



CONTACT

Montebello Teachers Association/California Teachers Association • 918 W. Whittier Blvd. Montebello CA • (323) 722-5005

Progress on Paying Unpaid Assignments

Do you have an inquiry regarding an unpaid additional assignment? If so, please complete the form for Additional Payment Inquiries by clicking the following link: [Additional Payment Inquiry Link](#)

Clarity on Sick Leave on Assigned Factor Days

On October 16th, the District released a memo confirming that earned sick leave may be taken on Factor Days. To know more, please view the attached memo.

Salary Schedule Advancement Requests Due Dec. 31

Bargaining Unit members must file an intent to qualify for a change in salary with the Human Resources Department. In addition, official transcripts verifying course work completed must be filed with the Human Resources Department prior to a change in salary classification. In order to be implemented mid-year, you must submit no later than **December 31, 2023**. The next opportunity to advance on the salary schedule will be the start of the 2024-2025 school year. The intent will be due **October 1, 2024**.

Academic Calendars for 24/25, 25/26, and 26/27 School Years: Approved

Academic Calendars for 2024-2025, 2025-2026, and 2026-2027 have been approved by the Board of Education at the October 4, 2023 Board of Education Meeting. To view the calendars, please [click here](#) and scroll to pages 29-40.

A Message From MTA: Follow our Facebook!

Visit our Facebook by [clicking here](#). Make sure to follow our Facebook to receive notifications, including biweekly videos featuring critical union updates provided by members of MTA's Executive Committee.

Order Your MTA Gear NOW!

Did you miss the opportunity to order a new MTA shirt? Feel free to order one today. To order, please [click here](#) and order as the window will close shortly after the expected minimum order is met. Orders will be delivered to the MTA office. Once it is delivered, you can arrange to pick up the shirts for you and your school site during our office hours!

The next Council is on **Tuesday, November 28th at 4:00 PM at the MTA Conference Center**. Please note that future Rep Councils are expected to take place in-person.

MTA Calendar

Board of Education	November 1
Solidarity Day/Community Schools	
Steering Committee Meeting	November 8
Health and Welfare	November 8
Board of Education	November 15
Bargaining	November 27
Bargaining	December 7
Holiday Council Meeting & New Member Dinner	December 12



**Montebello Unified School District
Human Resources, Certificated**

Memorandum

October 16, 2023

To: MUSD Staff

From: Zepure Hacopian, Assistant Superintendent, Human Resources

Re: Factor Days

Dear Certificated Employees,

There have been inquiries regarding taking sick leave on assigned Factor Days. Please note the following clarification regarding use of sick days on Factor Days.

The MTA CBA provides based on Article XII Wages E. 2. The additional days will be assigned at the discretion of the site principal. However the total of ten (10) additional days must be within the period of ten (10) working days immediately preceding the opening of the school year, through the ten (10) working days immediately following the close of the school year.

The MTA CBA further provides based on Article XVI Leave Policy, J. 1. B. Certificated Bargaining Unit members assigned for less than twelve (12) months shall receive full pay on the basis of one and two tenths (1.2) day per month for the number of months assigned; that is ten (10) month employees, either calendar or school, shall receive twelve (12) days sick leave per year. Credit for leave of absence need not be accrued prior to taking such leave by the Bargaining Unit member and such leave of absence may be taken at any time during the school year.

Based on the above CBA language, **earned sick leave may be taken on Factor Days.**

Please don't hesitate to contact me if you have any questions or if I can be of further assistance.

May you continue to have a wonderful school year.

Kind regards,

A handwritten signature in blue ink, appearing to read "Z. Hacopian".

Zepure Hacopian
Assistant Superintendent, Human Resources