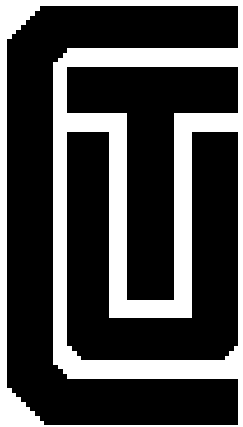


What every new member needs to know about the...

Cleveland Teachers Union

New Member Booklet

A handbook of helpful information



CLEVELAND TEACHERS UNION

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American Federation of Teachers • Local 279 • OFT • AFL-CIO

From the President...

Welcome!

Congratulations and welcome to the Cleveland Municipal School District. On behalf of the Cleveland Teachers Union, I commend you on taking the first step towards what we all hope is a rewarding, challenging and successful career in the Cleveland Schools. Our educators are the professional advocates for our students. The CTU is proud to work as an advocate for quality teaching and learning environments in all our work places and strive to make sure our educators' voices must be heard in developing education policy and practice. The following information will introduce you to the Cleveland Teachers Union. We hope that all of you choose to join the CTU and help us create the schools where parents want to send their kids to, students want to attend and educators want to teach. Thank you and have a great school year.

In Union,

David J. Quolke
President
Follow on Twitter: @ctu279

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Welcome!

The Cleveland Teachers Union is the sole representative of professional educators in the Cleveland Metropolitan School District. We are a federation that represents over 5,000 teachers, school nurses, paraprofessionals, psychologists, counselors, speech language pathologists, and others in our organization. The CTU works to promote public education in many arenas.

CTU members work under challenging, yet rewarding, working conditions. Our work is critical and important. We are the change agents who will drive our District to close the achievement gap. We are the driving force that will compel our students to succeed.

The Union provides many services, benefits, and opportunities. We work daily to insure that the collective bargaining agreement (CBA) is implemented fairly throughout the District. The CTU maintains that a teacher's working conditions are a student's learning conditions. We work to improve our schools to elevate the standards of our profession.

Our strength comes from our willingness to work collaboratively and to trust our fellow coworkers. We are in this together. The CTU is here to help you and to facilitate resolutions if and when conflicts arise.

We are pleased to welcome you to Cleveland and to the CTU. This booklet provides new members with an overview of the CTU. We welcome any suggestions you may have to improve its contents in future editions.

Governance

Building Level

The growth of the CTU is based on member involvement in all aspects of the organization. Members make their voices heard by electing local chapter chairpersons and delegates at the building level. Members also elect a 3-7 member Union Conference Committee (UCC). This chapter committee works to resolve issues at the local level. Nurses, paraprofessionals, speech therapists, and psychologists have their own chapters and elect their own representatives. The election of chapter officers is held each year during the month of March.

Delegates

Delegates vote on policy resolutions and amendments to the constitution, which determine the governance and policies of this union. They meet at Delegate Assembly, which is generally held monthly during the school year.

Executive Board

Members also elect the Executive Board of the CTU. The Executive Board sets the policies and administers the general affairs of the CTU. It meets at least once a month (see the Calendar Book for dates). The Executive Board consists of the following 24 people: President, First Vice-President, Second Vice-President, Third Vice-Presidents (3 total) for K-8 and Senior High Divisions, Secretary, Treasurer, Sergeant-at-Arms, five Trustees, five Members-at-Large for K-8 and Senior High Divisions, the Chapter Chairperson of the School Nurses, and the Chapter Chairperson of the Paraprofessionals. There are also four non-voting members appointed by the President. Most officers are elected in even numbered years and serve two-year terms. Please see your Chapter Chairperson to see the CTU Constitution for detailed descriptions of each of these offices.

Committees

The CTU uses standing committees to help gather information and provide services to our membership. Committees report to the Executive Board and provide professional development to the membership.

The standing committees are:

- ◆ **Membership**
- ◆ **Salary and Benefits**
- ◆ **Educational Issues**
- ◆ **Legislative**
- ◆ **Social**
- ◆ **Community Relations**
- ◆ **Publications**
- ◆ **Civil, Democratic, and Human Rights**

These committees have been invaluable in helping the CTU provide a professional forum for addressing the needs of our profession. The Negotiations Team meets with the district to negotiate the CBA and Memorandums of Understanding. The Grievance Team processes grievances at the district level to help resolve conflicts.

Directors

Directors are appointed by the President and approved by the Executive Board to oversee the most crucial activities of the Union. The following are the positions held by Directors:

- Director of Negotiations
- Director of Grievances
- Bargaining Unit Director
- Director of Professional Issues
- Director of Community Engagement
- Director of Political Action
- Director of Labor Management

Affiliations

The CTU is affiliated with, and its members are also members of, the American Federation of Teachers and the Ohio Federation of Teachers. It is an active participant in the organized labor movement through the state and national AFL-CIO. Our affiliations with other unions in Ohio provide a great benefit to our members, as we are part of a dynamic labor movement. We are working with the Board of Education as well as City Council members to make sure that our educators' voices are heard.



Dues Structure

Any employee should not have dues deducted from his/her paycheck unless he/she voluntarily joins the CTU by signing a Membership Application authorizing dues for membership.

We believe the benefits of membership in the CTU are essential for every educator in Cleveland. However, if you choose not to join us, you will not have our liability insurance. You **must** obtain liability insurance through your homeowner's policy or in some other way. Also, as your bargaining agent, we are obliged under law to represent you in contract talks, disciplinary matters, and other events concerning working conditions. It is to your benefit to join the Cleveland Teachers Union because you will then be able to vote in elections and you will gain the \$1,000,000 Liability Insurance.

Payroll Deduction Amounts (Approximate Deductions for 2018-2019)

- 1. Full-time Certificated Personnel/Social Workers; included are job class codes: 144620, 144630, 144640, 144650, 144750, 141290, and 144400. Also included are Classified Personnel with job class codes: 350130 and 350190\$45.69

Part-Time Professional Employees/including job class codes: 148180 and 149290.....\$27.83
- 2. Instructional Aide/650350; Instructional Technician/650340; YRC Coordinator/650335, 650342, and 650355\$35.64
- 3. Attendance Specialist I/650320.....\$32.72
- 4. Day Care Technician/650330 and 650015.....\$28.61
- 5. Educational Aide I/650010; Educational Aide II/650030; Building Administrative Aide/650050 and Instructional Assistant/650370, 650025, and 650020.....\$27.54

SUBSTITUTES:

- 1. Regular/Certified: Included are job class codes 147020, 147030, 147040, 147050, and 147170.

DAILY RATE FOR MEMBERS ONLY.....\$3.54

DAILY RATE FOR FAIR SHARE FEE PAYERS.....\$2.97

The Agreement

The most important task that the Union has is to negotiate the Collective Bargaining Agreement with the district. The Negotiations Team worked diligently to develop a fair CBA between the CTU and the CMSD. The contract provides members with exemplary health care benefits and also promotes good working conditions. Our working conditions are our students' learning conditions.

Successful schools have cooperation and collaboration between the union and administration. If and when disagreements arise, the CBA provides guidelines for both groups that provide clarification on specific issues. It also provides a defined, understandable, and fair framework for resolving conflicts through the grievance procedure. The contract is your only protection against unfair and unreasonable treatment from people in authority. It is a necessary document that you need to become familiar with in order to know your rights.

On March 9, 2017 a new Collective Bargaining Agreement was ratified. This agreement runs through June 30, 2019. Our contract is progressive and focuses on working conditions and providing a better classroom environment for teachers and students. We remain committed to closing the achievement gap and ensuring student success. The Union representative at your work site is a good resource to help you understand the CBA as it applies to you.

Benefits Won by the Cleveland Teachers Union

- ✓ Fair Collective Bargaining Agreement
- ✓ Medical Insurance
- ✓ Unlimited Accumulation of Sick Leave
- ✓ Term Life Insurance
- ✓ Vision Care Insurance
- ✓ Dental Care Insurance
- ✓ Assault Leave Policy
- ✓ Forty (40) Minute Uninterrupted Lunch
- ✓ Fractional Use of Sick Time
- ✓ Union Representation on Building Organization
- ✓ Union Representation and Due Process in all Conferences with Administration
- ✓ Flexible Spending Accounts
- ✓ Sick Leave Bank
- ✓ Prescription Drug Program
- ✓ Computerized Student Attendance and Report Cards
- ✓ Posting of Job Vacancies
- ✓ Holiday pay rolled into base pay
- ✓ Family Leave
- ✓ Parental Leave
- ✓ Minimum of Five Planning Periods per week
- ✓ Removal for Educational Intervention of disruptive students
- ✓ Job Sharing
- ✓ Direct Deposit of Paychecks
- ✓ Mandatory Paid Professional Days

Professional Development

CTU Workshops

The CTU offers several workshops and professional development (PD) sessions on topics designed to improve professional skills and content delivery. Participants often receive either in-service compensation, voluntary professional development (VPD) hours with agreement of your principal and building UCC, or their daily rate for PD sessions. These sessions are advertised by flyers as well as on the CTU website, www.ctu-279.org.

ER&D – Educational Research & Dissemination: Required 10 hours

Members also participate in ER&D (Educational Research & Dissemination) professional development sessions. These workshops offer research-based strategies to help educators with Classroom Management as well as dealing with Anti-Social Behavior. This is a union-based initiative that benefits both teachers and students. **New teachers are required to participate in these sessions in their first year of teaching.**

PAR – Peer Assistance and Review

The Agreement establishes a Peer Assistance and Review Program. This program is designed to assist teachers and to give educators additional support in areas of need. The program has two tracks with both a voluntary assistance component as well as a mandatory review component. This program helps educators take ownership of assessing and assisting peers who are struggling.

Licensure

IPDP

The Individual Professional Development Plan (IPDP) is required before you complete any coursework to renew a 5-Year Professional License. To access eIPDP, go to the District's website at www.clevelandmetroschools.org.

For IPDP APPROVAL AND INFORMATION (Please contact): Jim Wagner (jwagner@ctu279.org), Bonnie Hedges (bhedges@ctu279.org), or Tracy Radich (tradich@ctu279.org).

Resident Educator

The Ohio Resident Educator Program began in 2011, and has evolved to a comprehensive multi-year induction program for any educator holding a Resident Educator License or an Alternative Resident Educator License, resulting in a 5-Year Professional License with successful passage of the RESA (Resident Educator Summative Assessment) and completion of the program. The Ohio Resident Educator (RE) four year program can be envisioned as a journey on a path of continued professional learning, leading educators to more effective practices and excellence in teaching. Licensure (RE) and evaluation (TDES) are designed to fit alongside with the Ohio Teacher Evaluation System (OTES/TDES), with clear connections between the two.

Contact: Deborah Paden
Resident Educator Program Coordinator

Email or call 216.861.7676 Ext: 252

Political Action

Another key function of the Union is to have an active voice in the political arena. Our interactions with all levels of government are extensive, ongoing, and necessary to protect our interests. We organize our members in many ways including postcard drives, collecting signatures on petitions, and scheduling meetings with our elected representatives. Voter registration drives are important to make sure that not only our members, but also the parents and community members in our schools are registered and able to vote in local, state, and national elections.

The No Child Left Behind Act as well as our state legislature dictate many parameters for public education. As one of the largest unions in the state, we have a responsibility to be an active part of the decision-making process through lobbying, backing candidates who support public education, and voting as a part of a labor movement. Politics impact every school district and school employee, because laws and regulations passed by lawmakers affect our terms of employment. We work on behalf of educators and students to improve public education.

The CTU organizes meetings with the Chapter Chairpersons of each school to meet with the City Council member from each ward. This is an important way for us to communicate our concerns and issues with the city government and impact local decision makers. Many members also participate in phone banking before elections to mobilize our membership. This is crucial if we are to exert influence beyond our classrooms.

One key way to make your voice heard is to join COPE, the Committee on Political Education. COPE is the political activist arm of the CTU. By law, unions cannot use dues money for political activities. However, it is imperative that we are involved in legislative decisions. We urge each CTU member to also become a member of COPE by donating \$1-\$5 or more per pay for 20 pays periods. Joining is easy; just complete the blue COPE payroll deduction card in your new member packet or ask your Chapter Chairperson for one. Send the card to the CTU office. If you are interested in becoming more politically active, contact the Legislative Committee Chairperson or the COPE Chairperson at the CTU office.

Member Benefits

The Cleveland Teachers Union provides more services and benefits than other unions. For a comprehensive list of AFT Plus Benefits, please see your annual benefits booklet in your new member packet. The list below is a sample of the many services and opportunities we offer.

- \$1,000,000 AFT Liability Insurance
- Resource Room (teacher workroom and supplies)
- New Member Orientation and Union Education
- Political Rallies
- Local Sporting and Theater Events
- Income Tax Preparation
- Health Fair
- Holiday Parties
- Shannon Grievance Institute
- Educator's Appreciation Day Gift
- Retirement Luncheon
- CTU Publications:
 - Calendar Book
 - Critique
 - Presidential Updates
- AFT Publications
 - American Educator
 - American Teacher
- OFT Publication: The Ohio Teacher

THE AFT OCCUPATIONAL LIABILITY PLAN...

Important protection provided in two parts:
The AFT Occupational Liability Insurance Policy
PLUS
The AFT Legal Action Trust

Together, these two parts provide comprehensive liability protection for claims arising out of the professional activities of an insured AFT member. This includes legal defense, court judgments and out-of-court settlements.

The AFT Occupational Liability Plan provides:

1. The AFT Occupational Liability Insurance Policy

- Up to \$1,000,000 per member and \$3,000,000 per claim of protection for compensatory damages for civil actions arising out of bodily injury or death of students while under the supervision of a member. This includes civil corporal punishment claims.
- Up to \$1,000,000 of personal injury coverage for libel, slander, defamation or character, violation or the right of privacy or detention, etc.
- Up to \$1,000,000 of protection per member for damage or destruction of the property of others.
- Up to \$1,000,000 in bail bond premiums if required for the defense of a suit.
- Worldwide coverage.

For more information call
1-800-272-4AFT

2. The AFT Legal Action Trust

- Defense costs up to \$250,000 per member per year for suits involving the denial of constitutional rights.
- Up to \$1,000,000 per member per year for inadvertent acts or omissions – including “failure to educate.”
- Defense costs up to \$35,000 per member per year for criminal charges arising out of school activities where there is complete exoneration. However, if criminal proceedings result from corporal punishment, the reimbursement of defense costs up to \$35,000 will be made regardless of the outcome.
- Up to \$5,000 of punitive damage coverage.

If an insured member is assaulted while engaged in his or her normal professional duties, the Plan could provide:

- Up to \$250 for damages to the member’s personal property (other than vehicles) when the damage is the result of an assault to the member and if the member has no other insurance.
- A \$10,000 assault death benefit – regardless of other insurance – in the event the member dies within ninety days

Other Useful Information to find out...

The name of your Chapter Chairperson: Ask any faculty member who your Chapter Chairperson is and introduce yourself to him/her.

Sign-In Procedure and Workday: Ask the secretary or Chapter Chairperson

Substitute Procedure: Get a SEMS Employees Quick Reference sheet from your secretary. Call for a PIN number now. Record your PIN number and keep it in a secure place. Be sure to follow the instructions on the sheet and to call your building at the specified time to notify the principal or secretary that you will be out and that you have called the Sub Center. Record your job number in your Calendar Book.

Sick Leave Form: This must be completed after using sick leave. Ask the secretary where the forms are kept and return it to him/her upon completion. Sick leave may be used for personal illness or family illness.

All Other Forms: Forms are usually kept in the office; ask the secretary where you can find them.

Supplies: Ask your Subject Area Specialist, Core Team Leader, or Chapter Chair. Visit the CTU Resource Room for help with teaching materials.

Building Procedures: Ask the Chapter Chairperson, another teacher, or the principal.

Other Useful Information: Refer to the CTU Calendar Book for pay dates, telephone numbers, and more.

District Website: Register for district email and get a password for report cards and information at www.clevelandmetroschools.org

CTU Website: Check the CTU website for updated information on upcoming events, activities, and publications. Register at www.ctu-279.org

Still need help? Ask your Chapter Chairperson or a UCC member. Call your CTU Third Vice-President or any Executive Board member at 216-861-7676.

Ways to Get Involved!

The CTU needs the active participation of ALL its members, especially YOU!

There are many ways to participate:

- ◆ Use the Resource Room
- ◆ Participate in a political party
- ◆ Enjoy a CTU party
- ◆ Join COPE Committee on Political Education
- ◆ Attend Union meetings
- ◆ Engage in professional development
- ◆ Join a Standing Committee
- ◆ Run for Union Conference Committee or Chapter Chairperson
- ◆ Register online at www.ctu-279.org for updated CTU information
- ◆ Call the CTU Hotline at 216-861-1327
- ◆ Read Quolke's Corner on the CTU website
- ◆ Use the free Income Tax Preparation Service

And finally, every new member should know...

Your union is here.

When you have problems on the job, turn to your local representatives and colleagues. If they don't know, they can get help from the CTU Executive Board for answers and support. Your union is here for you.

CLEVELAND TEACHERS UNION EXECUTIVE BOARD

President.....	David J. Quolke
1 st Vice-President and Director of Labor Management Relations.....	Tracy Radich
2 nd Vice-President and Director of Political Action/COPE.....	Kurt Richards
3 rd Vice-President, K-8 and Co-Director of Grievances.....	Mary Moore
3 rd Vice-President, K-8 and Co-Director of Grievances	Jillian Ahrens
3 rd Vice-President, Senior High/Special Schools and Director of Negotiations.....	Shari Obrenski
Secretary.....	Michelle Rzucidlo
Treasurer and Bargaining Unit Director.....	Michael Kulcsar
Sergeant-at-Arms	Cheryl Neylon
Trustee, K-8.....	Jim Wagner
Trustee, K-8	Bonnie Hedges
Trustee, Senior High/Special Schools.....	Dorothy Fair
Trustee-At-Large	Andrea Dockery-Murray
Trustee-At-Large and Director of Professional Issues.....	Mark Baumgartner
Member-At-Large, K-8 and Salary & Benefits Committee Chair.....	Cindy Antonio
Member-At-Large, K-8 and CDHR Committee Chair.....	Stephanie Henderson
Member-At-Large, K-8 and Social Committee Chair.....	Cassandra Carter
Member-At-Large, Senior High/Special Schools and Educational Issues Committee Chair.....	Deborah Paden
Legislative Committee Chair.....	Elisa Kazek
Membership Committee Chair.....	Wendi Kral
Publications Committee Chair.....	Christy Rorick
Community Relations Committee Chair.....	
Nurses Chapter Chairperson.....	Pat Forrai-Gunter
Paraprofessionals Chapter Chairperson	Cherylane Jones-Williams

If You Are Assaulted or Menaced...

Serious Menacing is:

The pupil making a threat of serious physical, psychological or emotional harm, orally or in writing, directed to the bargaining unit member or a member of the bargaining unit member's family.

An assault is:

An actual threat of:

OR

Any deliberate inappropriate touching by a student or object that was under control of a student that causes:

OR

Reckless conduct that causes:

SERIOUS PHYSICAL, PSYCHOLOGICAL OR EMOTIONAL HARM.

REFER TO: ARTICLE 15, SECTIONS 10 and 11

- ASSAULT AND BATTERY ON A EMPLOYEE and

ARTICLE 21, SECTION 7

- ASSAULT LEAVE IN YOUR CTU/CBoE AGREEMENT

YOU CONDONE AN ASSAULT BY NOT REPORTING IT!

1. Immediately contact your principal and your Chapter Chairperson.
2. The principal will call Safety and Security
3. Seek medical attention if needed and have pictures taken of visible injuries.
4. The Chapter Chairperson will insure that witness statements have been obtained.
5. Complete the CTU Teacher Assault Form and the Incident Report Form from the school office as soon as possible.
6. Safety and Security will notify the proper agencies, including the police, and investigate. YOU HAVE THE RIGHT TO CALL THE POLICE YOURSELF.
7. Keep copies of all records and subsequent proceedings. Provide copies for your Chapter Chairperson.
8. The CTU will accompany you through the formal legal process.
9. Do not discuss the incident with counsel for the defendant or anyone else involved.
10. Keep the CTU, your Chapter Chairperson and Principal apprised of all developments.