

Thursday, Nov. 1, 2018

CEA Fall FR Workshop



Know Your Contract

Article 209.02:

Co-Curricular Activities and Extra Duties



Ice Cream Soci



NEEDED



Extra Duties 209.02

- In the event volunteers cannot be secured for the necessary supervision of school events which take place outside the teacher's regular work day, teachers may be asked to supervise at such activities by the school principal, provided such teachers shall be notified of the assignment **two (2) weeks in advance** where possible.
- These assignments will be rotated equally among the entire teaching staff of the school so that no teacher will be required to supervise more than **five (5) such activities** per school year. Annual Open House shall be counted towards the number of required supervisory activities required.
- Such required supervisory assignments shall not extend more than **three (3) hours in length** or the length of a normal school related activity.

Extra Duties 209.02

Teachers are not required to sell or process:



- School pictures
- Tickets of any kind
- Candy
- Insurance or other like items

***If school aides or volunteers are available to perform these functions.

5

Extra Duties: Article 209

2

- 2 week advance notice if assigned by principal
- No more than 5 supervisory duties a year
- No duty can be longer than 3 hours

3

Article 207: Guidelines for Classroom Visitations and Teacher Conferences

Article 207: Classroom Visitation

- SIGN IN AT THE OFFICE
- ESCORTED TO THE CLASSROOM
- ANNOUNCED
- NO SURPRISES
- POWER TO RESCHEDULE
- NO RECORDING
- WILLING TO WORK TOGETHER

Article 208: Classroom Atmosphere

Pages 23-25

Article 208: Classroom Atmosphere

The Administration recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. It is the responsibility of the teachers and Administration to provide an atmosphere with the classroom and within the school building that is conducive to learning. Administrators are to administer the discipline policy for their school/program and are to provide appropriate administrative support to teachers that is legal and consistent with Board policy (*Guide to Positive Student Behavior*).

208.03 Building Discipline Plans

The principal, in consultation with his/her ABC, will establish procedures for the administration of discipline in the building. A written discipline plan shall be in place at the beginning of the school year. Failure of the administrator to establish a building discipline plan shall be in place at the beginning of the school year. Failure of a principal to establish a building discipline plan by the first day of student attendance is grievable at Step 2 of the grievance procedure. If the administrator is newly appointed, such failure must first be brought to his./her attention in writing at least ten (10) calendar days before the grievance is filed so the administrator can develop/finalize a building plan.



Article 110

Grievance Procedure

Pages 10-12

110.01

A problem arises that could be a possible violation, misinterpretation, and/or misapplication of the Agreement...

...attempt should be made to settle the problem informally by the teacher(s) involved and the immediate supervisor. The supervisor should be made aware of the section(s) of the Agreement which relate to the problem.

110.02- Step One

- A. Within ten (10) school days after the occurrence of the incident, the grievance shall be delivered in writing to the building principal. (CEA will draft the grievance for the member(s) on the official grievance form.) Upon receipt of the grievance, the principal shall place a copy in the SFRs mailbox.
- B. Within four (4) school days after the grievance is submitted, the building principal will meet with the teacher(s) involved and attempt to resolve.
- C. Within four (4) school days after this meeting, the principal shall notify the grievant of the decision in writing on the grievance form.

110.02- Step 2

- If the grievant(s) is not satisfied with the decision concerning the grievance at Step 1, the teacher(s) may, within four (4) school days of receipt of decision, request the principal to forward the grievance to the Superintendent.
- The principal will forward the request within two (2) school days.
- The Superintendent will schedule a hearing within ten (10) school days of receipt of the grievance, and shall notify the grievant(s) and Association of the time and place of such hearing.
- Within five (5) school days after such hearing, the Superintendent, shall notify the grievant of the decision in writing.

Additional Information

- The Association may file a grievance at Step 1 on behalf of an individual or on behalf of a group of teachers in one school.
- The Association may file a grievance at Step 2 on behalf of itself or on behalf of a group of teachers in more than one school.
- Grievances shall be held outside of the normal teaching hours of the grievant(s) so as not to interfere with teaching responsibilities.
- “School day” refers to a day when school is in session for students and teachers.

Questions?

Representing Teachers

CEA Member vs. CEA Bargaining Unit Member

- A CEA member is an individual that pays dues to CEA
- A CEA Bargaining Unit member is someone whose job is in the CEA Bargaining Unit, but may not necessarily be a dues-paying member of CEA

Member vs. Potential Member: No Difference

- Ohio law requires CEA to represent its members and non-members, regardless of their membership status.
- Failure to represent non-members would subject CEA to an Unfair Labor Practice with SERB.
- Ohio Revised Code: 4117.11 (B) (6) Unfair labor practice:
(B) It is an unfair labor practice for an employee organization, its agents, or representatives, or public employees to: (6) Fail to fairly represent all public employees in a bargaining unit.

Types of Representation

- We represent members in:
 - disciplinary hearings
 - grievance hearings
 - professional behavior conferences
 - negotiations

My Administrator Wants To Meet With Me...

...Am I In Trouble?

- If a bargaining unit member is asked to meet with their administrator or supervisor, first ask them the question “Could this meeting potentially be disciplinary in nature?”
- If the answer is “No”, they are not entitled to representation.
- If the answer is “Yes” they are entitled to the representation of their choice.

When Should You Represent A Teacher?

404.01 A teacher shall be entitled, upon his/her request, to have present an Association faculty representative or other representative of the Association when the teacher is being given a formal reprimand or warning, is being disciplined for any alleged infraction of rules, delinquency, or unprofessional performance, or is being given a recommendation that such teacher resign or take a leave of absence without pay.

How Soon Should We Meet? 401.02 (Con't)

- The request for the presence of a representative of the Association shall not delay such proceedings for more than five (5) school days.
- A teacher also shall be entitled, upon his/her request, to have present an Association faculty representative or other representative of the Association when Board personnel in authority seek information which that teacher reasonably could believe may lead to his/her discipline. The request for the presence of a representative of the Association shall not delay such inquiry by the building administrator(s) for more than one (1) school day, or by central office or external district authority for more than two (2) school days.

What Do I Do If A District Investigator Shows Up?

- CCS employs several district-level investigators. They are:
 - Andrea Barrett
 - Phyllis Barett-Williams
 - Maxine Eggleston
 - Willam Alverson
- Bargaining unit members who are approached by a District investigator should politely tell them “I fully intend to cooperate as soon as I speak with my union and/or my lawyer.”
- Then call CEA!

What If My Administrator Wants A Statement?

- Bargaining unit members who are asked by their administrator for a written statement should politely tell their administrator “I fully intend to cooperate as soon as I speak with my union and/or my lawyer.”
- Then call CEA!
- Once provided, statements cannot be retracted. It is imperative that CEA be contacted early on in the process.

What Do I Do If The Police or FCCS Want To Talk?

- Bargaining unit members who are approached by the police or FCCS should politely tell them “I fully intend to cooperate as soon as I speak with my union and/or my lawyer.”
- Then call CEA!

“We Need To Talk About Your Absences...”

- Article 701.06 (F) gives administrators the ability to directly address an employee’s use of sick leave.
- “If the principal or supervisor has a question about a teacher’s use of sick leave, the principal or supervisor shall hold a conference with the teacher, at which the teacher shall be represented by the Senior Faculty Representative at that building or Association designee.”

Questions?

Member
Benefits



Guidance Resources is available to staff members 24/7. You can choose to access via phone or on-line.

Phone: 800.774.6420 (TDD 800.697.0353)

On-line: www.guidanceresources.com

Company ID: CCS

You will need to register to use the online portal, by giving your company ID and an email address.



Guidance Resources (EAP)

The online portal gives you access to current articles and resources for a variety of topics. You also have the ability to reach out to a guidance consultant to ask specific questions.

WELLNESS TOPICS

Addiction
Emotional Well-being
Fitness & Nutrition
Grief & Loss
Personal Growth
Personal Safety
Physical Health
Pregnancy
Stress & Anger Management

RELATIONSHIPS TOPICS

Child Care
Divorce & Domestic Issues
Elder Care
Expanding a Family
Marriage & Relationships
Parenting
Special Needs & Gifted
Children

WORK & EDUCATION TOPICS

Career Development
College & Graduate School
In the Workplace
K-12 School
Manager Guidance
Military
Personal Development

Guidance Resources (EAP)

FINANCIAL TOPICS

Consumer Issues

Debt & Bankruptcy

Estate Planning & Elder Care

Insurance

Personal Finance

Real Estate

Tax

LEGAL TOPICS

Consumer Issues

Criminal Law

Debt & Bankruptcy

Estate Planning & Elder Law

Family Law

Insurance

Lawyers & Court

Personal Injury & Health Law

Real Estate

Tax



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Guidance Resources (EAP)

LIFESTYLE TOPICS

Computers & Electronics

Food & Beverage

Going Green

Pets

Planning an Event

Shopping & Consumer Rights

Travel

HOME & AUTO TOPICS

Buying & Selling an Auto

Driver Safety & Education

Home Improvement &

Maintenance

Home Safety & Security

Moving

Guidance Resources (EAP)

The district does not get detailed information about employees or the services utilized by specific employees. The district only receives information regarding the quantity of employees utilizing guidance resources, in general.

If you or a colleague is experiencing any issues in the covered topics, please consider using Guidance Resources (EAP) for additional resources.



CCS Wellness

Located on the CCS Staff web page, the wellness link offers a variety of tools and services to all CCS employees.

get your
Flu Shot

SHAPE FITNESS
24HR GYM * TRAINING TANNING



Weight Watchers®



BIOMETRIC CLINICS
•Coming January 2019.

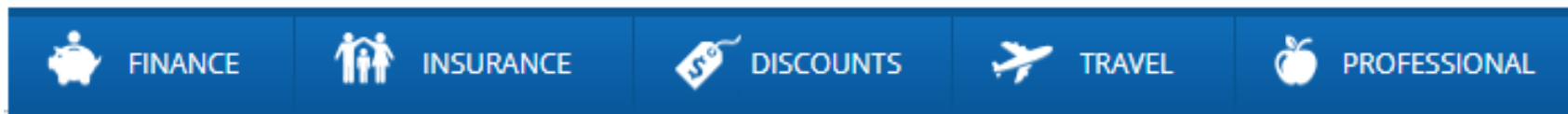
cea
Columbus Education Association



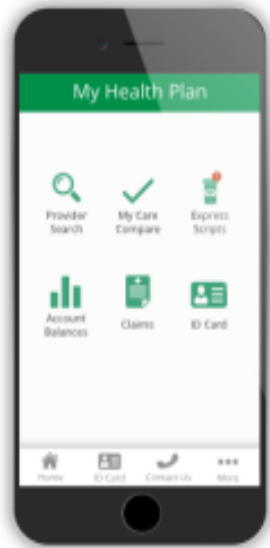


CCS Wellness

Are you looking for customized wellness programming for your staff? We offer special wellness programming during Professional Development days, Records days, staff appreciation, meetings and afterschool events when staff are available and together in a building. Per your request we will work with you to choose the topic and program that best fits the interest and objectives of your staff. Contact syerramilli@columbus.k12.oh.us for more information.



We also have access to an Affiliate Relations Specialist who is able to provide member presentations on a variety of topics such as retirement, identity theft/fraud, and long-term health care

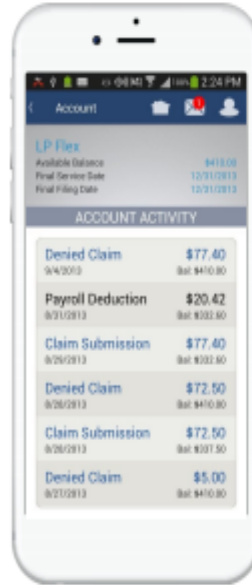


Medical Mutual of Ohio

Manage your health plan information - anytime, anywhere.

You can:

- View your claims
- Access your ID card
- Check your deductible and out-of-pocket spending
- Find a provider



Discovery Benefits

Save time and hassles while making the most of your FSA health benefit accounts by quickly checking your balances and details and substantiating claims by taking a picture of your receipt, through the app, and submitting it electronically. The secure app makes managing your health benefits easy through real-time access and intuitive navigation to all your important account information on the go!



Express Scripts

With the Express Scripts mobile app, managing your medication is a snap!

You can:

- View orders
- Check drug interactions
- Find the closest retail pharmacy
- Transfer a prescription to Home Delivery
- Get personalized alerts to help make sure you're following your doctor's prescribed treatment plan



Vision Service Plan

Manage your eye care needs at any time, and from anywhere, with VSP Vision Care On The Go.

You can:

- Find a doctor
- Check your coverage
- Access your vision card
- Shop the latest eyewear fashions 24/7



Delta Dental of Ohio

The Delta Dental mobile app makes it easy for you to get the most of their dental benefits anytime, anywhere.

You can:

- Find a dentist
- Use a tooth brushing timer
- Check claims
- View coverage
- Display ID card



Virtual Doctor's Visit Cleveland Clinic Express Care

Express Care Virtual provides a convenient alternative to a traditional doctor's office or urgent care visit. Visit with a licensed, board-certified health care provider by video using your smartphone or tablet. Get a diagnosis and treatment and doctor's note as needed. There's no waiting and no hassle. Just excellent care.



Columbus Education Association



CEA Members have two options for discounted legal services.

1. Prepaid Legal Services (9/30 deadline): Members pay a flat yearly fee entitling you to some general legal services; once flat rate used- reduced rate for additional services
2. General Legal Services: Members get four (4), free, thirty (30) minute consultations. Reduced rate for general practice (wills, basic estate planning, traffic, domestic, etc...)

614-461-4455

OEA Building – 225 East Broad Street

www.cloppertlaw.com



Leaves of Absence Article 702

Please remember that the regulations and responsibilities governing a leave of absence are your sole responsibility as stipulated in Article 702 of the Agreement between the Columbus Education Association and the Columbus Board of Education.

Leave Explanations
Chapter 700

<https://www.ccssoh.us/cms/lib/OH01913306/Centricity/Domain/223/Certificated%20and%20Administrative%20Leave%20Application.pdf>

Assault Leave (702.01D)

Exchange Teaching (702.03)

FMLA

ILL Health (Unpaid) (702.01)

Maternity/Paternity/Adoptive (702.02)

Military Leave (702.05)

Professional Study or Travel (702.04)

Sabbatical Leave(703)

Sick Leave (Paid) (701)

Special Leaves (702.06 & 702.07)

Assault Leave 702.01D



A teacher may use up to (40) days of Assault Leave due to injury resulting from a physical assault on a teacher which occurs on Board premises or which occurs off Board premises in connection with the performance of assigned duties.



Columbus Education Association

EMPLOYMENT AND HUMAN RESOURCES

Overview

✕ Employee Information

Employee Benefits

Employee Exit Procedures

Employee Relations

Employment Agreements & Contracts

Employment and Staffing

HR Administration

HR Directory

New Employee Information

Required Notices

+ Employment Opportunities

HR ADMINISTRATION

HR Administration is responsible:

- Administrator Onboarding
- Benefits
- Catastrophic Sick Leave
- Employee Assistance Program (EAP),
- Employee Wellness
- Evaluation Administration
- Leaves of Absence
- Licensing/Contracts
- Performance Management
- Public School Works (PSW)
- Supplemental Contracts
- Training
- Tuition Reimbursement
- Unemployment
- Workers' Compensation.

Application of Continuing Contract

Employee Assistance Program (EAP) - Company ID: CCS

[EAP \(Employee Assistance Program\) Link](#)

Employee Wellness

[Employee Wellness Link](#)



Online Training

PublicSchoolWORKS offers more than 400 online courses for school-based employees. Check with your supervisor to see what courses you should be taking, or click [HERE](#) to get started.



Workplace Injury Reporting

(NEW) PublicSchoolWORKS now offers online workplace injury reporting. All injuries are required to be reported through PublicSchoolWORKS within 48 hours. In addition, you must notify your immediate supervisor of any work related injury. Click [HERE](#) to get started.

- If you need medical attention, get it. Take pictures of visible injuries.
- Immediately contact your administrator, faculty representative and CEA.
- Submit a Workplace Injury/Incident/
- Accident Exposure Form.

Employee Leave of Absence Assault Leave



Workplace Injury Reporting

(NEW) PublicSchoolWORKS now offers online workplace injury reporting. All injuries are required to be reported through PublicSchoolWORKS within 48 hours. In addition, you must notify your immediate supervisor of any work related injury. Click [HERE](#) to get started.

EMPLOYEE LEAVE OF ABSENCE

Applying for leave - print a leave application and the appropriate Family Medical Leave Form (if applicable) by clicking the link(s) below:

Certificated and Administrative Staff

- [Certificated and Administrative Leave Application](#)
- [Family Medical Leave Act \(Employee\)](#)
- [Family Medical Leave Act \(Family Member\)](#)

If you have utilized sick leave as a result of injuries sustained from the assault, you may be eligible for Assault Leave



Columbus Education Association

Application for Leave

- Check all that Apply:
- Assault Leave
- Worker's Compensation

**** Remember assault is a workplace injury****
however; Worker's Compensation cannot be received simultaneously with assault or sick leave benefits

Columbus City Schools Application for Leave									
CERTIFICATED STAFF & ADMINISTRATORS									
<p>Section 701.03(B) Board/CEA Agreement</p> <p>In the event the estimated duration of the absence is expected to be continuous for a period in excess of two weeks (10 days), or when an absence has been continuous for such a period, the teacher shall advise the administration of the estimated duration of disability by submitting the designated form to Human Resources by the tenth (10) day of absence and include a physician's statement. The teacher will provide the Office of Human Resources with written notice at least three school days before intending to return to the job.</p>									
Employee's Name (Please Print)						I.D. #			
Home Address						Phone			
City				State		Zip		E-mail	
Work Location						Position (Teacher, etc.)			
Employee's Signature						Date			
Supervisor's/Administrator's Signature						Date			
Signature of Supervisor/Administrator does not constitute approval of leave request									
CHECK ALL THAT APPLY: (See reverse side of form for explanations and documentation requirements)									
Applying for Family Medical Leave?* Yes <input type="checkbox"/> No <input type="checkbox"/>									
<input type="checkbox"/> Regular FML <input type="checkbox"/> Intermittent FML Relationship if for family member									
<input type="checkbox"/> Sick Leave (paid medical leave for: <input type="checkbox"/> Self <input type="checkbox"/> Family member - relationship									
<input type="checkbox"/> Ill Health (unpaid medical leave for: <input type="checkbox"/> Self <input type="checkbox"/> Family member - relationship									
Maternity/Paternity/Adoptive Select one: <input type="checkbox"/> Maternity <input type="checkbox"/> Paternity <input type="checkbox"/> Adoptive									
<input type="checkbox"/> Assault Leave Date of Assault Incident Report Filed <input type="checkbox"/> Yes <input type="checkbox"/> No									
<input checked="" type="checkbox"/> Worker's compensation Date of Injury Injury Report Filed <input type="checkbox"/> Yes <input type="checkbox"/> No									
Military Leave <input type="checkbox"/> Please request separate packet for FMLA Military Leave									
<input type="checkbox"/> Exchange Teaching <input type="checkbox"/> Professional Study or Travel <input type="checkbox"/> Sabbatical Leave									
Special Leaves Please check appropriate number <input type="checkbox"/> Section 702.07 or <input type="checkbox"/> Section 702.10									
<input type="checkbox"/> Other (Section 702.10 or 702.15) Please state reason:									
Paid Leave Dates									
Anticipated or Actual Effective Date of Absence: Month Day Year									
Should sick leave balance become exhausted during this medically certified period of absence you have the option of using your personal leave and vacation (if you accrue vacation), in that order? Do you wish to use your available:									
(1) Personal Leave <input type="checkbox"/> Yes <input type="checkbox"/> No (2) Vacation (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No									
Current Estimated Return to Work Date: Month Day Year									
<input type="checkbox"/> YES, I am releasing my position & expect my leave to extend into the subsequent school year									
<input type="checkbox"/> NO, I do not wish to release my position									
Unpaid Leave Dates									
To the Superintendent of Schools: Today's Date									
I hereby Request a Leave of Absence Beginning: Month Day Year									
And Extending Through: Month Day Year									
NOTE: All employees who are eligible will be placed on Family Medical Leave.									

If You Are Assaulted



Submit a completed Discipline Referral to your administrator. Keep copies.



Refrain from making verbal or written statements until you have been advised by CEA.



Your principal should contact the appropriate personnel and secure written statements from all parties involved. You should request copies.



As soon as possible, write a detailed statement of the incident for your personal files.

Questions?