Insurance with Long Term Care Benefits, Short Term Disability, Critical Illness Insurance, Accident Insurance and Pet Insurance and Term Life Insurance. If you wish to terminate any of your Voluntary Benefits, you must contact your Voluntary Benefits provider to notify them of your cancellation.

If you have questions regarding the Open Enrollment Process, contact CCS Benefits Department at (614) 365-6475.

## How To Request Remote Work

If a CEA bargaining unit member is subject to a federal, state, or local quarantine order or advised by a health care provider to quarantine due to exposure or possible exposure to COVID-19 while the member was acting within the scope of the member's employment for the Board, or required to self-isolate and the member does not have symptoms of COVID-19 that prevent the member from completing the member's duties, the member may elect to work remotely during the period of quarantine or isolation.

Additionally, if a CEA bargaining unit member is subject to a federal, state, or local quarantine order or advised by a health care provider to quarantine due to exposure or possible exposure to COVID-19 not related to the member's employment with the Board, the member may request to complete the member's duties remotely instead of taking sick or other applicable leave, and the District will consider and approve such requests

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# Grievance Update

Your Association works hard to protect your rights and maintain the integrity of the negotiated contract. While we advise bargaining unit members to work out problems at the building level first, we know this isn't always possible. We will regularly inform you of the grievances on which CEA is working. You can review the text of each grievance in its entirety by going to <https://bit.ly/3u2316E>.

| Building/Unit Administrator                 | Statement of Grievance  | Relief Requested  | Disposition   |
|---|---|---|---|
| South Mifflin ES<br>Pamela Eberhardt-Horton | South Mifflin ES principal Pamela Eberhardt-Horton, in her capacity as agent of the Board of Education of Columbus City Schools, violated the Columbus Education...     | The grievant will be made whole in every way, including but not limited to the following: The district shall immediately withdraw the Written Reprimand issued on or about June 15, 2021 from the grievant's per...           | Step 2 hearing held. Step 2 response pending.               |
| Briggs HS<br>Tonya Milligan                 | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal at Briggs HS, Tonya Milligan, unilaterally implemented a nine period day...   | That the principal revert to an eight period day as specified in the Memorandum of Agreement on the Eight-Period Day in High Schools and Middle Schools and that any future schedule variances follow the Reform Panel...     | Step 1 hearing held. Relief denied. Step 2 hearing pending. |
| CCS<br>Administration                       | As of the filing of this grievance, September 10, 2021, CEA bargaining unit member Amy Price has not received her severance pay consistent with Article 810.01(E) of... | The Association requests that the grievant(s) be made whole in every way, including but not limited to the following: Retired CEA Bargaining Unit Member Amy Price shall be paid severance pay consistent with Article 810... | Step 2 hearing pending.                                     |
| CCS<br>Administration                       | On or about 9/13/2021, CEA bargaining unit member Amy Price received confirmation via the ESS system that her Severance Pay, included in her...                         | The Association requests that the grievant(s) be made whole in every way, including but not limited to the following: Retired CEA Bargaining Unit Member Amy Price shall be paid severance pay consistent with Article 810... | Step 2 hearing pending.                                     |
| Whetstone HS<br>Janet Routzong              | Principal Janet Routzong and/or other Administrators at Whetstone High School acting in their capacity as agents of the BOARD violated, misinterpreted, and/or...       | The Association requests that the grievant(s) be made whole in every way, including but not limited to the following: The BOARD shall cease and desist from violating, misinterpreting, and/or misapplying the...             | Awaiting Step 1 response.                                   |
| Berwick K-8<br>Kyla Mitchell                | Berwick K-8 principal, Kyla Mitchell, in her capacity as agent of the Board of Education of Columbus City Schools, violated, misinterpreted, and/or misapplied...       | The grievant(s) shall be made whole in every way, including but not limited to the following: The Board/District will cease and desist from scheduling classroom teachers for intervention "pull-out" and "push-in" ...       | Step 1 hearing pending.                                     |

Go to <https://bit.ly/3u2316E> to see the grievances in their entirety.

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in accordance with District needs.

If you are subject to quarantine or required to self isolate and you wish to apply for remote work, use the following form to communicate your request <https://bit.ly/39aHbnS>. It is important that you enter your absence as sick leave. Any sick days used during this time will be refunded back to the date of the district's receipt of your application. Please note that requests for remote work cannot be approved for bargaining unit members who must remain at home to take care of family members who are subject to an isolation or quarantine order.

## Only CEA Members' Children Get Free College Scholarships

The CEA Member Scholarship Fund is now open for applications. **This benefit is for our members with children who are college seniors.** The fund provides \$1,500 in tuition assistance for each senior attending a four-year college or university. Eligible students are college seniors between Sept. 2021 and June 2022 with at least a 2.0 GPA. Payment will be made directly to the college or university. Parents or guardians must have taught in the Columbus City Schools for four years prior to the application date and must be continuous CEA or CEA-R members. Go to <https://bit.ly/3bCIoJ7> to download the application form. The **deadline is 4:30 p.m., Friday, Oct. 15.** If you have questions, call Kathy Wilkes at (614) 253-4731.

## Retiring? Avoid OTES

Bargaining unit members who are planning on retiring at some point in the 2021-2022 school year can be exempted from the Ohio Teacher Evaluation System. If you would like to exercise this option, you must submit the notice of retirement to Human Resources by **Tuesday, Nov. 2.** To download retirement/resignation information or access the Google form to submit notification of retirement/resignation to Human Resources, Go to <https://www.ccsob.us/Page/2340>. If you have further questions regarding this option, contact Teri Mullins, CEA Staff Consultant at (614) 253-4731.

## Professional Development Opportunities?

The Peer Assistance and Review (PAR) program facilitates professional development sessions throughout the school year which are open to all CCS educators. Session topics are relevant to today's educator and are aligned with areas of the OTES 2.0 rubric. Session descriptions can be found in the CCS PD System (PDS). Feel free to call the PAR Office at (614) 365-5110 for more information. **All classes will be conducted via Zoom.**

### Upcoming sessions:

**Oct. 5: Skills and Techniques to Help Manage Your Classroom** (4:30-6:30 p.m.)

**Oct. 12: Maximizing Routines and Procedures for Middle and High School Teachers** (3-4 p.m.)

## It's Mini Grant Time!

This year the CEA Mini Grants Committee is pleased to announce two big changes to the Mini Grant application process. First of all, the committee determined there was a desperate need to add an SEL Mini Grant. Additionally, the entire process has gone paperless.

Members who wish to apply for fall 2021 Mini Grants will need to scan the QR Code above. A blank Google form



will appear; this is the new grant application. Read and follow all directions to not delay the processing of your proposal. If members need assistance with this new application process, reach out to Tracie Helmbrecht at (614) 398-1201. **All fall 2021 proposals must be submitted by 4:30 p.m., Oct. 27, 2021.**

## Apply For Bargaining Team

We are looking for members who want to be involved in the future of CEA. The time is approaching for our employment contract to expire (August 2022), and we are forming the 2021-2022 Bargaining Team. Our team will represent the diversity and varied experience levels of all of our members. Interested applicants should send a cover letter and résumé to Kathy Wilkes at [wilkesk@ceaohio.org](mailto:wilkesk@ceaohio.org), Attn: CEA Negotiations Chairperson, CEA Office, **no later than 4:30 p.m., Sept. 30.** The selective interviewing process will be used to select team members.

## Special Notes

- Our **Sick Leave Bank**, negotiated by your Union, can help bridge the gap between paychecks if bargaining unit members run out of their accumulated sick leave. It's easy to join. Fill out the application form (<https://bit.ly/2122SLB>) and deposit two days. Anyone who exhausts his or her sick leave may apply to borrow up to 10 days from the bank. These borrowed days will be "paid back" as additional days are earned. When you retire or resign, the two days you deposited to join will be returned to you. **The deadline to apply to join the sick leave bank is Sept. 30.** If you joined the Sick Leave Bank in the past, you do not need to rejoin, nor do you need to make an additional donation.
- Special Fall Election: District 4 Seeking candidates for the unexpired terms of Governor for District 4. A Declaration of Candidacy for CEA Office will be available starting Oct. 4, 2021. Download the form at [www.ceaohio.org](http://www.ceaohio.org) or by call CEA at (614) 253-4731. It is due at the CEA office no later than 4:30 p.m., Friday, Oct. 15, 2021. Campaigning begins Oct. 4 and runs through Nov. 16, 2021. Ballots will be in the buildings on Friday, Oct. 29, 2021. Voting will begin on Tuesday, Nov. 2, 2021, and will end Tuesday, Nov. 16, 2021. Ballots will be collected and tallied by the Election Committee on Wednesday, Nov. 17, 2021. Call Brittany Herb, CEA Election Chair, at (440) 225-2631 with any questions.**
- Make a Donation to the Catastrophic Sick Leave Bank;** The following members have been approved for Catastrophic Leave and are in need of donated days: **Maggie A. Ananou**, Columbus North International; **Sharon Cullman**, Clinton ES; and **Florence Ray**, Beatty Park ES. To donate, enter your name at the top of the CCS "Report of Employee Absence" form. In the Comments section, write the words, **Catastrophic Sick Leave Donation.** Be sure that you *and* your principal or supervisor sign the form. Indicate on the form to whom you are donating the sick time.

We have dedicated ourselves to teachers in and out of the classroom. Our experienced personal injury, divorce, dissolution, criminal, probate, and real estate attorneys are available to you at moderate rates which are lower than we normally charge our private clients.

### CEA Pre-Paid Legal Services Plan OEA/NEA Attorney Referral Program



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Contact us today and allow our experience to work for you.