



Montebello Teachers Association  
California Teachers Association  
National Education Association

# Building Rep Fast Facts

918 W. Whittier Blvd. Montebello 90640 • (323) 722-5005 • (323) 722-0543, fax • [www.montbelloteachers.org](http://www.montbelloteachers.org)

## Maximum Meetings

Within Board Day	2 hours per staff development month
Outside Board Day	3 hours per staff development month with 1 week written notice
Evenings	4 per year

The Faculty Club Chairperson and the Principal may agree to transfer up to 2 hours per staff development month from “Outside the Board Day” to “Inside the Board Day.” The total number of hours per staff development month may not exceed 5 hours.

Friday afternoons or the afternoon of the day prior to a holiday, recess, or the day of a required evening meeting are to be kept free from professional meetings in the District. School site administrators are encouraged to schedule in-service activities on work days other than Tuesdays.

## What Is A Day?

The Contract refers to three types of days: Board days, professional days and instructional days.

\*The Board Day for K-12 teachers is 7 hours and 15 minutes. The District determines the beginning time for each site. The Board Day for Head Start teachers is 5/6 that of K-12 teachers. Adult Education Teachers do not have a Board Day.

\*The professional day is the Board Day except for official meetings, instructional times and 7 minutes prior to the beginning of school. Teachers need not be on campus during the Professional Day.

\*The instructional day is the time when teachers are actually with students.

Banking Minutes - Some sites have site specific waivers regarding instructional minutes for the purpose of banking minutes. The individual memorandums of understanding are posted on [montbelloteachers.org](http://montbelloteachers.org).

The instructional day is 305 minutes for K-12 teachers and 270 minutes for Head Start

## ELIGIBILITY FOR SERVICE INCREMENT & TRANSFER

An employee must have served 60% of the days school was in session to qualify for an additional year on the salary schedule. In the K-12 program the calendar consists of 180 teaching days plus 3 preparation days. Therefore, one must be present 110 days during one school year to receive a service increment.

Applications for Voluntary Transfer are due to the Personnel Office on April 15. The member will receive notice concerning the disposition of the application by June 15.

## SITE COMMITTEES REQUIRED BY YOUR CONTRACT

### Staff Inservice Committee

Each site must have a staff elected Inservice Committee. Staff Inservice Committee shall advise and be consulted prior to all site inservice/staff development activities and the selection of all staff development days which are not specified in the Contract.

### Class Size Reduction and Facilities Planning Committee

The principal at each participating site will create a CSR-FP Committee by the 20th working day of the school year. The committee will meet at least 4 times each year. Each committee will include, but not be limited to, the principal, a teacher from each grade level elected by Bargaining Unit members at that site, classified personnel, parents, and support staff.

### Site Safety Committee

Each Site Safety Committee shall be convened no later than September 30 and shall include:

- Faculty Club Chairperson or designee
- Principal or designee
- Parent from the school
- Classified employee

Each Site Safety Committee shall submit its report annually to the District Comprehensive Safety Committee **by November 1**. The Committee shall give written feedback no later than March 15.

Any member of the Site Safety can request a site inspection. The inspection shall be conducted by March 1.

***Any member may submit an MTA Safety & Security Report to the MTA office.***

## OF FURTHER INTEREST

What is a Grievance? - A grievance is a violation of the Contract. The first level of a grievance is the informal level. The goal of the informal level is to solve the grievance through a discussion. This must occur within 10 days of the incident which is being grieved.

Representation - Building Reps are elected for two year terms. The ratio for representation is 1 Building Rep: 10 members.

Executive Committee & Rep Council Meetings - The MTA Rep Council meets 10 times per year (usually on the third Tuesday of the month at La Merced Intermediate. The meeting begins at 3:30 p.m. (December is held at a local restaurant). The MTA Executive Committee usually meets the first Tuesday of every month (September through June). [Montbelloteachers.org](http://Montbelloteachers.org)  
Most MTA events are listed on the web page: [montbelloteachers.org](http://montbelloteachers.org).

MTA office staff: Kathy Kohn Schlotz, executive director; Alonso Ibañez, administrative assistant; and Lorraine Richards, president

## LEAVES

**Current Sick Leave** - (K-12) 12 days of sick leave are earned the first day of the school year. Current sick leave is exhausted prior to accumulated sick leave. (A.E.) 1 hour sick leave for each 18 hours of pay expected to be received by June 30.

**Accumulated Sick Leave** - unused sick days are saved for use in future years.

Accumulated sick leave counts toward STRS retirement. Accumulated sick leave is exhausted prior to difference pay.

**Difference Pay** - at the exhaustion of current sick leave and accumulated sick leave members have 100 days difference pay. The rate of pay is calculated by subtracting the substitute rate (\$130) from the members' per diem rate. For example: Member A earns \$200 per day  
 $\$200 - \$130 = \$70$

Member A's difference pay would be \$70 per day.

Upon exhaustion of sick leave Bargaining Unit members are placed on a reemployment list. This means that the Bargaining Unit member is no longer employed by the District. The Bargaining Unit member remains on the reemployment list for 39 months if permanent and 24 months if not permanent. If the Bargaining Unit member does not return to active status within the time frame described above, the relationship with the District is completely severed.

### Catastrophic Leave Bank

Members may participate in the Catastrophic Leave Bank. Contributors may request withdrawals at the exhaustion of difference pay.

**Personal Necessity Leave** - Up to 9 days of current sick leave may be used for personal necessity leave. Submit the District form with one of the following reasons. The reasons for personal necessity leave are:

1. witness, defendant, litigant or official government order
2. attendance at funeral
3. obligation required by leadership position or membership in professional organization
4. attendance required to conform with legal procedure or resolve threats to one's personal assets
5. observance of nationally recognized religious holiday
6. post-natal child care leave within 15 days of birth of child

Personal necessity leave in excess of 9 days is allowed for the death, accident, or illness of a member of the immediate family.

### Personal Business

3 of 9 personal necessity days can be used for personal business leave.

Make request by 9 a.m. 2 days in advance of leave (except in emergency).

Complete District Leave Request form writing the reason for leave "Article XVI, Section J.a.a.7." No other information is required. Denial or approval of the request must be given to the member by noon following the day of the request.

### Bereavement Leave

\*5 days are available for: mother, father, grandmother, grandfather, grandchild, husband, wife, son, son-in-law, daughter, daughter-in-law, brother, sister, step-parent, step-child, domestic partners, any relative living in the household and ex-spouse when minor children are involved. (member or spouse)

\*3 days are available for brother-in-law and sister-in-law.

\*Days need not be used consecutively.

### Selling Back Sick Days

1. Members may sell back current sick leave for the year at the end of the school year.

2. Members who were first employed by the District subsequent to July 1, 1980 may sell back current sick leave plus 10 additional accrued sick days upon resignation from the District.

3. Payment will be made at the current rate of substitute pay (\$130). Requests for the selling back of sick leave must be made at the end of the school year to the payroll office.

### Jury Duty

One day of jury duty will be paid under specific circumstances. Bargaining Unit members must attempt to postpone jury duty 3 times.

## HEALTH AND WELFARE BENEFITS

Health and welfare benefits are handled through the Risk Management Department at District Office. More information regarding health and welfare benefits is available at extension 7919.

**Enrollment** - New family members (spouses, babies) must be added within 30 days or during Open Enrollment/

**Major Medical** - The District provides medical insurance through CalPERS. The choices include Blue Cross PPOs, Blue Shield and Kaiser HMOs. The insurance runs through the calendar year - January through December.

**Dental** - MetLife incentive plan fully covered for dependents and their families. Pays 70% the

first year covered, 80% the second, 90% the third and 100% each year thereafter. The dental cap is \$1750

per year per participant in the plan.

**Vision** - VSP Plan C fully paid for members and dependents. There is a \$5 co pay.

**Orthodontia** - Up to \$1500 for minor dependents.

**Life Insurance** - \$50,000 straight term life insurance for members, \$5000 for spouse, and \$1500 for dependents over 6 months old.

**EASE** - Employee Assistance for members needing help or advice. (800) 882-1341.

**Workers Comp.** - You may designate your Workers Comp. physician with the Risk Management Department. Call the MTA office with concerns if a work related injury or illness occurs.

**Long Term Care** - base benefit of \$2000/month for facility based care for 3 years or \$1000/month for professional home care for 6 years. It is possible to increase this benefit on a voluntary, individual basis and to purchase coverage for a spouse or parent.

**Section 125 Plan** - is available to those who pay certain expenses such as child and elder care with pre tax dollars. The open enrollment for the Section 125 Plan is November 15.

**Retirement Health Benefits** - are paid through the District until age 67 and paid through the Trust Fund after age 67. This benefit is for major medical only.

## HOW DO I ADVANCE ON THE SALARY SCHEDULE?

Information regarding placement on the salary schedule is available through the Personnel Office. Information regarding professional development units and district salary credits is available through the Instructional division.

The deadline to file a request for a change in the salary schedule classification with the Personnel Office is:

**October 1 & January 1**

There are 4 ways to advance on the salary schedule:

**College Units:** All units earned subsequent to the BA/BS degree must be upper division or graduate level units that would or could lead to a credential or degree, with a grade of "C" and from an accredited institution.

**Professional Development Units:** Course work that does not fit the criteria above for college units may be eligible for professional development units. Units will be granted for course work that enhances a teacher's current assignment if approved by 2/3 of the District Salary Credit Committee. A form is available through the Instructional Division at District Office. Units must be submitted within 60 days of completion of the course work.

### Lower Division Units Toward a Credential

Lower division units from an accredited institution and with a grade of at least a "C" that are aligned to a Bargaining Unit members district approved degree/waiver plan on file with the District are automatically approved.

**District Salary Credit:** These are credits that are unique to the Montebello Unified School District. District Salary Credit can be earned for staff development activities conducted outside the Board Day and for which the member has not been compensated. Fifteen hours of staff development equals one district salary credit. A form is available through the Instructional Division. District Salary Credit may be earned by

- Staff development programs developed by the District or the Association (MTA IPD activities.)
- Individual staff development programs approved by the District Salary Credit Committee.