

# What To Do When the Sub Finder Is Down

Human Resources advises that when the sub system is down teachers should try accessing Sub Finder via the Internet. As a last resort they can call the Sub Desk at (323) 887-7900 extension 2238 and leave their information there. Diana comes in at 6:30, listens first thing to her messages and enters each absence in the system as she goes along. Teachers should then call the school secretary, who has voice mail, and let them know that they've reported the absence to the Sub Desk already.

#### **Planning to Advance on the Salary Schedule?**

Information regarding placement on the salary schedule is available through the Human Resources 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:

#### **Traditional Calendar Opening of School and/or January 31** YRE June 30 and/or December 31

The request for change must be made by the dates listed above. Transcripts may be received after the deadlines as long as the official request has met the specific dates. If implementation is delayed the increase will be retroactive to the appropriate pay warrant.

Salary Schedule advancement is described in the contract in Article XII. Wages on pages 24-26. The contract is online at montebelloteachers.org.

### **MTA Office Closes During Winter Break**

The MTA office will be closed from Monday, December 17 through Friday, January 4.

The MTA office hours are 9 a.m. to 5 p.m. Monday through Thursday. The office closes at 4 p.m. Fridays and the day before a holiday.

The office extensions are as follows:

President Dianne GarciaStevens	Extension 108
Executive Director Kathy Kohn	Extension 107
Administrative Assistant Alonso Ibanez	Extension 106
Administrative Assistant Diana Madrid	Extension 100

The amounts shown below are the annual amount for the calendar year 2007, which covers parts of two different membership years. Please note that your Trust Fund contribution is included since it is collected as "dues" under Category 1. Trust Fund contributions are also included with dues if you are a Category 2 employee and have elected to participate in the MTA Trust Fund.

#### JANUARY – DECEMBER 2007 MEMBERS

- Cat. 1 Full Time
  - \$1,863.20 (Rep Fee \$953.20) \$1,388.70 (w/o TF \$478.70) 2 30-60% 3 30% or less \$ 241.00

Cat. 1 Full Time 2 30-60% \$

**NEW MEMBERS SEPTEMBER – DECEMBER** 

3 30% or less

\$ 785.60 (Rep Fee \$385.60) 592.80 (w/o TF \$192.80) \$ 96.40

Retired 6/07 \$1,077.60 (Rep Fee \$567.60)

Political contributions are as follows: MTA-ABC \$25/year. FACT \$10/year, NEA-PAC \$10/year (or what you have designated).

## argaining up-



Bargaining Chairperson Terry SalasOrtiz (CCE) reported to Council November 27. Members voiced concerns regarding when Wages will be settled. The **Bargaining Team** continues to monitor neighboring district's settlements.

The Bargaining Team will be off during Winter Break. The next bargaining dates are January 8-10.